

EAST LEYDEN HIGH SCHOOL

3400 ROSE STREET

FRANKLIN PARK, IL 60131

ATTENDANCE: 847-451-3035

PHONE: 847-451-3000

FAX: 847-451-3644

SCHOOL CLOSING HOTLINE: 847-289-4650

LEYDEN HIGH SCHOOLS WEB SITE

www.leyden212.org



SCHOOL SONG

Let's fight for dear old Leyden

Let's have a victory.

Bring out your colors flying,

So we all can see-

Faithful and true to Leyden,

That we will always be.

We will fight to the end,

And we'll fight to win again.

For our fighting Leyden High.

Fight, Fight for Leyden,

And we will fight on side by side!

Make way for Leyden

And for our navy blue and gold!

Three cheers for Leyden.

And we will hold our banner high!

Come on, dear Leyden

Carry on to our victory!

Leyden High Schools District 212 is an equal opportunity institution, committed to compliance with all applicable state and federal laws prohibiting discrimination. This includes prohibiting discrimination on the basis of race, color, religion, sex, national origin, ancestry, order of protection status, sexual orientation, physical or mental disability, homelessness, and marital/parental status, including pregnancy.

Welcome to Leyden High School

Welcome to the Leyden High Schools. Whether you plan to graduate a year from now or four years from now, every year is truly a new beginning. I hope you will make a promise to yourself to take advantage of all that Leyden has to offer.

We are proud at Leyden to offer all students a rich and diverse curriculum that includes over 180 courses, excellent career education opportunities, and a wide variety of co-curricular choices. You can participate in any of our 23 interscholastic sports, over 75 clubs and organizations, and our award-winning Fine Arts program. Your high school experience will be no more and no less than you make of it – just ask any graduate. Those who enjoyed high school the most are the ones who did their best in their classes and participated in activities.

Our teachers and support staff are second to none. They want you to be successful. Let them help you achieve your goals and dreams.

Good luck and have a great year!

Dr. Kathryn J. Robbins
Superintendent

**"You are what you have learned from the past, what you experience today,
and what you dream for tomorrow."**

BOARD OF EDUCATION

President	Mr. Gregory T. Ignoffo
Vice President.....	Mrs. Gloria Murawska
Secretary	Mr. James A. Lima
Member	Mr. John P. Mick II
Member	Mr. John Tobin
Member	Mr. Joseph Trevino
Member	Mrs. Lisa Anthony

DISTRICT ADMINISTRATION

Superintendent.....	Dr. Kathryn Robbins
Assistant Superintendent	Dr. Robert H. Johnson
CFO/CIO/Treasurer	Mr. Thomas Janeteas
Assistant Superintendent for Curriculum and Instruction.....	Mr. Mikkell Storaasli
Director of Special Education/Homeless Liaison	Ms. Melinda McGuffin
Director of Technology	Mr. Bryan Weinert
Athletic Director.....	Mr. Randy Conrad

BUILDING ADMINISTRATION

Principal.....	Dr. Beth Concannon.....	847-451-3023
Assistant Principal	Mr. Jason Markey.....	847-451-3025
Dean of Students.....	Mr. Michael Grosch	847-451-3032
Dean of Students.....	Mr. Dennis Byrne.....	847-451-3032

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WHOM TO SEE FOR WHAT

Absences.....	Attendance Office – Room 174
Academic Problems.....	Counselor – Room 120
Appeal/Grievance Procedures	Deans’ Office – Room 172
Bus Information and Problems	Transportation Office – West Campus
Driver Education	Driver Education Office – Room 126
Free/Reduced Lunch.....	Food Service – Student Cafeteria – Room 070G
Guest Pass for Dance.....	Deans’ Office – Room 172
Homeless Liaison	Special Education Office- Room 105
Locker Maintenance	Deans’ Office – Room 172
Lost and Found (books, clothes, etc.).....	Bookstore – Student Cafeteria – Room 070G
Lost and Found (valuables)	Deans’ Office – Room 172
Medical Problems	Health Care Aide – Room 110
Paper, Pencils, and Supplies.....	Bookstore – Student Cafeteria – Room 070G
Physical Education Medical Excuse.....	Health Care Aide – Room 110
Pre-Arranged Absences	Counselor – Room 120
Prepaid Meal System.....	Food Service – Student Cafeteria – Room 070G
Replacement of ID Card.....	Deans’ Office – Room 172
School Fee Issues.....	Assistant Principal – Room 103
Sports Information.....	Athletic Director – Room 138
Student Activity Director	Room 209A
Theft Prevention/Theft	Deans’ Office – Room 172
Title IX Information	Athletic Director – Room 138
Use of Technology Sticker	Technology Office – Room 252
Vehicle Registration	Deans’ Office – Room 172
Visitor’s Pass	Entrance 4

LEYDEN TELEPHONE NUMBERS

General Information	847-451-3000
Assistant Principal’s Office (Mr. Jason Markey)	847-451-3025
Athletic Director (Mr. Randy Conrad)	847-451-3071
Attendance/Student Absences.....	847-451-3035
Counselors’ Office.....	847-451-3033
Dean of Students’ Office (Mr. Michael Grosch/Mr. Dennis Byrne).....	847-451-3032
Enrollment (Mr. Jason Markey)	847-451-3025
Fees & Fines (Mr. Jason Markey)	847-451-3025
Health Care Aide/Nurse (Ms. Linda Mazzone)	847-451-3084
Homeless Liaison (Ms. Melinda McGuffin).....	847-451-2068
Parents’ Club Information (Principal’s Office)	847-451-3023
Police Liaison	847-451-3032
Principal’s Office (Dr. Beth Concannon)	847-451-3023
Registrar (Ms. Irene Knispel)	847-451-3079
School Closing Hotline	847-289-4650
Social Worker (Ms. Meg Goins)	847-451-3015
Social Worker (Mr. Arturo Martinez).....	847-451-3022
Social Worker (Ms. Rachelle Minus)	847-451-2461
Student Activity Director (Mr. Dominic Manola)	847-451-2464
Director of Technology (Mr. Bryan Weinert).....	847-451-3191
Transportation (Ms. Sue Czarnecki).....	847-451-3161

LEYDEN EMERGENCY PROCEDURE

The Safety Plan at Leyden consists primarily of four color codes. They are as follows: Code Red, Orange, Yellow, and Green. While it is every student's responsibility to familiarize himself or herself with each of the four codes, the most important responsibility is to follow the instructions of the staff.

CODE RED

CODE RED indicates that a serious or possibly dangerous situation exists. It requires stopping normal school activities.

STUDENT RESPONSE:

1. Students in classroom must quietly follow any and all of the teacher's instructions.
2. Students in halls or not under direct adult supervision should immediately proceed to the nearest classroom and follow the teacher's instructions.

CODE ORANGE

CODE ORANGE indicates that a "Safety Inspection" is to be conducted. Teachers and staff are to search their immediate area for strange or unusual objects or devices.

STUDENT RESPONSE

1. Unless instructed by a member of the Situation Response Team, police, or fire department, students are to remain in classrooms.
2. Quietly follow all teacher instructions.

CODE YELLOW

CODE YELLOW indicates a situation exists calling for the orderly evacuation of the building.

STUDENT RESPONSE:

1. Students in classroom must quietly follow all of the teacher's instructions.
2. Students in halls or not under direct adult supervision should immediately proceed to the nearest classroom and follow the teacher's instructions.

CODE GREEN

CODE GREEN signifies the emergency has ended.

EMERGENCY INFORMATIONAL SERVICES

FIRE DRILL - Students should acquaint themselves with the fire drill information posted in each classroom. The individual teacher will give the student specific instructions to follow.

DISASTER DRILL/SEVERE WEATHER - In the event that school authorities receive information from the National Weather Bureau that extremely severe weather is imminent, notification will be made by an announcement by an administrator. Teachers will move with their classes to a predetermined area.

EMERGENCY SCHOOL CLOSING - In the event of severely inclement weather or mechanical breakdown in the school's physical plant, school may be closed, the starting time delayed, or students may be sent home early.

Emergency school closing information can be obtained by calling the **School Closing Hotline at 847-289-4650**. **This number is not to be used to report a student's daily absence.** Closing information will not be available on the Attendance Office telephone. In the event of weather related or other emergencies, information will be available at 5:00 a.m. on the day in question.

Also, in the event school must be closed, start late, or dismiss early, students will receive a call at home with a recorded message outlining the plan for the day.

The Leyden Web site, www.leyden212.org, may also be used to receive information on closing school. In addition, the following radio stations will broadcast emergency closing information: WBBM-780 or WGN-720 (AM stations).

HISTORY OF THE LEYDEN SCHOOLS

The Early Years

For three-quarters of the century, the story of Leyden High Schools has been one of constant expansion and progress. Its history is a long and proud one. At the turn of the century, Leyden Township had no high school. Those few students who pursued an education beyond grade school went to nearby high schools, such as Proviso.

In 1913 a two-year high school was started in a portable building on the present Hester Grade School grounds, and by 1918 there were twenty students enrolled in the high school. During the 1920s the bulk of the population in the area lived east of the Des Plaines River, and the area where East Leyden now stands was open land. After a third referendum, the voters approved a four-year high school. In April 1924, the Leyden Community High School was organized as Cook County District 212. The 16-room building was completed at a cost of \$125,000 and was first occupied in February of 1927.

In 1930 the population of the entire school District was 4,000 with 246 students and 13 teachers in the high school. By 1940 the population had grown to 10,000 citizens with 27 teachers serving 600 students. By 1950, during the period following World War II, the District grew rapidly to 45,000 citizens with a proportionate increase in enrollment to 1,100 students served by 65 teachers.

Period of Growth

To keep up with the rapid growth of the community, East Leyden increased its facilities with additions in 1933, 1940, 1945, and 1947. Over 60% of East Leyden's building was constructed by 1954-1955. Construction of the West Leyden facility took place between 1957 and 1959, taking a student overload away from the East Campus and opening its doors to both freshman and sophomore students on September 8, 1959. The sophomores, who attended East Leyden their first year, graduated in 1962. The freshmen, the first group to attend West for all four years, graduated in 1963. The cost of the completed West Leyden building was \$7.1 million. It contained approximately 350,000 square feet of floor space and occupied 34 acres of land. By this time the population of the District was 65,000 citizens with 178 teachers serving 3,300 students.

From 1965 to 1969, West Leyden was the home of Triton Junior College, serving 10,000 students. When Triton left West Leyden for its newly built facilities in River Grove, it left West Leyden richer with the addition of 16 classrooms.

In 1972, a three-story addition was constructed in the center court of the East Campus housing the Media Center, social studies department and printing classes.

In 1974-1975, Leyden Community High Schools celebrated "Fifty Years of Excellence." The Board of Education initiated a variety of events to commemorate this milestone, including an Open House Program held on Sunday, October 13, 1974. At the end of its first half-century of existence, the Leyden schools had reached their apex with a District population of 75,000 citizens and 257 teachers serving 4,696 students. At this same time, the last addition to the north end of the East campus building was completed, including a new field house, auto shop, and power mechanics shop. In addition, an alternative school, REAL Learning Center (now known as Maple Park Academy) was established in cooperation with Ridgewood and Elmwood Park high school Districts.

Having last won an athletic state championship in the 1959-1960 school year (East Leyden wrestling), the 1977-1978 school year brought two more great athletic accomplishments to East Leyden: another state championship wrestling team and a state championship football team.

The '80s and Ahead

Since the early 1970s both Leyden campuses began experiencing a decrease in enrollment, a trend caused mainly by smaller families. Thus, in the fall of 1981, the athletic programs and fine arts programs of both schools were combined into single programs. West Leyden's school colors - blue and gold - and East Leyden's mascot - an eagle - were adopted for the new combined program. The merger has proven to be successful both in performance and in combining the spirit and youth of all communities in the District.

Both Leyden High Schools enjoy the highest accreditation given by the NCA - AdvancED and the Educational Service Region of Cook County. During the 1983-1984 school year, East Leyden was recognized as one of the state's finest high schools.

During the 1984-1985 school year, the United States Department of Education and the President of the United States recognized both East and West Leyden as model schools. On October 1, 1985, principals of both East and West Leyden were presented with a recognition flag and a plaque in a ceremony held in the Rose Garden at the White House in Washington D.C.

After a study determined that instruction at West was interrupted for 20 seconds out of every two minutes due to jet traffic to and from O'Hare Airport, a massive soundproofing project was undertaken at the West Campus between 1991 and 1992. Through a grant provided by the Federal Aviation Administration and the City of Chicago, the classrooms and instructional areas at West Leyden were soundproofed at a cost of over \$6.5 million.

In 1988, the Alumni Wall of Fame was established to honor select alumni who have earned recognition for their achievements and contributions in their fields of endeavor. The alumni are also honored at an afternoon ceremony and reception. The highlight of their two-day visit to Leyden, however, is talking with students about their own ability to achieve goals by applying their talents and working hard.

In the 1999-2000 school year, Leyden celebrated its 75th anniversary with events and festivities throughout the school year.

Leyden Today

The Leyden High Schools today are steeped in excellence, tradition, diversity, and opportunity. With approximately 3,500 students, 270 teachers (75% of whom hold master's or higher degrees), and an appraised value of buildings and equipment of \$110 million, the Leyden High Schools offer something for every student. Leyden offers a wide range of gifted education programs, Honors and Advanced Placement courses, and comprehensive vocational and career education programs in its more than 169 courses. Our libraries house more than 82,000 books, multiple CD-ROM programs, and access to the Internet on 75 student workstations. Every classroom has dedicated Internet access to integrate technology into instruction.

Leyden students continue to compete with the very best. They have the opportunity to participate in 23 interscholastic sports and over 75 clubs and activities. During the 1996-97 school year, our Academic Team took fourth place in the State of Illinois. During the 1997-1998 school year, three forensics students brought home state championships in their events. Our music, drama, and art programs continue to offer outstanding challenge and opportunity to those students with special talents and interests.

On April 1, 2003, the citizens of our communities demonstrated their belief in Leyden High School District 212 when they passed a referendum, increasing the Education Fund tax rate (which had remained the same for 40 years) from \$.92 to \$1.42 per \$100 of assessed valuation. Without the successful passage of the referendum, drastic cuts in programs, services, and opportunities for students loomed. A massive campaign by parents, community leaders, staff members, and students created support for the referendum, and it passed on its first attempt. The increased revenues from the tax-rate increase enabled Leyden to continue to provide a top-quality, comprehensive education for its students.

In January 2009, the District purchased 12 acres of property from the Thompson Steel Company. This property, located across the street from East Leyden, will be used for additional parking and athletic fields initially, and will help the District meet its needs for the future.

In May 2010, West Leyden celebrated its 50th anniversary with students, alumni, current and retired staff members, and community members.

Also in May 2010, of 800 school districts in Illinois, Leyden High School District 212 became only the second to achieve District Accreditation status. Because of our commitment to continuous improvement, Leyden chose to pursue District Accreditation through NCA - AdvancED, the largest school accreditation organization in the country. An intense, year-long process of self-reflection and analysis by our School Improvement Team, and the preparation of extensive reports and evidence that Leyden met the seven standards required for District

Accreditation, led to a site visit of both East and West Leyden by a five-member team from NCA - AdvancED on May 3 – 5, 2010. In awarding District Accreditation to Leyden, the NCA - AdvancED team was very complimentary of District 212’s vision and mission and of our staff members, students, Board of Education, administrators, and community support. They praised our academic programs and our support systems for students, calling District 212 a “caring, supportive professional learning community providing a multitude of opportunities for all students.”

By continually reviewing and upgrading our curriculum, our programs, our resources, and our supports and by working in partnership with students, parents, and the Leyden community, we will create a positive learning environment that fulfills both the Board of Education’s motto “What’s Best for the Kids” and the District’s vision statement “Committed to Excellence.”

EAST LEYDEN COUNSELOR BREAKDOWN

Ms. Cynthia Gustafson – C, E, R; Financial Aid / Scholarship Coordinator (Dean - Mr. Michael Grosch)	847-451-3073
Ms. MK Leifker – K, Z; Student Services Department Chairperson (Dean - Mr. Michael Grosch)	847-451-3048
Mr. William Mitchell – N, S, T; Placement Test Coordinator (Dean - Mr. Dennis Byrne).....	847-451-3026
Ms. Patricia Muldoon – D, F, I, Q and PASS Program / Out-of-Building Placement; Testing Coordinator (Dean - Mr. Dennis Byrne).....	847-451-3195
Mr. Charles Novotny – O, P, V and LEP (K – Z); Testing / NCAA Clearinghouse Coordinator (Dean - Mr. Michael Grosch)	847-451-3034
Ms. Emilie Reynolds – M and LEP (A - J); Peer Leader Coordinator (Dean - Mr. Michael Grosch)	847-451-3196
Ms. Christine Schulz – A, B, L, U; College Coordinator (Dean - Mr. Dennis Byrne).....	847-451-3046
Ms. Heather Shannon – G, H, J, W, X, Y; Career / Military Coordinator (Dean - Mr. Dennis Byrne).....	847-451-3055

PARENTS’ CLUB

The prime objective of the Parents’ Club is to bring a closer relationship between the home and the school so that parents and teachers can effectively provide for the education of the pupil. In addition, the Parents’ Club gives recognition to deserving East Leyden students by providing academic awards and scholarships. These activities are made possible through parent support of the Parents’ Club.

Executive Board

President	Mr. Rick Chillemi
1 st Vice President	Ms. Dianne Cargola
2 nd Vice President	Ms. Julie Dziadosz
Corresponding Secretary	TBA
Recording Secretary	Ms. Donna Maibusch
Treasurer	Ms. Catherine Morrison
Auditor.....	TBA

ACADEMIC REQUIREMENTS

GRADUATION REQUIREMENTS

A minimum of twenty-one (21) units of credit will be required for graduation from the Leyden High Schools. The Board of Education supports a comprehensive high school educational program. All Leyden High School students have the opportunity to develop basic skills and expand their knowledge in both traditional and elective programs. Of the twenty-one units of credit required for graduation, the following basic requirements must be met:

English-4 units

Mathematics-3 units

Reading-2 units or demonstrated proficiency

Freshmen and sophomores who fail any semester of reading must repeat the course during the summer term. Transfer students are exempt from the requirement for semesters not enrolled at the Leyden High Schools.

Science-2 units (including 1 unit of a Biology course and 1 unit of Physical Science or Chemistry Honors)

Social Studies-2 units (1 unit of U. S. History and 1 unit of Global Studies)

Physical Education-4 units

1. **Health Education** 1/2 unit. Health Education may be taken in lieu of Physical Education.
2. **Exemptions** Students can be exempted from Physical Education if they:
 - participate in varsity athletics during their junior or senior year;
 - are in need of a required credit to graduate;
 - need an additional course for admission to a particular college;
 - are medically excused by a physician. (See **counselor for details.**)

Fine & Applied Arts-1 unit Courses taken in Art, Business Education, Drama, Family and Consumer Sciences, Industrial Technology, Modern Languages, or Music departments satisfy this requirement.

Computer Literacy-1/2 unit

Consumer Education-1/2 unit All students must successfully complete a semester course that meets the state requirement or pass the state proficiency test. Students must take Consumer Education or Economics Honors as a junior or senior.

Federal and State Constitution Examination Each student must pass an examination on the Federal and State Constitutions, Declaration of Independence, and the proper use and display of the American Flag.

PSAE Students are required to take the Prairie State Achievement Examination (PSAE) as a condition of graduation (Public Act 93-857).

Repeating Failed Courses Required For Graduation Students who fail a course required for graduation may repeat it once during the next school year. Quarter courses may be repeated during the same academic

year in which the failure occurred. Students may additionally fulfill the credit during summer school, at Triton, through online credit recovery, or through another approved accredited program, per Board Policy 6:310. Students must gain the approval of the counselor prior to enrolling in alternative courses in order to apply earned credits toward graduation. Online credit recovery enrollment during the school year is conditional upon counselor's approval, approval of the Assistant Superintendent for Curriculum and Instruction, and available seats.

ANNUAL CLASSIFICATION OF STUDENTS

Leyden High School District 212 classifies students as freshmen, sophomores, juniors, and seniors based on credits earned rather than years of attendance. This system allows the District to report out more faithfully our students' actual progress as they move through the high school curriculum. The chart below displays the range of credits that will determine grade classification. Classification for the 2011/2012 school year will be determined at the conclusion of Summer School 2011.

GRADE	# CREDITS
Freshman	0.00 - 5.49
Sophomore	5.50 - 10.99
Junior.....	11.00 - 16.49
Senior *	>= 16.5

(*and completion of the PSAE test)

DRIVER EDUCATION REQUIREMENTS

Illinois law now requires that any high school student who wishes to enroll in Driver Education must have passed a minimum of 8 semester courses in the previous 2 semesters to be eligible to enroll in the course. Students who violate the Board of Education policies regarding substance abuse will not be permitted to participate in Leyden Driver Education until the fall of the student's junior year. In addition, students may not take the behind-the-wheel portion of Driver Education until all outstanding fines are paid.

COLLEGE ENTRANCE REQUIREMENTS

Because each college has its own entrance requirements, it is important for parents and students to review specific requirements in the latest catalog of the colleges the student plans to attend.

Students planning to enter a four-year college or university (or a junior college transfer program) should complete the following **minimum** course of study:

English.....	4 years
Mathematics	3 years
(including Algebra, Geometry, and Advanced Mathematics courses)	
Science	3 years

(laboratory science classes such as Biology, Physical Science, Chemistry, and Physics)

Social Studies3 years
(emphasizing history and government)

Modern Languages, Art, or Music.....2 years
(may include one year of Business, Family and Consumer Sciences, or Industrial Technology)

EARLY GRADUATION

Students may apply for early graduation if they have met all minimum requirements for graduation as established by the Board of Education upon recommendation of the administration, NCA - AdvancED, and the laws of Illinois. The selection of the Early Graduation option means students would not attend for the full eight semesters, but would attend a minimum of three years (six semesters) and for as many additional semesters as necessary for them to meet the minimum requirements. If the Early Graduation option is chosen, students are given their diplomas following completion of the Option requirements.

The student, prior to the final semester of attendance, must apply for the Early Graduation Option.

A special form is available from the counselor, which must be completed in a conference including the student, parents, and counselor with final approval given by the Principal or Assistant Principal. Generally speaking, all students are required to attend eight semesters of high school since it gives them an opportunity not only to acquire skills, concepts, and understandings of various subject disciplines, but also enables them to mature socially, emotionally, physically, and mentally. For many, it will be the last opportunity to prepare themselves for the world of work, a post-high school education, and citizenship. Thus, the Early Graduation option should be chosen only after much thought and deliberation, and only by the small number of students whose specific needs can best be met by choosing the Early Graduation option.

Any student who decides to withdraw from school in order to complete their studies at Triton or another institution will not be considered as an early graduate. The student electing this option may not participate in school-wide events such as the prom, senior class pictures, senior brunch, etc. They may, however, participate in the graduation ceremony. Please see your counselor for more details.

NO PASS/NO PLAY - ILLINOIS HIGH SCHOOL ASSOCIATION ACTIVITIES

All students who participate in an IHSA activity must be passing a minimum of four courses per week. Students who fail to meet this requirement will be ineligible to participate in any contests held the following week. Students who fail to pass a minimum of four courses per semester will be ineligible to participate for the next semester.

NO-PASS/NO PLAY – NON-IHSA ACTIVITIES

1. All students who participate in non-IHSA activities must be doing D or better work in at least twenty credit hours of high school work per quarter or be earning the equivalent grade point average.
2. Students shall have, unless they are entering high school for the first time, credit on the school records for twenty credit hours of high school work for the previous quarter. Such work shall have been completed in the quarter for which a grade is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received.
3. Work taken in junior college, college, university, or by correspondence may be accepted toward meeting the requirements provided it is granted credit toward graduation from high school by the Board of Education.
4. Student ineligibility will start as soon as grades are issued or the day after a performance that spans a quarter, whichever is later.
5. Student eligibility will begin as soon as grades are issued.
6. It is the responsibility of each activity sponsor to peruse quarter report cards and determine eligibility.
7. A report of ineligible participants will be filed in the Activity Director's Office each quarter.

ATHLETIC HEAD COACHES & PHONE NUMBERS

<u>FALL</u>	<u>HEAD COACH</u>	<u>PHONE NUMBER</u>
Boys' Cross Country.....	Rick Mason	847-451-3143
Girls' Cross Country.....	Katie Gudex	847-451-3167
Football	Tom Cerasani	847-451-3082
Golf	Steven Siekierski.....	847-451-3155
Boys' Soccer	Mark Valintis	847-451-3014
Girls' Swimming.....	Chris Cook	847-451-3136
Girls' Tennis	Bob Smith	847-451-3040
Girls' Volleyball	Danielle Kowalkowski.....	847-451-3147

WINTER

Boys' Basketball.....	Bill Heisler	847-451-3064
Girls' Basketball	Michele Szatko.....	847-451-3062
Girls' Bowling	Chris Aylward.....	847-451-3155
Girls' Gymnastics	Jason Orna.....	847-451-3167
Boys' Swimming	Chuck Skrabacz	847-451-3641
Wrestling.....	Jason Potter	847-451-3064

SPRING

Badminton.....	Brian O'Grady	847-451-3136
Baseball.....	Gary Wolf	847-451-3136
Boys' Gymnastics	TBA.....	TBA
Girls' Soccer	Rob Fowler.....	847-451-3082
Softball.....	Kurt Schuett	847-451-3077
Boys' Tennis	Bob Smith	847-451-3040
Boys' Track & Field	Tom Cartwright.....	847-451-3064
Girls' Track & Field.....	Brent Dempsey.....	847-451-3143
Boys' Volleyball	TBA.....	TBA

Cheerleaders.....	Kelly Firkus/Laura Chihoski	847-451-3155
Leydenettes	TBA.....	TBA

WEST SUBURBAN CONFERENCE SCHOOL LOCATIONS

Addison Trail (630-628-3326)

213 N. Lombard Rd., Addison, IL 60101
Take Lake St. (IL 20) west to Addison, Lombard Rd. Turn left (south) to Army Trail Rd. Turn right to the school.

Downers Grove North (630-795-8407)

4436 Main St., Downers Grove, IL 60515
Take Mannheim Road (45-12) south to Ogden Ave. (US 34). Go west to the school. School is located on the corner of Main and Ogden.

Downers Grove South (630-795-8517)

1436 Norfolk, Downers Grove, IL 60516
Take Illinois Route 83 south to 63rd St. Turn right (west) to Dunham Rd. School is located on 63rd and Dunham Rd.

Glenbard West (630-942-7550)

670 Crescent Blvd., Glen Ellyn, IL 60137
Take Mannheim Rd. (45-12) south to St. Charles Rd. Go west to Crescent (southwest). School is located on the corner of Crescent and Park Ave.

Hinsdale Central (630-570-8240)

55th and Grant St., Hinsdale, IL 60521 Take Mannheim Rd. (45-12) south to 55th St. Go west to Grant Ave. School is located on the corner of Grant and 55th St.

Hinsdale South (630-468-4240)

7401 Clarendon Hills Rd., Darien, IL 60559
Take Illinois Route 83 south to 75th St. Turn right (west) ½ mile to the school.

Lyons North (708-579-6393)

100 S. Brainard, LaGrange, IL 60525 Take Mannheim Rd. (45-12) south to Ogden Avenue (US 34). Go west to Brainard St., south to the school. School is located on the corner of Brainard and Cossitt.

Lyons South (708-579-6393)

49th and Willow Springs Rd. (Gilbert), Western Springs, IL 60558 Take Mannheim

Rd. (45-12) south to 47th St. Go west to Harvey St. School is located on the corner of Harvey and 47th St.

Morton East (708-222-5863)

2423 Austin Blvd., Cicero, IL 60650
Take the Eisenhower Expressway east to Austin Ave. Turn south on Austin to the school.

Morton West (708-222-5863)

2400 Home Ave., Berwyn, IL 60402
Take Grand to Harlem; turn south on Harlem to 22nd St. School is located behind shopping center.

Oak Park-River Forest (708-434-3000)

201 N. Scoville, Oak Park, IL 60302 Take Lake St. east to Scoville Avenue in Oak Park. School is located on the corner of Lake and Scoville.

Proviso East (708-202-1696)

807 S. First Ave., Maywood, IL 60153 Take North Ave east to First Ave.; turn right (south) to the school. School is located at First and Madison.

Proviso West (708-202-6397)

4701 W. Harrison, Hillside, IL 60162 Take Mannheim Rd (45-12) south to St. Charles Rd. Go west on St. Charles Rd to Harrison St. School is located on Wolf and Harrison behind Hillside Shopping Center.

Willowbrook (630-530-3406)

1250 S. Ardmore, Villa Park, IL 60181 Take Route 83 South to Roosevelt Road. Turn right (west) to Ardmore Avenue. Turn right (north) on Ardmore to the school.

York (630-617-2403)

355 St. Charles Road, Elmhurst, IL 60126
Take Mannheim (45-12) south to St. Charles Road. Go west to Spring Road in Elmhurst. School is located on the corner of St. Charles and Spring Road.

ATTENDANCE

Students are encouraged to establish a good attendance pattern. No student can receive maximum benefit from the educational opportunity that school represents if the student does not assume the responsibility of regular attendance. There is really no way to duplicate the classroom learning experience after an absence.

ALL DAY ABSENCES

ILLNESS OR EMERGENCY ABSENCE - When a student is absent from school, it is the responsibility of the parent or guardian to inform the Attendance Office between the hours of 7:00 a.m. and 11:00 a.m. **Our 24-hour, 7 days a week, Attendance Office phone number is 847-451-3035.**

ADMITS

1. Students whose absences have not been cleared by a parent call should **report to the Attendance Office immediately upon arrival at school.**
2. Students must obtain an admit from the Attendance Office for an unexcused absence **within 24 hours after the absence.**
3. Students absent from class or school because of medical reasons involving a doctor's office visit during the absence and verified with a doctor's note are to obtain an admit from the Health Care Aide. **Doctor notes are to include: letterhead, specific date of doctor appointment, specific date(s) to be covered by the note and date of return to school. The doctor's note must be given to the Health Care Aide immediately on the day of return to school.**
4. Students absent because of a communicable disease (e.g. measles, strep throat, mononucleosis) **must obtain an admit from the Health Care Aide immediately on the day of return to school.**

LATE TO SCHOOL

1. If a student arrives late to school, it is the responsibility of the parent/guardian to inform the Attendance Office of the **late arrival on the day in question.** Students must report to the Attendance Office and get an admit within 24 hours of the time of the late arrival. **Late arrivals will be considered unexcused if there are no parent calls and/or the student does not pick up an admit within 24 hours of the time of the late arrival.**
2. If the parents inform the Attendance Office that their student will be absent all day but during the day the student comes to school, the student must report to the Security Desk and Attendance Office. Disciplinary action may result if a student is in the building without authorization.

RESPONSIBILITY OF ABSENCE CLASSIFICATIONS

Classification of absences: "Unexcused," "Absent," and "Excused Absent" will be the responsibility of the Attendance or Deans' Office, Deans of Students, and other building administrators according to Illinois School Code guidelines. Information provided by parents will be used to help determine classification. Information may include but is not limited to, information from parents, medical, religious, or court documents.

PREARRANGED ABSENCES

Permission for prearranged absences must be arranged through the Counselors' Office/Student Services Department. Prearranged absences should be completed for absences that are **LONGER** than three (3) days in length. **Prearranged absences are NOT "excused absences."** Prearranged absences will count toward the Leyden Excessive Absence Policy.

FINAL EXAMINATION ABSENCE AND TARDY POLICY

1. Students should be on time for each exam. If a student arrives to class during the first five minutes of the exam, the student is allowed to take the exam with no grade penalty. The teacher will mark the student tardy if the period has started.
2. If a student arrives to class after the first five minutes, the student is **unexcused**, and the teacher cannot allow the student to take the exam at that time. The student will have to take the test during a make-up period and his/her grade will be lowered one letter grade.
3. If a student is **suspended** during the scheduled final examination time, he/she must make up the exam at the next available make up opportunity. The suspended student's final exam grade will be lowered one letter grade.
4. If a student is classified as "Absent" or "Excused Absent," **except for suspension**, during the scheduled final examination time, he/she may make up the exam with no grade penalty and no consequence from the Deans' Office/Attendance Office.

MAJOR ELEMENTS OF EXCESSIVE ABSENCES POLICY

Students will be withdrawn from class when they accumulate 14 days of absences for reasons included within the "Absent" category.

Absences are classified into two categories as follows:

1. **"Absent"** - This category includes absences due to illness, court, college/military visits/tests, family emergencies, needed at home, family vacation and truancy (absent without authorization).
2. **"Excused Absent"** - This category includes absences due to medical reasons (verified by doctor's note submitted to the Health Care Aide immediately upon return to school), funeral for immediate family or member of household, religious holidays and school generated absences (e.g. field trips, suspensions, appointments in Dean, Health Care Aide, counselor or administrative office).

Refer to the section, Uniform Code of Conduct, for specific procedures and dispositions concerning the Excessive Absence Policy.

UNEXCUSED CLASS ABSENCES/TRUANCY

Truancy from classes will not be condoned by the Leyden High Schools. Any student absent and unexcused 10 or more minutes from a class or absent unexcused from a multiple number of classes during the same day will be referred to the Dean of Students for disciplinary action. Refer to the section, Uniform Code of Conduct, for specific procedures and dispositions concerning class truancy.

TARDINESS TO CLASS

Students are considered tardy when not in their assigned station as defined by the teacher. Tardiness to class at any time during the school day will result in the teacher recording the tardy. Refer to Tardies (Unexcused) section under Offense and Disciplinary Actions.

ABSENCE ON DAY OF A SCHOOL ACTIVITY

Students who are absent from school are not permitted to participate in extracurricular activities or other school sponsored events on the day of absence from school, unless they have prior permission from the Dean of Students.

ABSENCES ON RELIGIOUS HOLIDAYS

Any student who because of the observance of a religious activity, pre-arranged through the Counselors' Office/Student Services Department and approved by

the Dean of Students will be marked "Excused Absent." Students will be allowed to make up examinations and/or work upon their return to school. Any absences for the observance of a religious activity not pre-arranged and/or approved by the Dean of Students will be recorded as "Absent" which will count towards the Excessive Absence Policy.

LEAVING THE BUILDING DURING THE SCHOOL DAY

Students are not permitted to leave the building for any reason without permission. Permission is granted by obtaining a work program pass, a pass from the Health Care Aide, Attendance Office or Dean of Students. Failure to obtain permission to leave the building will result in an unexcused absence regardless of the excuse presented after the absence by either the student and/or parent/guardian.

CODE OF CONDUCT

The Uniform Code of Conduct demonstrates the commitment of the Leyden Board of Education, administration and staff to provide a safe and stable environment for learning to take place. This Code is designed to achieve in each classroom a climate of order, discipline, control, and learning as well as a climate that brings out the best qualities in both the teacher and the student, allowing for individual growth and differences. Foremost, this Code is a tool to reduce misconduct and thereby increase the educational benefits to which all students have a right. **This Code is to be enforced throughout the school building, on any school property, school buses, during any school activity either at Leyden or at any other location, at any place where the misconduct bears a reasonable relationship to school, and when students are en route to and from school.**

THE RESPONSIBILITIES OF STUDENTS AND COMMITMENT TO EXCELLENCE

The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school. Students must:

1. Strive for excellence in academics and ethics.
2. Assist in providing a good learning climate.
3. Respect the rights of fellow students and school personnel.
4. Avoid abusive language, verbal or written.
5. Dress appropriately and maintain good personal cleanliness.
6. Be punctual and attend school regularly.
7. Respect authority in school and related activities.
8. Respect the property of others.
9. Be responsible for their actions.
10. Know and comply with school rules and procedures.
11. Be informed of school activities.

THE RIGHTS OF STUDENTS

Students have certain rights under the laws and the constitutions of the United States and the State of Illinois. These include the right to privacy in student records, freedom of expression, due process, equal treatment, and freedom from discrimination. These rights are recognized and respected by the School District consistent with the rights of others and the School District's rights and responsibilities to maintain discipline, safety, and an appropriate educational atmosphere at the Leyden High Schools and its programs. Therefore, student rights must be exercised in the context of, and subject to, this code, Board of Education policies, and other school rules.

No person, including a District employee or agent, or student shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; nationality; sex; sexual orientation, gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parent status; including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing,

intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

DISCIPLINE OF STUDENTS WITH DISABILITIES

1. **EXPULSION**
A student with disabilities shall not be expelled from school for conduct that is determined to be a result of the student's disability. Before expulsion of a student with disabilities, an Individualized Educational Plan (IEP) meeting shall be held to address whether the student's misconduct was a result of the student's disability, whether the student's placement is appropriate and such other matters as required by law.
2. **SUSPENSION**
 - A. A student with disabilities will be suspended for up to ten (10) school days for disobedience or misconduct that is not a result of the student's disability. The same suspension procedures applicable to students without disabilities shall be followed.
 - B. A student with disabilities will be suspended from school for up to ten (10) school days for gross disobedience or misconduct which is a result of the student's disability where the student's presence in school presents a danger to the student, other students, staff or school property. The same suspension procedures applicable to students without disabilities shall be followed. An IEP meeting shall be held as soon as reasonably possible after the suspension.
 - C. A student with disabilities will be suspended from school for up to ten (10) school days for gross disobedience or misconduct, which is a result of the

student's disability if suspension has been specially addressed by the IEP team.

- D. If a student is suspended for more than the ten (10) school days in any school term, an IEP team meeting shall be convened to determine the appropriateness of the student's placement and IEP.

3. **DISCIPLINE OTHER THAN EXPULSION OR SUSPENSION**

At the IEP team meeting, the extent to which regular school rules and consequences will be applicable to the student must be specifically discussed. The student's IEP shall specifically address the applicability of regular school rules and consequences to the student and any exceptions or alternative rules or consequences. The student will then be disciplined in accordance with the IEP without the necessity of a team meeting before application of the rules and consequences.

This policy is effective for all IEPs prepared after the date of adoption of this policy.

(Legal Reference: Adopted by the Board of Education School Code 122-10-22.6, July 13, 1989)

ACTS OF MISCONDUCT AND DISCIPLINARY ACTION

A uniform discipline code has been established for all students enrolled in Leyden High Schools. It is expected that this code shall be followed and enforced

The specification in this Code of a particular disciplinary action for a particular type of misconduct does not preclude more severe disciplinary action if warranted by all of the circumstances associated with the misconduct. The offenses for which suspension or expulsion are identified as consequences are considered gross disobedience or misconduct within the meaning of the Illinois School Code. However, misconduct that by itself does not warrant suspension or expulsion may by repetition become gross misconduct or disobedience for which suspension or expulsion may result. A student may also be suspended or expelled for misconduct or disobedience, which is truly gross, by any standard. In addition any behavior, conduct, or action(s) that cause or could potentially cause disruption to the operation of the school or interfere with the normal educational process or associated activities are prohibited.

Level I includes temporary or permanent removal from class, parent conference, verbal reprimand, behavioral contract, counseling, withdrawal of privileges, detentions and special assignment.

Level II includes temporary or permanent removal from class, parent conference, detentions, referral to the Student Services Department, withdrawal of privileges, suspension of bus privileges, assignment to Behavior Improvement Center (BIC), out-of-school suspension, parent conference with FINAL WARNING.

in the same spirit and manner throughout the school system. Staff members shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student. Mitigating circumstances include, but are not limited to, the following factors:

1. Age, health, and maturity of student
2. Academic placement of student
3. Attitude of student
4. Cooperation of student
5. Prior conduct
6. Seriousness of offense
7. Willingness to make restitution

A teacher may remove a student from the classroom for disruptive behavior for the class period. If needed, reasonable force will be used to maintain the safety of the student, other students, and the teacher. The student will be sent to the Deans' Office. A conference will be held with the student prior to the student's return to the classroom.

The following offenses will be responded to by the corresponding listed disciplinary action. Due to the range of seriousness and complexity, offenses will be responded to by one of four Levels of Disciplinary Action where a variety of disciplinary consequences are possible. The degree of seriousness and consequences increases with each level starting with Level I and ending with Level IV. Level IV offenses and consequences are the most serious and are considered to be acts of gross disobedience or misconduct and may involve violations of criminal statutes.

Level III includes temporary or permanent removal from class, assignment to BIC, out-of-school suspension, referral to Student Services Department, financial restitution, suspension of bus privileges, withdrawal of privileges, police involvement, parent conference with FINAL WARNING.

Level IV includes temporary or permanent removal from class, withdrawal of privileges, out-of-school suspension, referral to Student Services Department, police involvement, parent conference with FINAL WARNING, expulsion recommendation, alternative program, or other Board of Education action.

OFFENSE

Absenteeism-Class Truancy

DISCIPLINARY ACTION

1st Report: Report sent to Attendance Supervisor, student assigned two (2) detentions and Parent/Guardian notified by Attendance Supervisor.

Minor students who are truant will face applicable village/city laws and/or ordinances in addition to school consequences.

2nd Report: Report sent to Attendance Supervisor, student assigned four (4) detentions and Parent/Guardian notified by Attendance Supervisor.

3rd Report: Report sent to Attendance Supervisor, student assigned one (1) day in BIC and student referred to Counselor. Parent/Guardian notified by Attendance Supervisor.

4th Report: Report sent to Attendance Supervisor, student assigned two (2) days in BIC and Parent/Guardian notified by Attendance Supervisor.

5th Report: Report sent to Attendance Supervisor, Counselor notified by Attendance Supervisor, Parent/Guardian notified by Attendance Supervisor, Counselor holds parent & student conference to develop Behavioral Contract. Student will be suspended if conference is not held within three (3) school days.

6th Report: Report sent to Attendance Supervisor, student suspended externally until parent & student conference with Counselor and Dean, Parent/Guardian notified by Attendance Supervisor and student placed on Final Warning.

7th Report: Report sent to Attendance Supervisor, student suspended externally, Final Warning consequences followed and/or recommended for expulsion and Parent/Guardian notified by Dean.

Additional Elements of the Attendance Policy

Final Exam Attendance/Tardy Procedures: Students should be on time for each exam. If a student arrives to class during the first five minutes of the exam, the student will be allowed to take the exam with no grade penalty. The teacher will mark the student tardy if the period has started.

If a student arrives to class after the first five minutes, the student is **unexcused**, and the teacher cannot allow the student to take the exam at that time. The student will have to take the test during a make-up period and his/her grade will be lowered one letter grade.

If a student is **suspended** during the scheduled final examination time, he/she must make up the exam at the next available make up opportunity. The suspended student's final exam grade will be lowered one letter grade.

If a student is classified as "**Absent**" or "**Excused Absent**" during the scheduled final examination time, he/she may make up the exam with no grade penalty and no consequence from the Deans' Office/Attendance Office.

Unexcused Absence: Unexcused absences must be resolved within 24 hours by parent or legal guardian within 24 hours of the day (starting at 7:30 a.m.) of the absence or the student will be marked truant.

Unexcused Class Absences: Any student who has four (4) Class Absences Referrals (C.A.R.) (or two (2) in a nine week course) filed in one class will be dropped from the class with a "TF" grade and will be assigned to study hall.

Students Leaving the Building: Students are not to leave the building during the school day for any reason without permission. Permission is granted by obtaining a work program pass, a pass from the Attendance Office, Health Care Aide, or Dean of Students. **Failure to obtain permission to leave the building will result in an unexcused absence regardless of the excuse presented after the absence by either the student and/or parent/guardian.**

Teacher Involvement: Each teacher must talk with the student and must have

OFFENSE

DISCIPLINARY ACTION

the student sign the C.A.R. before sending the report to the Attendance Supervisor. If the student is absent for two consecutive days making it impossible to talk with the student and obtain a signature, the teacher indicates on the C.A.R. that no contact has been made and sends the report to the Attendance Supervisor.

Study Hall/ACCESS /Guided Study Truancy:

Each Offense: assigned to one (1) day in BIC

After five (5) BIC assignments each additional offense one (1) day Suspension will be assigned.

Three or More Periods of Truancy in One Day: Students who miss three (3) or more periods in one (1) day will serve two (2) days in BIC. This will be considered an all-day truancy. On the third incidence of all-day truancy the student will be put on FINAL WARNING.

In addition to school consequences, students who are truant three or more periods in one day will face applicable city or village laws and ordinances.

Student on Either Campus When Reported Absent: Any student, who has been reported absent to the Attendance Office by a parent/guardian and then appears on either campus without first checking in at the Attendance Office, will be considered truant.

Absenteeism-- Excessive Class Absence

Major Elements of Excessive Absence Policy: All absences will be classified into two categories as follows:

1. Absent: This category includes absences due to illness, court, college/military visits/tests, family emergencies, needed at home, family vacation and truancy (absent without authorization).

2. Excused Absent: VALID cause for absence in this category includes absences due to medical reason (verified by doctor's note given to the Health Care Aide immediately upon return to school), observance of a religious holiday, death in the immediate family or member of household and school generated absences (e.g. field trips, suspensions, BIC, in-school suspensions, appointments in Dean, Health Care Aide, counselor or administrative office.)

Reporting Procedures & Dispositions: The following reporting procedures and dispositions will be followed after a student has accumulated four (4) days of absence in the "absent" category.

Action #1: After the fourth (4th) class absence in any one class (or second (2nd) in a nine week course), the student **will be notified** that continued absences will result in the student being dropped from the class with a "TF" grade and assigned to study hall. Student may be referred to the Intervention Team.

Action #2: On the eighth (8th) class absence in any one class (or fourth (4th) in a nine week course), **the parent/guardian** and the student **will be notified** that continued absences will result in the student being dropped from the class with a "TF" grade and will be assigned to study hall. Student may be referred to the Intervention Team. Action #3 will not take place until the **parent/guardian** and student have been notified of Action #2:

Action #3: On the twelfth (12th) class absence in any one class, (or fifth (5th) in a nine week course), **the parent/guardian** and the student **will be notified** that on the fourteenth (14th) class absence the student will be dropped from the class with a "TF" grade and will be assigned to study hall. Student may be referred to the Intervention Team. Action #4 will not take place until the **parent/guardian** and student have been notified of Action #3.

Action #4: On the fourteenth (14th) class absence in any one class, after **the parent/guardian** and student notification of the fourteenth (14th) absence (or

OFFENSE

DISCIPLINARY ACTION

sixth (6th) in a nine week course), the student will be dropped with a “TF” grade **from the class** and assigned to study hall. In the event of special circumstances, dropping a student will be up to the discretion of the Deans. Student may be referred to the Intervention Team.

Academic Dishonesty

Level I

1. Those who violate the provisions of the Academic Honesty Policy shall be subject to penalties including, but not limited to: grade reduction, conference with parents, suspension from class in question, or disciplinary referral.

2. If an assignment is plagiarized, the student will receive an “F” for the work, but must redo the assignment. The teacher will determine the weight of the grade for the second effort on the assignment. If the student fails to do the work, the student will receive a second “F.”

3. Repeat offenses of plagiarism will result in the lowering of the quarter grade.

4. Cheating on final exams will result in the student’s receiving a score of “zero” for the exam.

5. If a student wishes to appeal any plagiarism penalty, the following procedure will be used. Copies of the alleged plagiarized work will be made and given to the department chair and the Assistant Principal. A conference will then be held with the student, teacher, the department chair, and the Assistant Principal to discuss the case. The Assistant Principal will then rule on the appeal.

Alarms, False

Level IV

Arson

Level IV

Assault/Battery

Level IV

- a. Two people-no injuries

1st offense: three (3) to five (5) days BIC or out-of-school suspension and possible parent conference, Final Warning and police contact.

2nd offense: six (6) to ten (10) days out-of-school suspension, and possible parent conference, Final Warning, and police contact

- b. Two people-injuries

1st offense: five (5) days out-of-school suspension and possible parent conference, Final Warning, and police contact

2nd offense: ten (10) days out-of-school suspension, and possible parent conference, Final Warning, and police contact

- c. More than two people and/or injuries and any assault/battery based on an individual’s race, national origin, sex, religion, or other category protected by law.

Out-of-school suspension, and possible parent conference, Final Warning police contact and/possible recommendation for expulsion.

Automobile

- a. improper parking

Level I

- b. unauthorized area parking

Level II

- c. not registered

Level II

BIC-failure to serve

1st offense: 1 day BIC and reassignment of original BIC

Each additional offense: 1 day out-of-school suspension and reassignment of original BIC

Bullying, Intimidation, and Harassment

Level IV

Bus misconduct

Level II

Bus vandalism

Level III

Cafeteria misconduct

Level II

OFFENSE	DISCIPLINARY ACTION
Cheating	Level II
Class Disturbance	Level I
Clothing/Hats-Headwear	1st offense: warning
See Dress Code #6 in	2nd offense: two detentions
Regulations & Procedures	3rd offense: one day BIC (each additional offense equals one day BIC)
Detentions/Period 0/11-failure to serve	1st offense: additional detentions and/or one day BIC
	2nd offense: assignment to BIC and reassignment of unserved detentions
Dishonesty	Level II
Disrespect	Level II
Disturbance	Level III
racial/ethnic overtones	Level IV
Dress-improper	Level I
Drug/Alcohol	Level IV
a. Use/influence/impairment	10 days out-of-school suspension, parent conference, refer to Student Services, and Final Warning.
b. Possession	10 days out-of-school suspension, parent conference, police contact, Final Warning and possible recommendation for expulsion.
c. Paraphernalia	10 days out-of-school suspension, parent conference, police contact, Final Warning and possible recommendation for expulsion.
	An alternative to the 10 day suspension (a, b, c), is enrollment in and successful completion of an out-of-school substance abuse program and minimum of three (3) days out-of-school suspension.
d. Delivery or sale	Out-of-school suspension, police contact and possible recommendation for expulsion.
	Any student who violates the Board of Education policies regarding substance abuse will not be permitted to participate in Leyden driver education until the student is a junior.
	The prohibitions stated in this Code against drug and alcohol use are intended to prohibit students from exhibiting any physical or mental effects reasonably attributable to consumption of such substances. For example, a student may not be at a school-sponsored event with alcohol on his or her breath, even if the alcohol was not actually consumed at the event.
	Any student who is expelled, withdraws in lieu of expulsion, or receives a Final Warning for these violations, and is permitted to return, returns on final warning. If, after completing this second year of final warning, the student successfully demonstrates that he/she has complied with the zero-tolerance drug/alcohol policies of District 212, he/she will no longer be on Final Warning.
Electronic Devices	1st offense: two detentions, confiscate and return to student.
	2nd offense: one-day assignment to BIC, confiscate and return to parent.
	3rd offense: suspension, confiscate, possible parent conference and Final Warning and return to parent.
Electronic Harassment, Intimidation or Bullying	Level IV
Electronic Imaging Devices-Improper Use of	Level IV

OFFENSE**DISCIPLINARY ACTION**

	1st offense: minimum one (1) day assignment to BIC, confiscate and return to parent.
	2nd offense: minimum two (2) day assignment to BIC, confiscate and return to parent.
	3rd offense: out of school suspension, parent conference, and Final Warning.
Use in restricted area	Level IV – Five (5) day minimum suspension, parent conference, Final Warning, and possible recommendation for expulsion.
Use during testing	Level IV – Two (2) day minimum suspension, parent conference, Final Warning, possible loss of credit, and possible recommendation for expulsion.
Explosives	Level IV
Extortion	Level IV
Failure to pick up an admit	1st offense: warning 2nd offense: two detentions
Fighting (See Assault or Battery)	
Forgery or the use of forged notes or excuses	1st offense: one-day assignment to BIC 2nd offense: two-day assignment to BIC Each subsequent offense will result in additional days (e.g. 4th offense: Four-day assignment to BIC)
Gambling	Level II
Gangs, fraternities, sororities, secret societies, and other groups not sanctioned by District 212	Level IV
a. A student representing a fraternity, sorority, secret society soliciting for membership, or engaging in other activities (e.g. representing, wearing colors, graffiti, etc.)	1st offense: Ten (10) day out-of-school suspension, parent conference, police contact, Final Warning, and possible recommendation for expulsion. The ten (10) day out-of-school suspension may be reduced to a minimum of three (3) days out-of-school suspension by enrollment in and successful completion of an out of school gang intervention program, if available. 2nd offense: out-of-school suspension, police contact and possible recommendation for expulsion.
b. Any fight or disturbance caused by or involving gang activity	Out-of-school suspension, police contact and possible recommendation for expulsion. Any student who is expelled, withdraws in lieu of expulsion, or receives a Final Warning for these violations, and is permitted to return, returns on Final Warning. If, after completing this second year of Final Warning, the student successfully demonstrates that he/she has complied with the zero-tolerance gang involvement policies of District 212, he/she will no longer be on Final Warning.
Harassment/Sexual	Level IV
Hazing	Level III
Hostile or physical actions	Level II
ID card-failure to carry	Level II

OFFENSE	DISCIPLINARY ACTION
Illegal behavior not otherwise specified	Level IV
Insubordination	Level II
Insubordination-Gross	Level IV
Laser Pointers Possession and/or Use	1st offense: confiscate and one day out-of-school suspension 2nd offense: out-of-school suspension, parent conference and Final Warning.
Leaving class w/o permission	Level I
Leaving building w/o permission	1st offense: one-day assignment to BIC 2nd offense: two-day assignment to BIC. Each subsequent offense may result in additional days (e.g. 4 th offense: four-day assignment to BIC). In addition to school consequences, students who leave the building without permission will face applicable city or village laws and ordinances.
Lockers-Unauthorized Use	Level I
Loitering	1st offense: detentions 2nd offense: one-day assignment to BIC. Each subsequent offense will result in additional days (e.g. 3 rd offense: two-day assignment to BIC).
Permanent Marker	1st offense: confiscate and one day out-of-school suspension 2nd offense: out-of-school suspension, parent conference and Final Warning
Negligent Behavior/Bodily Harm	Level III
Pass-misuse of	Level I
Profanity	Level II
Public Indecency	Level IV See Glossary #39
Refusal to Identify Self	1st offense: two (2) days out-of-school suspension 2nd offense: four (4) days out-of-school suspension, parent conference and Final Warning
Sex violations	Level IV
Smoking/Smoking Lookout	Level III 1st offense: one-day assignment to BIC 2nd offense: two-day assignment to BIC Each subsequent offense will result in additional days (e.g. 4 th offense: four day-assignment to BIC) Minor students in possession of tobacco will face applicable village/city laws and/or ordinances in addition to school consequences.
Tardies - (Unexcused) to class	After nine (9) tardies to any one class per semester the student will receive a "TF" and be withdrawn from class and assigned to a study hall. The following procedure must be followed before a student is dropped.
Level I	Teacher writes a Tardy Report after four (4) tardies to class (three (3) during 9 week courses), contact parent/guardian by telephone, and distribute parent and counselor copies.
Level II	Teacher writes a Tardy Report after three (3) additional tardies (two (2) during 9 week courses) following date of parent/guardian contact on Level 1, contact parent/guardian by telephone, and distribute parent and counselor copies.

OFFENSE**DISCIPLINARY ACTION**

Level III	Teacher writes a Tardy Report after two (2) additional tardies (one (1) during 9 week courses) following date of parent/guardian contact on a Level 2 and sends referral to the counselor. Counselor will contact the parent/guardian by telephone, write Class Withdrawal with "TF" grade and assign to study hall. The teacher's grade book is the official record of student tardies. Unexcused tardy from a class or study hall for more than ten (10) minutes will be considered a class truancy. On the third tardy, teacher sends a tardy report to the Dean.
Tardies - (Unexcused) Study Hall, ACCESS, Guided Study:	1st offense: one-day assignment to BIC. Each subsequent offense (3 tardies) will result in one-day assignment to BIC until a student loses BIC option to external suspension.
Technology Use-Unauthorized	Level II
Theft and/or possession and/or sale of stolen property less than \$25 in value	Level III
Theft and/or possession and/or sale of stolen property exceeding \$25 in value	Level IV
Threat	Level III
Throwing of articles	Level II
Tobacco, matches, lighter-possession	Level III 1st offense: one-day assignment to BIC 2nd offense: two-day assignment to BIC Each subsequent offense will result in additional day assignments to BIC (e.g. 3rd offense will result in a three-day assignment to BIC). Minor students in possession of tobacco will face applicable village/city laws and/or ordinances in addition to school consequences.
Trespassing	Level III
Unauthorized Entry into building	Level II
Vandalism	Level III
Verbal abuse	Level II
Weapons-possession and/or use	Level IV Any student in possession of a firearm while on school property, at any school function, or at any school sponsored event, shall be expelled for a minimum of 365 days and may be expelled for up to two (2) calendar years.

CODE OF CONDUCT GLOSSARY

1. **ALARMS, FALSE** - Pulling the fire alarm when the student knows that no fire exists, unauthorized use of a fire extinguisher, or creating an emergency situation by making a false report of any kind.
2. **ALCOHOL** - Possession, use, transfer, control or being under the influence of any alcoholic beverage or look-alike alcoholic beverage. This is intended to prohibit students from exhibiting any physical or mental effects reasonably attributable to consumption of such substances. For example, a student may not be at a school-sponsored event with alcohol on his or her breath, even if the alcohol was not actually consumed at the event.
3. **ARSON** - Intentionally setting or attempting to set fires on school property.
4. **ASSAULT OR BATTERY** - Any fighting, physical attack, or threat of physical attack on another person (either with or without a weapon), or other conduct, which a student should reasonably know, may endanger the health or safety of others.
5. **BEHAVIOR IMPROVEMENT CENTER** - The purpose of the Behavior Improvement Center (BIC) is to curb violations of school regulations without removing the student from the building. The Behavior Improvement Center supervisor is there to help the student learn to behave appropriately in school and to help the student with his/her regular studies.
Responsibilities of the student assigned to the Behavior Improvement Center are as follows:
 - A. There shall be no late start or early dismissals including cooperative education students.
 - B. Disruption in the Center will be considered a serious offense and will result in additional days being assigned to the Center or an external suspension up to five days. The student must complete the remaining time originally assigned to the Center. Students absent during days assigned to the Center must complete the assignment upon return to school.
 - C. The Center will not be an alternative for Level IV disciplinary actions and battery, drug/alcohol, gang related, and weapon offenses.
 - D. After five assignments in one school year to the Center, the rest of the assignments may be out of school suspension.

6. **BULLYING, INTIMIDATION AND HARASSMENT** – Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristics is prohibited in each of the following situations:

- A. During any school sponsored education program or activity.
- B. 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.
- C. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For the purpose of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably perceived to have the effect of one or more of the following:

- A. Placing the student in reasonable fear or harm to the student's person or property.
- B. Causing a substantially detrimental effect on the student's physical or mental health.
- C. Substantially interfering with the student's academic performance.
- D. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

7. **CHEATING/ACADEMIC DISHONESTY/PLAGIARISM** - Misrepre-

- senting others' work as your own, plagiarism, allowing your work to be used in such a manner, or violating the security of the testing/grading situation in any way.
8. **CLASS ABSENCES REPORT** - A report that is filed with the Dean when a student fails to conform to attendance policies.
 9. **CLOTHING-UNAUTHORIZED PRESENCE** - Hats, headwear, coats, and jackets must be placed in a student's locker upon entering the school building. Also, as necessary, the Deans may stipulate that a particular type, color, or style of clothing is unauthorized for a particular student or the entire student body.
 10. **DANGEROUS THROWING OF ARTICLES** - Throwing of snowballs, baseballs, basketballs, Frisbees, paper airplanes and any other items in the classroom, hallway, or outside the building, on school buses, and at school-sponsored activities.
 11. **DETENTION** - A detention is the assignment of an additional period before or after the regular school day. Students are assigned to detention primarily to make up class time lost as a result of truancy or excessive tardiness, or they may be assigned to detention for infractions of the Code of Conduct. Students should be allowed 24 hours notice of the detention so that they can make their own transportation arrangements. Failure to serve assigned detentions will result in immediate additional disciplinary action.
 12. **DRESS** - Clothing or appearance which presents a health or safety hazard, which materially and substantially disrupts the educational process, or which is prohibited by school dress requirements.
 13. **DRUGS** - Possession, use, transfer, control or being under the influence of a controlled substance, look alike drugs, or drugs prescribed for another. This is intended to prohibit students from exhibiting any physical or mental effects reasonably attributable to consumption of such substances, any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 14. **DRUG PARAPHERNALIA** - Possession, use, control or transfer of equipment, materials or products designed or used for drug use.
 15. **ELECTRONIC DEVICES** - Radios, pagers, cellular telephones, CD, iPOD, and MP3 players, and other such electronic devices.
 16. **ELECTRONIC HARASSMENT, INTIMIDATION OR BULLYING** - Students may be disciplined for conduct that occurs via electronic media whether it occurs on or off campus. Such conduct may include but is not limited to e-mails, text messages, blogs, social networking sites, instant messaging, etc. depending primarily on the effect of the posting. If the student's off-campus misconduct has a connection to the educational environment, the student is subject to school discipline. The connection is demonstrated by a disruption, or reasonably anticipated disruption of the educational environment caused by the student's conduct.
 17. **ELECTRONIC IMAGING DEVICES** - The improper use of camera phones or other electronic imaging devices are prohibited in the school building. Students who improperly use such devices are subject to disciplinary action. Students who use such devices in restricted or sensitive areas that include, but are not limited to restrooms and locker rooms are subject to immediate suspension, (five-day minimum suspension) Final Warning, and/or recommendation for expulsion. Students who use such devices in a testing environment are subject to loss of credit for the exam, suspension, (two-day minimum suspension), possible withdrawal from class, Final Warning, and/or possible recommendation for expulsion.
 18. **EXPLOSIVES** - Possession, control or use of explosives, incendiary devices or any objects or devices generically referred to as fireworks, including but not limited to firecrackers, sparklers, smoke or stink bombs, M-80s, snakes, cherry bombs, snaps and rockets.
 19. **EXPULSION** - An expulsion is the removal of a student from school for a period of 11 or more consecutive school days by action of the Board of Education. The length of expulsion is at the discretion of the Board of Education.
 20. **EXTORTION** - Forcing or pressuring a person to give up money or anything of value by threats, intimidation, or force.
 21. **FAILURE TO PICK UP AN ADMIT** - If a student arrives late to school, it is the responsibility of the parent/guardian to inform the Attendance Office of the late arrival on the day in question. Students must report to the Attendance Office and get an admit within 24 hours of the time of the late arrival. **Late arrivals will be considered unexcused if there are no parent calls and/or the student does not pick up an admit within 24 hours**

- of the time of the late arrival.**
22. **FINAL WARNING** - A Final Warning is a written notice from the School District that the student must observe all school rules and regulations and other stipulations set forth by the Dean of Students and that violation of the Final Warning will result in a recommendation for expulsion. The student and the student's parent(s) will be asked to sign off on the written notice. A student may be placed on Final Warning when the Dean of Students and/or the administration deem it necessary in order to help the student improve attendance and behavior.
 23. **FORGERY** - Deliberately falsifying the signature of another on school passes or other school forms.
 24. **GAMBLING** - Participation in games of chance or skill for money or other profit.
 25. **GANGS** - Any organization, club, or group composed wholly or in part by students, which seeks to perpetuate itself by acceptance of additional members from students enrolled in the District, and which is assembled for the common purpose or design of 1) committing or conspiring to commit criminal offenses, or 2) engaging in conduct that is inimical to the public good, or 3) engaging in conduct that interferes with or disrupts the District's educational process or programs. Membership in a gang, recruiting gang members, involvement in gang activities and display of gang symbols or paraphernalia are strictly prohibited.
 26. **HARASSMENT** - No person, including a District employee or agent, or student shall harass, intimidate or bully another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group.
SEXUAL HARASSMENT - In the case of sexual harassment of a student or employee by a student, sexual harassment means:
 - A. Any sexual advancement by a student toward an employee.
 - B. Any request by a student to an employee for sexual favors from the employee.
 - C. Any conduct of a sexual nature by a student directed toward an employee when such conduct has the purpose or effect on an employee of reasonable sensibilities, (i) of creating an intimidating, hostile, or offensive school environment for the employee or (ii) of influencing either the student's grade or

participation in any school-sponsored activity.

- D. Any conduct of a sexual nature by a student directed toward another student when
 - (i) such conduct has the obvious result of creating an intimidating, hostile, or offensive school environment for the other student or
 - (ii) such conduct is continued by the student after the request of the other student to stop such conduct because it is intimidating, hostile, or offensive to the other student. The determination of whether the conduct of a student is intimidating, hostile, or offensive is made by the school administration.

Sexual harassment prohibited by this policy includes verbal or physical conduct, which has the effect of humiliation, embarrassment, or discomfort.

Students are encouraged to report any incidents of sexual harassment to a counselor or the building Principal. If the complaint involved the building Principal, the report should be made to the Assistant Superintendent.
27. **HAZING** - Leyden High Schools recognize the dignity and worth of all individuals, and in keeping with that belief, prohibits any and all forms of hazing or initiation rites for any school-sponsored club, activity, or athletic team. This includes behavior that is demeaning, degrading, or contrary to accepted standards of common decency and is based upon affiliation with any group, sex, race, religion, or economic status. Any student involved in hazing or initiation rites will be subject to disciplinary action. This action may include but is not limited to dismissal from the club, activity or athletic team; suspension or a recommendation from the School Board for expulsion from school; and/or exclusion from or participation in subsequent school events or activities.
28. **INSUBORDINATION** - Abusive or disrespectful conduct or language toward a teacher or other employee of the District, or refusal to obey reasonable directions.
29. **INSUBORDINATION-GROSS** - This action involves open or persistent defiance of the authority and/or school rules and regulations and/or reasonable requests of school employees where there is a safety issue present (e.g. fire drill, battery, etc.). After five out of school suspension assignments in one school year, the rest of the assignments will be a minimum of five (5) days.
30. **INTIMIDATION** - Engaging in behavior that is threatening to another student. (For example, preventing a student from attending

- classes or authorized school activities.) Such prohibited behavior includes the use of threats, coercion, or force.
31. **LOCKERS** - Unauthorized Use- Sharing lockers or allowing other students access to own locker.
 32. **LOITERING** - Standing idly about, lingering aimlessly or proceeding slowly or with many stops in the hallways, stairwells, or other parts of the school building or school grounds.
 33. **NEGLIGENT BEHAVIOR/BODILY HARM** - Any behavior that causes unintentional bodily harm to a staff member or another student (horseplay, running into someone, throwing objects, etc.)
 34. **PARENT CONTACT** - In cases of household contact, the school will always attempt person-to-person interaction. In situations where answering machines or voice mail systems are engaged by the household to screen calls, a message will be left by school personnel.
 35. **PERIOD 0/11** - A period 0/11 is the assignment of an additional period before or after the regular school day. Students are assigned to period 0/11 primarily to make up class time lost as a result of truancy or excessive tardiness, or they may be assigned to period 0/11 for infractions of the class rules. Every teacher has the authority to assign a period 0/11. Students should be allowed 24 hours notice of the period 0/11 so that they can make their own transportation arrangements. Failure to serve an assigned period 0/11 will result in a referral to the Dean of Students and immediate additional disciplinary action.
 36. **POLICE INVOLVEMENT** - A report is made to the police department and the action recorded in the student's folder. Police make the determination whether arrest is warranted. The Principal and administrators have discretion to determine when police involvement is appropriate and have authority to sign police complaints on behalf of the District.
 37. **POSSESSION** - This provision on possession applies to any policy or rule that regulates or prohibits possession of any item, such as tobacco, alcohol, drugs, weapons, paging devices, etc.
 Possession means having any knowledge of, and any control over, an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student intend to control the item. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student's knowledge will be determined based on the surrounding circumstances, not just the student's statements. For example, forgetting that an item is in one's locker, personal effects, or vehicle does not constitute lack of knowledge. Also, for example, coming onto school grounds or to a school-sponsored event in a vehicle that the student knows contains an item constitutes possession of that item.
 38. **PROFANITY** - Using language, gestures, pictures, etc., that are offensive to accepted standards of decency.
 39. **PUBLIC INDECENCY** - Any improper display of exposure of any area of the body that is normally covered by clothing.
 40. **REFUSAL TO IDENTIFY SELF** - Refusing to present a student ID card to District employees upon request or refusing to give correct name when confronted by District employees.
 41. **SEARCH AND SEIZURE** - To maintain order and security in the schools, school authorities (teachers, school administrators, and inside-outside security officers) will search a student and/or his personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, electronics, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the District's rules.
 Students have no reasonable expectation of privacy in lockers, desks, property, and equipment owned and controlled by the District including any personal effects found in those areas. They may be inspected and searched by school authorities without notice or consent of the student or without a search warrant.
 School authorities will routinely patrol student parking lots and inspect the outside of automobiles, including looking through car windows to the interior of the automobiles. School authorities will search the inside of automobiles when there are reasonable grounds for suspecting the search will produce evidence that the student has violated or is violating either the law or the District's rules.
 If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the District's rules, such evidence will be seized by school authorities and disciplinary and/or

- police action may be taken. This is part of the Leyden Schools Board policy, 7:140.
42. **SUSPENSION** - A student temporarily is prohibited from attending school and all school-related activities for up to 10 consecutive school days and will be considered as trespassing if present on school grounds during the suspension period. A suspension may be appealed by contacting the Principal. A student may be suspended from riding the school bus in excess of 10 school days for safety reasons.
 43. **TARDY** - A student is considered tardy whenever the student is not in his or her assigned station as defined by the teacher.
 44. **THEFT** - Taking or possessing something without permission that belongs to the District or another person.
 45. **THREAT** - words/actions that deliver the message violence will occur in the near future, regardless that it's disguised as "I'm only joking" or that it's stated in the conditional (e.g. "Give me your shoes or I'll hurt you.").
 46. **TOBACCO** - Possession, use, control, or transfer of tobacco or tobacco products, including cigarettes, cigars, snuff, and chewing tobacco, while on school property or at school-related activities.
 47. **TRESPASS** - The unauthorized presence of any student on any school property or the unauthorized attendance of any student at any school activity, or the unauthorized entry into school or private property (computers, lockers, desks, etc.).
 48. **TRUANCY** - A student subject to compulsory school attendance who is absent without valid cause for a school day or a portion thereof. Unexcused absences from a class or study hall for more than 10 minutes will be considered a class truancy.
 49. **UNAUTHORIZED COMPUTER USE** - Unauthorized use of a computer, computer software, or the Internet as outlined in the "Acceptable Use" policy.
 50. **UNAUTHORIZED ENTRY INTO BUILDING** - Any student who enters or allows a person to enter the building through an unauthorized entrance.
 51. **UNAUTHORIZED EXIT FROM BUILDING** - Leaving the building during the school day for any reason whatsoever without first receiving written permission from the Attendance Office, Health Care Aide, or Dean of Students or obtaining a Work Program Pass. Violations of this closed campus policy are regarded as unexcused absences.
 52. **UNEXCUSED CLASS ABSENCE** - Truancy from classes will not be condoned by the Leyden High Schools. Any student absent unexcused 10 or more minutes from a class or absent unexcused from a multiple number of classes during the same day will be referred to the Dean of Students for disciplinary action. Refer to the Penalty section in the Code of Conduct for specific procedures and dispositions concerning class truancy.
 53. **VANDALISM** - Destroying or defacing school property or the property of others.
 54. **VERBAL ABUSE** - Name-calling, racial or ethnic slurs, or derogatory statements addressed to others that precipitate disruption of the school program or incite violence.
 55. **WEAPONS** - Possession, use, control, or transfer of any object which may be used to cause bodily harm, including but not limited to, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act [430ILCS 65/1.1], use of a weapon as defined in Section 24, 1 of the Criminal Code [720ILCS 5/24-1], knives, guns, firearms, shotguns, brass knuckles, billy clubs, or "look-alikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. In addition, the possession of chemical agents (including but not limited to pepper spray/mace) is strictly prohibited.
 56. **WITHDRAWAL OF PRIVILEGES** - Various school related activities are considered privileges, such as the opportunity to participate in intramural and interscholastic athletics, participation in clubs and other non-athletic extracurricular activities, and membership in school-sponsored clubs. These privileges may be removed either temporarily or permanently at the discretion of the Dean of Students.

COURSE SELECTION

Each year the counselors meet with all students. During this meeting, the students select their subjects for the next year. The selection must receive parental approval before it is considered as the student's list of courses for the upcoming year. Careful and conscientious selection of courses by parents and students should result in very little need for program adjustments during the school year. Occasionally, changes may be necessary to maintain optimum class sizes. Course selection changes will be made with the best interest of the student in mind.

COURSE LOAD

The **minimum** course load in grades 9, 10, 11, and 12 is five units per school year (five courses per semester for credit), which includes one unit in physical education. The **maximum** number of credits a student may register for during the school year is seven. Only seniors may register for more than seven credits during the school year.

Students should be aware that no more than four units of performance music may be counted towards the minimum of twenty-one units required for graduation.

STUDENT REQUESTS FOR SCHEDULE CHANGES

A \$50 fee will be charged for student-initiated changes that:

1. Change one class to another (preference changes, e.g. art for printing)
2. Change a class to a study hall
3. Change to the original class that was recommended after the student chose to ignore the level/course recommendations of the academic department.

See your counselor for details.

1. **First Semester**

A course confirmation will be mailed home during the month of June. Students will have from that date until July 11, 2011 to request changes. **No student-initiated changes will be allowed after July 11, 2011.**

2. **Second Semester**

Course changes for the second semester must be requested during the last three weeks of the first semester. Once the second semester begins, no student-initiated changes will be made. A counselor must approve all requests.

3. **Dropping a class**

Students may drop a class during the first ten days of a semester without a grade penalty but will be assessed a \$50 change fee. From the 11th day on, a "TF" (truancy failure) will be issued unless it is a school-initiated change. Students will be assigned a study hall in lieu of the class.

AUDITING COURSES AND AUDIT GRADES

On rare occasion, a student may wish to audit a class – this means to participate fully but receive neither a course grade nor course credit. Students interested in this option must apply through their counselor. Students auditing courses must meet the standards and expectations of the course established for regular enrollees, including but not limited to attendance, quizzes, tests, final exams, projects, and homework. Students who fail to meet these expectations will be removed from the audited class. The student transcript will designate any course that has been taken as an audit.

Any student enrolling after the 10th day of the semester will be allowed to audit courses but will not receive credit toward graduation.

EXTENSION, ONLINE, OR CORRESPONDENCE STUDY

Students may earn credit to meet the requirements of graduation through correspondence, online, or extension study courses. Such credit must be earned through the satisfactory completion of courses offered by an accredited college or university extension division. The NCA - AdvancED or its equivalent and the Illinois State Board of Education must accredit these colleges.

A maximum of one unit of credit from these programs may be counted toward meeting graduation requirements except for special circumstances as approved by the Principal. Credits earned through extension correspondence course may not be used toward early graduation unless the Principal gives special approval.

The high school counselor and Student Services Department Chair must give prior approval before the student takes one of these courses for credit.

INDEPENDENT STUDY AGREEMENTS

Independent Study Agreements (contracts) are available for students who have a sufficient degree of maturity and the self-motivation to pursue a non-listed course with a minimum of direct teacher contact time. Please see your counselor for details. Only one credit may be obtained by this method and may be applied toward graduation.

ENROLLMENT

Freshmen and transfer students enrolling in Leyden District 212 must fulfill the following requirements:

1. Students must live within the boundaries of District 212 with a parent(s) or legal guardian. The original birth certificate is required at the time of school enrollment. The school District may also request legal documentation to prove child custody or legal guardianship.
2. In order to prove residency in District 212, one or more of the following is required: real estate tax bill, mortgage documentation or current lease, along with two bills (i.e., gas, water, or electric bill, or any other relevant document which proves parent or legal guardian residence. Leyden High Schools reserve the right to investigate the listed address to determine residency status.
3. Transfer students must be able to produce a transcript of grades and classes attended at their prior school so that proper credit may be assigned upon entering Leyden High Schools. Also, students transferring between Illinois public schools must present a copy of the Illinois State Board Of Education Student Transfer Form at the time of school enrollment.
4. Entering freshmen and transfer students are required by the State of Illinois to have a physical examination and a series of immunizations before they can be permitted to attend classes. Evidence that immunization against measles, German Rubella measles, tetanus, diphtheria, polio, pertussis, varicella, and Hepatitis B has been administered to the student must be presented and signed by a physician. Unless the requested items are presented to school officials, the student will not be allowed to enroll.

OUT-OF-DISTRICT ATTENDANCE

Legislation makes enrolling or attempting to enroll a student in a district where the student is not a legal resident punishable by imprisonment and fine. If you have information about a student attending Leyden illegally, please call the Assistant Principal's Office at 847-451-3025.

GRADING & PROGRESS REPORT INFORMATION

GRADING PERIODS

The school year is composed of two semester grading periods.

1st semester ends December 20

2nd semester ends May 23*

* If no emergency days used.

The semester grades and grades for the quarter classes Health and Driver Education are posted on transcripts at the end of each semester.

PROGRESS REPORTS

Academic Progress Reports will be mailed home three times per semester to keep parents or guardians informed of matters concerning the student's academic performance. Progress Reports may indicate:

1. Outstanding or improved performance.
2. Excused and unexcused absences.
3. Significant decline of grades or work considerably below ability level.
4. The advisability of a parent/teacher conference.

HOMEWORK POLICY

The Leyden High Schools' Board of Education believes that academic achievement is increased by prompt and regular completion of homework. Homework increases learning and should be an integral

part of courses taught at Leyden. Students are expected to complete assigned homework.

The Board of Education supports the faculty in setting high expectations for students and requiring students to complete assigned work to earn grades. As part of the learning contract, students have the right to expect timely feedback on the assigned work.

MAKE-UP WORK

The Counselors' Office/Student Services Department will assist parents in obtaining homework for students absent for three consecutive days or longer. Please allow 24 hours for the collection of homework assignments.

When a student returns to school after an absence, the student has the responsibility to consult with the teacher about make-up work. Work missed during an absence must be made up by the student within reasonable time limits set by the teacher.

FINAL EXAMINATIONS

The final examination counts for 20% of a student's semester grade. If the student is unexcused from a final exam, the student may make up the final exam, but the final exam grade will be lowered by one letter grade. Also, consequences for the unexcused absence may be assigned by the Deans' Office. If a student is excused absent from a final exam, the student may

make up the final exam without penalty. See *Final Examination Absence and Tardy Policy* on page 14.

WITHHOLDING GRADES

If a student has done unsatisfactory work during the first semester and the teacher feels the student finally has caught up and could raise his average for the year to a satisfactory level, a “W” may be assigned in lieu of the final grade. The Assistant Superintendent for Curriculum and Instruction must approve all “W” grades.

A “W” grade may not be given at the end of the second semester. A student receiving a “W” for a grade will automatically receive a passing grade in place of the “W” if he passes the subsequent semester. That is, the student will then receive full credit allowable for the year course.

If a student has been assigned a “W” grade and fails the second semester, he also fails the entire first semester. No credit is earned. If a student withdraws from the second semester class after 10 days, he earns an “F” first semester and “TF” second semester.

The teachers must assign grades for each semester, since credit is allowed for all semesters of work successfully completed. Under no circumstances may a “W” be assigned for incomplete work. A “W” may not be assigned for the second semester final grade of a year course. Course grade cards must be changed by the teacher when removing “Ws.” All “Ws” must be cleared prior to the teacher checkout in May.

No grade or evaluation shall be changed without notification to the teacher concerning the nature and reasons for such change; and if such a change is made, the administrator making the change shall assume such responsibility for determining the grade or evaluation, and shall initial such change.

INCOMPLETE GRADES

An incomplete grade is given to a student who has not completed their work for a semester. An “incomplete” will impact grade point average, athletic eligibility, and extracurricular eligibility. An “incomplete” may be given to students who have authorized absences making it impossible to take the final examination or to complete the required work in the courses.

A student who has no absences during the last six weeks of the semester should be given a grade, and no extension of time should be granted for the completion of the work of the semester. It is possible to give an “incomplete” grade if, in the professional judgment of the teacher, there are circumstances to warrant it.

First semester “incompletes” must be made up by the mid-semester progress report window of the second semester. Any “incomplete” not made up by that time will be recorded as a failing grade on the permanent record. Second semester “incompletes” must be made

up by the first day of the next school year.

DETERMINING CLASS RANK

Leyden High School District 212 will retain two class ranking systems for its students: weighted and non-weighted. Rankings of students are made at the conclusion of each of the first seven semesters and after summer school grades have been submitted. Another ranking is calculated in September to reflect grades earned during summer term. Academic awards will be determined after seven semesters; final rank will be determined after eight semesters. Rank is calculated as follows:

Weighted Class Rank

Class rank of all students is calculated by summing grade weights for all courses and then rank-ordering this cumulative grade weight sum from highest to lowest. All courses contribute to the cumulative sum, which determines the weighted class rank. Grade weights will be assigned according to the following:

	A	B	C	D	F
Advanced Placement	5.0	4.5	3.5	1.5	0
Honors	4.5	3.5	2.5	1.0	0
College Prep	4.0	3.0	2.0	1.0	0

*If the AP exam is not taken, honors weight will be awarded.

Non-weighted Class Rank

Non-weighted class rank of students is calculated by rank-ordering non-weighted GPA (grade point average) from highest to lowest. Grade points used in this calculation: A=4; B=3; C=2; D=1; F=0.

(Note: Beginning with the Class of 2013, class rank is calculated by summing grade weights for all courses, dividing by the credits attempted, and ranking highest to lowest.

HONOR ROLL

In order to recognize student achievement at all ability levels, a semester Honor Roll will be calculated. The Honor Roll will be calculated separately from class rank and will have no impact on the weighted ranking.

To assure that all students have the opportunity to have their work recognized, an unweighted 4.0 grading scale will be used. The Semester Honor Roll will be published and calculated in the following manner:

High Honors	4.0 to 3.70
Honors	3.69 to 3.00

REGULATIONS AND PROCEDURES

The following is a listing of regulations and procedures containing an outline of behavior that is expected of students when they are involved in the specific activity or service provided to students. Violations of any part of these rules and procedures will be dealt with in a manner based upon the degree of seriousness of the violation.

1. **ACADEMIC HONESTY-**

Academic honesty is expected of all students in all classes. "Cheating" is neither permitted nor condoned. The atmosphere in each classroom should actively foster academic honesty. Academic dishonesty by a student degrades the student's character and reputation and impedes the teaching/learning process.

Any action intended to obtain credit for work that is not one's own is considered academic dishonesty. The action may include, but is not limited to:

- A. Submitting any part of another student's work as one's own.
- B. Obtaining or accepting a copy of tests or scoring devices.
- C. Giving or obtaining test questions or answers from another class.
- D. Copying from another student's test, or allowing another student to copy during a test.
- E. Plagiarizing or copying without adequate documentation.
 - 1) Failure to use quotation marks when exact words or symbols are used.
 - 2) Failure to note, in an acceptable fashion, the author or source of material used.
 - 3) Failure to provide a works cited page for a written or an oral report for which one is required.
 - 4) Failure to acknowledge in an oral or written report that another person's ideas were put into the student's own words.
 - 5) Use of another person's work or ideas without acknowledgment in the creative or practical arts, such as essays, poems, musical compositions, artwork, projects, or computer software.
- F. Copying, or having someone other than the student prepare homework, paper, projects, or other assignment for which credit is given.
- G. Using unauthorized notes or other

restricted materials during a test.

- H. Permitting another student to copy homework, papers, projects, or other assignments for which credit is given.
- I. Unauthorized use of any computer files or calculator memory without proper teacher authorization or in violation of the copyright law.

Penalties:

Those who violate the provisions of the Academic Honesty policy shall be subject to penalties including, but not limited to:

- A. Grade reduction
- B. Conference with parents
- C. Suspension from class in question
- D. Disciplinary Referral

Plagiarism:

- A. If an assignment is plagiarized, the student will receive an "F" for the work, but must redo the assignment. The teacher will determine the weight of the grade for the second effort on the assignment. If the student fails to do the work, the student will receive a second "F."
- B. Repeat offenses of plagiarism may result in the lowering of the Progress Report grade.

Plagiarism Appeals:

If a student wishes to appeal any plagiarism penalty, the following procedure will be used. Copies of the alleged plagiarized work will be made and given to the department chair and the Assistant Principal. A conference will then be held with the student, the teacher, the department chair, and the Assistant Principal to discuss the case. The Assistant Principal will then rule on the appeal.

Final Exams:

Cheating on final exams will result in the student's receiving a score of "zero" for the exam.

2. **AUTOMOBILES-**

All students driving a motor vehicle to school must register their vehicle and display on the vehicle a registration sticker. Registration information as well as parking rules is available in the Deans' Office.

3. **CAFETERIA-**

- A. To keep the cafeteria operating smoothly, students should:
 - 1) Enter and leave through designated doors.
 - 2) Place all paper and plastic garbage in the containers.
 - 3) Be sure that the table is clean.
 - 4) No eating and/or drinking will be allowed in the hallways during lunch periods. Food and drink will only be allowed in the classroom per teacher consent.
- B. Students will be expected to follow the instructions of cafeteria supervisors. Since all students are responsible for the neatness of the lunchroom, a student may be asked to pick up items left on the table or thrown on the floor. Reasonable requests made by supervisors are to be followed.
- C. Students unwilling or unable to obey cafeteria regulations will be assigned to study hall during their lunch period.

4. CONDUCT AT EXTRA-CURRICULAR OR ATHLETIC EVENTS-

Students are expected to follow the code of behavior at all events:

- A. To display respect, consideration and courtesy for students, staff, and visitors.
- B. To practice self-control at all times and accept the decisions of school officials.
- C. To be responsible for their behavior and not be influenced by the crowds.
- D. To understand that behavior expected of students during the regular school day must also be exhibited at all activities.
- E. The guidelines listed below have been adopted by the Inter-Suburban Association for conduct at athletic contests.
 - 1) Cheers that include rhythmic stamping of feet on the bleachers or floors are discouraged.
 - 2) The use of mechanical noisemakers is prohibited.
 - 3) Shakers or pennants on a stick are not permitted at indoor athletic activities.
 - 4) Spectators are not to throw confetti or toilet tissue.
 - 5) Musical instruments are used only as part of the planned activity under the

direction of a faculty member.

- 6) Only those signs permanently affixed to the stadium or walls of the gymnasium are to be displayed during contests.
- 7) Spectators are encouraged to stand at attention and display the proper respect during the playing of the National Anthem and/or presentation of the United States flag.
- 8) Good sportsmanship should be the goal of each student at all times. Booing an opponent or an official is out of order.
- 9) Students who do not display acceptable conduct or who violate school rules at an athletic event will be requested to leave.

5. DELIVERIES-

We do not accept deliveries for students during the school day. This includes balloons, flowers, candy, stuffed animals, etc.

6. DRESS CODE-

The Leyden High Schools recognize that there are individual differences among students, and that the major responsibility for acceptable dress and grooming lies with the individual student and their parent/guardians. Students may not dress in a manner disruptive to the educational process or that threatens the health, safety, welfare, or property of themselves or others. Some specific guidelines concerning school dress include:

- A. Hats, bandannas, or any other head coverings shall not be worn inside the school building during the school day.
- B. The wearing or displaying of gang identifiers is prohibited.
- C. Garments that contain insignia, symbols, or words that are likely to offend members of any race, sex, religion, nationality, or ethnic group are prohibited.
- D. Garments that depict or advertise alcohol, drugs, cigarettes, or other substances or activities that would be illegal for high school students are prohibited.
- E. Garments that contain messages or symbols that include inappropriate language are prohibited. Such garments include but are not limited to those that contain language, messages, or symbols of a sexual or suggestive nature.

- F. Clothing that is considered revealing is prohibited. Such clothing includes, but is not limited to, bare midriffs, holes in clothing, low-cut tops, and short shorts. Sleeve length and opening must be appropriate for school setting.
- G. Coats and jackets shall not be worn in the building during the school day and must be placed in the student's locker upon entering the school building.
- H. Accessories that could be used as weapons are expressly forbidden.
- I. For reasons of health and safety, all students shall wear footwear.

7. EARLY RELEASE PASS-

- A. Cooperative Education Students (no other students) who are granted permission to leave school before the end of the school day will receive an Early Release sticker on their ID which they must carry on their person at all times.
- B. Students must leave the building during the passing period and not return to the building area (remain 2 blocks away) prior to 2:30 p.m.

8. ELECTRONIC DEVICES/iPODS/MP3 PLAYERS/SIMILAR DEVICES-

Cellular telephones and other electronic devices are not to be on, in use, or visible from the hours of 7:30 a.m.-3:00 p.m. with the exception of authorized use by a teacher for an individual classroom. On Inservice or special schedule days the hours will be from 5 minutes prior to the start of class until 3:00 p.m. Students may be asked at any time to turn the device off.

9. EXCESSIVE SHOW OF AFFECTION-

Excessive physical demonstrations of affection are prohibited.

10. FIELD TRIPS-

Field trips are planned by classes and other school groups as part of the student's education experience. No field trips will take place during the first ten (10) days of each semester, the last week of a grading period, the last month (20 days) of school, Monday and Friday of any week, and any three day week. Field trips are not considered absences from school. When a field trip involves only a partial absence, students are to attend all other classes that day which are not affected by the duration of the field trip. The school

reserves the right to exclude a student from participating on a field trip. Such a decision would be determined on the basis of the student's conduct and/or attendance in school. Students are required to ride the bus to and from the field trip.

11. HEALTH SERVICE-

- A. Students becoming ill during the school day should report to the Health Care Aide. Except in an emergency, all students must have a pass from their classroom teacher before coming to the Health Care Aide's Office.
- B. If it is necessary to send the student home, the Health Care Aide will contact the parent or guardian before releasing the student from school.
- C. If the above procedure is not followed, the student will be regarded as truant from classes missed.

12. PASSING PERIOD-

- A. Students going to classes, cafeteria, study hall, physical education areas, East Leyden Nardini Library/West Leyden Media Center, resource centers, or various offices are expected to be out of the halls and inside the area when the tardy bell rings.
- B. Students may be in the halls during non-passing only if they are carrying a valid pass. Any employee may examine passes and control hall traffic.
- C. Students whose school day ends prior to 2:30 p.m. must leave the building during passing periods.

13. PHYSICAL EDUCATION-

- A. All students must wear the physical education uniform for Leyden High Schools. New uniforms may be purchased in the school bookstore.
- B. Not wearing the proper uniform or not participating in class will result in teacher and/or counselor and/or parent conference, grade reduction, or removal from class.
- C. Unexcused class absence and tardiness to class will be handled according to school policy.
- D. Students must remain in the assigned area with a teacher until the dismissal bell rings. Students leaving the area

before the dismissal bell shall receive an “F” for the day.

- E. In case of illness or a medical excuse from the Health Care Aide, the student must report to the instructor to be excused from class and/or participation.

14. SCHOOL BUS CONDUCT-

- A. The Uniform Code of Conduct is enforced when students are en route to and from school bus stops, on school buses and when students are en route to and from school.
- B. Students shall board the bus at their assigned bus stop, be at the bus stop on time, remain a reasonable length of time if bus is late and make a reasonable attempt to get to school if they miss the bus for any reason.
- C. Students shall respect private property at or en route to and from bus stop.
- D. Bus drivers are in charge of the buses and student riders.
- E. Students are prohibited from placing any part of their body out bus windows.
- F. All students shall be seated and remain seated during their transit.
- G. Scuffling and horseplay is prohibited.
- H. Littering buses with food or other debris is prohibited.
- I. Students shall enter and exit bus through front door. The rear door is for emergency use only.
- J. Pets or hazardous objects are prohibited from the bus.
- K. Riding the bus is a privilege. Repeated violations of bus conduct rules or Uniform Code of Conduct while riding the bus may result in loss of bus riding privilege.
- L. No eating allowed on the bus at any time.

15. SCHOOL DANCE REGULATIONS-

- A. Students attending a dance must hold a valid student ID.
- B. Students will be admitted per guideline on ticket and may leave whenever they desire. When students leave, however, it is understood they will not return.
- C. Students with guests should make them aware of the regulations

established for Leyden High Schools' students. Guests will be expected to comply with all rules and regulations set for Leyden High Schools' students.

- D. **Guests must turn in a completed Leyden guest pass form to the Deans' Office a minimum of two days prior to the day of the dance.**
- E. A guest must be enrolled at least in the 9th grade. Guests 21 or older are not allowed at the event.
- F. Students and their guests attending a dance are expected to wear acceptable dress.

16. SEXUAL HARASSMENT-

The Leyden Board of Education policy (7:20) and administrative regulations prohibit employees and students from sexually harassing other students. Sexual harassment prohibited by this policy includes verbal or physical conduct. It is the express policy of the Board of Education to encourage victims of sexual harassment to come forward with such claims. In order to conduct an immediate investigation, any incident of sexual harassment must be reported as quickly as possible. Students are encouraged to report any incidents of sexual harassment to a guidance counselor or the building Principal. If the complaint involves the building Principal, the report should be made to the Assistant Superintendent.

17. STUDENT-TEACHER MEETING PERIOD 11-

- A. Period 11 is a twenty-minute period designed to provide additional help for students and is within the normal school day. Students can strengthen and enhance their academic performance through the assistance of teachers on an individual basis. Every classroom can be used as a resource center for extending learning opportunities beyond the regular classes. Academic help is a first priority of the school. Teachers, including those with extracurricular assignments, are expected to be available to help students during Period 11. Students should be responsible for contacting the teachers on an individual basis for assistance or an appointment; however, teachers can require students to meet with them during Period 11.

B. How Period 11 can be used:

- 1) A student may be required to meet with a teacher before or after school for individual help when a teacher thinks it is necessary. The teacher can use the Period 11 appointment form to require the student's attendance. Such a meeting may be necessary if a student is not working up to capacity, work is incomplete, the student is in danger of failing, or there is a need to discuss the student's class performance and attitude. Also, the teacher may require a student to remain after school for disciplinary reasons.
- 2) A student who needs help should initiate a meeting with the teacher. Such a meeting may be necessary if a student needs to make up a test, complete a project, receive individual tutoring, review for a unit examination, do correctives for mastery learning, or earn extra credit to raise the student's grades.
- 3) Period 11 can be used for club meetings and other activities.
- 4) Students can serve detentions under the supervision of a teacher.
- 5) Students could begin a BIC assignment with the teacher and be released to the BIC supervisor after the period with the Dean of Students' approval. **Students cannot serve a detention with a teacher and then report to a BIC assignment.**

C. Procedures:

- 1) The student must attend a scheduled meeting with a teacher. The teacher will give the student at least a one-day notice. The student can be excused only by the Health Care Aide or Dean of Students.
- 2) Teachers can require students who are failing their classes to meet with them during Period 11 at least once a week.
- 3) Failure to meet with the teacher may result in a telephone call home by the teacher and/or a

disciplinary referral.

- 4) Students are responsible to resolve Period 11 conflicts.

18. **STUDY HALL-**

Each student enrolled in school must have 300 minutes per day of supervised time. This includes classes and study halls. All students who do not have 300 minutes of classes will be assigned to a study hall(s). A quiet study atmosphere will be maintained in the study halls. The study hall supervisor is in complete charge of the room. The following regulations and procedures are to be followed by students assigned to study hall:

- A. If a student has an East Leyden Nardini Library/West Leyden Media Center or computer lab pass from a teacher to work in the East Leyden Nardini Library/West Leyden Media Center or computer lab, the student is expected to report to the East Leyden Nardini Library/West Leyden Media Center or computer lab (not study hall) during the passing period and present the pass to the East Leyden Nardini Library/West Leyden Media Center or Computer Lab personnel.
- B. If a student has a pass to work in another teacher's class instead of the study hall, the pass must be presented to the study hall supervisor at the beginning of the period.
- C. Students are to have all materials with them when they arrive.
- D. Unexcused absences will be reported to the Dean of Students.

19. **THEFT PREVENTION-**

The school provides reasonable security measures. For additional protection, students are encouraged to adhere to the following guidelines:

- A. Double check to make sure your locker is locked.
- B. Do not share your locker combination with anyone.
- C. Do not bring excessive amounts of money with you to school.
- D. Do not bring very expensive items to school.
- E. Label your property.
- F. Never leave your personal property unattended.

20. **TRAVELING STUDENTS-**

Traveling students must report to study hall within ten (10) minutes of their arrival to the

campus.

21. VISITORS-

A. No student will be allowed to bring any visitor to school. This includes younger children and friends, but does not include those visitors or groups of visitors invited by and under the supervision of a staff member.

B. In certain instances, when the visitor

has come from a great distance (i.e., a foreign country), visitation may be honored. All requests for the student visitors must be initiated by parents to the Assistant Principal's office prior to the date of the visit.

C. All unannounced student visitors will be refused visitation privileges and asked to leave the premises.

SCHOOL ACTIVITIES

Leyden high schools offer many non-class activities that students may choose to join. Included are athletic clubs, yearbook, intramurals, speech and drama, newspaper, and music. These school activities have as their primary goal to involve students in activities that have carry-over value in future years. (E) is an East club; (W) is a West club; (E & W) is a club that is offered at each campus; and (D) is a District club that meets at either the East or West campus but is only one club between the two campuses.

ACADEMIC TEAM/SCHOLASTIC BOWL (D) - This interscholastic competition is a cross between Family Feud and Jeopardy! The fast pace of the questions and answers make for a fun activity, an opportunity to make new friends, plus the thrill of competition. Our long season allows for participants to be involved in other activities and sports. The answer is FUN!

ANIME/MANGA CLUB (E & W) - Students participate in a wide variety of activities relating to Japanese animation including reading graphic novels, guest artists, creating own anime, and attending a Manga convention in the area. All students are invited to join.

ART CLUB (E & W) - Art Club is open to any student who enjoys creating art (no art experience necessary). Individual or group projects change from month to month and may include painting, sculpture, papier-mâché, or batik to name a few. Field trips to area museums or shows will be planned. Fundraising takes place to defer the cost of materials.

BARBECUE CLUB (W) - Barbecue Club is aimed at giving students the opportunity to experience outdoor cooking. About once per month, club members take part in planning and preparing a meal on an outdoor charcoal grill. The club provides ways for students to learn how to cook on a grill and enjoy grilled food. During the winter months, they also hold a faculty Chili Contest.

BOOKWORMS (W)/iREAD BOOK CLUB (E) - Students participate in evaluating literature in a casual, comfortable setting. Meetings are held at least once a month. Students select a book they would like to read

and discuss as a group, then once all or a majority are done, we meet to discuss the book/novel.

BOYS' BOWLING CLUB (D) - The Boys' Bowling Club provides male students at Leyden with an opportunity to practice their bowling and develop their skills. The club meets once a week from October through April. The club members take an after school bus to the bowling alley which returns to Leyden by 5:30 p.m.

CHAMBER SINGERS (D) - This select group of 12 to 20 young men and women are considered the top singing group in the District. Membership is obtained through an audition given at the end of the school year. The Chamber Singers perform a variety of music from 16th century madrigals to contemporary jazz compositions. Favorite performances include: Chicago Symphony Center, Chicago Rush Games, and their annual Olde English Yuletide Dinner.

CHEERLEADING/MASCOTS (D) - Cheerleaders and mascots raise school spirit at varsity and junior varsity football and basketball games by performing sideline chants, halftime cheers, and stunts. Students may participate in the fall season, winter season, or both. Spring tryouts are held for the following year and are open to any boy or girl interested. Incoming freshmen can try out for the junior varsity squad and seniors can try out for the varsity squad. Sophomores can make either junior varsity or varsity depending on ability. Tryouts for the mascot are in the fall. Practices occur two to three times weekly beginning in the summer and one summer camp is attended.

CHESS TEAM (D) - The Chess Team is for anyone that enjoys chess. Whether students are experienced players or just have a desire to learn, they may join the team. Students practice twice a week from October to

March and work on improving opening play, strategies, tactics, and end-game situations. The team competes in dual meets, weekend tournaments, conference championships, and the state tournament. It is a fun and exciting way to learn and play chess.

CLAY CLUB (W) - In Clay Club, you will learn several techniques to make ceramic soup bowls. The soup bowls that are created will be glaze-fired and then used in the Empty Bowls project. Empty Bowls is a fundraiser where the bowls created will be sold, along with a simple meal of soup and bread to help raise money to fight hunger in the community by donating to a local food pantry.

COMPUTER/INTERNET CLUB (E & W) - The Computer Club is for any student interested in computer technology. Some of the club activities are designing Web sites, fixing computers, investigating current technological issues, and creating an end-of-year slide show project.

CONSTRUCTION CLUB (E) - Have you ever wanted to build your own speaker box, wire up a new set of lights, patch that hole in your wall, or make that addition to your room? If you answered yes to any of these questions, then sign up for the Construction and Woods Club. This club is driven with your ideas and creations for home improvement projects. Whether you are planning to pursue the trades after high school, want to become an engineer or architect, or simply want the gratification of building something yourself, then this is the club for you!

CREATIVE WRITING CLUB (E) - The Creative Writing Club is a workshop-based group that meets to share stories, poetry, and ideas. It is an ideal forum for aspiring writers to not only get feedback on work, but also to connect with others who share similar dreams. The club is also a great way to stay informed about in and out of school writing contests and activities.

ECOLOGY CLUB (E & W) - The Ecology Club is open to all students. The purpose of the club is to increase awareness of ecological issues and to work to improve the environment. Members have attended ecology conferences, guest lectures, and exhibits, have done local area clean-ups, and are involved in habitat restoration in the forest preserve

F.C.C.L.A. (FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA) (E & W) - In this school and community-based club, students develop leadership skills, encourage and provide opportunities for lifelong learning, and have the opportunity to compete in individual and group home economic-related occupation activities. The events chosen are geared towards the individual interests of the members. The club also actively participates in service projects.

FASHION CLUB (E & W) - Fashion Club is a club that enriches those who have an interest in fashion. Students discuss topics regarding designers, trends, and the best way to dress for your body type. Field trips are taken to several malls in the area including the Aurora Outlets and Woodfield, as well as a summer trip to New York City in alternating years. In the fall, students take part in the annual Fashion Show to help raise money for our New York trip. Fashion Club students also run the "Redressed Runway" each year around Homecoming and Prom time in order to allow girls to get dresses at no charge.

FOREIGN EXCHANGE PROGRAM (D) - Since 1990, Leyden students have participated in an exchange program with students from the Italian school, Liceo Scientifico Galileo Galilei in the town of Macerata. Students from Italy come to stay with Leyden families and then Leyden students travel to Italy to stay with Italian families. Hosting an Italian student in your home provides a rewarding experience for your whole family and also guarantees that you will be able to travel to Italy with Leyden. You do not have to host in order to be able to go; however, space is limited and priority is given to those who have hosted. You also do not have to take Italian to participate.

FRENCH HONOR SOCIETY (D) - The French Honor Society is an academic club for students who exhibit a high level of achievement in French. Students who have completed at least three semesters of French and have maintained an "A" average are invited to become members. In order to maintain their membership, they must continue their high level of academic achievement in class and participate in activities that show they have a keen interest in Francophone language and culture.

FRENCH, SPANISH & ITALIAN CLUBS (E & W) These are clubs for students who are studying French, Italian and Spanish or who have an interest in the languages or cultures. Activities include trips to restaurants, a holiday party, and other international activities. All students are welcome.

FRESHMAN CLASS ADVISORY (E & W) - The Board consists of elected officers and representatives. Any male or female student is eligible to run for office by attending meetings and club activities. The group meets periodically with sponsors to discuss fundraising projects such as holiday sales and decorative shirt sales that will take place during the school year. Sale proceeds are used to offset the costs of hall decorations for Homecoming, Junior Olympics, Junior Olympic shirts, and Freshman Class shirts. Sponsors assist students with fundraising activities and saving funds toward costs associated with running Prom during the class's junior year.

FUTURE BUSINESS LEADERS OF AMERICA (E & W) This club prepares students for successful

careers in American business by participating in community service events, charity fund raisers, technology and business competitions, as well as state and national leadership conferences.

FUTURE EDUCATORS OF AMERICA (W) - The Future Educators of America is an organization at the West Campus designed to introduce students to the career of teaching. Students are expected to participate in fundraisers that help finance trips to schools of education at various colleges and universities. Students may have the opportunity to tutor students for experience in education. Teacher Appreciation Week is an additional activity in which the students will participate.

GARDENING CLUB (W) - In Gardening Club, students will concentrate their efforts on maintaining and propagating specimens in the greenhouse as well as an outdoor garden area. Students are encouraged to learn how to garden successfully in indoor and outdoor settings, as well as to appreciate professions associated with these areas (landscape, design, florist, etc.). Field trips and fundraisers may also be considered during the year.

GRACENOTES (D) - This select group is only open to freshman and sophomore women. We rehearse weekly, and perform at all of the curricular concerts and the annual Yuletide Dinner. Auditions are held in the first few weeks of school.

IF IT HAS WHEELS (W) - The club is open to all who are interested in vehicles of any type. Meetings are held at least once a month. The club is designed to go with the interest of the group. There are a variety of activities, such as the World of Wheels Car Show, vehicle-related video game competitions, clinics on car detailing and maintenance, watch car-related movies and, of course, talk about the vehicles we like. Our crowning achievement is sponsoring our own car show at the end of the year.

INTERACT (E & W) - Interact is an international service club that is affiliated with Rotary International. We regularly volunteer with local agencies serving the community. East and West Leyden's Interact Clubs work together on bigger projects such as the IDOT Adopt a Highway. Membership is open to all students.

INTERNATIONAL THESPIANS (E & W) - Thespians is a theatrical honor society in which students "earn" entry by participating in Leyden school productions. Different "points" are awarded depending on the role being portrayed or backstage position held. Thespians sponsor a fundraiser in the fall to earn money to attend the Illinois High School Theater Festival in January, held alternately at either University of Illinois (Champaign/Urbana) or Illinois State University (Bloomington/Normal).

INTRAMURAL PROGRAM (E & W) - "Intramural" means within the walls. For the Leyden student, it means an opportunity to participate and compete in various sports with students in their own school. Activities include basketball in the fall and floor hockey in the winter. The intramural program is held before school.

ITALIAN HONOR SOCIETY (D) - The Italian Honor Society is an academic club for students who demonstrate a high level of achievement in Italian. Students who have completed at least five semesters of Italian and have maintained an "A" average in Italian and a "B" average in all courses are invited to become members. In order to maintain his/her membership, students must continue their high level of academic achievement in class and participate in activities that help develop further understanding and interest in the Italian language and culture.

JAZZ ENSEMBLE/JAZZ BAND (E & W) - Leyden boasts several jazz ensembles that meet seasonally after school to perform a wide variety of musical styles. In addition to performing a feature concert in the spring, the jazz ensembles also appear at band concerts and community events. Participation in jazz bands is open to all students. See a director for more information.

JUNIOR CLASS ADVISORY (E & W) - The junior class elects officers and nominates representatives. These students participate in planning the Junior-Senior Prom, Junior Olympics, and class sales. Anyone within the junior class can participate in the class advisory activities.

KEY CLUB (E & W) - The Key Club is an international, coeducational service organization for high school students organized by the Franklin Park Kiwanis Club and operating under Leyden school regulations. The Key Club motto, "Caring-Our Way of Life," attests to the tradition and dedication to active service Key Club has maintained for over a half century. Through Key Club's work in the school, community and home, Key Clubbers learn that their organization is built around caring. Key Club is unique because it blends service with outstanding leadership training. The projects and activities provide learning experiences outside the classroom and encourage students to become involved in their school and community. Since every Key Clubber plays an important role in the club's service projects, each member holds a great deal of personal responsibility for the club's success.

"L" CLUB (D) - The "L" Club is an organization that promotes athletes, athletics, and athletic participation within the school environment. This club is open to any student that has earned a varsity "L" letter.

LEYDEN PLAYERS (E)/THEATRE GUILD (W) Membership in Leyden Players/Theatre Guild is open

to all interested students who would like to participate in Leyden school productions. Leyden Players/Theatre Guild act onstage and work backstage and offstage on technical committees such as set construction, painting, properties, make-up, publicity, stage management, lighting, sound, and assisting the director.

LEYDEN SPORTS ACADEMY (D) - This program is a free and unique opportunity for eighth graders and incoming freshmen to experience Leyden's entire sports offerings in a competitive and cooperative atmosphere. The program utilizes team-building experiences and athletic instruction to provide students with an outstanding introduction to Leyden High School's tradition. Each participant will receive free transportation, if needed, professional coaching, daily snacks, t-shirt, featured motivational speakers, and much more. This is a fantastic entry program into Leyden High Schools and the entire week is free of charge for everyone.

LEYDENETTE POM PON SQUAD (D) - Leydenettes perform dance routines at all home football and basketball games, competitions, participate in fundraisers, and attend parades and other school events. Girls attend two to three practices each week after school until 6:00 or 7:00 p.m. and occasionally in the evening before games. All freshman, sophomore, and junior girls are eligible to try out for the Leydenette Pom Pon Squad each spring.

MARCHING BAND/COLOR GUARD (D) - Participation in Leyden's Marching Band and Color Guard is open to all students. Nearly 200 students strong, Leyden's Marching Band and Color Guard give performances for nearly a half-million people each year. Exciting performance tours have included Disney World and Cedar Point. For more information, contact Mr. Miller at bmiller@leyden212.org.

MATH TEAM (D) - The Leyden Mathematics Team, known as the Leyden Mathletes, participates in at least two major competitions each year-The Illinois Council of Teachers of Mathematics Regional and State Contests, and the West Suburban Conference Math Meet. Optional events include the Morton Invitational in the spring. Meetings are held weekly. All interested math students are invited.

MODEL UNITED NATIONS (E & W) - In this club, students have the opportunity to explore international issues. Students learn how different countries react differently to the same events due to cultural differences. Students spend some time learning Robert's Rules of Parliamentary Procedure. After learning the basics of the procedures, students engage in mock UN Debates. The highlight of the year is participation in MUNUC, The Model United Nations of the University of Chicago. Students spend a weekend at the Palmer House in downtown Chicago.

Thousands of students from all over the country come to MUNUC to debate contemporary issues.

MOVIE CLUB (E) - The Movie Club is open to juniors and seniors. Each month the club screens an award winning film. Following the movie a discussion ensues covering the plot, characters, and any symbolism or messages represented.

MUNCH BUNCH (W) - Munch Bunch is a social club that introduces students to different cultures through their cuisines. Munch Bunch members choose which types of food they would like to try and then field trips are arranged to authentic restaurants in and around Chicago.

NATIONAL HONOR SOCIETY (E & W) - All sophomores, juniors, and seniors in the top 20% of their class are eligible to apply to NHS. Eligible candidates must submit an application, which is reviewed by a faculty committee. Students are admitted based upon their academic achievement, outstanding citizenship, community service, and leadership within the school. Once admitted, students are required to maintain their academic standing and complete service hour projects.

NATIONAL TECHNICAL HONOR SOCIETY (E & W) - This is a club for juniors and seniors who have been nominated by their vocational education teacher. Those students nominated must possess a 3.0 GPA and hope to further their education in a vocational-related field.

ON COMMON GROUND (E) / SAGA (W) - On Common Ground/SAGA works to empower individuals by creating a welcoming environment for all students regardless of sexual orientation. Students in this club strive to break down stereotypes while having fun. Activities include field trips, fundraisers, guest speakers, and forums on various topics.

OPERATION SNOWBALL (E & W) - Operation Snowball is founded on the belief that all people have the capacity to make sound decisions and to exert a positive influence on others if they have adequate information and self-understanding. Operation Snowball takes its name from the idea that positive thinking and behavior can spread from person to person, gaining momentum and growing, like a snowball heading down a hill; hence, Operation Snowball. The program is not intended for drug or alcohol users or abusers. Rather, it is a program designed to keep "healthy kids healthy." The Snowball experience trains and empowers students to be leaders and positive examples. They are provided opportunities to run and direct regular meetings, small groups, team building, fund raising, and prepare and plan for the annual Snowball weekend retreat. The Snowball motto is "I am a positive role model and I make good decisions. I make a difference because I am in Snowball." The club meets all year and has a

variety of activities and events planned. Membership is open to all students.

ORCHESIS (D) - The Orchesis Dance Group is a fine arts performing group and club that requires participation in Orchesis dance classes, rehearsals, performances, and an assigned committee: *Leadership, Costume, Production, or Tech*. To join, students must attend the fall audition to be evaluated. Dancers will be placed in an Orchesis class according to technical skill. Orchesis classes/rehearsals are held two times per week and increase to three times per week prior to scheduled performances.

OUTDOOR ADVENTURE CLUB (E & W) - The Outdoor Adventure Club is an activity-based club that promotes students gaining a variety of experiences in an outdoor environment. Activities will include but not be limited to camping, canoeing, horseback riding, orienteering, working with climbing rope, and hiking. Emphasis will be on Leyden students learning to interact with nature in a challenging, safe, environmentally sound, and fun atmosphere. This club does not hold regular club meetings, but does hold meetings at the beginning of each semester to plan activities. Outdoor events are by announcement and require permission slips. For more information contact the club sponsor. All activities are trained first followed with practical application of the learned activity.

PEER LEADERS (E) & PEER COUNSELORS (W) Ten students per year are selected through an extensive survey process. They attend an initial three-day training session in a retreat setting. During this time, they receive accurate information and learn helping skills to use with their friends. Just as important, they begin to form a cohesive group from what was a collection of very diverse individuals. Peer Leaders/Counselors meet on a weekly basis for ongoing training and support. They provide individual peer counseling services during the school day on a wide range of student concerns: academics, stress, peer and family relationships, and decision-making.

PEER MEDIATION (E & W) - After the completion of training, student mediators assist other students to peacefully solve conflicts.

PHOTO CLUB (W) - Photo Club is a year-round source of experiential learning and creativity for image makers. The Photo Club covers a wide range of topics in black-and-white and color photography, as well as in digital imaging. Each meeting will engage the student's imagination and invigorate their passion for photography. The camaraderie of sharing the learning process with others is an important component of the Photography Club experience.

PI SIGMA PI HISTORY HONORS SOCIETY (E & W) - Pi Sigma Pi History Honors Society is a club that is intended to raise the historical consciousness of

Leyden students. Pi Sigma Pi is an honor society that has specific criteria for full induction. These include: a 3.0 GPA, and 3.0 GPA in Social Studies Classes, a recommendation from a social studies teacher, and service requirements. The club will meet every other week and will participate in activities such as after-school field trips to museums, watching historical films, decorating display cases, and participating in service activities.

POLISH CLUB (E & W) - Polish Club is for all students who are interested in learning about themselves and others. The club purpose is to promote the celebration of common Polish traditions and the Polish language. Students participate in various activities to share Polish culture with the entire Leyden student body. Field trips to enjoy Polish food, dance, and community activities will also be considered during the year.

PRINCIPIA (E & W) - Principia is a club whose goal is to help students deepen and broaden their understanding of science. Club activities include field trips, lab activities, and participation in Science Olympiad. Any student enrolled in a science class may join.

PULSE CLUB (E) - The primary focus of the organization is to promote an acceptance of diversity, to encourage the acceptance of all people based on character rather than the color of their skin or their nationality, and to recognize that each group of people brings unique gifts that should be celebrated and gratefully accepted. Activities include field trips, after-school speakers and videos, Blue Ribbon Day, and Culture Fest in the spring.

RECYCLING CLUB (E & W) - Recycling Club is a fun way to help out the community and the environment. Participants work with the LIFE program, assisting in the collection of paper for our recycling effort.

RIPPLE EFFECT (W) - This club influences individuals and groups in the Leyden community to give help and hope to people affected by HIV/AIDS and extreme poverty. They accomplish their mission by: raising awareness, raising funds, collaborating with multiple groups in the Leyden Community, and personally involving themselves with real people with real needs. The club has collaborated with organizations (e.g., World Vision, Bright Hope International, and Feed My Starving Children) serving the poor, primarily in southern Africa and Haiti.

S.A.D.D. (STUDENTS AGAINST DESTRUCTIVE DECISIONS) (E & W) - This club is for all students. Its primary objective is to discourage drinking and driving and other "destructive" decisions. Students participate in the Safe Celebration Week and promote safe lifestyle choices through various projects/speakers throughout the year.

SCHOOL NEWSPAPER (HI-LITES @ EAST, LANCER @ WEST) - The school newspaper is the place for student voice at Leyden. Staff members generate ideas and report on matters students want to read about, including important school or social events. They also take photographs, draw cartoons, and use graphic and web design software to create the newspaper, which publishes monthly. All students who want to put their talents on display are eligible to join.

SENIOR CLASS ADVISORY (E & W) - The senior class elects the officers and representatives. The senior class officers, representatives, and sponsors coordinate all activities of the class. The officers and representatives plan for a class sale, Junior Olympics, the senior party, senior brunch, the yearbook signing party and any other events associated with graduation. Participation in all activities is open to all students in the class. The monies raised from sales are used to reduce the price of tickets for some of the events.

SETA (Students for the Ethical Treatment of Animals) (W) - This club allows students who care about animals the opportunity to volunteer their time in a variety of ways helping to ensure the well-being of animals. The club meets approximately twice a month unless we are participating in a volunteer activity. Students decide the type of volunteer and fundraising activities. The club is involved in a wide range of issues related to animals: domestic animal shelters, endangered species protection, activism locally and nationally about issues concerning animals.

SHARE CLUB (W) - The primary focus of the organization is to promote an acceptance of diversity, to encourage the acceptance of all people based on character rather than the color of their skin or their nationality, and to recognize that each group of people brings unique gifts that should be celebrated and gratefully accepted. Activities include field trips, after-school speakers and videos, Blue Ribbon Day, and Culture Fest in the spring.

SKATE CLUB (W) - Skate Club is open to all students. We have bi-weekly/weekly meetings. Bring your skateboard each week and skate around the inner court. Rollerbladers and rollerskaters are also welcome. A fun and easy club to join.

SKI & SNOWBOARD CLUB (E & W) - The Ski and Snowboard Club is open to all students who are interested in skiing or snowboarding. Students do not need any experience to join this club; they only need the desire to have some fun on the slopes with other Leyden students. We will take day trips on Saturdays to various mountains in the area. Beginners will be required to take lessons.

SKILLS USA/V.I.C.A. (E & W) - Skills USA is a national organization for students enrolled full-time in industrial, technical, and health organizations. The

primary goal of the club is to give students the opportunity to compete with other students with similar interests. There are over fifty categories of competition, such as: auto mechanics, cosmetology, nurse assisting, carpentry, plumbing, masonry, and residential wiring. V.I.C.A. programs emphasize respect for the dignity of work, high standards in trade ethics, workmanship, scholarship, and safety.

SOCIAL CLUB (W) - This club is open to anyone who likes to go places and have fun. It features a monthly luncheon and field trips.

SONGWRITING CLUB (E) - Both new and veteran songwriters will benefit from the information and sharing done during sessions of the songwriting club. Students will look at typical songwriting patterns and common errors new songwriters make. Students will also gain experience in revising lyrics to publish. Students will learn how to copyright their original songs

SOPHOMORE CLASS ADVISORY (E & W) - This group consists of officers and representatives elected the previous year. The group meets periodically with the sponsors to discuss fundraising projects for the year that goes toward the junior-senior prom. The class also participates in homecoming and Junior Olympic activities.

SPANISH HONOR SOCIETY (E & W) - The Spanish Honor Society recognizes outstanding advanced students of Spanish by nomination and election to the Society. The members of the Society participate in cultural events related to the Spanish-speaking world and, through a winter sale, assist the students of the Spanish V Advanced Placement class in greatly reducing their cost to take the examination in May.

SPEECH AND PERFORMANCE TEAM (D) - The Speech and Performance Team offers a positive, friendly environment for students to develop their talents in public speaking and acting techniques, sharpen performance skills, and build confidence. Members compete in weekly tournaments according to Illinois High School Association rules. Events include original speeches, prose and verse reading, dramatic interpretation of plays, humorous and dramatic duet acting, and impromptu and extemporaneous speaking. In addition, the team participates in small group plays for competition. At the end of the season, the team hosts an awards banquet for members and their families. There are also opportunities for members to earn scholarships for summer speech camps and universities.

STUDENT COUNCIL (E & W) - This group is elected by the student body to represent them and perform school-wide services in helping students, faculty, administration, and community. Students must file petitions to run for office. Some of the areas the

Student Council is involved in are: new student orientation, Homecoming, school elections, Junior Olympics, charity drives, school ushers, Exceptional Eagle Awards, Senior Notables, Teacher Appreciation, and many more. The Student Council is a representative organization that gives its members an opportunity to participate in school government. Its primary aims are:

1. To encourage potential leaders to accept leadership and responsibility.
2. To develop within the individual student a sense of responsibility for his conduct.
3. To provide an organization through which student opinions, interests, and desires may be conveyed to faculty and administrators.
4. To provide school loyalty and spirit.
5. To coordinate school activities.
6. To encourage students to participate in the affairs of the school.
7. To participate in school service projects.
8. To gain and maintain support and cooperation between the students and faculty.

VIDEO GAME CLUB (E & W) - The Video Game Club is the club for you if you enjoy playing Nintendo-64 and Playstation games. This club, which meets at least once a week, gives students a chance to compete against others or just play their favorite video games with their peers. Players also spend time searching the Internet and researching new technology, new software, and games codes.

WRESTLING BOOSTERS (D) - The Wrestling Boosters is a club that consists of girls from freshmen to seniors from both campuses. The two main functions of the club are to operate a concession stand during home meets and tournaments; the boosters also spend many hours at meets and tournaments compiling each individual's bout scores. The coaches at conference and IHSA seeding meetings use these records. Each varsity wrestler receives a compilation of his wrestling record from Leyden.

YOUTH AND GOVERNMENT (E & W) - The Youth and Government Club is open to sophomore-senior students who are interested in politics. Students can participate as lobbyists, senators, representatives, pages, lawyers, newspaper reporters, or members of a cable news program. Students create bills and learn about all aspects of the legislative process in passing the bill. The club travels to Springfield every year for a three-day weekend and have the privilege of using the capitol building to create and perform a mock government. Meetings are held throughout the year at night and two additional legislative meetings take place on Saturdays before the Springfield trip occurs.

PUBLICATIONS

Yearbook - The school yearbook is an annual publication. Staff members are students from the

English IV Yearbook class. All students receive a yearbook as part of their registration fee.

School Newspaper - The school newspaper is published at regular intervals during the school year.

STUDENT AIDE - Qualified students are encouraged to perform a variety of services in the school during their non-class hours. Such services would include aide given to certificate and paraprofessional staff, East Leyden Nardini Library/West Leyden Media Center, Student Services Department, and certain laboratories. No academic credit is awarded for participation. A student must carry five credits to be eligible for this program. Check with your teacher to receive an application.

MAJOR SOCIAL EVENTS

Homecoming - Each fall, one football game date is designated as homecoming for the alumni. Festivities include a pep rally and a dance.

Talent Show - The talent show is an annual event, which showcases the talents of both East and West students. Money earned from the show will go towards defraying the cost of organizing the performance as well as to a local charity.

Safe Celebration Week/Party - Safe Celebration week has become one of the truly "exciting" times of the school year. Centered on a particular theme, the week will stress topics of self-esteem, good citizenship, and healthy lifestyle choices. The week culminates with an all-school party/dance giving students a chance to have fun and socialize with their friends.

Junior Olympics - Junior Olympics is the final assembly of the year. Each class selects a team to represent them in a variety of competitive events. It is a just-for-fun competition that gets the whole school involved.

Yearbook Signing Party - The freshman through senior classes will sponsor a party at which students can sign each other's yearbooks. Music and food will be available and will be held in May.

Junior/Senior Prom - The Junior/Senior Prom is the final social event of the school year and is a formal dance. It is sponsored by the Junior Class and is held in spring for each campus.

STUDENT AWARDS AND SCHOLARSHIPS - There are many opportunities for students to receive recognition for the work that they have done in and out of the classroom. The following is a list of awards that students are eligible to receive.

American Legion Award - This award is given to seniors who have exhibited high levels of academic achievement, citizenship, leadership, and school service during their career at Leyden.

Departmental Awards - Each department in the school presents a variety of awards recognizing academic excellence. Students should check with the

department chairperson for more specific information on awards that are available.

Exceptional Eagle Awards (East Campus only) - Sponsored by the Student Council, these awards are presented monthly to students representing each department in the school for their success in that department. Students and their parents are invited to attend a special breakfast program to receive this award. A picture and biographical sketch of each recipient is displayed monthly by Entrance 5.

Fern Awards - Dr. William Fern, a former teacher at East Leyden, supports this program that recognizes outstanding junior students from academic departments throughout the District. Two awards are given to students for overall contributions made to the student body.

Fern Special Achievement Awards - These awards, also supported by Dr. Fern, are given to junior students who have been selected by each academic department for overcoming adversity and achieving academic success.

Fine Arts Awards - These awards are presented to seniors who have demonstrated outstanding achievement in one or more of the following areas: Instrumental Music, Choral Music, Drama, Speech, Journalism, Art, and Dance.

Helen St. John Awards (East Campus only) - Seniors are eligible for this award and are selected by each department based on specific department criteria.

Local Scholarships - Scholarships have been provided in the past by local civic organizations and individuals. The future of these scholarships depends solely on the

continued funding of the sponsor. Please see your counselor for more specific information on scholarship opportunities.

National Honor Society - Students achieving this honor are chosen from the top 20 percent of the class academically. These students are selected by a faculty committee and based on academic achievement, outstanding citizenship, community service, and leadership within the school.

Parents' Club Scholastic Achievement Awards - Seniors who rank in the top percentage of their class at the end of seven semesters will receive this award.

Rotary Club of Chicago-O'Hare Top Ten Percent Award - Senior students who are in the top ten percent of their class at the end of six semesters receive this award and are eligible to apply for the Rotary Scholarship program. Recipients are invited to an event in their honor sponsored by the Rotary Club.

Student-of-the-Month Breakfast (West Campus only) - The Student of the Month Breakfast is sponsored by the National Honor Society. Students are selected from each of the academic departments. The breakfast allows teachers, parents, and administrators to recognize outstanding student achievement. Nominated students receive a certificate of recognition and their picture is displayed in the Main Hallway for the month.

"Top 10 Senior" Awards - The "Top Ten" academically ranked seniors after the seventh semester are given special recognition at graduation.

SERVICES AVAILABLE TO STUDENTS

Leyden High Schools offer various services that are aimed at helping each student function at maximum capacity. The services of a varied group of professionals are coordinated to assist the student toward this goal. Counselors, social workers, psychologists, Health Care Aides, speech therapy, and special education are available to eligible students.

BOOKSTORE - The Bookstore is the source of most textbooks and required classroom supplies not issued by teachers. Gym clothes and PE locks can be purchased in the Bookstore, in addition to other Leyden clothing.

BUS SERVICES - Free bus transportation is available to students who live 1 1/2 miles or more from school. Transportation is also provided for regular bus riders who stay after school under a teacher's supervision.

Each student who qualifies to ride the school buses will have the appropriate bus number printed on his/her ID. Student ID must be shown when boarding the buses both in the morning and in the afternoon. Information concerning riding the bus is available in the Transportation Office.

COUNSELING - Each student has an assigned

counselor who is a member of the educational team. Counseling is an opportunity for young people to experience an accepting, non-judgmental relationship, which helps them better understand the environment in which they live. Some of the roles of the counselor are defined as:

1. Being available to help students for whatever reason the student feels is important and to provide educational, vocational, and personal-social counseling for students.
2. Assisting students in the selection of high school courses and registration.
3. Assisting students in the realistic appraisal of their educational progress and with career or college planning.
4. Acting as a liaison between the school and the home; conferring with parents regarding problems of student progress and student

- adjustment.
5. Making occupational and college information available to all students.
 6. Assisting, through preventive counseling, students who are referred for behavioral problems.
 7. Counseling with students concerning the development of their special abilities; counseling with students having learning difficulties and making unsatisfactory grades, counseling with students concerning discrepancies between their ambitions and abilities.
 8. Working with students who have attendance/truancy problems.

COUNSELORS' OFFICE/STUDENT SERVICES DEPARTMENT PROCEDURES - Students and/or parents wishing to see their counselor should contact the secretary in the Counselors' Office/Student Services Department to arrange an appointment.

1. Counselors are available from 7:25 a.m. to 3:25 p.m.
2. Students may make an appointment with a counselor before the school day, between periods, or after school.
3. The student must inform a teacher of an appointment to see his/her counselor prior to stamping in to the Counselors' Office/Student Services Department.
4. The secretary will help the students see a counselor immediately if the situation is an emergency.
5. Evening appointments are available. For more information contact the Counselors' Office/Student Services Department.

FOOD SERVICES

Cafeteria - The school cafeteria is maintained as a vital part of the health program of the school. The cafeteria provides breakfast, a hot lunch, and an a la carte line serving sandwiches, milk, juices, salads, and snacks.

Prepay Meal System - Leyden High School District 212 has a computerized debit system that allows students and parents to prepay for school food services. This system eliminates the need for students to bring money every day for meals.

Parents can prepay up to \$90, which will be in an account to be drawn upon by the students for food purchases. An account can be established during any lunch period with the food service cashier. **If an ID card is lost, the student must notify the Food Services Department and the Deans' Office immediately.** Students eligible for free or reduced-price meals will also use his/her student ID card for school meal services.

The food service cashier will let the student know when the account drops below \$5. Students with a zero balance must pay cash until his/her account is reestablished. Meals may not be charged with student IDs, and no credit will be extended.

Free/Reduced Lunches - The school provides free or reduced breakfast and lunch to students whose families have filled out an application for this benefit through the Food Services Department. Families must submit new applications every school year to renew this benefit. Details concerning the program are sent to parents every year.

FRESHMAN MENTORING - ACCESS stands for: A Caring Community Empowering Student Success. The goal of the program is to create educated citizens who progress academically, contribute to the Leyden community, and develop personal well-being. To this end, all freshmen will be assigned to an ACCESS period from 2:35 to 3:00 p.m. five (5) days a week. With guidance from a faculty advisor and upperclass mentors, this group of freshmen will become acclimated to Leyden High School's traditions, support services, and requirements. In addition, students will be given support with organizational and study skills and will be exposed to extracurricular opportunities. It is a safe place for students to ask questions about Leyden, share concerns, and get their high school experience off to a great start.

FRESHMAN STUDY EAST - Freshman students who experience three or more failing grades at progress report time will be required to attend Freshman Study in the study hall from 3:05-3:30 p.m. daily. These students will be required to attend this study until the next progress report or report card grading period. If they are passing all of their classes, or if they are failing one or two classes at that time, they will be removed from the mandatory attendance of Freshman Study. Our goal is to get every freshman to pass every class.

FRESHMAN STUDY WEST - Starting with the third week in the semester, freshman teachers may turn in a list of students who are failing their class. These students will be required to attend Freshman Study in the student cafeteria from 3:05 p.m. to 3:38 p.m. During this time, they will be able to get help for the classes they are failing. This is a weekly study hall. Once a student is passing they will be taken out of the study hall the following week. Our goal is to get every freshman to pass every class.

GUIDED STUDY: BLUE AND GOLD - Second, third, and possibly fourth year students who receive a failing grade for the second semester of the previous year in one or more of their core subject areas (English, Social Studies, Math, Science) will be assigned a supervised study period for the first half of the first semester. Entry and exit from the Guided Study

program will be based on the grades earned in core subject areas at mid-semester and semester grading periods. This mandatory supervised study will be held daily from 2:35-3:25 p.m. for students who failed in the core areas.

HEALTH SERVICES - The Health Service program provides a variety of functions designed to meet the needs of our students: emergency care for the ill and injured, recommending further medical attention if needed; hearing and vision screening programs for all special education students, new transfer students, and teacher referrals for vision concerns; the prevention and control of communicable diseases and infections; the identification and education of exceptional students, and health counseling. The Health Care Aide serves as a liaison between school, home, and community agencies.

Health Services is not a treatment center. If a student is ill, the student should remain home. When the student becomes ill or injured in school and unable to attend classes, the parent/guardian will be notified. Parents/guardians are the only individuals that can give permission to release a student from school. Please be sure to update us with contact phone numbers. It is crucial should there be an emergency. Students should come to the health office to call home when feeling ill. They should not be using their cell phones to call home. Cell phone use in school is prohibited.

If the student is sent home at the Health Care Aide's discretion for a medical emergency, the absence is covered as "medically excused." However, remember that excused absences are counted against a student's excessive absences. All other absences will be considered an "excused absence." The Health Care Aide welcomes calls concerning the health of your student. There is now a link to the health office on Leyden's website (www.leyden212.org). There is helpful information included, but it is not intended to be used in place of a doctor's care.

HOME BOUND TUTORING PROGRAM - Illinois statutes provide that any student handicapped to an extent that he cannot attend regular school shall receive special home or hospital instruction, provided by the public school. To qualify for the State Home and Hospital Tutoring Program, a doctor must certify in writing that the student will be unable to attend school for at least a two-week duration. When the reason for the prolonged absence is psychologically or behaviorally based, a staffing is needed in addition to the certification by a doctor.

RIGHTS OF HOMELESS STUDENTS

The school District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This

commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available.

A student is considered "homeless" if he or she is presently living:

- In a shelter, sharing housing with relatives or others due to lack of housing;
- In a motel/hotel, camping ground, or similar situation due to lack of alternative, adequate housing;
- At a train or bus station, park, or in a car, in an abandoned building;
- Temporarily housed while awaiting DCFS foster care placement.

All Homeless Students Have Rights To:

- **Immediate school enrollment.** *A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency.*
- **Enroll in:**
 - The school he/she attended when permanently housed (school of origin);
 - The school in which he/she was last enrolled (school of origin);
 - Any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.
- **Remain** enrolled in his/her selected school for as long as he/she remains homeless or, if the student becomes permanently housed, until the end of the academic year.
- **Priority** in certain preschool programs.
- **Participate** in a tutorial-instructional support program, school-related activities, and/or receive other support services.
- **Obtain** information regarding how to get fee waivers, free uniforms and low-cost or free medical referrals.
- **Transportation services:** A homeless student attending his/her school of origin has a right to transportation to go to and from the school of origin as long as (s)he is homeless or, if the student becomes permanently housed, until the end of the academic year.

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school District. The school District must respond and attempt to resolve it quickly. The school District must refer you to free and low cost legal services to help you, if you wish. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. Every Illinois Public School has a Homeless Education Program Liaison who will assist you in making

enrollment and placement decisions, providing notice of any appeal process, and filling out dispute forms. **Please contact the District Homeless Liaison, Melinda McGuffin, at 847-451-2068 for assistance.**

If you have questions about enrollment in school, or want more information about the rights of homeless students in Illinois Public Schools, call the Regional Homeless Education Liaison, Area 1 at 815-740-8360 Cook (outside of the City of Chicago), DuPage, Grundy, Kane, Kendall, Lake, McHenry and Will counties, or call the Illinois State Board of Education at 800-215-6379.

ID CARDS - Each student will receive an identification card at the beginning of each school year. The student's picture will appear on this card. New ID cards may be purchased in the Deans' office. A \$5.00 fee will be charged for a new ID card. The ID will be used as a bus pass, for East Leyden Nardini Library/West Leyden Media Center and all-school computer lab privileges, and as a scan card in the cafeteria that allows the student to access funds deposited to purchase lunch.

LEYDEN'S WEB SITE - The Leyden Web site, www.leyden212.org, is an important resource for students, parents, and teachers. The site contains a vast array of information about the Leyden High Schools, including a calendar of events, information about academic departments, extra-curricular programs, and District policies. Students and parents can access a list of teacher e-mail addresses and other contact information as well as Leyden's Course Planning Handbook, online East Leyden Nardini Library/West Leyden Media Center tools, and regularly distributed bulletins and newsletters.

LOCKERS AND LOCKS - Corridor lockers with built-in combination locks are assigned to each student to keep clothing, books, or other items appropriate for school use. Lockers are school property and as such are subject to school regulations and inspections. School officials will periodically inspect all lockers in the school (locker clean-up days) for reasons of health, safety, and recovery of school owned items that are not to be in lockers. The Principal and other school officials are authorized to open lockers and examine the contents, including personal property, when there is reasonable suspicion that the contents threaten the safety, health, or welfare of students, or include suspected stolen property or items which are specifically prohibited by law, Board policy, or school regulations. If a student puts a personal lock on a hall locker, school officials reserve the right to cut the lock off the locker.

When the locker is not working properly, contact maintenance for repair. If repair is not possible immediately or at all, take books and personal property to the Dean of Students' Office for safekeeping or be

reassigned to a new locker. **THE SCHOOL HAS NO INSURANCE TO COVER LOSS AND THEREFORE ASSUMES NO LIABILITY FOR LOST ARTICLES.**

Security Measures for Hall Lockers:

1. When **opening** or **closing** the locker door, first, lift the door handle.
2. Be certain that the lock is securely locked by spinning the combination.
3. Do not give your combination to anyone.
4. Be careful that no one sees your combination when you are opening the lock.
5. Do not place expensive items in your locker such as, money, candy, tape recorders, etc.
6. Students **MUST NOT** share lockers.
7. The school is not responsible for items missing from student lockers.
8. Physical education lockers will be issued by the physical education teachers on the first day of class.

LOST AND FOUND - All items lost by students and found by other personnel in the building will be deposited in the Bookstore.

MEDICATION POLICY - The purpose of administering medications in school is to help each child maintain an optimal level of health that may enhance his or her educational plan. The medications shall be those required during school hours that are necessary to provide student access to the educational program. The intent of this program is to facilitate self-responsibility for medication after appropriate counseling and after teaching children and their families about health and self-care. It is within the scope of the school Health Care Aide's responsibility to provide counseling to children regarding proper medication use.

Only those long-term medications which are absolutely necessary to maintain the child in school and which must be given during school hours shall be administered. All medications given to students must be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. Standing orders may not be used as a basis for administration of medication. The program for administration of medications to children in schools falls on the Health Care Aide to develop and manage the administration.

A written order for prescription and non-prescription medications must be obtained from the Health Care Aide, completed and signed by the student's licensed prescriber, signed by a parent or guardian, and filed with the Health Care Aide. The Health Care Aide shall review the written order, require any additional information from the parent or guardian or the student's licensed prescriber appropriate to complete the review, consult with the Principal of the school or

school District medical advisors as appropriate and approve or deny the order. An appeal due to the denial of any order prescribing the administration of medication may be made by the parent or guardian to the Principal of the school and then to the Superintendent.

Medication must be brought to school in the original, labeled bottle from the pharmacy. A doctor's note specifying that the medication be administered during school hours is required.

Self-administration of non-asthma medication shall be accomplished as follows:

1. Self-administration may occur only in places designated by the Health Care Aide or Principal.
2. An employee authorized to supervise self-administration must provide the medication to the student from the storage area, observe the student measure and take the required dosage, return the medication to its storage place and make a record of the administration.

Authorization for student self-administration of asthma medication or epipen will be granted only under the following circumstances:

1. The medication has been prescribed by a physician, a physician's assistant or an advanced practice registered nurse possessing the proper authority to prescribe medication;
2. The student's parents or guardians have provided the school Health Care Aide with a written authorization for the self administration of medication and a written statement from the student's physician, physician assistant, or advanced practice registered nurse containing the following information to be kept on file in the Health Care Aide's office:
 3. The name and purpose of the medication;
 4. The prescribed dosage; and
 5. The time or times at which or special circumstances under which the medication is to be administered; and
6. The student's parents or guardians have signed the District's "Hold Harmless and Indemnity Agreement for the self-administration of asthma medication or epipen."

EAST LEYDEN NARDINI LIBRARY/WEST LEYDEN MEDIA CENTER SERVICES - The East Leyden Nardini Library/West Leyden Media Center offers students a collection of books, periodicals, and technology resources to meet their academic and recreational reading needs. Professional librarians are available to assist students in locating resources for research or personal interests before, during, and after

school. The library is open from 7:00 a.m. to 4:00 p.m. Monday through Friday.

The East Leyden Nardini Library/West Leyden Media Center houses a collection of books, magazine titles, career materials, newspapers, and art prints. Networked computer workstations provide access to the online catalog, and numerous online subscription services. Many of our online subscription products may also be accessed from the student's own home computer. Directions and passwords for home use of these items are available at the circulation desk.

The East Leyden Nardini Library/West Leyden Media Center offers our students access to the Internet. The main purpose of the Internet connection is to support research and educational pursuits. Internet usage is monitored and any inappropriate use of this technology by a student will result in cancellation of computer privileges as stated in the District's Use of Technology policy.

A school ID is required for checking out any materials, for any independent use of computers, and for entering the facility during lunch or study hall time. Students are always responsible for anything checked out or used with their ID card.

Students may borrow most books for a two-week period and may renew them for another two weeks. There is a ten-cent per day fine for each overdue book. There is a twenty-five cent per day fine for each audio book. The fines will never exceed the cost of the book.

Students have access to a copy machine or may print information from the computer workstations. Students may view Audio Visual materials by scheduling a viewing time with the library staff. Off campus usage of Audio Visual materials for course projects requires the course teacher's approval.

PARENT HANDBOOK - This publication is for the purpose of providing parents with a source of pertinent information regarding the Leyden High Schools.

PRINCIPAL'S NEWSLETTER - The East Leyden *Eagle Report* and the West Leyden *West Wing* are mailed home regularly from the Principals' Office and are available on the Leyden web site. They provide useful information regarding current events and programs from Leyden High Schools. The newsletters also highlight student accomplishments.

SCHOLASTIC TESTING

1. Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test - The PSAT/NMSQT is required of all juniors who wish to be considered for scholarships administered by the National Merit Scholarship Corporation. See your counselor for details.
2. Scholastic Aptitude Test - The SAT is required by some private schools in Illinois

and by some public and private schools out of state. More competitive schools may require specified achievement tests. See counselor for details.

3. PLAN Test - The PLAN test is required of all sophomore students. In addition to preparing students for the ACT and PSAT tests, it also provides the students with information regarding career plans, interests, and study techniques. See counselor for details.
4. Prairie State Achievement Exam (PSAT) - The state-mandated PSAT is given to all juniors. This battery of tests includes the ACT, an exam widely used throughout the United States for college admission. These ACT scores will be factored into the overall PSAT score as well as reported separately. Scores from the entire PSAT are printed on each student's transcript for use by college admissions offices and employers.

SCHOLARSHIPS & FINANCIAL AID INFORMATION

The availability of scholarships for students varies from year to year. Scholarship information, when it becomes available, is included in the Leyden senior college scholarship bulletin distributed monthly and is available in the Counselors' Office/Student Services Department and online. Additional information is included in the daily student bulletin whenever necessary. Students may secure additional information on scholarships and financial aid by contacting their counselor.

SECTION 504 INFORMATION - It is the policy of Leyden District 212 that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Sec. 794 et seq.) ("Section 504") be identified, evaluated, and provided with appropriate services to accommodate their educational needs, even though they do not require special education services pursuant to the Individuals with Disabilities Education Act (20 U.S.C. Sec. 1401 et seq.)(IDEA).

The determination of whether a student is disabled, and what, if any, accommodations are required, under Section 504, shall be made only after an appropriate evaluation of the student has been conducted, information regarding the student has been gathered and documented from a variety of sources, a meeting between school representatives and the parents has been held, a determination of eligibility made, and a written plan specifying the nature of the accommodations has been provided, along with notice of the right to a review if the parents are not satisfied with the plan. Any determination that the student is not disabled or that no accommodations are necessary shall be in writing and sent to the student's parents, along with advice of their right to a review. Records pertaining to Section 504 shall be kept in the student's

temporary file.

The Section 504 coordinator is Ms. Melinda McGuffin, Director of Special Education. Please call 847-451-2068 for additional information.

SEX AND HANDICAP NONDISCRIMINATION

The Leyden Board of Education observes Federal and State laws with respect to nondiscrimination. Board policy and administrative regulations prohibit any student from being excluded from participation in, or denied the benefits of, or subjected to discrimination under any education program or activity on the basis of sex or handicap, except as provided by the rules and regulations of the United States Government. Board policy (7:10) includes a grievance procedure for sex equity complaints.

The Assistant Superintendent and the athletic director have been designated Leyden High Schools' Title IX Coordinators. Students, parents, employees, and members of the community with concerns about the rights of students in physical education and athletics should contact the athletic director. Questions and problems on discrimination in other areas of the school should be referred to the Assistant Superintendent.

A student, parent/guardian, employee, or community member should notify the Principal if he or she believes that the Board of Education, its employees, or agents have violated his or her rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board Policy. See Board Policy 2:260 for more details.

SOCIAL WORKERS - School social workers provide support to help students manage social and emotional concerns that interfere with their ability to access learning in school. Such services include individual and group therapy, crisis intervention, assessment of needs, outside referrals, and family support. The social workers can act as the liaison to outside social service and psychiatric agencies that provide services to students and their families. Students may be self-referred, or referred by staff, parents, or friends with concerns.

SPEECH/LANGUAGE PATHOLOGIST - The objective of the speech/language therapist is to diagnose speech, language, voice and fluency disorders and to then implement therapeutic measures (individually or in a group) allowing the high school student to communicate effectively in daily life.

The speech/language therapist receives referrals from faculty members throughout the school year. The therapist also reevaluates students that have received speech/language therapy in their previous school.

STUDENT ANNOUNCEMENTS - The student announcements are published daily in the student bulletin and posted on classroom and hallway bulletin

boards. More important student announcements are read over the public address system during second period. Student announcements must be approved by faculty sponsors and submitted to the Administrative Office.

STUDENT PLANNER - This is a publication for the purpose of providing the students with a source of pertinent information.

SUMMER SCHOOL - All students of Leyden High School District 212 may enroll in summer school. Students may take courses for enrichment, to complete graduation requirements, to acquire advanced placement in courses during the next regular school semester, to complete graduation requirements, or to repeat a course failed during the regular school year. Consult the summer school brochure for specific course titles, registration dates, and enrollment information.

SUPERINTENDENT'S NEWSLETTER - The *Leyden Letter* is a comprehensive message from the Superintendent of Leyden High School District 212. It is mailed several times during the school year to the entire community as a method of providing information about the schools. The newsletter is also published on the Leyden web site. Comments, suggestions, and questions should be submitted to the Superintendent's Office. A calendar of events is included.

TELEPHONES - Personal cell phones may not be used during the school day for emergency purposes. If an emergency arises and a student needs to place a telephone call, which interrupts class time, the student should get approval from the Deans' Office so that the absence may be excused.

TEXTBOOKS - The textbooks used are the property of the Leyden High School District 212. They are provided for student use as part of the required registration fee. Textbooks issued to students become their responsibility until they are returned to the school. **If a textbook issued to a student is lost or damaged, regardless of the reason, the student has the financial responsibility to pay the replacement cost of the book.** Students who withdraw or transfer must personally return their books to the Bookstore, or to the Deans' Office. Students will be notified by letter if materials, money, or books have not been returned. **The official grade transcript will be withheld until all delinquencies have been paid.**

TRANSCRIPTS - Transcripts are sent to colleges, employers, the military, or scholarship committees upon written request of the student. Transcripts for students transferring to other high schools are sent upon request of the parent or legal guardian. A release form is available in both the Counselors' Office/Student Services Department and Registrar's Office. This release must be signed by the parent or

guardian (student if 18 years of age) before transcripts can be sent. Upon receipt of signed release, transcripts are mailed from the Registrar's Office.

VIDEO CAMERAS - Video cameras are installed inside and outside of the building and some buses for the safety of our students, staff, and visitors. There should be no expectation of privacy in these areas. Videotape recordings generally will be erased on a regular basis.

WORK PERMITS - The school issues permits and certificates for Illinois' Bureau of Women's and Children's Employment. Some employers require work permits for students who are hired to work part-time during the school year or full-time during vacations. To obtain a work permit from the Student Services Office, a minimum of 24-hour notice is required and the following information must be supplied: 1) Letter of Intent (this is a letter with the NAME and ADDRESS of the employer stating they are going to employ you in what capacity, including the work schedule), 2) A copy of your birth certificate, 3) Social security number, 4) Medical statement, 5) Principal's statement, and 6) A work permit application form (available in Student Services). The completed application form, and the above required information must be returned in person by **both the minor and the parent.**

STUDENT RECORDS

Only information about the students, which is pertinent to the objectives and tasks of the school, will be collected.

1. A permanent record, which shall include:
 - basic identifying information
 - academic transcripts
 - attendance record
 - health records
 - information pertaining to release of this record

Additionally, the permanent record may include:

- honors/awards
- activities/athletics

No other information shall be placed in the permanent record.

2. A temporary record, which may include:
 - family background
 - intelligence/aptitude scores
 - achievement test results
 - psychological reports
 - honors/awards
 - athletics/activities
 - disciplinary information
 - teacher anecdotal records
 - special education files
 - information pertaining to release of this record
 - other relevant information not required to be in the permanent record

Information in this record shall reference authorship and date.

MAINTENANCE OF STUDENT RECORDS

The Records Custodian shall maintain student permanent and temporary records. The Records Custodian shall be the Principal of each school building within the District.

A student's permanent record shall be maintained for at least sixty (60) years after the student has graduated, withdrawn, or transferred from the District.

Temporary records shall be maintained for at least five (5) years after the student has graduated, withdrawn, or transferred from the District. In addition, every four (4) years or upon a student's change in attendance centers (whichever occurs first), the Principal or his or her designee shall review the student's temporary record for verification of entries and elimination or correction of inaccurate, misleading, unnecessary, or irrelevant information.

No person may condition the granting or withholding of any right, privilege or benefits, or make as a condition of employment, credit, or insurance the securing by any individual of any information from a

student's temporary record.

Special Education temporary records shall be maintained for at least five (5) years after the student has graduated, withdrawn, or transferred from the District.

ACCESS TO STUDENT RECORDS

1. Parents/Guardians and Students

The parents/guardians or a designee of such parents/guardians shall be entitled to inspect and copy information in the student's school records, and a student shall be entitled to inspect and copy information in his or her permanent school record through the Registrar's Office. A written request must be presented to the Registrar indicating the record they wish to request before any records may be inspected or copied. The parents'/guardians' request to inspect the student's education records will be granted within a reasonable time of receipt of the request, but no later than 15 days. The District shall notify the parents/guardians and students of such rights upon the initial enrollment in or transfer to the District.

The District may charge the actual costs of providing a copy of school records, provided that such costs shall not exceed \$.35 per page. Copying costs are subject to change. No parent or student shall be denied a requested copy of school records due to the inability to bear the cost of such copying.

In cases of parental divorce or separation, both parents shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise.

2. Persons Authorized by State and Federal Law

Information can be released without parent consent or notice as follows:

- A. To an employee or official of the school or State Board with a current demonstrable education or administrative interest in the students, in furtherance of that interest. Those who constitute a school official and an individual with a legitimate educational interest include, but not limited to, individuals with current or potential educational interests necessary to fulfill his or her professional responsibilities.
- B. To any person for the purpose of research, statistical reporting or

planning provided no student or parent can be identified from the information released and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

- C. To a governmental agent or social service agency contracted by a governmental agent in furtherance of an investigation of the student's attendance pursuant to the compulsory attendance laws of the State.

Information can be released without parent consent provided notice of the release is given to the parent as soon as possible under the following circumstances:

- A. In an emergency when information in the student records is necessary to protect the health or safety of the student or others.
- B. Pursuant to a court order, provided that the parent is given prompt written notice upon receipt of such order of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect and copy the school student records and to challenge their contents pursuant to the procedure set forth herein.
- C. To the official records custodian of another school within Illinois or an official with similar responsibilities of a school outside of Illinois, in which the student has enrolled or intends to enroll, upon the request of such official or student.
- D. To any person as specifically required by State or Federal law.
- E. To juvenile authorities as defined in the Illinois School Student Records Act when (a) necessary for the discharge of their official duties (b) who request information prior to adjudication of the student, and (c) who certify in writing that the information will not be disclosed to any other party except as provided by law or court order.

DIRECTORY INFORMATION

Information that may be designated as directory information shall be limited to:

- 1. Identifying information: name, address gender, grade level, birth date and place, and

parents' names and addresses;

- 2. Academic awards, degrees, and honors;
- 3. Information in relation to school-sponsored activities, organizations, and athletics;
- 4. Major field of study; and
- 5. Period of attendance in the school.

Directory information may not be released to the general public.

AMENDMENT PROCEDURES

If a parent wishes to amend a student record, they must submit a request to the Registrar identifying the record and section that they believe should be changed, the reasons for the change, and why they believe it to be inaccurate or misleading. If the District decides not to amend the record as requested, the school will notify the parent/guardian of the decision and of their right to a hearing regarding the requested amendment.

Requests for a hearing shall be submitted in writing to the Superintendent or her designee, and shall contain notice of the specific entry or entries challenged. Parents/guardians have a right to a hearing to challenge any entry in their student's school record, except that parents/guardians cannot challenge (1) a student's grades or (2) references to expulsions or out-of-school suspensions when the challenge is made at the time the student's records are being forwarded to another school to which the student is transferring. A challenge may be based on accuracy, relevance, or propriety of records.

Within fifteen (15) school days of receipt of the request, an informal conference with the parents and a District representative shall be convened. If the complaint is not resolved at the informal level, the District shall appoint a hearing officer to conduct a hearing within fifteen (15) school days of the informal conference. A verbatim record of the hearing shall be made by the hearing officer via the use of a tape recorder. The hearing officer shall make a written decision no later than ten (10) school days after the conclusion of the hearing.

The decision of the hearing officer may be appealed to the regional Superintendent within twenty (20) school days after the decision was rendered. The regional Superintendent shall issue a written opinion within twenty (20) school days of receipt of the appeal documents. The decision of the regional Superintendent is final.

TRANSFER OF RIGHTS TO STUDENTS

When a student reaches age eighteen (18), graduates from secondary school, marries, or enters military service, all rights and privileges accorded to "parents/guardians" under this section become exclusively the rights of the student.

RIGHT TO FILE A COMPLAINT WITH THE FAMILY POLICY COMPLIANCE OFFICE DEPARTMENT

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school District to comply with the Family Educational Rights and Privacy Act, and to do so should contact: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901 (800-872-5327).

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The school District will obtain parent/guardian consent before students are required to submit to a survey that concerns one or more of the following protected areas:

1. Political affiliations or beliefs of the student or his/her parent/guardian;
2. Mental or psychological problems of a student or his/her family;
3. Behavior or attitudes about sex;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or his/her parents/guardians; or
8. Income (other than required to determine eligibility for participation in a program or for receiving financial assistance under such program).

The school District will provide the student and his/her parent/guardian with notice and opportunity to opt a student out of:

1. Any other protected information survey;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law;
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

The school District will provide the student and his parent/guardian the right to inspect, upon request and before administration or use:

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

The school District will annually notify parents/guardians and eligible students of the District policies regarding student surveys, and any substantive changes. The school District will also annually notify parents/guardians and eligible students at the start of the school year of the specific or approximate dates of the following and provide an opportunity to opt a student out of participating in a program or for receiving financial assistance under such program:

1. Collection, disclosure or use of personal information for marketing, sales, or other distribution.
2. Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
3. Any non-emergency, invasive physical examination or screening as described above.

THIRD-PARTY STUDENT SURVEYS AND QUESTIONNAIRES

1. Third-party student surveys and questionnaires are those that are created by a person or entity other than a District official, staff member, or student. Third-party student surveys and questionnaires shall be administered at the discretion of the Superintendent and only when they serve to advance the District's educational objectives. Notice will be provided to parents prior to the administration of third party surveys or questionnaires and parents will, upon their request, be permitted to inspect the survey or questionnaire within a reasonable time of their request.
2. No student shall be required, as part of any applicable program, to submit to a District or third-party survey, analysis, or evaluation that reveals the following information without prior written consent of his/her parent guardian:
 - Political affiliations or beliefs of the student or his/her parent/guardian;

- Mental or psychological problems of a student or his/her family;
- Behavior or attitudes about sex;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
- Religious practices, affiliations or beliefs of the student or his/her parents/guardians; or
- Income (other than required to determine eligibility for participation in a program or for receiving financial assistance under such program)

School staff shall not disclose the identity of any student who, upon written consent of the parent/guardian, completes any survey or evaluation regarding the above items. Notice will be provided to parents prior to the administration of surveys or questionnaires concerning the above information and parents, upon their request, will be permitted to inspect the survey or questionnaire within a reasonable time of their request.

Parents/guardians and eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5920 (800-872-5327).

USE OF TECHNOLOGY

Section 1. Purpose of Technology Use

Leyden High School District 212 provides students and staff with access to a wide variety of stand-alone and networked technologies. These technologies include access to the internet. The internet is a worldwide network of computer networks that provides access to electronic mail (e-mail), databases, software, discussion groups, and other information services. The sole purpose of these technologies is to improve the education of the students and the educational environment of which they are a part. These technologies provide tremendous opportunities for enhancing, extending, and rethinking the learning process, and further assist in preparing each student to be a productive citizen. Technology also serves to help make the District's administrative system more efficient. In order for the District's technologies to serve as an integral part of both its curriculum and its operations, the District must provide its students and staff with appropriate guidance for its use.

Section 2. The Opportunities and Risks of Technology Use

The Board believes that the value of information and interaction that technology offers outweighs the hazards of its misuse. Making network access available, however, carries with it the potential that some network users will encounter sources that some consider controversial or inappropriate. Because information on networks is transitory and so diverse, the District cannot completely predict or control what users may or may not locate. Technology provides a conduit to information; the users must be wary of the sources and content and be responsible in choosing information to be accessed.

No technology is guaranteed to be error-free or totally dependable. Among other matters, the District makes no warranties of any kind for the service it is providing. The District is not liable or responsible for: 1) any information that may be lost, damaged, or unavailable due to technical, or other, difficulties; 2) the accuracy or suitability of any information that is retrieved through technology; 3) breaches of confidentiality; or 4) defamatory material.

Section 3. Privileges and Responsibilities

Users may use/access District technologies during the regular school day (7:30 a.m. – 3:25 p.m.) for educational and/or District job related purposes only. Student and staff use of these technologies is a privilege and not a legal right. Exercising this privilege requires that users accept the responsibility for all materials viewed, downloaded, produced, and/or stored.

Users must conduct themselves accordingly by exercising good judgment and complying with this policy, any accompanying administrative regulations and guidelines, and all other relevant Board policies. Since use of technology is a privilege, the District may restrict or revoke use of its technology or impose other appropriate disciplinary action if the privilege is abused.

USERS WILL:

- Use District's technologies during the regular school day (7:30 a.m. – 3:25 p.m.) for educational and/or District job related purposes only
- Limit personal use of the Internet and e-mail to 0 Period (7:00-7:25 a.m.) and after school (after 3:25 p.m.) only; limited personal use must be in compliance with the guidelines enumerated within this policy and priority of access will always be given to users needing to work on school related activities
- Maintain legal and ethical use of all technologies
- Protect the privacy of other users and the integrity of the system by avoiding misuse of passwords, others' files, equipment and programs
- Adhere to rules of copyright and assume that all documents, software or created by other authors are copyrighted (unless it is labeled "freeware" or "public domain")
- Adhere to the licensing agreements governing the use of all software, including shareware
- Recognize that District provided e-mail is not guaranteed to be private. System operators have authorized access to all e-mail; access may be granted to other District personnel or law enforcement officials at any time
- Be responsible at all times for the proper use of access privileges and for avoiding impersonations, anonymity, or unauthorized sharing of security measures
- Take responsibility for all activities conducted and all information obtained by the user or by way of the user's account or password
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses
- Abide by all policies and procedures governing the use of technology throughout the District

USERS WILL NOT:

- Use District technologies from 7:30 a.m. to 3:25 p.m. for non-educational and/or non-District job purposes
- Use District technologies to play any computer or Internet game that is not part of a teacher directed lesson plan
- Participate in any personal real-time chat session (this includes before and after school)
- Leave unsupervised computers logged into the Leyden network and/or an email account
- Bring any food or drinks into any computer lab area
- Download and/or install unauthorized software. Unauthorized software is any software not approved by the technology department
- Use offensive, obscene, abusive, profane, pornographic, lewd, vulgar, threatening, racially offensive, harassing, inflammatory, or defamatory speech
- Harass other users
- Use or distribute the account or password information of another user
- Misrepresent themselves or others or forge electronic mail messages
- Create and/or promulgate unsolicited advertisements or other commercial material, political lobbying, chain letters, or pyramid schemes
- Violate the right of others, including their privacy
- Access, download and/or create harmful, indecent, sexually oriented, pornographic, threatening, offensive, and/or illegal material
- Use the network for personal business or financial gain
- Vandalize data, programs, and/or networks; vandalism is the malicious attempt to harm or destroy data of another user, the internet or any other network
- Degrade or disrupt systems and/or equipment
- Delete data belonging to another user
- Damage technology hardware and/or software
- Intentionally spread computer viruses or worms
- Gain unauthorized access to resources or other entities
- Engage in copyright infringement

- Use technology for illegal activities
- Reveal the personal address, phone number, or other personal information of any user, District student or employee
- Use the internet while access privileges are suspended or revoked

Section 4. Disciplinary Actions

Failure to comply with this policy and any administrative regulations and guidelines governing the use of technology will result in disciplinary action by staff, administration and/or the Board of Education. Appropriate disciplinary action for a violation of this policy or its administrative regulations or guidelines may include such actions as:

- Staff/user conference or reprimand
- Staff/parent contact (for student misuse)
- Referral to the administrator for student discipline (for student misuse)
- Loss of access to specific technology and/or designated area for a minimum of three school days up to 10 school days; NOTE: Multiple infractions or egregious misuse may result in extended or permanent loss of privileges
- Confiscation of inappropriate item(s)
- Restoration/Restitution
- Administrative and/or Board of Education action, including such serious consequences as suspension and expulsion (for student users) or suspension, notice to remedy, and dismissal (staff users)

Section 5. Confidentiality

Users have no right or expectation of privacy in their files or communications, or in any records of their use of District technology. The District has the unrestricted right, without prior notice or consent, to log technology use, to monitor file server space utilization by users, to search, examine and/or copy users' files and materials as the District determines, in its sole discretion, to be necessary. Additionally, the Director of Technology or his designee may, when necessary, take appropriate action to protect and ensure the operability, integrity, security, and reliability of the network facilities. The District will cooperate fully with local, State or Federal officials in any investigation concerning or relating to any illegal activities conducted through the District's network.

Section 6. Filtering Software

To comply with the Children's Internet Protection Act, the District will install and operate filtering software to limit users' Internet access to harmful, indecent, offensive, or pornographic materials, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guaranty that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive or pornographic, and the District makes no undertaking to do so. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such materials.

Section 7. Web Publication

Teachers, administrators, coaches, and activity sponsors have the opportunity to create and publish web pages on the Leyden High School District 212 web servers and in its domain. All official web pages must be reviewed by the District web master or a department web liaison prior to publication on the District's web servers. The District web master reserves the right to develop additional web page guidelines or regulations as necessary. Users should be aware that the District retains the right to limit or remove web pages and other content that are objectionable or unrelated to District business. Use of, and access to, the District's servers is solely for the purpose of supporting and contributing to the District's educational and administrative activities.

Creators of web pages must be familiar with and practice the following:

- A. Content Standards
 1. Individual users of District web servers are responsible for the content of any web documents they load in any District storage areas.
 2. Network administrators/web masters may review folders, files, web pages, and communications to maintain system integrity and ensure that users are using the system responsibly. Users shall have no expectation of privacy in such folders, files, web pages, or communications.

3. Users must obtain prior affirmative written consent of a student’s parents/guardians, or the student, if he or she is 18 years old to publish a student’s picture and/or a student’s produced work (see the Parent Permission Form for World Wide Web Publishing).
- B. Subject Matter
- All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, or general information relating to the school District, or the schools within the District. Professional pages (which might include academic qualifications, credentials, and related items) are allowed and strongly encouraged. Personal web pages (containing personal information not directly related to academics) are prohibited for all students and staff.
- C. Quality
1. All web page work should be free of spelling and grammatical errors. Documents may not contain objectionable material or provide links to objectionable material. Final judgments concerning propriety of web page material, appearance, or content will remain with building or District administrators/web masters.
 2. Time-specific material should be kept up to date. All content appearing out of date (30 days or more past an event or timeline) should be removed from the web.
- D. Ownership and Retention
1. All web content on the District’s servers is property of the District.
 2. All posting of web content is to be done by District personnel.
- E. Student Safeguards (after adhering to 7.A.3)
1. When publishing student work, students should be identified by first name or initials only. No other personally identifiable information about the student shall be published.
 2. Student phone numbers, home addresses, and e-mail addresses shall never be published.
 3. Pictures of students shall not provide any information identifying any student. (This includes the student’s name, nickname, initials, etc.)
 4. In the rare event that a student’s picture would include the student’s full name, the student’s parent or guardian must be contacted by a school administrator and must provide additional affirmative written consent to the Director of Technology prior to its publication on the District’s Internet Web Site.

Section 8. E-Mail and Messaging Systems

The District will only support the Google Apps for Education messaging system. No other messaging systems (including AOL, MSN, etc.) may be installed on any District computer. Accessing e-mail from 7:30 a.m. to 3:25 p.m. including free, web-based accounts, may be used for educational or District job related purposes only.

Section 9. Additional Rules/Actions

The Superintendent may establish regulations and guidelines, and shall take appropriate action, to implement this Policy.

CALENDAR EVENTS KEY

Administrative Conference Rm ...E-Admin Conf Rm	Field House	FH
Advanced Placement	Little Theater	LT
Auditorium	Media Center.....	MC
Auxiliary Gym.....	National Collegiate Athletic Association	NCAA
Choir Room	Nardini Library.....	E-Lib
Dance Studio	Staff Dining Room	SDR
Eagle’s Wing	Student Cafeteria	SC
East Leyden	Truancy Failure	TF
Evening.....	West Leyden.....	West