

RIVERSIDE BROOKFIELD HIGH SCHOOL

160 Ridgewood Road
Riverside, Illinois 60546
708-442-7500



PARENT/STUDENT HANDBOOK 2010-2011

Dear RB Parents and Students:

Welcome to the 2010 - 2011 school year. Our goal is to offer our students the best high school experience possible, but that can only be accomplished with your support. We expect the very best for all of our students, but to make this possible, we expect the very best from all of our students. The information and guidelines presented in this handbook are put forward to strengthen the educational experience for everyone at RB.

We ask all members of our learning community to care for themselves, care for one another, and care for our school. All of our students' academic and co-curricular success is rooted in a commitment to valuing every member of our school community. Our strength and our success at RB rest in our commitment to each other and treating each member of our school community with dignity and respect. This philosophy underlies all of the guidelines and rules that are contained in this handbook.

Our passion at RB is to see that every student learns and makes the most of the high school experience. If you should ever need assistance or have questions, please contact us. We look forward to working together so our students will experience excellence in their educational experience.

Sincerely,

James Marciniak
School Board President

Dr. David Bonnette
Interim Superintendent

Pam Bylsma
Principal

The information in this book was the best available at press time. Watch for additional information and changes.



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BOARD OF EDUCATION

James Marciniak, President

Lawrence Herbst

Daniel Moon

Susan Kleinmeyer

Matthew Sinde Jr.

MariAnn Leibrandt

Michael Welch

The Riverside Brookfield Township High School Board of Education holds regular meetings in the Alumni Lounge at 7:30 p.m., usually on the second Tuesday of each month. Citizens are invited to attend. The calendared meeting dates are August 24, 2010; September 14, 2010; October 12, 2010; November 9, 2010; December 14, 2010; January 11, 2011; February 8, 2011; March 8, 2011; April 12, 2011; May 3, 2011; June 14, 2011; June 28, 2011.

ADMINISTRATION

Dr. David Bonnette, Interim Superintendent

Pam Bylsma, Principal

Tim Scanlon, Assistant Principal for Curriculum and Instruction

John Passarella, Assistant Principal for Student Affairs

Christopher Whelton, Business Manager

MISSION STATEMENT

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

Adopted June 8, 1993

Affirmed June 10, 1997

HOW TO KEEP UP-TO-DATE ON ALL RBHS INFORMATION

RBHS Website www.rbhs208.org

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

RIVERSIDE BROOKFIELD HIGH SCHOOL PARENT/STUDENT HANDBOOK

Failure to read this handbook does not excuse students / parents from the requirements and regulations described herein. *While every effort has been made to provide accurate and current information, Riverside Brookfield High School reserves the right to change, without prior notice, any rules, policies, or programs described herein to reflect Board of Education or Administrative action.*

ACADEMIC INFORMATION

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

RBHS Board Policy 6:190 Academic Criteria for Participation

Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must satisfy the Illinois High School Association's scholastic standing requirements (doing passing work in at least 20 credit hours of high school work per week). Any student-participant failing to meet these academic criteria shall be suspended from the activity until the specified academic criteria are met.

AUDIT

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

CLASS RANK

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

Grade	Numeric Value	Honors (1.25 Multiplier)	AP (.5 added to Honors)*
A	4.0	5.0	5.5
A-	3.7	4.625	5.125
B+	3.3	4.125	4.625
B	3.0	3.75	4.25
B-	2.7	3.375	3.875
C+	2.3	2.875	3.375
C	2.0	2.5	3.0
C-	1.7	2.125	2.625
D+	1.3	1.3	1.3
D	1.0	1.0	1.0
D-	0.7	.7	.7
F	0.0	0.0	0.0

* AP weight will only be added for those students who take the AP Exam. Students not taking the AP Exam will receive Honors weight for the entire class.

COLLEGE INFORMATION

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

COURSE WITHDRAWAL

As a student is responsible for his course selections, he is required to remain in the course unless written parental approval of a withdrawal is submitted to the counselor.

- If a student withdraws from a course the first 4 ½ weeks of that course, there will be no indication on the record that the student has taken the course.
- If a student withdraws after the first 4 ½ weeks but before the end of the quarter, a semester grade of "WP" (withdraw passing) or "WF" (withdraw failing) will be designated by the teacher. Grades "WP" and "WF" do not count in the GPA (grade point average).
- If the withdrawal from a course occurs after the first grading period (first quarter), a grade of "F" will be recorded for the semester.
- If a student withdraws from a year-long course ten (10) school days after the start of the second semester, a grade of "F" will be recorded for that semester.

CREDIT/NO CREDIT GRADING OPTION

To encourage students to take a broader range of curricular offerings, as well as a greater number of classes, a limited number of courses can be taken for credit but without a specific grade assignment. This option is limited to students in grades 10 – 12. Courses taken for "credit/no credit" credit will be counted toward graduation credit but will not be included in the grade point average. Students may choose to take one course per semester on a "credit/no credit" basis. A student may take 6 semesters of course work using this option. The option may not be carried into another year if not used. Prerequisites must be completed before the student's schedule may include a course with the "credit/no credit" arrangement. The procedures to implement this "credit/no credit" grading option are listed in the '09 – '10 Curriculum Guide.

FINAL EXAM POLICY

Passed by the RBHS School Board on October 13, 2009

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

1. There will be a summative assessment of content and skills in all courses, including Physical Education courses. These assessments may include, but are not limited to, essay tests, objective tests, portfolios, skill tests, and exhibitions;
2. All final exams/summative assessments will be approved by the Department Chair in the subject area;
3. Final exams/summative assessments will comprise 20% of the semester grade;
4. Except where noted in Section 6 of this policy, all students shall take final exams or summative assessments during scheduled final examination periods. No final examinations or final summative assessments may be administered before regularly scheduled exams. Students may not be excused from this obligation by the classroom teacher.
5. Overall assessment should reflect a balance among the testing strategies available. For example, over the course of a term a variety of assessment techniques should be used. Final exams should reflect effective testing practices.
6. Final Exam Exemptions:
 - a) Any senior who enrolled in a single semester non-AP class in the first or second semester and receives an "A," will also be exempt from the final exam for that semester. However, in the case of a performance based class, the teacher with the approval of the department chair has the option to require a senior to take a final exam or summative assessment no matter the student's grade. Teachers have the obligation to inform seniors no later than the end of the first or third quarter if their performance based class requires a final.
 - b) A senior who earns at least a "B" semester grade in any Advanced Placement course and who takes the national Advanced Placement examination in that subject will be exempt from the final exam in that class.
 - c) All final exam exemptions will be nullified for either semester if a student accumulates more than two unexcused absences in either semester. (Unexcused absences are defined in the student handbook)
 - d) At the discretion of the Principal, a department chair may petition for a waiver of the semester final examination for seniors in the department chair's content area. Consideration will be particularly extended to those classes where the students have already taken a college or certificate level examination.

GRADING PLAN – SCHOOL-WIDE

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

100-93	=	A
92-90	=	A-
89-87	=	B+
86-83	=	B
82-80	=	B-
79-77	=	C+
76-73	=	C
72-70	=	C-
69-67	=	D+
66-63	=	D
62-60	=	D-
59	=	F

GRADUATION REQUIREMENTS

The District 208 Board of Education has established graduation requirements as follows:

English (English 9, English 10, English 11, English Elective).....	4 units
Mathematics	3 units
Science	3 units
Social Studies.....	3 units
<i>Western Civilization (9) or AP European History (10+)</i>	1 unit
<i>US History</i>	1 unit
<i>US Government</i>	1/2 unit
<i>Global Area Studies A or B or</i>	1/2 unit
<i>4 years of the same world language in high school or AP World History</i>	
Consumer Economics or Economics or	1/2 unit
AP Macroeconomics or AP Microeconomics or Work Experience Internship	
Health Education	1/2 unit
Cultural Studies (Applied Arts or World Language).....	1 unit
Fine Arts	1 unit
<i>Fine Arts Survey I</i>	1/2 unit
<i>Any Fine Arts course or</i>	1/2 unit
<i>4 years of the same world language in high school</i>	
Physical Education (Special Exemptions May Apply).....	3.5 units
Additional Electives	<u>2.5 units</u>
TOTAL CREDITS REQUIRED	22

Please note: The State of Illinois requires all students to have an ACT score on file at their high school before they can receive a diploma.

GRADUATION

Annual Graduation Classes

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

Early Graduation

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

Graduation Ceremony

Graduation is officially scheduled for Friday, June 3, 2011. You may contact the Assistant Principals' Office for more information.

HOME BOUND INSTRUCTION

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

HOMEWORK POLICY

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

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

Responsibilities - Students

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

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

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

Responsibilities - Parents

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

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

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

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

HONOR ROLL

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

INSTRUCTIONAL MATERIALS

Board Policy 6.260

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

STUDENT / PARENT RIGHTS AND RESPONSIBILITIES

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

TESTING DATES

Testing dates and application deadlines are as follows. Most four-year colleges require either the A.C.T. or S.A.T. for college admission (* indicates that test will be given at RB for ACT and SAT).

Test Date	Registration Deadline
SAT I and SAT II	
*October 9, 2010	September 10, 2010
November 6, 2010	October 8, 2010
December 4, 2010	November 5, 2010
January 22, 2011	December 23, 2010
March 12, 2011	February 11, 2011
*May 7, 2011	April 8, 2011
June 4, 2011	May 6, 2011

***Test given at Riverside Brookfield High School only on these dates.**

ATTENDANCE

ATTENDANCE PHILOSOPHY

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

COMPULSORY ATTENDANCE

The Illinois Compulsory School Attendance Law (Article 26 of the Illinois School Code) holds the parent responsible for the enrollment and regular attendance of children enrolled. RBHS expects parents/ guardians to make responsible efforts to ensure the regular attendance of their students and to inform the school of any absence and the reason for the absence. Section 26-2a of the Illinois School Code, considers VALID CAUSE for a student's absence to be:

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

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

Section 26-2a of the Illinois School Code considers a truant student to be one who is subject to compulsory school attendance and is absent without valid cause for a school day or a portion thereof. A student who misses without valid cause 10% or more of the previous 180 regular attendance days is considered a chronic truant.

ATTENDANCE PROCEDURES

It is the parent's or guardian's responsibility to call the Attendance Office by 10:00 a.m. on the day of the absence for the student to receive full make-up privileges. Parents or guardians may report absences by calling the **RBHS Attendance Line, 708-442-8407, 24 hours a day. Failure to call within 24 hours of the absence will result in an unexcused absence.** Any deviation from this procedure must be discussed with the Dean and is the parent's or guardian's responsibility. Only calls from parents or legal guardians will be accepted. The following information must be provided to excuse the absence for valid cause:

- Parent / Guardian must identify themselves
- Student name
- Reason for the absence

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

EXCUSED ABSENCES

All Day Absences

Students can be excused from a full day of school for the following reasons:

- Personal illness
- Family emergency
- Hospitalization
- Court dates
- Observance of a religious holiday

APPOINTMENTS

Medical/Doctor appointments should be scheduled outside of school hours. When this is not possible, the following steps must be taken in order to excuse the absence. If the procedures for partial day absences are not followed then the absence will be considered unexcused.

If you need to leave school to go to an appointment:

- Parents/guardians must call the Attendance Office **before** the student is to leave the building for the appointment.
- Students must report to the Attendance Office and sign out.
- Students must verify that they were at a medical appointment by providing documentation from the doctor's office when they sign back into the Attendance Office.
- If students return the following day, they need to bring appointment verification into the Attendance Office that morning.

If you arrive to school late due to a medical appointment:

- Students must report to the Attendance Office and sign in upon arriving to the building.
- Students must verify that they were late due to a medical appointment by providing documentation from the doctor's office when they sign in.
- Parents/guardians must call the Attendance Office by **before the student** arrives late in order to verify that they were aware of the absence and want it excused.

ARRIVING LATE

It is the parent's/guardian's responsibility to notify the Attendance Office if the student will be arriving late to school. **If a student will be late for school, a call from the parent/guardian must be received by the Attendance Office, 708-442-8407, prior to the student's arrival.**

The school considers the following reasons as examples for arriving late to be without valid cause, thereby resulting in an unexcused tardy or absence:

1. Oversleeping
2. Car trouble
3. Missing the bus
4. Missing one class to study for another or make-up test and quizzes
5. Babysitting
6. Shopping
7. Extending Prom Weekend

The above list is used for illustrative purposes only and is not to be considered all-inclusive.

MULTIPLE & PROLONGED ABSENCES

For prolonged absences due to illness or emergencies, special arrangements may be made with the Attendance Office not to call in each day. If a student is able to do homework, arrangements may be made through the Attendance Office.

PRE-ARRANGED ABSENCES

Pre-Arranged Absence forms may be obtained from the Attendance Office. The form must be filled out properly and returned to the Attendance Office two (2) days before the absence in order for it to be excused. Parents or guardians will need to contact the Attendance Office in order to verify the absence. **If the form is not turned in/or on time for college visits, the absence will be counted in determining excessive absences. Vacations and participation in a non-school related activity or sport are not recommended when school is in session and may be counted towards excessive absences.** The form needs to be filled out for the following absences:

- College Visits
- Vacations
- Participation in a non-school related activity or sport

Students need to give themselves enough time, approximately a week, to complete this process in order to ensure that the absence will be excused. Students must:

1. Pick up the Pre-Arranged Absence form in the Attendance Office.
2. Fill out the top of the form with details regarding the reason for the absence and the relevant dates. Have the parent/legal guardian sign it.
3. Bring the form back to school in order to:
 - a. inform all the teachers of the absence
 - b. list on the form all homework that must be completed during that time
 - c. have each teacher sign the form after the student lists the homework
 - d. have the form signed by counselor
4. Turn the completed form in to the Attendance Office two days before the absence for approval by the Dean.

ILLNESS DURING SCHOOL DAY

If a student should become ill during the school day, s/he must first secure a pass from their teacher and then go to Health Services, Room 139. The nurse will contact the parent/guardian. If it is determined that the student will go home, the student must report to the Attendance Office prior to leaving.

UNEXCUSED ABSENCES

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

In order to comply with School Code, the school reserves the right to determine if an absence is unexcused. The school considers the following reasons as examples of absences without valid cause, thereby resulting in an unexcused status:

1. Oversleeping
2. Car trouble
3. Missing the bus
4. Missing one class to study for another or make-up test and quizzes
5. Babysitting
6. Shopping
7. Extending Prom Weekend

The above list is used for illustrative purposes only and is not to be considered all-inclusive. Unexcused absences are subject to disciplinary action as follows:

Unexcused absences may result in:

- Saturday Detention
- Administrative Detention
- ADA
- Truancy tickets
- Building / Event restrictions

- Parking Pass revoked
- Parent Meetings
- No make-up privileges allowed for the period(s) in which the unexcused absence(s) occurred.

Multiple period unexcused absences will result in a Saturday Detention and/or an ADA.

Parental contact will also be made by the Administration via AutoDialer, email, mail or a phone call.

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

EXCESSIVE ABSENCES

- Any student who is absent for 10% in one semester excused or unexcused will be considered as having excessive absences. Absences that result from participation in a school-related activity will not be counted in determining excessive absences; however, absences due to vacations and non-school related activities/sports may be counted.
- Once a student has been absent for 10% of the semester, a doctor's note (licensed M.D. or nurse practitioner) will be required for each absence before an illness-related absence will be excused. The doctor's note must be the original, legible copy on physician's stationary signed by the doctor or nurse, and presented to the Attendance Office upon the student's return. The note must state the date(s) the student was not able to attend school.
- A student who is excessively absent will be referred to the building Small Team, which will develop an individualized intervention plan designed to remediate the attendance pattern.

TARDY POLICY

Tardy #1

- Teacher Actions: mark student tardy on Skyward; possible teacher consequence
- Office Actions: none

Tardy #2

- Teacher Actions: mark student tardy on Skyward; possible teacher consequence
- Office Actions: none

Tardy #3

- Teacher Actions: mark student tardy on Skyward; contact parents; issue 3rd Tardy Detention on Skyward
- Office Actions: - issue Detention; no contact with Dean

Tardy #4

- Teacher Actions: - mark student tardy on Skyward; parent contact recommended; issue 4th Tardy Detention on Skyward
- Office Actions: issue Saturday Detention; Dean will talk with student

Tardy #5

- Teacher Actions: mark student tardy on Skyward; parent contact recommended; issue 5th Tardy Detention on Skyward
- Office Actions: issue Saturday Detention; Dean will talk with student

Tardy #6+

- Teacher Actions: mark student tardy on Skyward; parent contact recommended; issue 6+ Tardy Detention on Skyward (indicate number of tardies)
- Office Actions: ADA issued; Dean will talk with student

HOMEWORK MAKE-UP

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

TRUANCY

Truancy - Parent Liability (122:26-10)

Any person having custody or control of a child ... to whom notice has been given of the child's truancy and who knowingly and willfully permits such a child to persist in his truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or a fine of up to \$1,500.

If a student is found to be truant it may be required by RBHS for the parent/guardian of the student to accompany the student back to the school for re-admittance. Failure to do so may result in Out-of-School Suspension. Truancy tickets may also be issued by the local authorities.

Truancy - General Liability (122:26-11)

Any person who induces or attempts to induce any child to be absent from school unlawfully, or who knowingly employs or harbors, while school is in session, any child absent unlawfully from school for 3 consecutive school days, is guilty of a Class C misdemeanor.

STUDENT CONDUCT AND BEHAVIORAL EXPECTATIONS

PHILOSOPHY

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

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

ACADEMIC RELATED INFRACTIONS

Classroom Dishonesty

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

Definition and Examples of Academic Dishonesty

Academic dishonesty occurs when a student obtains or assists others in obtaining credit for work that is not the student's own work.

Examples of Academic Dishonesty include but are not limited to:

1. Copying from another student's test or quiz or helping another student during a test or quiz.
2. Providing other students with information regarding a test or quiz.
3. Submitting another student's work as one's own.
4. Unauthorized use of a crib sheet during a test or quiz.
5. Plagiarizing or presenting material taken from another source without appropriate documentation.

6. Changing answers on a test, assignment, paper, or project after grading and then protesting the grade assigned.
7. Using programmable calculators, cell phones, or other technology in an academically dishonest manner.

Responsibilities of Staff Concerning Academic Dishonesty

1. Assign the student a zero grade for the assignment.
2. Note academic dishonesty on the assignment and retain the assignment or photocopy the assignment.
3. Inform the student's parent or guardian of the infraction.
4. Complete the appropriate referral in Skyward (academic dishonesty referral).
5. Notify the Counselor of the infraction.
6. The Dean will maintain a running total of each student's incidence of academic dishonesty.

ACADEMIC DISHONESTY CONSEQUENCES

The Consequences of academic dishonesty will have a cumulative effect throughout the student's time at RBHS. The second or third instance of academic dishonesty will be treated as such regardless of whether the example occurs in the same course or department, or even in the same year, as the first instance.

1 st Offense	Zero grade on assignment. Parent contact by teacher Academic Referral registered in Skyward Notification to the Department Chair May be removed from membership or eligibility for National Honor Society
2 nd Offense	Zero grade on assignment Academic Referral registered in Skyward Notification to the Department Chair Parent face-to-face with Teacher/Counselor/Administrator. Will be removed from membership or eligibility for NHS Will be ineligible for Departmental Honors or Recognition
3 rd Offense	Zero grade on assignment May receive failing grade for the quarter Academic Referral registered in Skyward Notification to the Department Chair Parent face-to-face with Teacher/Counselor/Administrator. Will be removed from membership or eligibility for NHS Will be ineligible for Departmental Honors or Recognition

Other consequences may include loss of privileges as determined by the Administration.

Students who wish to appeal their academic dishonesty charge must do so in writing to the Principal within five days of the point of notification to the student.

ACTIVITY RESTRICTION

Activity Restriction is a disciplinary consequence which may be imposed for behaviors deemed appropriate by the administration. Activity Restriction is defined as a restriction from all extra- and co-curricular activities and athletic events for a specific period of time. Students on Activity Restriction will not be allowed to attend club or organization meetings or gatherings, to attend dances or prom, to participate in academic competitions, to practice with athletic teams, or to participate in or attend athletic contests for the entire time of restriction. Activity Restriction can be assigned from one week to the balance of the school year. In sum, a student on Activity Restriction is only permitted on the school grounds during school hours.

Procedure for Activity Restriction

1. Immediate notification will be made to the student’s coach, sponsor, and/or advisor and a copy of the restriction notice will be mailed to the student’s home.
2. Parent appeals must be in writing to the Principal immediately following notification.

ADDRESSING STAFF MEMBERS / PROPER COURTESY

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

ATHLETIC CODE OF CONDUCT

In addition to these categories, student-athletes will be held responsible to the RBHS school code and IHSA rules.			
VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<p>Category A</p> <ul style="list-style-type: none"> - Being present at an occasion where illegal consumption, purchase or sale of alcohol, steroids, drugs, look-alike drugs, or drug paraphernalia occurs 	<ul style="list-style-type: none"> - Verbal warning to athlete and parents 	<ul style="list-style-type: none"> - One tenth of a sports season - Parent notification - Ten hours of school or community service - 6 months probation 	<ul style="list-style-type: none"> - One half of a sports season or one fourth of the season with counseling (can carry over to the next sports season) - Mandatory parent meeting
<p>Category B</p> <ul style="list-style-type: none"> - Illegal possession, consumption of tobacco, alcohol, steroids, drugs, look-a-like drugs, or drug paraphernalia 	<ul style="list-style-type: none"> - One tenth of a season - Parent notification - Ten hours of school or community service - Six months probation 	<ul style="list-style-type: none"> - One half of a sports season or one fourth of the season with counseling (can carry over to the next sports season) - Mandatory parent meeting 	<ul style="list-style-type: none"> - One year suspension from all contests - Mandatory parent meeting - Student must appear in front of the Athletic Director to develop a plan for reinstatement to athletic program
<p>Category C</p> <ul style="list-style-type: none"> - Permitting the use of alcohol or other illegal or inappropriate chemical substances in one’s residence - Purchasing or supplying alcohol or drugs 	<ul style="list-style-type: none"> - One half of a sports season or one fourth of the season with counseling (can carry over to the next sports season) - Mandatory parent meeting - Twenty hours of school or community service - Six months probation 	<ul style="list-style-type: none"> - One year suspension from all contests - Mandatory parent meeting - Student must appear in front of the Athletic Director to develop a plan for reinstatement to athletic program 	<ul style="list-style-type: none"> - Suspension for remainder of the athlete’s high school career

- Any violation after the third offense in Category A will result in a one year suspension from all contests.
- Any violation after the third offense in Category B will result in suspension from contests for the remaining high school career of the athlete.
- When a student violates different categories, the Administration reserves the right to impose a penalty as deemed appropriate to the student’s overall record of previous violations. Penalties will be imposed on a cumulative basis within each class; i.e., “A”, “B”, or “C”.

- Punishment per season WILL carry to the next season if not able to be completed during the current season, i.e. 10% of season.
- The carry-over will occur from the spring to fall season of the following year. Training rules are enforced year-round.
- **In addition to the above categories, student-athletes will be held responsible to the RBHS school code and IHSA rules. Violation of those rules will result in disciplinary action at the discretion of the Administration.**

BLOGGING / SOCIAL WEBSITES

If the school becomes aware of postings on websites outside the school computer network, students may be assigned consequences for postings that cause school students or staff members to feel threatened or compromised, or that show students to be in violation of school rules. Such actions may be taken in response to postings containing threats, bullying, inappropriate pictures, allegations of inappropriate behavior, or such other content as is likely to cause disruption in the school. Local law enforcement may be contacted.

BUILDING RESTRICTION

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

CORPORAL PUNISHMENT

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

DANCES

All RB students who bring an out-of-RB guest to a school dance or other school-sponsored event where guest passes are required must have an approved Guest Permission Slip turned in to the Assistant Principal's Office five school days prior to the dance. The guest must be under the age of 21 on the day of the event. No Exceptions. Also, only one guest pass is allowed per RBHS student in attendance. Inappropriate dancing, such as but not limited to "juking," will not be allowed. Any student determined to be wearing "inappropriate" clothing will be asked to correct the concern. Students will be asked to leave the event if they do not adhere to this policy. When possible, a refund will be issued to the student.

DEAN

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

DETENTION - TEACHER

Teachers may assign detentions to be served in their own rooms. Generally these detentions are given to students for behavior deemed disruptive to learning. Detentions must be served within two school days of receiving them. Unserved detentions will result in Administrative Detention, all day ADA, and/or parking passes revoked for a period of time to be determined by the Administration. Failure to serve a Teacher Detention will result in two Administrative Detentions.

DETENTION - ADMINISTRATIVE

Administrative detentions must be served in the building location and time specified in the detention notice. Administrative detentions may result from students not serving teacher detentions, or from some other form of misconduct handled directly by an administrator.

Failure to serve an Administrative detention may result in a Saturday Detention, an Alternative Day Assignment (ADA) or Out-of-School Suspension (OSS). **Students removed from Administrative detention for misbehavior may receive an ADA or OSS.**

DETENTION - SATURDAY

Saturday morning detention may be assigned for inappropriate behaviors. Detentions will begin at 8:00 a.m. and end at 10:30 a.m. Failure to report to Saturday detention may result in one day of ADA. Failure to serve a second time may result in, but is not limited to, multiple ADA assignments and/or OSS. OSS will result in loss of extra-curricular activities and a building restriction will be imposed. The penalty for students removed from Saturday detention for violation of school rules will result in, but is not limited to, ADA and/or OSS.

Rules for Administrative and Saturday Detentions

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

DISCIPLINE / DISCIPLINARY ACTION

The set of misconduct rules or guidelines set down in this handbook establishes groundwork for fair, consistent, progressive and firm disciplinary actions. All disciplinary action will be subject to discussion and the final dispositions will be determined by the administration on a case-by-case basis. The discipline section of this handbook is to act as a guide and individual cases may warrant a modification of the consequences listed per offense. Community service hours within the building may also be a part of a student's consequence, as determined by the administration. The School Discipline Code shall apply to prohibited conduct occurring within 1,000 feet of school grounds or prohibited conduct that is plainly visible to a person situated on school grounds, even if the misconduct occurs off of school property. All rules apply to any event where RBHS is a participant.

Mandatory groups (afternoon meetings) with the Counselor, school Social Worker or Psychologist or Administrator may occur for students who have excessive numbers of referrals. Such meetings may reduce the length of the suspension. At least one custodial parent may be required to attend these meetings with their child. When it becomes necessary to penalize a student for his/her behavior, the following penalties may be invoked.

DISCIPLINE - GENERAL

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

BEHAVIORAL EXPECTATIONS

As a general policy, students are expected to:

1. Maintain regular daily attendance.
2. Be on time to all classes.
3. Conduct themselves in a manner which reflects courtesy, decency, and a sensitivity to the rights and needs of others.
4. Respond courteously and promptly to requests of faculty and staff.
5. Help keep your school clean.
6. Follow school regulations and procedures. Questions can be directed to any faculty member.
7. Refrain from loud noises or conversations that are disruptive to the school's environment.
8. Walk at all times; running is dangerous and unacceptable.

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

1. Refusal to comply with the directions of school personnel.
2. Statements or actions which are disrespectful of others or the building facilities.
3. Conduct or conspiring behavior that substantially threatens to or disrupts the educational process and/or the rights of other students or school personnel.
4. Truancy or excessive tardiness. Truant students are also subject to the curfew ordinances of all the communities served by District 208.
5. Attempt or actual unauthorized entry into any school building during such times when school is not in session, or unauthorized entry into any restricted or general school area when school is in session.
6. Leaving school premises or being outside of the building without permission (refer to CLOSED CAMPUS).
7. Use of vulgar or obscene language either orally or in writing (refer to INAPPROPRIATE LANGUAGE).
8. Lewd or obscene conduct or behavior.
9. Endangering the safety and welfare of the school community, including threatening or inflicting bodily harm or physical violence upon the person of any student or employee of the school. In the case of fighting, all participants in the fight shall be liable for violation of this section (refer to FIGHTING).
10. Threats made inside or outside of school which constitute a danger to the physical safety of pupils or personnel.
11. Harassment, sexual or other (refer to HARASSMENT).
12. Inappropriate physical contact with staff.
13. Involvement in gang related activity (refer to GANG RELATED ACTIVITY).
14. Possession or use of actual or look-alike fireworks, smoke bombs, explosives, firearms, ammunition, or other dangerous weapons, including pepper spray and mace (refer to WEAPONS).
15. Creating, attempting or participating in a false fire alarm.
16. Refusal to identify oneself or giving false identification.
17. Public display of affection.
18. Use or possession of tobacco products. Students under 18 years of age are also subject to a court date and fine as per community local ordinances and state law.
19. Sale, use, possession, transfer or evidence (including odor of) of being under the influence of illegal drugs, inhalant, controlled substances, or alcoholic beverages. This includes possession of paraphernalia and look-alike drugs (refer to USE OF DRUGS).
20. Theft or possession of the property of the school, school personnel, property of other students, or mislaid property is forbidden. The penalty will result in a suspension from school, restitution, and possible referral to the appropriate law enforcement officials.
21. Intentionally damaging school property or property belonging to another person.
22. Gambling: gaming to include wagering.
23. Cheating (refer to Academic Dishonesty).
24. Violating school driving/parking regulations. This includes contributing to the truancy of other students.
25. Violating cafeteria regulations, including theft and food fight.
26. Violations of policies and procedures regarding utilization of computers, computer labs, and/or access to Internet (refer to Technology Acceptable Use Policy).
27. Any attempted or actual unauthorized participation in a school-sponsored event.
28. The wearing of unsafe or inappropriate attire and/or accessories (refer to DRESS CODE).
29. Possession or use of laser pointers.
30. Possession of communication devices. This includes but is not limited to pagers, two-way radios, and/or cell phones (refer to Electronic Device Usage During the School Day).
31. Tampering with the AED Device
32. Forgery (refer to FORGERY)
33. Pass / Form misuse
34. Arson
35. Insubordination

WHERE AND WHEN THE DISCIPLINE CODE APPLIES

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

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

DISCIPLINARY MEASURES

Discipline is progressive. The severity of an incident may warrant a more severe consequence. Each incident will be reviewed on a case-by-case basis. Disciplinary Measures may include:

1. Administrative Detentions
2. Disciplinary conference
3. Notification of parents(s) / guardian(s)
4. Withholding of privileges
5. Seizure of contraband
6. ADA or Saturday Detention
7. Removal from a classroom
8. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol or weapons
9. ADA for a period not to exceed 5 school days
10. Suspension from school and all school activities for up to 10 days provided that the appropriate procedures are followed. A suspended student is prohibited from being on school grounds. (see note below)
11. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate measures are followed. An expelled student is prohibited from being on school grounds. (See note below)
12. Community Service / Restitution of Services (e.g. cleaning for vandalism)
13. Research paper on topic of violation (to reduce suspension by up to 1/3)
14. Building or Activity Restriction

DRESS CODE

Students are expected to dress appropriately for the educational environment at RBHS. Students are required to be clothed with an opaque material from shoulder to mid-thigh; 2" straps are required on all clothing. Footwear is required at all times in order to comply with Health Code regulations. Students wearing clothing which is deemed vulgar, inappropriate, unsafe, or disruptive to the educational process (e.g. advertising/display of alcohol, drugs, sexual innuendo, weapons) will be required to change into appropriate clothing. Students will not be sent home to change clothing. Students who violate this policy may be subject to disciplinary action. No head coverings (e.g. hats, doo rags, hoodies, etc.) allowed in the building.

DUE PROCESS

All students who subject themselves to disciplinary action are entitled to due process including parental appeal, as appropriate under the School Code of the State of Illinois. If a parent wishes to appeal a student suspension, a written request for a hearing must be submitted in writing to the Principal no later than three (3) school days from the beginning date of the suspension.

ELECTRONIC DEVICE USAGE DURING THE SCHOOL DAY

Cell phones, iPods and all unauthorized electrical devices are not to be used during the school day. All unauthorized electrical devices are to be turned off and kept in the student's locker during the entire school day. Devices that go off or are being used in any classroom or other part of building or are seen out of the student's locker during the school day will be confiscated for the first offense. For the second violation an Administrative Detention will be issued. Each additional violation will require a parent to pick up the device. *Please note: students are not allowed to use a cell phone to call a parent to remove them from school for any reason. All such contact with parents may only take place on a school phone in one of the following locations: Student Health Services, Attendance Office, Student Services or the Assistant Principals' Office.*

EXPULSION

Under the authority of the *Illinois School Code*, a Board of Education may expel a student. To expel a student shall mean to dismiss him from school for an extended period of time, usually for the duration of the then current semester or school year, with no stipulated recourse for re-admission, and ordinarily denying him the right to earn certain academic credits.

Procedure for Expulsion

Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board, or with a hearing officer appointed to it, to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The Board or a hearing officer appointed by it, at such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the Board, he shall submit to the Board a written summary of the evidence heard at the meeting, and the Board may take such action as it finds appropriate. Past acts can be taken into consideration when addressing student disciplinary issues.

FIGHTING

Disputes between members of the school community should be resolved through proper channels. Students who engage in a fight on school property or at a school function will be suspended out of school. The penalty may result in an out-of-school suspension from school up to 10 days. Students may also be required to attend one of the following: a Re-Entry Meeting involving parents and a school administrator, or individual conference with the Dean. Furthermore, charges by the police authorities may be pursued. Multiple incidents of fighting during a student's career could result in recommendation for expulsion.

FORGERY

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

GANG-RELATED ACTIVITY (ZERO TOLERANCE)

The presence of or student involvement in gangs or gang-related activities on school grounds, while school is in session or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited. Any student who violates this policy shall be subject to suspension or expulsion in accordance with the District's student discipline policy.

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

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

GRIEVANCES - STUDENT

Generally, a conflict is best resolved by the parties directly involved. In academic situations the student should begin discussing a problem with the teacher. Appeals should go to the respective department chair. If the situation needs further consideration, appeals can be directed to the principal, superintendent, and Board, in that order. In discipline contexts questions should be raised with the assistant principal. Appeals can be directed to the principal, superintendent, and Board, in that order.

HARASSMENT

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

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

Hazing - Hazing is defined as any physical, mental, emotional, or psychological act which subjects a student who is joining or affiliating with a student organization to any situation or expectation which may potentially abuse, mistreat, degrade, humiliate, harass, harm, intimidate a student, denigrate either an individual or another group or compromise a student's inherent dignity as a person. Hazing includes a situation in which an older student subjects a younger student to rites of initiation. The fact that a student participates voluntarily in a hazing incident does not alter the high school's prohibition on such conduct.

Hazing will not be tolerated and will be subject to disciplinary action which may include suspension/expulsion and police involvement if warranted. Students who are associated with teams/activities who consider engaging in acts against other students on a team or in an activity should understand that the school considers such behavior as hazing.

Should a student feel that any of these situations could not be resolved on a personal level, she/he is directed to immediately seek the help of an adult whom they trust, such as a teacher, counselor, social worker, parent or guardian, police liaison, Dean of Students, or one of the Building Administrators. Students are encouraged to forward information about any inappropriate behaviors to a trusted adult.

INAPPROPRIATE, ABUSIVE OR FOUL LANGUAGE

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

LOSS OF PRIVILEGE PROGRAM

The Loss Of Privilege program (LOP) has been established as a method to keep students in class while still providing consequences for behavioral issues. Students can lose privileges such as, but not limited to, their lunch period (students will eat lunch in the ADA room) and parking permits and may be placed on building restriction. LOP will be primarily used for, but not limited to, unexcused absences, class cuts, excessive tardies and classroom disruptions. Students who have LOP will be able to earn their privileges back over a period of time as determined by the Administration.

SEARCH AND SEIZURE (BOARD POLICY 7.7)

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

A. SEARCH: STUDENTS AND THEIR PERSONAL EFFECTS

School authorities (designated certified employees and school administrators) may search a student and/or the student's personal effects (e.g., purses, wallets, backpacks, books, lunch bags, pockets pants, jackets, shirts, coats) when there is reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the rules of the school. The search itself must be conducted in a manner which is reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction. The reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. When feasible, the search should be done by two people and conducted as follows:

- outside the view of others, including students
- in the presence of two adults, a school administrator, or an adult witness both of whom are the same gender as the student

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

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

In case of suspicion of possession of a weapon, illegal drugs, or dangerous substances or materials, the local law enforcement officials may be notified and their assistance may be requested.

B. SEARCH: SCHOOL PROPERTY (AREA)

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

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

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

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

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

NOTICE SEARCH OF VEHICLE

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

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

D. SEIZURE: PROPERTY

If a search conducted in accordance with this Section produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities.

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

SUSPENSIONS (ADA/OSS)

A suspension is defined as exclusion from class or school for a period of time deemed appropriate by an administrator. The period of time for the suspension is based on the type of infraction, the severity of the infraction and the number of occurrences. Alternative Day Assignment (ADA) will be the predominant form of suspension, depending on the infraction. Full credit will be given for all work done during suspensions, but the work is due the FIRST day the student returns or it will be considered late. It is the responsibility of the student and their family to obtain all work collected and sent to the Attendance Office during the suspension period.

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

Notification of Suspension

1. The parent or guardian of the suspended student will be notified of the suspension by mail.
The notice shall state:
 - a. The nature of the offense.
 - b. The duration of the suspension.
 - c. Reminder of the rules of suspension.
 - d. Method of appeal (as stated in DUE PROCESS).
 - e. Re-entry meeting date
2. The Board of Education and administration shall be concurrently notified of each suspension.

Alternative Day Assignment (ADA)

8:00 a.m. until 3:05 p.m.

Alternative Day Assignment is a disciplinary intervention being provided to students at Riverside Brookfield High School. It is designed as an alternative to an Out of School Suspension. Students involved in more serious violations of the school policy such as, but not limited to, fighting, insubordination, bullying or repeated disciplinary infractions may be suspended Out of School.

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

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

Immediately following the re-entry conference, the student must report to ADA. The student must successfully complete an ADA prior to his/her admittance to regularly scheduled classes.

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

1. Student must be seated in the ADA room prior to 8:00 a.m.
2. Student must relinquish their current school ID to the ADA Supervisor upon entering the ADA room.
3. The ADA Supervisor may establish rules he/she deems necessary to maintain order and safety.
4. Student's work will be checked by the ADA Supervisor.
5. Student will not put his/her head down or sleep.
6. Student may not communicate verbally or non-verbally with other students.
7. Student will not be allowed to go to locker, the cafeteria, or use the phone without permission or adult supervision.
8. Student may not bring or use any electronic devices such as, but not limited to, iPods, cell phones, or any recreational/entertainment device.
9. Student may not consume food or beverages until lunchtime. Lunch will be eaten in the ADA room.
10. It is the student's responsibility to come adequately prepared, i.e. books, pens, pencils, paper, etc.
11. Any violation of the ADA rules will result in Out of School Suspension and the ADA time served will be forfeited.
12. A student may be removed from a single class period and placed in ADA.

Out-of-school Suspension (OSS)

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

Procedures for Suspension (OSS)

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

USE OF DRUGS, ALCOHOL, TOBACCO OR OTHER CONTROLLED SUBSTANCES

A student shall not consume, possess, use, carry, sell, transfer or give away any alcoholic beverages, any drug-use-related paraphernalia, or any drugs (legal, illegal or look-alike) in or on school property, or in any vehicle being used to transport students to RB. No student shall enter the school building, nor attend any school-sponsored activities at home or away, while under the influence of alcohol or drugs.

105 ILCS 127 School reporting of Drug Violations Act

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

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

SUBSTANCE ABUSE - ALTERNATIVE PROGRAM

The duration of a suspension may be reduced if a student signs up for and successfully attends mandatory CDAC meetings with his/her parents. Under certain circumstances, alternatives to Suspension/Expulsion for infractions involving drugs, marijuana, alcohol, or other controlled substances may be considered. Under no circumstances will this option apply to the sale of said substances or look-alikes. Any student suspected of being under the influence of drugs/alcohol will be subjected to a behavior assessment. Breathalyzers and alcohol/drug testers may be used by the school.

Program Guidelines: Completion of the following guidelines may result in a reduction of the suspension with successful completion of a CDAC assessment program. The student must voluntarily submit to a drug screening examination. The test results must be submitted to the CDAC for review. If successful completion by the student's family and/or the student does not occur in a timely manner, as determined by the CDAC, all of the suspension days held in abeyance will be implemented.

The suspension will be rescinded in the event of negative test results.

***Additional sanctions, including but not limited to activity restriction and building restriction, may be imposed regarding participation in extra and co-curricular activities and athletics.

***Parents/students are responsible for the cost of drug/smoking education programs, any drug screening, professional chemical dependency evaluation, and follow-up on recommendations from the evaluation.

SECURITY VIDEO CAMERAS

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

VIOLATION OF THE LAW

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

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

WEAPONS (ZERO TOLERANCE)

Possession, use, distribution or sale of weapons or destructive devices, to include but not be limited to, any firearm, knife, brass knuckles, fireworks, explosives, incendiaries, any look-alike or any variety of weapon or destructive device is **STRICTLY PROHIBITED**.

The Board may expel a student for a definite period of time not to exceed two calendar years, as determined on a case by case basis. A student who is determined to have brought a weapon to school, any school sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the board on a case by case basis. For purposes of this section, the term "weapon" means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to a weapon as defined in Section 921 of Title 18 United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, use of weapon as defined in Section 24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs or "look-alikes" thereof. Any item may be considered a weapon if used or attempted to be used to cause bodily harm. Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act.

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

GENERAL INFORMATION

ACHIEVEMENT AWARDS

RB recognizes exemplary citizenship, academic achievement, regular attendance, and responsible conduct among students. One such program is our Student-of-the-Month recognition. Students are chosen by the staff and honored by having their photos displayed in the trophy hallway. We are committed to valuing constructive and positive behavior.

AWARDS BY DEPARTMENT

The following is a listing of individual departmental awards criteria. These awards are presented to seniors at the Senior Awards Ceremony in late spring. These awards are based on 7th semester grades.

AWARDS - APPLIED ARTS

- BUSINESS AND TECHNOLOGY

Honors: The student must have been enrolled in at least three semesters of Business and Computer courses; must have a grade point average of 3.5 or better in Business and Computer courses, and department approval.

Recognition: The student must have been enrolled in at least three semesters of Business and computer courses, must have a grade point average of 3.25 or better in Business and computer courses, and department approval.

- FAMILY AND CONSUMER SCIENCES

Honors: The student must have been enrolled in at least three semesters of Family and Consumer Sciences courses, must have a grade point average of 3.5 or better in Family and Consumer Sciences courses, and department approval.

Recognition: The student must have been enrolled in at least three semesters of Family and Consumer Sciences courses, must have a grade point average of 3.25 or better in Family and Consumer Sciences courses, and department approval.

- INDUSTRIAL ARTS

Honors: The student must have been enrolled in at least three semesters of Industrial Arts courses, must have a grade point average of 3.5 or better in Industrial Arts courses, and department approval.

Recognition: The student must have been enrolled in at least three semesters of Industrial Arts courses, must have a grade point average of 3.25 or better in Industrial Arts courses, and department approval.

- COOPERATIVE WORK / INTERNSHIP EXPERIENCE

Honors: The student must have been enrolled in a minimum of two semesters in a Cooperative Work Experience Program. Grade point average for both the class and work experience must be a 3.5 or higher. The student must have demonstrated leadership in the class, training station, and excellence in attendance. Recommendation by the teacher / coordinator is required.

Recognition: The student must have been enrolled in a minimum of two semesters in a Cooperative Work Experience program. Grade point average for both the class and work experience phase must be a 3.0 or higher. The student must have demonstrated leadership in the class, training station, and excellence in attendance. Recommendation by the teacher / coordinator is required.

THE COOPERATIVE WORK EXPERIENCE PROGRAM

District 208 is an equal opportunity employer. Employment will be considered solely on the applicant's ability to perform the essential functions of the position. Prospective employees will receive consideration without discrimination because of race, color, religion, sex, national origin, ancestry, citizenship status (with regard to employment), familial status (with regard to real estate transactions), age, marital status, physical or mental disability, military status, unfavorable military discharge, and sexual orientation.

AWARDS - ENGLISH

Honors: Student must have a minimum of 6 "A"s and 1 "B". Two years in Advanced Placement English. Department recommendation.

Recognition: Student must have a minimum of 5 "A"s and 2 "B"s. Minimum of one year in Advanced Placement English. Department recommendation.

AWARDS - FINE ARTS

- Fine Arts - General

Honors: Departmental Honors in Fine Arts -- General is for the student who has opted to complete coursework in two or more areas of the Fine Arts rather than specializing in one particular area. This designation will not be awarded if the student has earned Honors in any of the individual areas of Visual Arts, Drama, Dance, or Music. A minimum of six semesters of coursework in various Fine Arts courses (including Honors Humanities but not including Fine Art Survey-I) is required with a minimum GPA of 3.75 in these courses.

Recognition: Departmental Recognition in Fine Arts -- General is also for the student who has opted to complete coursework in two or more areas of the Fine Arts, rather than specializing in one particular area. This designation will not be awarded if the student has earned Recognition in any of the individual areas of Visual Arts, Drama, Dance, or Music. A minimum of four semesters of coursework in various Fine Arts courses (including Honors Humanities but not including Fine Arts Survey-I) is required with a minimum GPA of 3.5 in these courses.

- DANCE

Honors: Fine Arts Departmental Honors in Dance is based upon participation in both curricular and co-curricular areas. The student must have completed at least four semesters from the Dance Theory & Technique - I, II sequence and/or Honors Advanced Dance and Choreography - I, II sequence or Instructional Dance Internship. In addition, a student must have been a member of Orchestis for three years, participating in three productions and having served as a student choreographer for a minimum of two years and/or been an active member of RB Repertory Dance Company for a minimum of three years. Lastly, the student must have demonstrated outstanding leadership, cooperation, and dependability. A GPA of 3.75 in dance coursework is also required.

Recognition: Fine Arts Departmental Recognition in Dance is based upon participation in both curricular and co-curricular areas. The student must have completed any two semesters in Dance Theory & Technique and/or Honors Advanced Dance & Choreography Design or Instructional Dance Internship. In addition, a student must have been a member of Orchestis for a minimum of two years, with active participation in two productions, having served as a student choreographer for a minimum of one year and/or been an active member of RB Repertory Dance Company for a minimum of two years. Lastly, the student must have demonstrated outstanding leadership, cooperation, and dependability. A GPA of 3.5 in dance coursework is also required.

- DRAMA

Honors: Fine Arts Department Honors in Drama is based upon participation in both curricular and co-curricular activities. The student must have completed two semesters from the available Drama course offerings: Acting & Directing, Advanced Acting: Scene Study and Improvisation, or Theater Tech: Design and Theory. A GPA of 3.75 or higher must be attained for Drama coursework. In addition, the student must have participated in a minimum of two Fall Plays, have been an active member of Drama Club for two years, and be a member of the Thespian Society.

Recognition: Fine Arts Departmental Recognition in Drama is based upon participation in at least one Fall Play. The student must have completed one Drama Course: Acting & Directing, Advanced Acting: Scene Study and Improvisation, or Theater Tech: Design and Theory, with a GPA of 3.5, and have been active in Drama Club for at least one year. Lastly, the student must have demonstrated leadership, cooperation and dependability.

- MUSIC

Honors: The music student attaining departmental honors must have completed four years or eight semesters of music coursework (not including Fine Arts Survey) with a minimum GPA of 3.75. In addition, the student must have participated in two IHSA Solo and Ensemble Contests, with at least one entry in the Solo category (jazz rhythm section students exempt). Participation in IMEA District or All State Festivals is also a qualification. The student attaining honors must also exhibit excellent musicianship, outstanding leadership, cooperation and dependability.

Recognition: The music student attaining departmental recognition must have completed three years or six semesters of music coursework (not including Fine Arts Survey) with a minimum GPA of 3.75. In addition, the student must have participated in two IHSA Solo and Ensemble Contests (jazz rhythm section students exempt). The student attaining recognition must also exhibit excellent musicianship, outstanding leadership, cooperation and dependability.

- VISUAL ARTS

Honors: The student must have at least six semesters of Art coursework, (not including Fine Arts Survey I or II) with a minimum GPA of 3.75 in these courses.

Recognition: The student must have at least four semesters of Art coursework, (not including Fine Arts Survey I or II) with a minimum GPA of 3.5 in these courses.

AWARDS - LIBRARY AND INSTRUCTIONAL TECHNOLOGY

- Honors: Must have been enrolled in a minimum of 4 semesters of Television Production and/or Radio classes.
Must maintain grade average of 3.5 or better in all department courses.
Must demonstrate excellent skills in all of the following areas of television production: producing, directing, set design and lighting, scripting and technical operation while performing all television production crew positions.
Must demonstrate leadership and dependability.
- Recognition: Must have been enrolled in a minimum of 3 semesters in Television/Communications class and/or Radio.
Must maintain grade average of 3.0 or better in all department courses.
Must demonstrate good skills in the following areas of television production: producing, directing, set design and lighting, scripting and technical operation while performing all television production crew positions.
Must demonstrate leadership and dependability.

AWARDS - MATHEMATICS

- Honors: At least five "A"s and two "B"s in math classes for seven semesters. Enrolled in at least the junior and senior level honors mathematics courses. Department Chair recommendation.
- Recognition: At least four "A"s and three "B"s in math classes for seven semesters. Enrolled in a senior level honors mathematics course. Department Chair recommendation. In addition, recognition may be given in special circumstances by departmental agreement.

AWARDS - SCIENCE

- Honors: At least six "A"s and one "B" in science classes for seven semesters. Three of the courses must be Biology, Chemistry and Physics, with two years at Honors or AP level. Special achievement in science may justify waiving requirements. Students must receive the majority approval of department members for recommendation.
- Recognition: At least five "A"s and two "B"s in science classes for seven semesters. Special achievement in science may justify waiving requirements. Students must receive the majority approval of department members for recommendation.

AWARDS - SOCIAL STUDIES

- Honors: Six "A"s and one "B" minimum
Two AP courses minimum
Student must receive personal nomination from member of the department.
Must demonstrate active classroom leadership.
Must have made a major contribution in the Social Studies Department.
Students must receive the consensus of department members for recommendation.
- Recognition: Five "A"s and 2 "B"s minimum
One AP course minimum
Student must receive personal nomination from member of the department.
Must demonstrate active classroom leadership.
Must have made a major contribution in the Social Science Department.
Students must receive the consensus of department members for recommendation.

AWARDS - WELLNESS

- Honors: Seven semesters of participation.
At least 6 "A"s and 1 "B" in Wellness classes
Department approval.
- Recognition: Seven semesters of participation
At least 5 "A"s and 2 "B"s in Wellness classes
Departmental approval

AWARDS - WORLD LANGUAGE

Honors: The student must have completed a four-year high school sequence of language study. He must have a minimum of 6 A's and 1 B. He will be highly recommended by the teachers in the department. Special consideration will be given to students who have demonstrated interest and participation in activities related to the study of world languages.

Recognition: The student must have completed a four-year high school sequence of language study. He must have a minimum of 5 "A"s and 2 "B"s. The student must be highly recommended by the teachers in the department. In addition, the student should have demonstrated an enthusiasm and performance beyond the subject requirements.

CHECK CASHING

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

CLASS SCHEDULE

The official school day runs from 7:15 a.m. to 4:00 p.m. Teachers and administrators may assign make-up or detention time within these hours. The school will make every attempt to be flexible enough to account for student work, rides, etc. The most commonly used schedules for 2010-2011 are listed below. After school athletic and activity programs will begin at the end of the 7th period (3:05 p.m.). Any changes for the regular daily class schedule will be announced in advance in the Student Bulletin. The Student Bulletin is available to all parents on the RBHS website: www.rbhs208.org under "Announcements." Assembly programs, homeroom meetings, and faculty in-service and institute workshop days will alter the normal schedule of classes.



REGULAR SCHEDULE

Monday, Tuesday, Wednesday and Friday

<u>Class Period</u>	<u>Time</u>
1.....	8:00 - 8:52
2.....	8:57 - 9:48
3.....	9:53 - 10:44
4A.....	10:49 - 11:15
4B.....	11:20 - 11:46
4C.....	11:51 - 12:17
5.....	12:22 - 1:13
6.....	1:18 - 2:09
7.....	2:14 - 3:05

STUDENT LATE START – EVERY THURSDAY

except during semester testing

<u>Class Period</u>	<u>Time</u>
1.....	8:30 – 9:19
2.....	9:24 – 10:09
3.....	10:14 – 10:59
4A.....	11:04 - 11:30
4B.....	11:35 - 12:01
4C.....	12:06 - 12:32
5.....	12:37 - 1:22
6.....	1:27 - 2:12
7.....	2:17 - 3:05

1:15 RELEASE SCHEDULE

<u>Class Period</u>	<u>Time</u>
1.....	8:00 - 8:33
2.....	8:38 - 9:11
3.....	9:16 - 9:49
5.....	9:54 - 10:27
6.....	10:32 - 11:05
4A.....	11:10 - 11:36
4B.....	11:41 - 12:07
4C.....	12:12 - 12:38
7.....	12:43 - 1:15

CLOSED CAMPUS

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

COMMUNITY OF CARING - SERVICE RECOGNITION

Riverside Brookfield High School is a **Community of Caring High School**. We acknowledge the importance of the key values of Family, Caring, Responsibility, Respect, and Trust in our curriculum and in our conduct expectations for both students and staff. Through Community of Caring, we have developed the **Service Learning Recognition Program** to recognize our valuing of service - the voluntary answering of the needs of the community within and beyond RB. This program chronicles community service hours performed by our students and guarantees that this recognition will be included on their transcripts. In the Assistant Principals' Office, students pick up and return forms listing their hours. Students' service hours are cumulative and they will be honored for their efforts in their senior year at Senior Awards Night.

CURFEW

Parents need to contact local municipalities for current curfew times.

DELIVERIES

No items such as flowers, balloons, restaurant food etc. will be allowed to be delivered to students during the normal school day, even if such items are delivered by a family member. No commercial deliveries of any type will be allowed at any time, including, but not limited to the items mentioned above. Personal school-related items (books, homemade lunches, field trip permission slips, etc.) may be brought to the main reception area. To minimize classroom disruptions for delivery of these items, students should be informed by their parents before the start of the school day to stop by the reception desk during a passing period to pick up their items. If the student is not aware that a parent is making a delivery, we will attempt to contact the student. However, the school is not responsible for any items delivered and there is no implied promise on the part of the school to make such deliveries to students.

DISTRIBUTION OF MATERIALS

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

DRIVER EDUCATION

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

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

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

EARLY RELEASE – ALL STUDENTS

Students who need to leave school early must report to the Attendance Office at the start of the school day and provide proper documentation for early release approval. Students are not allowed to contact parents using their cell phones to obtain permission for early release; all such calls must be made in one of the following locations: Student Health Services, Attendance Office, Student Services or the Assistant Principals' Office. Medical, dental and court appointments must be pre-approved at least one day in advance, when possible. Pre-planned absences must be submitted in writing to the Attendance Office by the parent or guardian. Failure to obtain pre-approval may result in an unexcused absence.

ELEVATOR

The elevator is available to students who may need it. Students who need the elevator key must report to Student Health Services upon their arrival in the building with a note from their doctor explaining the medical need for use of the elevator. A \$5.00 fee will be charged for all unreturned elevator passes.

EMERGENCY CLOSINGS OR 10:00 A.M. START

Once the Administration has made the decision to close the building or open at 10:00 a.m. due to inclement weather or other serious situation, you can be informed in one of the following ways:

- Please check the school website www.rbhs208.org for the most updated information on school closings. Information will be uploaded to our website as quickly as possible.

- The news should be announced on local media stations beginning around 6:00 a.m. The following stations should have current information: AM Radio – WMAQ 670, WGN 720, WBBM 780; TV – CBS Channel 2, NBC Channel 5, WGN Channel 9, FOX Channel 32 and CLTV News. Other stations may carry school closings information. Those listed have specifically agreed to cooperate.
- As soon as possible after 6:00 a.m., the school’s phone system will be programmed to announce the closing or change in schedule. If you are uncertain, you may be able to get through to the switchboard to find out if we will operate.
- We will use our Xpedite Broadcast Call System to call the homes of the students to provide an automated message of the emergency school closing or delayed start time. The call will leave a voice mail message if the phone is unanswered. Please note that if the home has Privacy Manager, the call system cannot leave a message.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

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

FEES

(Current as of 7/1/10; corrected fees will be in the registration packet distributed in August 2010)

The following fees apply to RB students as listed.

Registration and Extracurricular Fee	\$165.00	Required
Technology Fee	\$30.00	Required
*Student Activity Fee	\$20.00	Optional
Accident Insurance	no charge	
<i>District 208 will provide insurance for all students (including football coverage)</i>		
Rouser Yearbook	\$40/\$45/\$50	Optional: \$40 during registration week, \$45 between registration week and Dec. 31, \$50 Jan. 1 and later
Facets	\$2.00	Optional
Schedule Changes	\$25.00	for serious academic reasons only
Driver Education	\$300.00	Sophomores
PE Resource Book	\$25.00	Class participants
Outdoor Recreation	\$50.00	Class participants
SEE Team	\$80.00 + lab fee	Class participants
Skating Fee	\$8.00	Required for PE classes during 2nd semester <i>except Modern Dance, Jazz Dance, and Advanced Jazz</i>
Applied Arts classes (all) <i>except Entrepreneurship and Interrelated Occupations</i>	\$20.00	Lab Fee (per semester)
Fine Arts Classes (all)	\$25.00	Lab Fee (per semester)
Science Classes (all)	\$15.00	Lab Fee (per year)
Transcript Fee	\$5.00	One-time transcript request fee
Parking	\$150.00	If application approved

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

From time to time a student may be required to purchase additional books or supplies. These materials are available for purchase from the student bookstore at the beginning of school. Every student is responsible for having a PE uniform.

In addition, there are assessments and fines charged for lost materials, overdue materials, and other miscellaneous expenses.

FEE WAIVERS

Fee waivers are available for those with proof of financial need, for example, SNAP, TANF, AFDC, or DHS for the child(ren), or if the total household income falls within a specified range. For details, please contact Mrs. Presta in the Assistant Principals' Office. All information is confidential.

FIELD TRIPS

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

GENDER EQUITY

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

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

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

For the resolution of any student (or employee) complaints alleging action which would be prohibited by the Title IX provision, the complaint should be put in writing and delivered to the Principal within fifteen days of the alleged violation. Within five days the Principal shall hold a hearing to determine if, in fact, a violation has occurred.

I.D. CARDS

ID cards serve as identification in the Library, Business Office and Assistant Principals' Office, at school-related activities and in the case of an emergency. ID cards are required to purchase tickets for events such as Homecoming, Spring Dances, Prom tickets, plays, etc. and are needed for attendance at all events. **ALL STUDENTS ARE REQUIRED TO CARRY THEIR ID CARDS ON THEIR PERSON AT ALL TIMES.** ID cards **MUST** be presented immediately upon request to any staff member. Failure to do so subjects the student to disciplinary action. We will be having periodic ID card checks throughout the school year.

INSURANCE DISCOUNT

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

LOCKERS

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

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

1. **DO NOT SHARE LOCKERS.** Allowing others to know your combination may result in potential theft. Do not keep valuables in your locker. **YOUR LOCKER IS YOUR SECURE AREA, KEEP IT THAT WAY.** You are responsible for all the contents of your locker. If sharing lockers, which we do not recommend, you will be responsible for all the items located in your locker.
2. **CHANGING LOCKER LOCATIONS.** Locker locations are not changed unless there appears to be a problem with the locker or for security reasons due to a theft.

3. **FOOD IN LOCKERS.** No food is to be stored in lockers overnight or for any extended period of time.
4. **WRITING IN LOCKERS IS PROHIBITED.** Students will be responsible for the cleaning of their lockers during the year as deemed necessary by the Administration.
5. **LOCKER PROBLEM.** If you have a problem with your locker, i.e., it is jammed, the combination won't open, or you forgot your combination, you should report immediately to the Attendance Office for assistance.
6. **PE LOCKERS.** PE lockers are to be used ONLY during PE class. All items must be removed from these lockers after class is over. For safety reasons, items of value such as, but not limited to, wallets, cash, backpacks and cell phones must be left in main hallway lockers.

LOST AND FOUND

Lost and found is located in Student Services.

NATIONAL HONOR SOCIETY MEMBERSHIP

Students' academic records are first reviewed to determine scholastic eligibility for consideration for membership in the National Honor Society. To be eligible, a student must have at least a 3.5 grade point average. These students are then eligible for consideration on the basis of excellence in three areas in addition to scholarship: service, leadership, and character.

The faculty council next surveys academically eligible students to determine interest in membership and to obtain information regarding service and leadership activities. Students so surveyed are reminded that such surveys are not applications for membership and that completion and submission of information gathered does not guarantee membership.

The faculty council looks for contributions the student has made to school, classmates and community. Finally, the faculty council considers faculty input and students' records relating to students' leadership, service, and character.

Once inducted, a continuation of membership in the National Honor Society is contingent upon adherence to the National Honor Society standards of leadership, service, character, and scholarship.

NEW STUDENT PLACEMENT

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

OPT-OUT FORM - MILITARY RECRUITER ACCESS TO STUDENT INFORMATION

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

PARKING

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

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

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

1. Student must have passed all classes.
2. Student must not have been suspended.
3. Student must not have cut classes or been truant.
4. Student must not have plagiarized or cheated.

5. Student must not have violated the technology policy.
6. Student must not have received an excessive number of behavioral and/or academic referrals.
7. Student must not be on the school indebtedness list.

Once issued, a pass will be revoked for the entire year for any suspension or truancy. Refunds will be prorated.

Current sophomores and juniors will not be considered for junior / senior permits if they have received a suspension or truancy ticket in the year of application.

Once a pass has been issued, if a student violates any of the above criteria and/or receives a ticket for a moving violation when on any school property (rented or owned) he/she will lose the pass immediately. The pass must be surrendered to Mr. Passarella in the Assistant Principal's Office. No refunds will be issued. The penalty for the first violation will be loss of the pass for 10 days. A second violation will result in permanent removal for the remainder of the school year.

Once a student has received a parking pass, it may not be used by any other student without prior administrative approval. If the pass is not being used it must be returned to the Assistant Principals' Office immediately.

Students parked on Rockefeller Road must have the authorized permit properly displayed. Owners of vehicles without the hang tag displayed may lose their privilege to park and may be subject to ticket or tow. Parking in the student area is a privilege. Driving irresponsibly, parking outside the lines, transporting items which violate the law or R B policy, or other infractions determined unsafe may result in loss of the parking privilege and/or a parking citation. The parking area will be monitored by security personnel daily to insure that only cars with proper RB stickers have access to parking spaces.

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

RB EDUCATIONAL FOUNDATION

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

REHABILITATION ACT OF 1974

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

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

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

For the resolutions of any student (or employee) complaints related to Section 504 regulations, the complaint should be directed to Mr. David Bonnette, Interim Superintendent.

REQUEST FOR FACILITY USAGE

Outside organizations or groups wishing to use Riverside Brookfield High School facilities must contact Mr. John Passarella, Assistant Principal, for information regarding available dates, insurance, and rental rates.

RESIDENCY

1. Resident Pupils - All persons under twenty-one (21) years of age who reside in District 208 and who meet the following requirements shall be eligible to attend Riverside Brookfield Township High School and shall be entitled to the right and opportunity to an equal education:
 - a. The entering ninth-grade student shall be certified, by diploma or other certifying statement issued by school officials, that he has satisfactorily completed requirements for graduation from the eighth grade. If the student is transferring from another high school, he shall furnish a transcript of credits or other certifying statement in order that proper placement may be determined.
 - b. Eligibility for attendance based on residence shall be determined by verifying that the entering student lives in District 208 with his parent(s) or guardian(s), or with any other adult(s) charged with his custody and control as described in Illinois State Law.
 - c. The entering student shall have satisfactory standing as a school citizen.
 - d. Home visits may occur throughout the year, as necessary, to verify residency.
2. Non-Resident Pupils - Pupils residing outside the area of District 208 shall be admitted **ONLY** in cases of court order or by special contract arrangement (e.g., special education contractual agreement) with another school district.

As noted in the Illinois School Code, tuition shall be charged for approved (see above) non-resident pupils in an amount equal to the per capita cost of maintaining the school for the preceding school year (for FY 09-10 approx. \$16,061). Non-residency tuition for any other students is not an option!

Individuals who fraudulently enroll an out-of-district student will be assessed full tuition charges per day (for FY 09-10 approx. \$16,061). It is a class C misdemeanor to knowingly enroll a non-resident or to give a school district false information regarding residency. The Illinois School Code specifies that a school district has a duty to charge tuition to non-resident pupils.

Fraudulent enrollment will be aggressively addressed.

SCHEDULE CHANGES

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

Enrollment

Once registration has been completed at the end of February, course request verifications will be sent home for parental approval. Every attempt will be made to meet all requests, but in some cases, scheduling conflicts will occur. Students should select at least two alternate courses. Students will not be allowed to enroll in fewer than five courses at Riverside Brookfield High School. No new courses can be added after 10 days into any semester. Schedule change requests will not be honored after the deadline indicated on the Course Request Verification Sheet sent home in April except for:

1. Attendance in summer school.
2. Reassignment of required failures.
3. Level changes agreed upon by student, parent and school.
4. Recognized special learning needs agreed upon by student, parents and school. (Such as: special education adjustments)

Significant evidence of new courses needed for college/career programs, \$25 processing fee.

SEXUAL HARASSMENT POLICY

Riverside Brookfield High School, District 208, will provide an educational environment for students which is free of unwelcome sexual advances, requests for sexual favors, demeaning or insulting sexual remarks or conduct, and other verbal or physical conduct or communications constituting sexual harassment or intimidation.

“Sexual Harassment” includes student-to-student conduct and student-to-staff conduct as well as staff-to-student conduct and staff-to-staff conduct. It means (1) unwelcome sexual advances, (2) sexual advances to students by staff, whether welcome or unwelcome, (3) requests for sexual favors, and/or (4) other verbal or physical conduct of a sexual nature where:

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

Any individual wishing to submit a complaint (i.e., the “complainant”) must submit a written statement to the Superintendent/Principal, or alternatively, the Board of Education, in the event that the Superintendent/Principal is the alleged harasser. The written statement should state the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. All such written statements should be submitted within thirty (30) days after the incident or act which gives rise to the complaint, unless the time for submission is extended by the Principal because the complainant has shown good cause for such an extension.

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

Individuals who believe they have been unlawfully harassed or discriminated against may also file a charge with the Illinois Department of Human Rights. The Department of Human Rights is a state agency which will investigate the charge without cost to the individual. If the Department of Human Rights determines that there is evidence of harassment or discrimination, it will attempt to conciliate the matter or it will file a complaint on behalf of the individual with the Illinois Human Rights Commission. The Human Rights Commission will hear the complaint pursuant to its rules and procedures. Individuals may contact the Department of Human Rights at 100 East Randolph Street, Suite 10-100, Chicago, IL 60601, (312) 814-6245, and the Human Rights Commission at 100 West Randolph Street, 5th Floor, Chicago, IL 60601, (312) 814-6269.

SHADOWING

The Shadowing Experience at Riverside Brookfield High School is for students who either attend another high school and are considering a transfer to RBHS or attend a local feeder school and are considering options other than RBHS. Interested students must reside within the RBHS residency boundaries. Parents should contact the Student Services Department Chair for more information.

SPECIAL SERVICES

Riverside Brookfield High School, District 208, is in compliance with IDEA, mandating that a free and appropriate educational program be provided for every eligible student. Special Services is available for students with physical, intellectual or psychological needs that significantly impede their academic progress. Any parent who suspects that his child might be eligible for special education should contact the Chair of the Special Services Department, Riverside Brookfield High School, 160 Ridgewood Road, Riverside, Illinois 60546.

STUDENT HEALTH SERVICES

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

Physical Examinations

Entrance Requirements - Physical examinations as prescribed by the Department of Public Health shall be required of all students upon entrance into the ninth grade and, irrespective of grade, of each student immediately prior to or upon transfer into Riverside Brookfield High School. A certificate of dental examination shall also be required of all students upon entrance into Riverside Brookfield High School. Examinations shall be made by persons licensed to practice in Illinois or any other state who

are employed for that purpose by the parents or guardians of the children examined. All students must have up-to-date immunization records on file by the first day of school. **STUDENTS WHO FAIL TO HAVE THEIR IMMUNIZATION ON FILE WILL NOT BE ALLOWED TO ATTEND CLASS.**

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

Medical Excuses from Physical Education Participation/Medical Waiver

All medical excuses are honored. A doctor's excuse is necessary for any disability of 5 days or more. Medical forms are available in the Physical Education Office and in the Supervisor, Student Health Services' Office. Students are required to complete makeup work as assigned by their teacher.

Medical Notes Upon Return to School

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

Physical Education Excuse Policy

- 1) A student may be excused without a note for one school day; 2) A parental note will be honored for four school days; 3) For an absence of five days or more a note from a person licensed under the Medical Practice Act is required; 4) No physical education credit will be issued until a note is received. Once a note is received, credit will be given for the time of the disability provided that the student takes the written fitness tests and completes all of the handouts for any units missed. In addition, students should report to the final exam as scheduled and take the written final. The assignments, written fitness tests, and written final must be completed in order to receive credit. It is the student's responsibility to contact his unit or base teacher.

Prescription Drugs

All prescription drugs must be in their original containers and be registered through Student Health Services. It is the responsibility of the parent/guardian to make sure that all prescriptions are registered and are re-filled as needed.

STUDENT RECORDS

<p>NOTE: The following information on student records is included in this issue of the RB Parent/Student Handbook in compliance with the requirements of the Illinois School Student Act, Chapter 122, Article 50 Illinois Revised Statutes, 1975; Effective Date: March 24, 1976.</p>

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

1. Basic identifying information including student's and parent's names and addresses, birth date and place, and gender;
2. Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations;
3. Attendance record;
4. Accident reports and health record;
5. Record of release of permanent record information; and may consist of:
 1. Honors and awards received; and,
 2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

Permanent records remain on file 60 years.

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

1. Family background information;
2. Intelligence test scores, group and individual;
3. Aptitude test scores;
4. Reports of psychological evaluations including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews;
5. Elementary and secondary achievement level test results;
6. Participation in extracurricular activities including any offices held in school-sponsored clubs or organizations;

7. Honors and awards received;
8. Teacher anecdotal records;
9. Disciplinary information;
10. Special education files including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals;
11. Any verified reports or information from non-educational persons, agencies, or organizations;
12. Any verified information of clear relevance to the education of the student; and,
13. Record of release of temporary record information.

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

The contents of temporary records are destroyed five years after the graduation or withdrawal of the student. For example, **the Class of 2010 temporary records will be destroyed in June of 2015.**

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

Information may also be released without parental consent as follows:

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

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

Directory information on students may be released to the general public, unless a parent requests in writing that any or all such information not be released on his/her child. Such information shall include, but is not limited to:

1. name, address, telephone listing, e-mail address
2. date / place of birth, photographs
3. participation in officially recognized activities / sports
4. field of study
5. weight and height of athletes
6. enrollment status (full, part-time, undergrad, graduate)

7. degrees and awards received
8. dates of attendance
9. most recent previous school attended
10. grade level

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

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

STUDENT SERVICES

Counselor

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

Social Worker

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

Pillars

Pillars is an extension of a community-based organization which is housed at the high school two days per week. Pillars offers a supplemental counseling service to our students (of Riverside Township) which can, if needed, carry over outside the building to include the student's family.

STUDY HALL RULES AND REGULATIONS

The purpose of study hall is to study. Students are required to bring enough schoolwork or educationally meaningful material to keep them busy for the entire period. A study environment, where each person's right to study is respected, will be maintained.

1. All students are to be **in their seats when the bell rings** and remain there the entire period. Tardiness to Study Hall will be dealt with as it is in a regular classroom.
2. **Students will not be permitted to go to the washroom on a daily basis.** If a student has a medical need, he should bring that information to the school nurse and his Counselor. No one will be excused for the washroom until after attendance has been taken. A sign-out form will be located on the supervisor's desk. Only one male and one female will be allowed to go to the washroom at one time. Students using the washroom will be issued a pass which must be used for the washroom only!
3. Talking will NOT be tolerated.
4. No passes will be issued for telephone calls or to lockers.
5. Students wishing to go to the library or IC Lab must do so at the very beginning of the period prior to coming to study hall. Do not ask to go to the library after the period begins; the request will not be granted.

TECHNOLOGY ACCEPTABLE USE POLICY

Definition

The term "technology" shall include all computer and audio visual hardware and software owned or operated by the District, District web sites, District online services, and electronic information systems. "Use" of District technology shall include use of or obtaining access to the system from any electronic device and/or computer terminal, whether or not owned or operated by the District.

Purpose

Technology at Riverside Brookfield High School is a tool to enhance learning experiences. Through the effective use of technology, users broaden their global horizons and discover a vast scope of information and learning resources. Integrating technology into the curriculum affords students the best possible opportunities to develop the 21st Century skills required by changing business and educational communities.

Our goal in providing technologies is to promote a comprehensive education in a well-equipped environment as indicated in the District Mission Statement. This policy is intended to support educational excellence by facilitating resource sharing, innovation, and communication.

Authority and Responsibility

With access to technology and to people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a dynamic global network it is impossible to control access to all materials or to predict what materials might be appropriate for specific school assignments. Riverside Brookfield High School will take the reasonable precautions necessary to restrict access to controversial materials, but users ultimately are responsible for choosing the information to be accessed.

Expectations

District students are expected to act in a responsible, ethical and legal manner in accordance with Federal and State law, District policy, and the District Technology Acceptable Use Policy (AUP).

Specifically, students who use technology will:

- Have no expectation of privacy.
- Be responsible at all times for the proper use of their access privileges and for avoiding impersonations, anonymity, or unauthorized sharing of security measures or other confidential information.
- Take responsibility for any activities using technology that is borrowed by them or under their account or password.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Respect the rights of others to use equipment and therefore not use it for non-school activities during the school day.
- Protect the privacy of other users and the integrity of the system by avoiding misuses of passwords, others' files, equipment and programs.
- Use appropriate language.

Specifically, students who use technology will not:

- Use technology for illegal activities.
- Access, submit, post, publish, display or create any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially/religiously offensive, harassing, illegal or other material unsuitable in the educational setting or unrelated to the District's educational program.
- Create and/or propagate unsolicited advertising, political lobbying, chain letters, pyramid schemes, computer worms, viruses, or other acts of vandalism. Vandalism includes any attempt to harm or destroy data of another user, the Internet, the District's Network or any other network. This includes, but is not limited to, uploading, downloading, creation or knowing transmission of computer viruses. If a user is uncertain whether his or her conduct is permissible, he or she should contact the System Administrator.
- Use the network to transmit material likely to be offensive or objectionable to recipients.
- Impersonate another user, or use anonymity or pseudonyms to obscure identification.
- Use the network for personal business or financial gain.
- Post personal contact information about oneself, a student or staff member, or otherwise invade the privacy of individuals or violating the Illinois School Student Records Act or Federal Right to Privacy Act.
- Use the account or password of another user.
- Trespass in others' folders, work, or files, or gain unauthorized access to resources or entities.
- Quote personal communications in a public forum without the original author's prior consent.
- Represent personal views as those of the District or those that could be interpreted as such.
- Load or use unauthorized games, programs, files, or other electronic media.
- Violate copyright laws. See http://www.educationworld.com/a_curr/curr280.shtml for an overview of copyright law pertaining to education.
- Damage technology, hardware and/ or software.
- Attempt and/ or breach security measures or remove hardware/ software, networks, information, or communication devices from the District network.
- Use District technology while privileges have been suspended.

These guidelines are not meant to encompass all issues. Other behavior considered to be inappropriate will be judged by the school on a case-by-case basis.

Disciplinary Actions

Failure to comply with this policy and any administrative regulations and guidelines governing the use of technology will result in disciplinary action by staff, administration, and/ or the Board of Education.

Minimum disciplinary action will include a conference or reprimand. Additional actions as deemed appropriate will include staff/ parent contact; referral to an administrator; loss of access to specific technology and/ or designated area for a minimum of three school days up to 10 school days (multiple infractions or egregious misuses may result in extended or permanent loss of privileges); confiscation of inappropriate item(s); restoration/ restitution; administrative and/ or Board of Education action, including such serious consequences as suspension and expulsion.

No Expectation of Privacy

Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside, the District. Also, Riverside Brookfield High School reserves the right to log technology use, to monitor fileserver space utilization by users and to examine users' files and materials as needed; therefore, users cannot expect absolute privacy from District personnel as to their use of technology.

TELEPHONE MESSAGES

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

TEXTBOOK RENTAL SYSTEM

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

TRANSFERRING IN TO RBHS

All students transferring from another school district must provide a "Letter of Good Standing" since RBHS has a policy which honors prior suspension and expulsion periods.

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

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

TRANSFERRING OUT OF RBHS

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

VISITORS

Entrance doors are locked from 8:15 until 3:05 during the regular school day. Visitors must check in at the main entrance (door A) before they will be permitted to enter the school building. They must identify themselves and name the person with whom they have an appointment. Once admitted, all visitors must report directly to the Receptionist, sign in, show a photo ID, and get a name badge. Visitors must sign out before leaving the building.

VOLUNTEERS – LIBRARY

Parents of RB students and community members are recruited to serve as volunteers in the Library. Each participant serves three hours one day a week, either in the morning or afternoon. Tasks performed include filing, typing, writing overdue notices, mending books, preparing new material for circulation, and straightening shelves, etc. If you think you would like to participate and can donate three hours per week, please phone Ms. Doreen Fritz at the RB Library for further information.

VOLUNTEERS – STUDENT

Students who have a study hall and wish to become an office aide for a teacher or office during that period may apply for a position with the appropriate personnel in that department. Failure to comply with all Student Aide regulations for that department and those established by the Assistant Principal will result in loss of this volunteer position and a return to Study Hall.

WELLNESS (PHYSICAL EDUCATION) DEPARTMENT

Uniform Policy and Procedure

Students are expected to wear the proper uniform to P.E. classes. There is no excuse for being out of uniform. A uniform consists of a shirt, shorts, shoes, socks, and sweats. If a student comes to class in an incomplete uniform, five participation points will be deducted for each item missing with a maximum of ten points. During an activity unit when a student comes to class completely out of uniform, the following steps will be taken for each semester:

Step 1 - Teacher/student warning. Student is informed of non-dress policy. Participation points deducted from unit and detention may be assigned.

Step 2 - Teacher calls parent. Teacher will make two attempts at reaching parent by phone. Failure to reach parent by telephone will result in a letter being sent home. Courtesy copy to the Wellness Department Chair. Participation points deducted from unit.

Step 3 - Letter issued by department informing parents of dates of student's non-dress violation. Participation points deducted from unit.

Step 4 - Call parent and set up a parent-teacher meeting.

Step 5 - Academic Referral to Dean. Counselor - Department Chair- Parent - Teacher - Student meeting. Final warning to parents and student. Participation points deducted from unit.

Step 6 - Referral to Assistant Principal. Possible Withdraw Failing.

- A Final Exam must be taken by all students to receive credit for the course.

Medical Excuses from Participation/Medical Waiver

All medical excuses are honored. A doctor's excuse is necessary for any disability of 5 days or more. Medical forms are available in the Physical Education Office and in the Supervisor, Student Health Services' Office. Students are required to complete makeup work as assigned by their teacher.

Physical Education Excuse Policy: 1) A student may be excused without a note for one school day; 2) A parental note will be honored for four school days; 3) For an absence of five days or more a note from a person licensed under the Medical Practice Act is required; 4) No physical education credit will be issued until a note is received. Once a note is received, credit will be given for the time of the disability provided that the student does make-up assignments, takes the written fitness tests and completes all of the handouts for any units missed. In addition, students should report to the final exam as scheduled and take the written final. The assignments, written fitness tests, and written final must be completed in order to receive credit. It is the student's responsibility to contact his unit or base teacher.

WORK PERMITS

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

2010-2011 SCHOOL CALENDAR HIGHLIGHTS

08/20/10	Full Day Teacher Institute
08/23/10	First Full Day for Students
09/06/10	Labor Day - Holiday
09/08/10	Open House
10/11/10	Columbus Day - Holiday
10/15/10	End of First Quarter
10/28/10	Parent/Teacher Conference Day (Non-Attendance Day)
10/29/10	Full Day Teacher Institute (Non-Attendance Day)
11/24-26/10	Thanksgiving - Holiday and Non-Attendance Days
12/01/10	We are RB
12/20-22/10	Final Exam Days
12/21/10	Exams (a.m.) Half-Day Teacher Inservice (p.m.)
12/22/10	Exams (a.m.) Half-Day Teacher Inservice (p.m.)
12/22/10	End of Second Quarter
12/23/10 – 01/07/11	Winter Break
01/10/11	Classes Resume
01/17/11	Martin Luther King's Birthday – Holiday
01/28/11	Full Day Teacher Institute (Non-Attendance Day)
02/18/11	Full Day Teacher Institute (Non-Attendance Day)
02/21/11	President's Day - Holiday
03/18/11	End of Third Quarter
03/28-04/01/11	Spring Break
04/04/11	Classes Resume
04/22/11	Non-Attendance Day
05/30/11	Memorial Day - Holiday
05/31-6/2/11	Final Exam Days
06/03/11	End of Fourth Quarter
06/03/11	School Closes (If No Emergency Days Used)
06/03/11	Commencement
06/10/11	Last Official Day - 2010-2011 School Year

NOTE: The dates for the end of school are tentative and assume no emergency closings.

PHONE DIRECTORY

PHONE #708-442-7500

Administration

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 Pam Bylsma (bylsma@rbhs208.org)
 Tim Scanlon (scanlont@rbhs208.org)
 John Passarella (passarellaj@rbhs208.org)

Dean / Attendance Office

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 Heather Spry (spryh@rbhs208.org)

Teacher

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Interim Superintendent
 Principal
 Assistant Principal / Curriculum & Instruction
 Assistant Principal / Student Affairs

Dean of Students
 Attendance Secretary

Department

World Language
 Student Services Department Chair
 English
 Special Education
 Fine Arts
 Special Education
 Fine Arts
 Social Studies Department Chair
 Special Education
 Social Studies
 Mathematics
 Science
 Special Services Department Chair
 Fine Arts
 School Psychologist
 English
 Student Services
 Transition Specialist
 Social Studies
 English
 Mathematics
 Science
 Special Education
 Science Department Chair
 English
 Wellness
 SEE Team
 Library and Technology
 Science
 World Language
 Wellness
 Speech Pathologist
 Applied Arts
 Social Studies
 World Language
 English
 Student Services
 Academic Support
 Wellness
 Wellness
 Library and Instructional Tech. Dept. Chair
 English
 Special Education
 Social Studies
 Fine Arts Department Chair
 Mathematics
 Social Studies
 Social Studies
 Social Studies
 Mathematics
 Wellness/Testing Director
 Social Studies
 Fine Arts
 English
 English
 Science
 Science

Voice Mail

2208
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Voice Mail

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Voice Mail

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 2264
 2249

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Blair Jensen (jensenb@rbhs208.org)	Fine Arts	2206
Gary Johnson (johnsong@rbhs208.org)	Applied Arts	2274
Sarah Johnson (johnsons@rbhs208.org)	English	2262
William Keefe (keefew@rbhs208.org)	Mathematics	2230
Michelle Koehler (koehlerm@rbhs208.org)	Science	2313
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Kathy Peterson (petersonk@rbhs208.org)	Applied Arts	2212
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Laurie Ritchey (ritcheyl@rbhs208.org)	CAP (College Admissions Preparation)	2286
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Jennifer Waldock (waldockj@rbhs208.org)	Mathematics	2287
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Kathy Wyszynski (wyszynskik@rbhs208.org)	English	2263
Patricia Young (youngp@rbhs208.org)	Mathematics	2229
Steve Yurek (yureks@rbhs208.org)	Mathematics	2267
Angela Ziola (ziolaa@rbhs208.org)	Social Studies	2247

ATHLETICS

Information Current as of 6/1/10

GIRLS SPORTS

Badminton
Basketball
Cheerleading
Cross Country
Golf
Gymnastics
Pompon
Soccer
Softball
Swimming
Special Olympics
Tennis
Track
Volleyball
Water Polo

BOYS SPORTS

Baseball
Basketball
Cheerleading
Cross Country
Football
Golf
Soccer
Special Olympics
Swimming
Tennis
Track
Volleyball
Water Polo
Wrestling

ACTIVITIES

Information Current as of 6/1/10

Clarion News
Facets
Rouser
African American Cultural Assoc. (AACAA)
Anime Club
Art Club
Association for Student Tolerance (AST)
Auto Club
Best Buddies
Chess Club
Community of Caring
Cross Currents
Cycling Club
Ecology Club
FCCLA
Fishing Club
Forensics
Forum Club
French Club
German Club
Guard Club

Improv
Literary Club
Math Team
Model U.N.
National Honor Society
Orchesis
Org. of Latin American Students (OLAS)
Photo Club
Ping Pong Club
RB Repertory Dance
RBGSA
Science Club
Scholastic Bowl Team
Ski Club
Snowball
Spanish Club
Special Olympics
Student Association
Tri-M
Ultimate Frisbee Club

FIGHT SONG

*We raise our praises all for you RB
Fight on! Fight on! Fight on to victory!
Loyalty will guide you, we will stand beside you,
Always cheering for the blue and white.
Fight! Fight! Fight!
Make every effort be a worthy deed,
Mighty and stalwart, marching in the lead,
Onward! Onward! Ever onward!
That's the spirit of RB.*



Illinois High School Association

(For 2010-11 School Term)
(Revised 3/12/10)

Key Provisions Regarding IHSAA Rules

Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSAA will have rules you must follow in order to be eligible for interscholastic participation. The IHSAA's rules have been adopted by the high schools which are members of IHSAA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSAA eligibility rules, including the Association's due process procedure. Only the IHSAA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSAA Office.

Information contained here highlights only the most important features of the IHSAA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsaa.org.

You may lose eligibility for interscholastic competition if you are not

in compliance with IHSAA by-laws. Remember, if you have any questions regarding IHSAA rules, please contact your principal/official representative.

1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. Scholastic Standing

- A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
- B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

- Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:
- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
 - B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or

Athletic Eligibility Rules—Page 2

- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.

- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
 - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 - 3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
 - 4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
 - 5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

Athletic Eligibility Rules—Page 3

- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. Physical Examination

You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.

- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in

Athletic Eligibility Rules—Page 4

contests after the authorized ending date. This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sponsored and conducted by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

12. Coaching Schools

- A. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.
- B. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
- C. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
1. You may not attend a coaching school, camp or clinic for any sport after Sunday of Week No. 5 in the IHSA Standardized Calendar.
- D. You may take a private lesson at any time provided no more than two students from your school are in the private lesson.

13. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

The complete set of IHSA By-laws and Policies is available at www.ihsa.org.