

B.H.S. INTRODUCTION

Dear Students and Parents:

A positive school climate is only achieved when all members of our school community treat one another with mutual respect. At Barrington High School, our staff sets high expectations for themselves and for our students. The Student Handbook/Daily Planner is the document that reflects what we in the Barrington High School community value. We value and reward achievements in academics and co-curricular activities. We also value creating and sustaining a positive school climate since it allows academic and extracurricular excellence to occur.

Our school climate is dependent on each member of our school community being aware of both individual and collective responsibilities for good behavior. Whether on the premises of Barrington High School, or in the community at large, our roles as students and staff members reflect who we are and what we believe. When faced with a challenging situation, we need to find ways to accept diversity in thought and recognize the fact that disruptive behavior can often make a difficult situation even more problematic. We need to communicate effectively with each other – honestly, respectfully, and cooperatively. We should strive to demonstrate through our individual and collective behavior that Barrington High School is a place where we care about others and, if conflicts arise, that we resolve them in a civil manner.

This Student Handbook/Daily Planner was developed with input from students, parents and staff. It defines our expectations and clearly sets the boundaries under which we operate. When a student does step outside of the acceptable boundaries of behavior, it is the school's responsibility to enforce the rules in a fair and compassionate manner. In these situations, we will counsel the student. Our goal will be to increase understanding and to help our students make better choices in the future.

I hope you will take time to familiarize yourself with this handbook. Should you have any concerns, please feel free to contact me directly. Together, we can make the 2011-12 school year one that we will remember with pride.

Sincerely,
Stephen A. McWilliams
Principal

BARRINGTON HIGH SCHOOL SONG

Barrington High School
Hats off to thee
To our colors true we shall ever be
As firm and strong united are we
rah...rah for BHS
rah...rah...rah...rah
rah...for the red and white
fight....fight....fight

DISTRICT 220 MISSION STATEMENT

Inspiring All Learners to Achieve Excellence

Barrington High School Mission Statement

Barrington High School is a free public school, established by the state and the district, providing formal and informal learning experiences to meet the educational needs of students. These needs are identified by staff, parents and students. In turn, they are met in programs mandated by law, required or authorized by the Board of Education, and developed by the professional staff.

In meeting those needs, Barrington High School values each individual for his/her unique physical,

social, emotional, and intellectual abilities. We believe all individuals can learn but at different rates and in different ways.

OUR MISSION IS TO DEVELOP IN OUR
STUDENTS A LOVE FOR AND LIFE-LONG
COMMITMENT TO LEARNING, AN
ABILITY TO THINK CRITICALLY AND
COMMUNICATE CLEARLY, AND A
WILLINGNESS TO TAKE RISKS AND
CHALLENGE THEIR POTENTIAL.

Our expectation is to prepare all students to live and work purposefully and effectively in the world. We guide students in defining, exploring and applying knowledge and skills that prepare them for furthering their education and for entering the work force. We nurture their sense of responsibility in a free, democratic society; foster their understanding and appreciation of the different cultures of the world and the diversity in their political, economic, and moral systems; inspire their aesthetic reflection on life; and encourage those habits and discipline that contribute to physical, mental, and emotional health.

Central to our mission is the focus on sound academic preparation leading to productive citizenship after graduation. But at no time should it be addressed without considering the other facets of human development.

Our school community values freedom, care, and compassion as essential to our mission. We have in place for students, teachers, and administrators policies and procedures that enable them to interact with one another with dignity and grace; we provide for them support services that help fulfill their roles and tasks effectively and efficiently. We value a school building and grounds that provide the optimum space and a safe, healthy, and aesthetically pleasing environment in which to carry out our roles and tasks.

HISTORY OF BARRINGTON HIGH SCHOOL

The community graduated its first students in 1888 from a two-year high school. Between 1884 and 1895 occasional commencements were held when there were pupils to graduate. The last graduation exercise for the two-year high school was held in 1904.

When the first four-year class graduated from Barrington High School in 1907, the school was located on the northwest corner of Hough Street and Lincoln Avenue. The same building housed the high school classes until June 1949. The autumn of 1949 brought the opening of the new Barrington High School located at 616 West Main Street. Additions were made to the school in 1956, 1960, 1970, and 1980. Between 1997 and 2002, the building and campus grounds underwent a major renovation project to upgrade facilities, grounds and classroom spaces. The buildings are situated on seventy acres of land, most of which is landscaped for the athletic and recreational use of the school community.

In 1974 Barrington Consolidated High School became Barrington Community High School. With the creation of Community Unit School District 220, the name was changed to Barrington High School.

The projected enrollment for the 2011-12 school year is:

Class of 2012	727
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Class of 2013	758
Class of 2014	731
Class of 2015	764
Total Students	2980

DISTRICT #220 BOARD OF EDUCATION

- Brian Battle - President
- Penny Kazmier - Vice President
- Nicholas Sauer - Secretary
- Richard Burkhart
- Sandra Ficke-Bradford
- Tim Hull
- Joseph Ruffolo

DISTRICT ADMINISTRATION

- Superintendent of Schools Dr. Tom Leonard
- Asst. Superintendent – Business Mr. Gary Frisch
- Asst. Superintendent – Human Resources/Administrative Services Ms. Mary Dudek
- Asst. Superintendent – Educational Programs and Assessments..... Ms. Cynthia Jaskowiak
- Asst. Superintendent – Curriculum, Instruction and Staff Development Ms. Teresa Hill
- Asst. Superintendent – Special Services Ms. Connie Simon
- Director of Curriculum and Instruction Dr. Becky Gill Schultz
- Director of Business Operations Mr. Tom Beerheide
- Director of Information Services..... Ms. Patricia Haughney
- Director of Extended Services Ms. Julie Luck Jensen

BHS Website Address: www.barrington220.org/bhs
District 220 Website Address: www.barrington220.org

**HIGH SCHOOL ADMINISTRATION &
DEPARTMENT HEADS
(DIRECT DIAL - AREA CODE 847)**

- Principal – Mr. Stephen McWilliams 842-3201
- Assoc. Principal for Facilities & Student Activities – Mr. Paul Gillette 842-3206
- Assoc. Principal for Student Services – Mr. Emil Rode..... 842-3205
- Dean of Students (A-G) & Emergency Procedures & Transportation – Mr. David Dick 842- 3211
- Dean of Students (H-O) Attendance & SPURS – Ms. Jennifer Robinson 842-3203
- Dean of Students (P-Z) & Supervisory Services – Mr. James Hawrysko..... 842-3493
- Athletic Director – Mr. Michael Obsuszt..... 842-3216
- Head of English – Mr. Jack Bowyer 842-3272
- Head of Fine Arts – Ms. Julie Salk..... 842-3214

Head of Guidance – Ms. Jill Fearday	842-3226
Head of Applied Arts/Library/Media Services – Ms. Bonnie Bjorkman	842-3246
Head of Mathematics – Dr. Maria Vlahos	842-3243
Head of P.E./Health/Life Skills/Drivers Ed – Ms. Barbara Barreiro.....	842-3254
Head of Science – Mr. Mark Gilbert.....	842-3268
Head of Social Studies – Mr. Ty Gorman	842-3269
Head of Special Services – Ms. Marni Johnson	842-3297
Head of World Languages – Ms. Ninja Nagel.....	842-3224

STUDENT SERVICES & COUNSELORS

Student Support Teams

The counselor, dean, and psychologist function as a team as they work with individual students to help make the high school experience successful.

(Direct Dial - Area Code 847)

Psychologist, Mr. Sean Higgins	842-2433
Psychologist, Ms. Claire DiBella	842-3229
Psychologist, Ms. Lisa Matik.....	842-3265
Social Worker, Ms. Karen Clarke.....	842-3475
Social Worker, Ms. Brenda Nelson.....	842-3485
Social Worker, Ms. Michelle Steiner	847-3258
Counselor, Ms. Jill Argall	842-3228
Counselor, Ms. Monica Barreiro	842-3230
Counselor, Ms. Joan Bell	842-3231
Counselor, Ms. Marla Engleman.....	842-3227
Counselor, Ms. Elizabeth Hannon	842-3236
Counselor, Mr. Tim Martin	842-3237
Counselor, Mr. Ray Piagentini	842-3238
Counselor, Mr. Bryan Tucker.....	842-3277

Other Support Services

Career Counselor, Ms. Ellen Corcoran.....	842-3234
College Consultant, Ms. Laura Beacom	842-3260
College Consultant, Ms. Melanie Coffman.....	842-6517
Police Liaison Officer, Officer John McGowan	842-3471
School Nurses, Ms. Sophie Frueh & Ms. Diana Abens	842-3288
Special Services/TOSA Administrator, Ms. Lindsay Tiritilli.....	842-3400

PROBLEM-SOLVING PROCEDURES

Communication is a vital component in successful problem solving. Sometimes discussing the situation with a friend is all that is necessary. In other situations, further measures may be needed. The suggestions below are offered for these situations.

For **academic problems**, use the following resources in the order in which they are listed:

1. Teacher (talk in private - this removes the pressure on both of you to be right.)
2. Head of Department
3. Counselor
4. Associate Principal for Student Services
5. Principal
6. Superintendent
7. Board of Education

For **attendance problems**, use the following resources in the order in which they are listed:

1. Teacher/Attendance Office
2. Student's Dean
3. Associate Principal of Student Services
4. Principal
5. Superintendent
6. Board of Education

For **athletic/activity problems** use the following resources in the order in which they are listed:

1. Coach/Sponsor
2. Athletic Director and Director of Intramurals (Athletics)
3. Associate Principal for Facilities & Activities – (Athletics, clubs and activities)
4. Principal
5. Superintendent
6. Board of Education

For **personal issues** or other problems not of an academic nature:

1. Talk with your parents about possible solutions.
2. If the matter is not resolved, talk with a trusted faculty member, counselor, psychologist, dean, police liaison officer, department head, and/or associate principal for student services.

For **parents**, when it becomes necessary to intervene to solve a student's problem, the following suggestions may facilitate a solution:

1. Be sure of your facts. Although it is difficult for you not to take sides, try to see the whole picture.
2. Contact the person with whom your son/daughter is having the problem first.
3. If possible, include your son/daughter in conferences with teachers, deans, principals, counselors, and other school personnel to help find solutions together.
4. Before you leave a conference, be sure you understand what is expected of you and your son/daughter and what the school staff will do.
5. Set a specific time when you and school personnel will communicate about your son's/daughter's progress, either by phone, postal mail, or e-mail.

ATTENDANCE

ATTENDANCE

State law requires attendance at school. The district believes that a student's primary occupation is schooling, in preparation to be an effective, productive and responsible citizen in our society.

Attending class, completing assigned work and contributing to the class are indispensable to success in school. Only when a student is in the classroom can he/she take full advantage of fellow classmates' ideas, the teacher's knowledge, expertise and guidance, and presentations of materials that enrich the class.

PERFECT ATTENDANCE

Students who achieve four years of perfect attendance will be honored at the year's end. To be eligible, students are not permitted to miss any class periods or any part of a class period other than those for school sponsored activities. Questions? Call Jennifer Robinson, Dean of Students at 847-842-3203.

SIGNING IN AND OUT

1. Students **must sign in** at the Attendance Office if they arrive after their school day has begun. A parent phone call or note written within 24 hours will excuse the partial or period absence(s).
2. Any student leaving during the school day 1) **must sign out** at the Attendance Office, 2) receive a "Permit to Leave" form, and 3) sign back in when he/she returns. Students must leave campus for those periods designated by the parental excuse. A parental note or phone call must accompany a request to leave school early or to sign in late.

STUDENTS NOT FOLLOWING THIS PROCEDURE WILL RECEIVE
AN UNEXCUSED ABSENCE AND A DETENTION FOR EACH CLASS MISSED.

ABSENCES

1. WHEN A STUDENT IS TOO ILL TO ATTEND SCHOOL, PARENTS SHOULD CALL THE ATTENDANCE OFFICE (847-756-2300) BY 2:00 P.M. ON THE DAY OF THE ABSENCE. Absence excuses may also be entered on-line using Parent Home Access to Student Information on the BHS web site (<http://www.barrington220.org/bhs>). If parents do not contact the school, the student's absence will be considered unexcused.
2. We provide an opportunity to correct an unexcused absence on the day following the absence. A parent call or note to the Attendance Office within twenty-four hours of the absence will change the status of the absence from unexcused to excused.
3. If the student was seen by a physician during an absence, please turn in all medical releases to the Health Service Office.
4. PARENTS: Attendance Office personnel will attempt to contact the parents of all students who have two or more periods of unexcused absences during the day. Every student who is reported as absent (unexcused) from one or more classes during the school day should receive a computer-generated call in the evening informing you of the reported absence. **If you believe the classroom teacher marked your student absent in error, please contact that teacher.** If you believe an error was made in the Attendance Office, please call 847-756-2300.
5. STUDENTS: If you were marked absent (unexcused) in error by an individual teacher, discuss the absence with that teacher, who may change the status of the absence. If you believe Attendance Office Personnel made an error, please go to the Attendance Office where a correction may be made. Students will be expected to resolve any attendance problem before or after school, or during an open period.
6. An unexcused absence can result in loss of credit for work missed. More than five unexcused absences can result in being dropped from the class with an F.
7. The School Code recognizes illness, death in the immediate family, family emergencies and situations beyond the control of the student to be valid causes for missing school. Parents/guardians must seriously consider whether or not the reason for the student missing valuable instructional time is sufficient to warrant the absence.
8. Other parent-approved absences, such as vacations, college visits, and interviews shall be considered by the building administrator for approval as an explained absence if the request is made by the parent prior to the absence.

NOTE: Students may not be called out for a class period they do not wish to attend while remaining at school. If the student does not attend class, the absence will be considered un-authorized.

On a day they are reported excused, a student may **NOT** come on campus for any reason unless prior arrangements are made with the dean.

HOMEBOUND/EXTENDED ILLNESS

In those instances where a student is hospitalized or has an illness which might confine that student at home for a period of four days or more, parents should report the illness to the Nurse's Office (847-842-3288) so that the student can be placed on extended illness. A student is eligible for homebound tutoring if they miss two or more weeks of school because of illness, as certified by an attending physician. Parents should consult with their student's counselor when seeking homebound tutoring. **All medical notes need to be submitted to the Nurse's Office. Students returning from extended illness or homebound must report to the school nurse prior to attending any classes. A student will not be readmitted to school without a pass from the nurse.**

MAKE-UP WORK

In cases of excused absence, a student will have one day in addition to the number of days missed

(n+1) to complete any missed classroom assignments and/or activities upon their return to school. A student who is absent due to a field trip must have all missing work completed by the next attended day. A student who is absent because of an overnight educational experience will have a reasonable period of time to complete missed assignments and activities. In those instances where a student receives a long-range assignment and is absent when it is due, the teacher can require that it be submitted upon the student's return. A teacher can require a student to take a test upon their return to school if

- 1) the test was previously announced, and
- 2) instruction related to the material tested was completed prior to the absence.

Students may request homework by phone or e-mailing their teachers directly via the high school website (<http://www.barrington220.org/bhs>).

WORK AND SOCIAL EVENTS

If students are too ill to attend school, they may not attend work/study jobs, social or athletic events. A student must be in attendance for at least three of their scheduled class periods in order to participate in and/or attend any school function later that same day.

TARDINESS

A student is **tardy** if they are not in the room at the start of class. The student will be considered tardy if less than 10 minutes late to class. Being tardy to class may result in an assigned detention by the classroom teacher.

When a student arrives late to class, it is their responsibility to present themselves to the teacher after class to make sure they were not marked absent. Failure to do so may result in an unexcused absence being recorded for that period. In those instances where the student is more than 10 minutes late to class without an excused tardy pass, an **unexcused absence** will be recorded.

Once a student receives 3 or more unexcused tardies in a class, they may be placed on tardy probation. **Tardy probation** means that the student may be marked "unexcused absent" for any subsequent tardies after being placed on tardy probation.

UNEXCUSED ABSENCE PROCEDURE

Students are expected to be in class daily. Being absent from class unexcused will result in the following consequences:

UNEXCUSED ABSENCE OFFENSE	CONSEQUENCE
1st <u>Unexcused Absence Offense</u>	1 detention issued Parent notification
2nd <u>Unexcused Absence Offense</u>	2 detentions issued Referral to Dean/loss of open period/ assigned to study hall Parent notification
3rd <u>Unexcused Absence Offense</u>	Referral to Dean/Half Saturday issued /loss of open period/ assigned to study hall Withdrawal of Field Trip Privileges Parent notification
4th <u>Unexcused Absence Offense</u>	Referral to Dean/ Full Saturday issued/ loss of open period/ assigned to study hall Additional loss of privileges

	Parent Notification
5 or more <u>Unexcused Absence Offenses</u>	Referral to Dean / Additional Disciplinary Consequences (Saturday's, In school suspension, Out of School suspension) *Attendance Contract and possible removal from class/ loss of open period/ assigned to study hall Parent Meeting

****Students with multiple absences in multiple classes will receive additional disciplinary consequences****

If a student reaches five unexcused absences in a given class, an attendance contract will be issued by the dean. Counselors, parents, and the classroom teacher will all be aware a contract has been issued. If the student fails to meet the terms of the contract, the teacher can refer the student to the dean to have the student dropped from the class.

EXCESSIVE ABSENCE PROCEDURES

Absenteeism will be recorded on a per-semester, per-period basis.

When a student is absent and/or tardy (excused and/or unexcused) from a class ten times, parents will be notified by letter. The letter will inform the parent and student of the total number of absences and tardies **in each class** and will allow the parents time to notify the dean of any extenuating circumstances surrounding the absences.

When a student is absent and/or tardy (excused and/or unexcused) from a class fifteen times, the parents will be notified by a letter and any further absences and/or tardies **IN ANY CLASS** will require a physician's statement. The physician will have to certify a student is physically or mentally unable to attend regularly in order for any further absences to be excused.

Chronic or habitual truant – A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 10 percent or more of the previous 180 regular attendance days.

PARENT ABSENTEEISM

If parents are leaving town, an adult should be authorized as a temporary guardian. THIS AUTHORIZATION MUST BE IN WRITING AND ON FILE IN THE DEANS' OFFICE. The purpose of this is twofold:

1. The guardian would have the authority to excuse an absence for your son/daughter.
2. The guardian would have the authority to give permission for emergency medical treatment.

BEHAVIOR AND CONSEQUENCES

STUDENT RIGHTS AND RESPONSIBILITIES

All students are entitled to enjoy the rights granted by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

BARRINGTON HIGH SCHOOL EXPECTATIONS FOR BEHAVIOR

1. Attend all your classes each day, be conscientious in classroom work, and take full advantage of the educational opportunities available to you.
2. Respect yourself and the rights of others.

3. Respect other people's property and exercise proper care when using public facilities and equipment.
4. Establish personal and educational goals with teachers, counselors, and family to work consistently toward the achievement of your goals.
5. Be aware of the expectations for student behavior and accept personal responsibility for functioning successfully within these guidelines.

INDIVIDUAL ACCOUNTABILITY

All students have a responsibility to respect the rights of others and, in turn, to have their own rights respected. It is in everyone's best interest that Barrington High School be a productive place where individual differences are valued and not a cause for harassment.

Students, who come to watch a fight, to cheer a friend on, or to try to escalate a situation so that others will fight, are just as responsible as the person who throws a punch. When this happens, those students are part of the problem. Since the students' words or actions threaten safety, their behavior may be grounds for possible disciplinary actions including suspension and/or expulsion.

Every school has the responsibility to provide safety and security for all its students. Any student who jeopardizes the safety and/or welfare of other students or who makes it more difficult for others to live and learn at BHS will be removed from school. Any student who ignores a staff member who identifies themselves as such to stop fighting will be subject to further disciplinary procedures beyond the fighting violation. Any physical contact with a staff member who is attempting to stop a fight shall be viewed as a separate disciplinary violation which may lead to expulsion.

The Board will seek restitution from students and their parent(s)/guardians for vandalism or other student acts which cause damage to district property.

MAINTAINING A DRUG FREE ENVIRONMENT

The District 220 Board of Education views the use/possession of illegal substances as a significant impediment to student learning which may require a variety of responses. The Board believes that parents and students should be able to expect a school environment that is conducive to teaching and learning and free of illegal substances.

Basic responsibility for educating children about the hazards of alcohol and other drug use as well as establishing and enforcing a no-drug standard begins at home and rests with the parents. Prevention is a combined effort between the family and the school. The school addresses the issue of chemical use by emphasizing prevention through education of students, staff, and parents. Information concerning the effects and potential dangers involved in the illicit use of drugs and alcohol shall be included in the curriculum in compliance with the law. The school system will make assistance available to any student seeking drug and alcohol treatment or advice and will protect, in accordance with the law, the due process rights of all students within the school setting while maintaining the safety and welfare of the student body, staff, and administration. The intent of this policy is to facilitate the achievement of an environment free of illegal substances.

DISCIPLINE

Rules of discipline have been established in order to foster a safe and productive learning environment for all our students. The maintenance of good discipline across our campus before, during, and after school hours is the collective responsibility of students, parents and staff members. Section 14-8.05 of the Illinois School Code vests staff members with the authority to supervise and discipline students during the school day and at school-sponsored events in the absence of parents/guardians, even if the student and the staff member may not know each other. If a student's off-campus conduct materially or substantially disrupts or poses a true threat and interferes with the school's educational functions, the student can be disciplined. Any student who uses off-campus web sites to perpetuate such conduct or pose a true threat to staff, students, or the school will be subject to school discipline and possibly criminal charges.

Any violations of the school disciplinary policy by a student will be maintained in that student's temporary record file and will be considered if any subsequent infraction or violation of the same rule occurs as long as that student is enrolled at Barrington High School, regardless of whether or not the violations of that same rule occur in different years.

When a student is suspended, expelled, or withdraws while facing a suspension or expul-

sion, Barrington High School refuses that student access to facilities, and any activities or functions.

LEVEL I BEHAVIOR

Level I involves misbehaviors by the student that interfere with orderly classroom, school, or bus procedures. Such misbehavior is usually handled by an individual staff member but sometimes requires the intervention of the Counseling Department/Deans' Office. Examples include but are not limited to the following:

- Being Tardy to Class
- Cutting Class
- Disturbing a Class
- Failing to Clean Up Lunch Litter
- Failing to Follow Proper Attendance Procedures
- Lying
- Non-defiant Failure to Complete Assignments or Carry out Directions
- Using Abusive Language/General Profanity

LEVEL I CONSEQUENCES

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. The staff member will maintain a proper and accurate record of the offense and disciplinary action.

Disciplinary options include but are not limited to the following:

- Consultation
- Detention from Teacher
- Parent Conference
- Schedule Change
- Special Assignment
- Staffing
- Tardy Probation
- Verbal Reprimand
- Withdrawal of Privileges

LEVEL II BEHAVIOR

Level II involves misbehavior that, because of its frequency or seriousness, tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of the dean because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but which cause educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples include but are not limited to the following:

- Continuation of Unmodified LEVEL I Misbehavior
- Being Absent from Detention
- Being Off Campus
- Bus Vandalism/Defacing School or District Property*
- Cheating
- Disrespect/Insubordination
- Driving and/or Parking Violations
- Forging Notes or Misrepresenting Phone Calls
- Harassing/Disrupting another Student's Educational Rights*
- Inappropriate Use of Technology*
- Loitering in Washrooms, Hallways, Parking Lots, or Unauthorized Areas
- Possessing/Using/Distributing/Purchasing/Selling Tobacco on, or Adjacent to School Prop-

erty or at a School-Sponsored Event

- Refusing to Identify Self
- Truancy
- Use of Electronic Signaling & Electronic Devices in Unauthorized Areas Inside the Building
- Unexcused Absence from Structured Study

**Depending on circumstances as determined by the Administrative Team*

LEVEL II CONSEQUENCES

The student will be referred to the dean for appropriate disciplinary action. The administrator will meet with the student and/or teacher and decide on appropriate action. The teacher will be informed of the administrator's action. The administrator will maintain a proper and accurate record of the offense and the disciplinary action. Disciplinary options include but are not limited to the following:

- Alternative Assignment
- Apology to the Offended Party
- Assignment to Structured Study
- Assignment to Guided Study/Resource Center
- Attendance Contract
- Behavior Contract
- Detention(s)
- Disciplinary Conference
- Parent Conference
- Referral to Outside Agency
- Saturday Detention(s)
- Staffing
- Withdrawal of Privileges

LEVEL III BEHAVIOR

LEVEL III usually involves acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others in the school. These acts might be considered criminal, but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediation of the situation in the best interest of all students. Examples include but are not limited to the following:

- Continuation of Unmodified LEVEL II Misbehavior
- Absent from Saturday Detention
- Bus Vandalism/Defacing School Property*
- Disruption of the Educational Environment
- Engaging in Gang Activity
- Fighting (also see section on Individual Accountability)
- Gross Insubordination
- Harassment*
- Hazing/bullying*
- Inappropriate Use of Technology*
- Intimidating Others
- Making Threats
- Possessing/Using/Transferring a Look-Alike Weapon*
- Profanity Directed to Staff

- Stealing
- Trespassing
- Inappropriate Use/ Possession/ Distribution/ Purchase/ Sale of a Legal Substance (including but not limited to inhalants, diet supplements, OTC's or any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed).
- Use/ Possession/ Distribution/ Purchase/ Sale of an Illegal Substance (Drugs, Look-Alike Drugs, Alcohol, Drug Paraphernalia, and/or any Anabolic Steroid or Performance-Enhancing Substance not administered under a physicians care and supervision.)
- Vandalism

**Depending on circumstances as determined by the Administrative Team*

***See handbook section on Academic Honesty and integrity*

LEVEL III CONSEQUENCES

The dean initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The dean meets with the student about the student's misconduct and the resulting disciplinary action. A parent may be contacted. The administrator will maintain a proper and accurate record of offenses and disciplinary actions. Disciplinary options include but are not limited to the following:

- Behavior Contract
- Financial Restitution
- In-School Suspension
- Out-of-School Suspension
- Police Referral
- Referral to Outside Agency
- Saturday Detention(s)
- Staffing
- Suspension of Bus Privileges
- Temporary Removal from Class
- Withdrawal of Privileges

LEVEL IV BEHAVIOR

Level IV acts involve actions which result in violence to a person or his/her property and pose a direct threat to the safety of others in the school. These acts may be criminal and are so serious that they always require administrative actions, which may result in the immediate removal of the student from school, the possible intervention of law enforcement authorities, and possible action by the Board of Education. Examples include but are not limited to the following:

- Continuation of Unmodified Level III Misbehavior
- Arson
- Assault/Battery
- Bomb Threat
- Extortion
- False Fire or Disaster Alarms
- Inappropriate Use of Technology*
- Possessing/Using/Transferring a Look-Alike Weapon*
- Possessing/Using Explosive or Incendiary Devices
- Possessing/Using/Transferring Dangerous Weapons
- Presenting a Danger to Self/Others

- Theft/Possession/Sale of Stolen Property
- Using/Possessing/Selling/Distributing/Purchasing or Attempting to Purchase an Illegal Substance (Drugs, Look-Alike Drugs, and Alcohol)

**Depending on circumstances as determined by the Administrative Team*

LEVEL IV CONSEQUENCES

The dean will verify the offense, confer with the staff involved, and meet with student and parents. The student may be immediately removed from the school environment. School officials may contact a law enforcement agency and assist in prosecuting the offender. A complete and accurate report will be submitted to the superintendent for consideration and possible recommendation to the Board of Education for expulsion. Disciplinary options include but are not limited to the following:

- Alternative Programs
- Expulsion
- Suspension
- Other Board Action
- Police Referral
- Referral to Outside Agencies

STUDENT RIGHTS IN DISCIPLINARY ACTIONS

To ensure that the student receives fair treatment in the curricular and co-curricular domains consistent with the fundamental requirement of due process, student suspensions or recommendation for expulsion must be made in accordance with the following procedures:

- A. **Detention** is a disciplinary consequence that can be applied to instances of student misconduct and/or violations of the school's disciplinary policy that does not require the student to miss any classroom instruction time. Detention(s) may be issued by a teacher or administrator. Requests for review of a teacher assigned detention should first be directed to the relevant department head within three days of the assignment. A request for further (and final) review shall be made within two days of the first review to the Associate Principal for Student Services.
- B. **Academic Suspensions**
 1. A student must be given the opportunity to present information on his/her own behalf prior to suspension. The suspension shall be reported by telephone to the parents or guardians of each suspended student. The Board of Education, through the superintendent of schools, the principal, or the principal's designee, shall notify the parent(s) or guardian(s) through the U.S. mail or by personal delivery. A copy of the letter will be sufficient notification to all others. If the situation is such that the physical well being of the student, other individuals, or the property of the school district is in jeopardy, then in such cases the student may be suspended immediately and given an opportunity for a conference as soon as practicable.
 2. The letter shall give full statement of the reasons for the suspension and notice to the parents or guardians of their right to review of the suspension. The procedure for review shall be as follows:
 - a. All requests for review shall be made by the parent or guardian within five days after receipt of notice of suspension and shall be made to the Associate Principal for Student Services.
 - b. The parents or guardian requesting the review may appear and discuss the suspension and may be represented by counsel. Such a meeting shall be held within five days after receipt of the request.
 - c. After the initial review, parents/guardians should contact the Assistant Superintendent of Educational Programs and Assessment if they seek further review of a suspension. The

parent/guardian must request this review within two days of the preceding review.

- d. The superintendent may be requested to further review the suspension, if, after the Assistant Superintendent of Educational Programs and Assessment consideration, the parents or guardians seek further review. The parent or guardian must request this review within two days of the preceding review.
 - e. A parent or guardian, once having appealed to the superintendent, may request a review by the Board of Education. The parents or guardian must request this review in writing to the superintendent within two days of the review with the superintendent.
 - f. A student shall be reinstated after suspension only by the principal or principal designee following a parent conference, which may include the appropriate school person. Further continuance in school is contingent upon conduct of the student being consistent with what is expected of good school citizens.
3. A student will be eligible to make up class work while serving a suspension. It is the responsibility of the individual student to obtain the homework assignments from their teachers and arrange for any make-up quizzes or tests. Students may request homework by phone or e-mailing their teachers directly via the high school website (<http://www.barrington220.org/bhs>). It is the teacher's responsibility to provide the make-up work upon request. Upon completion of this work, the student can earn full credit based on the quality of work submitted. All homework/tests missed during the suspension will be due no later than 3 school days after completion of the suspension. Failure to do so will result in a zero for any homework, quizzes, or tests.

C. Expulsions

Expulsion shall take place only after the parents have been requested by registered or certified mail to appear at a meeting of the Board of Education, or to meet with a hearing officer appointed by the Board to discuss their son's/daughter's behavior. At such meeting, the Board or a hearing officer appointed by it, shall state the reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard.

During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence, and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

A student may be re-admitted to school after expulsion only by official action of the Board of Education. Such reinstatement should occur only after the Board of Education, the principal, and the superintendent are satisfied that the student intends to correct the situation, which led to expulsion.

- D. If a student attempts to enroll in another school while serving a current suspension and/or expulsion at BHS, that student will be marked "Not in good standing" on the Student Transfer Form. The student is entitled to transfer in accordance with Section 2-3.13a (105 ILCS 5/2-3.13a), unless the receiving district has, pursuant to Section 2-3.13a, adopted a policy providing that if a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into the school district. This policy may allow placement of the student in an alternative school program established under Article 13A of the Illinois School Code, if available, for the remainder of the suspension or expulsion.

GENERAL INFORMATION

PROOF OF RESIDENCY

In order to enroll a student in a District 220 school, parents/guardians are required to show two proofs of residency in the district. Per School Board policy (7:50, 7:60), the following will be ac-

cepted as valid proof of residency: Lease, sales contract, mortgage deed, tax bill, utility bill (gas, electric, water), and DCFS or unemployment card.

Parents who reside with other relatives within the district should provide a notarized letter to that effect from the homeowner, as well as two pieces of evidence showing the name and address of the homeowner, plus a signed and notarized affidavit, which will be maintained in the District's file.

REGISTRATION REFUND POLICY

Refunds for registration after the first day of school will be prorated on a quarterly basis. Requests for a refund must be submitted in writing to the Registrar's Office and will be paid in accordance with the District's bill payment schedule.

IDENTIFICATION CARDS

All students receive a new ID card each year during registration. **STUDENTS ARE REQUIRED TO CARRY THEIR ID CARD ON THEIR PERSON AT ALL TIMES.** The card must be presented when entering a bus, checking out media materials, checking in and/or out of school at the Attendance Office, and attending school activities/athletic events. A student can also use their ID to purchase lunches from the cafeteria in accordance with the provisions of the District's Meals Program. Students must show or surrender their ID card upon request of a staff member. If lost, the ID card must be replaced. Replacement cards can be obtained for a minimal charge in the Guidance Department office.

OPEN PERIOD OPPORTUNITIES FOR STUDENTS

Barrington High School provides a variety of services for students to use during the times they are not in class.

I. LIBRARY

A. Function:

1. The Library is open for students from 6:45 a.m. to 4:30 p.m.
2. This area is for quiet study.
3. Computers, books, periodicals, digital technologies and instructional materials are available for student use.
4. Textbooks are available for in-Library use.
5. Photocopier (black/white) is available for a minimal charge.
6. Basic supplies (pens, pencils, notebooks, poster boards, etc.) may be purchased at the Circulations Desk in the Library. Please check at the Library for the complete list of supplies.
7. Printing is available in the Library. Up to 5 black/white pages per period and 2 color pages per day may be printed for free.

B. Guidelines:

1. Food and beverages are **not** allowed in any of the computer labs throughout the school or Library.
2. Circulation loan periods: Books = 28 calendar days; Periodicals = 6 school days;
Jump drive = 6 school days
All materials may be renewed for the same period of time.
3. Fines for all overdue materials are \$.10 per school day per item. All library fines must be paid by the end of the school year.
4. Students will be billed for the replacement cost of lost or damaged items.

II. GUIDANCE RESOURCE CENTER

A. Function:

1. Students may explore and gather information about careers and post-secondary education programs.
2. Files and computer databases are maintained on careers, financial information, test-

ing, and college admissions.

3. College representatives visit the student center throughout the year for consultation with students.

B. Rules:

1. No food and/or beverages are permitted.
2. Necessary discussions should be conducted quietly.

III. COMMONS AREA

A. Function - The area is open for individual or group study, relaxation, and quiet conversation.

B. Rules:

1. Students' behavior must be appropriate to the school environment.
2. Students are permitted to have food and beverages in this area.

IV. CAFETERIA

A. Function - The area is open for individual or group study, relaxation, and conversation.

B. Rules:

1. Students' behavior must be appropriate to the school environment.
2. Food, beverages, pay telephones, and washrooms are available.

V. FRONT LAWN

A. Function - The area is open for students to enjoy the outdoor environment and relax.

B. Rules:

1. Students should not loiter on the front steps or areas adjacent to classrooms.
2. Students should remain within the designated area of the front lawn.
3. Food and beverages are permitted.
4. Student behavior should be consistent with the expectations of Barrington High School as explained in the Student Handbook.

VI. SENIOR LOUNGE

A. Function - Seniors only may socialize and work either independently or together on assignments during the school day from 7:20 a.m. to 2:35 p.m.

B. Rules:

1. Students' behavior must be appropriate to the school environment.
2. Beverages and brown bag or cafe lunch is permitted.

VII. SENIOR LOCKER BANK

A. Function - Seniors may socialize and work either independently or together on assignments during the school day.

B. Rules:

1. Students' behavior must be appropriate to the school environment.
2. Students' may have beverages in this area, but food is not permitted.

VIII. ACADEMIC RESOURCE CENTER (ARC)

A. Function - Provide students with assistance in academic coursework.

B. Rules:

1. Student's behavior must be appropriate to the school environment.
2. No food and/or beverages are permitted.

ACADEMIC HALLWAYS

In order to create the best possible educational environment throughout the building, academic areas are to remain quiet and free of distractions to the teaching/learning process. During the last 10 minutes of each period (1-8) a student will not be allowed to enter the hallways to academic

areas without a signed hall pass. Outside of this time frame, a student in the hallways needs to be "moving with purpose" and a hall pass is not required. They may go to their locker, but should not linger in hallways, stairwells and/or underclassmen locker banks. **Students are not allowed to eat in the hallways.**

LOCKER ASSIGNMENTS

1. The ownership of the locker is maintained by the school district and the student is granted use of the locker solely in accordance with these regulations.
2. If a student's locker is not working properly, it is the student's responsibility to report the problem to the Deans' Office immediately.
3. The only items that may be placed in lockers are articles of clothing, school books or supplies relating to school use, lunches, and personal items which the student is legally entitled to have in his/her possession. Cell phones should be turned off when stored in the locker.
4. The assignment of a locker to a student and the use thereof by the student is made subject to the right of the school administration to have access to the locker at any time.
5. The school is not responsible for lost or stolen property.
6. Your locker is for your personal use and not to be shared with friends.
7. Your lock combination is not to be shared with anyone.
8. ***Lock your locker at all times!***
9. The cost of a hall lock will be determined by the School Board.
10. All students must take their locks home at the end of the school year.
11. Students are to clean out their locker by 12:00 noon on the last day of final exams. For items left behind, it will be the judgment of the staff members who clean the lockers to either dispose of the remaining item(s) or label for pick up. There will be a \$20 locker clean-out fee to recover any item held. In addition to clean-out fees, there will be a \$10 charge for any books left in the locker. Students may lose additional privileges for any locker not cleaned out and may lose the option to choose their locker for the following term. Everything will be disposed of or donated two weeks after the school year ends.

SEARCH AND SEIZURE

School authorities may inspect and search school property and equipment owned and controlled by the school (such as lockers, desks, and parking lots) as well as personal effects left there by a student without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, backpacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. This also applies to student vehicles parked on school property.

COMPUTER ENVIRONMENT

The computer environment at Barrington High School consists of multi-use computer labs all linked by a network to printers and file servers. Students and staff have appropriate access to the labs for large group class use, as well as individual personal use. Two computer labs and a number of open stations are provided in the library allowing access to a large variety of software in writing, math, science, foreign language, research, and others. Labs are available for CAD/CAM, computer applications, multimedia, information processing, and graphic arts. While classes primarily use these labs, walk-ins are welcome.

No food or drink is allowed in any lab at any time. Each student has personal access, which is password protected, to a file server where they can save their work. This personal student folder is for documents only and NOT for applications (programs, games, etc.). The personal folder of each student is his or her responsibility and students are solely responsible for everything contained in the folder. Students may save work on jump drives in order to move files to computer systems they have

at home and to create backups.

At the beginning of the school year a password will be given to each student. **Passwords should never be shared with others!** Logging into the network account of another student is not allowed and will not be tolerated. Inappropriate use of computer systems or the network may result in loss of access and/or other disciplinary action(s), pursuant to the District 220 Computer User Policy.

NETWORK AND INTERNET USE

The Board of Education's goal is to include electronic networks, including the Internet, in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. Per Board Policy 6:235, the use of the District's electronic networks shall 1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and 2) comply with the selection criteria for instructional materials and library-media center materials. The District's electronic network is part of the curriculum and is not a public forum for general use.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. The electronic information available to students and staff does not imply endorsement of the content by District 220, nor does the school district guarantee the accuracy of information received over the Internet.

District 220 reserves the right to log network use and to monitor fileserver space utilization and activity by users, including online activities of minors. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. The Board establishes that use of electronic networks including the Internet, is a privilege, not a right. Inappropriate, unauthorized or illegal use of electronic networks will result in loss of privileges, disciplinary action, and/or appropriate legal action. The building administrator shall have the authority to determine what inappropriate use is, and his/her decision is final.

Prohibitions: Students and staff are expected to act in a responsible, ethical manner in accordance with district policy, accepted rules of Internet etiquette, and federal and state law. The following uses are prohibited:

1. Use of the Internet or network to facilitate illegal activity.
2. Use of the Internet or network for commercial or for-profit purposes.
3. Use of the Internet or network for non-work or non-school related work.
4. Use of the Internet or network for product advertisement or political lobbying.
5. Use of the Internet or network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproductions, or use of copyrighted materials.
7. Use of the Internet to access sites that contain visual depictions that are obscene, contain child pornography, or are potentially harmful to minors.
8. Use of student electronic mail, unauthorized chat rooms and/or other forms of direct electronic communication for non-educational purposes. Student e-mail and chat rooms will only be permitted if part of a specific class activity and will be monitored by the respective instructor.
9. Students are prohibited from creating, sending, sharing, viewing, receiving or possessing any indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular phone and/or accessing at school any publication that is socially inappropriate, or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language, or sexting as defined by School Board Policy 7:310.

Consequences for Inappropriate Use:

1. All users will be held financially responsible for damages to equipment, systems, and software resulting from deliberate or willful acts.
2. Illegal use of the network and/or Internet; intentional deletion or damage to files belonging to others; uploading or creating computer viruses; copyright violations and theft of services will be reported to the appropriate legal authorities for possible prosecution. Loss of access and other disciplinary actions may be consequences for inappropriate use in violation of this or any other School District Policy.
3. A violation of this policy is an offense subject to student and/or staff member discipline.

Copyright: The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the Internet shall be subject to "fair use" guidelines.

HOME-BASED WEB SITES

While home-based student web sites and other uses of home-based computers are regarded as a benefit to a student's computer literacy, the student and their parents/guardians need to be aware of the following:

- The use of home-based or other off-campus computers such that the use results in material and/or substantial disruption to the school environment and/or a true threat will constitute grounds to investigate whether the use violates applicable law and/or district rules. Should such misuse be determined, the school will implement appropriate consequences as defined in the Acceptable Use Policy and the student discipline code.
- Given that school computer use is a privilege, such violations may result in suspension, expulsion, or other discipline, as noted, based on the seriousness of the offense's impact or the threat's ability to have caused material and/or substantial disruption were it carried out.

USE OF STUDENT IMAGES ON THE BHS WEBSITE/BHS VIDEO-DVD'S

Photo images of students engaged in school-related activities/student life may be published on the Barrington High School website or used in BHS Video-DVD's at the principal's discretion. Student names will not be published. Any parent(s)/guardian(s) who does not want their child's photo or image to be displayed on the school's website or in BHS video-DVD's, should contact the Associate Principal for Student Services (847/842-3205).

LUNCH PROGRAM

All district schools provide a hot class "A" lunch program. Students may purchase their lunch, or lunches may be brought from home and milk or soft drinks may be purchased. Students living near school may walk home for lunch if written parental authorization is filed with the school and approved by the Deans' Office. Barrington High School is a closed campus; therefore, students may not sign out for lunch.

TRANSPORTATION POLICY

Pupils enrolled in grades K-12 will be transported to and from school if they live 1.5 miles or more from the school they attend. There will be no charge for this transportation. Pupils who live LESS than 1.5 miles from the school they attend will not be transported. Students must provide their own transportation to any off-campus courses in which they enroll.

BUS RULES

Transportation to and from District 220 schools by bus is a privilege. **Students must ride their assigned high school bus. High school students may not use designated middle school buses for transportation to the high school.** Orderly behavior is necessary to ensure safe and prompt bus service. ID cards will be checked on a weekly basis for all AM and PM routes. Students are responsible to carry their IDs on a daily basis. District 220 offers transportation for students who are eligible, to school and home only. Activity bus times are approximately 4:15 and 6:00 p.m. daily. There is no 4:15 p.m. bus serving Barrington on Wednesdays. Please respect the

wishes of your bus driver. The bus is an extension of your home and school - behave accordingly.

Parents are responsible for the behavior of pupils on school buses. If a student's behavior is not acceptable, the privilege of riding the bus may be suspended or withdrawn. It then will become the responsibility of the parent to provide transportation for the student.

All students must follow the District's School Bus Safety Guidelines (*Board Policy 7:220*). Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in the Student Discipline policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

CODE OF BEHAVIOR FOR SCHOOL EVENTS

Participation in extra-curricular activities is a privilege extended to all students at Barrington High School. Students have the opportunity to participate in and enjoy social and athletic events within the intended purpose of this function. With this opportunity comes the responsibility that students exhibit behavior which does not infringe upon the privileges of others. With this in mind, all Barrington High School students attending extra-curricular activities are expected to follow the expectations for behavior as listed on p. 9-13 of the Barrington High School Student Handbook.

VIDEO SURVEILLANCE

The Board of Education authorizes the use of overt video surveillance cameras and monitors on district property to promote health, safety, and welfare of all students, staff and visitors; and to safeguard district facilities and equipment. For purposes of this policy, "district property" is defined as interior and exterior of the high school building, and parking lots and grounds. Electronic visual and audio recordings may also be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity.

SCHOOL SAFETY

Barrington High School employs a school safety dog to facilitate a safe and drug free environment. The entire campus and grounds are subject to search. When deemed appropriate, a student may be scanned with a metal detector.

STUDENTS DRIVING TO SCHOOL

School District 220 provides bus transportation for all students who meet the state distance guidelines. Limited automobile parking for students is provided as a convenience. Parking is a privilege, not a right. As our enrollment grows, there is increasing competition for a fixed number of parking spaces. For that reason Barrington High School will only issue parking permits to seniors and students enrolled in school-sponsored work programs. Vehicles not displaying valid parking permits or those illegally parked will be ticketed and/or towed at the owners' expense, and the student driver may be subject to disciplinary action. Noncompliance with parking rules/regulations and/or truancy may result in loss of parking privileges and/or towing of the vehicle at the owner's expense. School District 220 and Barrington High School are not responsible for the automobile or its contents. *Cars should be locked at all times.* School authorities have the right to check/search vehicles on school property. Search, based upon reasonable cause, may include the passenger compartment, engine compartment, and trunk, all containers locked or unlocked in or upon the vehicle. If the parking lot is full, it will be the student's responsibility to locate the parking lot security person to secure a parking space. If the student is unable to locate outside security, it will be the student's responsibility to report to the Deans' Office immediately.

PARKING A VEHICLE ON CAMPUS IS A PRIVILEGE THAT REQUIRES ADHERENCE TO THE RULES LISTED BELOW.

1. Parking is a privilege and falls under the pyramid of privileges at Barrington High School. All rules listed in the student handbook apply. Parking is for **SENIORS ONLY**. Freshmen, sophomores and juniors **DO NOT** have permission to park on campus or in the Field of Dreams parking lot.
2. The letter indicated on parking permits determines the trimester which students **MUST** park in the Field of Dreams parking lot.
A. August 23-November 18 B. November 21-March 2 C. March 5-end of year
3. BHS parking stickers need to be displayed in lower right hand corner of the vehicle's front windshield. If appropriate, previous stickers need to be removed.
4. A parking application will be accepted for a two week period starting the second week of May and ending the Friday of the third week of May. The parking fee must accompany the application to be accepted. The application will be accepted on a first come, first serve basis.
5. Students must heed "no parking" areas. These are posted or marked and include fire lanes, the staff areas and visitor parking. Students may not park their vehicle east of the yellow line in the main lot. Cars parked with or without a permit outside designated student spaces, or illegally, are subject to school consequences, ticketing and/or towing at the owner's expense.
6. Temporary passes will be available to senior students as determined by the Dean's office. All temporary passes must be registered by the end of 2nd period with the cost of \$5 and students should park in between the tennis courts.
7. Parking permits and/or permit numbers may not be used by, sold, or transferred to another student or their vehicle.
8. If you have a valid parking permit and are unable to drive your primary or secondary vehicles, you may not use another student's and/or another family's vehicle as substitution. A temporary pass should be purchased in this situation.
9. Under Illinois School Code, students have no reasonable expectation of privacy in personal effects left on school property in parking lots. School authorities may search cars left in the parking lot without notice or consent of the student.
10. Parking is at the student's own risk. Barrington High School assumes no liability for damaged vehicles.
11. Students are not allowed in the parking lot during the school day without proper authorization from the Deans' Office. Students are not allowed to sit in or around vehicles parked in any lot at any time. **Barrington High School is a smoke-free campus.** Students may not smoke in or around vehicles on campus.
12. Senior students graduating early must submit in writing that they need a refund for parking and in addition return the parking permit to the Deans' Office.
13. Vehicles must be locked. Students may not loiter in vehicles or parking lots.
14. Students should not be parked in the designated Credit Union and Little Bronco Daycare parking. This includes after school hours until 5 p.m. (M-F).
15. Handicapped spaces are meant for individuals covered by the Americans with Disabilities Act. Requests to use such spaces by underclassmen with disabilities or seniors/visitors with temporary disabilities will be evaluated on an individual basis by the administration.
16. The speed limit on campus is **10 MPH**. Excessive speed, reckless driving, running stop signs and/or squealing tires are prohibited and could result in immediate loss of parking privileges.
17. Be aware that emailing, text messaging, instant messaging or the use of your cell phone in school zones (aka BHS campus) while driving is against the law in the State of Illinois.
18. First semester final exams are part of trimester B. Second semester final exams are part of trimester C. You must have the appropriate parking permit to park in the main lot during final exams.
19. Off Campus Courses/Student Occupational Studies' (work program) parking privileges will be revoked if course/work is dropped.

20. If a student reaches a total of 10 absences (tardy, parental excused, and unexcused) in any one class, their driving privileges may be revoked for the remainder of the semester. There will be no refund of parking fees.
21. Students parked in the Field of Dreams lot must use the paved path to and from school. Students are not allowed to walk along Hart Road.
22. All senior students applying for parking must be free and clear of lunchroom fees or any other financial obligations to the district.

MISCONDUCT MAY RESULT IN THE LOSS OF PARKING PRIVILEGES. EXAMPLES OF CONDUCT WHICH MAY RESULT IN LOSS OF PARKING PRIVILEGES INCLUDES, BUT IS NOT LIMITED TO, THE FOLLOWING:

1. Serious driving violations.
2. Possession or transportation of drugs, alcohol, stolen property, or other contraband.
3. Parking in an area other than student designated parking.
4. Sale or transfer of assigned parking sticker to another student.
5. Any student with parking privileges who allows another student without parking privileges to drive/park his/her vehicle on campus during a school day could lose his/her parking privileges.

LOST AND FOUND

Students who find lost articles are asked to take them to the Lost and Found in the Police Liaison Officer's office (847/842-3471) where the owner can claim them. All books will be returned to the library. Items not claimed prior to the end of each quarter will be donated to a charity.

EMERGENCY SCHOOL CLOSING

School closings due to unforeseen circumstances, such as heavy snowfall, will be communicated via the School Messenger Alert system used by the district. In addition, closing will be announced on the following radio stations: WMAQ - AM (670), WBBM - AM (780), WGN - AM (720), WRMN - AM (1410), WAIT - AM (820), WCLR - FM (101.9), WXET - FM (105.5) and television stations: WGN Channel 9, Fox Channel 32, CLTV Channel 48. Re-opening of school will not be announced, but the closing announcement will be made each day as necessary. Emergency Closing: Schools will be closed for students.

Late Start Schedule: Bus pick up for high school students will be at approximately 7:45 a.m. with school starting at 8:55 a.m. (See Bell Schedule D)

EXCESSIVE HEAT CONDITIONS

The decision to schedule a shortened day due to excessive heat conditions will be made by the superintendent after consultation with the principals. Athletic practices and other extracurricular activities will not be held until the heat index is below 100 degrees Fahrenheit.

AFTER SCHOOL HOURS

Students should not be in the school building or on the school grounds after school is dismissed unless for some academic or co-curricular reason. Loitering can result in disciplinary action by a dean or possible arrest for trespassing.

TRESPASSING

Suspended students and unapproved visitors are not to be on campus without specific permission from the Deans' Office. Failure to obtain this permission can result in arrest for trespassing. Students in the building during non-school times must be approved prior to admission or be subject to a charge of trespassing.

STUDENT VISITORS

Students will not be allowed to bring guests to school during the school day.

MESSAGES TO STUDENTS

Delivering messages during class time is especially disturbing since lesson plans and continuity of thought are often disrupted. Parents are urged to reserve such requests only for serious emer-

gency situations. Arranging for medical appointments, transportation requests, or family activities is best done before school. If an urgent and necessary message must be sent to a student, call 847/381-1400 and the call will be transferred to the appropriate dean's secretary.

FLOWER, GIFT & FOOD DELIVERIES

We will not accept flowers and/or gifts to be delivered to students during the school day. Please arrange for such items to be delivered to the student's home. No outside food (except homemade lunches) can be brought to, delivered to or sold in the cafeteria or classrooms during the school day except for school sanctioned activities.

PETS

Pets are known to trigger allergic or asthmatic reactions in people with these chronic conditions. In order to ensure the optimal Health and Wellness of the entire school population, pets will not be allowed in the school building. Exceptions may be made when a living thing(s) is needed for teaching a portion of the grade level curriculum. Visiting pets may be observed outside during fair weather or inside the front vestibule during inclement weather. Teachers should ensure that students with known pet allergies are not directly exposed to visiting pets.

STUDENT TRAVEL TOURS

Travel tours to distant states or foreign countries are occasionally offered to students under the sponsorship of teachers, clubs, or groups acting independently of the district. These tours, permitting varied educational and/or recreational experiences at reduced cost, can occur during vacation periods. It is to be understood, however, that these tours are not under the sponsorship of Barrington High School or CUSD 220. Under law, a school board may sponsor and provide transportation only for field trips in Illinois or adjacent states.

STUDENT ACTIVITIES PASS

A mandatory fee is charged for the student activities pass. Presentation of your student ID card allows student admittance to home football games, home basketball games, school concerts, plays, or musicals. This fee also includes the BHS yearbook and student newspaper.

PLEASE NOTE: Passes are not valid for state tournament contests and competitions.

SIGNS, POSTERS & PUBLICATIONS

Posting signs and posters are prohibited without the approval of the Associate Principal for Facilities & Student Activities. Signs and posters should be posted on building bulletin boards or cement bricks only. Distribution of handbills, leaflets and other written materials may be restricted by the school administration to a designated time and place, such as periods before and after school, to the extent that such restrictions are deemed necessary to prevent interference with the school program.

ANNOUNCEMENTS

Daily announcements may be viewed on the BHS Website (www.barrington220.org/bhs).

DRESS AND APPEARANCE

The dress and grooming of students is the responsibility of parents and students. A student's attire and appearance must not disrupt the educational process; interfere with the maintenance of a positive teaching/learning climate, or comprise reasonable standards of health, safety, and decency. Clothing that promotes controlled substances (i.e. alcohol, drugs, etc.), illegal activity, profanity, or are judged to be of a disruptive nature to the educational environment are not considered appropriate for school. In those instances where dress and appearance are judged inappropriate, parents may be contacted and the student will be required to change.

ELECTRONIC DEVICES, CELL PHONES, RADIOS, HEADSETS, HACKY SACKS, ROLLERBLADING, SKATEBOARDING/LONG BOARDING

Students may not use or possess electronic paging devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

The possession and use of cell phones and other electronic devices, other than paging devices

and two-way radios, are subject to the following rules:

- Cell phones and any electronic/digital devices are not to create a disturbance to the educational environment and **must be turned off in classrooms, study halls, computer labs, the library, all restrooms and locker rooms**. The District assumes no responsibility for lost/ missing phones or electronic/digital devices.
- Inappropriate use of cell phones and electronic devices will result in a) a first offense - four detentions b) second offense – 4 hour Saturday Detention.
- Students who continue to not follow this policy will have their cell phone or any other electronic device confiscated, which will result in additional consequences.

Portable electronic entertainment devices (including headsets) are not appropriate in classrooms, the library or study halls. Portable radios are not allowed in school. The playing of hacky sack at any time within the building is prohibited. Rollerblading and/or skateboarding/longboarding are not allowed on School District property at anytime.

EXCESSIVE SHOW OF AFFECTION

Displays of affection that make other people uncomfortable, show poor judgment, or demean the individuals involved are not appropriate for public places. Students should demonstrate respect for self and others by conducting themselves in a manner appropriate for a public setting.

ABUSIVE OR FOUL LANGUAGE

The use of abusive or profane language is inappropriate in the school setting.

PREVENTING BULLYING, INTIMIDATION AND (SEXUAL) HARASSMENT

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person, including a District employee or agent, or student, shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, gender identity, ancestry, age, religion, creed, physical or mental disability, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, visual, or electronic/digital in nature that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: 1) placing the student in reasonable fear of harm to the student's person or property; 2) causing a substantially detrimental effect on the student's physical or mental health; 3) substantially interferes with the student's academic performance; or 4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school. Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the building administrator, student non-discrimination coordinator, or complaint manager. Students 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. Instances of bullying also may be reported using the Bullying/Harassment Report Form found under the "Parents" heading on the BHS website (www.barrington220.org). Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences. The Assistant Superintendent for Human Resources has been appointed the District's Nondiscrimination Coordinator as the District's Complaint Manager.

SEXUAL HARASSMENT PROHIBITED

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, or engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that: 1) Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or 2) Has the purpose or effect of substantially interfering with a student's educational environment; creating an intimidating, hostile, or offensive educational environment; depriving a student of educational aid, benefits, services, or treatment; or making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Any student who feels he/she has been harassed should: 1) Directly tell the alleged harasser to stop his/her offensive behavior, and 2) Report their complaint to a teacher, principal/administrator or to the District Office of Human Resources. A student's good faith action in reporting harassment allegations will not result in any adverse actions against the complainant.

NON-DISCRIMINATION BY SEX

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, gender, religious beliefs, physical and mental handicap or disability, or actual or potential marital or parental status. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of gender or any other protected status, except that the District viewpoint remains neutral when granting access to school facilities under Board Policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Sex Equity: No student shall be denied, on the basis of gender or disability, equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage on the basis of disability. Any student may file a disability discrimination grievance by using the District's Uniform Grievance Procedure (Policy 2:260), or by contacting the Section 504 Coordinator, Assistant Superintendent for Special Services.

Title IX is the portion of the Education Amendments of 1972, which prohibits sex discrimination in education. Community Unit School District 220 does not knowingly, through its policies or practices, demonstrate discrimination. Persons who discern discrimination are to refer grievances in writing to the building principal of the school in which the alleged discrimination took place. If the person is not in accord with the findings of or the remedy provided by the building principal, the District Grievance Office shall review the written grievance and the response of the building principal. The Assistant Superintendent for Human Resources has been appointed the District Grievance Officer and has been designated as Title IX Coordinator.

ASBESTOS MANAGEMENT PLANS

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teacher organizations, that the asbestos management plans required under the Asbestos Hazard Emergency Response Act (AHERA) are available for review upon request. Plans for all District 220 buildings are available in the administration building located at 310 James Street, Barrington, Illinois 60010 (847/381-6300). Plans for individual schools are located in the administrative office of each building. Any person can view the plans during normal business hours of that particular school. Interested parties wishing to inquire about the hours and times that the plans are available should call the above number.

ACADEMIC INFORMATION

ACADEMIC COURSE LOAD

All BHS students are expected to maintain a full time class schedule. "Full time" is defined as current enrollment in a minimum of 5 academic courses and physical education.

ACADEMIC HONESTY AND INTEGRITY

The teaching and learning process at Barrington High School encourages collaboration with the larger educational community in order to pursue research and knowledge. This spirit of collaboration demands the ethical use of the products of others. Barrington High School requires all students to demonstrate honesty and to abide by ethical standards in preparing and presenting materials and in taking tests. Academic dishonesty, cheating, or plagiarism involves an attempt by the student to violate the collaborative relationship inherent in academic endeavors by substituting the product of another, in whole or in part, as his/her own work. It also includes theft, possession, or unauthorized use of any test materials.

Academic Dishonesty includes but is not necessarily limited to the following:

- ***Copying/Sharing Assignments*** - Copying or giving an assignment to a student to be copied, unless specifically permitted or required by the teacher.
- ***Plagiarism*** - Plagiarism is defined as the unauthorized use of another person's work, ideas, or language without due credit. Plagiarism includes word-for-word copying, copying of ideas and/or key words, copying specific words and phrases (here and there), not citing a source of information, or using falsified information.
- ***Cheating on Exams or on Major Projects*** - Use of, or assisting another in the use of unauthorized material including, but not limited to, textbooks, notes, calculators, cell phones, computer programs, or other forms of assistance, during an examination or on a major project.
- ***Forgery/Stealing*** - Unauthorized access to an exam or answers to an exam, use of an alternate, stand-in, or a proxy during an examination, or alteration of computer and/or grade book records or forgery of signatures for the purpose of academic advantage or other reasons, or sabotaging or destroying the work of others.

Consequences for Academic Dishonesty

Level I behavior is characterized by cheating or plagiarizing on minor assignments (such as daily homework, worksheets, etc.). **Level I consequences** will be administered by the teacher in charge. Disciplinary options include but are not limited to one or more of the following:

- Parent contact
- Partial credit on assignment
- No credit on assignment
- Detention
- Meeting with counselor

Level II behavior is characterized by cheating or plagiarizing on major assignments (such as essays, tests, projects, presentations, etc.) or by repeated level I behavior. **Level II consequences** will be administered by the teacher in charge with Department Head notification. Disciplinary op-

tions include but are not limited to one or more of the following:

- Parent contact
- Partial credit on assignment
- No credit on assignment
- Detention
- Meeting with counselor
- Referral to Dean by Department Head
- Letter sent home to parent/guardian
- Staffing

Level III behavior is characterized by egregious acts of cheating or plagiarizing (such as cheating on a final exam, dissemination of test information, plagiarizing a major research report, etc.) or by repeated level II behavior. **Level III consequences** will be determined by the teacher in charge and the Department Head. Disciplinary options include but are not limited to one or more of the following:

- Parent contact
- Partial credit on assignment
- No credit on assignment
- Detention
- Notice to counselor
- Meeting with Department Head
- Referral to Dean by Department Head
- Letter sent home to parent/guardian
- Staffing
- Behavior Contract
- Suspension
- Withdrawal from the class with a grade of "F"

PASS-FAIL

A student may take one elective course each semester on a pass or fail basis. Using this option, the student will receive a "P" or "F" on his/her transcript instead of grades from the traditional grading scale (A-F). The grade of "P" is not computed into the G.P.A.; however, a grade of "F" is included in the G.P.A. The purpose of the pass-fail option is to allow students to have the opportunity to experience a curricular area that is different from the student's primary area of interest without experiencing performance pressure. Courses which are required for graduation may not be taken using the pass-fail option. This includes the first credit a student takes to fulfill the fine and applied arts requirement. Students are discouraged from taking a course on a pass-fail basis if the course is a prerequisite for a subsequent course either in high school or in college. NOTE: Colleges frequently do not look favorably upon courses that are taken on a pass-fail basis.

PROCEDURES

The opportunity to take a course on a pass-fail basis carries with it certain responsibilities for the student and certain expectations for the teacher:

1. The student must apply by the 25th day of school, using the appropriate form which is available in the Guidance Office.
2. The student is expected to make a positive contribution to class, complete homework assignments, take all quizzes and tests, and complete any other class assignments.
3. The student is expected to work up to his/her potential.
4. In the event the student does not fulfill his/her responsibilities the teacher can appeal to have the pass-fail option removed and to have the student's grade determined using the traditional

grading scale (A-F). The student's counselor and the Pass-Fail Review Committee will hear any appeal.

GRADING

All grades are finalized on the permanent record with credit granted for courses successfully completed on a semester basis. Any deviation must have administrative approval.

We suggest that parents talk over the grade report with their student each time it is received. If there are any particular needs which are indicated by those grades, a conference can be held with the teacher, counselor, or department head. **ANY REQUEST FOR REVIEW OF GRADE(S) AND/OR APPEAL(S) MUST BE MADE WITHIN THIRTY-FIVE CALENDAR DAYS FROM THE END OF THE SEMESTER IN WHICH THE GRADE WAS GIVEN.**

All courses are computed in the grade point average except regular physical education classes, the work experience phase of work-study programs, and all "pass" grades.

The grading system used is based on letters A, B, C, D, P, F, M, and I. Plus or minus is used to help interpret the strength of the letter grade. However, there is no weight factor to either the plus or minus used with the letter grades.

GRADE POINT AVERAGES

Barrington High School weights the value of grades achieved in courses of different ability levels. These weighted values, however, do not appear on the transcript but are designated by the following codes: Advanced Placement (AP)/Accelerated Curriculum (AC), Honors (H), Average (A), General (G), and Basic (B). Weighted averages reflect the nature and difficulty of the work required in courses. A weighted system challenges a student to seek levels commensurate with his/her ability and provides a more accurate perspective for college admission purposes.

	5 (AP/AC) Level	4(H) Level	3(A) Level	2(G) Level	1(B) Level
A	5	4.5	4	3.5	3
B	4	3.5	3	2.5	2
C	3	2.5	2	1.5	1
D	1	1	1	1	1
P	0	0	0	0	0
F	0	0	0	0	0

Grade point averages are determined by adding the weighted grades earned and then dividing that sum by the number of semester courses attempted. There are some courses that are not computed into the G.P.A. and are designated as "9's".

In addition to the weighted GPA, all students will receive an unweighted GPA, in which the following scale is used for all course levels:

A – 4 B – 3 C – 2 D – 1 F – 0

Students will receive weighted and unweighted GPA's on their report cards. Both the cumulative weighted and unweighted GPA's will be reported when students apply to colleges. By reporting both GPA's, colleges can choose the GPA that is most advantageous for the student.

BHS does not report individual rank in class. Colleges receive information regarding weighted and unweighted GPA distributions via our school profile. The following data points are listed: highest GPA, lowest GPA and the following percentiles, 95th, 90th, 75th, and 50th.

INCOMPLETES

A student who receives an incomplete during a reporting period will have three weeks from the close of that grading period to remove the deficiency. Extensions can be granted at the discretion of the teacher.

HONOR ROLL

Each quarter honor roll will consist of students having a quarter grading period grade point average of 3.2 or above. All subjects that are used in determining G.P.A. are included in the honor roll with the exception of physical education and the practicum phase of work program classes. Any student who receives an incomplete will not be considered for the honor roll for that quarter. Students must also be enrolled for the minimum academic class load of five (5) subjects plus physical education. The physical education quarter grade is computed into the honor roll, although it is not computed into the cumulative GPA.

CREDIT FROM OTHER INSTITUTIONS

If placement or credit for a learning experience is desired, prior approval must be obtained from the appropriate department head before May 1. Students must submit an External Credit Request Form available from the Guidance Office.

1. If a student takes a course from a credit granting institution that provides an official transcript*, course credit will be granted that affects grade point average (except correspondence courses).
2. If a student takes a course from an institution that does not provide an official transcript but demonstrates proficiency in a particular subject, appropriate placement will be determined by the guidance counselor in consultation with the department head. In these instances, no course credit will be granted.
3. If a student successfully completes a course(s) from an institution that does not provide an official transcript, the student may include the evaluation of those learning experiences with the official BHS transcript.

**Students transferring credit from an accredited academic institution to BHS must provide an official transcript upon registration. BHS reserves the right to determine course credit and associated weight upon review of the course content and alignment with the existing BHS curriculum. An official transcript means that the credit earned at that institution is transferable to BHS.*

OPEN TRANSCRIPT

Students may replace the grade they receive in a course by repeating the course. The course must 1) be completed within 15 months of the completion of the course they are repeating, and 2) be taken prior to or concurrently with the next course in the sequence within the same discipline. When a student retakes a course, only the higher grade will be counted for course credit and GPA purposes. All courses will remain on the transcript. The higher grade will be reflected in the term that the grade was earned. The course in which the lower grade was earned will remain on the transcript without denoting the grade.

Students repeating a previously passed course for a higher grade may pre-register for the course, but final registration in mid-August will be made on a space available basis. Students choosing this option should notify their counselor.

STUDENT VOLUNTEER PROGRAM

Our student volunteer program was developed to motivate and facilitate student volunteer service. This program is strictly voluntary and is not a requirement for graduation. Any student involved in volunteer service must have a Volunteering Release of Liability form signed and on file. Students may earn extra credit for school-approved and properly documented volunteer work. For every 30 hours documented, one quarter credit is earned. Students may accumulate these hours over the 4 years of their high school experience to earn up to a total of one credit. This credit is pass/fail and cannot be used toward graduation requirements. It is extra credit only. Questions regarding this program may be directed to the Guidance Department.

WORK PERMITS

Work permits are issued to minors in the State of Illinois, ages 0 months through 15 years. Employment certificates cannot be issued to minors 0 through 13 years of age, unless the minor will be employed as a model pursuant to Section 250.260 of the Child Labor Law.

Procedure:

1. Minors obtain the work permit from the Guidance department secretary.
2. Minors must have a birth or baptismal certificate, social security card, physical within a year, and a letter of intent from the employer.
3. Both parent and minor must see the Guidance department secretary together to apply for the permit. Call (847) 842-3232 for an appointment, which is necessary for a work permit to be issued.
4. The work permit application will take 24 hours to process.

Please call 847- 842-3232 if you have any questions about this procedure.

ACADEMIC ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

In order for a student to participate in co-curricular and/or IHSA sponsored activities at BHS, he/she must be attending and passing a minimum of four full credit courses. In addition, the student must have passed at least four full credit courses during the previous semester. According to IHSA guidelines, "passing" work shall be defined as *"work of such a grade that if on any given date a student would transfer to a different school, passing grades for the course would immediately be certified on their transcript to the school to which they transfer."*

As a means to provide consistent academic expectations for students and to alert coaches and sponsors of students who are doing marginal work in their academic coursework, all teachers will report which of their students are "not passing" (failing) on the last student attendance day of each week throughout the school year.

WITHDRAWAL FROM SCHOOL OR TRANSFER TO ANOTHER SCHOOL

The Illinois School Code requires public school districts to complete a certificate stating whether a student is in good standing if that student seeks to transfer to another school. Unless authorized by the Superintendent or his/her designee, the District will not certify that a student is in good standing if he/she withdraws while serving a suspension or pending an expulsion hearing. As provided in the School Code, a student's record will be forwarded to another school within 10 days after the student has paid all of his or her outstanding fines and fees.

A student who is planning to withdraw from school or transfer to another school must meet with the registrar with his/her parents/legal guardians. A clearance sheet will be given to the student whereby the student will clear with each class, returning school books or paying for lost books. The student must also pay any financial obligations due for materials used in class and return any books he/she may have checked out with the school library and pay all fees for overdue books. When all of the above is done, the student must return the clearance sheet to the registrar located in the Guidance department. All grades and the official transcript will be withheld until all obligations have been satisfied.

HOME SCHOOL CREDIT

Students who transfer to Barrington High School, who were previously home schooled, may transfer the results of that home school experience to Barrington High School. These students will receive credit for that work on their transcript on a pass/fail basis.

PROCEDURE TO HAVE A STUDENT EXCUSED FROM SEX EDUCATION PROGRAM

Within five days prior to students receiving instruction in sex education, and in particular sexual abuse content, parents will be notified in writing and have the opportunity to have their child excused from the unit. A parent/guardian shall be provided the opportunity to preview all print and non-print materials used for instructional purposes.

WAIVER OF STUDENT FEES

The School District shall announce its waiver of student fees policy on or about the beginning of every school year and whenever there is a change in the policy. Each parent/guardian will receive a letter regarding the waiver of student fees including the current income eligibility scale and an application form. Any parent/guardian enrolling a child in a school for the first time, at any time

during the school year, shall be supplied with such documents. Parent(s)/Guardian(s) will be requested to complete the Free and Reduced Lunch application and return the form to the Associate Principal for Student Services for review. The school will maintain the application and the record of action taken. Applications may be filed at any time during the year. Waiver of school fees is based on the income chart for Free and Reduced Meals provided by the State of Illinois.

SPECIAL SUPPORTIVE SERVICES

Community Unit School District 220 provides a variety of special supportive services to students, families, school personnel and the community. These include:

- Bilingual
- Home Hospital
- Counseling
- Physical Therapy
- Diagnostic
- Psychological Testing
- Early Childhood
- Social Work
- Gifted
- Speech Therapy
- Health
- Title I Reading

SPECIALIZED EDUCATIONAL SERVICES

District 220 provides a full continuum of services, which includes support to standard educational programs, resource room and self-contained programs. Parent inquiries regarding program offerings, referral procedures, etc., may be directed to the building principal or the Director of Special Education at the Administrative Office (847/ 381-6300).

PSYCHOLOGICAL AND SOCIAL WORK SERVICES

Any student who is having difficulties of an academic or emotional nature may be referred to the district's psychologist for evaluation. Parental permission must be obtained for such service.

A student who is having extreme emotional difficulties may be referred to the district psychologist for an immediate evaluation. A student who has a long-standing learning problem and/or a pattern of consistent anti-social behavior of a moderate nature would not be considered an emergency problem. Such cases would be processed through the regular referral procedures.

A student whose behavior may be considered dangerous either to his own physical safety or to the physical safety of other students or staff members shall be referred to a school psychologist for immediate evaluation upon approval of the building principal or his representative. In this category homicide, suicide, serious acting out behavior of a sexual nature, a serious encounter with law enforcement officials or an obvious breakdown of contact with reality would be included.

HOME OR HOSPITAL INSTRUCTION

District 220 provides home or hospital instruction to any student whose absence from school will be at least two consecutive weeks and who meets the following qualifications:

1. Medical authorization, signed by a licensed medical physician.
2. His or her condition will allow for the five hours of instruction in a given week.
3. Educational personnel determine, through a case study, that the student will benefit educationally from such a program.

When students return to school, they should report to the Nurse's Office for an admit-to-class form.

DISTRICT PROCEDURES FOR SCREENING

School District 220 gives notice to parents annually about the District's policies and procedures for providing speech/language, vision and hearing screening. This notice regarding the policies and procedures for health screenings stands in lieu of individual notification. Parental objection should be made in writing and directed to the principal annually. Any student may be screened for hearing and/or vision on a referral basis.

1. **Speech/Language** – Students may be screened upon referral.
2. **Vision** – All preschool students; Grades K, 2, 4, 8; all special education students; all new students; and all teacher referrals. Although it is not mandated, vision screening is also provided for students in grades 1, 3 and 5. Students wearing glasses will not be screened but are expected to see the eye doctor of their choice at least every two years or as di-

rected by their eye doctor. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

3. **Hearing** – All preschool students; Grades K, 1, 2, 3; all special education students; all new students; and all teacher referrals. Although it is not mandated, hearing screening is also provided for students in grades 4 and 5.

Upon request, speech/language, vision, hearing, cognitive, motor, and social-emotional screening is available to children ages three through five through the Early Childhood Program. This is a Special Education Program under Public Law 105-17 (IDEA). Additional diagnostic evaluations may be obtained through the Lake-McHenry Regions.

School District 220 will provide services as defined by The Rules and Regulations to Govern the Administration and Operation of Special Education for all students ages three through twenty-one deemed eligible as a result of these screenings. Parental objection to a proposed service or program should be made in writing and directed to the building principal annually. A copy of A Parents Guide - The Educational Rights of Handicapped Children may be requested from the building principal or the Director of Special Services at the Administrative Office.

BEHAVIOR INTERVENTIONS FOR STUDENTS WITH DISABILITIES

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. The Superintendent may designate at least one staff member as a behavioral intervention consultant who shall oversee the implementation of this policy. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/ guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures. At the annual individualized education plan review, a copy of this policy shall be given to the parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parent(s)/guardian(s).

Discipline of Special Education Students

The District shall comply with the provisions of the Individuals With Disabilities Education Act (IDEA) when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience/misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience/misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion. A special education student may be suspended for an aggregate of 10 days of school per school year, regardless of whether the student's gross disobedience/misconduct is a manifestation of his or her disabling condition, except that such student shall continue to receive educational services in accordance with the IDEA during such period of suspension.

Any special education student who has or will exceed 10 days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school, to a school function, or who knowingly possesses or uses illegal drugs, sells or solicits the sale of a controlled substance while at school or a school function, may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

STUDENT HEALTH SERVICES

District 220 fosters a total school environment that promotes and supports student health and wellness. This includes an emphasis on good nutrition and physical activity which helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Illinois School Code. Health Services provides a variety of health-related services and functions designed to protect and/or improve student health and, when appropriate, secure information and resources needed to adapt the school program to meet the needs of a student. School nurses are available upon request for private health counseling either after school or during a free period. Together with the student and parent, the school nurse can assess and develop a health care plan that encourages learning about one's own health care needs and promotes a positive health outcome. Daily Health Office hours are from 7:00 a.m. to 5:30 p.m. The Health Office can be reached at 847/842-3288.

EMERGENCY HEALTH INFORMATION CARD

All students are to have on file EACH school year a new Emergency Health Card indicating any current health conditions, medications and/or restrictions. The information must be dated and signed by parent/guardian. **STUDENTS CAN ONLY BE RELEASED OR PICKED UP BY THE PERSON(S) DESIGNATED AS AN EMERGENCY CONTACT.** Every effort is made to reach the parents first. Please keep the Nurse's Office informed of any changes in doctors, dentists, contact persons, telephone numbers, and changes in health status and health needs.

IMMUNIZATIONS AND PHYSICAL EXAMINATIONS

In order to begin school on the first day, physical examinations completed within one year prior to the date of entrance is required for all students transferring from out-of-state schools as well as those entering Grade 9 and a transition program such as LIFECO. A vision examination is required for all students enrolling in an Illinois school for the first time.

The Illinois Department of Public Health requires that students show evidence of having received the appropriate immunizations, at the correct intervals. For high school, it is entering ninth grade or a transition program such as LIFECO.

- *Ninth Grade:* Td (tetanus, diphtheria) booster if nine years have lapsed since the last Td booster and all immunizations per the Illinois Dept. of Public Health. Diabetes Screening is mandated and must be noted on the child health examination form as such and whether they are at risk or not. Tuberculosis skin testing is recommended.

Transfers from an Illinois school must meet immunization and physical examination requirements prior to the first day of school. Transfers from out of state or out of country have 30 days to meet the requirement.

The necessary physical examination and immunizations are required prior to school entry. Per School Board policy 7:100, students that fail to comply with the physical examination and immunization requirements will not be able to attend classes until those requirements have been satisfied.

For school attendance, students may be exempted from these requirements on religious or medical grounds if the parent(s)/guardian(s) present a signed statement explaining the objection. Religious objections must set forth the specific religious beliefs, which would prohibit the specific examination, immunization, or other medical intervention. Medical objections to immunization require written verification from the medical provider physician and must indicate that the immunization is medically contraindicated and what the medical condition is that poses a potential health risk for the student. However, to participate in any IHSA sponsored activity, a yearly physical is required and there are no exemptions.

VISION AND HEARING SCREENING

Annual vision and hearing screening are provided for all new students, all special education students, and all requested referrals. School District 220 gives notice to parents annually about the

District's policies and procedures for providing speech/language, vision and hearing screening. This notice regarding the policies and procedures for health screenings stands in lieu of individual notification. Parental objection should be made in writing and directed to the principal annually. Any student may be screened for hearing and/or vision on a referral basis. Please note: a vision screening does not take the place of a formal eye exam.

EXCUSES FROM PHYSICAL EDUCATION

Students with a physical complaint must report to their assigned physical education class and the assigned teacher will write a pass for the student to go to the Nurse's Office if indicated.

Students may be excused from physical education classes for up to three days with the parents' written requests. For any time over three days, a note from a physician is needed if a student is to be excused from physical education. All medical notes should be taken to the Nurse's Office. The nurse will then communicate with the student's physical education teacher regarding medical restrictions.

ACCIDENT OR ILLNESS

First aid may be administered by school personnel in accordance with the provision of the Emergency Health Card. Parents will be notified if further medical care appears to be indicated. In the event of serious illness or injury, paramedics will be called immediately and parents will be notified. Parents bear the responsibility for payment of medical, ambulance and/or hospital fees. The nurse or trained personnel shall complete the necessary reports and inform the building principal who shall inform the business manager of injuries which could involve liability claims. The business manager shall inform the school carrier.

CONTAGIOUS DISEASE

1. The guidelines of the Illinois Department of Public Health shall be observed regarding the exclusion of students from school where there is a communicable disease. Students with an elevated temperature of 100° F or above, an undiagnosed rash, diarrhea, red encrusted eyes, red ulcerated throat, etc., should stay home and contact their physician for a diagnosis. A note from the doctor indicating the diagnosis and permission for the student to return to school is advised.
2. Please report all communicable diseases (chicken pox, strep throat, scarlet fever, pink eye, impetigo, fifth's disease, head lice, scabies, ring worm, whooping cough, measles, mumps, etc) to the Nurse's Office. Keep your child home for a period of 24 hours of medication treatment if indicated, or until after the contagious period for the illness is over. This time frame may be longer for more serious communicable diseases.
3. Students may return to school after they have been fever free (without the use of fever reducing medications) for 24 hours, and vomiting and/or diarrhea free for 24 hours. In general, the student should be feeling fit and ready to learn.
4. Students absent for 3 or more days may be asked to provide a note from the physician indicating diagnosis and ability of the student to return to school.
5. In the event of a reported case of measles in the school, the regulations of the Illinois Department of Public Health shall be observed. All students who have not presented proof of immunity will be excluded, effective the following morning, until acceptable proof of immunity is received by the school or until 21 days after the onset of the last reported measles case.

EXTENDED ILLNESS OR HOMEBOUND

Parents/guardians should notify the school nurse if their child will be absent for more than 3 days. The parents of a student, who is hospitalized or has an injury which might confine the student at home for a period of four days or more, should report the illness/injury to the Nurse's Office (847-842-3288) so that the student can be placed on extended illness. Student's who have been placed on homebound or extended illness of five or more days, are to report to the Nurse's Office on the first date they return to school.

Any student, who must miss greater than 10 consecutive days of school because of illness or injury, as certified by a medical physician is eligible for homebound tutoring. Parents should consult the student's counselor and the nurse when seeking homebound tutoring.

INJURY/SURGERY/HOSPITALIZATION

Prior to returning to school, please discuss the type of injury/surgery/hospitalization with the school nurse. The nurse will facilitate accommodations that may be needed at school and review the pain management program advised by your medical physician. A student will not be readmitted to school without a pass from the nurse after being on either homebound or extended illness.

CHRONIC HEALTH CONDITIONS

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life threatening chronic illness or life-threatening allergy, please notify Health Services at 847/842-3288.

Federal Law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan may be developed and implemented to provide the needed support so that your student can access his/her education as effectively as students without disabilities. If the student is not eligible under Section 504, our school district may be able to appropriately meet a student's needs through other means.

STUDENTS WITH DIABETES – District 220 complies with the Care of Students with Diabetes Act (P.A. 96-1485) which establishes a process for ensuring that students diagnosed with diabetes receive care in school. District staff will work collaboratively with students, their parents/guardians and staff members to ensure that a student with diabetes is offered reasonable accommodations and/or services.

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must: 1) Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child; 2) Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers; 3) Sign the Diabetes Care Plan; and 4) Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. For further information, please contact the Health Services Office.

ALLERGIES

1. FOOD ALLERGY MANAGEMENT PROGRAM – School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

2. PESTICIDES

If your child has a sensitivity or allergy to pesticides, please call the school nurse in order to be placed on a registry for notification. Parents and guardians of students on the registry will be notified before pesticide application.

3. BARRINGTON HIGH SCHOOL IS A LATEX BALLOON-FREE SCHOOL. Only Mylar balloons are allowed.

MEDICATION POLICY & MEDICATION PROCEDURE SUMMARY

Administering Medicines to Students (Board Policy 7:270)

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

Medication will be provided to a student after:

1. Receipt of the "Request for Administration of Medication" authorization form, completed and signed by the licensed prescriber and the parent/guardian. This is for all medication (except asthma reliever medication) including prescription and non-prescription medication.
2. Medication must be in a properly labeled container with the name of the student, the licensed prescriber, name of the medication, dosage, route, time to be given, and the pharmacy name.
3. Non-prescription medication should be in the original manufacturer's package and the student's name affixed to the container.
4. Medication has been brought to school by the parent/guardian or other responsible adult. This is to insure your child's safety and for the prevention of any loss or misuse of the medication.
5. In cases where the medication dosage is altered, another *Request for Administration of Medication* form must be completed or the licensed prescriber may re-write the order on his prescription pad and the parent will sign a new medication form. If a child's medication is to be discontinued, both the parent/guardian and the licensed prescriber must notify the school in writing.
6. Only acetaminophen and ibuprofen may be given to students with parent/guardian signature on the emergency card. Standing orders have been approved for use under supervision of the registered nurse.

A student may possess, for immediate use at the student's discretion (1) an epinephrine auto-injector, and/or (2) medication prescribed for asthma, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardians must indemnify and hold harmless the School District and its employees and agents, against any claim, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication or the storage of any medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Authorization for Self-Administration of Medication for Quick Reliever Asthma Medication:

Asthma reliever medications do not require permission from a licensed prescriber. However, the following must be provided by the parents/guardians:

1. Receipt of the "Request for the Self Administration of Asthma Reliever Medication" authorization form, completed and signed by the parent/guardian.
2. A copy of the prescription label must be affixed to the request form. The label must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is to be administered.
3. The registered nurse will complete an asthma assessment to assess student's ability to self-administer safely. The parent/guardian will be contacted if the assessment concludes that self-administration may not be safe, and an alternative plan will be developed with parents, the nurse, and, if necessary, the treating physician.
4. A student agreement to carry the asthma inhaler will be signed indicating understanding of the medication and proper use; that the medication will not be shared; and that they will notify a responsible adult if there is no marked improvement after the prescribed dose is given.

Authorization for Self-Administration of Epinephrine Auto-Injector or Insulin:

1. Some students may need to carry their emergency medication on their person, and use it on an "as needed" basis. These situations require a licensed prescriber's order and parental/guardian permission as indicated on the appropriate *Medication Authorization Form*.
2. The registered nurse will complete a self-administration of medication assessment. If the student does not show responsibility with the medication, the parent/ guardian and licensed prescriber will be notified. The student will be further educated about the proper reason and proper use of the medication.
3. A student agreement to carry the specific medication will be signed indicating understanding of the medication and proper use; that the medication will not be shared; that they will notify a responsible adult if there is no marked improvement after the prescribed dose is given; and in the event of epinephrine use, they must notify a responsible adult so that 911 can be called.
4. Permission allows the student to possess and use his or her medication while in school, while at a school sponsored activity, while under the supervision of school personnel, or before or after school activities, such as while in before-school or after-school care on school-operated property.

Disposal: At the end of the treatment regime, the parent/guardian will be responsible for removing from the school any unused, discontinued or outdated medication which was prescribed for their child.

Self-Administration is defined as situations in which students carry their own medication on their person and administer that medication to themselves during the school day (The pupil has the discretion as to the use of his or her medication), as ordered by their licensed prescriber and authorized by their parent/guardian and the School District. School District personnel do not handle this medication, nor is it stored in the school's medication cabinet/drawer. There is no documentation of where and when it was used.

PEDICULOSIS

Head Lice is an ongoing problem throughout the United States. Although not a serious medical condition, it can cause an interruption in students' education; therefore, the school requires the following:

1. Parent/Guardian will be contacted if their child is suspected of having a lice infestation.

2. Siblings and close contacts will also be inspected.
3. Any child found to have live adult lice in his/her hair will be excused from school for immediate treatment.
4. Parent/Guardians will receive guidelines and information about the elimination of lice from the nurse.
5. On return to school, the nurse will inspect the child's hair for lice and will advise if follow-up is needed.

LOAN OF EQUIPMENT

Students borrowing ace bandages, crutches, etc., from the Nurse's Office are required to return the items to the school nurse. Students may be charged for items not returned.

FAMILY RIGHTS & PRIVACY ACT RELATIVE TO RECORDS

The Family Education Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. (Policy 7:340-E1) They are:

- 1) **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.** Parents/guardians or eligible students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected. These rights are denied to any person against whom an order of protection has been entered concerning a student.
- 2) **The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes is inaccurate, misleading, irrelevant, or improper.** Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school Principal or records custodian, clearly identify the record they want changed, and specify the reason. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
- 3) **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- 4) **The right to copy any school student record proposed to be destroyed or deleted.** Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
- 5) **The right to prohibit the release of directory information concerning the parent's guardian's child.** Throughout the school year, the District may release directory information

regarding students, limited to: Name, address, gender, grade level, birth date and place, parents'/guardians' names and addresses, academic awards, degree, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, period of attendance in school.

Any parent(s) /guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s) /guardian(s) or eligible student is specifically informed otherwise.

A photograph of an unnamed student is NOT a school record because the student is not individually identified. The District shall obtain the consent of a student's parent(s)/guardian(s) before publishing a photograph or videotape of the student in which the student is identified.

- 6) **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
 - 7) **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
1. Definitions:
- A. PUPIL RECORDS-any materials concerning individual students maintained in any form by the school district or the employees of the school district. Pupil records consist of:
 - 1) STUDENT PERMANENT RECORDS-Official administrative records that constitute the minimum personal data necessary for operation of the educational system. Such data shall consist of: Basic identifying information, including student and parent names and addresses, birth date, birth place, and gender; academic transcript, including grades, class rank, grade level achieved, graduation date, college entrance examinations; attendance data; accident and health records; scores received on the Prairie State Achievement Exam; record of release of permanent records; and may include honors and awards received and information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.
 - 2) STUDENT TEMPORARY RECORDS-Temporary data may include all information not required in the permanent records including: Family background information; intelligence and aptitude test scores; psychological reports, achievement test results (including ISAT scores), teacher anecdotal records, disciplinary information (including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another), special education files, other verified information of clear relevance to the education of the student, and information pertaining to the release of this record.
 - B. PRIVATE PROFESSIONAL NOTES-Notes of school psychologists, guidance counselors, social workers, nurses, principals, teachers, and other professionals are private as long as that person is the sole maker of the notes, and they are in the sole possession of the maker and not accessible to or shown to any other person.
 - C. ELIGIBLE STUDENT:
 - 1) For purposes of these guidelines, a student is eligible to see and release his/her own permanent records at age 18.
 - 2) A student may see his/her own temporary records provided the custodian of records agrees.
 - 3) All rights and privileges accorded to a parent under this Act shall become exclusively

those of the student upon his eighteenth (18th) birthday, graduation from secondary school, marriage, or entry into military service, whichever occurs first.

2. Dissemination of Information:

Community Unit School District 220 notified all students and parents by October 1, 1976, of the rights afforded by these Acts. Thereafter, upon the initial enrollment or transfer of a student to the school, such notification shall be provided to the student and the parent(s) or guardian(s) of the student.

3. Procedure for Parent(s), Guardian(s) or Eligible Student(s) to Request to View Student Records:

- A. The parent(s), guardian(s), or eligible student(s) wishing to request to view records should go to the Registrar's Office where the student is enrolled to sign a request form.
- B. The current custodian of the student's records shall notify the parent(s), guardian(s), or eligible student(s) when and where the records may be viewed. This must be granted within fifteen (15) school days after receipt of the request. A representative of the school district shall be present when the records are inspected.
- C. Parent(s), guardian(s), or eligible student(s) shall have the right to request a copy of permanent and temporary records.

4. Access to Pupil Records:

- A. The school shall grant access to information contained in such student records to persons authorized or required by state or federal law to gain such access, provided that:
 - 1) Such person shall provide the school with appropriate identification and a copy of the statute authorizing such access.
 - 2) The parent received 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. If this release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents.
- B. The school may grant access to or release information from school student records without parental consent or notification:
 - 1) To an employee, official of the school, school district, or the State Board of Education provided such employee, official, or State Board of Education has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest.
 - 2) To any person for the purpose of research, statistical reporting, or planning, provided that: (a) such person has the permission of the State Superintendent of Education; (b) no student or parent can be identified from the information released; and (c) the parent(s), guardian(s), or eligible student(s) are given prior notification of such access or release.
 - 3) Pursuant to a court order, provided that the procedures outlined in Ill. Rev. Stats. 1975, Ch. 122, Article 50-6(a), (5) are observed and that the parent(s), guardian(s) or eligible student(s) are given prior notification of such access or release.
- C. Any release of information other than specified above requires the prior, specific, dated, written consent of the parent(s), guardian(s), or eligible student(s) designating the person to whom such records may be released and the reason for the release and the school shall inform the parents of the following rights:
 - 1) To inspect and copy such records;
 - 2) To challenge the contents of such records;
 - 3) To limit any such consent to designated records or designated portions of information within the records.
- D. A "Record of Access Form" must be kept of all agencies (other than local school personnel

deemed to have legitimate educational need) that have requested or obtained access to a student's educational records and the specific legitimate interest each has in obtaining the information.

5. Procedures to Contest, Correct or Expunge Records:

- A. Parent(s), guardian(s), or eligible student(s) may make a request for the correction or removal of information to the current custodian of the records. The custodian of the records must respond to the request within a fifteen (15) school-day period.
- B. If the person making the request is not satisfied with the custodian's decision, he or she may submit a written statement contesting the record, which will be placed in the student's folder, or he or she may request a hearing before the board-appointed hearing officer.
- C. For parent(s), guardian(s), or eligible student(s) who desire a hearing, a written request, containing notice of the specific entry or entries to be challenged and the basis of the challenge should be directed to the District 220 Hearing Officer, 310 East James Street, Barrington, Illinois, 60010. The hearing officer will be appointed by the Board of Education. The hearing officer shall conduct a hearing within a reasonable time, but no later than fifteen (15) days after the informal conference, unless the parents and school officials agree upon an extension of time. The hearing officer shall notify parents and school officials of the time and place of the hearing. The parent(s), guardian(s), or eligible student(s) and the custodian of the records shall be given: (1) the right to present evidence and to call witnesses; (2) the right to counsel; (3) the right to a written statement of any decision with associated reasons.
- D. If the person making the request is not satisfied with the local hearing officer's decision, he or she may appeal the decision of the local hearing officer to the Superintendent of the Education Service Region within twenty (20) school days after such decision is transmitted. If the parent(s), guardian(s), or eligible student(s) appeal, he or she shall so inform the school.
- E. Parents shall also have the right to insert in their child's student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute.

6. Pupil Directory Information:

Directory information may be published only upon the prior, written consent of the parent(s), guardian(s), or eligible student(s). Such information is defined in items A-F below. Community Unit School District 220 will not knowingly distribute directory information for purpose of solicitation.

- A. Name, address, phone
- B. Date and place of birth
- C. Major field of study or grade level
- D. Participation in school-sponsored activities including weight and height of members of athletic teams
- E. Period of attendance in schools
- F. Degrees and awards received

7. Updating and Expunging Records:

Students' records shall be reviewed at the end of each school year for students in grades K-5 and at the end of the 8th and 12th grades to insure that the temporary information continues to be useful to future educators in planning for the educational welfare of students.

Parent(s), guardian(s), and eligible student(s) have the right to copy any school student record or information contained therein proposed to be destroyed or deleted and the school's schedule for reviewing and destroying such information.

8. Retention of Records:

- A. Permanent student records shall be kept for a period of at least sixty- (60)-years.

- B. Temporary student records shall be destroyed during the summer following the student's high school graduation or upon permanent withdrawal. The records of students who do not graduate with their class shall be retained for a period of five (5) years. This notice stands in lieu of individual notification of such action.
9. Locations and Security of Student Records:
Student records will be kept in the building to which a student is assigned. In K-5 and 6-8 schools the principal shall be the custodian of the records, and in the high school the associate principal for student services shall have this responsibility. It shall be the responsibility of these administrators to provide security for these records as directed by law and the regulations of the State Board of Education.
10. Transferring Student Records:
Upon a student's transfer to another school district, copies of permanent student records and pertinent temporary records, such as special education information, will be sent to receiving schools provided:
- The receiving school requests such records; and
 - Written permission for the transfer of such records has been received from the parent(s), guardian(s), or eligible student(s).
 - If a student attempts to enroll in another school while serving a current suspension and/or expulsion at BHS, that student will be marked "Not in good standing" on the Student Transfer Form.

Complaints arising from violations of the Act or these regulations, other than challenges of the contents of the school student records as specified in Section V of these regulations, shall be directed to the superintendent.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or eligible students certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education -**
 1. political affiliations or beliefs of the student or the student's parent;
 2. mental or psychological problems of the student or the student's family;
 3. sex behavior or attitudes;
 4. illegal, anti-social, self-incriminating, or demeaning behavior;
 5. critical appraisals of other individuals with whom respondents have close family relationships;
 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- **Receive notice and an opportunity to opt a student out of -**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- **Inspect, upon request and before administration or use -**

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The District will directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- The collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.