



2018- 2019

Riverside Brookfield High School
160 Ridgewood Road
Riverside, IL 60546
www.rbhs208.net
708-442-7500
Attendance: 708-442-8407

School Violence Tip Line: 1-800-477-0024

Abuse Hotline: 1-800-25-ABUSE or 1-800-358-5117 (TDD)

Forms that will allow you to anonymously report incidents of bullying are available on the school's website under the student and parent tabs.

DISCLAIMER: Riverside Brookfield High School District 208 provides this Student Handbook, which includes a summary of some District Board of Education policies, and revises it annually. While every effort has been made to provide accurate and current information, the Student Handbook does not contain all Board policies and will not contain changes made to Board policies throughout the year. The authoritative source for understanding student rights and responsibilities is the current District Board Policies available online, which is updated to include all changes after the start of the school year. To access those searchable policies, please visit the "Board of Education" section of the District's website at <http://www.rbhs208.net/>. **Failure to read this handbook and/or Board policies, including updates to Board policies made after the start of the school year, does not excuse students/parents from the requirements and regulations described in those sources.**

For access to the most current RBHS information, students and parents are urged to go to the school website on a daily basis. You will have access to the Student Bulletin, athletic information, school calendar, important announcements, etc.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Dear Parents and Students,


Welcome to the 2018-2019 school year. Our goal is to offer our students the best high school experience possible, but that can only be accomplished with your support. The policies, procedures, and guidelines presented in this handbook are put forward to strengthen the educational experience for everyone at Riverside Brookfield High School. Each year, this handbook is updated, so a thorough review of its contents is essential for all students every year.

In addition, this handbook is a personal planner for you. It will serve as a tool to help you organize, plan, and manage your time. Our teachers and staff will expect that you utilize this planner to record your daily and long-term assignments. Research has shown that developing effective organizational and goal-setting habits helps people reach their potential. We know that if you use this planner daily, it will result in your academic success.

Finally, this handbook communicates the values that form the foundation of this organization. Riverside Brookfield High School is a school that has high expectations for all students, offers a rich array of curricular and extra-curricular activities/non-competitive opportunities to match our students' interests, and provides the support and caring that assists students in recognizing their potential to grow and develop. We look forward to working together so our students will experience excellence in their educational experience.

May the 2018-2019 school year be your best yet!

Sincerely,

A handwritten signature in black ink that reads "Kristin Smetana". The script is cursive and fluid.

Kristin Smetana
Principal

BOARD OF EDUCATION

Garry Gryczan, President
Timothy Walsh, Vice President
Laura Hruska
Dr. John Keen
Gina Sierra
William Smithing
Ramona Towner

The Riverside Brookfield Township High School District 208 Board of Education holds Regular and Committee of the Whole meetings. For information regarding the Board of Education meeting schedule, policy manual, and other pertinent documents, please refer to the RBHS website under the Board of Education tab.

DISTRICT ADMINISTRATION

Dr. Kevin Skinkis, Superintendent
Scott Beranek, Chief Financial Officer

BUILDING ADMINISTRATION

Kristin Smetana, Principal
Kylie Lindquist, Assistant Principal for Curriculum, Instruction and Assessment
Dave Mannon, Assistant Principal for Student Affairs
Brendan Curtin, Assistant Principal of Athletics
Sheila Jercich, Director of Special Education Services
Beth Augustine, Director of Student Services
Dave Sibley, Dean
Neil Dughetti, Dean
Lori Sullivan, Assistant Dean

MISSION STATEMENT

Riverside Brookfield High School is a partnership of parents, students, staff, Board of Education, elementary schools and community. This academic partnership will provide a comprehensive education in a safe, orderly, well-equipped environment. All students will be prepared with the intellectual, aesthetic, vocational, physical, personal and social skills necessary to be responsible and effective members of a diverse and changing world. *Adopted June 8, 1993 Affirmed June 10, 1997*

STUDENT ASSOCIATION

2018 / 2019 Executive Board

President	Michelle Jacobs
Vice-President	Rowan Elwart
Secretary	Jessica Bajerek
Treasurer	Taylor Jurgens
Director of Communications	Sarah Pilewski
Student Spokesperson	Dave Waas

Class of 2019

President	Amanda Gruber
Vice-President	Kori Hopek
Secretary	Niela Callanan
Treasurer	Gabby Galloway
Appointed Officer	Cora Lutes
Appointed Officer	Sophia Ramirez
Appointed Officer	Shea Connelly

Class of 2020

President	Kathe Pribyl Pierdinock
Vice-President	Cameron Winkler
Secretary	Claire Kawiecki
Treasurer	Evie Roth
Appointed Officer	Kate Shereck

Class of 2021

President	Catherine Glawe
Vice-President	Katie Culloden
Secretary	Isabella Linarez
Treasurer	Lily Adlesick
Appointed Officer	Cassidy Krupske
Appointed Office	James Berger

ACTIVITIES

CODE OF CONDUCT

EXTRACURRICULAR ACTIVITIES/NON-COMPETITIVE ACTIVITIES

STUDENT ATHLETE / EXTRACURRICULAR

School Board policy 7:240 requires the Superintendent or designee, using input from coaches and sponsors of extracurricular activities, to develop a conduct code for all participants in extracurricular activities consistent with Board of Education policy and the rules adopted by any association in which the School District maintains a membership. This Code of Conduct: (1) requires participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times and places, including after school, on days when school is not in session, during summer and other school breaks, and on or off school property; (2) emphasizes that hazing and bullying activities are strictly prohibited; and (3) notifies participants that failure to abide by the conduct code could result in removal from the activity.

To participate in the Riverside Brookfield extracurricular program, students and their parents must commit to follow all policies, procedures, regulations, and rules established by the school or the program in which the student participates, including this Code of Conduct. **Violations of this Code of Conduct include, but are not limited to:**

- Gross misconduct, which is conduct that interferes with, disrupts, or adversely affects the school environment and/or operations, as defined by Board policy, including Board policy 7:190, building handbooks, procedures, and/or rules, and/or rules for the particular extracurricular activity.
- Conduct unbecoming, such as but not limited to the misuse of the RBHS electronic policy, i.g. related social media disruptions or violations. Inappropriate behavior and or non-compliant behavior, such as disrespecting an adult.
- Possession, purchase, consumption, or supplying to other students of tobacco, alcohol, steroids, drugs, or paraphernalia, any “look alike” tobacco, alcohol, steroids, drugs, and/or any substance that the student believes or intends to have an intoxicating effect and that is not prescribed to the student and permitted to be used or carried at the time or place. -
- *Note: The District often learns of Code of Conduct violations through reciprocal agreements with local law enforcement for infractions off school grounds and infractions at school-sponsored events.*

This Code of Conduct is enforced at all times and places, including after school, on days when school is not in session, during summer and other school breaks, and on or off school property. Students who violate any of the policies, procedures, regulations, or rules, including this Code of Conduct, may face disciplinary action both in school and with respect to the extracurricular activities in which they participate.

The following are disciplinary consequences that will be imposed for first, second, and third Code of Conduct Offenses, although more severe discipline than the penalties described may be imposed if warranted by the circumstances:

Student Participation	First Offense	Second Offense	Third Offense
School	- Administrative Action - Possible reduction	- Administrative Action - No reduction	-Administrative Action - No Reduction
IHSA Athletic Activities (The length of an athletic season is calculated by the IHSA calendar per sport)	- Suspension from 50% of an athletic season's competitions - Possible reduction	- One full school year suspension (3 consecutive sport seasons) from all RBHS athletics - Possible reduction	- Loss of all athletic privileges at RBHS
Non-Athletic Activities	- 30 total hours of community service must be completed prior to continuing participation. - Possible reduction	- 60 total hours of community service must be completed prior to continuing participation. - Possible reduction	- Loss of all extracurricular privileges at RBHS

Suspensions from athletic competitions will be served immediately and consecutively. A student may not transfer a consequence earned in one student participation category to another. For example, athletes who violate the code of conduct cannot elect to join a non-athletic activity in order to transfer the consequence to the non-athletic activity and continue in the athletic activity without consequence. In that scenario, the student would receive the consequence in ***both*** the athletic and extra-curricular activity. Please note that discipline imposed during one season/year that may not be completed during that season/year will carry over to the next season/year.

If a student is not currently participating in any extracurricular activities and engages in conduct that would violate the Code of Conduct, the consequences will be enforced to the full extent allowed by law for up to one calendar year from the date of violation should the student decide to begin participating in an extracurricular activity.

Where community service is required as part of a consequence, a student is not permitted to participate in an extracurricular activity until the student has completed the community service requirement.

The following are the possible reductions available for each type of infraction

Student Participation	First Offense	Second Offense	Third Offense
IHSA Athletic Activities	- Suspension may be reduced to twenty five percent of an athletic season's competitions	- Suspension may be reduced to fifty percent of a full school year's competitions (1.5 sport seasons).	- No reduction possible
Non-Athletic Activities	- Consequence may be reduced to 15 hours of community service	- Consequence may be reduced to 30 hours of community service	- No reduction possible

Reductions will not always be offered even where possible. The administration has sole discretion to determine if a reduction will be offered based on the nature of the infraction and the circumstances surrounding it. For alcohol and drug related violations, a student may be offered a reduction only if he or she agrees to successfully participate in an organized program with a Certified Alcohol & Drug Counselor. Failure to complete an agreed-to program will lead to reinstatement of the full, original consequence. Where community service is required as part of a reduction, a student is not permitted to participate in an extracurricular activity until the student has completed the community service requirement.

- EXTRA-CURRICULAR ACTIVITIES/NON-COMPETITIVE LEADERS/PRESIDENTS:** Consequences for lack of exemplary behavior (first offense) is permanent removal from the LEADERSHIP POSITION, effective immediately. They may continue to be members in the EXTRA CURRICULAR ACTIVITIES/NON-COMPETITIVE group but are unable to hold an officer position. Second offense violations will be removal from the group for the remainder of the year.
- STUDENT PARTICIPATION IN ANY ATHLETIC OR EXTRA-CURRICULAR ACTIVITIES/NON-COMPETITIVE ACTIVITY:** Student participation in any athletic or Extra Curricular activities/non-competitive activity requires a student to be present in school for 50% of their classes or in attendance due to participation in a school-sponsored activity on the day of a practice, dance, event, contest, or competition. Students must contact their coach, sponsor or an administrator on the day of a practice or event to report that they have missed 50% of the school day. This is true whether the practice or event is before or after school. The goal is to have the students stay home in order to get well, to concentrate on lessons they missed that day, and to limit the spread of illness to teammates. Students may be denied participation in the event if the above criteria aren't met.

ACADEMIC INFORMATION

AUDIT

If a student fails the second semester of a math or foreign language course after passing the first semester, he/she is given the opportunity to audit the first semester the following year. A student cannot earn graduation credit a second time, but could improve the first semester's passing grade. Repeating a course in this manner is a privilege. If a student does not participate as though he/she was earning credit for the semester, he/she may be dropped from the audit program.

CLASS RANK

Final semester grades in all courses for which credit is given are used to determine class rank.

Grade	Numeric Value	Honors (1.125 Multiplier)	AP (.5 added to Honors)
A	4.0	4.500	5.000
A-	3.7	4.162	4.662
B+	3.3	3.712	4.212
B	3.0	3.375	3.876
B-	2.7	3.037	3.538
C+	2.3	2.587	3.088
C	2.0	2.250	2.750
C-	1.7	1.912	2.412
D+	1.3	1.300	1.300
D	1.0	1.000	1.000
D-	0.7	0.700	0.700
F	0.0	0.000	0.000

COLLEGE INFORMATION

The Student Services Office uses the on-line software program Naviance to help students search for colleges, occupations, financial aid, and trade/technical information. Students are encouraged to use this program and to consult with their counselor for additional information.

COURSE WITHDRAWAL

Withdrawing from a course will result in the student being placed in a study hall. New courses may be added through the 10th day of the semester only, if they meet one of the criteria listed in "Schedule Changes" in the Curriculum Guide and if there is space available in the new course.

If a student drops a course any time through the 4th week of the semester, no notation will be made on the student's permanent record, but a \$25 processing fee will be charged.

After the 4th week of the 1st semester of a year-long course or after the 4th week of either semester of a semester-long course, but before the end of the quarter, a grade of "WP" (withdrawn/pass) or "WF" (withdrawn/fail) will be recorded on the student's transcript for

informational purposes. Grades of a “WP” and “WF” are not included in the GPA (grade point average).

Dropping a course after the 1st quarter or 3rd quarter of any semester-long course or after the 1st quarter or 10 days of the second semester of a year-long course will result in an “F” grade on the transcript.

CREDIT/NO CREDIT GRADING OPTION

To encourage students to take a broader range of curricular offerings, as well as a greater number of classes, a limited number of courses can be taken for credit but without a specific grade assignment. This option is limited to students in grades 10 – 12. Courses taken for “credit/no credit” will be counted toward graduation credit but will not be included in the grade point average. Students may choose to take one course per semester on a “credit/no credit” basis. A student may take 6 semesters of course work using this option. The option may not be carried into another year if not used. Prerequisites must be completed before the student’s schedule may include a course with the “credit/no credit” arrangement. The procedures to implement this “credit/no credit” grading option are listed in the ’16 – ’17 Curriculum Guide.

EXEMPTION FROM P.E.

Allows a student in an ongoing interscholastic athletic program to apply for a PE waiver. Students need to meet with their counselor in order to request this exemption. Forms are to be filled out and signed by the students’ teacher, instructional coach, counselor and principal. Waiver forms are available in the Athletics Department Office or Student Services.

***Amended August, 2013, in compliance with the General Assembly and the ISBE:*

FINAL EXAM POLICY

Electronic devices are not permitted on any student’s person, unless prior permission has been given by a staff member, in any testing environment, even if in the off position and out of sight, during final exams and during any day there is an exam. Any student found to violate this policy will receive a zero on their exam.

Final exams/summative assessments are an integral part of the learning process. The following parameters govern final examinations/summative assessments:

1. There will be a summative assessment of content and skills in all courses, including Physical Education courses. These assessments may include, but are not limited to, essay tests, objective tests, portfolios, skill tests, and exhibitions;
2. All final exams/summative assessments will be approved by the Instructional Coach in the subject area;
3. Final exams/summative assessments will comprise 20% of the semester grade;
4. Except where noted in Section 6 of this policy, all students shall take final exams or summative assessments during scheduled final examination periods. No final examinations or final summative assessments may be administered before regularly scheduled exams. Students may not be excused from this obligation by the classroom teacher.
5. Overall assessment should reflect a balance among the testing strategies available. For example, over the course of a term a variety of assessment techniques should be used. Final exams reflect effective testing practices.

6. Final Exam Exemptions:

- a) Any senior enrolled in a single semester non-AP class in the first or second semester or a semester-long Advanced Placement class (in the 1st semester only) who receives a semester average of an “A,” will also be exempt from the final exam for that semester.
- b) Any senior who earns at least a “B” semester grade in any year-long or semester-long (second semester) Advanced Placement course and who takes the National Advanced Placement examination in that subject will earn an exemption from the final exam in that class during second semester.
- c) Any senior who has an A average in the second semester of a year-long course will earn an exemption from the semester 2 final exam in that course.
- d) In the case of a performance-based class, the teacher, with the approval of the instructional coach, has the option to require a senior to take a final exam or summative assessment no matter the student’s grade. Teachers have the obligation to inform seniors no later than the end of the first or third quarter if their performance-based class requires a final.
- e) Any senior who meets or exceeds ACT subject-area benchmarks or growth from the 8th grade EXPLORE test to the 11th grade ACT **OR** meets or exceeds SAT section-score benchmarks will earn an exemption from both semester exams of the related courses as outlined in the chart below:

To earn an exemption in the subject listed, students must meet at least one of the requirements listed under that subject.	English 1 course both semesters	Math 1 course both semesters	Science 1 course both semesters
	18 or higher on the English portion of the ACT	22 or higher on the Math portion of the ACT	23 or higher on the Science portion of the ACT
	7 points of growth from EXPLORE English to ACT English	7 points of growth from EXPLORE Math to ACT Math	6 points of growth from EXPLORE Science to ACT Science
480 or higher on the Evidence-Based Reading and Writing section of the SAT	530 or higher on the Math section of the SAT		

*Students can obtain their 8th grade Explore scores from their guidance counselor.

Disqualification from Exam Exemptions:

- a) If a student has been absent for more than 5 days of a class in a semester, for any reason (excused or unexcused), the student will be disqualified from using the earned exam exemption in that class.
 1. Absences for pre-approved college visits or class field trips will not be counted against a student when considering attendance for exam

exemptions. Pre-approvals should be submitted to the attendance office for review.

- b) A student will no longer be eligible for **any** of his/her exam exemptions if **either** of the following statements is true:
1. The student has any unverified absence or cut from **any** class.
 2. The student has been suspended (in-school or out of school) at any point during the semester.

If a student misses a semester exam for any reason, the exam score will be recorded as a 0. If the absence is verified by a parent/guardian, the student will be required to make up the exam through one of the three options below:

- During the exam make-up periods built into the school days of exam weeks in December and May.
- During designated make-up dates after school, the first week back from Winter Break in January.
- By appointment, through the Office of Curriculum and Instruction during the first, full week of summer vacation.

The 0 issued at the time of the missed exam will stand, as a placeholder, until the student makes up the missed exam(s). If a student fails to make up his/her missed exam(s) during one of the designated make-up dates/times, the 0 issued for the missed exam will stand and semester grades will be finalized with a 0 as the exam score.

Note: Exam scores make up 20% of a student's final, semester grade in a course.

GRADING – INCOMPLETES

Incomplete grades (with some exceptions made by the Principal) will be converted to a grade of “F” if the required work is not completed within two weeks after the end of the term.

GRADING PLAN – SCHOOL-WIDE

1. Quarter grades will be worth 40% of semester grade. Final exam will be worth 20%.
2. All teachers will use percentages to determine quarter and semester grades.
3. A minimum F will be used (50%) for students who receive a grade lower than 50% during the first and third quarters. If a student receives a higher F grade than 50%, the higher percentage will be used.
4. Grading scale will be as follows:

100-93	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+

76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
59-0	F

GRADUATION REQUIREMENTS

The District 208 Board of Education has established graduation requirements as follow.

<u>CLASS OF 2019</u>	
English	4 units
Mathematics	3 units
Science	3 units
Social Science	3 units
Western Civilization (gr. 9) <i>or</i> AP Euro History (gr. 10)	1 unit
United States History	1 unit
United States Government	1/2 unit
Global Area Studies A or B*	1/2 unit
Consumer Economics <i>or</i> Economics <i>or</i>	1/2 unit
AP Macroeconomics and AP Microeconomics	1 unit
Health Education.....	1/2 unit
Cultural and Applied Studies	2 units
Applied Arts, World Language, <i>or</i> Fine Arts	1.5 units
Fine Arts Survey**	1/2 unit
Physical Education (Special Exemptions May Apply).....	3.5 units
Additional Electives	<u>2.5 units</u>
TOTAL CREDITS REQUIRED.....	22 units

*The Global Studies A or B graduation requirement may also be fulfilled by taking:

- Four years of the same world language in high school
 OR
- AP World History

** All students must take the Fine Arts Survey course, unless they fulfill one of the following requirements:

- Annually take at least a ½ unit within one area of concentration in the Fine Arts over their four years (music, visual arts, or dance/drama).
 OR
- A ½ unit of a performing art and an additional ½ unit of a visual art.

CLASS OF 2020 and Beyond

English	4 units
Mathematics	3 units
Science	3 units
Social Science	3 units
Western Civilization (gr. 9) <i>or</i> AP Euro History (gr. 10)	1 unit
United States History	1 unit
United States Government	1/2 unit
Cultural and Global Area Studies***	1/2 unit
Consumer Economics <i>or</i> Economics <i>or</i>	1/2 unit
AP Macroeconomics and AP Microeconomics	1 unit
Health Education.....	1/2 unit
Cultural and Applied Studies	2 units
Applied Arts, World Language, <i>or</i> Fine Arts	1.5 units
Fine Arts Survey**	1/2 unit
Physical Education (Special Exemptions May Apply).....	3.5 units
Additional Electives.....	2.5 units
TOTAL CREDITS REQUIRED.....	22 units

** All students must take the Fine Arts Survey course, unless they fulfill the following requirements:

- Annually take at least a ½ unit within one area of concentration in the Fine Arts over their four years (Music, Visual Arts, or Dance/Drama).

OR

- A ½ Unit of a Performing Art and an additional ½ unit of a Visual Art.

*** The Cultural and Global Area Studies graduation requirement may also be fulfilled by taking any one of the following courses:

- Global Area Studies A or Global Area Studies B
- Sociology
- AP World History
- Level 4 or Advanced Placement Language class at RBHS (French IV, AP French, Spanish IV, AP Spanish Language, AP Spanish Literature, or AP German)
- Foreign Exchange programs (refer to Board Policy 6:310)

ACADEMIC GRIEVANCES - STUDENT

Generally, a conflict is best resolved by the parties directly involved. In academic situations the student should begin discussing a problem with the teacher. Appeals should go to the Assistant Principal for Curriculum and Instruction. If the situation needs further

consideration, appeals can be directed to the Principal. The Board of Education's Uniform Grievance Policy, 2:260 can be found on the RBHS website.

ANNUAL GRADUATION CLASSES

The school calendar shall provide for one graduating class and one public commencement ceremony annually, at the close of the school year. If a student qualifies for graduation at mid-school year, he or she may, with administrative approval, return to participate in the public commencement ceremony. This event is by invitation only; it is not a student's right to participate. Students may be denied this privilege if their overall performance or behavior is deemed unacceptable. If a denial is being considered, parents will be notified in one of the following ways: in writing, by phone, or a meeting will be held prior to the ceremony.

EARLY GRADUATION

A student may elect to discontinue school at the end of his/her seventh semester of high school work and still be eligible to receive a diploma if 1.) he/she has otherwise fulfilled all graduation requirements and 2.) provided the final semester of course work has been completed in attendance at District 208. Appropriate application must be made prior to the respective term through Student Services.

GRADUATION CEREMONY

Graduation is officially scheduled for Friday, May 25, 2018. You may contact the Assistant Principal of Student Affairs for more information. Participation in the ceremony is a privilege that students earn. The Administration reserves the right to bar a student from participation.

HOME BOUND INSTRUCTION

When regularly enrolled students of the high school district are disabled so as to prevent attendance at school for an anticipated period to exceed ten days, as certified by a qualified medical doctor, the school district may provide a home teacher for periods not to exceed five hours a week. Contact your student's counselor for additional information.

HOMEWORK POLICY

Homework, an integral part of the learning process, is an extension of classroom work. Homework extends available learning time, encourages students to work independently, and gives parents an insight into the school's curriculum. Also, research shows that homework improves students' achievement. Because of the results of the research and the quality of courses our students take, they should do approximately two profitable hours of homework per evening.

As educational partners, parents should encourage regular and punctual attendance and call the school each day a student will be absent. Parents should question their children about their classes on a daily basis. Parents should reinforce the need to comply with school expectations and abide by stated rules.

Responsibilities – Students

Each student has the responsibility of completing the homework assignments. Written assignments, reading assignments, and reviewing class materials are all forms of homework.

Students should recognize that the time and effort spent completing homework is an essential part of the learning process.

Every student must understand the consequences for turning in assignments late and for missed assignments.

Responsibilities - Parents

Parents should provide a consistent place and time for their child (children) to do their homework. The study area should be kept free from noise and distractions.

Parents should encourage their children to accept homework assignments as an important part of the school program.

Parents should discuss with their child (children) the homework assignments on a regular basis.

Parents should feel free to call a teacher if there is any question about homework.

HONOR ROLL

Each term an honor roll is published in the local newspaper.

INSTRUCTIONAL MATERIALS

Board Policy 6.260: Persons with suggestions or complaints about curriculum, instructional materials, and programs should submit their objection in writing. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a curriculum objection form.

STUDENT / PARENT RIGHTS AND RESPONSIBILITIES

The Riverside Brookfield High School Board Policy Manual contains all information regarding student and parent rights and responsibilities. The Policy Manual is available on the school website or you may view the document in the District Office.

UNIFORM GRIEVANCE PROCEDURE

A student, parent/guardian, employee, or community member should notify any District Complaint Manager (Assistant Principal of Student Affairs or Assistant Principal of Curriculum and Instruction) if he or she believes his or her rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, have been violated. For more information, refer to Board Policy 2:260.

TEACHER QUALIFICATIONS

Riverside Brookfield High School annually receives federal Title 1 funds. In accordance with requirements, parents and guardians have a right to request teacher qualifications from the Assistant Principal of Curriculum and Instruction. Qualifications can also be viewed on the Illinois State Board of Education's website (www.isbe.net) under the system quick links tab.

TESTING DATES

Major testing dates are as follows. Many of these exams require pre-registration.

NATIONAL STANDARDIZED EXAMS (OPTIONAL)	
ACT (<i>Given at RB on these dates</i>)	October 27, 2018 & April 13, 2019
PSAT/NMSQT	October 10, 2018
AP Exams	May 6 – May 17, 2019

MANDATORY STANDARDIZED TESTS	
8th Grade Placement Exam	October 13, 2018
NWEA MAP (Freshmen)	Fall and Spring TBA
IL Science Assessment (Freshmen)	TBA
PSAT 9 (Freshmen)	TBA
PSAT 10 (Sophomores)	TBA
SAT State Exam (Juniors)	TBA

FINAL EXAMS SCHEDULES		
<i>Note: Student lunch will not be served on testing days.</i>		
1st Semester		
December 18, 2018	Period 1	8:00 - 9:30
	Period 2	9:45 – 11:15
	Period 3	11:30 – 1:00
	Make-up	1:00 – 1:30
December 19, 2018	Period 4	8:00 - 9:30
	Period 5	9:45 - 11:15
	Make-up	11:15 – 1:15
December 20, 2018	Period 6	8:00 - 9:30
	Period 7	9:45 - 11:15
	Make-up	11:15 – 1:15
2nd Semester		
May 21, 2019	Period 1	8:00 - 9:30
	Period 2	9:45 – 11:15
	Period 3	11:30 – 1:00
	Make – up	1:00 – 1:30
May 22, 2019	Period 4	8:00 - 9:30
	Period 5	9:45 - 11:15
	Make-up	11:15 - 1:15
May 23, 2019	Period 6	8:00 - 9:30
	Period 7	9:45 - 11:15
	Make-up	11:15 - 1:15

ATTENDANCE / TARDY POLICY / TRUANCY

COMMONLY USED ACRONYMS IN THE HANDBOOK

ADA = *Alternative Day Assignment* is an in-school suspension

ADL = *Alternate Day Lunch* is a lunch detention

ADS = *Alternate Day Saturday* is a Saturday detention

OSS = *Out of School Suspension*

PLC = *Late Start Day* detention

ATTENDANCE PHILOSOPHY

At Riverside Brookfield High School we believe that student attendance is an integral part of the educational process. In addition, we believe that no classroom activity or experience can ever fully be replicated outside that time and place of its environment, so students need to miss as few classes as possible. Student absences can hamper course progress and lead to increased work for students and teachers in attempting to make up for lost experiences. Every course emphasizes the participation of students and needs their committed, regular presence to allow for the greatest educational success. It is the responsibility of parents/guardians to ensure the regular attendance of his or her child. In partnership with the school, parents can instill the positive habit of responsibility and reliability in their student which regular daily attendance fosters. The attendance policy outlined in this section of the handbook complies with Illinois School Code and is designed to develop the most responsible, successful students possible. Regular class attendance will help to develop habits of self discipline and responsibility which translate into greater achievement academically and in all areas of life.

COMPULSORY ATTENDANCE

The Illinois Compulsory School Attendance Law (Article 26 of the Illinois School Code) holds the parent responsible for the enrollment and regular attendance of children enrolled. RBHS expects parents/guardians to make responsible efforts to ensure the regular attendance of their students and to inform the school of any absence and the reason for the absence.

When absences become excessive, RBHS will require parents/guardians to present medical documentation of physical and emotional conditions causing a student's absence. Court appearance will necessitate authorized documentation.

GENERAL ATTENDANCE PROCEDURES

It is the parent's or guardian's responsibility to call the Attendance Office on the day of the absence for the student to receive full make-up privileges. Parents or guardians may report absences by calling the **RBHS Attendance Line, 708-442-7500 X 2191, 24 hours a day.** **The expectation of parents/guardians is to call by 10:00 a.m. on the day of absence. Failure to call the school within 24 hours of the absence will result in an unexcused absence.** Any deviation from this procedure must be discussed with the Dean and is the parent's or guardian's responsibility. Only calls from parents or legal guardians will be accepted. The following information must be provided to excuse the absence for valid cause:

- Parent / Guardian must identify themselves
- Student name

- Reason for the absence

If a parent/legal guardian anticipates being out of town and, therefore, will be unable to provide official notification of a student absence, the parent/legal guardian must provide written documentation of the adult designated to approve student absences. This written notification must be turned into the Attendance Office prior to the parent/legal guardian leaving town.

EXCUSED ABSENCES

Section 26-2a of the Illinois School Code, considers VALID CAUSE for a student's absence to be:

1. Personal illness
2. Observance of a religious holiday
3. Death in the immediate family
4. Family emergency
5. Circumstances which cause reasonable concern to the parent/guardian for the safety or health of the student.
6. Situations beyond the control of the student as determined by the Board of Education of the District.

EXCUSED ALL-DAY ABSENCE:

Parents/guardians must call the Attendance Office, **708-442-7500 X 2191**, to make arrangements for the student to be excused following the guidelines listed above. Whenever possible, the call should be made a day in advance.

EXCUSED PARTIAL DAY ABSENCE:

Early Release:

- Parents/guardians must call the Attendance Office, **708-442-7500 X 2380**, the day **before** the student is to leave the building for the appointment. On those rare occasions when there is an unavoidable last-minute reason for removing a student from school, a call from the parent / guardian must be made at least 30 minutes before the requested release time to allow the Attendance Office sufficient time to contact the student.
- If any documentation is needed for a planned early release, (medical appointment, etc.) the student must report to the Attendance Office at the start of the school day and provide proper paperwork for early release approval.
- Students must be released from the classroom and sign out at the Attendance Office.
- Students may not be allowed to contact parents using their cell phones to obtain permission for early release; all such calls must be made in one of the following locations: Student Health Services, Attendance Office, Student Services or the Main Office.

Late Arrival:

It is the parent's/guardian's responsibility to notify the Attendance Office, **708-442-7500 X 2191**, if the student will be arriving late to school. The call must be made prior to the student's arrival. If the reason for the late arrival is not a valid reason (see Unexcused Absences) the student will receive an unexcused tardy or absence on their record.

ILLNESS DURING SCHOOL DAY

If a student should become ill during the school day, the student must first secure a pass from their teacher and then go to Health Office, Room 139. The nurse will contact the parent/guardian. If it is determined that the student will go home, the student must report to the Attendance Office prior to leaving. Students may not text parents during the day to go home sick. Students must use a school phone.

MULTIPLE & PROLONGED ABSENCES

For prolonged absences due to illness or emergencies, special arrangements may be made with the Attendance Office to avoid a call having to be made daily. If a student is able to do homework, arrangements may be made through the Attendance Office. If paperwork is not filed in advance, the absences may be considered unexcused, and all work performed on those dates will be issued failing grades, including but not limited to work completed during the class period, quizzes, tests, quarterly and semester exams, etc.

PRE-ARRANGED ABSENCES

Pre-Arranged Absence forms may be obtained from the Attendance Office. The form needs to be filled out for the following absences: college visits, vacations, or participation in a non-school related activity or sport. Students need to give themselves enough time, approximately a week, to complete this process in order to ensure that the absence will be excused.

1. The student must pick up the Pre-Arranged Absence form in the Attendance Office.
2. Fill out the top of the form with details regarding the reason for the absence and the relevant dates. Have the parent/legal guardian sign it.
3. Bring the form back to school in order to inform all the teachers of the absence, list on the form all homework that must be completed during that time, have each teacher sign the form after the student lists the homework, and have the form signed by counselor.
4. Turn the completed form in to the Attendance Office two days before the absence for approval by the Dean of Students. All absences not approved will become unexcused.
5. Parents or guardians will need to contact the Attendance Office in order to verify the absence.
6. If the form is not turned in/on time for college visits, the absence will be counted in determining excessive absences. Vacations and participation in a non-school related activity or sport are not recommended when school is in session and may be counted towards excessive absences.

UNEXCUSED ABSENCES

If the Attendance Office has not received a phone call from the student's parent or guardian within 24 hours of the day of the absence, the student will be considered unexcused. Unexcused absences are defined as those absences which are not authorized and/or school related.

In order to comply with School Code, the school reserves the right to determine if an absence is unexcused. Once a student exceeds five absences in a semester, all absences will be considered unexcused without a doctor's note.

The school considers the following reasons as examples of absences without valid cause, thereby resulting in an unexcused status:

- Oversleeping
- Car trouble
- Missing the bus
- Missing one class to study for another or make-up test and quizzes
- Babysitting
- Shopping
- Personal
- Vacation
- Message on school voicemail with no reason given for absence

The above list is used for illustrative purposes only and is not to be considered all-inclusive. Unexcused absences are subject to disciplinary action and may result in, but are not limited to the following:

- Administrative/Lunch Detention: twenty minute detention served during lunch, before school, or after school. Refer to page 33 of the handbook.
- ADA/OSS(Alternative Day Assignment/Out of School Suspension: refer to SUSPENSIONS ADA/OSS)
- Late start detentions during PLC days.
- Truancy tickets issued by Local Law Enforcement
- Building / Event restrictions
- Parking Pass revoked
- Parent Meetings
- Referral to West 40 for Truancy
- Building/Hallway Restriction
- No make-up privileges allowed for the period(s) in which the unexcused absence(s) occurred.
- Home visits by local law enforcement

Multiple period unexcused absences will result in a Saturday Detention and/or an ADA. Parental contact will also be made by the Administration via Auto Dialer, email, mail, or phone call.

EXCESSIVE ABSENCES

After ten consecutive unexcused school days, any student can be dropped from Riverside Brookfield High School.

- Any student who is absent for 5% in one semester, excused or unexcused, will be considered as having excessive absences. Absences that result from participation in a school-related activity will not be counted in determining excessive absences;

however, absences due to vacations and non-school related activities/sports may be counted.

Once a student has been absent for 5% of the semester, a doctor's note (licensed M.D. or nurse practitioner) will be required for each absence before an illness-related absence will be excused. The doctor's note must be the original, legible copy on physician's stationary signed by the doctor or nurse, and presented to the Attendance Office upon the student's return. The note must state the date(s) the student was not able to attend school.

A student who is excessively absent will be referred to the building Small Team, which will develop an individualized intervention plan designed to remediate the attendance pattern.

HALLWAY RESTRICTION LIST

Students are placed on this list for excessive tardies, truancies or other behaviors which are disruptive to their education or the education of others, as determined by the administration. Once in their designated class, students on the hallway restriction list are prohibited from leaving without being escorted by a security member. The length of time that a student is placed on the list will be for a one week period. The list will be updated as needed; students may be added, removed or kept on the list for longer than one week, depending on their adherence to school guidelines. Parents will be notified when students are placed on the list, via email or by phone.

HERO

At the start of each period, classroom teachers will uphold a closed door policy. Students who have not passed through the threshold of their classroom door when the bell rings will be considered tardy and will need to obtain an un-excused HERO pass for entry into their classroom. Unexcused tardies accumulate and may result in a Dean's Office consequence (See tardy policy). Failure to serve an assigned HERO consequence will escalate into an administrator assigned consequence.

HOMEWORK MAKE-UP

Students who have excused absences will normally be allowed to make-up the work they missed. Nevertheless, there are some classes that, due to the content or nature of an assignment, will not permit make-up of particular assignments. Students are responsible for make-up work following an excused absence. It is the student's responsibility to contact his/her individual teacher about their make-up assignments the day they return to school.

STUDENT ATTENDANCE AT SCHOOL-SPONSORED EVENTS

To attend any school-sponsored event, such as, but not limited to, prom, graduation, athletic competitions, student performances, etc., a student must have served, or attempted to serve, existing detentions or other disciplinary actions issued by the Administration. All outstanding fees due to the Business Office must also be paid in full in order for students to attend any dance.

STUDENT PARTICIPATION IN ANY ATHLETIC OR EXTRA CURRICULAR ACTIVITIES/NON-COMPETITIVE ACTIVITY

Student participation in any athletic or Extra Curricular activities/non-competitive activity requires a student to be present in school for 50% of their classes on the day of a practice, event, contest, competition, or performance. Students must contact their coach, sponsor, or teacher on the day of a practice or event to report that they missed part or all of the school day. This is true whether the practice is before or after school. The goal is to have the students stay home in order to get well, to concentrate on lessons they missed that day, and to limit the spread of illness to teammates and classmates.

TARDY POLICY

105 ILCS 5/26-1 – Penalties on parents for non-compliance: Class C Misdemeanor.

Proposed 2018-2019 Changes (Tardy Chart)

1, 2, 4, 5... = warning. Every third tardy = assigned office consequence	Student Consequence
3	1 Lunch Detention Room 172. Lose 3 Hero points. Serve your Detention the week you receive it.
6	1 Lunch Detention Room 172. Lose 6 Hero points. Serve your Detention the week you receive it.
9	Lunch Detention for the week Room 172 Lose 9 Hero points
12	Alternative Day Assignment Room 254 Lose 12 Hero points
15	Alternative Day Assignment Room 254, Loss of Privileges (activities), Hallway Restriction, Lose 15 Hero points
18	Alternative Day Assignment, Lunch Detention for the quarter, removal of parking pass. Lose 18 Hero points
21	Alternative Day Assignment, Lunch Detention for the semester, removal of parking pass. Lose 21 Hero points.
24+	Administrative Action. Intervention with student services, parent, and student.

TRUANCY

Illinois School Code 105 ILSC 5/26-2a defines a “truant” as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school

day or portion thereof. “Chronic or habitual truant” shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days. When a student turns 17 years of age, a student can be dropped because of poor academic progress. 105 ILCS 5/26-2

Truancy - Parent Liability (122:26-10)

Any person having custody or control of a child to whom notice has been given of the child’s truancy and who knowingly and willfully permits such a child to persist in his truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or a fine of \$500 - \$1,500 (105ILCS 5/26-1 – penalties on parents for non-compliance: Class C Misdemeanor). If a student is found to be truant, it may be required by RBHS for the parent/guardian of the student to accompany the student back to the school for re-admittance. Failure to do so may result in Out-of-School Suspension. Truancy tickets may also be issued by the local authorities. Truant students will receive ADA, Activity Building Restriction, Saturday Detention or OSS. Student discipline will be progressive.

Students may be searched if they re-enter the building or enter the building after the school day has started when a reasonable cause exists. Refer to BOE Policy 7:140 for additional information.

Truancy - General Liability (122:26-11)

Any person who induces or attempts to induce any child to be absent from school unlawfully, or who knowingly employs or harbors, while school is in session, any child absent unlawfully from school is guilty of a Class C misdemeanor.

Truancy Ordinances exist in the communities served by District 208. Truant students are subject to the tenets of the local ordinances as well as school consequences. Riverside Ordinance 6-1-26 states “To prevent, reduce or control juvenile delinquency within this village, as provided in 105 Illinois Compiled Statutes 5/26-1, it shall be unlawful for any minor between the ages of seven (7) and seventeen (17) years of age who is a truant, chronic or habitual truant, or truant minor, as defined in 105 Illinois Compiled Statutes 5/26-2a, to be found on any public street or public way or in any public park or public building or in any establishment within the village during school hours of a school day in which classes are being held (Ord. 2523-A, 1-3-2005).”

Truancy	Administration
1	Parking permit suspended Days TBD Possible truancy ticket
2	ADA issued Possible truancy ticket Parking permit suspended Days TBD Possible building/event restrictions Loss of class credit for that specific day or period

3	ADA issued Possible truancy ticket Parking permit removed for the remainder of the year. Possible building/event restrictions Loss of class credit for that specific day or period.
4 +	ADA and/or OSS Loss of class credit for that specific day or period. Possible truancy ticket Possible building/event restrictions
Class Cut	
1	ADL detention issued
2 +	ADL detention or an ADA

See page 31 for description of ADS

Truancy is considered leaving the building without permission and/or not attending school without a valid cause. Cut is a student who does not attend a single class throughout the school day.

STUDENT CONDUCT AND BEHAVIORAL EXPECTATIONS

PHILOSOPHY

It is the policy of RB to encourage high standards of student behavior in school, at school-sponsored activities home and away, and in the community. Student conduct should demonstrate self-control and respect for classmates, faculty and other school personnel. We believe that high school years represent a period of crucial intellectual, emotional, and physical development. To help all students develop an attitude of responsibility for their actions as individuals and group members, a set of guidelines in disciplinary procedures are necessary so that the rights of all can be guaranteed in a safe and orderly learning environment. We apply a system of growth-based discipline which includes appropriate consequences for infractions and frequently includes the full range of social service personnel and parent partnering.

Rules are detailed to outline parameters of appropriate behavior for all students. Legal requirements of “in loco parentis” charge adult employees with the responsibility of enforcing established rules throughout the building and on school property. Teachers establish, within the classroom, an atmosphere which is conducive to learning. The

teachers have primary responsibility and authority for classroom management of individual student behaviors.

CHARACTER COUNTS!

Established in 2010, Riverside Brookfield's *CHARACTER COUNTS!* program provides the philosophical foundation for our school community. It is based on the Josephson Institute of Ethics' Six Pillars of Character that guide our behavior and choices: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. The staff and students work to bring these pillars to life in meaningful, tangible ways through course curriculum, athletics, activities, clubs, service work, celebrating local and school heroes, student-created programs such as Conflict Resolution Skill Training, and anti-bullying initiatives. In addition, when students make poor behavioral or academic choices, adults in the school community ask them to reflect on the implications of their decisions based on the ethical pillars. With a school motto of "Excellence and Ethics in Education," Riverside Brookfield High School was named as a Regional Instructional Center in 2013. RBHS is one of the few high schools in the nation identified by *CHARACTER COUNTS!* founder, Michael Josephson, to serve as a model of character education and social-emotional learning for secondary educators.

POSITIVE BEHAVIOR SUPPORT SYSTEM

In 2012, Riverside Brookfield High School implemented its Positive Behavioral Support (PBS) system called "Bulldog Pride." PBS is a researched-based, school-wide system that applies validated behavioral principles that focus on building a positive social environment. This is accomplished through the support of pro-social behaviors and the prevention of problem behaviors. Staff members teach behavioral expectations and acknowledge positive student choices while simultaneously working to eliminate challenging behaviors, replacing them with pro-social skills. A successful PBS system reduces the need for traditional behavior modification options commonly used by high schools, such as detentions, activity restrictions, or suspension. Data is routinely gathered to monitor and to adapt the PBS system, which can lead to both systemic as well as individualized change.

The PBS system is connected to our *CHARACTER COUNTS!* A key feature of PBS is that staff members directly teach the students what is expected of them as members of the RBHS community. This universal set of expectations provides consistency for all students and is modeled and enforced by each staff member. When students are unable to meet the established expectations, they receive uniform redirection by adults. Students who demonstrate the ability to reach or surpass expectations are recognized for the positive influence they have on the school culture. By demonstrating the six pillars of *CHARACTER COUNTS!* in all school environments, from the classroom to the cafeteria to the practice fields, students develop and demonstrate their "Bulldog Pride."

ACADEMIC RELATED INFRACTIONS

Classroom Dishonesty

Riverside Brookfield High School believes that learning best occurs in an atmosphere of academic honesty in which students have developed a high sense of responsibility and exhibit a high standard of integrity. This is accomplished through the cooperative efforts of parents, students, and staff. Riverside Brookfield will not tolerate academic dishonesty.

Definition and Examples of Academic Dishonesty

Academic dishonesty occurs when a student obtains, attempts to obtain, assists another in obtaining, or attempts to assist another in obtaining credit for work that is not the student's own work.

Examples of Academic Dishonesty include but are not limited to doing or attempting to do any of the following:

1. Copying from another student's test or quiz or helping another student during a test or quiz without express permission of the teacher.
2. Attaining unauthorized information about a test or quiz or providing other students with unauthorized information regarding a test or quiz, without the express permission of the teacher.
3. Submitting another student's work or portions of another student's work as one's own.
4. Unauthorized use of a crib sheet or other unauthorized notes, aids, or materials during a test or quiz.
5. Plagiarizing or presenting material taken from another source without appropriate documentation.
6. Changing answers on a test, assignment, paper, or project after grading and then protesting the grade assigned.
7. Using programmable calculators, cell phones, or other electronic devices in an academically dishonest manner.
8. In any way using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work.

Responsibilities of Staff Concerning Academic Dishonesty

When a staff member suspects or becomes aware of an allegation that a student has engaged in academic dishonesty as defined above, the staff member will do the following:

1. The staff member will make a copy of the assignment and note on the copy the alleged academic dishonesty believed to have occurred. If a determination is made that academic dishonesty occurred, the copy will be retained as part of the student's temporary student record file.
2. The staff member will speak with the student to inquire whether the infraction occurred. If a student admits to the conduct, a finding that academic dishonesty occurred will be made.
3. If the student denies the conduct, the staff member will contact the Principal, who will either conduct an investigation or designate another administrator or staff member to do so. If the investigation establishes that an infraction occurred, a finding that academic dishonesty occurred will be made.
4. If a determination is made that the academic dishonesty occurred, the staff member will contact the student's parent/guardian to notify them of the finding. Parents/guardians who are notified that their student has engaged in academic dishonesty may request that the student speak with a counselor regarding the academic dishonesty, and such requests will be honored if possible.
5. If a determination is made that academic dishonesty occurred, the staff member will complete an appropriate "academic dishonesty referral" in Skyward and will notify

the student's Dean and the Instructional Coach of the infraction. The staff member will not discuss the academic dishonesty situation with other staff members unless expressly authorized by the Dean, the Instructional Coach, or another administrator.

6. The staff member will determine, with the help of the Dean and the Instructional Coach if necessary, whether previous academic dishonesty referrals have been entered for the student. Based on the number of academic dishonesty referrals the student has previously received, a consequence will be imposed based on the following guidelines.

Academic Dishonesty Consequences

The consequences for academic dishonesty are listed below. The consequences are cumulative throughout the student's time at RBHS, regardless of what course, department, or school year the incident occurs in. **The consequences are not discretionary and will be imposed any time a student is found to have engaged in academic dishonesty on, such as, but not limited to tests, quizzes, papers, and projects.**

1st Offense Zero grade on assignment

Parent contact by teacher

Academic Referral registered in Skyward

Notification to the Instructional Coach

Will be removed from membership or will be ineligible for National Honor Society their junior year

Will be ineligible for Departmental Honors or Recognition for that subject area

Loss of final exam exemption privilege for that subject area

2nd Offense Zero grade on assignment

Parent face-to-face with Teacher/Counselor/Administrator

Academic Referral registered in Skyward

Notification to the Instructional Coach

Will be removed from membership or eligibility for NHS

Will be ineligible for all Departmental Honors or Recognition

Loss of final exam exemption privilege for that subject area

3rd + Offense Zero grade on assignment

Parent face-to-face with Teacher/Counselor/Administrator

Academic Referral registered in Skyward

Notification to the Instructional Coach

Will receive failing grade for the quarter

Loss of all final exam exemption privileges

Students who wish to appeal their academic dishonesty charge must do so in writing to the Principal within five days of the point of notification to the student of the finding that academic dishonesty occurred. The appeal and their right to appeal and appeal procedure

will be addressed by the Principal and the decision of the Principal will be final and non-appealable.

GENERAL LAB SAFETY

At the beginning of a lab class, all students are required to read, sign, and turn in a lab safety contract. Lab classrooms include, but are not limited to Science Labs, Computer Labs, Fine Arts Labs, Workshops, and Auto Lab. Once the student signs the safety contract, if applicable, they are bound to that agreement, and any violation of that contract could result in immediate removal from class and a failing grade for the assignment or class. If the behavior puts another student or the teacher at risk, or becomes malicious, disciplinary action will take place. If students do not follow the safety expectations, they may be removed from the activity and receive a failing grade. Phone calls home, fines for damage to property, detentions and removal from class with a failing grade are some, but not all of the consequences a student may receive for failure to comply with safety expectations in any learning environment.

ACTIVITY RESTRICTION AND BUILDING RESTRICTION

Activity Restriction is a disciplinary consequence which may be imposed for academic, attendance or behavioral-related concerns deemed inappropriate or unacceptable by the Administration. Activity Restriction is defined as a restriction from all extracurricular activities and athletic events for a specific period of time, and not to exceed one calendar year. Students on Activity Restriction will not be allowed to attend club or organization meetings or gatherings, to attend dances or prom, to participate in academic competitions, to practice with athletic teams, or to participate in or attend athletic contests for the entire time of restriction. In summary, a student on Activity Restriction is only permitted on the school grounds during school hours. Students who fail to serve their detentions will be considered for Activity Restriction.

A **Building Restriction** is when a student's behavior warrants removal from the building outside of the normal school day. Students on building restriction will not be allowed in the building unless under direct adult staff supervision prior to 7:50 a.m. and after 3:05 p.m. The length of the restriction will be determined by the Administration. Students on Building Restriction may be required to report to the Main Office or Student Services at the start and end of their day, as determined by the Administration.

Procedure for Activity Restriction

1. Immediate notification will be made to the student's coach, sponsor, and/or advisor and the parent will be contacted by email, phone, voicemail, or mailed letter.
2. Parent appeals must be in writing to the Principal within 24 hours following notification. The decision of the Principal will be final and non-appealable.

ADDRESSING STAFF MEMBERS / PROPER COURTESY

Students are required to use the proper title at all times when speaking to staff members (Mr., Mrs., Ms., Dr.). Adults are not to be addressed by their first or last names only.

BUS CONDUCT

Students are expected to maintain appropriate behavior while on buses. A violation may result in suspension of bus privileges and a suspension from school. All passengers must wear seatbelts at all times while riding the school buses.

CORPORAL PUNISHMENT

District 208's policy prohibits the use of corporal punishment or use of force except in those cases where the staff, in meeting their legal responsibilities, may have to use physical restraint in case of self-defense, to protect persons and property, and to maintain order.

DANCES

All RB students who bring an out-of-RB guest to a school dance or other school-sponsored event where guest passes are required must have an approved Guest Permission Slip turned in to the Main Office five school days prior to the dance. The guest must be under the age of 21 on the day of the event. No exceptions. Only one guest pass is allowed per RBHS student in attendance. Any student violating this rule will be denied access to the dance. Any student determined to be wearing inappropriate clothing will be asked to correct the concern. Students will be asked to leave the event if they do not adhere to these expectations. Refunds will not be issued to any student being asked to leave the dance, for any reason. All school rules will apply to all dances and will be enforced at all school-sponsored dances, as determined by the Administration. Inappropriate dancing, will not be allowed. Any person entering the dance must have a valid photo ID or they will not be allowed to enter the dance. The doors will be closed and locked 30 minutes after the dance starts. No one will be allowed to enter the dance after the doors are closed and locked.

DEAN OF STUDENTS

The Dean of Students will oversee student attendance and discipline. Verification of student absences will be handled by a Dean of Students. All discipline referrals will be initiated through the Dean's Office.

DETENTION - ADMINISTRATIVE

Administrative detentions must be served in the building location and time specified in the detention notice. Administrative detentions may result from students not serving teacher detentions or from some other form of misconduct handled directly by an administrator. Failure to serve an Administrative Detention may result in a Saturday Detention (ADS), an Alternative Day Assignment (ADA) or Out-of-School Suspension (OSS). **Students removed from Administrative Detention for misbehavior may receive an ADA or OSS.**

DETENTION – LUNCH (ADL)

Any student assigned Lunch Detention is not allowed in the seating area of the cafeteria. The students must arrive to the detention location within the first 10 minutes of the period to receive credit. Any student found to be in the eating area of the cafeteria may be issued an additional Lunch Detention.

PLC DETENTION

PLC Detentions will be held from 7:50 – 8:10 a.m. and 8:15 – 8:35 a.m. every Thursday in the Dean's Office.

Rules for Detentions: ADL, ADA, and PLC

Alternative Day Assignment ADA: Students who are assigned an ADA should report to room 235 by 8:00a.m. ADA for all students will run until 3:15p.m. Students who complete a restorative behavior packet may be released at 3:05p.m. pending administrative approval.

1. Students must come prepared to do school-related work.
2. No talking is allowed.
3. Sleeping is prohibited.
4. Use of cell phones and other electronic devices is prohibited.
5. All school rules apply.

DETENTION - TEACHER

Teachers may assign detentions to be served in their own rooms. Generally these detentions are given to students for behavior deemed disruptive to learning. Unserved detentions will result in two detentions – ADL or PLC, all day ADA, and/or parking passes revoked for a period of time to be determined by the Administration. Failure to serve a teacher detention will result in two Administrative Detentions.

DISCIPLINE

Riverside Brookfield High School prides itself on its reputation of being an excellent school. In order to maintain and enhance this reputation, it is necessary that students conduct themselves in a responsible, safe, and mature manner while at the school’s campus and at all school-related activities. The school Discipline Policy is presented below so that students and parents will understand the expected standards of student behavior.

DISCIPLINE / ACTION TAKEN

The set of misconduct rules or guidelines set down in this handbook establishes the groundwork for fair, consistent, progressive and firm disciplinary actions. All disciplinary action will be subject to discussion, and the final dispositions will be determined by the Administration. The discipline section of this handbook is to act as a guide, and individual cases may warrant a modification of the consequences listed per offense. Restitution for damage to property will be assessed, when applicable. Community service hours within the building may also be a part of a student’s consequence, as determined by the Administration. Local authorities will be called to the school to determine if an arrest or Local Ordinance ticket will be issued. Law enforcement will be called for, but not limited to, a violation of the following offenses: drug-related issues, fights, verbal altercations, classroom disturbances, cyber-bullying, and theft. The School Discipline Code shall apply to prohibited conduct occurring within 1,000 feet of school grounds or prohibited conduct that is plainly visible to a person situated on school grounds, even if the misconduct occurs off of school property. All rules apply to any event where RBHS is a participant.

Mandatory groups (afternoon meetings) with the Counselor, school Social Worker, Psychologist, or Administrator may occur for students who have an excessive number of referrals. Such meetings may reduce the length of the suspension. At least one custodial parent may be required to attend these meetings with their child.

For purpose of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a student’s locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

DISCIPLINE / BEHAVIORAL EXPECTATIONS (Refer to Board Policy 7:190 for additional information)

As a general policy, students are expected to:

1. Maintain regular daily attendance.
2. Be on time and prepared for all classes by bringing the required instructional materials, such as but not limited to fully charged Chromebooks, graphing calculators, and textbooks.
3. Conduct themselves in a manner which reflects courtesy, decency, and a sensitivity to the rights and needs of others.
4. Respond courteously and promptly to requests of faculty and staff.
5. Help keep the school clean, e.g., return the lunch eating area to the same condition it was upon arrival.
6. Follow school regulations and procedures, and ask questions of any faculty member to clarify expectations.
7. Refrain from loud noises or conversations that are disruptive to the school's environment.
8. Walk at all times; running is dangerous and unacceptable, unless under the supervision or direction of a staff member.

Unacceptable behavior will result in disciplinary action as noted in Disciplinary Measures and includes but is not limited to:

1. Refusal to comply with reasonable directions of school personnel/ insubordination.
2. Statements or actions which are disrespectful of others or the building facilities
3. Conduct or conspiring behavior that substantially threatens to or disrupts the educational process and/or the rights of other students or school personnel
4. Truancy or excessive tardiness. Truant students are also subject to the truancy ordinances of all the communities served by District 208 (refer to Truancy)
5. Attempt or actual unauthorized entry into any school building, or school grounds during such times when school is not in session, or a school sanctioned or permitted function or activity is not in session, entry into any restricted or general school area or any classroom or other room, when school is in session, or not in session where a student is not scheduled to be or directed to be by a teacher, school staff or Administration, coach or official or where a teacher, school staff or Administrator, coach or official or other authorized adult has told the student not to enter or to exit.
6. Leaving school premises or being outside of the building without permission (refer to CLOSED CAMPUS) will result in any outside food or drinks being discarded. Students will be searched if they re-enter the building.
7. Use of vulgar or obscene language either orally or in writing (refer to INAPPROPRIATE LANGUAGE)
8. Lewd or obscene conduct or behavior
9. Endangering the safety and welfare of the school community, including threatening or inflicting bodily harm or physical violence upon the person of any student or employee of the school. In the case of fighting, all participants in the fight shall be liable for violation of this section (refer to FIGHTING)

10. Threats made inside or outside of school which constitute a danger to the physical safety of pupils or personnel
11. Harassment/bullying, sexual or other types of harassment.
12. Inappropriate physical contact with staff or students
13. Involvement in gang-related activity (refer to GANG-RELATED ACTIVITY)
14. Possession, transfer, or use of actual or look-alike fireworks, smoke bombs, explosives, firearms, ammunition, or other dangerous weapons, including pepper spray and mace (refer to WEAPONS)
15. Creating, attempting or participating in a false fire alarm
16. Refusal to identify oneself or giving false identification
17. Public display of affection
18. Use or possession of tobacco products. Students under 18 years of age are also subject to a court date and fine as per community local ordinances and state law
19. Sale, use, possession, transfer or evidence of (including odor of) being under the influence of illegal drugs, controlled substances, or alcoholic beverages. This includes possession of paraphernalia and look-alike drugs (refer to USE OF DRUGS).
20. Theft or possession of the property of the school, school personnel, property of other students, or mislaid property, the removal or possession of property without permission of its owner, or the pilfering of another person's possessions is forbidden. Causing damage to, attempting to cause damage to, stealing, or attempting to steal school property or another person's property is forbidden.
21. Intentionally damaging school property and or including, but not limited to: spray painting, toilet papering, inappropriate photos, live animals, and furniture and or property belonging to another person. Restitution and community service hours will be issued, along with the customary disciplinary action, as noted under the Disciplinary Measures section.
22. Gambling: gaming to include wagering
23. Cheating (refer to ACADEMIC DISHONESTY)
24. Violating school driving/parking regulations. This includes contributing to the truancy of other students.
25. Violating cafeteria regulations, including theft, and participating in line cutting or food fights.
26. Violations of policies and procedures regarding utilization of computers, computer labs, and/or access to Internet (refer to TECHNOLOGY ACCEPTABLE USE POLICY)
27. Any attempted or actual unauthorized participation in a school-sponsored event
28. The wearing of unsafe or inappropriate attire and/or accessories (refer to DRESS CODE)
29. Possession or use of laser pointers
30. Inappropriate use of electronic or communication devices. This includes but is not limited to pagers, two-way radios, and/or cell phones (refer to ELECTRONIC DEVICE USAGE DURING THE SCHOOL DAY)

31. Tampering with the AED Device
32. Forgery (refer to FORGERY)
33. Pass / Form misuse
34. Arson
35. Trespassing

DISCIPLINARY CODE / WHERE AND WHEN THE CODE APPLIES

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

1. On school grounds before, during and after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, event, or any other time when the school is being used by a school group;
3. Traveling to or from school or a school activity, function or event or;
4. Anywhere, as the conduct may reasonably be considered to be a threat, an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

DISCIPLINARY MEASURES

Discipline is progressive. However, even for a student's first violation, the severity of an incident may warrant a more severe consequence, including the most severe available to the school. When it becomes necessary to penalize a student for his/her behavior, the following penalties may be invoked:

1. Administrative Detentions
2. Disciplinary conference
3. Notification to parents(s) / guardian(s)
4. Withholding of privileges
5. Seizure of contraband
6. ADA
7. Removal from a classroom, activity, sport or event
8. Notification to appropriate law enforcement agencies whenever the conduct involves illegal activity related to drugs (controlled substances), look-alikes, alcohol or weapons or whenever a law may have been broken that warrants police involvement. Police will be notified if there is a potential safety risk of significance.
9. ADA for a period not to exceed 5 school days
10. Suspension from school and all school activities for up to 10 days provided that the appropriate procedures are followed. A suspended student is prohibited from being on school grounds or within 1000 feet.
11. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate measures are followed. An expelled student is prohibited from being on school grounds or within 1000 feet.

12. Research paper or reflection paper on topic of violation
13. **Building / Activity / Event/ Hallway Restriction, such as, but not limited to, athletic events, weightlifting, dances, including prom, graduation. Violation of the restriction will warrant a restriction for an extended period of time, as determined by the Administration.**
14. Lunch detention at a length determined by the administration.
15. Loss of parking privileges.
16. May be removed from NHS.

BULLYING/HARASSMENT/HAZING

The school's normal disciplinary procedures will be followed in determining the appropriate consequences for bullying, hazing, or civil rights harassment. In the event the Administration recommends suspension, arrest, or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension / expulsion procedure.

Local authorities may be contacted to determine if a crime was committed. Charges will be determined by the local authorities and any school-related discipline considered will not be contingent on any such charges pursued by the local authority. School discipline will occur if a school policy has been violated, whether or not local authorities pursue charges.

Bullying Definition

Bullying occurs whenever a **student intentionally, repeatedly, and over time** inflicts or threatens to inflict physical or emotional injury or discomfort on another person's body, feelings, or possessions. Bullying is an unwanted behavior including, but not limited to, name-calling, nicknames, making fun of, making noises at, talking about someone behind their back, saying mean things, threats, inviting to fight, staring, following a person around, physical contact, sexual gestures / remarks, phone calls, cyber/computer messages, repeatedly calling the student names (including their own name), etc.

Please note that bullying reports are not read immediately after submission but are generally read within 24-hours on regular school days and within 48-hours on the weekend when school is in session. If you or someone you know is in crisis or in danger, please do not leave a bullying report. Instead, please call the 24-hour, 7 days a week HOPELINE at (800) 784-2433 or 911. This will ensure that someone will be able to respond immediately to the emergency situation.

The Anonymous Bullying Reporting System is located on the school's web page under both the Student and Parent tabs. You can report bullying you witness or bullying you experience.

Students are encouraged to immediately report bullying. A report may be made orally, online at rbhs208.net, or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. *(7:180 Prevention of and Response to Bullying, Intimidation, and Harassment)*

Anyone with information about incidents of teen dating violence should report them to any of the following individuals: *(7:185 Teen Dating Violence Prohibited)*

- a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District’s established procedures for the prevention, identification, investigation, and response to bullying and school violence.
- b. The Nondiscrimination Coordinator, Building Principal, Dean of Students, or a Complaint Manager identified in *policy 7:20, Harassment of Students Prohibited*.

Harassment/Bullying Related to Civil Rights

Riverside Brookfield High School District 208 will provide an educational environment for students which is free of harassment based on disability, race, or sex. In accordance with the U.S. Office of Civil Rights, harassment is strictly prohibited and infractions will result in disciplinary consequences.

Harassment or Bullying on the basis of Disability:

is intimidation or abusive behavior towards a student based on their disability. Harassing conduct may take many forms, such as, but not limited to, verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating.

Harassment or Bullying on the basis of Race:

is intimidation or abusive behavior toward a student based on race, color or national origin. Harassing conduct may take on many forms, such as, but not limited to verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating.

Harassment or Bullying on the basis of Sex:

is the unwelcomed conduct of a sexual nature, such as, but not limited to, unwelcomed sexual advances, requests for sexual favors, and other unwelcomed verbal and nonverbal, or physical conduct of a sexual nature. Harassment occurs when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or educational development;
2. Submission to or rejection of such conduct is used as the basis for employment or education decisions affecting such individual; or
3. Such conduct has a purpose or effect of unreasonably interfering with an individual’s work or educational performance, or creating an intimidating, hostile or offensive working or educational environment.

Harassment or bullying on the basis of sex also includes gender-based, nonsexual harassing conduct, such as harassment based on gender stereotyping. It also includes harassment based on sexual orientation and gender-related identity.

Should a student feel that any of these situations could not be resolved on a personal level, she/he is directed to immediately seek the help of an adult whom they trust, such as a teacher, counselor, social worker, parent or guardian, police liaison, Dean of Students, or one of the Building Administrators. Students are encouraged to forward information about any inappropriate behaviors to a trusted adult. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Filing a Formal Harassment Complaint

Any individual wishing to submit a complaint (i.e., the “complainant”) must submit a written statement to the Complaint Managers (Assistant Principals). The written statement should state the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. All such written statements should be submitted within thirty (30) days after the incident or act which gives rise to the complaint, unless the time for submission is extended by the Complaint Manager because the complainant has shown good cause for such an extension. (*2:260 Uniform Grievance Procedure and 7:20 Harassment of Students Prohibited*)

The filing of a complaint under the grievance procedures described herein shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, state, or federal agency or court.

Hazing

Hazing is defined as any physical, mental, emotional, or psychological act which subjects a student who is joining or affiliating with a student organization to any situation or expectation which may potentially abuse, mistreat, degrade, humiliate, harass, harm, intimidate, denigrate either an individual or another group or compromise a student's inherent dignity as a person. Hazing includes a situation in which a student subjects another student to rites of initiation. The fact that a student participates voluntarily in a hazing incident does not alter the high school's prohibition on such conduct. Hazing will not be tolerated and will be subject to disciplinary action which may include suspension/expulsion and police involvement, if warranted. Students who are associated with teams/activities who consider engaging in acts against other students on a team or in an activity should understand that the school considers such behavior as hazing.

DRESS CODE

Students are expected to dress appropriately for the educational environment at RBHS:

- Students are required to be clothed with an opaque material from shoulder to mid-thigh
- A minimum of 2” straps are required on all sleeveless clothing items.
- Footwear is required at all times in order to comply with Health Code regulations.
- Students wearing clothing which is deemed vulgar, inappropriate, unsafe, or disruptive to the educational process (e.g. advertising/display of alcohol, drugs, sexual innuendo) will be required to change into appropriate clothing.
- Students will not be sent home to change clothing; they will receive office-issued clothing, if necessary.

- No head coverings (e.g. hats, doo rags, bandanas, hoodies, etc.) may be worn in the building at any time.
- No coats are allowed to be worn in the building from the student’s first class of the day until dismissal from the student’s last class of the day.
- Students who violate these policies may be subject to disciplinary action.
- *Please note: a student may be granted permission by a staff member to wear a coat during the day due to the student leaving school early.*

DUE PROCESS

All students who subject themselves to disciplinary action are entitled to due process, including parental appeal, as appropriate under the School Code of the State of Illinois. If a parent wishes to appeal a student suspension, a request for a hearing must be submitted to the Principal in writing or email no later than three (3) business days from the beginning date of the suspension. Legal Reference: ILCS 105 5/10-22.6

ELECTRONIC DEVICE USAGE DURING THE SCHOOL DAY

Electronical devices are not permitted on any student’s person from the beginning of the student’s first class of the day until dismissal from the student’s last class of the day, unless prior permission has been given by a staff member.

Use of any electronic devices

- in any manner that disrupts the educational environment
- that violates the rights of others, including, but not limited to, using the device to take photographs in classrooms, locker rooms, bathrooms, or at any school-sponsored function
- to cheat or otherwise violate student conduct rules related to students, staff, or school personnel is forbidden. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under School Board Policy 7:190 or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

The use of personal devices that are only used to listen to music is allowed during the passing period when hallway music is normally played. At the “tardy” warning, the ear buds must be removed and stored completely out of sight. No ear buds are to be visible once a student has crossed the threshold of a classroom.

All technology, such as cell phones, electronic tablets, or other electronic devices brought by a student into any learning environment must be placed in the ‘off’ position and out of normal sight, prior to crossing the threshold of that venue, unless prior approval has been given by the teacher, coach, or sponsor. No unauthorized technology or electronic devices will be permitted to be visible during any instructional time, including during quizzes and tests.

Misuse of electronic devices of any kind will result in the device being confiscated for the first offense. For the second offense, the device will be confiscated and an Administrative Detention will be issued. Each additional offense will result in confiscation which will require a parent to pick up the device. ***Please note: Students may not be allowed to use a***

cell phone to call a parent to remove them from school for any reason. All such contact with parents may only take place on a school phone in one of the following locations: Student Health Services, Attendance Office, Student Services or the Main Office.

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT (AUTA)

Applicability

This section applies to all “users” of the District’s electronic resources, including students and employees.

Purpose

Electronic networks, including the Internet, are a part of the District’s instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

Definition

The term “technology” includes desktop computers, laptop computers, tablet computers, cell phones and smart phones, text messaging services, instant messaging services, and other technology, as well as any webpages or social media profiles, such as Internet forums, weblogs (or “blogs”), video logs (or “vlogs”), wikis, social networks and social media pages (such as Facebook, Twitter, and Snap Chat), podcasts, photograph and video sharing programs (such as YouTube and Instagram), rating websites, music-sharing websites, and crowdsourcing.

The term “electronic resources” include, but are not limited to, the District’s electronic networks and information systems, such as the Internet, Wi-Fi, electronic data networks, and infrastructure for oral, visual, and written electronic communication, including electronic mail, text messaging, instant messaging, and chat programs. “Electronic resources” also include technology owned or licensed by the District and provided by the District for use by its employees or students, including, if offered, technology issued to students and/or employees (i.e., a “one-to-one” program), and District and District-authorized webpages and social media or websites. If a user accesses the District’s electronic resources, including Internet service or Wi-Fi, with a personal technology device, that use is also considered use of “electronic resources” that is covered by this AUTA.

The term “user” includes any person who uses the District’s electronic resources, with or without District authorization, and may include students, parents, employees, contractors, and volunteers of the District.

Expectations

District students and employees are expected to act in a responsible, ethical, and legal manner in accordance with Federal and State law, District policy, and the District’s Acceptable Use of Technology Agreement (AUTA).

Acceptable Use – General

Only authorized users may access the District’s electronic resources. This includes connecting personal technology devices to the District’s electronic resources, including the Internet and Wi-Fi.

Access to the District’s electronic resources is intended for educational and extra-curricular purposes and District business. Employees may use District electronic resources for incidental personal use during non-work times as long as that use complies with the other parameters of this AUTA and any implementing procedures and does not interfere with the

employee's job duties or the provision of education and services by the District. Students may only use the District's electronic resources for incidental personal use during non-instructional times if the student is authorized to use the particular electronic resource at the time used, the use complies with the other parameters of this AUTA and any implementing procedures, and the use does not violate any other District policy or state or federal law, including 7:190 Student Discipline and implementing procedures.

Users must take reasonable steps to protect the security of the District's electronic resources. Among other things, users may not share passwords or allow others to access electronic resources using the user's password or profile. Any user who becomes aware of a security breach must notify a District representative immediately.

Users are responsible for appropriately using the District's electronic resources. If a user has questions about whether a particular use is acceptable, the user is expected to speak to a supervisor (for employees) or teacher or administrator (for students and all other users) before engaging in the particular use.

Acceptable Use - District-Issued Technology (Including One-To-One Programs)

The District may issue technology to users, including students and employees, for educational or extra-curricular purposes and/or District business, including through a one-to-one program. Use of District-issued technology is governed by this AUTA, including the Acceptable and Unacceptable Use provisions of this AUTA, regardless of when, where, or for what purpose the use occurs. This includes use that occurs outside of normal school hours (for students), before or after work times (for employees), for personal purposes, and/or off District property or away from related events or activities.

The user is responsible for reasonable care of District-issued technology at all times during which the technology is issued to the user, regardless of whether the technology is on school property or at related events or activities. This includes the requirement that the user not allow others to use the technology without authorization from an administrator. The procedures implemented by the Superintendent or designee for this AUTA may contain further guidelines regarding responsible use, as may handbooks and other guidelines issued at the school level. Costs associated with repair or replacement of technology damaged as a result of a user's failure to exercise reasonable care shall be the responsibility of the user, including any fees for insurance premiums and deductibles, regardless of whether the damage is caused by the user or a third party. Users may be required to obtain and/or pay for insurance for District-issued technology in order to be issued such technology by the District.

Students may only use or access District-issued technology outside of school with parental or guardian supervision. The District is not responsible for unacceptable use of District-issued technology by students at any time, including outside of school, although students may face consequences for such misuse under this and other District policies.

Acceptable Use – Personal Technology

The Superintendent or designee may authorize staff and/or students to use personal technology for educational purposes, conducting District business, and/or extracurricular activities. When staff and/or students use personal technology for a purpose authorized by school personnel, the use of the personal technology is governed by the AUTA, all other District policies, and administrative procedures. Refer to Board Policies 5:125 Personal Technology and Social Media; Usage and Conduct, 6:235 Access to Electronic Networks, and 7:190 Student Discipline.

Unacceptable Use – General

Users are expected to conform to general expectations of norms outlined in this AUTA and other District policies when using the District’s electronic resources. This AUTA sets forth some general examples of unacceptable use, but does not attempt to set forth all prohibited uses. The following are examples of uses of the District’s electronic resources that are strictly prohibited:

- Any use at a time or in manner that is not authorized or approved, or in a manner that causes or reasonably could be foreseen to cause a substantial and material disruption to the educational environment or invasion of the rights of others;
- Knowingly or recklessly causing a security breach or disruption of service to an individual or system;
- Damaging District electronic resources or the electronic resources of others via District electronic resources, including accessing or attempting to access any content to which the user is not authorized, including “hacking”;
- Misrepresenting one’s identity or using another person’s password, user profile, or technology or allowing another to use one’s identity, password, or technology without authorization;
- Any use in a manner that violates State or federal law including using materials that are subject to intellectual property laws, such as copyright and trademark laws, without authorization;
- Any use that violates any Board policy, including policies addressing bullying, harassment, and hazing, and student and employee discipline policies or codes of conduct;
- Publishing or transmitting private information, including photographic, video, and audio depictions of others, without authorization;
- Any transmission, access, creation, or transmission of material that is sexually graphic or explicit, obscene, threatening, intimidating, abusive, harassing, or otherwise indecent, or that reasonably could be interpreted as promoting illegal activity, including illegal drug use;
- Any use for a commercial purpose where the user does not have the express written authorization of the Superintendent or designee;
- Uploading or downloading material, including software, without express authorization of a member of the District’s technology staff;
- Accessing or participating in any games without the express authorization of a supervisor (for employees) or teacher or administrator (for students and other users), or using the District’s electronic resources for more than incidental personal use;
- Providing personal information, including photographs, about themselves or another; and
- Any attempt to do any of the above.

A user should notify the District’s Complaint Manager or Nondiscrimination Coordinator immediately under Board Policy 2:260 Uniform Grievance Procedure upon receipt of a communication through the District’s electronic resources that the user believes is inappropriate or that makes the user feel threatened or uncomfortable.

Consequences of Violating AUTA

The activities covered by this policy are privileges, not rights. The District reserves the right to place reasonable limits and prohibitions on such privileges. Failure to comply with this AUTA and any implementing administrative procedures, handbooks, or guidelines may lead to the loss of such privileges and may lead to other consequences including discipline, referral for civil and/or criminal prosecution, and any other consequence authorized by law.

The District's ability to impose consequences for violations of this AUTA is not limited to conduct that occurs on District property, at school related events and activities, or during school/business hours. For example, student or employee misconduct on technology may lead to consequences under this AUTA or other District policies and procedures if the conduct materially and substantially interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of an employee; or (b) endanger the health or safety of students, employees, or school property, regardless of when or where that misconduct occurs.

No Expectation of Privacy

Users of the District's electronic resources have no expectation of privacy with respect to use of the District's electronic resources, including access of the District's Internet or Wi-Fi using personal technology, or with respect to any material created, transmitted, accessed, or stored via District electronic resources. This includes material created, transmitted, accessed, or stored for personal use, including incidental personal use, on or through the District's electronic resources. The District reserves the right to monitor users' activities on District electronic resources at any time for any reason without prior notification; to access, review, copy, store, and/or delete any electronic information accessed or stored therein; and to disclose such information to others as it deems necessary and/or as required by law. Users should be aware that information may remain on the District's electronic resources even after it has been deleted by the user. This section of this policy may only be altered through amendment of this policy, and may not be altered or diminished by the verbal or written assurances of any employee or representative of the District.

SEXTING – LANGUAGE AND PUNISHMENT

Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting” is prohibited while on school campus, or using District technology. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

BLOGGING / SOCIAL WEBSITE

Social Network Passwords – (See Board Policy 7:140)

Social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

If the school becomes aware of postings on websites outside the school computer network, students may be assigned consequences for postings that cause school students or staff members to feel threatened or compromised in their ability to perform their responsibilities or that show students to be in violation of school rules or the law. Such actions may be taken in response to postings containing threats, bullying, inappropriate pictures, allegations of inappropriate behavior, or such other content as is likely to cause disruption in the school. Local law enforcement may be contacted to consider pressing charges against those responsible. Parents will be notified via phone or email.

EXPULSION

Under the authority of the *Illinois School Code*, a Board of Education may expel a student. To expel a student shall mean to dismiss the student from school for an extended period of time, usually for the duration of the current semester or up to two full-term school years, with no stipulated recourse for re-admission and typically without the right to earn academic credits.

EXPULSION PROCEDURES

Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board of Education, or with a hearing officer appointed by the Board to discuss their child's behavior that warranted an expulsion recommendation. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The family needs to notify the District in ample time if they are retaining an attorney for the hearing.

The Board, or a hearing officer appointed by it, at such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. Past acts can be taken into consideration when addressing student disciplinary issues. If a hearing officer is appointed by the Board, he/she shall submit to the Board a written summary of the evidence heard at the meeting, and the Board may take such action as it finds appropriate.

FIGHTING

Disputes such as, but not limited to, verbal, physical, and cyber between members of the school community should be resolved through proper channels. Students who engage in a fight or any of the previously mentioned disputes on or off school property or at a school-sponsored function will be suspended out of school. Students may also be required to attend a mandatory reentry meeting involving parents, a school administrator, and counselor. Furthermore, charges by the local law enforcement agencies may be pursued for any level dispute, such as, but not limited to, verbal, physical, cyber, emotional/mental conflicts, etc. Charges may include, but are not limited to, local ordinance tickets or charges at the county or state level, as determined by the administration and local authorities. Multiple incidents of dispute during a student's career could result in a recommendation for an expulsion.

FORGERY

Forgery of any school form, possession of blank hall passes, attendance slips, nurse's excuses, forged attendance calls, etc., are prohibited and will result in disciplinary action.

GANG-RELATED ACTIVITY

The presence of or student involvement in gangs or gang-related activities on school grounds while school is in session or at school-related events, including the display of gang symbols, is strictly prohibited. Students are not permitted to display any gang-related images or slogans on any object including clothing, book bags, any electronic device, paraphernalia, notebook or book, posters, signs or photos posted in or on lockers. Any tattoo on a student's body that may be considered gang-related must be covered at all times while on school property or at any school event. Any student who violates this policy shall be subject to suspension or expulsion in accordance with the District's student discipline policy.

As used herein, the term "gang" shall mean, but not be limited to, any organization, club or group composed wholly or in part of students, which seeks to perpetuate itself by accepting additional members from the students enrolled in the District, and which is assembled for the common purpose or design of: 1) committing or conspiring by coercion to commit criminal offenses, 2) engaging in conduct that is inimical to the public good, or 3) engaging in conduct that interferes with or disrupts the District's educational process or programs.

As used herein, the phrase "gang-related activity" means any conduct engaged in by a student: 1) on behalf of any gang, 2) to perpetuate the existence of any gang, or 3) to affect the common purpose and design of any gang, including without limitation recruiting students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against his will in furtherance of the common purpose and design of any gang.

GROSS DISOBEDIENCE PERPETUATED BY ONLINE THREATS

Online or cyber threats can result in disciplinary consequences.

Public Act 097-0340 Gross Disobedience Perpetuated by Online Threats includes:

- 1) A threat that is a threat against a school employee, a student, or any school-related personnel;
- 2) A threat that was made on an internet website that was accessible within the school at the time the threat was made or was available to persons who worked or studied within the school grounds at the time the threat was made;
- 3) A threat that could reasonably be interpreted to threaten the safety and security of the target of the threat because of his or her duties or status as an employee of the school district or as a student of the school.

INAPPROPRIATE, ABUSIVE OR FOUL LANGUAGE

Inappropriate, abusive or profane language or gesture, slander, libels, insults, derogatory names, racial/ethnic slurs or any remarks that create an environment or climate of disrespect, fear or intimidation are not allowed in school. Violation of this policy may result in suspension from school with possible arrest and expulsion, if warranted. Students experiencing any of the above should report the incident to a teacher, counselor, dean or other staff member immediately.

LOSS OF PRIVILEGE PROGRAM

The Loss Of Privilege program has been established as a method to keep students in class while still providing consequences for behavioral issues. Students can lose privileges such as, but not limited to, Building/Activity Restriction, participation in clubs, groups, teams or loss of eating in the cafeteria during their lunch period (students will eat lunch in the ADA room), along with losing their parking permits. They may also be placed on building restriction. Loss of privilege will be primarily used for, but not limited to, unexcused absences, class truancies, excessive tardies and classroom disruptions. Students who have loss of privilege will be able to earn their privileges back over a period of time as determined by the Administration.

SCHOOL VIOLENCE TIPLINE

The School Violence Tipline is for students and others to anonymously report threats of school violence. The tipline number is 1-800-477-0024. More information from the Attorney General's Office is posted in the Main Office.

SEARCH AND SEIZURE (BOARD POLICY 7:140)

The Board recognizes its responsibility to maintain order and security in school. Accordingly, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of the District, in accordance with this policy.

A. SEARCH: STUDENTS AND THEIR PERSONAL EFFECTS

School authorities (designated certified employees and school administrators) may search a student and/or the student's personal effects (e.g., purses, wallets, backpacks, cell phones and any other electronic devices, books, lunch bags, pockets, pants, jackets, shirts, coats, etc.) when there is reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the rules of the school. Students may be searched when found in an area of the building that a theft may have just occurred or that they have no reason to be in at that time of the day, e.g. locker rooms, computer labs, unsupervised classrooms, staff offices, etc.

The search itself must be conducted in a manner which is reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction. The reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. When feasible, the search should be done by two people and conducted as follows:

- outside the view of others, including students
- in the presence of two adults: a school administrator, and another adult witness – one of whom it is recommended to be of the same gender of the student.
- in the presence of the student's parents, upon request from the student.
- with the assistance of local law enforcement in the case of suspicion of possession of a weapon, illegal drugs, or dangerous substances or materials.

Whenever possible, the parent/guardian will be notified prior to the search and allowed the opportunity to be present, but mostly certainly following the search if:

- parent/guardian cannot be reached prior to the search or
- there is an immediacy in the timing of the search

B. SEARCH: SCHOOL PROPERTY (AREA)

To maintain order and security in the schools, school authorities 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 students, when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials. Searches may include, but not be limited to, the use of trained dogs.

Legal Reference: Illinois School Code 105 ILCS 5/10-22.6

C. SEARCH: VEHICLES PARKED IN SCHOOL LOT OR SCHOOL- DESIGNATED PARKING LOCATIONS

Designated school officials shall be authorized to conduct a search of a vehicle driven to school by an RB student while it is parked on school grounds or in an area reserved for RB parking when there are reasonable grounds for suspecting that such vehicle contains items that violate either the law or RB rules or that the search will uncover evidence of a violation of the law or RB rules.

1. **SCOPE:** The scope of the search shall be reasonably related to the objectives of the search, and may include the entire passenger compartment, engine compartment, trunk and undercarriage and all containers therein.
2. **CONDUCT:** The involved student shall be notified that said search is to be conducted, whenever possible, and shall be allowed to be present during the search of the vehicle, whenever possible. There shall be no forced entry into the vehicle.
3. **SEIZURE:** School personnel and/or law enforcement at RB's request, may seize any items which are the subject of the search as well as items that are in plain view, if such items violate either the law or RB rules or constitute evidence of a violation of the law or of RB rules.
4. **NOTICE OF POLICY:** Notice of RB's vehicle search policy shall be placed:
 - a) on postings at each entry-way to the student parking lot;
 - b) on the student parking hang tag application form, which shall be signed by each student and his/her parent(s) to indicate their understanding of the policy; and
 - c) on the back side of the student parking hang tag. The notice shall be written in the following or in a substantially similar format:

NOTICE SEARCH OF VEHICLE

All vehicles driven into this area may be subject to search in accordance with Riverside Brookfield High School policies and procedures. The search may be conducted by school officials, and law enforcement officials may be notified or their assistance requested.

The area of search may include the entire passenger compartment, engine compartment, trunk and undercarriage, and all containers therein.

D. SEIZURE: PROPERTY

If a search conducted in accordance with this Section produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities and charges may be brought, as determined by the local law enforcement and school officials. Students having any involvement in the theft of any property will be subject to arrest by local authorities.

Legal Reference: Illinois School Code 105 ILCS 5/10-22.6

SECURITY VIDEO CAMERAS

For security purposes, video cameras are located on the perimeter of the building and throughout the interior of the building.

STUDENT SAFETY AND WELL-BEING

Student safety is of paramount importance to the District 208 Board of Education, Administration, faculty and staff. The Illinois Department of Children and Family Services defines child abuse as occurring when an individual under the age of eighteen is a victim of neglect or physical, sexual, or emotional abuse at the hands of an adult in the role of a caretaker. The following procedures have been established to protect the safety and well-being of our students:

STUDENT RESPONSIBILITIES

When students believe that they have been victimized, they are directed to immediately seek the help of an adult whom they trust, such as a teacher, counselor, social worker, parent or guardian, police liaison, dean of students, or one of the building administrators. Students who are aware that a peer has been abused or neglected are also directed to forward information to a trusted adult. If the student does not feel there is an adult he/she can trust, he/she should immediately call the abuse hotline number listed below.

STAFF RESPONSIBILITIES

Staff will take reports of abuse or neglect seriously. They are aware of their status as Mandated Reporters under the Abused and Neglected Child Reporting Act and will immediately make a call to the abuse hotline listed below. Appropriate school supports will be provided to the student in need.

1-800-25-ABUSE (22873)

or

1-800-358-5117 (TDD)

SUSPENSIONS (ADA/OSS) (Refer to Board Policy 7:200 Suspension Procedures)

A suspension is defined as exclusion from class or school for a period of time deemed appropriate by an administrator, not to exceed 10 consecutive days. The period of time for the suspension is based on the type of infraction, the severity of the infraction and the number of occurrences. Alternative Day Assignment (ADA) will be the predominant form of suspension, depending on the infraction as an intervention to OSS. Full credit will be given for all work done during the suspensions, and students will be allowed completion days for each day they are suspended. It is the responsibility of students and their family to obtain all work collected and sent to the Attendance Office during the suspension period.

Upon return to the building, it is the students' responsibility to meet with all of their teachers to discuss the work missed. Students who receive an Out of School suspension will lose their parking passes immediately for the remainder of the year with NO REFUND, and will be ineligible to apply for any parking permit the following year or park any vehicle on school property for the duration of the denial period. Any student who has been suspended will be placed on Building/Activity Restriction and will not be allowed to attend any dances and the graduation ceremony. The restriction will have a minimum mandatory restriction of two weeks following the suspension, up to and including the remainder of the school year, including attendance at prom, as determined by the administration.

If a parent wishes to appeal a student suspension, a request for a hearing must be submitted in writing or email to the Principal no later than three (3) business days from the beginning date of the suspension.

Notification of Out of School Suspension

1. The parent or guardian of the suspended student will be notified of the suspension by phone or in person, as well as a letter given to the student upon exiting the building. (An official suspension letter will be sent via regular mail.) Refer to Board Policy 7:20 for additional information.
2. The Board of Education and Administration shall be concurrently notified of each suspension.

Alternative Day Assignment (ADA)

8:00 a.m. until 3:15 p.m. in Room 235

Alternative Day Assignment is a disciplinary intervention being provided to students. It is designed as an alternative to an Out of School Suspension. Students who arrive late to ADA will make up those periods the following day. Students involved in more serious violations of the school policy such as, but not limited to, fighting, insubordination, bullying or repeated disciplinary infractions may be suspended Out of School.

A student who fails to report for or refuses to attend an ADA on the date assigned due to an excused absence will be automatically assigned an ADA for the next regularly scheduled school day.

A student who fails to successfully complete serving a full day in ADA on the date assigned will be suspended Out of School for the ADA assigned date. A re-entry conference involving the parent/guardian, student, Dean and/or Assistant Principal of Student Affairs must be held before the student is permitted to return to school.

Academic assignments must be completed during ADA and all school rules and procedures are in effect during the ADA, including the following:

1. Cell phones are not permitted in the ADA room. All cell phones brought into the ADA room must be turned in to the supervisor upon entry to the room and will be returned to the student at the conclusion of the day. Failure to do so will be considered non-compliant behavior and will result in an Out of School Suspension.
2. Students must be seated in the ADA room prior to 8:00 a.m.
3. Students must relinquish their current school ID to the ADA Supervisor upon entering the ADA room.
4. The ADA Supervisor may establish rules deemed necessary to maintain order and safety that will be posted for viewing by all students.
5. Students' work will be checked by the ADA Supervisor.

6. Students will not put their heads down or sleep.
7. Students may not communicate verbally or non-verbally with other students, without prior permission.
8. Students will not be allowed to go to their lockers, the cafeteria, or use their cell phone without permission or adult supervision.
9. Students may not use any electronic devices such as, but not limited to, personal music devices, cell phones, or any recreational/entertainment device.
10. Students may not consume food or beverages until lunchtime, unless a prior medical condition exists and has been documented with the nurse. Lunch will be eaten in the ADA room.
11. It is the student's responsibility to come adequately prepared, i.e. books, pens, pencils, paper, etc.
12. Any violation of the ADA rules will result in Out of School Suspension, and the ADA time served will be forfeited.
13. A student may be removed from a single class period and placed in ADA.
14. Failure to complete a full day in the ADA room for any reason such as, but not limited to, non compliant, disruptive or disrespectful behavior will result in a 1-day OSS unless excused by an administrator.

Out-of-school Suspension (OSS)

For the period of the suspension, a student is not allowed to come to school or to report to any classes, allowed on school grounds, or allowed to attend or participate in any school activities on or off school property. Exclusion from school and activities may extend from a minimum of one day to a maximum of 10 days for each infraction. Every day of suspension is a 24 hour day. Students are not permitted to be on school property. Violations will be considered trespassing and may result in potential police arrest. Once suspended for drug/drug paraphernalia, all voluntary drug testing done to reduce the disposition is at the parents' expense. See Substance Abuse Alternative Program section for details.

Procedures for Suspension (OSS)

1. Upon receiving an out-of-school suspension, the student must surrender his or her I.D. to the Administrator.
2. Students are not to be on school property or within 1,000 feet of school property during the time of their suspension. This constitutes trespassing and may involve the police.
3. Students are not allowed to participate in or attend extra-curricular activities. This includes athletic events, musical productions, and all other school affiliated activities, either home or away, including practices.
4. Students must attend a re-entry conference with their parents and/or guardians and an Administrator before re-admittance to school. Upon return from a suspension the student may need to sign a re-entry contract, which will address the inappropriate behavior that resulted in the suspension.
5. When a student is on an OSS that also has ADA days attached to it, the student is required to report to the Assistant Principal Student Affairs' Office as soon as they enter the building on ADA days. While serving ADA, students are not allowed to be

in the hallways prior to the start of the day or after the end of the normal school day. Unless supervised, they are not allowed in the lunch area for any reason.

6. Automatic loss of parking privileges will occur for the remainder of the year with no refund (for any suspension).

USE OF DRUGS, ALCOHOL, TOBACCO OR OTHER CONTROLLED SUBSTANCES

A student shall not consume, possess, use, carry, sell, transfer or give away any alcoholic beverages, any drug-use-related paraphernalia, or any drugs (legal, illegal or look-alike) electronic cigarettes or any other electronic smoking devices, in or on school property, or in any vehicle being used to transport students to RB. No student shall enter the school building, or attend any school-sponsored activities at home or away, while under the influence of alcohol or drugs or in the possession of prescription drugs, legal drugs or look-a-like drugs. No student shall create the perception that the items in question are illegal in nature. This will constitute a direct violation of the policy governing drug use and possession, and disciplinary action will be issued, such as, but not limited to, Building and Activity Restrictions, removal from group and team participation, suspensions, arrest and potential expulsion. Deceitful perception that a substance or object is believed to be illegal will be considered an act of an illegal drug transaction, as discussed in this section. Use and possession of intoxicating compounds is prohibited, as defined in 720 ILCS 690/1.

105 ILCS 127 School reporting of Drug Violations Act

Sec. 1 Title. This Act may be cited as the School reporting of Drug Violations Act.

Sec. 2. Duty of school administrators. It is the duty of the principal of a public elementary or secondary school, or his or her designee, and the chief administrative officer of a private elementary or secondary school or a public or private community college, college, or university, or his or her designee, to report to the municipal police department or office of the county sheriff of the municipality or county where the school is located violations of Section 5.2 of the Cannabis Control Act, violations of Section 401 and subsection (b) of Section 407 of the Illinois Controlled Substances Act, and said violations of the Methamphetamine Control and Community Protection Act occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident. P.A.94-556, eff. 9/11/05.

Substance Abuse - Alternative Program

In order for any reduction of a suspension or consequence to occur that is either drug or alcohol-related, the student must sign up for and successfully participate in a program at an established rehabilitation facility or through School District 208's program with a certified alcohol and drug counselor. The parents must provide the documentation from the approved facility prior to any reduction occurring. Suspension reduction from school can only occur on a first-time violation. Additional sanctions, including, but not limited to, random searches, activity restriction and building restriction, may be imposed regarding participation in extracurricular activities and athletics (see the Code of Conduct for additional information.) Parents/students are responsible for the cost of drugs/smoking/alcohol education programs, any drug screening, professional chemical dependency evaluation, and follow-up on recommendations from the evaluation.

VIOLATION OF THE LAW

As an integral part of the communities it serves, Riverside Brookfield High School operates within the parameters of local ordinances and State and Federal statutes. RB students and staff are governed by the laws which govern all others in the communities. Consequently, it is our district practice to work cooperatively with civil authorities and to involve local police departments whenever it is determined that a violation of the law may have occurred.

For minors under the age of 18 who are seen smoking or who have tobacco-related products in their possession while in school or on school property, village ordinance requires payment of a fine upon conviction.

Law enforcement are contacted to determine if any act committed by a student is a violation of a law warranting an arrest.

This applies to any and all violations that occur on or off school grounds whenever a nexus to the school is established. A legal “nexus” is defined as a connection or a link between people, things, and events. A school nexus typically refers to student actions occurring off the premises and after hours that connect to others in the school. Administration is often notified of off-campus student actions through reciprocal arrangements with local municipalities.

WEAPONS

Possession, use, transferring, distribution or sale of weapons or destructive devices, to include but not be limited to, any firearm, knife, brass knuckles, pepper spray, fireworks, explosives, incendiaries, any look-alike or any variety of weapon or destructive device is **STRICTLY PROHIBITED**. The school will perform a “Threat Assessment” on all students who bring or are in possession of a weapon to school. The results of that assessment will assist in determining what disciplinary action will be issued.

A student who is determined to have brought or have been in possession of a weapon to school, any school sponsored activity or event, or any activity or event which bears a reasonable relationship to school may be expelled up to two calendar years, except that the expulsion period may be modified by the Board of Education on a case- by- case basis. For purposes of this section, the term “weapon” means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to a weapon as defined in Section 921 of Title 18 United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, use of weapon as defined in Section 24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs or “look-alikes” thereof. Any item may be considered a weapon if used or attempted to be used to cause bodily harm. Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act. *Legal reference: Illinois school code 105 ILCS 5/10-22.6*

GENERAL INFORMATION

CHECK CASHING

The cashing of personal checks by students is discouraged. However, in emergency situations the Business Office will allow check cashing up to a maximum of \$15.00. Students may cash a check before school, after school or during passing periods only.

CLASS SCHEDULE

The official school day runs from 7:15 a.m. to 4:00 p.m. Teachers and administrators may assign make-up or detention time within these hours. The school will make every attempt to be flexible enough to account for student work, rides, etc. The most commonly used schedules are listed below. After school athletic and activity programs will begin at the end of the 7th period (3:05 p.m.). Any changes for the regular daily class schedule will be announced in advance in the Student Bulletin. The Student Bulletin is available to all parents on the RBHS website: www.rbhs208.net, under “Announcements.” Assembly programs, homeroom meetings, and faculty in-service and Institute Days will alter the normal schedule of classes.

REGULAR SCHEDULE	
Monday, Tuesday, Wednesday and Friday	
<u>Class Period</u>	<u>Time</u>
1	8:00 - 8:55
2	9:00 - 9:50
3	9:55 - 10:45
4A	10:50 - 11:16
4B	11:21 - 11:47
4C	11:52 - 12:18
5	12:23 - 1:13
6	1:18 - 2:08
7	2:13 - 3:05

STUDENT LATE START	
Every Thursday Except During Finals	
<u>Class Period</u>	<u>Time</u>
1	8:40 - 9:27
2	9:32 - 10:16
3	10:21 - 11:05
4A	11:10 - 11:36
4B	11:41 - 12:07
4C	12:12 - 12:38
5	12:43 - 1:27
6	1:32 - 2:16
7	2:21 - 3:05

CLOSED CAMPUS

RBHS has a closed campus policy which means that students must remain in the building for the entire day, with the exception of appointments for medical services, eye and dental care, funerals, and other unanticipated emergencies. A pass to leave the school premises must be obtained from the Attendance Office prior to a student leaving campus for any reason. Any student leaving the building for any period of time without prior permission from a school official will be subject to disciplinary action determined appropriate by the Dean, such as an automatic suspension for a full, seven-period school day. Note: It is school policy that a student must remain on school grounds for lunch. Any other arrangements must have prior approval.

DELIVERIES

No items such as flowers, balloons, restaurant food, etc. will be allowed to be delivered to students during the normal school day, even if such items are delivered by a family member. No commercial deliveries of any type will be allowed at any time, including, but not limited to, the items mentioned above. Personal school-related items (books, homemade lunches, field trip permission slips, etc.) may be brought to the Welcome Center. To minimize classroom disruptions for delivery of these items, students should be informed by their parents before the start of the school day to stop by the reception desk during a passing period to pick up their items. However, the school is not responsible for any items delivered, and there is no implied promise on the part of the school to make such deliveries to students. Lunch money may be dropped off in a sealed envelope with student name written on it.

DISTRIBUTION OF MATERIALS

Recognizing that all aspects of the school environment become part of the students' educational process, we regulate circulation, distribution, and posting of materials. All individuals wishing to circulate, distribute, or post materials within the RB campus must seek approval through the Assistant Principal of Student Affairs prior to any such action. Violations of this procedure will be pursued. We **do not** allow solicitation.

DRIVER EDUCATION

Public and private school students who desire to take driver education courses must receive a passing grade in at least eight courses during the previous two semesters prior to taking driver education.

To register for behind-the-wheel instruction a student must have successfully completed 30 hours of classroom instruction in an approved Driver Education course and must have a current valid driving permit provided by the Secretary of State of Illinois.

Students who wish to take behind-the-wheel at a private driving school must submit a Driver Education Waiver Form (available at the driver training school) to be approved by the Superintendent.

ELEVATOR

The elevator is available to students who may need it. Students who need the elevator must report to the Health Office upon their arrival in the building with a note from their doctor explaining the medical need for use of the elevator. All students will be trained on elevator safety prior to being allowed to use the elevator. Any unauthorized use will result in a detention.

EMERGENCY CLOSINGS OR DELAYED START

Once the Administration has made the decision to close the building or open late due to inclement weather or other serious situation, you will be informed in one of the following ways:

- Please check the school website www.rbhs208.net for the most updated information on school closings. Information will be uploaded to our website as quickly as possible.
- The news should be announced on local media stations beginning around 6:00 a.m. The following stations should have current information: AM Radio – WMAQ 670, WGN 720, WBBM 780; TV – CBS Channel 2, NBC Channel 5, WGN Channel 9, FOX Channel 32 and CLTV News. Other stations may carry school closings information. Those listed have specifically agreed to cooperate.
- As soon as possible after 6:00 a.m., the school’s phone system will be programmed to announce the closing or change in schedule.
- We will use our Skylert Call System to call the homes of the students to provide an automated message of the emergency school closing or delayed start time. The call will leave a voice mail message if the phone is unanswered. Please note that if the home has Privacy Manager, the call system cannot leave a message.
- We will use our Skyward Student Management System to send an email to students’ custodial parent/guardian.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

District 208 is an equal opportunity employer. The Department of Human Rights administers the Illinois Human Rights Act, which prohibits discrimination because of race, color, religion, sex, national origin, ancestry, citizenship status (with regard to employment), familial status (with regard to real estate transactions), age, marital status, physical or mental disability, military status, unfavorable military discharge, and sexual orientation.

FEES

These fees are current as of 5/27/2018; correct fees will be in the registration packet distributed in July 2018. Please refer to the online 2018-2019 Curriculum Guide for course fees and explanations.

- Registration Fee \$200.00 Required
- Technology Fee (Grades 9; 10; 11; 12) \$100.00 Required

The following is a breakdown of the \$100 technology fee for all students:

	Current Tech		
	Fee*	Insurance	Chromebook
Year 1	\$30	\$60	\$10
Year 2	\$30	\$0	\$70
Year 3	\$30	\$0	\$70
Year 4	\$30	\$0	\$70
Subtotal	\$120	\$60	\$220
Total	\$400		

*Student Activity Fee	\$25.00	Optional
Accident Insurance		no charge
<i>District 208 will provide insurance for all students (including football coverage)</i>		
Rouser Yearbook	\$46/\$50/\$55	Optional \$46 during Registration Week; \$50 between Registration Week and Dec. 31; \$55 Jan.1 and later
Schedule Changes	\$25.00	for serious academic reasons only
Driver Education	\$350.00	Sophomores
Transcript Fee (Seniors only)	\$10.00	One-time transcript request fee
Parking (on Rockefeller)	\$150.00	If application approved and fees are paid in full
Parking (Zoo South lot/winter only)	\$85.00	If application approved and fees are paid in full
Hallway Locker Rental	\$6.00	Required/Freshman
Physical Education Lock	\$6.00	Required/Freshman
Physical Education Uniform Shirt	\$19.00	Required/Freshman

**Includes admission to concerts, athletic events (except tournaments and IHSA playoffs), and dances (except Prom).*

From time to time a student may be required to purchase additional books or supplies. These materials are available for purchase from the student bookstore at the beginning of school. Every student is responsible for buying a PE uniform. In addition, there are assessments and fines charged for lost materials, overdue materials, and other miscellaneous expenses.

FEES - PAY TO PARTICIPATE SPORTS / ACTIVITIES

These fees are current as of 5/2018; correct fees will be updated in July 2018. Please refer to the school’s website for updated course fees and explanations.

The Board of Education has established a “Pay to Participate” Fee structure for certain activities based on the purpose of that club/activity and the events that the participating students engage in. Activities have been placed in one of the three categories shown below. Refer to the school website’s “Extracurricular” page to find out what activities are currently offered at RB and which category each activity falls into.

PERFORMANCE ACTIVITIES will have a \$75.00 Pay to Participate fee

COMPETITIVE ACTIVITIES will have a \$100.00 Pay to Participate fee

SERVICE, LEADERSHIP, and CULTURAL ACTIVITIES and INTEREST-BASED ACTIVITIES WITH VOLUNTEER SPONSORS will not be charged a Pay to Participate fee.

ATHLETICS will have a \$200 for 1 sport/ \$150 for 2nd sport /\$100 for 3rd sport Pay to Participate fee.

Fees must be paid in full prior to participation in any official competition or performance.

FEES - PAYMENT

The Business Office accepts cash, checks, and Visa, Mastercard, and Discover credit cards for school fee payments. Online credit card transactions will incur a \$3.00 fee to offset a portion of the fees charged to the District by RevTrak. Parents will be assessed a return check fee for all checks that are returned to the bank for nonsufficient funds.

A late fee of \$50.00 will be assessed for all outstanding balances if not paid in full by September 28, 2018 (if not on a payment plan). Payment plans are available. Please call the Business Office at 708-442-7500, ext. 2106, or email reynoldsj@rbhs208.net.

FEE WAIVERS

Fee waivers are available for those with proof of financial need, for example, SNAP, TANF, AFDC, or DHS for the child(ren), or if the total household income falls within a specified range. For details, please call the Business Office at 708-442-7500. All information is confidential.

FEES – UNPAID BALANCES

Unpaid balances will result in exclusion from dances and extracurricular activities. Graduates who owe any fees will not receive their official transcripts and will only receive one graduation ticket. Outstanding fees, not on a payment plan, after November 1, 2018 may be sent to collections.

FIELD TRIPS

Field trips are used as an extension to the classroom and are planned for educational purposes to meet classroom objectives. As such, all field trips are subject to departmental and administrative review and approval. Parents must give written consent prior to a student's participation. Attendance on field trips is a privilege. Students may be excluded from field trips based on attendance, grades, behavior, or other reasons deemed appropriate by the school Administration. All school rules are in effect on all field trips. Students take full responsibility for their actions while on a field trip. All work missed while in attendance on a field trip will be the responsibility of the student to obtain and complete. iPods and other electronic devices are not allowed to be used on field trips, unless prior permission has been granted by the staff member supervising the field trip. While riding the bus on school field trips, students must wear their seat belts.

GENDER EQUITY

The Department of Health, Education, and Welfare has published an implementing regulation for Title IX of the Education Amendments of 1972, which prohibits sex discrimination in Federally Assisted programs. The intent of Title IX is reflected in this opening statement to the law:

“No person in the United States shall, on the basis of sex, be excluded from participating in, or be subjected to discrimination under any educational program or activity receiving Federal assistance...”

Riverside Brookfield Township High School, District 208, is in compliance with the Title IX Regulations and intends to continue to meet the requirements of the law.

For the resolution of any student (or employee) complaints alleging action which would be prohibited by the Title IX provision, the complaint should be put in writing and delivered

to the Principal within fifteen days of the alleged violation. Within five days the Principal shall hold a hearing to determine if, in fact, a violation has occurred.

I.D. CARDS

In order to maintain a safe, secure environment, all students are required to have I.D. cards. ID cards serve as identification in the Library, Business Office and Assistant Principal of Student Affairs Office, at school-related activities and in the case of an emergency. ID cards are required to purchase tickets for events such as Homecoming, Spring Dances, Prom tickets, plays, etc. and are needed for attendance at all events. **ALL STUDENTS ARE REQUIRED TO CARRY THEIR ID CARDS ON THEIR PERSON AT ALL TIMES.** ID cards **MUST** be presented immediately upon request to any staff member. Failure to do so subjects the student to disciplinary action, such as, but not limited to, lunch detentions and suspension. We will be having periodic ID card checks throughout the school year. Defacing any student ID or a lost ID will require a new one being issued at the student's expense of \$5.00.

INSURANCE CLAIMS

Student accident claim forms are available in the Business Office. However, please note that the claim is between the parent/student and the insurance company. Riverside Brookfield High School does not act as an intermediary.

INSURANCE DISCOUNT

Some insurance companies provide "good student" discounts for students who maintain a 'B' average. (Different companies apply different standards.) If a student needs a signature from an official school representative, he should take it to the Student Services Office.

LOCKERS

Lockers are assigned to students when they enter Riverside Brookfield High School and are used for the entire 4-year term on campus. Lockers are the property of the school and may be subject to search provided school officials have reasonable suspicion. Students must check their lockers on the first day of school for damage or other concerns. Students will be held responsible for anything written on or located in their lockers. Any damage must also be reported the **FIRST** day of school so that the student will not be held responsible. After the first day of school the student shall be held responsible for all writing in their locker, items located in their locker and damage to their locker. Only school-issued locks are allowed to be used.

The following information should serve as a guideline for students and parents because the school is not responsible for items missing from students' lockers. We suggest:

1. **DO NOT SHARE LOCKERS.** Allowing others to know your combination may result in potential theft. Do not keep valuables in your locker. **YOUR LOCKER IS YOUR SECURE AREA, KEEP IT THAT WAY.** You are responsible for all the contents of your locker. If sharing lockers, which we do not recommend, you will be responsible for all the items located in your locker.
2. **CHANGING LOCKER LOCATIONS.** Locker locations are not changed unless there appears to be a problem with the locker or for other security reasons or disciplinary reasons.
3. **FOOD IN LOCKERS.** No food is to be stored in lockers overnight or for any extended period of time.

4. **WRITING IN LOCKERS IS PROHIBITED.** Students will be responsible for the cleaning of their lockers during the year as deemed necessary by the Administration.
5. **LOCKER PROBLEM.** If you have a problem with your locker, i.e., it is jammed, the combination won't open, or you forgot your combination, you should report immediately to the Attendance Office for assistance.
6. **PE LOCKERS.** PE lockers are to be used ONLY during PE class. All items must be removed from these lockers after class is over. For safety reasons, items of value such as, but not limited to, wallets, cash, or backpacks, must be left in main hallway lockers.

LOST AND FOUND

Lost and found is located in Student Services.

NATIONAL HONOR SOCIETY MEMBERSHIP

Students' academic records are first reviewed to determine scholastic eligibility for consideration for membership in the National Honor Society. Upon achieving a 3.50 grade point average and receiving faculty invitation, students are eligible to apply for membership into the National Honor Society during their Spring semester of their Junior year or Fall semester of their Senior year. These students are then eligible for consideration on the basis of excellence in three areas in addition to scholarship: service, leadership, and character. Students must complete an application packet in order to be considered for membership. Feedback on all applicants is provided by school staff.

Students are reminded that they apply for membership and that completion and submission of information on an application does not guarantee membership.

The Faculty Council looks for contributions the student has made to school, classmates and community. Finally, the Faculty Council considers faculty input and students' records relating to students' leadership, service, and character. Students involved in academic dishonesty infractions will be denied membership.

Once inducted, a continuation of membership in the National Honor Society is contingent upon adherence to the National Honor Society standards of leadership, service, character, and scholarship. Inducted students and their parents sign a document that clarifies these requirements and expectations.

NEW STUDENT PLACEMENT

All students who enroll for the first time in District 208 shall take such standardized tests of ability, aptitude or achievement as the Principal, or designee, may direct, and the results of these tests shall be used for the proper placement of students.

OPT-OUT FORM - MILITARY RECRUITER ACCESS TO STUDENT INFORMATION

Federal Law under the No Child Left Behind Act requires schools to release student directory information to military recruiters. However, parents have the right to refuse their permission for that information to be released. The Family and Education Rights and Privacy Act (FERPA) requires schools to notify parents how to refuse permission. Riverside Brookfield High School provides all parents with an "Opt-Out" form during summer Residency Registration or upon a student's admission to the school. The form will be kept on file on an annual basis at RBHS.

PARKING PERMITS

Permission to drive automobiles to school is a privilege. Students who apply for a parking permit must submit 1) a completed permit application that contains student and parent signatures that indicate understanding of and consent to the RB vehicle search policy 2) proof of a valid Illinois driver's license, vehicle registration, vehicle insurance 3) a written statement specifying (in detail) hardship reasons to be given preferential consideration.

All fee balances must be paid before a student may receive a parking permit. If the approved permit is not paid for and picked up by the end of the first week of school, it will be released to the next student in line with proper permission and payment. Zoo permits will be approved in September to begin parking privileges on October 1, 2018 and end on March 29, 2019.

Seniors living more than 1.5 miles from the school will have the highest priority. Seniors who can prove they will carpool will also receive priority consideration.

Considerations in finalizing the distribution of parking permits will include, but are not limited to, the following priorities based on the previous school year's overall performance:

1. Student must have passed all classes.
2. Student must not have been suspended.
3. Student must not have been truant.
4. Student must not have missed more than 5% of the previous school year.
5. Student must not have plagiarized or cheated.
6. Student must not have violated the technology policy.
7. Student must not have received an excessive number of behavioral and/or academic referrals.
8. Student must not be on the school indebtedness list.

Once issued, a permit may be revoked for the entire year for any suspension or truancy.

Current students will not be considered for permits if they have received a suspension or truancy ticket in the year of application.

Once a parking permit has been issued, if a student violates any of the above criteria and/or receives a ticket for a moving violation when on any school property (rented or owned) or within a one mile radius of the school, he/she will have their permit suspended as determined by the Assistant Principal of Student Affairs. Students who are convicted of such motor vehicle offenses are responsible for immediately reporting this to the Administration. The permit must be surrendered to the Assistant Principal of Student Affairs Office. No refund will be issued.

Once a student has received a parking permit, it may not be used by any other student without prior administrative approval. If the permit is not being used it must be returned to the Assistant Principal of Student Affairs immediately.

Students parked on Rockefeller Road or in the RB Lot must have their authorized permit properly displayed. Owners of vehicles without the permit displayed may lose their privilege to park and may be subject to ticket or tow. Driving irresponsibly, parking outside the lines, transporting items which violate the law or RB policy, or other infractions determined unsafe may result in loss of the parking privilege for the entire year and/or a

parking citation. The parking area will be monitored by security personnel daily to insure that only cars with proper permits have access to parking spaces.

All vehicles driven into any designated school or student parking area may be subject to search in accordance with the RB vehicle search policy. As stated in that policy, designated school officials shall be authorized to conduct a search of a vehicle driven to school by an RB student while it is parked on school grounds or in an area reserved for RB parking when there are reasonable grounds for suspecting that such vehicle contains items that violate either the law or RB rules or that the search will uncover evidence of a violation of the law or RB rules. The scope of the search shall be reasonably related to the objectives of the search, and may include the entire passenger compartment, engine compartment, trunk and undercarriage and all containers therein. The involved student shall be notified that the said search is to be conducted, whenever possible. There shall be no forced entry into the vehicle. School personnel and/or law enforcement at RB's request, may seize any items which are the subject of the search as well as items that are in plain view, if such items violate either the law or RB rules or constitute evidence of a violation of the law or of RB rules.

RB EDUCATIONAL FOUNDATION

Since 1987, the RB Educational Foundation (RBEF), a volunteer, non-profit organization, has enhanced educational excellence at Riverside Brookfield High School by providing extra educational opportunities beyond the operating budget. Fundraising efforts have enabled students, faculty, and staff to pursue outside educational enrichment opportunities that complement the RB curriculum. Grant applications are taken each spring. Each application is considered regardless of need. Tax-deductible contributions are always welcome. For further information, please contact RBEF at www.rbef.tv.

REHABILITATION ACT OF 1974

The Department of Health, Education and Welfare, Office of Civil Rights, requires compliance with Section 504 of the Rehabilitation Act of 1973 which provides that:

“No otherwise qualified individual...shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Riverside Brookfield Township High School, District 208, is in compliance with Section 504 regulations and intends to continue to meet the requirements of the law.

For the resolutions of any student (or employee) complaints related to Section 504 regulations, the complaint should be directed to the Complaint Manager.

REQUEST FOR FACILITY USAGE (OUTSIDE ORGANIZATIONS OR GROUPS)

For information refer to the RBHS website under the Community tab and click on “Building and Facilities Rental Policy and Forms” link. Outside organizations or groups wishing to use Riverside Brookfield High School facilities must contact the Business Office for information regarding available dates, insurance, and rental rates.

RESIDENCY

1. Resident Pupils - All persons under twenty-one (21) years of age who reside in District 208 and who meet the following requirements shall be eligible to attend Riverside Brookfield Township High School and shall be entitled to the right and opportunity to an equal education:

- a. The entering ninth-grade student shall be certified, by diploma or other certifying statement issued by school officials, that he has satisfactorily completed requirements for graduation from the eighth grade. If the student is transferring from another high school, he shall furnish an official transcript of credits or other certifying statement in order that proper placement may be determined.
 - b. Eligibility for attendance based on residence shall be determined by verifying that the entering student lives in District 208 with his parent(s) or guardian(s), or with any other adult(s) charged with his custody and control as described in Illinois State Law.
 - c. The entering student shall have satisfactory standing as a school citizen.
 - d. Home visits may occur throughout the year, as necessary, to verify residency.
2. Non-Resident Pupils - Pupils residing outside the area of District 208 shall be admitted **ONLY** in cases of court order or by special contract arrangement (e.g., special education contractual agreement) with another school district.

As noted in the Illinois School Code, tuition shall be charged for approved (see above) non-resident pupils in an amount equal to the per capita cost of maintaining the school for the preceding school year (for FY '17 – '18 the daily cost was \$82.85). Non-residency tuition for any other students is not an option!

Individuals who fraudulently enroll an out-of-district student will be assessed full tuition charges per day. It is a class C misdemeanor to knowingly enroll a non-resident or to give a school district false information regarding residency. The Illinois School Code specifies that a school district has a duty to charge tuition to non-resident pupils. **Fraudulent enrollment will be aggressively addressed.**

COURSE SELECTIONS & SCHEDULE CHANGES

Each year Riverside Brookfield High School creates a master schedule for the following school year which reflects students' course requests made during registration appointments in November through January. Faculty members are employed, textbooks are purchased, and rooms are assigned on the basis of these requests. Thus, once a student enrolls in a course, he/she is expected to remain in the course. Careful consideration of course selection by the student, parent and counselor prior to registration is critical to this process. After completion of the registration process, student initiated course changes should **not** be made without serious consideration by the student, parent, and counselor. In most cases, requests made after the initial registration may not be honored. To request a schedule change, students or parents should contact the assigned counselor and complete a Program Change Request. Students will remain in the original course until this form is completed, the request is approved and a \$25 processing fee has been paid. Changes will be made only if the criteria below are followed and space is available.

Once registration has been completed at the end of January, course request verifications will be sent home for parental approval. Every attempt will be made to meet all requests, but in some cases, scheduling conflicts will occur. Students should select at least two alternate courses. Students will not be allowed to enroll in fewer than five courses at Riverside Brookfield High School. New courses will not be added after 10 days into any semester. Schedule change requests will not be honored after the deadline indicated on the Course Request Verification Sheet sent home in the spring, except for:

1. Attendance in summer school.
2. Reassignment of required failures.

3. Level changes agreed upon by student, parent and school.
4. Recognized special learning needs agreed upon by student, parents and school. (Such as: special education adjustments)
5. Significant evidence of new courses needed for college/career programs, \$25 processing fee.

Please remember that schedule change requests due to a “change of mind” will not be honored.

SHADOWING

The shadowing experience at Riverside Brookfield High School is for students who either attend another high school and are considering a transfer to RBHS or attend a local feeder school and are considering options other than RBHS. The shadowing experience is meant to help the student with his or her decision on which high school to attend in the fall. Interested students must reside within the RBHS residency boundaries. Parents should contact the Director of Student Services for more information and approval.

SPECIAL EDUCATION

Riverside Brookfield Township High School, District 208, complies with the Individuals with Disabilities Education Improvement Act (IDEIA) and corresponding Illinois Procedural Rules and Regulations governing special education. Any parent who suspects that his child might be eligible for special education services should contact the Director of Special Education, Riverside Brookfield Township High School, 160 Ridgewood Road, Riverside, Illinois 60546

STUDENT HEALTH SERVICES

District 208 provides the following services which are supervised by a Student Health Officer: vision and hearing screening, emergency procedures, and first aid services. **Except in cases of emergency, all students need a pass to see the nurse.**

Physical Examinations

Entrance Requirements - Physical examinations as prescribed by the Department of Public Health shall be required of all students upon entrance into the ninth grade and, irrespective of grade, of each student immediately prior to or upon transfer into Riverside Brookfield Township High School. Students who are enrolling in an Illinois school for the first time must present an eye exam performed during the previous year by an optometrist or a physician licensed to practice medicine in all of its branches. Examinations shall be made by persons licensed to practice in Illinois or any other state who are employed for that purpose by the parents or guardians of the children examined. According to Illinois School code, all students must have up-to-date immunization records on file by October 15th of the school year. **STUDENTS WHO FAIL TO HAVE THEIR IMMUNIZATION ON FILE WILL NOT BE ALLOWED TO ATTEND CLASS UNTIL ALL REQUIRED DOCUMENTS ARE PROVIDED.**

A free Immunization Clinic is held at the Cook County Dept. of Public Health, 1701 South 1st Avenue, Maywood. This is available to all children (infancy to 18 years old) who meet the requirements. Please call 708-450-5300 for more information or to make an appointment.

Medical Excuses from Physical Education Participation/Medical Waiver

All medical excuses are honored. A doctor's excuse is necessary for any disability of 5 days or more. Medical forms are available in the Physical Education Office and in the Health Services' Office. Students are required to complete makeup work as assigned by their teacher. While students are medically excused from their P.E. class, they are required to report to the Study Hall.

Medical Notes Upon Return to School

A medical note is needed to return to school following hospitalization. The medical note must include any restrictions and the length of time for the restrictions.

Physical Education Excuse Policy

- 1) A student may be excused without a note for one school day;
- 2) A parental note will be honored for four school days;
- 3) For an absence of five days or more a note from a person licensed under the Medical Practice Act is required;
- 4) No physical education credit will be issued until a note is received.

Once a note is received, credit will be given for the time of the disability provided that the student takes the written fitness tests and completes all of the handouts for any units missed. In addition, students should report to the final exam as scheduled and take the written final. The assignments, written fitness tests, and written final must be completed in order to receive credit. It is the student's responsibility to contact his teacher. See Board Policy 7:260 Exemption from physical activity for additional information.

Prescription Drugs

*All prescription drugs must be in their original containers and be registered through the Health Office. It is the responsibility of the parent/guardian to make sure that all prescriptions are registered and are re-filled as needed. **A student will face a suspension, arrest, and an expulsion for a violation of this policy.***

Any student with a medical condition that requires self-administration of medication, such as, but not limited to, asthma or the use of an epinephrine auto-injector by a student at risk of anaphylaxis must have met with the school nurse to complete all of the proper paper required and to make all of the appropriate arrangements and notification to staff in accordance with Legalreference: ILCS 105 5/22-30, prior to administering any medication on school property.

STUDENT RECORDS

NOTE: The following information on student records is included in this issue of the RB Parent/Student Handbook in compliance with the requirements of the Illinois School Student Records Act,

Legal Reference: 105 ILCS 10/4; 105 ILCS 10/5(a); 105 ILCS 10/8.1(a) and Illinois Administrative Code:23 Ill. Administrative Code 375.30

The **STUDENT PERMANENT RECORD** shall consist of:

1. Basic identifying information including student's and parent's names and addresses, birth date and place, and gender;

2. Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations;
- ** Amended, August, 2013, in compliance with the *General Assembly* and the *ISBE*, students may request the removal of college entrance exams from their academic transcripts.
3. Attendance record;
4. Accident reports and health record;
5. Record of release of permanent record information; and **may** consist of:
 1. Honors and awards received; and,
 2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

Permanent records remain on file 60 years.

The **STUDENT TEMPORARY RECORD** consists of all information not required to be in the student permanent record and may include:

1. Family background information;
2. Intelligence test scores, group and individual;
3. Aptitude test scores;
4. Reports of psychological evaluations including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews;
5. Elementary and secondary achievement level test results;
6. Participation in extracurricular activities including any offices held in school-sponsored clubs or organizations;
7. Honors and awards received;
8. Teacher anecdotal records;
9. Disciplinary information;
10. Special education files including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals;
11. Any verified reports or information from non-educational persons, agencies, or organizations;
12. Any verified information of clear relevance to the education of the student; and,
13. Record of release of temporary record information.

Parents and students, eighteen years of age or older, have the right to inspect and copy permanent and temporary records. The request to do so should be directed to the counselor of the student. The actual cost for providing a copy of school student records or any portion of such records to parents and students, upon request, will be charged; the cost shall be \$.25 per page.

The contents of temporary records are destroyed five years after the graduation or withdrawal of the student. For example, **the Class of 2018 temporary records will be destroyed in June of 2023.**

Release of individual school student records will be made only upon written permission of parents and/or eligible students with the exception of 1) the release of student information to persons authorized by state or federal law to gain such access, provided that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy, and/or challenge such information and 2) the release of information from school student records without parental consent or notification to an employee or official of the school district or the State Board of Education provided that person has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest; and to any person for the purpose of research, statistical reporting, or planning, provided that such person has the permission of the State Superintendent of Education and that no student or parent can be identified from the information released.

Information may also be released without parental consent as follows:

1. to school officials with legitimate educational interests
2. to schools in which a student seeks to enroll
3. to federal, state and local educational authorities conducting an audit, evaluation or enforcement of education programs
4. in connection with financial aid, such as a college loan
5. to organizations conducting studies on behalf of schools
6. to parents of a dependent student
7. to comply with the judicial order or subpoena (reasonable effort to notify)
8. for health or safety emergency
9. for directory information
10. to state and local officials in connection with serving student under the juvenile justice system. *20 U.S.C. 1232g(a) (5) (A), (b) (1), (b)(2)(B), (b)(6), (h), and (i); 34 C.F.R. §99.31*

Parents and/or eligible students have the right to challenge the contents of the school student record, exclusive of grades, on the basis of: 1) accuracy, 2) relevance, and/or 3) propriety. The request for a hearing shall be submitted in writing to the Complaint Manager and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. An initial informal conference with the parents, within 15 school days of receipt of the request for a hearing, will be held. If the challenge is not resolved by the informal conference, formal procedures, including the appointment of a hearing officer not employed by the school district, as outlined by ***Rules and Regulations to Govern School Student Records*** will be initiated.

RELEASE OF DIRECTORY INFORMATION

Directory information on students may be released to the general public, unless a parent requests in writing that any or all such information not be released on his/her child. During summer residency, all parents/guardians will be given the option to change their preferences for their student's directory information. Such information shall include, but is not limited to:

1. name, address, telephone listing, e-mail address
2. date / place of birth, photographs

3. participation in officially recognized activities / sports
4. field of study
5. weight and height of athletes
6. enrollment status (full, part-time, undergrad, graduate)
7. degrees and awards received
8. dates of attendance
9. most recent previous school attended
10. grade level

20 U.S.C. 1232 g(a)(5)(A); 34 C.F.R. §99.3

Upon receipt of a signed parent request or such request from student, eighteen years of age or older, school records will be forwarded to the specified agency, prospective employer, or secondary institution. Each request must be accompanied by a signed statement that will be kept on file. No person may condition the granting or withholding of any right, privilege, or benefit, or make as a condition of employment, credit, or insurance, the securing by any individual of any information from a student's **temporary** record which such individual may obtain through the exercise of any right secured under the Federal Family Educational Rights and Privacy Act of 1974 or these State regulations.

STUDENT SERVICES

COUNSELOR

Every RB student is assigned to a counselor prior to entering high school as a freshman and will, insofar as possible, remain with that counselor for four years. A student's counselor can serve as his liaison in all aspects of high school life. Students are encouraged to seek assistance in all matters of concern: educational planning and scheduling, post high school planning and career possibilities, personal matters, test interpretations, college planning and admissions procedures, graduation requirements, and general information and orientation.

SOCIAL WORKER

Our social workers are available for students who may have special needs beyond what can be offered through the student's guidance counselor. A social worker holds individual conferences with students as well as weekly group meetings for selected students.

PILLARS

Pillars is an extension of a community-based organization which is housed at the high school two days a week. Pillars offers a supplemental counseling service to our students (of Riverside Township) which can, if needed, carry over outside the building to include the student's family. All referrals to the Pillars Counselor are made through a Riverside Brookfield High School Social Worker.

STUDY HALL RULES AND REGULATIONS

The purpose of study hall is to work on school-related assignments. Students are required to bring enough schoolwork or educationally meaningful material to keep them busy for the entire period. A study environment, where each person's right to study is

respected, will be maintained. Being tardy to study hall will be addressed as are all other attendance-related issues to classes.

TELEPHONE MESSAGES

Telephone messages for students that are called in to the Attendance Office will be delivered only in the case of an emergency.

TEXTBOOK RENTAL SYSTEM

Textbooks shall be rented to students at a uniform annual fee, payable in advance, which equals approximately one-third (1/3) the average cost to District 208 of supplying a student with textbooks, three (3) years of use being taken as the normal textbook life. Students shall be responsible for the custody and care of their textbooks and shall pay for their excessive wear at rates to be established by the administration, and for any they lose, by assessment of the replacement value of the book, no discount to be allowed for rental fees already paid.

TRANSFERRING IN TO RBHS

According to Illinois State School Code, all students transferring from another school district must provide a "Letter of Good Standing" since RBHS has a policy which honors prior suspension and expulsion periods.

Parent(s) planning to transfer their student(s) into RBHS must provide the following information pursuant to Board Policy:

1. Proof of residency
 - A. Homeowners must have current mortgage statement or current real estate tax bill.
 - B. Tenants must have a current lease with landlord's name and phone number.
 - C. Residency Attestation
 - D. Military housing letter
 - E. Section 8 letter
2. Three additional proofs showing current address in district such as utility bills, insurance statement, credit card statement/bank statement or Public Aid/Medicaid card
3. Current photo ID of parent/guardian with in-district address.
4. Required student information
 - A. Birth certificate issued by the state in which student was born.
 - B. Diploma from 8th grade for students entering 9th grade or transcript from previous high school
 - C. State Transfer form or Letter of Good Standing, if transferring from another high school
 - D. Immunization/Physical
 - E. If in Special Education program, need current IEP
 - F. IHSA requires Proof of Custody if student does not live in the same house with both parents to determine eligibility for all IHSA sport or club participation (i.e. a court order appointing custody or guardianship).

TRANSFERRING OUT OF RBHS

Students who plan to transfer out of Riverside Brookfield High School for any reason (moving out of district, etc.) must meet with their counselor and parent before the necessary paperwork can be processed. An appointment with the counselor can be arranged by calling Student Services, ext. 2190. Withdrawal and release of records will only be processed following the completion of this meeting and confirmation that all indebtedness to RBHS is paid. All fees assessed by the district must be paid in full prior to the release of the students' official transcripts.

VISITORS

Entrance doors are locked from 8:00 until 3:05 during the regular school day. Visitors must check in at the main entrance (door A) before they will be permitted to enter the school building. They must identify themselves and name the person with whom they have an appointment. All visitors must report directly to the Welcome Center, sign in, show a state issued photo ID, and receive a name badge, which must be visible for the duration of the visit. Visitors must sign out before leaving the building. Upon completion of their business, visitors must return the badge to the location where it was issued. While in the building, all visitors are expected to abide by all school rules and must go to the approved area/office and then exit the building promptly. Any visitors who fail to conduct themselves in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior, if warranted. Students are not allowed to bring visitors to school.

VOLUNTEERS – STUDENT

Students who have a study hall and wish to become an office aide for a teacher or office during that period may apply for a position with the appropriate personnel in that department. In the case when volunteer students' teacher/staff supervisors are absent, student volunteers are required to report promptly and on-time to the Assistant Principal's office, where student volunteers will be assigned to another volunteer station or Study Hall. Failure to comply with all Student Aide regulations for that department and those established by the Assistant Principal of Student Affairs will result in loss of this volunteer position and a return to Study Hall for the remainder of the year.

WORK PERMITS

A work permit is required of anyone under the age of 16 who wishes to work. Permits are available in the Attendance Office. The student's birth certificate, a letter from the company for which the student will be working indicating the student's position and hours, a certificate of physical fitness, and a permission letter from the student's parent or guardian must be presented in order to acquire a work permit.

ACADEMIC VOCABULARY: GRADE 9

ANALYZE	DATA	INCOME	PROCEED
APPROACH	DEFINE	INDICATE	PROCESS
AREA	DERIVE	INDIVIDUAL	REQUIRE
ASSESS	DISTRIBUTE	INTERPRET	RESEARCH
ASSUME	ECONOMY	INVOLVE	RESPOND
AUTHORITY	ENVIRONMENT	ISSUE	ROLE
AVAILABLE	ESTABLISH	LABOR	SECTION
BENEFIT	ESTIMATE	LEGAL	SECTOR
CONCEPT	EVIDENT	LEGISLATE	SIGNIFICANT
CONSIST	EXPORT	MAJOR	SIMILAR
CONSTITUTE	FACTOR	METHOD	SOURCE
CONTEXT	FINANCE	OCCUR	SPECIFIC
CONTRACT	FORMULA	PERIOD	STRUCTURE
CREATE	FUNCTION	POLICY	THEORY
	IDENTIFY	PRINCIPLE	VARY

ACADEMIC VOCABULARY: GRADE 10

ACHIEVE	CONSEQUENT	INSTITUTE	REGION
ACQUIRE	CONSTRUCT	INVEST	REGULATE
ADMINISTRATE	CONSUME	ITEM	RELEVANT
AFFECT	CREDIT	JOURNAL	RESIDE
APPROPRIATE	CULTURE	MAINTAIN	RESOURCE
ASPECT	DESIGN	NORMAL	RESTRICT
ASSIST	DISTINCT	OBTAIN	SECURE
CATEGORY	ELEMENT	PARTICIPATE	SEEK
CHAPTER	EQUATE	PERCEIVE	SELECT
COMMISSION	EVALUATE	POSITIVE	SITE
COMMUNITY	FEATURE	POTENTIAL	STRATEGY
COMPLEX	FINAL	PREVIOUS	SURVEY
COMPUTE	FOCUS	PRIMARY	TEXT
CONCLUDE	IMPACT	PURCHASE	TRADITION
CONDUCT	INJURE	RANGE	TRANSFER

ACADEMIC VOCABULARY: GRADE 11

ALTERNATIVE	CRITERIA	INTERACT	REGISTER
CIRCUMSTANCE	DEDUCE	JUSTIFY	RELY
COMMENT	DEMONSTRATE	LAYER	REMOVE
COMPENSATE	DOCUMENT	LINK	SCHEME
COMPONENT	DOMINATE	LOCATE	SEQUENCE
CONSENT	EMPHASIS	MAXIMIZE	SHIFT
CONSIDERABLE	ENSURE	MINOR	SPECIFY
CONSTANT	EXCLUDE	NEGATE	SUFFICIENT
CONSTRAIN	FRAMEWORK	OUTCOME	TASK
CONTRIBUTE	FUND	PARTNER	TECHNICAL
CONVENE	ILLUSTRATE	PHILOSOPHY	TECHNIQUE
COORDINATE	IMMIGRATE	PHYSICAL	TECHNOLOGY
CORE	IMPLY	PROPORTION	VALID
CORPORATE	INITIAL	PUBLISH	VOLUME
CORRESPOND	INSTANCE	REACT	

ACADEMIC VOCABULARY: GRADE 12

ACCESS	DEBATE	INTERNAL	PROFESSIONAL
ADEQUATE	DESPITE	INVESTIGATE	PROJECT
ANNUAL	DIMENSION	LABEL	PROMOTE
APPARENT	DOMESTIC	MECHANISM	REGIME
APPROXIMATE	EMERGE	OBVIOUS	RESOLVE
ATTITUDE	ERROR	OCCUPY	RETAIN
ATTRIBUTE	ETHNIC	OPTION	SERIES
CIVIL	GOAL	OUTPUT	STATISTIC
CODE	GRANT	OVERALL	STATUS
COMMIT	HENCE	PARALLEL	STRESS
COMMUNICATE	HYPOTHESIS	PARAMETER	SUBSEQUENT
CONCENTRATE	IMPLEMENT	PHASE	SUM
CONFER	IMPLICATE	PREDICT	SUMMARY
CONTRAST	IMPOSE	PRINCIPAL	UNDERTAKE
CYCLE	INTEGRATE	PRIOR	