Summer School 2016
Student Handbook

Buffalo Grove High School (BGHS)
Elk Grove High School (EGHS)
Forest View Alternative School (FVAS)
John Hersey High School (JHHS)
Newcomer Center (NWCR)
Prospect High School (PHS)
Rolling Meadows High School (RMHS)
Vanguard School (VNGD)
Wheeling High School (WHS)

• John Hersey High School will host special programs including Driver Education, Summer Internship Program, Newcomer, Extended School Year, Skills Training and Upward Bound Program for Buffalo Grove, Elk Grove, John Hersey, Rolling Meadows and Wheeling High School students.

• Prospect High School will host all core, Transition Language Arts and Transition English as a Second Language course offerings for Buffalo Grove, Elk Grove, John Hersey, Rolling Meadows and Wheeling High School students.

• Sundown Academy evening classes will be at John Hersey High School

Township High School District 214
2121 South Goebbert Road
Arlington Heights, IL 60005
ACADEMIC Calendar

1st Semester - June 13 to June 30, 2016
Class Meets: 7:30 a.m. to 12:30 p.m.
Week 1: Monday, June 13 to Thursday, June 16
Week 2: Monday, June 20 to Thursday, June 23
Week 3: Monday, June 27 to Thursday, June 30

2nd Semester - July 5 to July 21, 2016
Class Meets: 7:30 a.m. to 12:30 p.m.
Week 1: Tuesday, July 5 to Friday, July 8*
Week 2: Monday, July 11 to Thursday, July 14
Week 3: Monday, July 18 to Thursday, July 21

*Please note classes will be held on Friday, July 8th

SUNDOWN ACADEMY (Credit Recovery) Calendar
One 24-day Program at John Hersey High School

Sundown Academy is an alternative, credit recovery program targeting students who have already taken, but failed to pass a course required for graduation.

Six Week Time Schedule
Class Meets: 6:00 p.m. to 8:30 p.m.
Week 1: Monday, June 13 to Thursday, June 16
Week 2: Monday, June 20 to Thursday, June 23
Week 3: Monday, June 27 to Thursday, June 30

DRIVER EDUCATION Calendar
One 24-Day Program at John Hersey High School

In order to register for summer Driver Education students must be 15 years of age and meet the eight-course rule.

Six Week Time Schedule
Class Meets: 7:30 a.m. - 10:00 a.m. OR 10:00 a.m. - 12:30 p.m.
Week 1: Monday, June 13 to Thursday, June 16
Week 2: Monday, June 20 to Thursday, June 23
Week 3: Monday, June 27 to Thursday, June 30

EVENING DRIVER EDUCATION Calendar
One 24-Day Program at John Hersey High School

The evening Driver Education class meets from 6:00 p.m. to 8:30 p.m.; four nights per week; six weeks; for 60 hours of course work. The same rules apply to the evening program as the day program, available in the Health/Physical Education/Driver Education division office.

Six Week Time Schedule
Class Meets: 6:00 p.m. to 8:30 p.m.
Week 1: Monday, June 13 to Thursday, June 16
Week 2: Monday, June 20 to Thursday, June 23
Week 3: Monday, June 27 to Thursday, June 30

Week 1: Tuesday, July 5 to Friday, July 8*
Week 2: Monday, July 11 to Thursday, July 14
Week 3: Monday, July 18 to Thursday, July 21
Summer School 2016
Summer school is an important supplement to or an extension of, the regular school year. Summer school information, including a directory of courses, is made available during the annual registration and course selection process.
The main summer school program is offered at two school sites: John Hersey High and Prospect High School. Sundown Academy (evening program) will be held at John Hersey High School. The summer school schedule and list of course offerings are available at each of the school’s counseling offices or on the district’s web page at www.d214.org; select Educational Services, Academic Programs, Summer School Program.

Summer School Administration
Dr. Lazaro Lopez, Associate Superintendent for Teaching and Learning, coordinates the district’s summer school program. The associate principals, program directors and the summer school administrative assistants administer the summer school program at the buildings. Should a problem arise, please contact:

<table>
<thead>
<tr>
<th>Central Office</th>
<th>Dr. Lazaro Lopez, Associate Superintendent</th>
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<tbody>
<tr>
<td></td>
<td>Sarah Pick, Assistant</td>
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<td></td>
<td>847-718-7604</td>
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<tr>
<td>Driver Education</td>
<td>Dan Weidner, Director</td>
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<td></td>
<td>Pat Milkulicz, Assistant</td>
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<td></td>
<td>847-718-7670</td>
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<tr>
<td>Summer Athletic Program (SAP)</td>
<td>Kurt Laakso, Associate Superintendent</td>
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<td></td>
<td>Beth Anderson, Assistant</td>
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<td>847-718-7648</td>
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<td>847-718-7648</td>
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<tr>
<td>District Summer Administrator</td>
<td>Adam Levinson</td>
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<td></td>
<td>847-718-5302</td>
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<tr>
<td>BGHS</td>
<td>Jill Maraldo, Associate Principal</td>
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<td></td>
<td>Barb Sittner, Assistant</td>
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<td></td>
<td>847-718-4014</td>
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<td>847-718-4015</td>
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<tr>
<td>EGHS</td>
<td>Megan Knight, Associate Principal</td>
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<td></td>
<td>Noemi Valdivia, Assistant</td>
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<td>847-718-4414</td>
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<td>847-718-4413</td>
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<tr>
<td>FVAS</td>
<td>Kara Kendrick, Director</td>
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<td></td>
<td>Cortni Jablenski, Assistant</td>
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<td></td>
<td>847-718-7771</td>
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<td></td>
<td>847-718-7772</td>
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<tr>
<td>JHHS</td>
<td>Ron Kiolbassa, Associate Principal</td>
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<tr>
<td></td>
<td>Heather Kinsella, Assistant</td>
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<td></td>
<td>847-718-4814</td>
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<td>847-718-4815</td>
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<tr>
<td>Newcomer Center</td>
<td>Norman Kane, Director of ELL</td>
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<td></td>
<td>Diane Guzman, Assistant</td>
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<td></td>
<td>847-718-7836</td>
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<td></td>
<td>847-718-7937</td>
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<tr>
<td>PHS</td>
<td>Luke Pavone/ Greg Minter, Assistant Principal</td>
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<td></td>
<td>Sandy Ghilarducci, Assistant</td>
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<td></td>
<td>847-718-5221</td>
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<td>847-718-5222</td>
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<td>RMHS</td>
<td>Lee Stanley, Associate Principal</td>
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<td></td>
<td>Luisa Cantanese, Assistant</td>
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<td>847-718-5612</td>
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<td></td>
<td>847-718-5613</td>
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<tr>
<td>Sundown Academy</td>
<td>Mary Luckritz, Program Director</td>
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<td></td>
<td>847-718-5600</td>
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<td>WHS</td>
<td>Tom Scotese, Assistant Principal</td>
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<td></td>
<td>Jill Amati, Assistant</td>
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<td>847-718-7021</td>
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<td>847-718-7022</td>
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<tr>
<td>Transportation</td>
<td>Chris McCormick/Brandon Hayes,</td>
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<td></td>
<td>Transportation Supervisor</td>
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<td></td>
<td>Sue Quathamer, Assistant</td>
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<td>847-718-7621</td>
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<td>847-718-7629</td>
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Summer School Semesters

During the regular school year a semester course meets 50 minutes per day for approximately 18 weeks (9 weeks for block scheduling). During the summer, a semester course is compacted into twelve five-hour days. This means one summer school day is equivalent to about 1.5 weeks of a regular school year semester.

Grading

Units of credit earned in summer school are separated from units of credit earned during the regular term when recorded on the student’s transcript. Summer school grades are included in the student’s grade point average. Honor roll status, however, is not affected by summer school grades.

Summer School Semester Grades

a. Semester grades and units of credit are earned each semester.
b. Final grades, which include the results of any comprehensive tests/assessments, are given at the end of each semester, reflect the achievement of course goals and standards, and are recorded on the student’s transcript.

Final Examinations/Assessments

Teachers use a variety of tests/assessments to determine the degree to which students have met course goals and standards. Such tests/assessments may vary in the degree they affect a student’s final grade. Comprehensive final tests/assessments generally comprise between 10 percent and 20 percent of the final grade. Exceptions to this rule must be approved in advance by the associate principal for instruction.

Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Advanced Placement</th>
<th>Honors</th>
<th>General Education</th>
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<tbody>
<tr>
<td>A</td>
<td>Excellent Performance</td>
<td>6.0</td>
<td>5.5</td>
<td>5.0</td>
</tr>
<tr>
<td>B</td>
<td>Strong Performance</td>
<td>5.0</td>
<td>4.5</td>
<td>4.0</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory Performance</td>
<td>4.0</td>
<td>3.5</td>
<td>3.0</td>
</tr>
<tr>
<td>D</td>
<td>Minimally Acceptable Performance</td>
<td>3.0</td>
<td>2.5</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>Unacceptable Performance</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
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<td></td>
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<tr>
<td>NC</td>
<td>No Credit</td>
<td></td>
<td></td>
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</tbody>
</table>

Grading System

A = Excellent Performance
B = Strong Performance
C = Satisfactory Performance
D = Minimally Acceptable Performance
F = Unacceptable Performance
P = Pass
NC = No Credit

Grading System

AT = Audit
AU = Audit (insufficient seat time to earn a grade)
W = Withdrawn From Class
WF = Withdrawn Failing
I = Incomplete

Grade Point Values

<table>
<thead>
<tr>
<th>Grade</th>
<th>Advanced Placement</th>
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<tbody>
<tr>
<td>A</td>
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<tr>
<td>F</td>
<td>0.0</td>
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Dropping a Course

The following policy will be in effect for Summer School 2016.

- Students who drop or are dropped from a course anytime during the first week (June 13-16 or July 5-8) of each semester will have the summer school course expunged from their academic record.
- Students who drop a course anytime during the second week (June 20-23 or July 11-14) of each semester will have a “W” as a grade for the summer school course.
- Students who drop a course anytime during the third week (June 27 to June 30 or July 18-21) of each semester will have a “WF” as a grade for the summer school course.
- Students who are dropped by the administration after classes have started will have a “WF” as a grade for the summer school course.

PASS/NO CREDIT (P/NC) AND AUDIT (AT) OPTION

Students may take the Pass/No Credit or audit option in lieu of regular grading only in elective courses. Students receiving a “P” grade will receive the appropriate course credit. No course credit is awarded for audit courses. Students are expected to discuss their reasons for taking the Pass/No Credit or audit option with their parents, counselor, and the teacher of the course (The associate principal for instruction for summer school). Colleges and universities may or may not accept Pass/No Credit courses to meet admission requirements. The required forms for Pass/No Credit or audit grading options are available in each school’s counseling office. Students receiving an “NC” grade are ineligible for honor roll.

Guidelines for Summer School:
1. Students must declare their intent to take the Pass/No Credit or Audit option before the end of the fifth day of class in the semester the student is requesting the different grading option.
2. The Pass/No Credit or Audit option does not apply to core courses required for graduation (e.g., U.S. History, Biology).
3. Students must meet all course prerequisites.
4. The grading standards of the class apply, and students must meet the same minimum standards to pass as other students in the class.
5. Either “P” (pass), “NC” (no credit), or “AT” (audit) are recorded on the student’s report card and transcript.
6. Grades “NC” and “AT” are not used in computing grade point averages. However, the “P” grade in a credit-bearing course does count toward earning academic credit.
7. Students must first receive the approval, by signature, of the associate principal for instruction and then obtain a signature of approval from their parent/guardian by the deadline defined above.
8. A copy of the completed request form must be submitted to the school administration and the registrar.
9. Students who drop or are dropped, after the fifth day of class, from a pass/no credit or audit course, will receive a “W” as a grade for the course.

Controversial Issues

The Board of Education provides an opportunity for parent(s)/guardian(s) to grant or refuse permission for their son or daughter to participate in a class when study material(s) may be deemed controversial. Parent(s)/Guardian(s) should contact the school’s associate principal for instruction (during summer school) with concerns regarding controversial issues, materials, and curricula.

Repeating A Course

Students may repeat a course for a higher grade.
Repeating a Failed Course

If a student repeats and passes a previously failed course, the failing grade (“F” or “WF”) will be replaced by “RE” (repeat) on the student’s permanent record; the course title, new grade, and teacher of record will be recorded in the semester that the course is repeated and passed; the student will receive the appropriate credit and grade points. If the student repeats the same course several times, all previous grades will be changed to “RE” when the student successfully passes the course. The following guidelines apply to repeating a failed course:

1. Repeating the same course (number and title) requires no specific administrative approval.
2. If a student repeats a failed course with a course that has a different number, title, description, and/or level, he/she must complete a “Request to Repeat a Course” form. The student must work with his/her counselor to complete and submit it, before enrolling in the course, to the assistant principal for student services who will initiate the review and approval process. No grade will be changed unless an approved form is on file with the student’s counselor and the registrar.

Repeating a Passed Course for a Higher Grade

If a student repeats a course (same or alternative) for which he/she has already earned a passing grade and credit, the highest grade earned in that course and the teacher giving it are recorded in the semester/term earned and the lower grade(s) is changed to “RE” (repeat). The following additional guidelines apply to repeating previously passed courses:

1. The student must work with his/her counselor to complete the “Request to Repeat a Course” form and submit it, before enrolling in the course, to the assistant principal for student services who will initiate the review and approval process. Repeating a passed course for a higher grade requires the final approval of the associate principal for instruction. No grade will be changed unless an approved form is on file with the student’s counselor and the registrar.
2. The associate principal for instruction must approve, by signature, any request to repeat a passed course for a higher grade before the student enrolls in the course.
3. The student must repeat the course during the next semester/term in which the course is offered at the school, preferably the term immediately following the term in which the student originally took the course.
4. If the course to be repeated is one in a sequence of courses, the course must be repeated prior to enrollment in the next course(s) in the sequence. For example, French 1 must be repeated before enrolling in French 2. The division head will determine the sequence position of any course whose title does not include a numerical or year-in-school designation.
5. A student may not repeat a course to change a letter grade to P/NC.

If a student repeats a course by taking a course at a different level (i.e.alternative course) and earns a higher grade, the course title, new grade, and teacher of record are recorded in the term earned and the original grade is changed to “RE” (repeat).

A student who requests to repeat a passed course for a higher grade at a different level must work with his/her counselor to complete a “Request to Repeat a Course” form and submit the form, in advance of enrolling in the course, to the assistant principal for student services who will initiate the review and approval process. Repeating a passed course for a higher grade at a different level requires the final approval of the associate principal for instruction. No grade will be changed unless an approved form is on file with the student’s counselor and a copy given to the registrar.
Repeating a Course Dropped from the Curriculum
Grades (including “F”) earned in courses that have been dropped from the curriculum may be replaced with higher grades earned in equivalent alternative courses. The higher grade, course title, and teacher is recorded in the term earned and the original grade is changed to “RE.”

A student who requests to repeat a dropped course must work with his/her counselor to complete a “Request to Repeat a Course” form and submit the form, in advance of enrolling in the course, to the assistant principal for student services who will initiate the review and approval process. Repeating a dropped course requires the final approval of the associate principal for instruction. No grade will be changed unless an approved form is on file with the student’s counselor and a copy given to the registrar.

Transfer Courses
With the approval of the administration and in accord with this policy, a student may replace an approved transfer course grade with a grade earned in District 214 and a student may replace a grade earned in District 214 with a grade earned in a transfer course.

Academic Integrity
Academic Integrity (Policy 6:282)
Students, teachers, and administrators work together to establish and maintain an academic environment that is fair to all students. Students are expected to strive to maintain academic integrity and to refrain from academic misconduct or from aiding others in academic misconduct. Academic misconduct is subject to disciplinary action defined by district and school/site procedures. A pattern of absences that occur during classroom assessments (exams, projects, presentations, etc.) may create consequences as outlined in the Academic Integrity policy. Teachers will review the District policy and procedures regarding academic integrity at the beginning of every course and will incorporate instruction regarding the need for and value of academic integrity in their lessons.

I. Definitions of Academic Misconduct
   A. Scholastic Dishonesty
      A breach of the standards of academic integrity including all forms of academic cheating (e.g., plagiarism, collusion, falsifying academic records) and any other act designed to give unfair academic advantage to the student.
   B. Cheating
      Any attempt to defraud, deceive, or mislead the teacher and/or school administration in arriving at an honest evaluation of learning. Cheating includes aiding other students in cheating, as well as the inappropriate use of technology that transmits data.
   C. Plagiarism
      A form of cheating that involves presenting as one’s own, the ideas or work of another. Plagiarism is not a question of intent. Any use of the content or style of another’s intellectual product without proper recognition of the source constitutes plagiarism.
   D. Furnishing False Information
      Writing an exam or term paper for another student; soliciting another person to take an exam or write a paper for one’s own class; submitting the same work in more than one course when doing so is prohibited; or representing oneself as another person.
   E. Creating an Improper Disadvantage
      Removing, defacing, hiding, or deliberately withholding library books or other materials; contaminating laboratory sample, etc.
   F. Theft/Damage of Intellectual Property
      Sabotaging or stealing another person’s assignment, book, paper, notes, experiment, or project; improperly accessing or electronically interfering via computer or other means with the property of another person.
   G. Selling or Distributing Materials
      Selling or distributing course notes, handouts, readers, or other information provided by a teacher without the teacher’s permission.
   H. Collusion
      The act of forming a secret agreement for a fraudulent or illegal purpose.
II. Standard Consequences
When an incident of academic misconduct is suspected, the teacher will take reasonable action to establish whether it actually occurred. After giving the student notice of the allegation(s) and an opportunity to explain his or her actions, the teacher will take the disciplinary actions when it has been determined that academic misconduct has occurred. The consequence for academic misconduct will always be more severe than the consequence for failing to do, turn in, or complete an assignment or to take the test/exam/assessment in question.

A. First Occurrence Consequences
1. Zero credit for the assignment or examination.
2. Possible course failure based on the weight of the assignment or examination.
3. The student is given the opportunity to complete the assignment/examination at the teacher’s discretion at no credit.
4. The incident is reported to the division head and documented by the dean as a disciplinary incident, and the parent/guardian is notified by an administrator of the incident and possible course failure. “Academic Misconduct” is added to the discipline referral form.

B. Second Occurrence Consequences
1. Zero credit for the assignment or examination.
2. As a consequence, possible course failure as determined by the teacher and the Building principal’s/director’s designee(s).
3. The student is given the opportunity to make up the assignment/examination at the teacher’s discretion at no credit.
4. The teacher reports the incident to the division head and dean who document it as a disciplinary incident. An administrator notifies the parent/guardian of the incident and possible course failure. “Academic Misconduct” is added to the discipline referral form.
5. The student may be excluded from consideration for academic awards.

C. Third Occurrence Consequences
1. Course failure.
2. Incident is reported to the division head and documented by the dean as a disciplinary incident, and the parent/guardian is notified by an administrator of the incident and course failure.
3. The student will be excluded from consideration for academic awards.

Incidents of academic misconduct are cumulative in individual courses; i.e. an incident in one course is unrelated to any incidents in other courses. The administration, however, may detect a pattern of academic misconduct that requires an additional or alternative disciplinary intervention. The incident may be considered a cocurricular code violation.

III. School Rules, District Policies, and the Law
The consequences for violating the Academic Integrity policy are separate from and in addition to those assigned for violating school rules, other School District policies, and the law. Furthermore, this policy in no way limits the authority of the administration or Board of Education to impose other or additional consequences in accord with school rules and District policies.
Internet Safety Policy (Policy 6:235)
The Board of Education of Township High School District No. 214 ("Board") has adopted the following policy in accordance with the Children’s Internet Protection Act and the Neighborhood Children’s Internet Protection Act (P.L. 106-554).

This policy provides for the monitoring of the online activities of minors, and addresses the following areas:
• use of technology measures to restrict minors’ access to materials harmful to minors and/or inappropriate;
• the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
• unauthorized access, including so-called “hacking,” and other unlawful activities by minors online; and
• unauthorized disclosure, use and dissemination of personal information regarding minors.

Section I. – Curriculum
By being connected to the Internet, students and staff have potential access to electronic mail communication; to information via the World Wide Web; and to various research sources including certain university library catalogs, the Library of Congress, and other research databases. Access to the Internet and Township High School District 214’s (the “District’s”) network is a privilege and is not a public forum for general use.

Employees and students may load District-assigned student work onto the District’s network. However, employees and students shall not load onto the District’s network or Internet any unlawful, inappropriate, or copyrighted works that are not in accordance with fair use guidelines. The Board disclaims any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the Internet. Further, the Board disclaims responsibility for any information that may be lost, damaged or altered or unavailable when using the District’s network. Employees and students shall be solely responsible for any unauthorized charges or fees resulting from their access to the Internet.

Section II. – Use of Technology Protection Measures
It is the policy of the Board of Education, through the use of internet filtering or blocking devices, to comply with the Children’s Internet Protection Act. Such filtering or blocking devices shall be used on all District computers with Internet access and during all use of such computers, except as specifically provided below.

It shall be the responsibility of the administration of the District to assess those filtering or blocking devices available for use and to determine the filtering device most effective and appropriate for the School District’s needs.

The Superintendent or Superintendent’s designee may, on a case-by-case basis, authorize the disabling of filtering or blocking devices to permit adults to engage in bona fide research or for other lawful purposes. Disabling requests will not be granted if the Superintendent determines that the potential harm or disruption incident to the request outweighs its educational or professional benefit.

All online activities of students and minors may be monitored by those school officials with direct supervisory responsibility for those activities. In addition, school officials may monitor students’ and minors’ online activities on district computers when not under the direct supervision of school staff. Such monitoring may consist of (i) direct observation of online activities; (ii) review of Internet logs and other use records; (iii) generation of Internet activity reports or summaries; or (iv) any other method that the Superintendent determines provides for the effective review and monitoring of online activities.
Internet Safety Policy - continued

Section III. – Access to Inappropriate Materials on the Internet and the World Wide Web
It is the policy of the Board, to the extent permitted by law, to limit access by minors of inappropriate matter on the Internet and the World Wide Web. This policy shall be accomplished through (i) the use of the filtering or blocking devices described in Section II, (ii) enforcement of the District’s acceptable use of technology policy, and (iii) providing education and counseling to minors and students who use the District’s computer system regarding the proper use of internet resources.

Section IV. – Electronic Mail, Chat Rooms and Other Forms of Electronic Communications
It is the policy of the Board to ensure the safety and security of minors when using electronic mail, chat room, and other forms of direct electronic communications. For this purpose, school officials may regularly review minors’ online and internal communications on the District’s computer network to assure the safety of students and minors. School officials may further communicate to minors, through the District’s student handbook, its acceptable use policy, or other means, information regarding the safety risks raised by online communications and appropriate practices to protect against these risks.

Section V. – Hacking, Unauthorized Access, and Unlawful Activities of Minors Online
Minors who use the District’s computer network shall be permitted to do so only for authorized purposes and for lawful activities. This policy applies to (i) access to the District’s own computer network, and (ii) access by minors to other networks and computers when using the District’s network. School officials may communicate these restrictions to minors through the District’s student handbook, acceptable use policy, or other means. Unlawful or unauthorized online activities are identified as forms of misconduct subject to discipline under the School District’s student discipline code.

Section VI. – Unauthorized Disclosure, Use and Dissemination of Personal Information
It is the policy of the District, consistent with State and Federal student records laws, to protect students and minors against the unauthorized disclosure, use and dissemination of personal information through the District’s computer system. Users of the District’s computer system shall be prohibited from disclosing personally identifiable information regarding students or minors outside the District’s computer system, except in specifically authorized instances. This prohibition shall apply to all electronic communications either directed to non-District computers or accessible to non-District users, such as web page postings and other internet-accessible files.

Section VII. – Definitions
Terms used in this policy shall have the meanings set forth in the Children’s Internet Protection Act.

The use of the term “Internet” or “network” in this policy refers to all information accessed through the District’s network from various sources as identified above and any and all information accessed using the District’s means of access.

Acceptable Use Policy
Network Facilities and Internet Access are available to students and staff members in District 214. This access is provided in order to promote educational excellence in District 214 schools by facilitating resource sharing, innovation, and communication. Access to the Internet will be provided according to established procedures/guidelines. Students/Staff must read and understand the Internet Safety Policy (6:235). I understand that any violation of the regulations above may constitute a violation of District policy and/or criminal offense. Should I commit any violation, my network access privileges may be revoked and/or legal action may be initiated as a result of reports filed with law enforcement agencies.
Honor Rolls
No honor rolls are posted for summer school.

Homework Assignments
Teachers are expected to assign homework each night. Since one day in summer school is equal to 1.5 weeks during the school year, one night’s homework assignment could be the equivalent of at least a week’s worth of homework during a regular term.

Students registered for online courses will be expected to work a minimum of five hours per day completing course work.

Breaks
The summer school administrator at each summer school site will determine the length and number of breaks during the summer school day. Please be aware that returning late from a break will result in a “tardy.” No food or drink is allowed in classrooms. Students with scheduled conflicts should not enroll in summer school.

Student Attendance
Due to the intense concentration of our summer school curriculum, it is imperative that students attend class each and every day. As outlined below, students will be administratively dropped from summer school, without refund, for any combination of tardies and/or absences greater than 1.5 days each semester. Students who are administratively dropped due to attendance will receive a “WF” as a grade for the summer school course.

Sundown Academy Student Attendance
Students will be administratively dropped from summer school, without refund, for any combination of tardies and/or absences greater than 3.0 sessions each semester. Students who are administratively dropped due to attendance will receive a “WF” as a grade for the summer school course.

Tardiness
Students arriving to class after the last bell has sounded will be considered tardy. Students arriving to class more than fifteen minutes late will be required to obtain an “admit” pass from the dean or the summer school administrative assistant.

Definitions
Full day absence: Any absence in excess of two hours in a given day.

1/2 Day Absence: Arriving to class between 15 minutes to 2 hours late, either at the beginning of the day or returning for any class break.

Tardy to Class: Arriving to class up to 15 minutes late, either at the beginning of the day or returning from any class break. Students accumulating three (3) tardies in a semester will receive a 1/2 day absence.

Sundown Academy Student Attendance
Students will be administratively dropped from summer school, without refund, for any combination of tardies and/or absences greater than 3 sessions each semester. Students who are administratively dropped due to attendance will receive a “WF” as a grade for the summer school course.

Please note: Students who arrive late due to district provided transportation will be allowed an eight-minute passing period upon arrival. If a student is not in class by the end of the eight-minute passing period a tardy will be charged to the student.

Driver Education Program Attendance Policy
Daily attendance is mandatory in order to meet classroom and practice time required by law. Accordingly, students are not allowed any absences. Students are dropped from the summer school Driver Education Program, without refund, for an absence.
Dress Code
District 214 believes that the primary purpose of school is education and that matters of personal dress and grooming need to be legislated only when they interfere with teaching and learning in the school community. Mode of dress and grooming reflect the student’s feelings of self-respect and dignity; consequently, decisions about appropriate school attire are primarily the function of the individual student and his or her parent/guardian. Thus, the rules and regulations which the school expects every student to observe are sufficiently permissive to allow diversity of taste, fashion, and individual preference. However, a student will be asked to correct his or her appearance if the educational process is disrupted. Words and symbols which are profane, vulgar, offensive, and disruptive to the educational environment are not permitted. Dress which serves to advertise drugs, alcohol/liquor, or attire advertising tobacco products, cults, and/or gangs is not permitted. Hats and/or coats are not permitted to be worn in the buildings. Consequences may result for noncompliance.

The summer brings many repair and construction projects to our school buildings. While we try to keep these projects to a minimum during summer school, there may be a project or two that may make it difficult to maintain a constant comfortable temperature in the school. Please prepare yourself by bringing an extra sweater or sweatshirt for such occurrences.

Discipline
Deans are present during summer school and all students are expected to follow the regular school year rules and regulations. For clarification of these rules and a complete guide to the Rules & Regulations, please see the dean, associate principal for instruction, or the summer school administrative assistant.

Rules & Regulations include, but are not limited to:
1. No food or drink is allowed in classrooms.
2. No disruptive behavior such as stealing, vandalism, mob action, malicious mischief, foul language, or fighting is tolerated.
3. No headphones/ipods, or other electronic communication devices are allowed in the academic areas of the building.
4. Pagers and or/cell phones need to be turned off in classrooms. If they are not turned off, it is the teacher’s responsibility to confiscate the device until class is over.
5. No unlawful carrying of weapons, including “look alikes” is tolerated.
6. No hats are to be worn in school.
7. No flagrant or persistent disrespect or deliberate attempts to antagonize, intimidate, or harass faculty, staff, or other students will be tolerated.
8. No student will be allowed to possess, deliver, use, or be under the influence of alcohol; possess, deliver, use, or be under the influence of any controlled substance; possess or deliver “look alikes;” possess or use tobacco during instructional or cocurricular activities, including travel to and from such activities.
9. No student can be a member of, or participate in, “gang or gang-like” activity.
10. No racial or ethnic slurs or comments will be tolerated. District 214 seeks to promote unity and friendship among people of all races and religions.
11. No one (students, staff, and community members) is permitted to smoke on a District 214 campus which includes within the building, on the school grounds, or at any school related functions. Using tobacco of any type, in any manner, is prohibited.
12. No student shall use or possess a laser-beam pointer on school grounds.

Lockers
No lockers are assigned during summer school.

Good Neighbor Policy
We ask all students to be good neighbors to families who live nearby and local businesses. Please be respectful and behave appropriately on your way to and from school. Students are NOT ALLOWED TO CONGREGATE in residential areas. Please come directly on to our campus when you arrive in the morning and leave promptly and quietly when school has ended.
**Student Use of Cars**
The use of the school parking lot is a privilege granted to students with junior and senior status. Sophomores and freshmen are not permitted to park or drive on campus. During summer school, students do not need to secure parking permits but are required to follow the general school rules and regulations for driving/parking in the school parking lots. A student’s privilege to drive/park on campus may be denied or revoked as a result of violations of parking lot rules.

All students must park in the posted student parking spaces. Once the student enters the lot, his/her car must be parked and locked; driving around the parking lot, loitering in the lot or sitting in or on cars before, during, or after school is not permitted. Vehicles must be operated in a reasonable and safe manner. Driving over the posted speed limit is prohibited. Any vehicle entering school property is subject to search. Additional regulations may be established by the summer school dean.

**Leaving School Property**
All summer school locations practice a “closed campus” when summer school is in session. This means that students are not permitted to leave campus at any time during the summer school day. Consequences may result for noncompliance.

**Accident, Injury, or Illness**
Students who have the misfortune to be involved in an accident or who are injured while at school, riding a bus to or from school, or at a school-sponsored activity should report the incident to the adult supervising the student at the time of the incident. If there is no supervising staff member present, please seek the immediate assistance of the dean, associate principals or the summer school administrative assistant.

**Liability Disclaimer**
Equipment, books, clothing, supplies, etc. brought to school for whatever reason are brought at the owner’s risk. Please refrain from wearing/bringing expensive items to school. District 214 is not liable for any losses incurred by staff, students, or the general public regardless of the reason or circumstance. All losses should be reported to the Dean.

**Lost/Misplaced Textbooks**
If a student does not return textbooks or materials used during the summer, a Lost/Misplaced Textbook Item form will be completed. Teachers are to complete this form, submit it to the summer school administrator who will forward the form to the student’s home school so that the funds can be collected during the fall registration process.
**Student Refunds**

All refund checks will be processed after July 1. Because the state sets a school district’s fiscal calendar, budgets are CLOSED on or about June 15 of each year. Summer school tuition and fees are deposited into an account for the following fiscal year. No transactions are allowed until the new budget is opened on July 1. Refunds are then processed as expediently as possible, but do need to be approved by the Board of Education prior to payment. The Board of Education at District 214 meets twice a month during the school year and once a month during the summer. Once the Board of Education has approved payment - checks are mailed directly. (Summer business day is Monday through Thursday 7:00 a.m. to 4:00 p.m.)

**1st Semester**

Full Refund: Before the end of the business day on 6/13/16
No Refund: After the end of the business day on 6/13/16

**2nd Semester**

Full Refund: Before the end of the business day on 6/30/16
No Refund: After the end of the business day on 6/30/16

No refunds will be granted for the $20.00 processing fee. If at any time a summer course is dropped by the District 214 administration, enrolled students will receive a full refund of all tuition and associate fees. Students who are administratively dropped from a course due to absence, tardiness, or disciplinary reasons will forfeit all tuition and fees. Once a given summer school semester begins, there is no prorated refund for the transportation fee.

**District Assessment Program**

The staff of District 214 has established district learning goals and standards that are consistent with the state goals and learning standards and a district assessment program for measuring student progress in achieving district learning goals and standards. Depending on the specific course taught and the students enrolled in the course, summer school teachers may be required to administer district tests/assessments.

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**Bus**

All students who pay the $42.00 per semester bus fee will be given a bus pass. Students must show the bus driver their bus pass each time they board the bus. Drivers have been instructed not to allow students on the bus unless they have their bus pass. Riding the school bus is a privilege and students must exhibit appropriate behavior. All regular year school rules apply when riding the bus.

No refund will be made if the student is suspended from riding the bus for disciplinary reasons. No prorated refunds are issued for any reason after the end of the first day of each semester.

No special bus transportation is available for Driver Education students.
No bus transportation is provided to students attending Sundown Academy.

**Field Trips**

Field trips are permitted during summer school. The teacher will inform the summer school administration and distribute appropriate permission forms for parent/guardian signature when students are taken out of the building.

**Transcripts for Out-of-District Students**

Students who need a final summer school transcript must see the registrar at the school where the course was taken.
For **EMERGENCY Only**
Should an emergency arise and a parent/guardian needs to contact a student during school hours, please call the following number and a message will be sent to your student.

Student’s attending:

John Hersey High School (JHHS), please contact Heather Kinsella at 847-718-4815;

Prospect High School (PHS), please contact Nancy O’Neill at 847-718-5215;

Sundown Academy, please contact Mary Luckritz at 847-718-5600;

Driver Education Day Program, please contact JHHS campus at 847-718-4815;

Driver Education Evening Program, please contact:
John Hersey High School, please contact Aaron Marnstein at 847-718-5405

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*Have a Great Summer!*