



Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers. (*School Board Policy 2:260*)

Nondiscrimination Coordinator:

Joliet Township High School District 204

Ms. Cicely Calhoun, Director Human Resources
300 Caterpillar Drive, Joliet, IL 60436
ccalhoun@jths.org
815.727.6903

Complaint Managers:

Joliet Central

Mr. Shad Hallihan, Principal
201 E Jefferson St., Joliet, IL 60432
shallihan@jths.org
815.727.6750

Joliet Central

Mr. John Randich, Jr., Pupil Personnel
Services Coordinator
201 E Jefferson St., Joliet, IL 60432
jrand@jths.org
815.727.6750

Joliet West

Mrs. Tecara Parker, Principal
401 N. Larkin Ave, Joliet, IL 60435
teparka@jths.org
815.727.6950

Joliet West

Ms. Gabrielle Garrett, Pupil Personnel
Service Coordinator
401 N. Larkin Ave, Joliet, IL 60435
ggarrett@jths.org
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Pathways Campus

Ms. Jamila Cage, Director of Pathway

Joliet Central

Mr. Steve Locke, Assistant Principal
201 E Jefferson St., Joliet, IL 60432
slocke@jths.org
815.727.6750

Joliet West

Mr. Brett Marcum, Assistant Principal
401 N. Larkin Ave, Joliet, IL 60435
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Administering Medicines to Students

Students may not take medications during school hours or during school-related activities unless it is necessary for a student's health and wellbeing and a School Medication Authorization form is on file in the Health Office. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

Commented [BM1]: This section would need to be changed if the Board adopts the recommended change to Policy 7:270 to allow for undesignated inhalers and epi pens.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (SMA Form) is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students. (*School Board Policy 7:270*)

Automated External Defibrillator (AEDs) - AEDs are located throughout the District. These defibrillators are automated for use on a victim's heart during a cardiac arrest. When cardiac arrest occurs, the heart starts to beat chaotically and can't pump blood. Early intervention, through the use of an AED, may help restore a normal heart rhythm to the victim. (*School Board Policy 4:170*)

Emergency Form - All students are to complete an emergency form, which will be maintained in the District computer system. The form must show telephone numbers of the parent's place of employment and should also include the number of a relative or neighbor to contact when parents cannot be reached in case of emergency. If emergency phone numbers change during the school year, parents/guardians should notify the school (Central Campus Principal's Office: 815-727-6750; West Campus Room B101: 815-774-1644).

Health Service Hours - Health Services is open during Periods 1-8. Should a student become ill during a time when Health Services is unattended, the student should report to the dean's office.

Insurance - At the beginning of school, each student will be given the opportunity to purchase a student insurance policy. There are three (3) plans available. Plan I provides for a nominal fee only for the period of time school is in session and one (1) hour before and after school for traveling. Plan II provides for greater benefits and is a twelve-month, 24 hours per day plan for a higher fee. Plan III is the insurance, which the Board of Education provides for athletes participating in all interscholastic sports. Parents who do not purchase student insurance (Plans I or II) will accept the responsibility for payment of medical bills in case of an accident.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an SMA Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. A student may also possess the supplies and equipment necessary to monitor and treat diabetes in accordance with the student's diabetes care plan

- **Mental and Behavioral Health Days** – Students may be excused from school for mental or behavioral health of the child for up to 5 days for which the child need not provide a medical note, in which case the child shall be given the opportunity to make up any schoolwork missed during the mental or behavioral health absence and, after the second mental health day used, may be referred to the appropriate school support personnel (105 ILCS 5/26-1) (School Board Policy 7:70)

ATTIRE

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The District also does not prohibit the right of a student to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Ill. Human Rights Act, 775 ILCS 5/1-103(Q). Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the Student Handbook. (School Board Policy 7:160)

The school principal, or designee has full authority to act as necessary when a student's attire is such that it interferes with the learning of others; or a student's attire or hair style presents a danger to the student himself or others.

Student attire and grooming must permit the student to participate in learning without posing a risk to health or safety of any student or school personnel. The school principal, or designee, has full authority to act as necessary when a student's attire is such that it interferes with the learning of others; or a student's attire or hair style presents a danger to himself or others.

Definitions

Attire: Clothing, including outwear, headwear, accessories such as scarves or jewelry, and shoes.

Grooming: Makeup, tattoos, and hair style.

Student Attire Expectation:

- Clothing and make-up may not impact on the district's ability to clearly identify the student and properly engage in the educational process.
- Clothing that advertises alcohol, drugs, tobacco, gambling, promoting violence, or obscene or vulgar language is not permitted.
- Students must wear clothing including both shirt and pants or skirt, or the equivalent (dresses, leggings, yoga, pants, shorts, sweatpants) that completely covers private parts in opaque material (not able to be seen through) breasts, genitals and buttocks from being seen.
- Clothing must cover undergarments.
- Students may not wear any head-covering inside the premises, except for approved religious or medically prescribed head coverings.
- Headwear is allowed, but the face must be visible to school staff. Headwear must be removed in the classroom if there is a concern about maintaining the integrity of the assignment or assessment.
- Students will wear footwear that is safe and appropriate and will comply with the requirements for specific courses (i.e. PE, vocational education, etc.) for course assignments, athletic and other conditions.
- Visible piercings are allowed but must be removable. Jewelry is prohibited during any class or activity when a staff member believes it poses a health or safety risk based on the activity. This includes but is not limited to rings, watches, earrings, bracelets, necklaces, eyebrow, nose, lip piercings etc. Students enrolled in JROTC must follow uniform guidelines. (School Board Policy 7:160)

AUTOMOBILE SEARCH

Any vehicle parking on school property is subject to search by school authorities and law enforcement personnel working with them. Such searches may be conducted without warrant for any reasonable purpose. Search of the vehicle

includes all compartments and components. Once the search begins, the person in control of the vehicle will not be permitted to remove it from the premises. (School Board Policy 7:190)

BUS DISCIPLINE- PROCEDURES AND GUIDELINES

The school administration and deans have the responsibility for maintaining appropriate school and bus discipline. Unacceptable student conduct on buses may result in the loss of transportation privileges. Any one serious incident may result in temporary or permanent loss of transportation. Students will be required to show a current school ID in order to board school buses. A student should present their ID upon request to the bus driver. In order to ride the activity bus after school a student must provide a pass or sticker on their ID indicating that they have permission to ride the bus that evening. Failure to comply will result in disciplinary action. Buses may be equipped with audio and video cameras to record student actions.

Safe transportation is directly dependent on maintaining good on-board passenger discipline.

- Each campus will conduct a practice bus evacuation drill.
- The bus driver has initial responsibility for discipline and shall report infractions to a dean.
- The parent(s) or legal guardians of a student granted **BUS DISCIPLINE** an intra-District transfer is responsible for transportation to and from school. (School Board Policy 7:30)
- The following are the rules and regulations for school bus riders in Illinois:
 - Follow all directions given by the bus driver or other school personnel on the bus.
 - Be on time at the designated school bus stop; help keep the bus on schedule.
 - Stay off the road at all times while waiting for the bus.
 - Be careful in approaching the place where the bus stops; do not move toward the bus until the bus has been brought to a complete stop and the door has been opened.
 - Stay in your seat while the bus is in motion.
 - Be alert to a danger signal from the driver and inform the driver if you have any safety concerns.
 - Remain in the bus in the event of a road emergency until instructions are given by the driver.
 - Keep hands, head, and feet inside the bus at all times. Do not throw anything out of the bus windows.
 - Remember that excessive noise and commotion diverts the driver's attention and could result in a serious accident. Any type of rowdy conduct is prohibited.
 - Be quiet when approaching a railroad crossing.
 - Assist in keeping the bus safe and clean at all times.
 - No animals are allowed on the bus.
 - Keep books, packages, coats, and all other objects out of the aisles.
 - Leave no books, lunches, or other articles on the bus.
 - Be courteous to fellow students and the bus driver.
 - Do not ask the driver to stop at places other than the regular bus stop unless it is an emergency.
 - Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross. Rear door is for emergencies only.
 - Observe all student conduct classroom conduct on expectations on the bus.
 - Remember, if you see something, say something. No smoking, eating, drinking, or card playing will be tolerated.
 - Do not deliberately cause damage to the bus as you will be responsible for the cost of restitution and will forfeit the privilege of riding the school bus.
 - Electronic devices are permitted on the bus at an appropriate volume. Students should not be using personal electronic devices to take pictures or videos of other students or staff on the bus. Failure to adhere will require the device to be turned off and secured out of sight in an appropriate backpack, purse, bag etc.
 - All sports equipment should be secured in an appropriate duffel bag or backpack. Other items may be refused on a bus due to safety concerns.
 - Students must obtain permission from building administration prior to riding any bus other than the one designated for their address.

- Students are expected to board and exit the bus at the stop closest to their home.
- Bus passengers are also expected to observe all school rules while on a bus and are also subject to the “Disciplinary Guidelines.”

The following are disciplinary procedures:

- When a bus returns to a campus because of student misbehavior, students removed from that bus will be allowed access to a phone to secure a ride.
- In the event of student misconduct or insubordination, the bus driver will complete a student referral and forward it to a dean. A conference will be scheduled with the student, and if necessary, a parent. The dean may suspend students guilty of gross disobedience and insubordination from riding the school bus. Parents are responsible for transporting any student suspended from riding the school bus. (*School Board Policy 7:220*)
- Repeated bus suspensions could result in permanent loss of transportation. (*School Board Policy 7:220*)

CAFETERIA

The cafeteria provides a selection of a la carte and full meal options at a reasonable cost to students. The school lunch program meets the National School Lunch Program guidelines and offers breakfast and lunch to students and faculty daily. Students may prepay for meals in the textbook center or at www.myschoolbucks.com

The following rules are to be followed:

- Students must follow all directions of cafeteria staff, café monitors and security staff;
- Students must use their own ID to purchase meals;
- Students may not cut in line to get service;
- Students are responsible for their trays, plates, utensils, and disposable materials and also for the general cleanliness of the area in which they are sitting;
- Students may not take food or drink out of the cafeteria without written staff permission;
- Students may not go to unsupervised areas of the building or to the parking lots during lunch periods;
- Students may not use vehicles during lunch periods;
- Students must stay on campus for lunch;
- All sack lunches must be eaten in the cafeteria.

Food Service Policy Concerning Prepayments, No Money and Low or Negative Balances - Joliet Township High School District uses a prepaid point of sale system called MySchoolBucks. Individuals scan their District ID to deduct the meal cost from their prepaid balance. Cash is not accepted in the cafeteria. All students and staff should create and fund a lunch account online at www.myschoolbucks.com. Deposits are also accepted through the school Textbook Center/Cashier Office. All deposits take 24-hours to be processed, so the funds will not be available to use until the next school day. MySchoolBucks provides parents with additional features such as viewing student purchases, spending history, low balance email notifications, ability to set daily/weekly spending limits and the option to specify ‘meals only’ or include a la carte purchases.

If a student qualifies for reduced-price or paid meals and the student has a low or negative balance, the student will be able to charge the cost of a full meal. After five days of carrying a negative balance, the parent or guardian will be contacted and required to replenish the students My School Bucks account and/or complete a meal benefits application if not previously done. Negative balances will automatically deduct from additional funds deposited into the students account. If a student qualifies for free meals, the student does not need money on their account unless they want to purchase extra drinks or a la carte items. Students cannot purchase a la carte or extra drinks if they have a negative balance. All students must pay the full cost of meals while waiting for a free or reduced-price meal application to be reviewed.

Lunch account balances remaining at the end of the school year will roll-over to the following school year. The School District will not issue refunds or transfers during the school year or after each school year, except to graduates or students withdrawing from the school district. Refunds and transfers will be issued according to the following guidelines:

1. Refunds and transfers will only be considered for graduates and students withdrawing from the school district.
2. A balance less than \$10 will not be refunded, transferred or used toward payment of student fees. Students should deplete lunch accounts with less than \$10 before their last day of school.
3. Accounts with more than \$10 will be used:
 - a. Toward payment of the student's fees;
 - b. Transferred to another family member;
 - c. A refund will be issued.
4. Parents must submit a written request to transfer or refund the balance within two weeks after a student graduates or withdraws from the school district.
5. Transfer requests should include the name and ID number of the graduate and the name and ID number of the family member receiving the funds.
6. Refund requests should include the name and ID number of the graduate, the parents name and mailing address.
7. Cash refunds will not be provided.

Mail cafeteria refund requests to:

Joliet Township High School
Director of Support Services
3901 Olympic Boulevard
Joliet, IL 60431

E-mail cafeteria refund requests to:

jadelmann@jths.org

CAMERA SURVEILLANCE

Buildings and grounds are monitored and recorded by a 24-hour digital video surveillance system. Buses may be equipped with audio and video cameras to record student actions.

CELL PHONES/PERSONAL ELECTRONIC DEVICES

Use, possession, and/or wearing of Smart or AI Glasses (i.e. Meta Glasses) is strictly prohibited at all JTHS 204 facilities and events. In academic areas, personal electronic devices such as cell phones, smart watches and headphones may only be used with teacher/staff permission. Students are only permitted to wear one headphone/ear bud while in the hallways and other common areas to ensure that students are able to hear verbal directions from staff members. The use of personal electronic devices is not allowed in bathrooms or locker rooms. Electronic devices may be reviewed for content. Joliet Township District 204 is not responsible for damaged, lost, or stolen items. All confiscated items not picked up by June 30th of the school year will be donated/destroyed. Unmanned Aircraft Systems (UAS) or drones for any purpose on school grounds or at any school event without permission is also prohibited.

CHEATING, PLAGIARISM AND ACADEMIC INTEGRITY

Students are expected to exhibit honesty in all school endeavors, including academic assignments. Students may be found to have violated this responsibility if they plagiarize, cheat, or inappropriately use AI-generated (Artificial Intelligence) content either for personal benefit or to assist another student. Any assignment that a student submits by cheating, plagiarizing, or inappropriately using AI-generated content will not be assessed.

When a teacher believes academic dishonesty has occurred, they should aim to address it via restorative practices.

any other serious offense on school property may be referred to the police in addition to school disciplinary actions. Parents shall be notified when a student is referred to the police by school staff and how they can access information relating to the police referral and/or report.

Problem-Solving Circles – Students placed on Behavior Warning, or exhibiting chronic attendance challenges, will be referred to the district problem-solving circles program. Problem-Solving Circles are a district program which occurs outside of the school day and includes the participation of school staff, the student, a family member or trusted adult of the student, and community volunteers to discuss root causes of behavior and create a plan to move forward with more success in school. If the student is referred to Problem-Solving Circles by the Dean and does not complete the program, they will not be allowed to attend school functions and events.

Re-entry Meeting – A student who is excluded from school will participate in a re-entry meeting with school staff and their parent/guardian upon return to school.

Restorative Conversation – A restorative conversation will be conducted to provide the student with an opportunity to explain their perspective in the incident that occurred and/or the behavior they displayed. This also serves as an opportunity to build rapport with the student and allow the student to explain what happened from their perspective as well as reflect on their actions. The ultimate goal of the conversation is to understand the root cause of the behavior, including trauma or unmet social, emotional, or behavioral health needs in order to determine the best set of supports and/or consequences.

Healthy Futures Re-Think Modules – Students who are found in possession of, or under the influence of, an illegal substance for the first time at school may be referred to participate in the Re-Think substance use modules during a day of assignment to ISS or Catalyst.

Safety Plan – A student who is found in possession of a weapon or illegal substances at school, or makes a threat of violence towards themselves or others, may be recommended for a safety plan by the School Threat Assessment Team or school administration.

Social Probation – A social probation is one in which a student is not allowed to attend school functions outside of the regular school day and may be used for disciplinary consequences in addition to or in lieu of other disciplinary actions set forth below.

Substance Abuse Screening – Students who are found in possession of, or under the influence of, an illegal substance while at school may be referred to the district Substance Abuse Clinician for screening and the development of a treatment or support plan.

Suspended Parking Privileges – Students who abuse parking regulations may have parking privileges temporarily or permanently revoked.

Threat Assessment – A student who is found in possession of a weapon at school or makes a threat of violence towards themselves or others, will participate in a Threat Assessment interview and be referred to the school Threat Assessment Team.