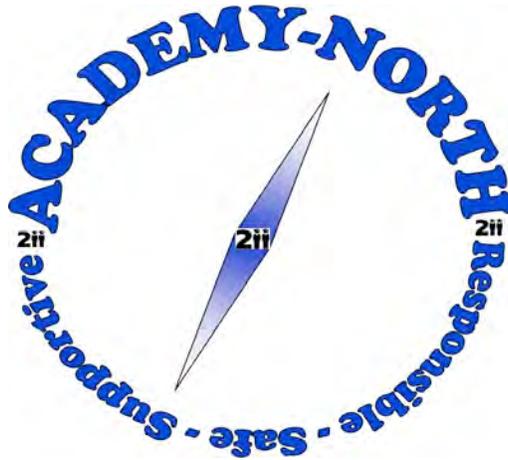


District 211 Academy-North



Parent/Student Handbook

2013-2014
School Year

District 211 Academy - North
335 E. Illinois Avenue
Palatine, Illinois 60067
(847) 755-6700

G.A. McElroy Administration Center
1750 S. Roselle Road
Palatine, IL 60067
(847) 755-6600

School hours- 7:45 a.m. to 3:30 p.m.
Student hours- 9:15 a.m. to 3:15 p.m.

This handbook is intended to give parents and students an overview of District 211 Academy-North alternative therapeutic day school.

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

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

*Superintendent.....***Nancy N. Robb**

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

Bill Robertson, *President*

Mucia Burke, *Vice President*

Anna Klimkowicz, *Secretary*

George Brandt

Robert LeFevre, Jr.

Richard Gerber

Mike Scharringhausen



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

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I. ACADEMY-NORTH PHILOSOPHY

DISTRICT 211 ACADEMY-NORTH MISSION STATEMENT

The mission of District 211 Academy-North is to establish a positive and supportive learning community which fosters the consistent fulfillment of high academic and behavioral expectations, in which all students succeed. Students are offered opportunities to build positive peer and adult relationships, develop appropriate social skills, and accept personal responsibility for behaviors and choices. District 211 Academy-North is committed to strengthen students' pride in themselves, school, and community.

DISTRICT 211 ACADEMY-NORTH VISION

The vision of the District 211 Academy-North is designed using the principles of the Circle of Courage philosophy striving to provide students with the key elements for success. This resiliency model provides students the opportunity to adjust to change and recover from adversity or challenge, fostering an environment that promotes the following:

- **Belonging:** through a caring and supportive community in which trust, acceptance, and respect is present (**I am important to somebody.**)
- **Mastery:** developing achievement by offering access to opportunities, setting high expectations, and being receptive to new ideas (**I am able to solve problems.**)
- **Independence:** encouraging decision-making, problem-solving, and personal responsibility (**I am in charge of my life.**)
- **Generosity:** experiencing the power of giving by making positive contributions to others (**My life has value.**)

(<http://www.reclaiming.com/content/about-circle-of-courage>)

These elements create opportunities for students to realize their strengths, enhance their development, and guide them toward positive choices and experiences.

II. GENERAL INFORMATION

SCHOOL ATTENDANCE

The regular student school hours at Academy-North are: 9:15 -3:15

District 211 Academy-North will follow the school calendar of Township High School District 211 (A copy of the calendar is within this manual).

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

ABSENCES

The parent/legal guardian should call the school at (847) 755-6700 to **report student absences no later than 7:30 A.M. on the day of the absence**. We have staff available to receive calls from Spanish-speaking parents. Parents are encouraged to leave a voicemail during non-school hours. For students in the pre-paid lunch program, the parent/legal guardian needs to contact the school before 8:00 AM to avoid being charged for that day's meals.

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

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

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

If one of these situations occurs, parents should call Academy North at 847-755-6700 by 8:00 am and speak with the receptionist or leave a voicemail if necessary. The program administrator will determine whether or not an absence is to be excused.

In the case of excessive absences, the student's IEP team will work with parents to develop strategies and interventions to improve attendance. Included in the interventions are the possibility of home visits, IEP meeting, and truancy tickets issued by the Police Consultant.

EMERGENCY SCHOOL CLOSINGS

For information contact High School District 211 announcement line: (847) 755-6635. A severe storm or other emergency may require school to be closed. Generally a decision to close school will be made by 6 a.m.

BUS BEHAVIOR

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

Each student is assigned to a bus route. A student may ride only on the bus to which s/he is assigned. Students are expected to be ready to board their bus on time. Buses will not wait for tardy students. **Regular school rules are in effect on the buses. Students are expected to follow all bus rules and will earn bus points on a daily basis.** Buses will wait two minutes beyond a student's pick-up time.

All students will remain seated while the bus is moving. Continued inappropriate behavior or conduct that endangers the well-being of any student or driver may result in disciplinary action. If the discipline results in a bus suspension, the student/family is responsible for arranging transportation to and from school.

If a student misses the school bus, immediately contact the school at (847) 755-6700.

DAILY SCHEDULE

Student scheduling will allow for flexibility, maximum class time, and off-campus physical education. Everyday students will receive a thirty minute lunch, six academic courses, and daily instruction in an elective for developing life skills.

BELL SCHEDULE

Check-In	9:00 -9:15	
Period 1	9:15 -10:05	
Period 2	10:05 -10:55	
Period 3	10:55 -11:45	Period 3 (Lunch) 10:55 – 11:25
Period 4	11:45 -12:35	Period 4 (Lunch) 11:45 -12:15
Period 5	12:15 -1:05	Period 5 (Lunch) 12:35 -1:05
Period 6	1:05 – 1:55	
Period 7	1:55 -2:45	
Period 8	2:45 -3:15	
Dismissal	3:15	

GRADING

The school year is divided into four quarters, each nine weeks in length. Students are graded and receive report cards on a quarterly basis. Parent(s)/guardian(s) are informed at the mid nine-week period of each quarter of their student's progress. Students may receive mid-term reports if they are failing, incomplete, or if the classroom team wishes to make any special comments. Quarter and semester grades are recorded and reported to the administration office where the permanent records are maintained. Semester report cards are mailed directly to the parent(s)/guardian(s). Parent(s)/guardian(s) of a student who is

demonstrating unsatisfactory work are urged to meet with the student's classroom team. The following is an explanation of the grading scale used on report cards:

A - Superior grade for exceptional or outstanding work.

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

C - An average grade for an adequate and satisfactory performance.

D - A passing grade for below average work.

F - A failing grade.

INC – Required work is incomplete. (If a student receives an “INC,” the teacher will specify the work to be completed in a written statement as well as indicate the date in which the work must be completed. A copy of the statement will be given to the student and parent with a copy placed in the student's file.)

GRADUATION REQUIREMENTS

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

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

HEALTH SERVICES

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

HOMEWORK

Academy-North students will be assigned homework. A schedule of homework assignments can be found on the Academy-North link via the District 211 website.

INDIVIDUALIZED EDUCATION PLAN (IEP)

District 211 Academy-North is a therapeutic day school for special education students. Each student will have an Individual Education Plan specific to his/her academic and behavioral needs. There will be an annual IEP meeting for each student to access progress toward meeting the goals and objectives stated in his/her IEP. Additional meetings may be scheduled throughout the school year as needed.

LEAVING CAMPUS

Once students arrive at school they may not leave the school campus without permission from the program administrator or designee. The police consultant will assist Academy-North personnel when students leave the building without permission.

LOCKERS

Lockers are available for students. Only clothing, books and other school related materials should be kept in the locker. Lockers belong to the school and are subject to search. School officials will periodically inspect all lockers for reasons of health, safety, and for recovery of property which are not to be in lockers, or for other reasons in their discretion. Lockers may be searched only by authority of the program administrator or school resource officer.

MAKE UP WORK

Students are responsible for making up missed classwork. Teachers will schedule make-up time for tests and will develop a schedule for missed work due to absences. If a student is absent more than one day, parents are asked to give the teacher 24 hours' notice before picking up assignments. Students may request to stay after school on designated days to complete missed classwork. This is an opportunity for struggling students to work with the problem solving team to pass all classes with a "C" or better. Unless other transportation has been approved by the program administrator, the student will be driven to his home address by District 211 provided transportation.

MEAL PROGRAMS/FREE AND REDUCED MEAL PROGRAMS

BREAKFAST/LUNCH PROGRAM

Students will have the option of purchasing meals, or the parents/guardians can apply for free or reduced meal eligibility. When students purchase meals, they must do so in advance. The meals will be prepaid one month in advance. If you purchase meals and your child will be absent, you must call District 211 Academy-North and notify them of the absence no later than 8 a.m. or the meal will be charged to the student's account. Nearing the end of the month you will receive a notice reminding you of the need to pre-

pay for the next month's meals. If you decide not to purchase meals per month from the district, your child will need to bring a lunch. Students will be able to store food or drinks each day in a refrigerator. A microwave will be available for heating food.

FREE AND REDUCED MEAL PROGRAM

Free or reduced-price meals are available to students whose families meet Federal guidelines. Applications for meal benefits are mailed to families each summer. Additional forms are available from the school. Applications for meal benefits must be made each year. Questions about the program should be directed to Lauren Hummel, the Director of Food Services, at the G.A. McElroy **Administration Center, (847) 755-6680.**

MEDICATIONS IN SCHOOL

Prescription and non-prescription medications will be given according to High School District 211 medication policy. Signed authorization from the student's physician and parent must be on file in health services office. Medication must be brought to the school in the original packing and given to the nurse. Medications will be stored in the nurse's office. At the end of the treatment regime, the parent or guardian will be responsible for removing any unused medication from the school. If not picked up by the end of the year, the Program Administrator or nurse will dispose of the medications. Township High School District 211 retains the right to reject requests for the administration of medication.

PARENT COMMUNICATION AND RESPONSIBILITIES

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

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

Parent(s)/guardian(s) are encouraged to phone Academy-North to discuss progress or concerns at 847-755-6700. The classroom team will initiate phone/parent conference when warranted.

III. PROBLEM SOLVING

LIFE SPACE CRISIS INTERVENTION

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

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

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

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

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

**Student Independence:
Level of Supports Required to Meet Classroom Expectations**

Category	Description	Examples
Independence	<ul style="list-style-type: none"> ✓ Student was able to remain in class the entire period and manage all expectations independently. 	<ul style="list-style-type: none"> ✓ Folders handed to staff as student enters the class ✓ Remains on-task ✓ Completes work ✓ Behaves appropriately ✓ Demonstrates behavior that would be expected on the job and/or college ✓ Meeting home school expectations
Minimal Classroom Supports	<ul style="list-style-type: none"> ✓ Student was able to remain in class the entire period and needed <u>1 or 2</u> supports. 	<ul style="list-style-type: none"> ✓ Verbal redirection ✓ Seating change ✓ Proximity control ✓ Hallway discussion (<2 min.) ✓ Time outside in doorway ✓ Use of secondary room to problem solve or independent study ✓ Use of cell phone without permission ✓ Inappropriate use of technology
Intense Classroom Supports	<ul style="list-style-type: none"> ✓ Student required <u>3 or more</u> supports from classroom staff in a class period. 	<ul style="list-style-type: none"> ✓ Any combination of the examples listed under “Minimal Classroom Supports”
Out of Class	<ul style="list-style-type: none"> ✓ The level of support needed was greater than that available within the classroom. ✓ Class avoidance **Upon return to class student has plan and staff/classroom teacher assistant stays a minimum of five minutes to support successful re-entry. 	<ul style="list-style-type: none"> ✓ Student problem solved <u>outside</u> the classroom. ✓ Support provided outside the classroom ✓ Worked 1:1 with a staff ✓ Worked independently in an office ✓ Sleeping ✓ Did not attend class
Absent	When absent ratings will be here	

ONE –TO- ONE CHECK-IN

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

SECONDARY ROOM

Each classroom has a secondary room which is utilized as a space for students to work independently or to problem solve within the classroom. This room provides the student an opportunity to deescalate from the problem situation with assistance from classroom staff. Students can use this room as a way to problem solve with the classroom staff and show a level of independence while being able to make the positive choice to remain in the class and focus back on the classroom task after the student is able to find a resolution.

Problem-solving can be initiated by the student within the secondary room. Students are encouraged to communicate with the teacher or the teacher assistant. If the secondary room is empty, students who are unable to verbalize the request can quietly go and sit. Problem solving within the classroom is a step towards independence as the student is taking responsible steps to manage their behavior.

PROBLEM SOLVING OUTSIDE THE CLASSROOM

After staff has given a student a minimum of three supports to refocus and participate appropriately in class the student may be asked to leave and problem solve in order to gain insight and develop a plan for success. This will also allow the classroom to continue and the students who are participating to continue learning. Problem solving outside of the classroom is a time for students to think, communicate and go through LSCI steps if necessary.

TOP DOG

Top Dog is a weekly recognition for a nominated student within the building. Students and staff will nominate one student who met Academy-North expectations throughout the week and exemplified a successful week. Nominations are posted within the school as well as sent home.

On a monthly basis the four students will be voted on by students and staff to determine the student of the month.

IV. ACTIVITIES

There are activities that Academy-North students have an opportunity to participate in throughout the school year. These extracurricular opportunities include: the Chicago Area Alternative Education League (CAAEL), Basketball Club, Empowerment Group, Music Club and other activities.

CAAEL is a not-for profit organization, which has dedicated itself to providing innovative, therapeutic educational and athletic programs for High-Risk Youth. CAAEL believes that with strong support and encouragement, each of these children, so at risk of dropping out of school, can be motivated to achieve their full potential. CAAEL programs are designed to keep students in school, develop successful school-to-work skills, and offer positive alternatives to drugs, gangs, and other dangerous and/or criminal activity. CAAEL works with educators, communities, families, volunteers, corporations, and private organizations to strategically plan, implement, and fund its mission.

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

V. REINTEGRATION PROCESS

TERMS FOR CONSIDERATION

The criteria for reintegration will be developed on an individual basis and through collaborative efforts between the student, Academy-North staff, and home high school. Reintegration is a process, guided by the IEP team, and typically starts with a student returning to his/her home school, on a partial basis.

- Step 1:** The student requests a meeting with the team, which is comprised of case manager and a therapist, to discuss the possibility of developing a home school reintegration plan. The student will present the portfolio to the team and the request will be reviewed in a team meeting.
- Step 2:** If approved, the student will create a sample plan outlining goals for a possible reintegration to the student's home school. Successful completion of the plan does not mean an automatic reintegration to the home school. The achievement of meaningful, internalized change is a very difficult and long process. In making the final decision, the staff must consider whether apparent changes in surface behavior reflect an internal change.
- Step 3:** The student will prepare a letter to the home school outlining what they have learned, reflect on the data from the daily reflection sheet and discuss what tools they will apply, in addition to any supports needed for a successful re-entry into the student's home school. The letter and portfolio will be submitted electronically to the program

administrator three weeks prior to the IEP meeting. After review, the program administrator will submit to the home school department chair.

Step 4: The therapist and student will contact the home school department chair with progress updates on a regular basis to increase communication.

- What resulted in a referral to *Academy-North*?
- What positive growth has the student made since he/she first entered Academy-North?
- What goals would the student set to return to their home school, in the event that the initial recommendation is that he/she remains at Academy-North?
- What problems or challenges will be faced at the home school and how will they be handled?

Step 5: Terms of Consideration for Reintegration:

1. Not earn any major discipline referrals or require physical management for a minimum of 12 weeks.
2. Maintain minimal classroom supports 90% of the time for 12 weeks.
3. Maintain 90% attendance for a minimum of 12 weeks.
4. Will maintain passing grades of “C” or better in all subject areas.
5. Demonstrate progress toward individual behavior goals.

VI. PROGRAM RULES AND EXPECTATIONS

ACADEMIC DISHONESTY

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

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

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

BULLYING

Bullying and/or intimidation of others includes, but is not limited to, any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or education of any student. Such behavior may include, but is not limited to, pushing, hitting, threatening, name-calling, taunting, teasing, excluding, humiliating, harassing, extorting, gossiping, slandering, libeling, ostracizing, or other physical or verbal conduct of a belittling or browbeating nature.

A student who feels any person has bullied him or her should report the complaint to an administrator, counselor, or teacher. Students determined to have been involved in bullying will face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the police consultant for criminal offenses.

COMPUTER NETWORKS USED FOR STUDENTS

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

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

Unacceptable uses of the computer network are:

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

Violations of these conditions or others prescribed by the High School District 211 Computer Acceptable Use Policy may result in a referral to an administrator, suspension of computer privileges, loss of credit, or other disciplinary action if deemed appropriate. The

entire Computer Network Use Policy for Students can be viewed online at www.d211.org/studentuse.html.

CRISIS INTERVENTION PREVENTION (CPI)

It is the policy of DISTRICT 211 ACADEMY-NORTH to manage student behavior through positive means and through systematic steps that will eliminate the need for physical management. However, under circumstances where imminent danger to other students, staff, and/or self exists, CPI techniques will be utilized until the student can maintain safety. When physical management techniques are employed, staff will use the minimal amount of force necessary to control the student, ensure student/staff safety, and protect property.

Circumstances requiring the physical management of a student include, but are not limited to the following:

1. If a student is engaging in any physically or verbally aggressive behaviors which threaten the safety of self or others at any location in the school building, its adjacent grounds, or on the school bus, he/she will be physically removed from the area and placed in a supervised setting.
2. If a student is engaging in self-injurious behavior, or if a student appears to be emotionally or physically unsafe to the extent that he/she is likely to injure self or others, he/she will be physically managed and placed in the supervised setting.

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

DISCRIMINATION

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

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

It is a violation of this policy to:

- Make stereotypical or demeaning remarks. Such remarks include name calling, racial slurs, or “jokes” pertaining to one’s race, sex, religion, national origin, or disability;
- Display or circulate written or visual materials in which the language or conduct:
 - a. Results in a substantial interruption of school or school activities, or
 - b. Creates a hostile, intimidating, or offensive environment that interferes with or disrupts any student’s right to fully participate in school or activities.
- Deface school property or materials with the intent to demean;
- Damage, deface, or destroy the private property of an individual;
- Make threats which harass or intimidate another person;

- Physically threaten or harm someone

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

- Directly telling the alleged harasser to stop the offensive behavior
- Notifying a teacher, counselor, or administrator who shall report the incident to the program administrator.

DRESS CODE AND STUDENT APPEARANCE POLICY

Students' dress and grooming must be conducive to learning. If a student's clothing or grooming interferes with our vision of maintaining a learning environment the student may need to change their clothes, make contact with parent and/or meet with staff to make a commitment for the future. If the student refuses to change, problem solving with the student and parents may include an offer of clothing alternatives, and/or provide instruction away from the classroom until the issue is resolved.

Examples of inappropriate clothing:

- Clothing that references, represents or glorifies drugs, alcohol, violence, gangs and sex
- Revealing clothing that is the result of thin fabric or limited skin coverage
- Hats and coats (stored in lockers)
- Pants must be worn at waist level (no sagging)

DRUG AND ALCOHOL POLICY

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

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

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

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

If a student is suspected to be under the influence the student will have a health assessment screening. If the student refuses parents will be contacted and may be required by an administrator or the nurse to pick up the student due to health concerns.

ELECTRONIC DEVICES

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

FALSE FIRE ALARMS

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

GANG RELATED ACTIVITIES

- No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing, which is evidence of membership or affiliation in any gang.
- No student shall commit any act or omission, or use any speech, either verbal or nonverbal (gesture, handshakes, etc.) showing membership or affiliation in a gang.
- No student shall use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity including but not limited to:
 - Soliciting others for membership in any gang;
 - Asking others what gang affiliations they have;
 - Requesting any person to pay protection or otherwise intimidating or threatening any person;
 - Committing any other illegal act or other violation of school district policies;
 - Inciting other students to act with physical violence upon any other person.

Students will turn in any materials or clothing determined to be gang related by the Academy-North staff and a parent may be asked to pick up the items.

GROSS DISOBEDIENCE OR MISCONDUCT

Gross disobedience or misconduct can occur at school or school activities, on or off school property, on a school bus, at a school-sponsored function, as a school-related event, or at an event reasonably related to school. The **Illinois School Code** states that students may be suspended or expelled for gross disobedience or misconduct. Types of behavior that are considered gross disobedience or misconduct include, but are not limited to:

- Repeated or willful behavior which shows disregard for school rules and regulations.
- Insubordination to any school personnel (administrators, teachers, and all non-certified staff).
- Acts which endanger or harm the health, safety, and welfare of others.
- Behavior in which the student tries to harass, intimidate, or frighten, directly or indirectly, any school employee or student.
- Sexual harassment or assault of any student or school personnel.
- Fighting or assaulting any person.
- Direct threat against the life of a staff member.
- Hazing, bullying, or taunting.
- Use of profane or obscene language.
- Excessive truancy, tardiness, or class-cutting after warnings.
- Theft, destruction of property, or possession of stolen property belonging to the school, staff, or other students.
- Unauthorized access or misuse of a computer program or network, and/or any off-campus creation or use of Internet web pages or e-mail which materially or substantially interferes with, disrupts, or deleteriously affects any staff member, student, or the educational process.
- Use of electronic school devices during the school day.
- Possession, use, sale, or distribution of any intoxicant, alcoholic beverage, “look-alike” drug, or narcotic, or exhibiting the odor of alcohol or any illegal drug, narcotic, or controlled substance. This prohibition includes any attempt to sell or solicitation to obtain an illegal substance.
- Possession, control, transfer, use or attempt to use, threat to use, conspiracy to use, or aiding or abetting use of a weapon. For purposes of this policy, a weapon includes guns, rifles, shotguns, knives, brass knuckles, billy clubs, bombs, flares, smoke bombs, explosives or incendiary devices, any item defined by applicable federal or state law as a weapon, and look-alikes with these types of items. Such items as baseball bats, tools, bottles, locks, sticks, pencils, or pens also will be considered weapons when used or attempted to be used to cause bodily harm. Attempt to use includes any threat to use.
- Participation in games of chance.
- Commission of a felony.
- Act(s) of arson.
- Gang activity. A “gang” means any on-going organization, association, or group of three or more persons, whether formal or informal, having as one of its primary

activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules. Gang activity includes, but is not limited to, any act in furtherance of the gang and possession or use of gang symbols, such as drawings, hand signs, and attire.

- Bomb threat.
- Setting off a false fire alarm.
- Possession and/or use of any laser device.
- Any student behavior or activity which actually causes or reasonably forecasts the occurrence of substantial disruption or interference with school or school activities.
- Any act or activity involving the possession, use, threat to use, or threat to possess an object or substance or look-alike which is harmful or threatening to the health and safety of others. This includes such substances as biological agents and objects and substances commonly associated with terrorist activities, as well as threats of bombs or other violence and false fire alarms.

HAZING

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

HONOR ROLL

Students who can maintain an 80% or higher in all classes in addition to meeting behavioral and attendance standards are recognized monthly on the Academy North Honor Roll. Certificates are posted for peers to see as well as sent home for parents to share in our student successes.

INDEPENDENT STUDY

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

IN-SCHOOL SUSPENSION

Primarily, students are assigned an in-school suspension as a consequence for inappropriate conduct. Failure to serve an in-school suspension appropriately, may lead to

an out of school suspension.

PRANKS

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

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

PASSIVE VIDEO SURVEILLANCE MONITORING

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

RESPIRATORY SENSITIVITY

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

SEARCH & SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities will search students and their belongings, upon arrival to District 211 Academy- North. Staff may seize contraband materials

discovered in the search in accordance with Illinois law and the authority and guidelines established by the United States Supreme Court, and other federal law, state law, and school policies and procedures.

- ✓ Students are protected by the fourth amendment to the U.S. Constitution from unreasonable searches and seizures. Unlike police, school officials do not need a warrant to search a student. However, searches of students by school officials must be (1) justified by the existence of reasonable grounds for suspecting a rules violation, and (2) reasonable in scope and not excessively intrusive.
- ✓ School staff may search a student and/or the student's personal effects when there are reasonable grounds for suspecting that the search will produce evidence that a particular student has violated or is violating either the law or the rules of the **DISTRICT 211 ACADEMY-NORTH**. The search is to be conducted in a manner which is reasonably related to its objectives and excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- ✓ School officials may inspect and search places and areas such as lockers desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by a student without notice to or the consent of the student at any time and on a general area-wide basis. School officials may request the assistance of law enforcement authorities for the purpose of conducting searches of lockers, desks, parking lots, and their school property and equipment owned or controlled by the school for illegal drugs, weapons, other illegal or dangerous substances or material, including conducted through the use of specially trained dogs.
- ✓ If a search produces evidence that the student has violated or is violating the law, local ordinance, or DISTRICT 211 ACADEMY- NORTH policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School officials may also turn over such evidence to law enforcement authorities.

SEXUAL HARASSMENT

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

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

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

A student who feels he or she has been sexually harassed by any person should report the complaint by (1) directly telling the alleged harasser to stop his or her offensive behavior; and/or (2) report incident to any staff member who shall refer the matter immediately to the program administrator. Regardless of how the student chooses to report the alleged sexual harassment, a student's good faith action in reporting will not adversely affect the student's education, grades, curriculum, or record. However, if a student or witness is found to have been intentionally dishonest in making a report, the student or witness shall be subject to discipline.

SMOKING & TOBACCO

Students may not smoke, possess, or use tobacco or any "look-alike" tobacco substance in any form anywhere on school property, buses, and vans. This policy applies to all tobacco derivatives and applies before, during, and after school hours. Confiscated items, such as lighters or cigarettes, will not be returned.

SUSPENSIONS

Suspension is a last resort consequence in discipline for a student exhibiting gross misbehavior. Students can be suspended from school for continued misbehavior or a single act of gross disobedience or misconduct for a maximum of 10 school days. A suspended student is not permitted in school or on school grounds during the day, in the evening, or on a weekend while the suspension is in effect. In addition, students are not permitted to attend work/study jobs. Students are responsible for obtaining make-up work. Before, suspension, the student will have an opportunity to give a statement. If the students' presence poses a continuing danger to persons or property or an on-going threat of disruption to the educational process the student may be immediately suspended. In such cases, the notice and conference will follow as soon as practicable.

TELEPHONE USE

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

VANDALISM

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

DISTRICT 211 BUILDINGS

- G.A. McElroy Administration Center – 847/755-6600
1750 South Roselle Road, Palatine, Illinois 60067-7379
Nancy Robb, Superintendent
www.d211.org
- Palatine High School – 847/755-1600
1111 N. Rohlwing Road, Palatine, Illinois 60074-3797
Gary Steiger, Principal
- William Fremd High School – 847/755-2600
1000 S. Quentin Road, Palatine, Illinois 60067-7099
Lisa Small, Principal
- Schaumburg High School – 847/755-4600
1100 W. Schaumburg Road, Schaumburg, Illinois 60194-4197
Timothy Little, Principal
- Hoffman Estates High School – 847/755-5600
1100 W. Higgins Road, Hoffman Estates, Illinois 60195-3098
Jim Britton, Principal
- James B. Conant High School – 847/755-3600
700 East Cougar Trail, Hoffman Estates, IL 60194
Timothy Cannon, Principal
- District 211 Academy–North – 847-755-6700
335 E. Illinois Ave.
Palatine, IL. 60067
Francesca Anderson, Program Administrator
- District 211 Academy-South – 847/755-6640
1544 Brandy Parkway
Streamwood, IL 60107
Amy Friel, Program Administrator

HIGH SCHOOL DISTRICT 211 MISSION STATEMENT

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

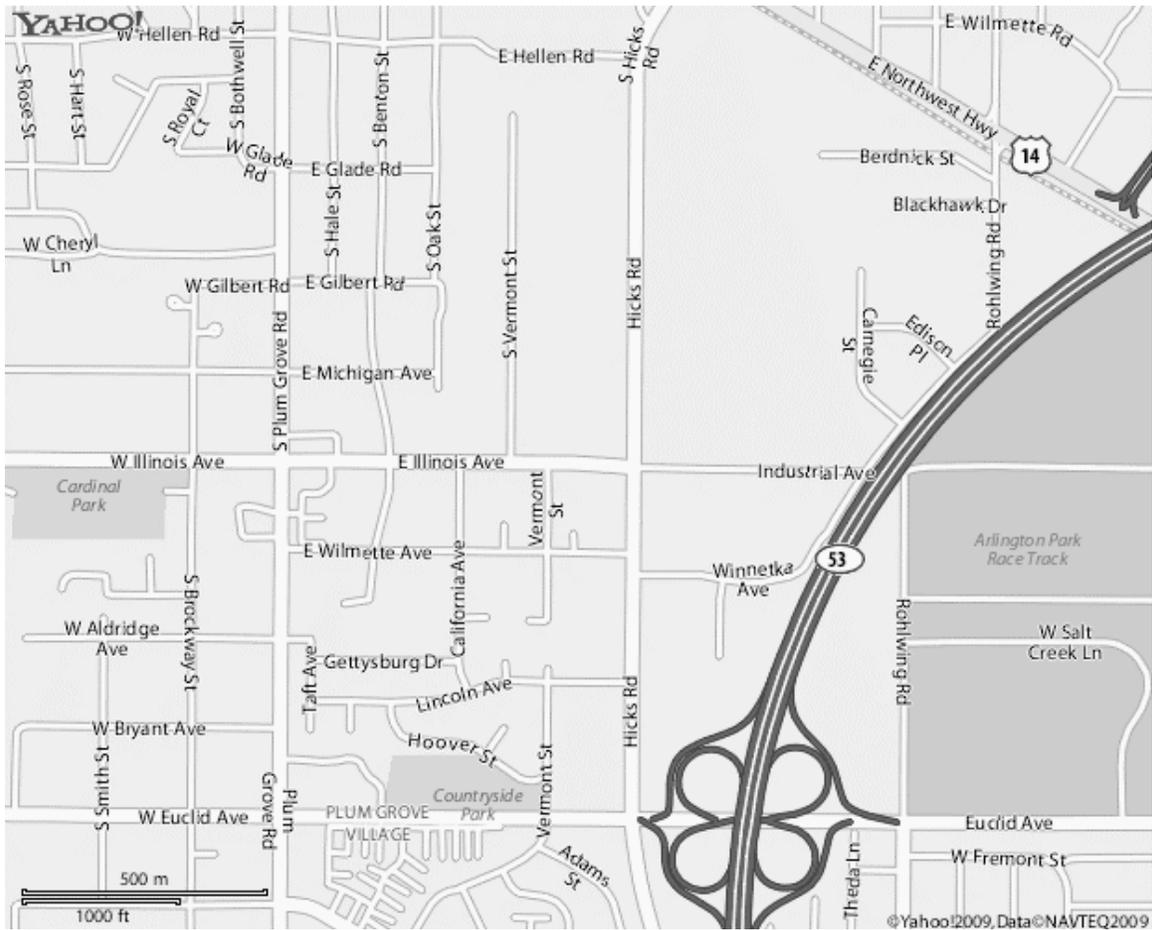
MAP:

DISTRICT 211 ACADEMY-NORTH

335 ILLINOIS AVE

PALATINE, IL 60067

847-755-6700



PARENT/STUDENT REVIEW

I have received the DISTRICT 211 ACADEMY-NORTH and the DISTRICT 211 HOME HIGH SCHOOL Parent/Student Handbook. I understand that I will be required to comply with the rules and regulations of the DISTRICT 211 ACADEMY-NORTH program as well as with District 211's disciplinary rules.

Student Signature

Date

I have received and reviewed with my student the DISTRICT 211 ACADEMY-NORTH and the DISTRICT 211 HOME HIGH SCHOOL Parent/Student Handbook. I understand that my child is expected to comply with the rules and regulations of the DISTRICT 211 ACADEMY-SOUTH program as well as with District 211's disciplinary rules.

Parent Signature

Date