

# Fenton Community High School District 100

1000 West Green Street  
Bensenville, IL 60106  
630-766-2500  
www.fenton100.org

James Ongtengco  
Superintendent

Jovan Lazarevic  
Associate Superintendent/Principal

## 2017 - 2018 Student Handbook and Planner

Name \_\_\_\_\_

ID Number \_\_\_\_\_

Locker Number \_\_\_\_\_

Phone Number \_\_\_\_\_

### Mission Statement

The mission of Fenton High School is to educate and inspire each student to reach his/her fullest potential as a productive, lifelong learner and a responsible, respectful person by providing comprehensive, challenging, quality learning experiences in a supportive environment.

Fenton has been named to the  
*U.S. News and World Report* Best High Schools List  
2017 Bronze Medal Distinction

The Fenton Student Planner and Handbook covers were designed by Fenton students Yvette Robles and Carly Sipes.

Visit the Fenton website at [www.fenton100.org](http://www.fenton100.org) to follow Fenton on Facebook, Twitter (@FentonHS) and YouTube.

# Fenton Names and Numbers

## District 100 Board of Education

Oronzo Peconio, President

Paul Wedemann, Vice President

Patty Jalowiec, Secretary

Mary Ann Payton-Howell

Juliet Rago

Jacci Ramirez

Laura Wassinger

## Fenton High School Administration

Superintendent

James Ongtengco 860-6281

Associate Superintendent/Principal

Jovan Lazarevic 860-6259

Interim Director of Human Resources

Dr. Gayle Wahlin 860-6287

Director of Curriculum and Instruction

Michelle Papanicolaou 860-4813

Director of Activities and Athletics

Todd Becker 860-6262

Assistant Principal/Dean

Carrie Pomahac 860-6260

Dean of Students

Pedro Castro 860-6254

Division Leader

Eric Koranda 860-6255

Division Leader

Josh Emmett 860-4717

Division Leader

Lisa Luna 860-4718

Division Leader

Eileen Roberts 860-6253

**For a complete staff directory, please visit:**

**<https://www.fenton100.org/content/staff-directory>**

# 2017 - 2018 School Calendar

## August

- 21 First Day of School
- 31 Curriculum Night

## September

- 1 School Improvement Day - 12:08 pm Dismissal
- 4 Labor Day Holiday - No School

## October

- 9 No School - Columbus Day Holiday
- 19 No School - Parent Teacher Conferences
- 20 No School - Teacher Institute Day

## November

- 22 No School
- 23 No School - Thanksgiving Day Holiday
- 24 No School

## December

- 20 - 22 First Semester Final Exams
- 25 - 29 No School - Winter Break

## January

- 1 - 5 No School - Winter Break
- 8 No School - Institute Day
- 9 Classes Resume
- 15 No School - Martin Luther King Holiday

## February

- 19 No School Presidents Day Holiday

## March

- 1 Parent Teacher Conferences – 12:08 Dismissal
- 2 Institute Day – No School
- 26 - 30 Spring Break - No School

## April

- 10 SAT Testing

## May

- 20 Graduation
- 23 - 25 Final Exams
- 28 Memorial Day Holiday

# Semester Schedules

## First Semester

Period	Class	Teacher	Room
0	_____	_____	_____
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

## Second Semester

Period	Class	Teacher	Room
0	_____	_____	_____
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

# Section 1: School Information

## *Non-Discrimination Statement*

Fenton Community High School District 100 does not discriminate on the basis of age, race, color, national origin, sex, or handicap in its educational programs, activities, or employment policies. In addition, the District administers all actions without regard to age, race, color, national origin, sex, or handicap as defined by law. Anyone having questions or concerns directly related to Fenton Community High School District 100's position on non-discrimination should contact:

### Non-discrimination/Title IX Coordinators:

- Jovan Lazarevic, Associate Superintendent/Principal : (630) 860-6260 / lazarevic@fenton100.org
- Carrie Pomahac, Assistant Principal: (630) 860-6253 / pomahac@fenton100.org

Fenton Community High School District 100  
1000 West Green Street  
Bensenville, IL 60106

## *Board of Education Information*

The Fenton High School District 100 Board of Education welcomes feedback from members of the public, District employees, parents and students. Any individual may make a suggestion or express a concern at the District or School office. All suggestions and/or concerns will be referred to the appropriate staff member or District administrator.

## **Public Participation at School Board Meetings and Petitions to the Board**

At each regular and special open meeting, members of the public and District employees can comment or ask questions of the School Board during the "Hearing of Delegations" portion of the meeting. Individuals must sign in prior to the meeting and request to speak. Once addressed by the board president, the individual must identify themselves, be brief, respectful and abide by Board policy 8:30. Complete rules for public comments during a board meeting are available at the check-in table at every board meeting or by locating Policy 2:230 on the Fenton School Board webpage.

## *Homeless Rights*

The Education for Homeless Children and Youth program, as part of the McKinney Vento Homeless Assistance Act, ensures homeless children the right to a free and appropriate public education and immediate enrollment even when medical records cannot be produced at the time of enrollment. Please contact Mrs. Carrie Pomahac at 630-860-6260 for further information.

## ***Sex Offender Notification***

Please be aware of Public Act 94-004 Sex Offender Registration. This legislation requires principals and/or teachers of public or private elementary or secondary schools to notify parents that information about sex offenders is available to the public. The sex offender information is available at [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/).

## ***Emergency Procedures***

When emergency situations are so severe that Fenton High School will close, we will utilize our electronic messaging system and place a call to every home number. An announcement will also be posted on the Fenton High School website, [www.fenton100.org](http://www.fenton100.org), Fenton Facebook page and Fenton Twitter (@FentonHS). Fenton High School has developed and practices a comprehensive safety and crisis program. Fenton High School participates in all safety drills required by the state of Illinois.

## ***Complaint and Grievance Procedure***

### **Complaint Procedure**

Parents having a concern/complaint involving a member of the professional staff should first discuss that matter with the person or persons directly involved. If the concern is not resolved satisfactorily, subsequent conferences may be held in the following order:

1. A conference including the responsible administrator and the parties involved;
2. A conference including the principal and the parties involved;
3. A conference including the superintendent and the parties directly involved.

### **Uniform Grievance Procedure**

An individual who is not satisfied after following the appropriate channels of authority may file a grievance using the Uniform Grievance Procedure. The procedure for filing a Uniform Grievance can be found by contacting the superintendent's office or visiting the Board of Education webpage at [http://www.fenton100.org/content/board\\_content/board-policies](http://www.fenton100.org/content/board_content/board-policies). Policy 2:260 is at the bottom of the Board of Education policy page.

## ***Student Records***

Fenton Community High School District 100 keeps records of its students in two files -- a Permanent Record File and a Temporary Record File. Records are kept in compliance with the Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Records Act of 1975. Procedures as outlined in the Rules and Regulations to Govern School Student Records are as follows:

### **Definition of Student Records**

Student Records refer to any written or recorded information maintained by the District by which a student may be individually identified. Information maintained by a staff member for personal use is not considered a part of the Student Record. The Student Records consist of a Permanent Record and a Temporary Record (described below):

## **Student Permanent Record**

A. Consists of:

1. Basic identifying information, including student and parent names and addresses, birth date and place, and gender;
2. Academic transcript, including grades, graduation date, and grade level achieved;
3. PSAT scores
4. Attendance record;
5. Accident reports and health record;
6. Record of release of permanent record information.

B. May also consist of:

1. Honors and awards received
2. Information concerning participation in school sponsored activities/athletics, or offices held in school sponsored organizations.
3. No other information shall be placed into the Student Permanent Record.

## **Student Temporary Record**

A. 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 and 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. Other verified information of clear relevance to the education of the students;
13. Record of release of Temporary Record information.

## **Inspection of Student Records**

Parents have the right to inspect, challenge, and copy their child's records until one of the following occurs:

- the student attains 21 years of age; or
- the student attains 18 years of age and declares financial independence.

All students have the right to inspect, copy, and release their Permanent

Record. Students will not have access to their Temporary Records without parent permission until they:

- attain 18 years of age;
  - graduate; or
  - assume financial independence.
1. Student records will be made available to parents or eligible students within fifteen (15) school days from the time a written request is received.
  2. When parents or students inspect the records, a qualified staff member will be present to interpret the information contained in these records.
  3. Copies of student records will be provided to eligible parents and students upon request. The school may charge a cost not to exceed .35 cents per page.
  4. Non-custodial parents have the same rights as custodial parents unless specifically denied by a court order.
  5. 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 School Student Records Act.

### **Right to Control Access of Student Records**

District 100 will release student records to an official records custodian of another school in which the student has enrolled or intends to enroll. The official or student must make a written request to release the records.

### **Access to Records Without Parent Consent**

1. District 100 staff members who have a current and legitimate educational interest in the student records will have access to a student's Permanent and Temporary Records.
2. School officials will release student records without parent permission pursuant to a valid court order or subpoena presented by local, state, or federal officials. However, school officials will notify parents in writing regarding the judicial order and the information so provided.
3. Student records may be made available to researchers for statistical purposes provided that:
  - a. permission has been received from the State Superintendent of Education;
  - b. no student or parent will be personally identified from the information released.
4. Information may be released to appropriate persons if such information is necessary to protect the health or safety of the student or other persons.
5. Student records may be released to the Northern DuPage Special Education Cooperative in DuPage County. This could include psychological, social and medical information of a highly confidential nature.
6. Records of eighth grade students entering High School District 100 will be sent from the sending school to the high school attendance center. This transfer of records will be completed by July 1, following the completion



of grade eight.

7. School “directory information” may be released at the District’s discretion unless a parent requests in writing that any or all such information should not be released. Directory information includes:
  - a. student’s name, address, gender, grade level, birth date and place, parents’ names and address(es); academic awards or honors; information in relation to school sponsored activities, organizations or athletics; period of attendance in the school.

### **Challenge Procedures**

1. Parents have the right to challenge the accuracy, relevance or propriety of any entry in their child’s records, exclusive of grades.
2. A request to challenge the contents of a student’s record must be made in writing to the school’s official records custodian and must state in specific terms what entries in the child’s record are being challenged.
3. The records custodian will conduct an informal conference with the parents within fifteen (15) school days of the receipt of the written challenge.
4. If the challenge is not resolved by the informal conference, formal procedures may be initiated in accordance with Rules and Regulations to Govern School Student Records, Article IX, Sections 9.03 and 9.04.

### **Maintenance of School Records**

1. Student PERMANENT RECORDS will be maintained for a period of sixty (60) years from June 15 of the year the student was transferred, graduated, or permanently withdrawn from school.
2. Student TEMPORARY RECORDS will be maintained for five (5) years from June 15 of the year the student transfers, graduates or permanently withdraws from school.
3. The records custodian is responsible for maintaining and updating all student records. Upon graduation or permanent withdrawal of a student with a disability (as defined in Ill. Rev. Stat. 1975, ch 122, article 14 and the Rules and Regulations to Govern the Administration and Operation of Special Education, psychological evaluations, special education files, and other information contained in the Student Temporary Record which may be of continued assistance to the student may, after three years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. The school shall explain to the student and the parent the future usefulness of these records.

Please Note: On or after Monday, October 30, 2017, special and regular education student temporary records for the Class of 2012 will be destroyed.

Before any student record is destroyed or information deleted there from, it is Fenton Community High School District 100’s responsibility to ensure that the parent or eligible student shall be given reasonable prior notice of the proposed destruction or deletion of the student record information. No record may be destroyed if there is a pending request to inspect, copy or challenge that record. If either a parent or eligible student wishes to inspect, copy or challenge their temporary record, they are to call Mrs. Beth Damascus (Records Compliance

Officer) at 630-860-4794 no later than Thursday, October 30, 2017.

## ***Schoolwide Title I Program***

### **Parents Right to Know**

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, parents/legal guardians have the right and may request information regarding the professional qualifications of your student's teacher or paraprofessional. This information regarding the professional qualifications may include, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **Parental Involvement**

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent shall:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the Board on the implementation of this policy.

### **School-Parent-Student Compact**

(Parental Involvement: Title I Part A Non-Regulatory Guidance)

The Fenton Community High School District 100 and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2017-18 school year.

## **School Responsibilities**

Fenton High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards through the Curriculum Committee, Director of Curriculum, and the Professional Learning Community (PLC) model, curriculum and instruction will be continually monitored for alignment to Illinois State Learning Standards
2. Hold parent-teacher conferences twice annually during which will emphasize the importance of the parent role in supporting students at the high school level. Conferences will be held at Fenton High School in October and February each school year.
3. Provide parents with frequent reports on their children's progress. Specifically, Fenton High School will provide reports as follows: every four weeks throughout the school year, including a final 1st and 2nd semester report card.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows: Through telephone, email, parent teacher conferences, or meetings as requested.
5. Provide parents opportunities to volunteer, as follows: Parents are able to volunteer to be part of Fenton High School's Athletic Boosters, Band/Choir Boosters, with Padres Unidos (Latino Parent Organization), Be REAL (PBIS) Parent Volunteers, and Community Partners.

## **Parent Responsibilities**

We, as parents/guardians, will support our children's learning in the following ways:

1. Monitoring attendance.
2. Ensuring that homework is completed.
3. Participating, as appropriate, in decisions relating to my child's education.
4. Promoting positive use of my child's extracurricular time.
5. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
6. Attending school events, such as drama and music productions, athletic events, and other extracurricular activities.
7. Serving, to the extent possible, on policy advisory groups, such as the Discipline Committee, Be REAL (PBIS) Committee, the Board of Education.

## **Student Responsibilities**

1. We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:
2. Do my homework every day and ask for help when I need it.
3. Monitor my grades through PowerSchool.
4. Utilize my time responsibly during Bison Time and to seek resource help when I need it.

5. Take responsibility for the care and use of my Chromebook.
6. Participate in extracurricular activities and/or athletics.
7. Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school.

### **Surveys of Information**

In accordance with federal law (Public Law 103-227), students who participate in federally funded programs (e.g. Schoolwide Title I) are not required to divulge in a survey, analysis or evaluation of any of the following without the prior written consent of their parents or guardians: 1) political affiliations; 2) embarrassing mental or psychological problems; 3) sexual behavior and attitudes; 4) illegal, anti-social, self-incriminating and demeaning behavior; 5) critical appraisals of family members; 6) privileged relationships such as those involving lawyers, physicians and clergy; and 7) income (other than as required to determine eligibility for participation in a program or for financial assistance).

### ***Illinois Social and Emotional Learning (SEL) Standards***

In 2003, the Illinois State Legislature passed a law concerning the mental health of children in the state. A part of this law mandated that all school districts in Illinois develop a plan to teach and assess the social and emotional development of students. The Illinois State Board of Education (ISBE) now requires each district to meet social and emotional learning (SEL) standards it developed with a wide range of stakeholders, including teachers, psychologists, and parents. According to ISBE, “there is a strong research base indicating that these SEL competencies improve students’ social/emotional development, readiness to learn, classroom behavior, and academic performance.” The three SEL goals are as follows:

- Goal 1: Develop self-awareness and self-management skills to achieve school and life success.
- Goal 2: Use social-awareness and interpersonal skills to establish and maintain positive relationships.
- Goal 3: Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

Under each goal, the state has developed two to three standards with age-appropriate bench-marks. Each benchmark level also contains numerous performance descriptors, listing more specific, measurable skills. This detailed information may be found at the websites below:

Illinois State Board of Education:

[http://www.isbe.state.il.us/ils/social\\_emotional/standards.htm](http://www.isbe.state.il.us/ils/social_emotional/standards.htm)

Fenton High School:

<http://www.fenton100.org/content/social-and-emotional-learning-sel-standards>

### ***Health Services***

The Health Office is available for students who have health problems and need assistance. The following procedures should be observed:

1. If a student becomes ill during the school day, he/she may report to the Health Office only after obtaining a pass from the teacher whose class he/she is in, or if the illness occurs between classes, by obtaining a pass from his/her teacher of the next class period. Only under most unusual

conditions will a student be permitted to see the nurse throughout the day without a pass.

2. If a student becomes ill during the school day, he/she MUST report to the health office for assessment BEFORE a parent/guardian is notified. Health office staff will contact the parent/guardian if it is determined that the student is ill or injured and needs to go home. If a student contacts parent/guardian before being assessed the student may leave with the parent/guardian, however the absence will be UNEXCUSED and a Dean referral will be made.
3. Students who are dismissed due to illness may not be allowed to ride the school bus.

## **Medication**

If your child requires medication while at school the following procedure is required:

- A School Medication Authorization Form must be completed by a physician and parent before any medication including over the counter medication can be given at school. This form must be updated each school year.
- Prescription medications must be brought to school in a container appropriately labeled by the physician or pharmacy noting the student's name, medication, dosage, schedule of administration, date and prescriber's name.
- Over the counter medications must be brought in their original container.
- All controlled substances must be brought in and picked up by the parent/guardian. All medication is to be brought to the health office first period.
- At no time shall a student have prescription or over the counter medications on their person. The exception to this rule is Public Act 094-0792, 5/19/06, of the School Code, Self-Administration of medication. "A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma (an inhaler) or the use of an epinephrine auto-injector (epi-pen) by a pupil." An asthma inhaler and/or epi-pen are authorized for self-administration by the student's physician and parent on the School Medication Authorization form.
- Any change in medication dosage or administration must be provided in writing by the prescribing physician.
- All medications will be sent home with the student at the end of the school year unless the nurse feels it is not safe to do so or parent/guardian request other arrangements. An exception to this is if the medication is a controlled substance then a parent or guardian must pick up the medication. Student/Parent/Guardian will be required to sign and date a Year End Medication Pick-Up form prior to taking medications home.
- Any Medication not picked up at the end of the school year will be appropriately discarded.

## **Students with Diabetes**

Fenton Community High School, District 100 will facilitate the needs of students with

diabetes who attend school. The District will not deny a student access to school or school related activities on the basis that a student has diabetes and will not restrict the assignment of a student with diabetes on the basis that the school does not have a full time nurse. The District will comply with the requirements of the *Care of Students with Diabetes Act*. If your child has Type 1 or Type 2 diabetes, please contact the health office at 630-860-4941 so that a Diabetic Medical Management Plan can be developed.

### **Food Allergies**

School attendance may increase a student's risk of exposure to allergens that could trigger a food allergy reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, A Food Allergy Management Program using a cooperative effort among students' families, staff members and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

If your child has a food allergy, please contact the health office at 630-860-4941.

### **Medical Exclusions for the Prevention and Control of Communicable Diseases**

Because of our concern for all of the students at Fenton High School, we must necessarily exclude certain students who exhibit symptoms of contagious diseases. In addition to diseases such as flu, measles, rubella, chicken pox, mumps, and scarlet fever, there are several other health problems which are contagious and will not only require exclusion, but will also require a physician's note for the students to return to school. This group of diseases includes scabies, undiagnosed rashes, and conjunctivitis (eye infection). Students with diagnosed conjunctivitis will also need to be under treatment for 24 hours before they will be allowed to return to school (per Public Health Guidelines).

### **Physical/Immunizations Requirements**

A physical exam documented on the Illinois State *Certificate of Child Health Examination* form and up to date immunizations are required for all incoming freshman and those students entering Illinois or USA for the first time. Students are required to show proof of immunity to diphtheria, pertussis, tetanus, measles, mumps, rubella, poliomyelitis, hepatitis B, varicella and MCV (for seniors only) on or before October 15 of each school year or within 30 days of transferring into Fenton High School. Students not meeting the deadline will be excluded from school by law.

If a student has religious objection to examinations and/or immunizations the State of Illinois requires that the Illinois Certificate of Religious Objection form completed and submitted to the Fenton's health office for approval on or before October 15 or within 30 days of transferring into Fenton High School.

Please note, pertinent confidential information is shared with teachers and staff as needed to ensure the safety and well-being of your child. If your child has special

healthcare needs, please contact the health office so that we can prepare for your child's arrival at Fenton.

### **Vision and Hearing Screening**

Vision and hearing screening are required annually for all students in special education, new to the district or who have been referred by their teacher. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Vision screening performed by the doctor's office as part of the school physical does not fulfill the mandate. If there is documentation in the student's file of an eye examination having been done by an optometrist or ophthalmologist within the last 12 months, the student does not have to be screened.

### **Medical Excuses for Physical Education**

Attendance in physical education is required by Illinois State Law. A student who is physically unable to participate in physical education will be granted a medical excuse from the activity portion of physical education under the following conditions only:

1. A non-participation excuse may be issued by the gym teacher for a one-to three-day period if the student has a note from the parent stating the medical problem.
2. A student who requires a medical excuse for more than three days must bring a note signed by a physician specifying the reason for the excuse and the dates the student will be unable to participate in the activity. This note must be presented to the school nurse immediately so that non-participation days will be considered excused. Retroactive gym excuses will not be accepted. If a medical excuse from a physician lapses, another note must be ongoing or the student will have unexcused class days. Parents are reminded that physicians' notes are also needed for students who have stitches or casts. These may be obtained from an emergency physician or the student's regular physician.
3. Chronic health problems requiring a gym excuse must be documented by a physician each school year.

A student will not receive credit for physical education if he/she is failing this course prior to receiving the medical excuse or continues to miss class after a medical excuse has expired.

### **Insurance**

Fenton Community High School District 100 has purchased a student accident insurance policy for each enrolled student for the 2016 - 2017 school year. Benefits are secondary to all other collectible insurances. Claim forms are available in the nurses and athletic offices. A complete copy of the insurance policy is available in the main office.

All school injuries requiring a physician's care must be reported immediately to the school nurse. Treatment by a physician must take place not later than thirty (30) days following the accident. Completed insurance forms must be received by the company within ninety (90) days from the date of injury if the company is to honor them. Students are to fill out insurance forms with the nurse after she receives a completed accident form from the supervising teacher. **INJURIES**

## **RECEIVED IN A FIGHT ARE NOT COVERED BY THIS ACCIDENT INSURANCE POLICY.**

### ***Bus Service***

Fenton High School has participated voluntarily for many years in the State of Illinois plan for school transportation. The school district is not required to furnish transportation for its students.

Good conduct is required at all times while riding school buses. A student who does not meet these standards of good conduct may lose his/her bus riding privileges. If this occurs, it will not be deemed an excuse for being absent or late to school.

Students who live one and one-half miles or more from school are eligible for a bus pass. Transportation will also be provided for those students who live within designated hazardous walking areas as determined by the Board of Education. Following a time schedule, students are picked up in the morning at designated points and returned after school.

If a student misses his/her bus for any reason, it is still the student's responsibility to get to school on time. At 4:30 p.m. a late bus (3:50 pm on Tuesdays) leaves from the front of Fenton High School to transport students who have attended meetings, practices, etc. A second trip is made leaving from the front of the school at 6:30 p.m. for students in extra-curricular activities.

If a student has been denied bus service but feels that he/she is qualified to ride the school bus, he/she may apply for a bus pass in the Superintendent's Office.

**BUS ROUTES ARE SUBJECT TO CHANGE DUE TO LOAD DISTRIBUTION.  
TRAFFIC AND WEATHER CONDITIONS MAY CAUSE THE PICK-UP TIMES TO VARY. ALL STUDENTS MUST BE AT THEIR STOP FIVE (5) MINUTES PRIOR TO THE SCHEDULED PICK-UP TIME.**

### **Student Bus Regulations**

Students must:

1. Show I.D.s to the driver when boarding. Students will not be allowed to ride home without an I.D. card. Furthermore, students should not board a bus without the driver or chaperone present or on board.
2. Keep hands and head inside the bus at all times.
3. Not lower windows below the black lines on the window posts.
4. Not throw anything out of the bus windows.
5. Be absolutely quiet when approaching a railroad crossing.
6. Not participate in loud laughing, talking, or unnecessary confusion.
7. Not eat or drink on the bus.
8. Not carry animals or other objects that may be disruptive or cause damage to the bus.
9. Keep books, packages, coats, feet and all other objects out of the aisles. Items such as skateboards may not be carried on the bus.
10. Stay off the road at all times while waiting for the bus.
11. Not loiter on or around the buses.



12. Not leave their seats while the bus is in motion; shall sit facing forward with their feet on the floor.
13. Not tamper with or open the emergency door except in an emergency situation.
14. No spikes or other equipment that may damage the bus may be worn on the bus.
15. Not board or leave the bus at any location other than their assigned stop. It is illegal for students to cross four (4) lane highways when approaching or departing from a school bus. (Illinois Motor Vehicle Code, Section 11-1415) Any conduct that is not acceptable in the classroom will not be acceptable on the school bus. Students who do not follow the guidelines above, or who fail to accept the driver's authority and his/her instructions, may be suspended from riding the bus.

### **Bus to Away Events/Activities Bus**

Fenton High School buses are often used for transportation to away-from-school activities such as a basketball game at another conference school or for a club that is attending a play or other activity. The cost charged to students for such a trip is based upon actual operating costs, including the bus driver's salary, and is substantially lower than the amount a private carrier would charge.

Because the school has assumed authority for supervision when school buses are used for events of this kind, **it is a requirement that students who ride a bus to such an event must also ride the bus back to school on the return trip.** If a parent wishes to make a special arrangement for his/her son or daughter to use some other means of transportation for the return trip, he/she must request this in advance by contacting the Student Center at (630) 860-4949.

### ***Cameras - Surveillance***

Video cameras have been installed in the building for the protection of students and staff. Tampering with cameras will be considered a major disciplinary offense.

### **Visitors**

Parents of Fenton students and other interested citizens of the communities are encouraged to visit our school. Visitors are to enter the building through secured DOOR #1 during school hours. In order to visit the school, all visitors must report directly to the Main Office. Each visitor is required to present a government issued picture ID upon check in. Fenton High School utilizes the RAPTOR system which scans each photo ID as a security measure. Each visitor will be expected to leave the ID with the front desk staff and will be required to pick up their ID before leaving the building. They should make advanced arrangements in the Main Office so that their visit will be as meaningful as possible. Persons not identified with the school must have a permit from either the Main Office or the Student Center to see students or teachers in the building or to pass through the halls.

### ***Food Deliveries***

Food deliveries ordered by students, parents, and/or families will NOT be permitted at any time in the building. Parents who bring lunch for their student must

bring a lunch in a labeled bag and/or prearrange with their students Assistant Principal or Dean. Fast food deliveries are not allowed. A full line of food service is available during breakfast and lunch.

### ***Media/Publication Non-Consent***

Fenton Community High School District 100 consistently acknowledges the activities and accomplishments of its students by sharing information with the community. The District may videotape, audiotape, or photograph student activities and student work for use on the District website, District-sponsored publications, community cable channels, District social media sites and in other outlets. In addition, the school issues press releases and distributes photos to media outlets and may occasionally allow the news media to interview, photograph, record, or videotape students under the supervision of District personnel. If you DO NOT WISH to have images, video, or audio of your child published, please notify the Fenton High School Community Relations Department in writing, including your child's name and ID number, at the following address:

Fenton Community High School  
Attention: Community Relations Department  
1000 West Green Street  
Bensenville, 60106

### ***Photographer***

Fenton's official school photographer is HR Imaging (4105 Progress Drive Ottawa, IL 61350). Please call 1-800-531-FOTO (3686) if you have any questions regarding photography services.

## **Section 2: Academic Program Information**

### ***Community Service Requirement***

Fenton High School requires that all students complete 25 hours of community service as part of their graduation requirement. This service program involves all students, regardless of academic level, volunteering at school and in the community. Certain restrictions are in place and students are encouraged to contact the community service department for volunteer opportunities and guidelines. Providing childcare will only be accepted when completed at a non-profit organization and cannot be completed for friends, neighbors or family members. In addition, completing work at a for-profit business but not receiving compensation will NOT be accepted and cannot be applied to the community service requirement at Fenton.

### ***Curriculum***

Fenton is a comprehensive high school. Courses have been selected to meet the needs of each student and to challenge each to the maximum of his/her potential. These curricular offerings range from college-level work and ability grouping in several academic areas to cooperative work-study programs. We are also a member school of the Technology Center of DuPage, the area career and technical school, which provides extensions to our curriculum in occupational training.

Over 200 courses are available to students with full programs of study in English, science, mathematics, social studies, world language, applied technology, family and consumer science, business education, physical education, art, music, and vocational education. Questions regarding the curricular program at Fenton High School should be directed to the Director of Curriculum.

### **Gifted / Accelerated Program**

Students are identified as “gifted” on the basis of various test scores, class rank, and teacher recommendations. The students are placed in classes that aid them to develop to the highest level of their ability. These classes emphasize higher level thinking skills and encourage students to seek their intellectual level as identified.

### **Ability Grouping and Course Selection**

The courses offered at Fenton were developed by departments with the varied needs of the student body in mind. Teachers strive to select subject matter and methods of teaching which will help each student realize his/her maximum potential. Students are not placed into classes arbitrarily, but are guided toward wise course selection by their teachers and counselors, keeping college and career readiness at the forefront of the decision making process.

### **Class Standing**

Fenton High School has identified the following class standings in order to hold students accountable for their learning. Standing will be determined each semester. Privileges such as attendance at Prom, early release for seniors, etc., will not be granted until the student earns qualifying standing in a particular class.

**Freshman standing:**

A student who has achieved less than 10 credits is considered a Freshman.

**Sophomore standing:**

A student who has completed at least one year of high school and achieved 10 credits is considered a Sophomore.

**Junior standing:**

A junior who has completed at least two years of high school and achieved 20 credits is considered a Junior.

**Senior standing:**

A student who has completed at least three years of high school and achieved 30 credits is considered a Senior.

**Graduation Requirements**

Forty-five (45) credits are necessary for graduation. A unit of credit is given for each successful completion of a semester's work. **Students repeating courses for which they have already received credit will not receive additional credit.** Students may enroll in seven (7) courses each semester, one of which is physical education. All seniors, including early graduates, are responsible to meet all requirements for graduation.

In addition to the credit requirements, the following subjects must be successfully completed in order to graduate:

English 1 (Freshmen):	2 semesters
English 2 (Sophomores):	2 semesters
English 3 (Juniors):	2 semesters
English Electives:	2 semesters
Physical Education:	1 semester (9 <sup>th</sup> grade) 2 semesters each year following
Health (Freshmen):	1 semester
Classroom Driver's Education:	Included in Soph. P.E.
Consumer Education:	1 semester
Introduction to Social Science (Freshmen):	2 semesters
World History (Sophomores)	2 semesters
U. S. History (Juniors)	2 semesters
Mathematics:	6 semesters
A Biological Science Course:	2 semesters
A Physical Science Course:	2 semesters
Fine and Applied Arts:	2 semesters
(Chosen from applied technology, art, business, family and consumer science, world language, music, and/or theatre)	
Community Service:	25 hours

**Honor Roll**

Students whose grade point average (G.P.A.) is 3.5 for a nine-week marking period are placed on the High Honor Roll. Those whose G.P.A. is 3.0 are placed on the

Honor Roll. Both lists are featured in the display case in the hall across from the main office. The honor rolls published in November and April reflect the first quarter grades of each semester. At the close of each semester in January and June, the honor rolls are based upon the semester grades.

### **Academic Achievement**

The Board of Education recognizes outstanding academic achievement of all students. Fenton High School recognizes the Fenton Scholars, representing the top 5% of students in each class. The Fenton Scholars, of the Senior class will be recognized at graduation. The faculty will select two Fenton Scholars to deliver the graduation speeches through an audition process.

### **Homework/Assignment Notebook**

The successful completion of homework is important if the student is to progress and succeed at Fenton. Homework provides an opportunity to the student to work independently, directing himself/herself to accomplish an assigned task without adult supervision. The usual amount of homework for a class may require up to one hour's time. Since most students are enrolled in six courses, homework could take up to six hours. However, sometimes time is given in class to study and assignments vary in length. On other occasions, research papers and projects may be due. It is advisable for students to accomplish their work soon after it is assigned so that the work load does not become impossible because of neglect and procrastination. In order to facilitate academic responsibility, students will be issued assignment notebooks. They will be expected to keep a daily log of classroom assignments. Questions concerning assignments should be directed to the specific classroom teacher.

### **Grade Reports**

At the end of each semester, grades are issued by each teacher, compiled in the school office, and a grade report is made available for parents. Progress reports will be issued at the conclusion of the fourth, ninth, and thirteenth weeks of each semester. Parents and students may check on the current status of semester grades by logging on to their PowerSchool site. Log on information is provided at the beginning of each school year and is available by contacting the main office. The grades indicated on permanent records and the grade points used in computing semester grades are:

A - Excellent	4 Grade Points
B - Good	3 Grade Points
C - Average	2 Grade Points
D - Poor	1 Grade Point
P - Pass	Grade given for independent study
G - Passing	Indicates effort rather than attainment
IN - Incomplete	Grade withheld until work is completed
F - Failure	0 Grade Points
W - Withdrew	
WF - Withdrew Failing	
AU - Audit	

Courses at Fenton are semester courses for which one credit is earned upon

completion with a passing grade of no less than a “D”. The most important factor in the determination of a grade is the mastery of the subject matter. Other factors which teachers consider are attendance, attitude, effort, class participation, homework, punctuality, test performance, and the development of skills. Those students who fail a course are expected to make up the credits which may require attending summer school. Two credits (two semesters of work) may be earned in summer school.

### **Course Withdrawal**

Students may request to withdraw from a course and be assigned to a study hall through the first twelve weeks of a semester without penalty. All students must carry a minimum of five courses during a semester. Students who request to withdraw from a course after the twelfth week will receive a course grade of “WF,” regardless of their grade at the time of withdrawal. A “WF” grade will become a part of the student’s transcript and will be calculated as an “F” in the computation of the student’s grade point average. If a student is taking seven (7) classes but has multiple failures, he/she may be withdrawn from a course and placed in a study hall.

### **Auditing Classes**

Requests to audit must be obtained from the student’s counselor and signed by the student’s counselor, Director of Curriculum, the teacher, and the student’s parent by the end of the first nine weeks of the semester in which the course is offered. An “AU” will appear on the report card and transcript in lieu of a letter grade.

Depending on course availability, students may repeat a course in mathematics and/or world languages which they have earned a grade of “F”, “WF”, (or a “D” in World Language courses only) with prior approval from the Director of Curriculum and Instruction. The student must earn an “A”, “B”, or “C” in order to receive replacement credit. The form for requesting an audit for grade replacement must be obtained from the student’s counselor and submitted by the end of the nine weeks of the semester in which the course is offered.

### ***Transcript***

The transcript is a record of all courses attempted. Both the original and repeat courses and grades will appear on the student’s transcript, but the better of the two grades will be used in awarding credit in calculating the student’s unweighted and weighted GPAs.

### ***College Entrance Recommendations***

Students who intend to enter college should check the requirements for admission to the college or university in which they are interested. Students should be sure they are using the most current information available. Wise program planning can achieve solid college preparation and also include the valuable experiences of courses in the practical arts and sciences. The State of Illinois Board of Higher Education has recommended that Illinois state institutions require the minimum

subject requirements listed below:

### **English**

#### **8 credits (Six of which are required by FHS)**

English 1	2 credits
English 2	2 credits
English 3	2 credits

**2 credits selected from the following:** American Writers - Advanced Placement  
British Literature  
Twentieth Century Literature  
Advanced Placement Seminar

### **Art/Foreign Language/Music/Vocational Education**

**4 credits (Two of which are required by FHS) to be selected from these departmental areas.**

### **Math**

#### **6 credits (Six of which are required by FHS)**

Algebra 1 A & B	2 credits
Geometry A & B	2 credits
Algebra II A & B	2 credits
Pre-Calculus*	2 credits

\*Recommended if Algebra I was taken in 8th grade.

### **Science**

#### **6 credits (Four of which are required by FHS)**

Physical Science A & B	2 credits
Biology A & B	2 credits
Chemistry A & B or Physics A & B	2 credits

### **Social Studies**

#### **6 credits (6 of which are required by FHS)**

Intro to Social Studies	2 credits
World History or Advanced Placement World History	2 credits
U.S. History A & B or Advanced Placement U.S. History	2 credits

### **Testing Schedule**

**SAT (required for high school graduation by the Illinois State Board of Education) At Fenton: April 10, 2018**

### **American College Testing Program (ACT)**

*Please check the ACT website for locations and dates.*

Note: Fenton High School Code for ACT and SAT: **140-290**

### **Illinois Science Assessment (Biology Students)**

## **March/April 2018-Exact Date TBA**

### **Advanced Placement (AP) Examinations**

May 1 - May 12, 2018

For information on registration deadlines, see your counselor.

### **College of DuPage (COD)**

The local community college for residents of Bensenville and Wood Dale is College of DuPage in Glen Ellyn. They have an open door policy as long as a student is 18 years of age or older or a graduate of high school. Students are encouraged, but not required, to take the ACT Exam. Inquiries should be mailed to:

College of DuPage  
22nd Street and Lambert Road  
Glen Ellyn, Illinois 60137  
630-858-2800

### **Technology Center of DuPage (TCD)**

Information concerning the Technology Center of DuPage programs is presented in the Fenton High School Curriculum Guide. In-depth course descriptions for the program can be found in the Technology Center of DuPage Student Registration Information Pamphlet available in the Guidance Office.

Bus transportation is provided to and from TCD. Students are not permitted to drive or ride in private vehicles to TCD.

### **Correspondence Courses**

A student enrolled in a correspondence course may receive high school credit for work taken, provided the following criteria are met:

1. The course must be taken with an institution accredited by the North Central Association or the National Home Study Council.
2. The student is a fourth or fifth year senior.
3. The course is approved in advance by the student's counselor. A maximum of four (4) units of correspondence credits may be counted toward the requirements for high school graduation.



# Section 3: Attendance and Behavior

## Code of Conduct

### (I) Student Attendance

School attendance is compulsory under Illinois State Law. The School Code of Illinois clearly places responsibility for student attendance upon parents and guardians. To assist parents and guardians in complying with this regulation, the school maintains a procedure providing for school/parent contact concerning absence, truancy, and tardiness. Students are required to attend all classes and study halls on each day of attendance on the school calendar. Student involvement in daily classroom activities is essential.

#### (A) Absences

##### (1) Excusing Absences

*When a student is absent, a parent or guardian must call the Student Center (630-860-4949) between 6:00 a.m. and 2:00 p.m. on the day the student is absent.*

Parents who have unique circumstances calling in should contact the Student Center and request special consideration. Unforeseen emergencies that make phoning impossible will be considered on an individual basis by the Assistant Principal or Dean who will determine whether or not to excuse the absence. Notes instead of phone calls will not be accepted for excusing absences unless parents have made prior arrangements with the Student Center. Acceptable reasons for notes may be no home phone, illness of parents, or language barriers. Notes will be kept on file by the Student Center and validated by an Assistant Principal or Dean. Calls to excuse absences will not be accepted after the day following the absence (48 hours). A “no call to excuse” will result in a student penalty. Absences because of visits to doctors, dentists, courts, etc. will be excused upon the student’s return to school. If asked for verification, the student must present to the Student Center either a written verification, signed by the doctor, dentist, court clerk, etc., on their letterhead or a receipt for services rendered within ten (10) school days.

##### (2) Excused Absences

A student’s absence from school will be excused for only these reasons:

1. Personal illness or other physical disability
2. Serious illness or death in the immediate family
3. Observance of a recognized major religious holiday
4. Compulsory court appearance or driver’s license exam

5. Essential miscellaneous absences as approved by the Assistant principal/dean or dean (written verification from parent/guardian or accident report may be required)
6. Pre-arranged absences (written verification or request from appropriate authority)
  - a. college visitation
  - b. school sponsored activity
  - c. vacation with parent/guardian (more than ten (10) days will not be excused)
  - d. medical appointment

Students having an excused absence for an entire day must contact the Student Center if they find it necessary to enter the building or if they wish to participate in an activity on the day of their excused absence, subject to paragraph (9) below. Students who are absent for more than three (3) consecutive days may be required to present a medical explanation to verify absences. In addition, students incurring excessive absences (10 or more days) may be placed on an attendance contract and required to secure a written explanation by the appropriate authority (e.g. doctor, dentist, court clerk, etc.), or be excused by the school nurse, in order to have the absences declared excused.

### (3) Early Dismissals

Parents requesting an early dismissal for their son/daughter should call the Student Center before 8:30 a.m. on the day of the dismissal. A dismissal slip will be given to the student. Students must sign out in the Student Center before leaving the building on a dismissal. Students leaving the building without signing out may be considered unexcused- truant, even though they have been given permission to leave school. Upon the student's return to school, written verification of the appointment, etc., should be presented to the Student Center.

### (4) Pre-Arranged Absences

On occasion it may be impossible to schedule annual long-term family vacations (parent/ guardian accompanying student) or college visits during scheduled school vacations. If this situation does occur, parents/guardians may request a pre-arranged absence. Please call the Student Center (630-860-4949) for details regarding pre-arranged absences. Calls should be made as early as possible prior to the expected absences. Forms to permit pre-arranged absences must be completed and returned to the Student Center three (3) days prior to the absence in order for the absence to be considered excused. Arrangement to complete assignments missed during pre-arranged absences must be made with the teacher prior to the absence.

### (5) Unexcused Absences

Any unauthorized absence from school or class will be considered unexcused, regardless of "after the fact" clearances by parents/guardians. In addition, an

absence which is misrepresented for any reason will not be excused. Some examples of unexcused absences are: Skipping school, cutting class, leaving class/school without authorization and proper sign-out, or absences not properly cleared by a parent/ guardian as described previously. Consequences will include one or more Lost Tuesdays issued for each unexcused absence or leaving school without permission, a major step, and a referral will be made to the school resource officer for violation of the local Truancy Ordinance. Students issued a truancy citation may be required to pay a fine, appear in court, and/or complete community service.

#### (6) Requests for Homework

Requests for homework may be made for students who have 2 or more consecutive absences. Students and parents may contact individual teachers via email to request homework (email addresses for teacher can be found at <https://www.fenton100.org/content/staff-directory>), or may call the Student center (630-860-4949) to request homework. Homework will either be emailed from the teacher, or may be picked up in the Main Office between 7:00 A.M. to 4:00 P.M.

#### (7) Home/Hospital Educational Services

If a student will be absent for more than two weeks or on an intermittent basis for a health-related reason, the parent should contact the school nurse immediately to determine eligibility for tutoring services. A statement from a licensed physician will be needed indicating the nature of the medical condition, its impact on the student's ability to attend school and the length or nature of the anticipated absence. Students with disabilities for whom home/hospital services are necessary may require modification of their IEP for the period of the home/hospital services.

#### (8) Make-Up Work

Any school work missed as a result of an excused absence, a suspension from school, or an excused tardy to school or class must be made up promptly and for equivalent academic credit. Students may have two school days in which to make up class work for each day of excused absence/suspension, unless other conditions have been specified by the teacher. It is the student's responsibility to contact the teacher for assignments and any necessary help needed.

#### (9) Participation in School Activities on the Day of Absence

In order to participate in any school activities or attend school activities on day of absence (including prom), practice, rehearsal, or performance, etc., after school or in the evening, a student must be in attendance throughout the entire day unless a special arrangement has been made with an Assistant Principal/Dean or Dean. In no case will the student be allowed to participate if his/her absence has not been excused.

## **(B) Tardiness**

### **(1) Tardiness to Class**

Students are responsible for daily attendance and being on time to class. Quality education is enhanced and positive work habits are reinforced by punctuality. Since the teacher and student are the key parties involved in the learning process, it is to their mutual benefit that punctuality be enforced. NOTE: work missed during the time of an unexcused tardy to class can only be made up at the teacher's discretion, except for major tests and/or projects. Tardy to class is defined as the student not being in his or her assigned seat by the final bell. Teachers will be closing their classroom doors once the final bell has rung, and students should report to a paraprofessional stationed throughout the building for an unexcused tardy pass to class.

**Tardies are recorded each period of the school day. The tardy structure is as follows:**

Tardy 1-6: Warning: student notification through tardy ticket

Tardy 7+: 1 detention assigned for each tardy: student notification through tardy ticket

NOTE: Tardy count starts over at the beginning of each semester.

### **(2) Tardiness to School**

Students are expected to arrive at school on time. Excuses will not be accepted for tardiness to school including those students who are occasionally late to school. (e.g. oversleeping, car trouble, etc.) – these tardies will be considered unexcused. Special circumstances may be excused **ONLY** by a student's Assistant Principal/dean or dean. Those students who arrive late must enter at the main entrance and obtain a late pass from the paraprofessional at the main entrance, or in the Student Center. This pass will not excuse their tardiness but will allow them to travel through the halls to their assigned class. The following consequences will be issued for unexcused tardiness to school (per semester):

***Tardy to school within the first 30 minutes of the student's school day:*** Warning first time. After the first time: One detention to be served within two school days for each tardy, and every ninth tardy may result in a truancy citation being issued.

***Tardy to school 31 minutes or more of the student's school day:*** two detentions to be served within two school days, a minor STEP issued, and every fourth tardy may result in a truancy citation being issued.

## **(C) Signing Out**

A student who wishes to leave the building during the day may not do so without appropriate authorization and must sign out in the Student Center before he/she leaves the building. If a student is absent a portion of a school day and returns to school, he/she is required to sign in at the Student Center and get an

“Admit to Class” pass. Students who become ill during the school day must report to the Health Center and may be given permission, when appropriate, to sign out in the Student Center with parent authorization. Students leaving without following this procedure will be considered unexcused and truant.

## (II) Student Behavior

### (A) Prohibited Student Conduct

Students may be disciplined for disobedience, misconduct, gross disobedience, or gross misconduct, including but not limited to the following:

1. Tobacco Products. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Alcohol. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession\*.
3. Drugs. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid.
  - c. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list.
  - d. Any prescription drug for which the Student is not authorized to self-carry and/or self-administer (please contact the school nurse at (630) 860-4941 for the necessary authorization forms). The use or possession\* of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
  - f. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
  - i. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession\*.
4. Weapons. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
  5. Incendiary Devices. Possession of lighters, matches, or incendiary devices.
  6. Misuse of Electronics. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), electronic paging device, or similar electronic device in any manner that disrupts the educational environment or violates the rights of students, staff, or other individuals, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period and passing periods; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  7. Laser Pointer Misuse. Using or possessing a laser pointer, unless authorized by an instructor for class purposes.
  8. Inappropriate Language. Use of language which is not appropriate for a school setting (such as swearing or cursing), disrupts the educational environment, and/or which causes another person or persons to feel uncomfortable.
  9. Interpersonal Conduct Unsuitable in School. Inappropriate displays of affection.
  10. Insubordination. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification, and failure to report to the office.
  11. Academic Dishonesty. Engaging in academic dishonesty, including cheating, plagiarizing, wrongfully giving or receiving help during an academic examination.

- a. **First Incident:** “zero” for assignment or test, a referral is given to the student and a subsequent consequence is assigned by the assistant principal/dean or dean, the teacher immediately notifies a parent by phone and a progress report is sent; counselor is notified by the teacher.
  - b. **Second Incident:** same response as in the first incident. In addition, the student may have his/her grade reduced by one letter for the quarter.
  - c. **Third Incident:** same response as in the first incident. In addition, the student may fail for the semester.
12. Document Falsification. Altering report cards or student records;
  13. Academic Deception. Wrongfully obtaining or modifying test copies or scores; possessing, using or distributing test copies, scores or answers knowing that they were or likely were wrongfully obtained.
  14. Aggressive Behaviors. Engaging in bullying, hazing, or any kind of verbally or physically aggressive behavior that does physical or psychological harm to a staff person or another student, or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, physical altercations, intimidation, force, noise, coercion, threats, stalking, harassment, public humiliation, retaliation, hazing, bullying, bullying using a school computer or a school computer network (cyber bullying) or other comparable conduct\*\*.
  15. Sexual Harassment/Misconduct. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
  16. Discrimination. Use of slurs, insults or epithets directed toward an individual or group of individuals based on race, national origin, gender, religion, disability, marital status, sexual orientation, transgender status or other legally protected category.
  17. Property Damage/Theft. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
  18. Trespass. Entering school property or a school facility without proper authorization.
  19. False Alarm. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
  20. Unexcused Absence. Being absent without a recognized excuse.
  21. Gang Activity. Being involved in a gang or unauthorized group engaging in gang-like activities, including displaying gang symbols or paraphernalia (See Gang and Gang Activity Prohibited below).
  22. Criminal Conduct. Behavior reasonably believed to be a violation of any criminal law/local ordinance, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

23. Interference with/Disruption of the Educational Environment. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
24. Internet Threats. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
25. Unauthorized Drone Operation. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
26. Violation of Board Policy. Violation of conduct prohibited by Board policy not otherwise listed above. In addition to policies governing Students in the 7000 Board policy series, students are expected to be familiar with and adhere to policies governing: animals (6:100), use of electronic network (6:235), advertising/distribution of materials in schools (8.25), visitors/conduct on school property (8.30) and any other Board policy or implementing regulation addressing student behavior expectations. Board policies are available upon request to the Principal or on the District's website at [www.fenton100.org](http://www.fenton100.org) under Board of Education.
27. Student Appearance. Fenton High School expects students to arrive at school groomed and clothed in a modest and appropriate manner that is conducive to the learning environment. Fenton fully recognizes that the basic responsibility for dress rests with the students and parents. However, experience has demonstrated the need for specific guidelines.
  - a. Coats, gloves and garments designed as cold weather outerwear are to be placed in the lockers immediately upon arrival at school. In addition, head coverings, hats, bandannas and sunglasses are to be removed as well, unless allowed for religious or medical reasons. Absent an exception, head coverings and sunglasses are not to be worn in the building at any time including afternoon and evening events. Head coverings of any kind worn on campus out of doors must be worn as intended and may not reflect gang affiliation. Coats should remain in lockers until the end of the day. Acceptable wear indoors during cold weather, if needed, are flannel shirts, sweaters, sweatshirts, and Fenton issued team warm-up jackets. Unacceptable wear indoors would include, but is not limited to winter coats, leather jackets, outdoor style windbreakers, and any jacket or coat designed to extend well below the waist.



- b. While in attendance during the school day, students may not dress in an unacceptable manner. Though not limited to the following, this list provides examples of unacceptable attire:
    - i. clothing which depicts, advertises or promotes drugs, alcohol, tobacco or violence
    - ii. clothing that contains messages that are vulgar, offensive, obscene or libelous: that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation or disability
    - iii. clothing accessories which may damage school property, be readily used as a weapon, or pose a safety or health concern such as spiked jewelry, wallet chains, etc.
    - iv. clothing items which are brief or revealing are not appropriate apparel for the school day, such as halter tops, spaghetti strap tops, strapless tops, backless, tops with one shoulder, form-fitting or spandex clothing, nylon running shorts or “muscle” shirts including all sleeveless shirts for males. All female tank tops must have at least a 2 inch wide strap/ shoulder band
    - v. shorts, skirts, or dresses should be no shorter than the tip of the student’s fingertips
    - vi. garments that are see-through, cut low, or expose one’s midriff or cleavage at any time are not acceptable
    - vii. undergarments should not be visible
    - viii. clothing which suggest “anarchy,” cult or satanic affiliation
    - ix. bands of any type may not be worn to secure the bottoms of pant legs
  - c. If the apparel is deemed to be too short, students will be sent to the Student Center or teachers may e-mail the student’s Assistant principal/dean or dean and notify them about the inappropriate clothing. Students will be required to change into sweat pants. A dress code violation card may be issued to any students who are in violation. The students must report to the Student Center to change their clothing. It should be noted that shoes are to be worn at all times for reasons of public health and safety. Footwear of any kind with wheels or rollers is also not permitted.
  - d. Rules related to attire apply throughout the school day, in class as well as in the hallways or cafeteria. For clothing worn by students in activities and athletics after school hours, coaches/sponsors will insure that good taste and appropriate decorum are demonstrated. Students who do not comply with these guidelines will be expected to change, and in some instances may incur disciplinary action. Students may be considered insubordinate and face further disciplinary consequences for not complying with these rules on appearance.
28. Cafeteria: The school cafeteria serves the student body. In addition to regular cafeteria service, an ala carte line is available for those who wish to supplement a bag lunch. The lunchroom is supervised by teachers. All

students are requested to cooperate by following the procedures listed below in order to make lunch periods a pleasant and enjoyable time of the school day. Students who steal from the lunch line or cause a disruption during lunch will be referred to the Student Center.

- a. Lunch time should be a time in which students are permitted to visit informally with their friends. However, disruptive conduct such as throwing food or other objects, loud talking, pounding on table, etc. will not be permitted.
- b. Students may choose their seats in the lunchroom. Students are expected to remain seated except when entering the food line or disposing of garbage. If there are problems, lunch room supervisors will assign students to specific seats at their discretion.
- c. Students are expected to take their proper place in the lunch line and are not allowed to “cut” into the line.
- d. Jackets/coats and/or backpacks are not permitted in the serving lines.
- e. Students are expected to be either in the cafeteria line or in the lunchroom when the bell rings five minutes after they are dismissed from their previous class.
- f. When students have finished eating, they should pick up any refuse from the table, chair, and floor and dispose of it in the waste containers.
- g. Students may not leave the lunchroom prior to the bell unless they are dismissed with a signed hall pass by one of the supervisors.

### **Further Explanation of Select Misconduct**

#### **(1) Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Examples of other weapons that fall within the definitions above include, but may not be limited to: stun guns, tasers, spring guns, devices that expel a projectile by action of an explosive or other propellant, bombs, rockets with a propellant charge of more than four ounces, firearm mufflers or silencers.

## (2) Gang & Gang Activity Prohibited

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) 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 gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person\*\*.

## (3) Bullying

Bullying is contrary to State law and District policy 7:180 and is prohibited. Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic also is prohibited.

No student shall be subjected to bullying:

- (1.) during any school-sponsored education program or activity;
- (2.) while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities;
- (3.) through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment; or
- (4.) through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4.) applies only in cases in which a school administrator or teacher receives a report that

bullying through this means has occurred and does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

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

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

If you feel you are the victim of bullying or witness the bullying of others, you are encouraged to notify the Student Center and an investigation will be conducted. Anonymous reports of bullying may be made by submitting a tip through the Safety Tip Line: <https://www.fenton100.org/content/safety-tip-line>. However, formal disciplinary action may not proceed solely on the basis of an anonymous report and the filing of false reports may result in disciplinary action.

Retaliation against any person who reports or participates in the investigation of bullying is strictly prohibited. Any report of retaliation that is verified will result in disciplinary action.

Parents/guardians of all students involved in bullying will be notified and intervention and/or support services within the District or community will be discussed, as appropriate. Any such discussions shall maintain student privacy, consistent with federal and State laws.

#### (4) Equal Educational Opportunities/Non-discrimination

Any student who feels s/he has been discriminated against or denied equal educational opportunities based on a protected category is encouraged to contact one of the District's Non-discrimination/Title IX Coordinators and/or file a grievance under Board policy 2:260. Retaliation is prohibited against any person who files or participates in the investigation of a complaint of discrimination.

#### Non-discrimination/Title IX Coordinators:

- Carrie Pomahac, Assistant Principal/Dean: (630) 860-6260 / [pomahac@fenton100.org](mailto:pomahac@fenton100.org)
- Eric Koranda, Assistant Superintendent of HR and Operations (630) 860-6255 / [koranda@fenton100.org](mailto:koranda@fenton100.org)

#### (5) Notes

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

*\*\*Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. Parents will be notified when the District determines their child is at risk of aggressive behaviors to discuss the concerns and appropriate and available intervention/support recommendations, which may include community referrals or District based services.*

### **(B) When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **(C) Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding/loss of privileges which could also include activities during and/or after the school day (examples may include field trips, dances, campus parking, early release for seniors, assemblies, activities, athletics, etcetera).
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. Before or after school detention, Lost Tuesday, or In-school Suspension provided the student's parent/guardian has been notified.
7. Community service.
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds absent specific written permission from the principal or his/her designee for good cause.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds absent specific written permission from the principal or his/her designee for good cause.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law and student is not excluded due to the alternative school program's determination that the student poses a safety risk.
13. 45 day unilateral placement for a weapons, drug or serious bodily injury offense committed by an eligible student with a disability under IDEA.

14. Notifying juvenile authorities or other law enforcement whenever the conduct is reasonably believed to involve criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **Further Explanation of Select Consequences**

#### *Detention*

- Students may be detained outside normal school hours for tardiness or misconduct. These detentions are to be served regardless of the student’s employment or extracurricular activities and must be served by the date assigned by the teacher or Assistant principal/dean or dean.
- Teacher detentions are issued on an individual basis by the teacher, to be served at a date and time set up by the teacher.
- Assistant principal/dean or dean issue office detentions which may be served Monday through Friday from 7:25 a.m. to 7:50 a.m., 3:25 p.m. - 4:15 pm (2:15 pm - 3:00 pm on Tuesdays), or during the student lunch period on select days. Lunch detention, when available, is served for the first 25 minutes of the student lunch period. At the conclusion of detention, students are released to then eat lunch - food service lines are open throughout the lunch periods. NOTE: detentions served after school will clear 2 currently outstanding detentions. Students will not be admitted to the detention room after the designated starting time, and must be in their seats in the detention room at the time the detention starts.

#### *Lost Tuesday*

Lost Tuesday is served on Tuesdays from 2:10 pm - 3:35 pm. Failure to serve a Lost Tuesday may result in an In-School Suspension.

#### *In-School Suspension (ISS)*

Students are responsible for bringing school work from each of their current teachers to be completed during the time of the ISS. Completed assignments will be collected by ISS personnel and submitted to the respective teachers. If a student submits the ISS assignment sheet with every assignment and signatures completed, they will be dismissed from ISS at 3:15 pm. If a student does not complete the entire assignment sheet including all the assignments and all

teacher signatures, they will remain in ISS until 4:00 pm. Students in ISS will be expected to complete a Rational Situation Analysis (RSA). The RSA will be completed by the student and reviewed with staff prior to the end of the ISS. If it is completed in a satisfactory manner, the ISS will count as being served. If it is not completed satisfactorily, the student will be required to serve another ISS until the RSA is completed appropriately. Students with Early Release, in athletics, or in activities will be ineligible to participate on the day they are assigned an ISS. A student who is assigned an In-school Suspension must report to designated area by 8:00 a.m. ISS begins promptly at 8:00 a.m. and ends at 4:00 p.m. Students will be expected to bring their own lunches which will be eaten in the ISS room. (Lunches will not be delivered to students.) Services to eligible students with disabilities will be made available as appropriate, consistent with their IEP or 504 plan.

### *Out of School Suspension-Bus Suspensions-Expulsion-Alternative School Placement*

The Superintendent, Assistant Superintendent, Principal, Director, Assistant Principal/Dean, and Dean may suspend a student for misconduct consistent with the terms herein.

#### *(a) Out of School or Bus Suspension for Up to 3 Days*

The student's continuing presence in school would pose a threat to school safety or a disruption to other students' learning opportunities, all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of suspensions to the greatest extent practicable having been considered and attempted when appropriate.

#### *(b) Out Of School or Bus Suspension For 4 Or More Days, Expulsion And Alternative School Placement For Disciplinary Reasons*

The student's continuing presence in school would either: (i) pose a threat to the safety of other students, staff, or members of the school community or (ii) substantially disrupt, impede, or interfere with the operation of the school and school officials have determined that other appropriate and available behavioral and disciplinary interventions have been exhausted.

Decision making in regard to school exclusions (OSS, bus suspension, expulsion, alternative school placement) shall be made on a case by case basis and implemented consistent with the procedural safeguards of the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act, when applicable. For a copy of these safeguards, parents may contact the Special Education Department at (630) 860-4795.

Students who are suspended may make up work missed without loss of academic credit, consistent with the District's make up work policy. Students who are suspended out-of-school for 4-10 school days shall be provided appropriate and available support services during the period of their suspension, as determined by school officials.



Upon a student's return from a period of school exclusion, re-engagement activities shall take place to facilitate the student's return to school.

#### *45 School Day Unilateral Placement*

Consistent with the rules governing the Individuals with Disabilities Education Act, school administration, in consultation with the Special Education Department, may implement a change of placement for up to 45 school days for an eligible student with a disability who has been found to have engaged in one of the following acts of misconduct, irrespective of whether the misconduct is related to the student's disability:

- (a) Weapons. Carrying a weapon to or possessing a weapon at school, on school premises or to or at a school function (weapon is a dangerous weapon as defined at 18 USC §930);
- (b) Drugs. While at school, on school premises or at school functions, knowingly possesses or uses illegal drugs or selling or soliciting the sale of controlled substances (controlled substance is defined at 21 USC §812(c), schedules I-V); or
- (c) Serious Bodily Injury. Has inflicted serious bodily injury upon another person while at school, on school premises or at a school function (serious bodily injury is as defined at 18 USC §1365(h)).

This consequence may be implemented in conjunction with any other applicable consequence, consistent with the student's procedural safeguards under IDEA. For questions or to receive a copy of the procedural safeguards that discuss this further parents may contact the Special Education Department at (630) 860-4795.

#### **(D) Search and Seizure**

The right of inspection of students' lockers, automobiles and/or of articles carried upon their person, in purses, etc. is inherent in the authority granted to the Board of Education. The "in loco parentis" relationship with students requires that school districts employ every safeguard to protect the safety and well-being of each student in their care. Therefore, authority is granted to the Superintendent or designees to conduct both searches and interrogations. The right to search and interrogate covers all functions before, during, and after the school day. Searches may include but are not limited to the use of K-9 units and metal detectors.

Any unauthorized or suspect items found during a search will be confiscated and impounded by the school authorities. Disposition of these items will be made at the discretion of the administration. Maximum efforts will be made to protect each student's constitutional rights and resolve doubts, when possible, in favor of the student.

### **(E) Discipline Appeal Process (other than for suspension or expulsion from school)**

A person who alleges that a Policy or procedure (other than suspension or expulsion from school) has been wrongfully applied or has resulted in the unfair and/or inequitable treatment of a student must submit such allegation, in writing, within ten (10) calendar days of the event giving rise to the allegation.

#### **(1) Procedures:**

1. The allegation shall be submitted to the Principal's office in writing.
2. Within five (5) school days of the filing of an allegation, the Assistant Principal will schedule a review conference with the student and/or parents/guardians to be held within ten (10) days of the receipt of the allegation.
3. If the individual wishes the allegations to be reviewed further, it shall be submitted in writing to the Principal within two (2) school days after the review.
4. The Principal shall schedule an appeal conference with the grievant within five (5) school days of the receipt of the written appeal. The conference will be held within ten (10) school days of the receipt of the written appeal.
5. If there is a further appeal, a written appeal shall be made to the Superintendent within two (2) school days of receipt of the Principal's opinion.
6. The second appeal conference shall be held within five (5) school days of receipt of the written appeal. The Superintendent shall render his/her decision on the appeal within five (5) school days of the second appeal conference.
7. If the matter is not resolved at the Superintendent's level, you may request and appear at a hearing with a hearing officer to discuss the allegations. This request should be sent to the Superintendent within five (5) school days of receipt of the Superintendent's decision. At the hearing, the student may be represented by counsel and may also present witnesses, documents and other evidence and arguments related to the allegations. After the hearing, the administration will present the hearing officer's report to the Board of Education which will take such action as it deems appropriate.

### **(F) Suspension from School Appeal Process**

A parent/guardian has the right to have a suspension from school reviewed by the School Board or a hearing officer acting on the Board's behalf. To request a hearing, please send a written request within ten (10) calendar days to the Superintendent of Fenton High School District 100. Students shall remain out of school pending resolution of the appeal or completion of the recommended appeal period, whichever occurs first. In the event the suspension is overturned, the record of the suspension will be expunged. If the finding of misconduct is upheld but the consequence is modified, the record will be corrected.

## **(G) Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

## **(H) Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

## **(III) Behavior Step System**

The Step System is a progressive disciplinary consequence procedure designed to monitor a students' behavior to ensure that disciplinary consequences are meted out fairly and consistently. Reports of inappropriate behavior will be investigated by an Assistant principal/dean or dean and recorded. Students will progress on the Step System based both on the frequency of inappropriate behavior and the degree of severity of that behavior. Disciplinary measures will be assigned according to the infraction.

### **(1) Behavior Steps**

- Minor steps are 1 through 20.
  - Some examples of minor step infractions include, but are not limited to: missed detention, disruption, insubordination, inappropriate attire, pass abuse.
- Major steps are 5, 8, 11, 14, 17, and 20.
  - Some examples of major step infractions include, but are not limited to: verbal altercation, physical altercation, cheating, theft, disruption, insubordination, failure to serve office penalties, gang activity, gross misconduct, gross disrespect, truancy, vandalism.
- Students may reduce their step position after being in attendance ten (10) school days, with appropriate behavior. Students who reduce their steps move back to the previous major step.
- A student may not repeat the same major step for a third time without first returning to Step 0. A third time automatically moves a student to the next major step. Example: a student reaching Step 8 for the third time would advance to Step 11.

## (2) Behavior Step Meetings

Parent/Guardian, student, and intervention team meetings take place as follows:

- **Step 14:** Meeting held with parent/guardian, student, assistant principal/dean or dean, counselor, and social worker.
- **Step 17:** Meeting held with parent/guardian, student, principal, assistant principal/dean or dean, counselor, and social worker.
- **Step 20:** Meeting held with parent/guardian, student, superintendent, assistant principal/dean or dean, counselor, and social worker.

### (IV) **Student Technology Acceptable Use Policy**

Access to the technology available at Fenton High School, including the Internet, offers a wide variety of resources for users. Fenton Community High School District 100 encourages and supports its use to provide appropriate learning opportunities to students. Access to technology is given as a privilege to students who agree to act in a considerate and responsible manner and its use shall be monitored by the District to help ensure that it is being used for its intended purposes.

#### (A) **Rules Regarding Acceptable Use**

Users of the Internet at Fenton Community High School should be aware that most resources available via the Internet and other electronic information networks are “global” resources rather than “local” resources. Fenton Community High School does not control the content available on the Internet. To ensure Compliance with CIPA (Children’s Internet Protection Act) and N-CIPA (Neighborhood Children’s Internet Protection Act) (PL 106-554), as amended and/or restated from time to time, Fenton Community High School has implemented an Internet filter that restricts Faculty, Staff and Student access to visual depictions that are obscene, contain child pornography or may be harmful to minors. Users must keep the following points in mind when evaluating information obtained via the Internet.

- Information obtained via the Internet may not be obtained from a reliable source.
- Information obtained via the Internet may not be current.
- Links to information on the Internet may not always be valid and particular information sites on the Internet may sometimes be unavailable. This unavailability often occurs unpredictably and Fenton Community High School has no control over it. Students are responsible for good behavior on the network or Internet just as they are in a school building. General school rules for behavior and communications, as outlined in the Student Handbook, apply.
- Computers and network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Students should be aware that they have no privacy interest

and no reasonable expectation of privacy while using any FHS- provided technology.

## **(B) Users of District Technology**

(1.) Users of District technology will exhibit good digital citizenship by conducting themselves appropriately and following these six principles of being a Digital Citizen:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks of inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas. I will broadcast messages only for educational purposes.
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

(2.) Users of District technology will not:

1. Leave computers unsupervised or leave any District technology logged into any Fenton- managed systems
2. Download and/or install unauthorized software. Unauthorized software is any software not explicitly approved by the Technology Department

3. Use offensive, obscene, abusive, profane, pornographic, lewd, vulgar, threatening, racially or sexually offensive, harassing, inflammatory or defamatory speech
4. Harass, bully or threaten anyone
5. Use or distribute the account or password information of any individual
6. Misrepresent themselves or others or forge electronic mail messages
7. Create and/or distribute unsolicited advertisements or other commercial material, political advocacy, chain letters or pyramid schemes
8. Violate the rights of others, including their privacy rights
9. Access, download or create harmful, indecent, sexually oriented, pornographic, threatening, violent offensive, and/or illegal material
10. Use District technology for personal business or financial gain
11. Destroy data, programs, networks or any other system or component of a system, or create, upload, download, or spread a computer virus or worm, either intentionally or recklessly
12. Intentionally degrade or disrupt systems and/or equipment
13. Delete data belonging to another user
14. Damage technology hardware or software
15. Gain unauthorized access to resources or entities (hacking)
16. Use District technology for illegal activities, including copyright infringement
17. Reveal the personal address, phone number or other personal information of any individual, including District students and employees
18. Use District technology while access privileges are suspended or revoked or before access privileges have been granted
19. Attempt to override, bypass, or otherwise change the Internet filtering software or other network configurations
20. Connect personal devices to the Fenton network without permission from the Technology Department.

### **(C) Disciplinary Actions**

Where the Superintendent or designee determines that an Authorized User has violated the Acceptable Use of Technology Policy or its administrative procedures, any other District policy or procedure and/or State or Federal law, he/she may revoke or suspend the user's access rights. All users, whether authorized or unauthorized, may be subject to disciplinary actions and criminal and/or civil liability to the extent authorized by law.

Disciplinary actions for such violations may include, but are not limited to:

- Conference between the user and relevant staff
- Parent contact (for student violations)
- Reprimand
- Confiscation of inappropriate item(s)

- Restoration/restitution
- Student discipline pursuant to District discipline policies and procedures

#### **(D) Email System**

The District will provide and support Google Apps for Education (GAFE) accounts for all teachers, students and appropriate support staff, as determined by the District administration. GAFE accounts must be used for all e-mail communications related to teaching, learning and school business and must adhere to all the rules regarding acceptable use of District technology. The District will archive student email for a duration of five years for the purposes of electronic discovery. Non-Fenton issued web-based e-mail accounts should only be accessed on District technology before and after school hours.

Violation of the Student Technology Acceptable Use Policy, and/or based on the serious nature of some of the offenses, and/ or for repeated offenses, may result in a student receiving school consequences and/or advanced more than one step per offense, up to and including expulsion from school. It should be noted that a student found with material on personal websites and/or off-campus electronic communications which create a disruption to the school, may be subject to school disciplinary consequences.

#### **(E) Social Network Access**

The School Code (PA 98-129) prohibits school officials from demanding a student's social network password, unless school officials have reasonable cause to believe the student's social network site contains a violation of a school rule or policy. When reasonable cause exists, school officials may request this information from students. Failure to cooperate with such a request may result in disciplinary action for disobedience. If the suspected violation is criminal in nature, school officials may refer the matter to local law enforcement authorities.

## Section 4: Student Services

### Guidance Department

Freddy Cano, Counselor (Colleges)	860-4797
Nancy Connor, Counselor (Military/Testing)	860-4798
Ron Cuellar, Counselor (Testing)	860-4796
Rachel Georgakis, Counselor (College & Career)	860-4799
Sarah McDougal, Counselor (Scholarships)	860-4811
Melissa To, Counselor	860-4780
Paul Welsh, Counselor (Financial Aid)	860-4920

### Special Education Department

Mary Mejia, Secretary	860-4795
Sara DiGrazia, Special Education	860-4924
Sue Gaska, 504 Coordinator	860-6268
Peggy Mellenthin, Social Worker	860-4921
Lisa Raufeisen, Psychologist	860-4923

### Health Services Department

Ida Claytor	860-4941
Jill Wisnewski, Nurse	860-4942

*\*All phone numbers listed are area code (630).*

### ***Guidance Program***

Students are assigned to counselors during their freshman year and see this counselor throughout their high school enrollment. Counselors help students plan their high school program and post-high school career. Counselors help the students understand themselves better through learning about their interests and abilities. Counselors may also help students solve personal problems which arise during their school career. Students' parents may seek help from the counselor and may make arrangements to see the counselor if a problem arises concerning their son or daughter. It is stressed, however, that student interviews with counselors are confidential. If students have a concern and need to see their counselor, they may go to the Guidance Office and make an appointment with the guidance secretary. If their counselor is not available and the matter is urgent, students are encouraged to see another counselor, the school psychologist or a social worker.

### **Homebound Tutoring**

If a student will be absent (ill or injured) for more than two weeks, the parent should contact the school nurse immediately to determine eligibility for tutoring services.



## **Work Permits**

When students are interested in their first job opportunities, the law may require an Employment Certificate. Students who are 14 or 15 years of age must have an Employment Certificate to engage in general employment. Students between the ages of 16 and 20 inclusive may be required to secure an Age Certificate as proof of age. The Age Certificate may be requested by some employers who are hiring a minor for a hazardous job as defined by state and federal laws.

The high school acts as the issuing agent of Employment Certificates and Age Certificates. The procedure to secure one of these certificates is as follows:

### Employment Certificate (Job Seekers Ages 14 and 15)

1. A statement of intention to employ signed by the prospective employer must include the following information:
  - a. the nature of the industry/job site.
  - b. the specific nature of the child's employment tasks.
2. Evidence of age must be presented in the form of a birth certificate
3. A letter of permission from a parent/guardian.

### Age Certificates (Job Seekers Ages 16 to 20)

The student job seeker must present proof of age by means of a birth certificate. The same information required for an Employment Certificate may be asked for, but is not required by law. Answers to specific questions or requests for more information about employment of minors may be directed to the Division of Women's and Children's Employment, 160 N. LaSalle Street, Chicago, Illinois.

## ***Academic Resource Center (ARC)***

The Fenton High School Academic Resource Center, open daily from 7:00 a.m. to 3:30 p.m., contains a collection of over 15,000 books as well as non-print material and research databases. Databases can also be accessed by students from outside the building using passwords provided by ARC staff. During school, students with a pass can come to the ARC during their study hall periods or Bison Time. There are two options for obtaining an ARC pass:

1. National Honor Society students can use their ARC provided I.D. as a pass at any time. The ARC will have an updated NHS membership list.
2. Request a pass from a current academic (not study hall) teacher. The pass should list the specific work to be completed in the ARC.

Students from study hall must remain in the ARC for the entire period. Students coming during their lunch period must sign in before the bell rings. If they wish to leave and go to the cafeteria, they must obtain a pass from an ARC staff member. If students prefer to eat lunch first and then come to the ARC, they must have a pass from an academic teacher in order to come in to the ARC after the bell has rung. No food or drink is ever permitted in the ARC.

Students are welcome to check out books for a two week period using their I.D. cards, which are not transferrable. Fines are charged for each school day if absences are unexcused. It is the student's responsibility to see that materials are turned in at the proper time and that appropriate fines are paid. When materials have been lost by students, they will be charged the cost of replacing the materials.

General Circulation Material: \$0.05/school day  
Lost/Damaged Material and Devices: Replacement Cost of Item

Specific rules and procedures for student use of the ARC will be explained to the students by the librarian during their study hall period at the beginning of the semester. Discretionary actions for inappropriate behavior can result in lost privileges to the ARC.

### ***Lockers***

Each student is assigned a hall locker. Students are not permitted to share lockers with other students, nor may they change lockers without the permission of an Assistant principal/dean or dean. All students are encouraged to keep their lockers in good order with books, papers, and belongings placed neatly in them. It is the student's responsibility to periodically clean out his/her locker to ensure that it is in good condition at all times.

**Students must buy and use locks from the school.** The combination of the lock is confidential information to be given to the student to whom it is assigned; students should not pass on this information to others. Likewise, a locker should contain only the belongings of the student to whom the locker is assigned. The safety of the contents of the locker is the student's responsibility. Money and items of substantial value should not be left in any locker at any time. The school is not responsible for the replacement of property missing from lockers. Thefts should be reported to the Police Liaison Officer.

Lockers are the property of the school, and there is no rental charged to students. School officials reserve the right of owner access to search the lockers at any time.

The student to whom the locker is assigned is responsible for the condition of the locker, both interior and exterior. Lockers should never be banged, kicked, written on, or otherwise defaced. A fine and/or other disciplinary measures will be assessed for locker damage and/or defacement. If a student has a problem with his/her locker or combination lock, he/she should report it to the Student Center. Students should lock/secure their belongings in their P.E. lockers. Do not leave bags/belongings out in the locker room.

### ***Textbook Rental and Care***

The rental program enables the students and the school to have the newest and best in textbooks. Because books are expensive, it is important that students take good care of their books.

Since textbooks are rented, students should not write in their books. Students should erase any marks in their books before returning them at the end of the school year. Fines may be assessed to students who have written in their books. If wear and tear seems to be greater than normal, the student to whom the book is assigned must pay a fine. If he/she has lost a book, he/she must pay the replacement cost of the book.

## ***Special Education***

Fenton Community High School District 100 maintains a comprehensive program of special education services which provide free and appropriate services to children, ages 14 to 21 who have exceptional needs and are residents of District 100. The District provides a continuum of services for children with mild to severe handicaps including speech/language, learning disabilities, behavioral disability, intellectual disability, vision, hearing and orthopedic handicaps. To the extent possible, students are educated within the mainstream of the school community.

District 100 is a member of the North DuPage Special Education Cooperative and DuPage/West Cook Regional Cooperative. Through these organizations, students with certain learning problems attend special classes in cooperating districts. These classes are specifically designed for students who have hearing, vision, intellectual, behavioral, physical, or multiple handicaps. The District also authorizes placement in private school programs for students whose needs cannot be met in the existing public school programs.

The District has on file District procedures for the identification, evaluation, and special education placement of exceptional children; the ISBE Rules and Regulations to Govern the Administration and Operation of Special Education; Parents' Guide to Educational Rights of Handicapped Children printed in English and Spanish; policy for the collection and use of confidential information; and special education records. A copy of the Rules and Regulations is available to parents upon request. Parents receive a copy of Educational Rights when their child is referred or upon request.

Parents may refer a child for an evaluation or other special services by contacting the Special Education Department. Teachers and other professional staff annually review the educational progress of regular education students to determine need for special education referral. Evaluations are conducted in the student's primary language.

District 100 has a barrier-free building to provide access to all the programs and services the District offers to students, parents, and the community. It is the intent of the District that no individual, solely by reason of his/her handicap, should be excluded from participating in any Fenton High School program or activity. Anyone having knowledge of instances of discrimination should contact the Special Education Department.

### **Handicap Discrimination Grievance Procedure**

The Handicap Discrimination Grievance Procedure reviews all grievances under Section 504 of the Rehabilitation Act of 1973 and excludes any claims made under the Education of the Handicap Act and Article 14 of the Illinois School Code. The procedure provides for three levels of review of a complaint. First, there is an informal conference with the Sec. 504 Coordinator, and the complainant. The second step is an appeal process to the Principal of the building, where the complainant has the right to present relative evidence and call witnesses on their behalf. Once the Principal has rendered a decision, the complainant has a right to

appeal to the Board of Education by signing an appeal notice within seven (7) days after receiving the Principal's decision.

Section 504 Coordinator: Ms. Sue Gaska (630) 860-6268 / [gaska@fenton100.org](mailto:gaska@fenton100.org)

### **Behavioral Interventions for Students with Disabilities**

Fenton High School will establish and maintain a District Advisory Committee to develop policies and procedures on the use of behavior interventions for students with disabilities, and to make recommendations concerning areas of continued staff development specific to behavioral interventions. This committee shall consider the guidelines set forth by the Illinois State Board of Education and P.A. 89-191.

Effective 15 days after being adopted by this School Board, at the point of developing an initial IEP and continuing each year thereafter, a copy of the local policy and procedures will be furnished to all parents and/or guardians of students with disabilities receiving special education and related services.

Additionally, it is the responsibility of Fenton High School to annually inform its students receiving special education and related services of the existence of the policy and procedures.

**Copies of the ISBE Guidelines are available by request:**

**Illinois State Board of Education  
100 North First Street  
Springfield, Illinois 62777**

### **Procedures for the Use of Behavioral Interventions with Students with Active Individual Education Plans**

I. Establish and Maintain a District Advisory Committee Fenton High School will establish a district-wide advisory committee with demonstrated effort to enlist the participation of representatives of the following interest groups:

- A. Special Education: Teachers, Administrators
- B. Parents of students receiving special education services
- C. Parents of students receiving general education services
- D. General Education: Teachers, Administrators
- E. Other professionals with knowledge in the field of Behavioral Interventions, i.e., Behavioral Consultants\*, District related services staff, advocates for persons with disabilities.

\*Behavioral consultants as identified by the local school district from the available staff currently under contract to the school district.

The duties of this committee include:

1. Annual meetings to review district policies related to the use of behavioral interventions with students on active IEPs.
2. Annual review of the district's use of behavioral interventions and evaluation of progress toward use of "less restrictive" interventions within the district.

- II. Designation of Behavioral Intervention Consultants Fenton High School has identified one or more persons from its staff to serve as its Behavioral Intervention Consultant(s). The role of the Behavioral Consultant is to assist IEP teams with analysis of challenging behaviors, development and implementation of behavioral support plans for students with active IEPs when needed.
- III. Use of Restrictive Interventions Non-restrictive interventions are preferred and will be implemented first. Restricted interventions may be necessary when less restrictive interventions have been documented to be unsuccessful in reaching behavioral change goals for the student. The district acknowledges the increased risks associated with their use and the need for procedural safeguards to ensure student rights are observed.

### **Procedural steps for use of Restrictive Interventions**

1. Following behavior incidents resulting in the use of restrictive intervention that exceeds three (3) times in a calendar month, the student's IEP team will:
  - a. Inform parent/guardian of the need to complete a functional analysis of the behavior(s) of concern.
  - b. Begin the functional analysis.
  - c. Inform the Behavioral Consultant for the district.
2. Completed functional analysis and summary forms will be reviewed by the behavioral consultant.
3. Convene an IEP meeting to review functional analysis information and develop a written behavioral support plan for inclusion in the IEP. (Written behavioral support plans will be developed with parent participation whenever possible and attached to the student's IEP.) The behavioral consultant will report to parent(s)/guardians and school staff the effectiveness of the interventions and, if necessary, reconvene the IEP meeting.

- IV. Emergency Use of Restrictive Interventions: Fenton High School acknowledges that emergency situations may arise that require, in judgment of staff present, the immediate use of a restrictive intervention. EMERGENCY is defined as situations that present clear risk to the safety of the student, other students, the staff or the physical site. If an emergency restrictive intervention is used the IEP team will:
  1. Document the circumstances leading to the need for and use of the restrictive intervention(s).
  2. Inform the parent/guardian of the event within 24 hours.

When the Emergency use of restrictive interventions exceeds more than three (3) times in a calendar month, procedural steps for the use of restrictive interventions will be followed. References: P.A. 89-191, ISBE Guidelines for the use of behavioral interventions in schools - June, 1994.

### ***Peer Mediation***

Peer Mediation is a skill building method for dealing with conflicts between

students before escalation into a physical altercation. This process will help students learn appropriate ways to resolve conflict in their lives and improve communication among peers through a cooperative effort. The process will also aid in improving tolerance among students. Peer Mediation is proactive in that it deals with situations positively by resolving problems versus through punishment and allows each person to feel like a winner.

Any person at Fenton can refer a student for mediation. Students may also request a mediation for themselves by completing a referral form. These forms are available at key locations in the school. Situations which will not be accepted for mediation are the following: Any illegal activity; Incidents which have resulted in a physical confrontation. (A reduced suspension period may be offered for entering into mediation if requested by an administrator)

### ***Student Identification***

Student identification cards are issued to each Fenton student at the time of textbook pick-up, each school year. Current School Year student identification cards must be carried by every Fenton High School student whenever he/she is on the campus or attends school activities either at school or away. The I.D. card serves as a bus pass (where applicable), an activity card (where applicable), a media center card, internet access authorization, use of fitness center, and as identification for food services. A student must produce his/ her current school year Fenton I.D. cards, and/or identify self with first and last name, when requested to do so by any Fenton High School employee. Failure to produce I.D. card and/or identify self when requested may result in disciplinary action. Replacement I.D. cards must be purchased in the Bookstore for a fee.

### ***Student Parking***

Parking on campus is a privilege initially extended only to Fenton High School juniors and seniors. Sophomores may be allowed to park on campus during the second semester. Freshmen are not permitted to park on campus at any time. Eligible students who need to drive to school must submit an application for an annual parking permit in the Student Center. If a permit is approved, a parking permit decal will be issued. The annual parking fee for the school year is \$100.00 (\$50.00 per semester). The decal must be permanently affixed to the lower left corner of the left rear window.

Students who are issued parking permits may only park in designated areas in Student Lots A & D and must obey the published student parking regulations. Students who fail to observe the published parking regulations or who reach Step 11 on the Disciplinary Step System may have their permit revoked, without refund, for the remainder of the year. Since all student parking is by permit only, vehicles parked illegally by students may be ticketed by the Bensenville Police and/or towed at the owner's expense. In addition to these consequences, students who park on campus illegally may receive other disciplinary action. Students seeking a temporary parking permit on a one day basis should stop by the Student Center prior to the date the permit is needed.

### ***Backpacks***

Backpacks are permissible for student use. However, backpacks that are particularly large and heavy are not only awkward and unwieldy for the student, but add to crowded hallways and cluttered classrooms. Backpacks must be small enough to comfortably fit under desks while the student is in class. The area of the average desk chair is approximately 16” wide, 16” long by 9” deep. Backpacks are not allowed in cafeteria lines. Backpacks should be locked and secured during P.E. classes.

### ***Study Hall***

Students who are assigned a study hall should bring materials for study purposes. Students may also go to the Academic Resource Center (see Academic Resource section) to study. Attendance in study halls is mandatory, and students are expected to be in the assigned area by the time the bell rings; they may not leave the area without a pass from the appropriate supervisor. Radios, tape players, cards, and other games are not permitted.

# **Section 5: Student Activities and Athletics**

## ***School Events***

### **Dances**

The following rules help dances to run more smoothly:

1. Unless otherwise announced, only school dress is acceptable;
2. Current school identification cards must be presented at the door;
3. If a student leaves a dance without permission, the student will not be readmitted under any circumstances;
4. For special dances, such as Homecoming and the Junior/Senior Prom, a current Fenton student may invite a guest who is not a Fenton High School student, providing he/she has obtained permission from an Assistant principal/dean or dean. A guest registration must be completed in advance. Guests must be in high school and may not be older than 20 years of age.
5. Fenton students and guests must follow all rules and regulations at all attended dances. Students are reminded that if they come under the influence of alcohol or drugs to any dance, they will be subject to disciplinary measures and will forfeit their right to participate in their graduation ceremony.

### **Athletic Events Regulations**

1. Students are expected to follow the rules printed in the Student Handbook at all school events.
2. Spectators are not permitted to have electronic megaphones, mechanical noise makers, or display inappropriate signs on placards at athletic activities.
3. Smoking is not permitted on campus at any time.
4. Students suspended from school are not permitted to attend after-school, evening, or weekend activities.
5. To be admitted to an activity, student must show their current identification card at the door.
6. Students leaving the building without permission during an evening activity will not be readmitted to that event under any circumstance.

## ***No Pass, No Play Policy***

### **Co-Curricular Activities**

Participation in co-curricular activities is dependent upon course enrollment and successful progress in the courses in which the student is enrolled. 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 as well as the District's requirement which requires that a student pass twenty-five (25) credit hours of high school work per week. Any student participant failing to meet these academic criteria shall be ineligible for competition/performance for a minimum of seven (7) calendar days or until such time as these criteria are met.



## *Fenton High School Activities and Athletics*

### **Student Council**

Student Council is the school organization which is the intermediary between students and administration. This group gives students the opportunity to participate in self-government. Student council accepts the responsibility for the organization and control of student activities. Among others, these activities include the annual homecoming festivities and all elections which are the complete responsibility of Student Council.

Membership is decided in the spring when students circulate petitions to place their names in nomination to represent their classes. The respective classes then vote for which students will represent them in Student Council.

### **Class Officers and Advisors**

Each year in spring, the Student Council coordinates the election of class officers for the following school year. Although elected student officers are largely responsible for conducting the affairs of their organizations, for better coordination it is important that they meet with their faculty advisors regularly for guidance and approval. Committees should not meet without their faculty adviser.

### **National Honor Society**

The purpose of the National Honor Society is “to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character.” To be eligible, one must be outstanding in scholarship, leadership, character, and service. Since this is one of the highest awards the school offers, those who are interested in becoming eligible should plan their work and school participation from the earliest possible time. A faculty committee determines which of those eligible are to be selected.

### **Student Organizations**

Academic Team

Athletic Trainers

Bison Environmental Activist Team (B.E.A.T.) Chess Club

Dramatics/Musicals Flag Corps Freshman Class

Highlights (Yearbook) Image Makers Interact Club

Jazz Band

Junior Class

Kaleidoscope Marching Band Math Team

Pep Band

The Signal (Newspaper) Sophomore Class Speech Team

Stage Crew

Student Council

Students United (STUNT) Swing Choir

## **Metro Suburban Conference (MSC) Schools**

### **Football Divisions**

#### **BLUE**

Fenton  
Glenbard South  
IC Catholic Prep  
Riverside-Brookfield  
St. Edward  
Wheaton Academy

#### **RED**

Aurora Central Catholic  
Chicago Christian  
Elmwood Park  
Guerin Prep  
Ridgewood  
Walther Christian Academy

### **All Other Sports**

#### **BLUE**

Aurora Central Catholic  
Fenton  
Glenbard South  
IC Catholic Prep  
Illiana Christian  
Riverside-Brookfield  
Wheaton Academy

#### **RED**

Chicago Christian  
Elmwood Park  
Guerin Prep  
Ridgewood  
St. Edward  
Timothy Christian  
Walther Christian Academy

### **Philosophy of Athletics**

Interscholastic athletics is a privilege granted to the students of Fenton High School by the District 100 Board of Education. Special responsibilities are expected of those who wish to accept this privilege.

### **Athletic Code**

The primary purpose of the Fenton High School Athletic Program is to:

1. Foster the development of wholesome attitudes toward leadership
2. Create and maintain loyalty both to the school and team.
3. Improve physical conditioning and playing skills.
4. Encourage respect for rules and authority.
5. Establish the ideals of good sportsmanship.

### **Good Citizenship Requirements**

An athlete representing Fenton High School should exemplify the highest standards of moral integrity and good citizenship both in and out of school and in the community. It is essential that his/her behavior be above reproach. The following behavior will not be tolerated:

- Insubordination
- Possession of or use of alcohol, tobacco, or drugs
- Intimidation
- Fighting
- Intentional damage or theft to school property or property of others
- Verbal abuse or profane gestures
- Repeated misbehavior
- Acts which directly or indirectly jeopardize the health, safety, or welfare of school personnel or other students

Those athletes who do not conform to the Athletic Code will be disciplined in accordance with the Athletic Disciplinary Policy.

### **Physical Education Exemption**

A student must participate in physical education during each semester, unless he/she is a freshman enrolled in Health Education or a junior or senior who received an athletic waiver exemption or an academic exemption. Students are responsible for initiating the exemption process and completing the exemption form. The form may be obtained from the student's counselor.

### **Athletic Exemption Procedures**

#### **A. Eligibility**

1. Any junior or senior who participates in athletics is eligible to receive an athletic exemption. (This policy does not apply to managers or trainers.)
2. Fall and winter sport participants may receive an exemption for the first semester only. Spring sport participants may receive an exemption for the second semester only.

#### **B. Credit for Athletic Exemption**

1. Any junior or senior who successfully completes physical education class prior to and/or following participation in the interscholastic athletic program will receive one credit in physical education on a pass/fail basis.
2. Any junior or senior who participates in two consecutive interscholastic athletic seasons during a semester will receive one credit in physical education. Those students participating in three consecutive seasons will receive two credits in physical education. Any junior or senior who participates in interscholastic athletics, but does not participate in physical education due to being enrolled in six

courses, will not receive credit in physical education during that semester. Although this student must meet the forty-five (45) credit requirement for graduation, the student's requirements in physical education are reduced by one each semester while the conditions explained under this policy provision apply, and his/her transcript shall be noted accordingly.

### C. Study Hall Assignment

1. Students may request to be assigned to a study hall in lieu of their P.E. class and must remain in study hall until their sport participation ends. This request must be made prior to the end of the first week of the new semester. Requests for study hall assignment after the deadlines will not be granted.
2. The cutting of study halls or repeated misbehavior therein will result in the loss of exemption status, and the student will return to physical education class.
3. Dropping the sport/activity for which the student has received the exemption will result in the student's immediate return to physical education class.

## Academic Exemption Procedures

### A. Exemption Request

Any junior or senior may receive an academic exemption from physical education if the student presents written evidence that he/she must complete a specific academic course, not included in state or local requirements, in order to be granted admission to a specific college or university, or must carry a sixth academic course to complete graduation requirements due to failure or transfer.

### B. Credit for Academic Exemption

A junior or senior who receives an academic waiver from physical education will not receive credit for physical education. Although this student must meet the forty-five (45) credit minimum for graduation, the student's requirements in physical education are reduced by one each semester that the conditions explained under this provision apply, and his/her transcript shall be noted accordingly.

### Loss of Exemption for both Athletic and Academic Waiver

If a student drops any one of the six academic courses, exemption status is lost and the student will be assigned to physical education class. **Previously missed physical education classes (due to waiver) must be made up in order for the student to receive a credit for physical education.**

## ***Interscholastic Athletic/Activity Discipline Policy***

### **I. PREAMBLE**

Participation in interscholastic athletics and activities at Fenton High School is a privilege extended to the student body by the Board of Education. Students participating in interscholastic athletics and activities act as representatives of the School District. Accordingly, they are expected to conform their conduct at all times to the highest standards of propriety.

### **II. APPLICATION**

The policy applies to all students participating in interscholastic athletics and selected activities at Fenton High School.

### **III. DEFINITIONS**

- A. Gross Disobedience or Misconduct** is any conduct, behavior, or activity as defined by the Board of Education in its policies, which causes or may reasonably cause school authorities to forecast substantial injury or disruption or material interference with school activities or the rights of other students or school personnel.
- B. Interscholastic Athletic/Activity** is an athletic activity sponsored by the School District, which involves athletic competition between students sponsored by the School District and students sponsored by other school districts.
- C. Interscholastic Athletic Team** is any school-sponsored student organization, which engages in interscholastic athletic activities.
- D. Suspension** is the exclusion of a student from an interscholastic athletic team/ activity for a period of time determined by appropriate school personnel or the Board of Education.
- E. Athletic/Activity Council** is the council governing interscholastic athletics at Fenton High School District No. 100. The Council shall consist of the Principal of Fenton High School, two coaches/sponsors of interscholastic athletic teams, and one administrator chosen by the Principal. In no event may a coach sit on the Council when he or she has any involvement in a student suspension matter before it.
- F. Activities** included in this policy will be those activities that compete against other schools, the Fall Play, and the Spring Musical. Included will be the following: Chess Club, Math Team, Speech Team, Academic Team, Spring Musical, Fall Play

### **IV. CONDUCT PROHIBITED**

**A. Gross Disobedience / Misconduct:** Any student who is a member of an interscholastic athletic/activity team is prohibited from engaging in gross disobedience or misconduct during the entire calendar year, either on or off school grounds. Prohibited gross disobedience or misconduct shall include, but is not limited to, the following conduct:

1. Insubordination to school personnel, including failure to follow directions or to produce student identification, passes, etc.
2. Possession of, use of, distribution of, or attempt to use or distribute any illegal or controlled substance, including alcohol, tobacco, and drugs and/ or the misuse of prescription or over the counter medications.
3. Intimidating, harassing, or attempting to intimidate or harass, school personnel or other students.
4. Fighting with or assaulting school personnel or other students.
5. Intentional damage to, theft of, destruction of, or attempt to damage or destroy school property or property of school personnel or other students.
6. Verbal abuse of school personnel or other students, or use of profane words or gestures.
7. Endangering the physical or psychological well-being of school personnel or other students by conduct or actions, including:
  - a) Improper release of a school fire alarm or tampering with fire extinguishers;
  - b) Starting or attempting to start, a fire to or on school property;
  - c) Setting off, or attempting to set off, explosive devices on school property;
  - d) Using or displaying dangerous weapons or attempting to do so.
8. Repeated incidents of misbehavior, including repeated refusal to comply with school rules.

9. Other acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel or other students.

**B. No Pass No Play:** Students must have earned 5 semester credits the prior semester and maintain 5 passing grades during the week to be eligible to play.

## **V. TRAVEL TO SCHOOL EVENTS**

- A. Members of an interscholastic team/activity are required to use school-sponsored transportation whenever such transportation is made available.
- B. Students may, with prior oral or written permission from their parents received by the coach/sponsor prior to the team's departure for an interscholastic athletic contest or activity, drive to or from the site of the school-related event with their parents.

## **VI. SUSPENSION PROCEDURE FOR CONDUCT PROHIBITED IN SECTION III**

### **A. Pre-Suspension Conference**

1. The Athletic/Activity Director shall confer with any student under consideration for suspension prior to taking such disciplinary action. If the student is an eligible Special Education Student, the procedures for suspending and expelling Eligible Special Education Students shall be followed to the extent they vary from the procedures set forth herein.
2. The Athletic/Activity Director shall advise the student of the reasons for the proposed suspension and the evidence in support of those reasons. The student shall be afforded an opportunity to respond to the charges.
3. The Athletic/Activity Director shall make a written record of the conference.
4. The Athletic/Activity Director, after following the above pre-suspension procedures, then will determine whether to suspend the student in accordance with the notification requirements set forth below.

### **B. Suspension Notification**

1. If the pre-suspension conference results in a decision to suspend, the parents of the student shall be advised immediately of the decision by written notice sent by certified mail, return receipt requested, and regular first class mail. 2. The notice to the Parents shall include:
  - a) A statement of the reasons for the suspension, including any school rule which has been violated;
  - b) The dates and duration of the suspension;
  - c) A statement of the Parents' right to request a review of the suspension by the Athletic/Activity Council;
  - d) A statement that failure to request review by the Athletic/Activity Council within eight (8) calendar days after date of mailing shall be deemed a waiver of the right to review by the Athletic/Activity Council;
  - e) A statement of the right to be represented at the suspension review hearing by an attorney or other representative; and a copy of the hearing procedures.
3. A request to review the suspension may be oral or in writing, directed to the Principal's office. All received notifications shall be confirmed by a letter to the Parents. If a request for review of the suspension is timely filed, the parents of the suspended student shall be given written notification of the time and place of the review hearing at least one (1) week prior to the review hearing.
4. The Superintendent and Board of Education shall be notified of student suspensions by the Principal, who shall forward a copy of the parental notice of suspension to the Superintendent. If the student involved is receiving special education services,

the Special Education Coordinator also shall receive a copy of the suspension notice.

## **VII. GENERAL PROCEDURES FOR SUSPENSION REVIEW HEARINGS**

### **A. Hearing Structure**

1. A suspension review hearing shall be conducted by the Athletic/Activity Council.
2. The Council may take such action after the hearing as it deems appropriate, including affirming or overruling the suspension, or conditioning re-entry of the student to the interscholastic athletic team/activity.
3. If the Council finds that a suspension or expulsion was unjustified, the student's records may be expunged of all notations regarding the suspension.
4. Written notification of the Council's decision with respect to the suspension review hearing shall be mailed to the Parents. A suspension becomes effective immediately or as specified by the Council.

### **B. Hearing Procedures**

1. The student may attend the hearing with his or her parents or legal guardian and may be represented by an attorney or other representative. If the parents/guardians or student do not attend but the Athletic/Activity Director has proof of notice given and received, the Council may choose to proceed with or reschedule the hearing.
2. The hearing shall be recorded stenographically or by tape. The Parents shall be offered an opportunity to purchase a copy of the transcript or tape.
3. The Council shall determine and make findings on the following two (2) issues at the hearing:
  - a) The validity of the charges of gross disobedience or misconduct; and
  - b) The appropriate disciplinary measure, if the charges are to be upheld.
4. The hearing shall be conducted as follows:
  - a) At the commencement of the hearing either party may request the exclusion of witnesses.
  - b) The Athletic/Activity Director and the student may make short opening statements concerning both the charges of gross disobedience or misconduct and the appropriate discipline.
  - c) The Athletic/Activity Director shall first present his evidence. The student evidence



presented by the authorized administrator.

- d) The student may then present evidence to refute the charges. The Athletic/Activity Director may cross-examine all witnesses in attendance and review any written evidence presented by the student.
  - e) The Council may, at any time, direct questions to the parties or their witnesses.
  - f) The Athletic/Activity Director and the student may make closing statements at the conclusion of the hearing concerning both the issue of gross disobedience or misconduct and the issue of the appropriate discipline.
5. The Council may receive all relevant oral or written evidence without regard to the legal rights of evidence, but shall consider the weight of the evidence in determining the issues.
- a) If the Athletic/Activity Director determines that any of his or her witnesses would be subject to physical or mental harassment or that an emergency exists, the Director need not present his or her witness at the hearing, but may present as evidence a written summary prepared by the absent witness of his testimony. The summary shall include the reason for the witness' absence and a statement verifying that the contents of the summary are true. If an imminent fear of reprisal exists, the Athletic/Activity Director also may present a written statement in which the witness' identity has been concealed.
  - b) The Council shall not consider the student's academic or prior disciplinary records in determining the validity of the charges of gross disobedience or misconduct. The Council may review a student's records, however, in determining the appropriate discipline.
  - c) The Athletic/Activity Council shall render its decision in writing within five (5) school days of the date that the hearing concludes. The decision shall be mailed to the by certified mail, return receipt requested, and by regular mail. The decision shall include the duration of the suspension,
  - d) The Athletic/Activity Council's written decision shall contain:
    - 1) Specific findings of fact as to whether the student engaged in gross disobedience and misconduct;
    - 2) Whether a suspension is being imposed and, if imposed, the specific duration of the suspension and the sports to which it shall be applied;
    - 3) A statement that the Parents may appeal the Athletic/Activity Council's decision to the Board of Education.
    - 4) A statement that failure to request such a review by the Board mailing whichever is earlier, shall be considered a waiver of the right to review by the Board of Education.
    - 5) A statement of the Parents' right to be represented at the Board of Education's review by an attorney or other legal representative.

**C. Appeal to the Board of Education**

1. Parents may request a review of the Athletic/Activity Council's decision either orally or in writing, which shall be directed to the Superintendent's Office. All notifications received shall be confirmed by letter to the Parents.
2. If the Parents' request for review is timely made, Parents of the suspended student shall be given notification of the time and place of the review meeting at least one (1) week prior to the review meeting.
3. Prior to the date of the review meeting, the Athletic/Activity Council shall transfer to the Secretary of the Board of Education the complete record of the proceedings before it, including the transcript of the hearing, as well as its written decision.
4. The Board of Education shall, at its review meeting, solely be limited to a review of the record of proceedings before the Athletic/Activity Council, except that the Parents or their representative and the Athletic/Activity Director or his representative may make a statement to the Board of Education.
5. The Board shall hold all review meetings in closed session except that all final action shall be taken in open session with the name of the student deleted.
6. The Board of Education may take any action regarding the suspension it deems appropriate, including overturning the Athletic/Activity Council's actions in whole or in part, or altering the term or duration of a student's suspension.
7. The Board of Education's decision is final.

**VIII. PENALTIES APPLICABLE TO PERSONS SUSPENDED FOR CONDUCT PROHIBITED UNDER SECTION III.**

**A. First Offense**

1. Suspension from an interscholastic athletic team, or activity, as designated, for the number of contests as shown below, or 25% of club's scheduled events.

Badminton	4
Boys & Girls Basketball	4
Boys & Girls Cross Country	3
Cheerleading - Winter	4
Golf	4
Dance Force - Fall	1
Boys & Girls Soccer	4
Boys & Girls Swimming	4
Boys & Girls Track	4
Wrestling	4
Baseball	8
Boys & Girls Bowling	4

Cheerleading - Fall	2
Football	2
Boys & Girls Gymnastics	3
Dance Force - Winter	2
Softball	8
Boys & Girls Tennis	4
Boys & Girls Volleyball	4

## **B. Second Offense**

A minimum of a four (4) week suspension and a maximum of a twelve (12) week suspension.

## **C. Third Offense**

Suspension from all interscholastic athletic teams/selected activities for one (1) calendar year from a date set by the Athletic Director, Athletic Council, Activity Director, or the Board of Education.

**D. No Pass No Play:** Suspended until grades meet minimum requirements.

## **E. Application of Penalty**

1. If the suspended student is participating on an interscholastic athletic team/ activity at the time of the suspension and the penalty will not be fulfilled by the end of that sport's season, the remainder of the penalty shall be applied to an interscholastic athletic team/ activity as designated by the Athletic Director, Athletic Council, Activity Director, or Board of Education as appropriate.
2. The student must attend all practice sessions/rehearsals during a suspension on the 1st and 2nd offenses.

## **IX. TRAINING RULES**

- A. The Athletic Director, coaches, Activity Director, or other supervising faculty may establish training rules, including, but not limited to:
  1. Curfews.
  2. Attendance at team practices.

3. Other rules deemed necessary by the coach to assure adequate performance of the interscholastic athletic team.
- B. Any such rules shall be promulgated in writing prior to the date student participation on the interscholastic athletic team/activity commences and shall be disseminated to all students taking part in the sport/activity.
  - C. The coach or other supervising faculty member shall be responsible for enforcement of training rules. Any penalty imposed for violation of training rules of more than one (1) game date shall be imposed solely by the Athletic/Activity Director, pursuant to the procedures set forth in Sections VI and VII of this policy.
  - D. No training rules adopted pursuant to this Section shall regulate any student conduct covered in Sections IV and V of this policy or in the School District's general student discipline policy.

## **X. DISSEMINATION OF POLICY**

- A. This policy shall be incorporated into the student handbook and shall be disseminated to all students attending Fenton High School,
- B. This policy will be reviewed by the coach or sponsor at the first meeting of each interscholastic sport or activity. Extra copies are available in the Athletic and Activity Director Offices.
- C. Athletic/activity permission cards will be completed and turned in to the Athletic/ Activity Director's Office each year of participation.