



East Leyden Parent Handbook

2019/2020



East Leyden High School

3400 ROSE ST

FRANKLIN PARK, IL 60131

ATTENDANCE: 847-451-3035

PHONE: 847-451-3000

FAX: 847-451-3644

SCHOOL CLOSING HOTLINE: 847-289-4650

LEYDEN HIGH SCHOOL DISTRICT 212 WEBSITE

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 School 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 200 courses, excellent career education opportunities, cutting-edge technology at your fingertips, and a wide variety of co-curricular choices. You can participate in any of our 23 interscholastic sports, over 90 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. Nick Polyak, Superintendent

"You have to go wholeheartedly into anything in order to achieve anything worth having."

Frank Lloyd Wright

BOARD OF EDUCATION

President	Mr. Gregory T. Ignoffo
Vice President	Mrs. Gloria Murawska
Secretary	Mr. James A. Lima
Member	Mr. Cesar Garcia
Member	Mr. Joseph Trevino
Member	Mrs. Lisa Anthony
Member	Mrs. Sandra Boehm
Student Member	Mr. Max Gonzalez
Student Member	Ms. Dannalee Mata

DISTRICT ADMINISTRATION

Superintendent	Dr. Nick Polyak
Assistant Superintendent	Dr. Beth Concannon
Assistant Superintendent	Dr. Tatiana Bonuma
CSBO/CFO/CIO/Treasurer	Mr. Patrick Hatfield
Director of Curriculum and Instruction	Dr. Michael Manderino
Director of Special Education/Homeless Liaison	Ms. Amy Ramsay
Director of Technology	Mr. Bryan Weinert
Assistant Principal for Athletics and Wellness	Mr. Richard Mason

BUILDING ADMINISTRATION

Principal	Mr. Jason Markey	847-451-3023
Assistant Principal for Teaching and Learning	Mrs. Anita Huffman	847-451-3025
Assistant Principal for Student Services	Mrs. Celestina Rivera	847-451-3025
Dean of Students	Ms. Mayra Carrera	847-451-3032
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– Room 065-2
Free/Reduced Lunch	Food Service – Student Cafeteria-070G
Guest Pass for Dance	Deans’ Office – Room 172
Homeless Liaison	Special Education Office-West Campus- Room 107
Locker Maintenance	Deans’ Office – Room 172
Lost and Found (books, clothes, etc.)	Bookstore –Student Cafeteria- 070G
Lost and Found (valuables)	Deans’ Office – Room 172
Medical Problems	Health Care Aide – Room 110
Paper, Pencils, and Supplies	Bookstore –Student Cafeteria- 070G
Physical Education Medical Excuse	Health Care Aide – Room 110
Pre-Arranged Absences	Counselor – Room 120
Prepaid Meal System	Food Service – Student Cafeteria-070G
Replacement of ID Card	Deans’ Office – Room 172
School Fee Issues	Assistant Principal – Room 103
Sports Information	Athletic Director – Room 168
Student Activity Director	Room 154
Theft Prevention/Theft	Deans’ Office – Room 172
Title IX Information	Athletic Director – Room 168
TSI-Chromebooks	Room 262
Vehicle Registration	Deans’ Office – Room 172
Visitor’s Pass	Entrance 4 – Security Desk

LEYDEN TELEPHONE NUMBERS

General Information	847-451-3000
Assistant Principals’ Office (Mrs. Anita Huffman/Mrs. Karen Ritter)	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
Fees & Fines (Fine Statement)	847-451-3000
Health Care Aide/Nurse	847-451-3084
Homeless Liaison	847-451-5748
Parents’ Club Information	847-451-3023
Police Liaison	847-451-3008
Principal’s Office (Mr. Jason Markey)	847-451-3023
Registrar (Ms. Jackii Schammert)	847-451-3079
Registration & Enrollment (Assistant Principal)	847-451-3025
School Closing Hotline	847-289-4650
Social Worker (Mr. Arturo Martinez)	847-451-3022
Social Worker (Rachelle Minus)	847-451-2461
Social Worker (Ms. Meg Rivera)	847-451-3015
Student Activity Director (Ms. Maura Gorzkowski)	847-451-2464
Director of Technology (Mr. Bryan Weinert)	847-451-3191
Transportation (Ms. Kim Cropper)	847-451-3161
TSI-Chromebooks	847-451-6719

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 /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 severe 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 dismissed early, students will receive a call at home with a recorded message outlining the plan for the day. Additionally, emails will be sent, and the information will be listed on the Leyden web page.

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 nearly a 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 (later 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 200 courses.

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, is now being used for additional parking and athletic fields, 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 880 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.”

The Digital Age Arrives

For over a decade, Leyden has been moving steadily toward the day when each student would be issued a digital device as an instructional tool to foster an environment of critical thinking, communication, collaboration, and creativity. That day arrived during the 2012-2013 school year when virtually all students were issued a Google Chromebook computer. We believe that these devices have sparked a transformation in teaching and learning and provide students with equal access to information, learning resources, and the digital tools they need to be well-prepared for the world in which they live.

Numerous awards and recognitions occurred in the years to follow. The district was recognized for quality content and curriculum design. Thousands of educators from across the country traveled to Leyden to see how technology was changing teaching and learning in our classrooms. Leyden has been named as one of the Top 100 Workplaces by the Chicago Tribune four out of the past five years. In 2014, Leyden was named the National Advanced Placement School District of the Year by the College Board for our students’ performance on AP exams. In 2018, Leyden was given a grand prize Magna Award by the National Association of School Boards for having one of the country’s best equity programs, a bilingual theater program called Teatro

Leyden.

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 the District’s mission to Educate, Enrich, and Empower Students and Communities by doing “what’s best for the kids.”

Construction

Beginning in 2018, the district started historic construction projects to renovate, expand, and modernize our schools for sustainability toward the next century. Over \$80 million of work began at both campuses and will be completed in 2020. The changes will bring new student cafeterias, an aquatic center, safety enhancements, a new library/media center, a new wrestling room, band and choir rooms, a daycare/preschool, locker rooms, and more. Through the careful planning and saving by the Board of Education, all of this work is being done without a referendum or tax increase for our local community.

EAST LEYDEN COUNSELOR BREAKDOWN

Ms. Dawn Erickson Student Services Department Chairperson; Freshmen Group Guidance	(Dean – Mr. Michael Grosch)	847-451-3073
Ms. Alicia Funes Small Groups; Sophomore Group Guidance	(Dean – Mr. Michael Grosch)	847-451-3034
Ms. Justyna Jablonska Scholarships; Junior Group Guidance	(Dean – Ms. Mayra Carrera)	847-451-6322
Mr. Bill Mitchell Technology/Communications; Senior Group Guidance	(Dean – Mr. Dennis Byne)	847-451-3026
Ms. Patti Muldoon Financial Aid; Junior Group Guidance	(Dean – Mr. Dennis Byrne)	847-451-3195
Mrs. Emilie Reynolds Peer Leader Coordinator; Freshmen Group Guidance	(Dean – Mr. Mayra Carrera)	847-451-6322
Ms. Chris Schulz College; Senior Group Guidance	(Dean – Mr. Dennis Byrne)	847-451-3046
Ms. Emily Alexenko Career/Military; Sophomore Group Guidance	(Dean – Mr. Michael Grosch)	847-451-3055

Beginning 2017-2018, students are assigned to counselors based on the counselor’s caseload numbers. The only exception to this assignment is in the case of siblings, who will be assigned to the current sibling’s counselor.

PARENTS' CLUB

East Leyden Parents' Club provides scholarships for graduating seniors, sponsors art buybacks (student artwork is purchased to be displayed throughout the school), and offers assistance to students attending department workshops. These activities are made possible through parent support of the Parents' Club. Parents' Club is always looking for volunteers. If you have any questions, you can contact them at eastleydenparentsclub@gmail.com.

Information about the East Leyden Parents' Club can be found at leyden212.org/eastparentsclub.

President	Open
1 st Vice President (SpiritWear)	Ms. Monika Matysek
2 nd Vice President (Membership)	Ms. Anicia Fye
Corresponding Secretary	Open
Recording Secretary	Open
Treasurer	Ms. Araceli Cruz
Auditor	Open
School Liaison	Mr. Jason Markey

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 credits

Mathematics-3 credits

Literacy-2 credits or demonstrated proficiency

Transfer students are exempt from the requirement for semesters not enrolled at the Leyden High Schools.

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

Social Studies-2 credits (1 unit of Global Studies and 1 unit of U. S. History) Note: For the Class of 2020 and beyond, students will be required to take 2.5 credits of Social Studies which must include .5 credit in Civics. The successful completion of Civics will satisfy the Constitution requirement.

Physical Education-4 credits

1. **Health Education ½ credit** 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 credit Courses taken in Art, Business Education, Drama, Family and Consumer

Sciences, Industrial Technology, Modern Languages, or Music departments satisfy this requirement.

Consumer Education-1/2 credit 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.

Digital Literacy-1/2 credit

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.

Completion of state-mandated assessment

Repeating Failed Courses Required For Graduation

Students who fail a course required for graduation may repeat it once during the regular 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.

SEMESTER CLASSIFICATION OF STUDENTS

Leyden High School District 212 classifies students as freshmen, sophomores, juniors, and seniors based on credits earned in the fall and credits earned and years of attendance in the Spring. This system allows the District to more accurately report out students' actual progress as they move through the high school curriculum. The chart below displays the range of credits that will determine grade classification. Credits are earned in .50-.25 increments. Classification for the 2017/18 will be determined at the conclusion of Summer School 2018 and again at the conclusion of 1st semester.

Fall	Classification Status	Spring
<5.5 credits	FR	<5.5 credits and all students in first year of attendance
5-5-10.75 credits	SO	8.25 - 10.75 credits and in second year of attendance.
11.0-16.25 credits	JR	11.0-16.25 credits and in third year in attendance
≥ 16.5 credits and completion of state-mandated assessment on the official mandated test date.	SR	≥ 16.5 credits and completion of required state assessment on the official mandated test date and in fourth year of attendance.

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.

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/website 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 Chemistry, and Physics)	3 years (laboratory science classes such as Biology, Physical Science,
Social Studies	3 years (emphasizing history and government)
Modern Languages, Fine and Applied Arts, 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. 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 graduation requirements. Students who choose the early graduation option receive their diplomas following completion of the option requirements.

The application form is available from the counselor and 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 understanding 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 this 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 five 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 five 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 five semester classes.
2. 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.
3. A report of ineligible participants will be filed in the Activity Director's Office each semester.

ATHLETICS

Athletics on an interscholastic basis are offered for both boys and girls. Participation is offered on several levels including Varsity, Jr. Varsity, Sophomore, Frosh-Soph and Frosh A & B depending on the team sport. If a student wishes to participate in a sport, contact should be made with the coach, physical education instructor, or Athletic Director for more information concerning eligibility, medical examination and parental permission. In order to participate, the student must maintain academic eligibility as established by the Illinois High School Association. This may be accomplished by successfully completing at least five (5) full credit courses in the previous semester and by passing 25 hours of course work per week.

The following sports are offered Fall Sports: Football, Boys' Cross Country, Golf, Boys' Soccer, Girls' Cross Country, Girls' Swimming, Girls' Volleyball, Girls' Tennis; Winter Sports: Boys' Basketball, Wrestling, Boys' Swimming, Girls' Basketball, Girls' Gymnastics, Girls' Bowling; Spring Sports: Boys' Gymnastics, Boys' Tennis, Boys' Baseball, Boys' Track, Boys' Volleyball, Girls' Badminton, Girls' Softball, Girls' Soccer, and Girls' Track.

RESOLVING CONFLICTS: ATHLETICS CONTESTS AND MUSIC PERFORMANCES

On occasion, a student may be scheduled for simultaneous participation in an athletic contest and a music performance. When such a conflict arises and cannot be resolved due to time, location, or logistics, the student shall make the choice of which event to attend. The student is responsible for discussing the conflict with the teacher and coach well in advance so that appropriate planning can take place. In such an instance, there will be no punitive action taken against the student by the supervising teacher/coach-such as a lowered class grade.

ATHLETIC AWARDS

Athletic Awards for all athletics are presented at three special Awards Nights during the school year.

The Athletic Awards dates are as follows:

Fall - Wednesday, November 12, 2019

Winter - Wednesday, March 4, 2020

Spring - Wednesday, May 6, 2020

ATHLETIC CONTEST AND PRACTICE LOCATIONS

Please check Leyden's website @www.leyden212.org for athletic schedules or call the Athletic Office at 847-451-3071 between the hours of 7:15 a.m. and 3:45 p.m.

FALL SEASON

Boys'

Football	Practice-East Campus V/S Games-West Campus JV/F Games-East Campus
Cross Country	West Campus (Centerpoint Preserve-2 blocks south of West Campus)
Golf	White Pines - Bensenville
Soccer	West Campus

Girls'

Cross Country	West Campus (Centerpoint Preserve-2 blocks south of West Campus)
Swimming	V Practice-West Campus S/F Practice-West Campus Meets-West Campus
Volleyball	East Campus
Tennis	Matches-West Campus S/F Practice-East Campus V Practice-West Campus

WINTER SEASON

Boys'

Basketball	East Campus
Wrestling	East Campus
Swimming	V Practice-West Campus S/F Practice-West Campus Meets-West Campus

Girls'

Basketball	West Campus
Gymnastics	West Campus
Bowling	Brunswick Zone-River Grove

SPRING SEASON

Boys'

Baseball	West Campus
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Gymnastics	West Campus
Tennis	Matches-West Campus

Track & Field	S/F Practice-East Campus	Softball	East Campus
Volleyball	V Practice-West Campus	Soccer	V/S/JV-West Campus
	West Campus	Track & Field	F-East Campus
	East Campus		West Campus
<u><i>Girls'</i></u>			
Badminton	East Campus		

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. 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.

WEST SUBURBAN CONFERENCE SCHOOL LOCATIONS (cont'd)

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 in Maywood.

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. West to Spring Road in Elmhurst. School is located on the corner of St. Charles and Spring Road

ATHLETIC HEAD COACHES & PHONE NUMBERS

FALL

	<u>HEAD COACH</u>	<u>PHONE NUMBER</u>
Boys' Cross Country	Brad Henning	847-451-3054
Girls' Cross Country	Tom Cartwright	847-451-2099
Football	Tom Cerasani	847-451-3082
Golf	Steven Siekierski	847-451-3155
Boys' Soccer	Mark Valintis	847-451-3000
Girls' Swimming	Chris Cook	847-451-3613
Girls' Tennis	Joe Hamilton	847-451-2097
Girls' Volleyball	Danielle Kowalkowski	847-451-3147

WINTER

Boys' Basketball	Bill Heisler	847-451-2098
Girls' Basketball	Stephanie Kuzmanic	847-451-3147
Girls' Bowling	Chris Aylward	847-451-3155
Girls' Gymnastics	Jennifer Thomas	847-451-3040
Boys' Swimming	Chris Cook	847-451-3613
Wrestling	John Kading	847-451-3071

SPRING

Girls' Badminton	Brian O'Grady	847-451-3136
Boys' Baseball	Rob Hamann	847-451-3616
Boys' Gymnastics	Bill Cordts	
Girls' Soccer	John Schiemann	847-451-2098
Girls' Softball	Kurt Schuett	847-451-3077
Boys' Tennis	Mike Anderson	847-451-3136
Boys' Track & Field	Tom Cartwright	847-451-2099
Girls' Track & Field	Brent Dempsey	847-451-3143
Boys' Volleyball	Amanda Jarosz	847-451-3062
Cheerleaders	Dana Thomas	847-451-3133
Leydenettes	Lizbeth Roman/Lauren Cullen	847-451-2460/3155

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 847-451-3100.**

ADMITS

1. Students whose absences have not been cleared by a parent call should **report to the Attendance Office immediately upon arrival at school where an admit (pass) to class will be issued.**
2. Students must obtain an admit from the Attendance Office for an unexcused absence **prior to the start of class on the day the student returns to school.**
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.

E-LEARNING

In January 2016, District 212 was chosen as one of three school districts in Illinois to participate in the e-Learning Day program. What this means to our students is that in the event of severe weather conditions or other situations where the school must be closed, e-Learning Days avoid interruptions in class instructions. There are certain criteria that will need to happen for an e-Learning Day to be called (including sufficient notice to students and staff), and students will be required to log in to allow for attendance to be taken, but using an e-Learning Day will not extend the school year into the "emergency days" at the end of the school year.

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 may 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.
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 ABSENCE POLICY

Students may 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, nurse, counselor or administrative office).

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

UNEXCUSED CLASS ABSENCE POLICY

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 the Unexcused Class Absence policy.

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 the section, Uniform Code of Conduct, for specific procedures and dispositions concerning Tardies (Unexcused) to class.

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.

DIGITAL CITIZENSHIP

All students are expected to exhibit good digital citizenship by conducting themselves appropriately and following these six conditions or facets of being a Digital Citizen:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information, images, and other media that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.

2. Protect Yourself. I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. Respect Others. I will show respect to others. I will not use electronic media to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.

4. Protect Others. I will protect others by reporting abuse, request and obtain permission to post or otherwise distribute images, video or audio captures of others before posting, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist, or inappropriate.

5. Respect Intellectual Property. I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property. I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all

software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

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 of Conduct, 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 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.

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, , 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, social probation, assignment to Behavior Improvement Center (BIC), in-school suspension, out-of-school suspension, parent conference with Behavior Contract.

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

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

OFFENSE

DISCIPLINARY ACTION

Absenteeism-Unexcused Class Absence

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

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

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

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

5th Report: Report sent to Attendance Supervisor. Counselor notified by Attendance Supervisor and parent/guardian notified by Attendance Supervisor. Student may be placed in In-School suspension, and a student conference with the counselor, dean, and parent/guardian may be held.

6th Report: Report sent to Attendance Supervisor, student may be placed in in-school suspension and student conference with Counselor and Dean, Parent/Guardian notified by Attendance Supervisor and student may be placed on a Behavior Contract..

7th Report: Report sent to Attendance Supervisor, student may be placed in in-school suspension, Behavior Contract consequences followed 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. 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 of the day (starting at 7:30 a.m.) of the absence by the parent/legal guardian or the student will be marked truant.

Unexcused Class Absences: Any student with Unexcused Class Absences will receive Level I disciplinary action.

Teacher Involvement: Each teacher should attempt to speak with the student before sending the report to the Attendance Supervisor.

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.**

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 Behavior Contract.

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.

Study Hall/ACCESS /Guided Study Truancy:

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

Absenteeism-- Excessive 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 Deans', Health Care Aide, counselor or administrative offices.)

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/semester grade.

4.. 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.

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

Alarms, False

Level IV

Arson

Level IV

Assault/Battery

- a. Two people-no injuries BIC, in-school suspension or out-of-school suspension and possible parent conference, Behavior Contract, and police contact.
- b. Two people-injuries In-school suspension, out-of-school suspension and possible parent conference, Behavior Contract, 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. In-school suspension, out-of-school suspension, and possible parent conference, Behavior Contract, police contact, and/or 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
Additional offense: Level II

Bullying, Intimidation and Harassment

Level IV

Bus misconduct

Level II

Bus vandalism

Level III

Cafeteria misconduct

Level II

Cheating

Level II

Chromebook

- a. Failure to bring 1st offense: warning
2nd offense: Dean conference
Additional offense: Level I

- b. Improper Safeguarding Level I

Class Disturbance Level I

Clothing/Hats-Headwear 1st offense: warning

See Dress Code #6 in Regulations & Procedures **2nd offense:** two detentions

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

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 Behavior Contract for these violations, and is permitted to return, returns on Behavior Contract. If, after completing this second year of Behavior Contract, the student successfully demonstrates that he/she has complied with the drug/alcohol policies of District 212, he/she will no longer be on Behavior Contract.

- a. Use/influence/impairment Out-of-school suspension, parent conference, refer to Student Services, and Behavior Contract.
- b. Possession Out-of-school suspension, parent conference, police contact, Behavior Contract, and possible recommendation for expulsion.
- c. Paraphernalia Out-of-school suspension, parent conference, police contact, Behavior Contract, and possible recommendation for expulsion.

An alternative to reduce the suspension (a, b, c), is enrollment in and successful completion of an out-of-school substance abuse program.

- d. Delivery or sale Out-of-school suspension, police contact, and possible recommendation for expulsion.

Insubordination-Electronic Devices 1st offense: four detentions, confiscate, and return to student.

2nd offense: one day assignment to BIC, confiscate, and return to student.

3rd offense: two day assignment to BIC, confiscate, and return to parent.

4th offense: Level II, confiscate, possible parent conference and Behavior Contract, and return to parent.

**Harassment-Electronic Harassment,
Intimidation or Bullying** Level IV

**Electronic Imaging Devices-
Improper Use of** Level IV

Use in restricted area Level IV

Use during testing Level IV

Explosives Level IV

Extortion Level IV

Failure to pick up an admit Level I

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 **1st offense:** Out-of-school suspension, parent conference, police contact, Behavior Contract, and possible recommendation for expulsion.

soliciting for membership, or engaging in other activities (e.g. representing, wearing colors, graffiti, etc.) **The out-of-school suspension may be reduced 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 Behavior Contract for these violations, and is permitted to return, returns on Behavior Contract. If, after completing this second year of Behavior Contract, the student successfully demonstrates that he/she has complied with the gang involvement policies of District 212, he/she will no longer be on Behavior Contract.

Harassment-Sexual Level IV

Hazing Level IV

Hostile or physical actions Level II

ID card-failure to carry Level II

Illegal behavior not otherwise specified Level IV

Insubordination-Gross Level IV

Laser Pointers Level II

Possession and/or Use

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., 4th 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	Level II
Negligent Behavior /Bodily Harm	Level III
Pass-misuse of	Level I
Profanity	Level II
Public Indecency	Level IV See Glossary #41
Refusal to Identify Self	Level II
Sex violations	Level IV
Smoking/Smoking Lookout/ electronic-inhaling device	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 – Excessive Tardies

After 5 (five) tardies in any class(es), student receives an email warning.

After 9 (nine) tardies in any class(es), student receives one day assignment to BIC and parent/guardian is notified.

Every 3 (three) subsequent tardies in any class(es), student is referred to the Deans' Office and receives one day assignment to BIC.

After 4 (four) excessive tardies referrals, a total of 18 or more tardies in any class(es), a student may be placed in In-School suspension.

Tardies -(Unexcused) to class

After nine (9) tardies to any one class per semester the student will be referred to the MTSS (Multi-Tiered Systems of Support) teams to determine the most appropriate intervention. Interventions may include referral to Dean of Students, placement on attendance contract, intervention group, or removal from the course with a "TF" grade, and an assignment to study hall. The following procedure must be followed before a student is dropped.

Level I	Teacher receives a Tardy Report after three (3) tardies to class (two (2) during 9 week courses), notifies parent/guardian, and contacts counselor.
Level II	Teacher receives a Tardy Report after three (3) additional tardies (two (2) during 9 week courses) following date of parent/guardian notification on Level I, notifies parent/guardian, assigns a Period 0/11 appointment, and contacts counselor.

Level III	Teacher receives a Tardy Report after three (3) additional tardies (one (1) during 9 week courses) following date of parent/guardian notification on Level II and sends referral to the counselor. Counselor will refer the student to the MTSS (Multi-Tiered Systems of Support) teams to determine the most appropriate intervention. The teacher’s grade book is the official record of student tardies. An unexcused tardy from a class or study hall of more than ten (10) minutes will be considered a class absence.
Tardies- (Unexcused) to ACCESS & Guided Study:	1st offense: one-day assignment to BIC. Each subsequent offense (3 tardies) will result in one-day assignment to BIC.
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 IV
Throwing of articles	Level II
Tobacco, matches, lighter-possession	Level III 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 CONTRACT**-A Behavior Contract 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 Behavior Contract may 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 a Behavior Contract when the Dean of Students and/or the administration deem it necessary in order to help the student improve attendance and behavior.
6. **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 in-school suspension. 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.
7. **BULLYING, CYBER-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 predicted to have the effect of one or more of the following:

- A. Placing the student in reasonable fear of 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.
- E. Teen dating violence is prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation. It encourages anyone with information about an incident of teen dating violence to report it to any school staff member.

Bullying, cyber-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.

8. **CHEATING/ACADEMIC DISHONESTY/PLAGIARISM**
Misrepresenting 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.
9. **CHROMEBOOK/IMPROPER SAFEGUARDING**-should be safeguarded with the protective sleeve supplied at the beginning of the year.
10. **CLASS ABSENCES REPORT**-A report that is filed with the Dean when a student fails to conform to attendance policies.
11. **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.
12. **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.
13. **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.
14. **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.
15. **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. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited. To legally use medical cannabis, an individual must first become a registered qualifying patient. There are many situations in which no one, even a registered qualifying patient, may possess or use cannabis, including in a school bus or on the grounds of any preschool, or primary or secondary school.
16. **DRUG PARAPHERNALIA**-Possession, use, control or transfer of equipment, materials or products designed or used for drug use.
17. **ELECTRONIC DEVICES**-Radios, cellular telephones, CD, iPod, and MP3 players, and other such electronic devices.
18. **ELECTRONIC HARASSMENT, INTIMIDATION, BULLYING, OR CYBER-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.
19. **ELECTRONIC IMAGING DEVICES**-Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a

computer, electronic communication device or cellular telephone, commonly known as “sexting”. Students who improperly use such devices are subject to disciplinary action.

20. **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.
21. **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.
22. **EXTORTION**-Forcing or pressuring a person to give up money or anything of value by threats, intimidation, or force.
23. **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.**
24. **FORGERY**-Deliberately falsifying the signature of another on school passes or other school forms.
25. **GAMBLING**-Participation in games of chance or skill for money or other profit.
26. **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.
27. **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.

28. **HAZING/BULLYING/CYBER-BULLYING**

Leyden High Schools recognize the dignity and worth of all individuals, and in keeping with that belief, prohibits any and all forms of hazing, bullying, cyber-bullying, teen dating violence, 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, bullying, cyber-bullying, teen dating violence, 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. Students should report any incidents to a counselor, adult staff member, or building administration. Disciplinary actions will be based on District 212 Board Policy 7:190, Student Discipline.

29. **IN-SCHOOL SUSPENSION** – In-School Suspension- an alternative form of discipline which includes a short-term placement of a student in a setting within the school. In-School Suspension isolates students from normal school activities, but allows them to maintain classroom assignments as well as to develop a plan to avoid future disciplinary actions. On days students are assigned to In-School suspension they are not allowed to participate in extra-curricular activities. In-school Suspension provides structure, support, and supervision to students during a time when they would otherwise be outside of the sphere of adult influence and guidance.
30. **INSUBORDINATION**-Abusive or disrespectful conduct or language toward a teacher or other employee of the District, or refusal to obey reasonable directions.
31. **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.).
32. **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.
33. **LOCKERS**-Unauthorized Use- Sharing lockers or allowing other students access to own locker.
34. **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.
35. **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.)
36. **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.
37. **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.
38. **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.
39. **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.

40. **PROFANITY**-Using language, gestures, pictures, etc., that are offensive to accepted standards of decency.
41. **PUBLIC INDECENCY**-Any improper display of exposure of any area of the body that is normally covered by clothing.
42. **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.
43. **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, 5145.2. School officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

44. **SOCIAL PROBATION**-A student is prohibited from participating in all school-related activities including, but not limited to, clubs, sports, activities, and social events taking place at either Leyden campus or any other location without the prior approval of the Dean of Students.
45. **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.
46. **TARDY**-A student is considered tardy whenever the student is not in his or her assigned station as defined by the teacher.
47. **THEFT**-Taking or possessing something without permission that belongs to the District or another person.
48. **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.").

Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be

reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school. (School Board Policy 7:190)

49. **TOBACCO**-Possession, use, control, or transfer of tobacco or tobacco products, including cigarettes, cigars, snuff, chewing tobacco, or any electronic inhaling device while on school property or at school-related activities.
50. **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.).
51. **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.
52. **UNAUTHORIZED COMPUTER USE**-Unauthorized use of a computer, computer software, or the Internet as outlined in the "Acceptable Use" policy.
53. **UNAUTHORIZED ENTRY INTO BUILDING**-Any student who enters or allows a person to enter the building through an unauthorized entrance.
54. **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.
55. **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.
56. **VANDALISM**-Destroying or defacing school property or the property of others.
57. **VERBAL ABUSE**-Name-calling, racial or ethnic slurs, or derogatory statements addressed to others that precipitate disruption of the school program or incite violence.
58. **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.
59. **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. 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. Parents will receive a course confirmation letter following course selection with the opportunity to request changes.

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 INITIATED REQUEST FOR SCHEDULE CHANGES

Students should speak with their counselor if they would like to consider a schedule change. Please note the following:

1. The deadline for first semester schedule changes is June 30th. All changes are subject to course availability.
2. The deadline for second semester schedule changes is the last day of the first semester. All changes are subject to course availability.
3. All changes outside of the schedule change deadlines may only occur with administrative approval.

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 off-site and/or online courses. Such credit must be earned through the satisfactory completion of courses offered by accredited institutions. These institutions must be accredited by the NCA-AdvancED or its equivalent and the Illinois State Board of Education.

The Assistant Superintendent of Curriculum and Instruction 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 and other documents are 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 a 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 the most current immunization against measles, German Rubella measles, mumps (MMR), tetanus, diphtheria, polio, pertussis (Tdap), varicella, and Hepatitis B has been administered to the student must be presented and signed by a physician. For the 2016/17 school year, senior students must have proof of having received one dose of the Meningococcal Conjugate vaccine, on or after their 16th birthday. Unless the requested items are presented to school officials, the student will not be allowed to enroll.

REGISTRATION FEE

Registration fees are \$190.00. This registration fee includes one physical education uniform and one lock for new students only. Additional physical education uniforms can be purchased at the bookstore. Registration fees can only be paid after completing the online registration. If a student withdraws within 10 days of his or her first day of attendance, the registration fee, minus \$10.00, will be refunded. After the 10th day, no refund will be given. Any student who withdraws and re-enrolls during the school year must pay the fee again and is subject to the same refund policy.

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 847-451-3121.

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 21*

* If no emergency days are 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. Students may contact teachers via email.

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 17.

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/she earns an "F."

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.

Semester exams count as 20% of the student's final grade. If the student fails to take the semester exam, the exam will be counted as a zero, and the grade will be calculated accordingly.

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 is calculated by summing grade weights for all courses, dividing by the credits attempted, and ranking highest to lowest. Grade points used in this calculation: A=4; B=3; C=2; D=1; F=0.

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 work.
- 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:

- 1) Grade reduction
- 2) Conference with parents
- 3) Suspension from class in question
- 4) Disciplinary Referral

Plagiarism:

- 1) 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."
- 2) 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 the parents/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, low-hanging pants, 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.-2:30 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 2:30 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. 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 is 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/TEEN DATING VIOLENCE-**
 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. Teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation is prohibited. Students are encouraged to report any incidents of teen dating violence to any school staff member.
17. **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.
18. **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.

19. 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 pass from a teacher to work in the East Leyden Nardini Library/West Leyden Media Center, the student is expected to report to the East Leyden Nardini Library/West Leyden Media Center (not study hall) during the passing period and present the pass to the East Leyden Nardini Library/West Leyden Media Center 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.

20. 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.

21. TRAVELING STUDENTS-

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

22. 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 (D) - 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.

APP DEVELOPERS CLUB (E)

The App Developers Club is open to any student who is interested in designing, developing, and marketing apps for popular devices such as Android and iPhones.

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.

AUTOMOTIVE TECHNOLOGY (E) – This club allows students extra time in the shop to explore automobiles, automotive career possibilities, and learn more about the many different systems on vehicles today. Students also have time work on their own cars during club time. We are hoping to set up a car show at east in the spring. We are working on getting a club project car. This car will be completely restored by club members and will eventually be the showcase at our car show.

BLUE CREW (E) -This is the Spirit crew responsible for promoting school spirit and Leyden Pride at school Athletic Events

BEST BUDDIES (W) - Since 1995, Best Buddies High Schools has paired students with intellectual and developmental disabilities in one-to-one friendships with high school students. In the past, individuals with intellectual and developmental disabilities have not had the opportunity to have friends outside of their own special education classroom. By introducing Best Buddies into public and private high schools, participants are crossing the invisible line that too often separates those with disabilities from those without. Best Buddies High Schools also offers students a unique opportunity to develop leadership skills. With the support of school faculty and Best Buddies staff, students lead and direct the chapters in their schools.

BOOKWORMS (W)/ 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.

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 who 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.

DJ CLUB (Off the Record) (E) – Off the Record is a DJ/music production club where students can explore both the production of music, as well as mixing music.

DOG CLUB (E) -

- Bringing people together who love dogs.
- Learn about different dog breeds.
- Learn about different service dogs.
- Help local dog shelter(s) and the importance of adopting rescue dogs.

DRUM CLUB (D) - Drum Club is open to all students regardless of age or ability level from both the East and West Campus. Students will learn how to play mallet percussion instruments as well as some battery and auxiliary percussion. This club meets seasonally and performs at instrumental music concerts. See a director for more information. **EAGLES QUILL (E)** - Eagle's Quill is East and West Leyden's student literary and art magazine. The magazine is designed by students and features student prose, poetry, artwork, and photography. If you wish to join the Eagle's Quill staff, simply email Ms. Marchese at mmarchese@student.leyden212.org, or listen to announcements for meeting times. When on staff, you will be able to read and view student submissions to the magazine and vote on the ones you feel deserve the top prize in each category! You will be featured in the staff page of the magazine and will be able to write a short blurb about yourself and your experience in the club. You may also submit to the magazine as a staff member. Below are the following positions we will be filling each year. Some positions may be filled by multiple people and all positions take part in creating the layout and theme of the magazine and voting on the pieces that make it into the magazine.

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.

ENGINEERING CLUB (E & W) - Engineering Club is a group that learns about the field of engineering through the building of a battlebot for competition with robots from other schools. Club activities include field trips and building activities culminating in the design and construction of our battlebot. Any student enrolled in a science or industrial technology class may join.

ExcELLEnce Club (E) - The ExcELLEnce Club is dedicated to providing recognition, opportunities and support for English Language Learners and other students who are committed to excellence. Our goal is to increase school and community involvement by exploring our community through field trips, service opportunities, and connections with universities and ExcELLEnce alumni.

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.

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.

FIRST ENDING (D) - This mixed gender group will be selected from the East and West concert choirs and Bel Canto Chorale. Students unable to fit choir into their curricular day are also invited to audition. We meet once a week to prepare one additional song per concert. Auditions are held in the first weeks of school.

FISHING CLUB (W) – The West Leyden Fishing team gives the students the opportunity to learn and participate in the activity of competitive bass fishing. Students will learn tips and tactics for catching largemouth and smallmouth bass with their coaches and sponsors. The students will have the opportunity to be part of a Bass fishing team and will compete in IHSA Bass fishing competitions with other schools in the regional area. Fishing outings and competitions are held at lakes within the Northern Illinois region. Students compete in groups of two anglers and a coach who operates the boat only and does not fish or handle the participants’ equipment. The two anglers are responsible for all fishing activities except running the boat.

FITNESS CLUB (W) - Fitness Club gives students the opportunity to learn to make healthier life choices from dietary changes to workout plans. The club focuses on improving the students’ fitness levels, whether they have never worked out or if they are looking to continue advancement in their fitness goals. Students can learn different fitness plans depending on their specific goals, and they can join in on group workouts before or after school depending on their schedules.

FOLDS OF HONOR (W) – Folds of Honor has a singular, noble mission: to provide educational scholarships to spouses and children of America’s fallen and disabled service members. Our focus is to honor those who have paid the ultimate price for our freedom. Through fundraising and awareness events, we want to honor their sacrifice and help educate their legacy.

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.

FRESHMAN TUTORING CLUB (W) - The club is designed for student tutors to strengthen and encourage inadequately performing (academically) freshmen. We provide a useful intervention for our struggling freshmen. The club members are asked to tutor two days a week with freshmen who are failing two or more classes. We work with students during Freshmen Study.

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 (E & 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. They 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.

HISTORY CLUB (E) - History Club is an opportunity to for students to discuss and share their historical interests as well as examine current events. Club members will have the opportunity to attend at least two field trips a year, usually one in the fall and one in the spring. Anybody who is interested contact Mr. Tazic at mtazic@leyden212.org and/or listen to the announcements for meeting times and locations.

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. Their 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. They 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).

INVESTMENT CLUB (E) In investment club you will learn how to make your money work for you! Learn about short term trading and long term investing. Most importantly you will learn how to make a lot of money!

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. There are service/goodwill opportunities for athletes to participate in with this club as well. This club is open to any student that has earned a varsity “L” letter.

LEAGUE OF LEGENDS (LoL) CLUB (W) - The Leagues of Legends club is a club that meets regularly and allows students to play and practice their LoL skills. Members of the club who meet LoL level requirements are eligible to compete in the National High School competition.

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.

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.

MAKERSQUAD (E & W) - The MakerSquad is a student-led program that runs the Makerspace in the Nardini Library at East or the West Library. The MakerSquad is responsible for assisting students and teachers as they use the equipment in the Makerspace by leading workshops and creating training materials. If you like 3D printing, sewing, robotics, making videos, sound production and/or digital photography, or you're just interested in learning new skills, the MakerSquad is for you!

MARCHING BAND/COLOR GUARD (D) - Participation in Leyden’s Marching Band and Color Guard is open to all students. Well over 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.

MATHEMATICS 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.

MINDFULNESS CLUB (E) - Mindfulness club helps students deal with stress skillfully and build awareness through guided meditations and various mindfulness activities. All students are welcome and can join the club at any time. Mindfulness club meets every Wednesday from 3:00-3:25 in the Social Work Group Room (121H).

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 ART HONOR SOCIETY (E & W) – The National Art Honor Society serves to assist student members to attain their highest potential in all forms of art and to raise awareness of art education and appreciation throughout the school and community. Members are invited to join based on their achievement in art classes and participation in art based activities at school and are also eligible for several awards, scholarships and grant programs.

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. 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.

PEER COACHING CLUB (E) – Housed in Leyden’s Writing Center, Peer Coaching is an after-school tutoring/coaching club that offers Leyden students the option to work with a peer rather than an adult coach. Our training is primarily focused on providing our coaches the skills to collaborate on any stage of the writing process; however, our coaches are also trained to help their peers navigate a variety of academic needs, including but not limited to completing homework assignments, reviewing college essays or applications, and providing feedback related to presentations or other types of public speaking. Beyond writing, coaches may also offer support in self-identified areas of “expertise” such as math, science, modern language, etc.

PEER LEADERS (E) - 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 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.

POLISH CLUB (E) – Polish Club offers an opportunity to socialize with other Leyden students interested in Polish culture and food! We do on many field trips and have a lot of fun. All are welcome! Come explore Polish culture, food, and traditions with us.**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.

PSYCHOLOGY CLUB (W)- The Psychology Club allows students to increase their knowledge in the subject area of psychology through experiments, psychological movies, and group discussions. Students can gain better insight on the human mind and human behavior through this club. Students do not have to take AP Psychology or core Psychology to be part of the club.

PULSE/SHARE CLUB (E) - PULSE is a club whose mission is to help students feel a sense of belonging – whether they’re a minority or not – by embracing diversity in its different capacities. Our goal is to learn about and embrace the diversity that exists in our school, community, the Chicagoland area, the country, and the world, and to learn to appreciate people for their differences. We meet to highlight (films, presentations, discussions, etc.) this diversity and various cultures and traditions. We expose students to different cultures and diverse experiences – both familiar and unfamiliar – via school-sponsored events, field trips, and even community service opportunities. We support students in building connections with one another, moving past tolerance and moving towards genuine interest and compassion. Ultimately, we want students to realize that their differences are their greatest strengths.

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

RHO KAPPA (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.

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.

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.

SEAPERCH – SeaPerch is an innovative underwater robotics program that equips teachers and students with the resources they need to build an underwater Remotely Operated Vehicle (ROV). Students learn the science behind submarines, how to solve engineering problems, and basic electrical concepts. The Leyden SeaPerch club participates in the annual regional competition at the Great Lakes Naval Base in the spring semester.

SERVICE PROJECT CLUB (W) - The West Leyden Service Project Club is for students of all ages and all grades. The goal of the club is to serve less fortunate people. We serve first in school, next in the community, then in the greater Chicagoland area, and finally we serve internationally. The Service Club motto is, "Service is not convenient."

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.

SIGN LANGUAGE CLUB (E) – Have you ever been interested in learning sign language? Now is your chance! Club participants will be introduced to a variety of signs and an overview of deaf culture. Each club meeting begins with a review of signs that we learned from previous club meetings and then we introduce a new set of signs to practice.

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.

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 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/her 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.

TECH GURLS (E)- TechgURLs exposes students to the career options that exist in the field of technology and provides opportunities and experiences to learn more about them. Technology continues to be one of the fast growing industries in the world! The demand for qualified professionals far outreaches the supply, and opportunities are endless. It's such a lucrative and exciting career path, yet it continues to be male dominated. Join TechgURLs to build knowledge, skills and confidence, explore new careers, and develop a network of successful women in STEM careers!

TED-ED CLUB (E) – TED-ED supports students in discovering, developing, and sharing their ideas in the form of TED-style talks. The club meets once a week and together we create our own TED talks to be presented during Writers' Week and at a publicly-attended TED event.

THINK TANK (E)- Students will identify specific social, political, and economic issues in their local, state, and national communities, eventually creating and testing possible solutions for the aforementioned problems. The Socratic Seminar will form the backbone of group discussion while field trips and community service can and should serve as vital aspects per this club. “Thinking Big” is one of this club’s mottoes, and students will be motivated toward expanding their global reach through specific and targeted critical thinking, local-to-national and eventually to international peer sharing, student-created calls to action, and assessment of philanthropic success.

UNICEF (E) - The United Nations Children’s Fund (UNICEF) works in more than 190 countries and territories to put children first. The East Leyden UNICEF chapter works to educate, fundraise, and advocate for the protection of children’s human rights. Students from grades 9 - 12 are welcome to join the club, as we work on several different initiatives throughout the year.

UNRESOLVED (D) - Unresolved is an auditioned, extra-curricular, all-male singing group at Leyden High School. They perform a range of music including classical, barbershop, and pop. Membership is not directly related to being enrolled in choir at Leyden. They perform at all Leyden choral concerts and the Annual Pasta Dinner/Choral Awards Night. Auditions are held in the first weeks of school.

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.

YOUNG ADULT SOCIAL CLUB (W) The Young Adult Social Club serves Transition students by connecting them to outside agencies that contributes to their social skills and community development.

YOUTH AND GOVERNMENT (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.

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.

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.

Turnabout - The Leyden Turnabout Dance is held in February of every year and it provides an opportunity for our female students to invite our male students for a night of fun.

Yearbook Signing Party - The freshman through senior classes will sponsor a party at which students can sign each other’s yearbooks. **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.

Excellence Award – Students who meet the following seven criteria will be recognized at graduation for their “Commitment to Excellence:”

- Participate in two clubs, sports, and/or activities during his/her high school career.
- Demonstrate community involvement by volunteering for 20 hours during his/her high school career.
- Earn 24 credits.
- Earn a 2.5 GPA.
- Demonstrate good citizenship with no suspensions or athletic code violations.
- Maintain a 95% attendance rate during his/her junior and senior years.
- Complete a capstone or Advanced Placement course.

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 Departmental Awards East Campus Only- Seniors are eligible for this award and are selected by each department based on specific department criteria.

Inspirational Eagle Award - This award is given to students who have been nominated by a faculty member for improving or maintaining excellence in their academics, attendance, behavior, overall citizenship, or overcoming adversity. Recipients are invited to an event in their honor sponsored by the Rotary Club.

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.

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 also be purchased in the Bookstore.

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.

DISTRICT ASSESSMENT FRAMEWORK

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 the state-mandated assessment for Illinois. In order to receive a diploma students take the SAT their junior year. Students will take the PSAT during their freshman and sophomore years to prepare for the SAT.
3. Completion of state-mandated assessment on the official state-mandated test date.

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 any amount using myschoolbucks.com to be drawn upon by the students for food purchases. An account can be established during any lunch period with the food service cashier or through myschoolbucks.com. Once a deposit is made into the student's account, he/she will be able to use their student ID at the register to pay for his/her lunch. **Please note that if an ID card is lost, the student must notify 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 funded. 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 are direct certified or 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. Free and reduced lunch applications will be available online at www.leyden212.org.

FRESHMAN MENTORING - ACCESS stands for: A Caring Community Empowering Student Success. The goals of the program are to create educated citizens who progress academically, contribute to the Leyden community, and develop personal well-being. To this end, all freshmen are 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 student mentors, freshmen acclimate to Leyden High School's traditions, support services, and requirements. In addition, students receive support with organizational and study skills and are 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 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 Study Hall 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 bi-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 - - Reclassified freshman, sophomore, and junior students who receive a failing grade for the second semester of their core-area subject areas (English, Mathematics, Science, or Social Studies) will be assigned a supervised study period until the second progress report. Students will be exempt from this requirement if the course is passed in the summer session. Guided Study is under the supervision of the Guided Study Coordinator, as well as four Subject Area Specialists from the Leyden faculty who serve as advisors to students assigned to their quadrant. These teachers, fully versed in the Leyden curriculum, will monitor student work and assist in matching students to college tutors. Students who have worked productively with no absences, tardies, or disciplinary incident will be released from their time commitment on Friday. Once the year has started, entry and exit from Guided Study will be at the second progress report of each semester and at the end of each semester. Students who continue to fail one or more classes will continue the assignment until the

next exit period. Guided Study will be held daily from 2:35 to 3:25 p.m. for these students; start date to be determined.

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 nurse 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 registered nurse'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 nurse 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, or whose physician anticipates that the student will be absent from school, shall receive special home or hospital instruction, provided by the public school. Appropriate educational services will begin no later than 5 days after receipt of a physician's written statement. 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, Amy Ramsay, at 847-451-5748 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 1 815-740-8360 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 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.

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 3:30 p.m. Monday through Friday.

The East Leyden Nardini Library/West Leyden Media Center houses a collection of books, eBooks, 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 students' homes. Directions and passwords for home use of these items are available at the circulation desk. Students may check out a Kindle e-reader for two weeks, with a signed parent's permission form.

The East Leyden Nardini Library/West Leyden Media Center offers our students access to the Internet. The main purpose of Internet access is to support research and educational pursuits. Internet usage may be monitored and any inappropriate use of this technology by a student will result in cancellation of 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.

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 nurse'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 school nurse to develop and manage the administration.

A written order for prescription and non-prescription medications must be obtained by the school nurse, completed and signed by the student's licensed prescriber, signed by a parent or guardian, and filed with the school nurse before medication will be administered. The school nurse 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 and approve or deny the order. Authorization and any subsequent changes include:

- A. Physician, advanced practice registered nurse, physician's assistant, dentist, or podiatrist-licensed prescriber's written order including signature.
- B. Student's name, medication name, dosage, and date of order.

- C. Administration instructions (route, time or intervals, duration of prescription)
- D. Reason/intended effects and possible side effects
- E. Parent/guardian written permission

Medication and refills are to be provided in containers, which are:

- A. Prescription labels by a pharmacy or licensed prescriber displaying Rx number, student name, medication, dosage, and directions for administration, date, and refill schedule and pharmacist name.
- B. Manufacturer labeled non-prescription over-the-counter medication.

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

1. Self-administration may occur only in places designated by the school nurse 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 nurse possessing the proper authority to prescribe medication.
2. The student's parents or guardians have provided the school nurse 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 school nurse's office:
 - a) the name and purpose of the medication;
 - b) the prescribed dosage; and
 - c) the time or times at which or special circumstances under which the medication is to be administered; and
 - d)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."

PARENT HANDBOOK - This online 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' Offices 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.

SCHOLARSHIPS & FINANCIAL AID INFORMATION

The availability of scholarships for students varies from year to year. Scholarship information, when it becomes available, can be found on the Leyden website. 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 Amy Ramsay, Director of Special Education. Please call 847-451-5748 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 color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, or actual or potential marital or parental status including pregnancy, 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.

SUMMER SCHOOL - All students of Leyden High School District 212 may enroll in summer school. Students may take courses for enrichment, 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 newsletter is a comprehensive message from the Superintendent of Leyden High School District 212, providing information about the school district including a calendar listing upcoming events and other important dates. 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.

TELEPHONES - Students have unrestricted responsible use of electronic devices/cell phones in any area of East Leyden except in the following situations and/or area. Cellphones may not be used in classrooms, study hall, library, and offices without permission. Use is forbidden at all times in the restroom, locker

rooms, and any other area with a reasonable expectation of privacy. Students may be asked at any time to turn the device off.

TEXTBOOKS AND CHROMEBOOKS - The textbooks and Chromebook used are the property of Leyden High School District 212. They are provided for student use as part of the required registration fee. Textbooks and Chromebooks issued to students become their responsibility until they are returned to the school. **If a textbook or Chromebook issued to a student is lost or damaged, regardless of the reason, the student has the financial responsibility to pay the replacement cost.** Students who withdraw or transfer must personally return their books to the Bookstore, or to the Deans' Office. Arrangements to return the Chromebook, case, and charger will be made when withdrawal paperwork is processed. Students will be notified by letter if materials, books, or Chromebook and accessories 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. Transcripts for current students and previous students should be requested online at Parchment.com. Students should create an account and request the transcript. It is a simple process. There is no charge for current students and a \$4.00 charge for previous students

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' Department of Labor. 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

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The District maintains two types of school records for each student: *permanent* record and *temporary* record.

The *permanent record* includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
2. Academic transcripts, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations (except that a parent/guardian or eligible student may request, in writing, the removal from the academic transcript of any score received on college entrance examinations), and the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System

3. Attendance record
4. Health record defined by the Illinois State Board of Education as “medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code”
5. Record of release of permanent record information that includes each of the following:
 - a. The nature and substance of the information released
 - b. The name and signature of the official records custodian releasing such information
 - c. The name and capacity of the requesting person and the purpose for the request
 - d. The date of release
 - e. A copy of any consent to a release
6. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

The *permanent record* may include:

1. Honors and awards received
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
3. Completed home language survey
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record
6. Health-related information, defined by the Illinois State Board of Education as “current documentation of a student’s health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g., glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports”
7. Accident report, defined by the Illinois State Board of Education as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request.”
8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred
9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement

The temporary record may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student's education

STUDENT DIRECTORY INFORMATION

Directory information includes student name, address, gender, grade level, birth date and place, names of parents/guardians, academic awards, degrees, honors, information in relation to school-sponsored activities, organizations, and athletics, and period of attendance in school.

Groups that request this information include newspapers/media who report on school athletics and events, military recruiters, institutions of higher education, yearbook companies, the IHSA, ring companies, senior portrait photographers, fundraising, alumni and reunion organizations, and high school booster clubs. Parents/guardians have the right to determine which groups, if any, that will be allowed access to a student's director information.

Parents who wish to deny access to their student's directory information must send a letter to the Principal's office.

AMENDMENT PROCEDURES

If a parent wishes to amend a student record, they must submit a request to the Principal 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 Principal or his 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 school shall be responsible for implementing the decision of the Regional Superintendent. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

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. 20202-8520 (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. 20202-8520 (800-872-5327).