



Hawthorn District 73

Student/Parent Handbook

Revised 8/15/2011

Hawthorn District 73 follows the rules, guidelines and procedures set forth in the Student/Parent Handbook, which is also available at www.hawthorn73.org.

Inside you will find...

- Student Resources
- Expectations
- Procedures & Processes
- Behavior Code & Consequences
- And more

STATEMENT OF EXPECTATION

Hawthorn's mission statement is "Learning for All, Working Together and Doing Whatever It Takes." That statement guides the activities of all members of the Hawthorn community – board members, administrators, teachers, parents, students and the wider community. Our goal is to go the extra mile to help our students achieve academic and life success both today and into their future.

In order to create a positive, supportive learning environment for all members of the learning community, Hawthorn District 73 follows the rules, guidelines and procedures set forth in this Student/Parent Handbook. Hawthorn also looks to current law and law enforcement directives with regard to appropriate student and staff behavior. Schools may also develop and communicate procedures specific to their populations. If a specific situation is not included in this Handbook, the matter will be handled on a case-by-case basis taking into account current law, common sense, best practice and other resources that apply to the matter under consideration.

In general, it is Hawthorn's expectation that all individuals behave in a way that is respectful and safe. Actions that are harmful to yourself or to others, or which otherwise disrupt the learning environment, will not be tolerated. This expectation applies not only within the school building and during the school day, but also outside the school day and in any instance where a student or staff member is involved in a situation that is harmful, inappropriate or disruptive.

Board Policy: Hawthorn District 73 follows applicable federal and state mandates and guidelines, including those set out by the U.S. Department of Education, Illinois State Board of Education, U.S. Department of Health and Human Services, and other applicable organizations. Applicable mandates include those set out by the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Hawthorn also follows best-practice industry procedures. A detailed Board Policy document is available on the Hawthorn website.

Hold Harmless: Upon enrolling a student, parents/guardians agree to hold harmless and indemnify Hawthorn School District 73, its employees and agents, either jointly or severally, from and against any and all claims, demands, damages, causes of action, or injuries, including reasonable attorneys fees and costs in the defense thereof, resulting from or arising out of the provision of emergency medical treatment by school personnel or by a physician and/or other medical personnel.

MISSION: Hawthorn School District 73 is dedicated to achieving academic excellence. We believe in Learning for All, Working Together, and Doing Whatever It Takes!

VISION STATEMENT: Hawthorn School District 73 will provide a world class, whole-child education and equitable opportunities for all students in an environment that respects diversity and fosters collaborative partnerships among stakeholders while maintaining financial strength.

- Whole-Child Education: Education should focus on the whole child.
- Financial Strength: Financial strength must be a top priority.
- Equity: Student opportunities must be equitable.
- Shared Decision-Making: Decision-making should be shared and inclusive of internal and external stakeholders
- Innovation: The district will be innovative and forward thinking.
- High Expectations: High expectations will be fostered for students and staff.
- Parent Involvement: Parent involvement will be encouraged.
- Community Partnership: The district will work toward a full-service community school district.
- Global Perspective: The district will maintain a global perspective when preparing students for future success.

Handbook Availability: This Handbook is available on the district website, www.hawthorn73.org. It is also available in our schools and the district office. Please refer to the most updated copy, as indicated by the revision date.

The District website offers additional information, including access to each school website as well as teacher contact information, updated calendars, school board meeting agendas and meeting announcements.

www.hawthorn73.org

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HAWTHORN SCHOOLS AND OFFICES

Hawthorn District Office

841 West End Court, Vernon Hills, IL 60061
Phone: 847-990-4200; Fax: 847-367-3290
<http://www.hawthorn73.org>

Elementary North (K – 5)

301 Hawthorn Parkway, Vernon Hills, IL 60061
Phone: 847-990-4500; Fax: 847-367-3297
Health/Attendance: 847-990-4514
<http://elemnorth.hawthorn73.org/>
Hours: 1st through 5th Grades: 8:40 a.m. – 2:55 p.m.
AM Kindergarten: 8:40 a.m. – 11:25 p.m.
PM Kindergarten: 12:10 p.m. – 2:55 p.m.

Elementary South (K – 5)

430 N. Aspen Drive, Vernon Hills, IL 60061
Phone: 847-990-4800; Fax 847-918-9251
Health/Attendance: 847-990-4815
<http://elemsouth.hawthorn73.org/>
Hours: 1st through 5th Grades: 8:40 a.m. – 2:55 p.m.
AM Kindergarten: 8:40 a.m. – 11:25 p.m.
PM Kindergarten: 12:10 p.m. – 2:55 p.m.

Aspen Elementary (K – 5)

500 N. Aspen Drive, Vernon Hills, IL 60061
Phone: 847-990-4300; Fax: 847-816-6931
Health/Attendance: 847-990-4314
<http://aspen.hawthorn73.org/>
Hours: 1st through 5th Grades: 7:55 a.m. – 2:10 p.m.
AM Kindergarten: 7:55 a.m. – 10:40 p.m.
PM Kindergarten: 11:25 a.m. – 2:10 p.m.

Townline Elementary (K – 5)

810 N. Aspen Drive, Vernon Hills, IL 60061
Phone: 847-990-4900; Fax: 847-990-4999
Health/Attendance: 847-990-4915
<http://townline.hawthorn73.org/>
Hours: 1st through 5th Grades: 8:50 a.m. – 3:05 p.m.
AM Kindergarten: 8:50 a.m. – 11:35 p.m.
PM Kindergarten: 12:20 p.m. – 3:05 p.m.

Hawthorn School of Dual Language (K – 5)

Housed at Townline: 810 N. Aspen Drive, Vernon Hills, IL 60061
Phone: 847-990-4900; Fax: 847-990-4999
Health/Attendance: 847-990-4915
<http://duallanguage.hawthorn73.org>
Hours: 1st through 5th Grades: 8:50 a.m. – 3:05 p.m.
AM Kindergarten: 8:50 a.m. – 11:35 p.m.
PM Kindergarten: 12:20 p.m. – 3:05 p.m.

Middle North (6 – 8)

201 Hawthorn Parkway, Vernon Hills, IL 60061
Phone: 847-990-4400; Fax: 847-367-8124
Health/Attendance: 847-990-4415
<http://msn.hawthorn73.org/>
Hours: 7:40 a.m. – 2:10 p.m.

Middle South (6 – 8)

600 N. Aspen Drive, Vernon Hills, IL 60061
Phone: 847-990-4100; Fax: 847-816-9259
Health/Attendance: 847-990-4119
<http://mss.hawthorn73.org/>
Hours: 7:40 a.m. – 2:10 p.m.

HELPS (Hawthorn Early Learning Programs)

Housed at Aspen Elementary: 500 N. Aspen Drive, Vernon Hills, IL 60061
Phone: 847-990-4377; Fax: 847-918-2174
<http://www.hawthorn73.org/helps>
Hours: AM: 7:55 a.m. – 10:40 a.m.
PM: 11:25 A.M. – 2:10 p.m.

John Powers Center for Hearing Impaired (SEDOL)

201 Hawthorn Parkway, Vernon Hills, IL 60061
Phone: 847-680-8320; Fax: 847-680-8918
<http://www.sedol.us/schools/john-powers-center>

CONTACT INFORMATION

Hawthorn works hard to foster an environment of communication among students, parents, staff, administrators, board members, PTO volunteers and the wider community. If a parent has a question or concern about their student, please contact the child's teacher. All of our staff members have email accounts and in-classroom telephones with voicemail. Specific contact information is listed on the District website (www.hawthorn73.org), on each school website, and in information provided by your school.

ROLES AND RESPONSIBILITIES

Board of Education Makes the Policy

The school board's duties are broad in scope. The board's foremost function is to set policy for the school district and delegate implementation to its superintendent.

A policy is a course of action or direction that your board has decided it wants the district to take. The board establishes policies that describe how the district will operate to accomplish its mission. The superintendent, teachers and school staff function within the parameters of the board's policies. The board then acts as the observer, monitor and evaluator of the superintendent. After the board establishes strategic direction for the district and sets policy, the board delegates implementation of these matters to the superintendent. The superintendent has responsibility to oversee all day-to-day operations of the District.¹

The board has these important responsibilities:

- The school board hires the superintendent
- The school board meets the needs of students and community through the district's mission and vision.
- The school board develops and monitors strategic plans.
- The school board monitors and approves finances.
- The school board supports the superintendent.

School board meetings are open to the public. An agenda for each meeting is posted on the district's website and at the District Office, 847 West End Court. In general, meetings are held the second and fourth Mondays of each month at the District Office. More information is posted on the School Board pages of the district website, www.hawthorn73.org.

1 Stratton, Jeff. 2008. *The School Board Member's Manual: The Essential Guide for Effective Service*. Second Edition. Palm Beach Gardens, FL: LRP Publication.

Administrators Implement Procedures

The administrative team, including the superintendent, district-level administrators and building-level principals, works within the parameters set by board of education policy to develop procedures for our district, our schools and our classrooms. The administrative team is responsible for determining how our goals will be reached. Administrators are charged with identifying appropriate resources to support teachers and staff so that they may effectively educate the students. Administrators are also charged with reporting to the board of education on recommendations and efforts.

Teachers and Staff Provide Education

Teachers and all Hawthorn staff work within the board of education's policies and the administrative team's procedures to create an effective learning environment for each student. Teachers are charged with meeting the learning expectations set forth by the comprehensive Hawthorn Curriculum Guide while providing appropriate differentiation to meet each student's needs. Ongoing, respectful, constructive parental involvement is crucial for teachers and staff to create optimum student learning opportunities. Teachers and staff also look to the administrative team for resources for and support of their efforts.

Parents and Guardians Stay Involved with Their Students and Schools

Parents and guardians play a crucial role in the success of their students and our schools. It is imperative that parents stay informed about their child's day-to-day classroom activities, as well as about the broader issues related to their school and the entire district. Hawthorn encourages parents to communicate with teachers both during formal parent/teacher conferences held each fall and spring, as well as at any time during the school year. Teachers have email addresses and telephone extensions with voice mail features to facilitate communication.

Escalating Communication

If parents have concerns about their student, the initial contact should be with the teacher. Building- and district-level administrators are available if additional discussion is needed beyond the parent/teacher communication. More information appears in the Grade Reports and Communications section, which follows.

HAWTHORN PTO

The Hawthorn District 73 Parent-Teacher Organization (PTO) is an volunteer group that provides fundraising, programming and communication for all Hawthorn District 73 schools and the John Powers Center for the Hearing Impaired. The mission is to “enhance the education of our children by promoting the connection between home, school and community.” The majority of funds raised by the PTO are distributed in May proportionately among the schools in the district on a per capita basis to be used to further the PTO’s mission. The funds not disbursed are used on programming and communication services. For information about participation, please visit the PTO website at pto.hawthorn73.org or check with your school office.

COMMUNITY PARTNERSHIPS AND VOLUNTEER OPPORTUNITIES

Hawthorn values our strong partnerships within the community. Our students benefit from corporate volunteers who support such efforts as Big Brother/Big Sister mentoring, Junior Achievement economics training, career day explorations, special assemblies and classroom presentations. Hawthorn also has forged strong ties with the Vernon Hills Police Department, the Countryside Fire Protection District and other organizations.

Parents are encouraged to get involved with their student's education and the broader Hawthorn community. Schools and classrooms often have the need for volunteer support. Please contact your child's teacher or school to learn about any upcoming needs. Another way to participate is through the Hawthorn Parent Teacher Organization (please see above).

Community groups are encouraged to share their opportunities with the Hawthorn community through our Community Notes web page, www.hawthorn73.org/index.php/communitynotes. Please refer to this webpage for submission guidelines. Note that inclusion on this web page does not mean that Hawthorn endorses any of the listed programs.

GRADE REPORTS AND OTHER COMMUNICATION

Report Cards and Mid-Term Reports

Student progress is formally reported to parents/guardians via report cards, which are sent home with students three times a year at the close of the trimester, and mid-term reports, which are sent home with students three times per year at the trimester mid-point. Parents must sign and return the report envelope to show that they have seen the reports.

Middle School Honor Rolls

At the middle school level, a student's grade point average (GPA) is calculated with the issuance of each trimester report card and based on all class grades. Recognition is given for High Honor Roll (3.5 to 4.0 GPA), Honor Roll (3.0 to 3.49), and Improvement Honor Roll (for GPA improvement of .5 or better). Hawthorn celebrates this achievement by posting the honor rolls in the school newspaper, online, and in the local media. (Please note: If a parent has chosen to not approve celebrations of student work, that student's name will not appear on the honor rolls. For more information, please consult the section entitled Student Privacy Agreement, which follows.)

Other Honors

Schools also provide other awards and recognition for academic achievement and responsible behavior, including 8th grade Presidential Education and Hawthorn Academic Awards, Eagle Awards, scholarships, Principal Pride, Soaring Eagle and more. More information is available from your school. (Please note: If a parent has chosen to not approve celebrations of student work, that student's name will not be included in any of these honors. For more information, please consult the section entitled Student Privacy Agreement, which follows.)

Parent/Teacher Conferences

Formal parent/teacher conferences are held each fall, with the option for additional conference time in the spring or at any time by request.

Ongoing Teacher Communication

Hawthorn encourages parents to communicate with the teacher and school whenever they have questions or concerns regarding their child's progress. It is generally most effective to direct your conversation to your child's teacher. All teachers have access to email and telephone voice mail to facilitate your communication.

Online Grade Book for Middle School Students

Parents with students in middle school have access to an online grade book, which allows them to check assignment completion and grades. Information on accessing the system, including passwords, are provided to 6th grade families with the first trimester report cards. If you misplaced your information or need assistance in accessing the online grade book, please contact your school. You may also access forms for requesting lost passwords through the portal link, which is available from each middle school website.

Online Connections

Parents and students can stay updated by going online. The District website (www.hawthorn73.org) provides general news, announcements, resources, forms and links to other websites—including websites and resources for each school and many teachers.

Subscription Email News

Community members are encouraged to sign up for D73Mails, a free email news service from Hawthorn. Select the school from which you would like to receive updates, or select "Hawthorn District 73 News" for more general announcements and reminders. Sign up by visiting www.hawthorn73.org or your school website.

Meetings and Information Sessions

Throughout the year, Hawthorn holds meetings on a variety of topics. The public is also encouraged to attend Board of Education Meetings, which are generally held at 7 p.m. twice each month (once each month during the summer) on Monday evenings at the Hawthorn District Office, 841 West End Court. Updated schedules are provided at www.hawthorn73.org/schoolboard.

ADDITIONAL AGREEMENTS, NOTIFICATIONS AND PROCEDURES

Student Privacy Agreement: Release of Names, Photos, etc.

Hawthorn believes it is important to celebrate the efforts of our students and schools. Examples of celebrations include being included on honor rolls, academic team updates, spelling bee results, athletic efforts, good citizenship awards and service projects. We also understand the importance of privacy for our families. To that end, we work hard to make sure our communication efforts are in best interests of our students and staff. Further, Hawthorn will never sell or use materials for marketing purposes. That said, some families prefer that the identity of their student is safeguarded from disclosure. For this reason, the online registration process allows parents to agree to, or opt out of, celebrating student accomplishments. Given the pervasive nature of communication (for instance, an honor roll list, all-class photo or team roster is generally posted on a school website, which is then searchable via the wider Internet), the only way Hawthorn can work to ensure an increased level of privacy for parents who so choose is to restrict these students from being included in any announcements or documented class activities. When a student's family opts out of celebrations, we will remove that student's name, photo, image or work product out of any communication, including honor rolls, all-class photos, musical ensemble lists, sports rosters, etc. Parents are encouraged to explain their decision to their students so they can help support your decision. True anonymity may require that students also refrain from participating in extra-curricular activities, since sports, music and academic team lists must generally be shared with other schools. For more information, please contact the Hawthorn District Office at 847-990-4200 or send an email to notification@hawthorn73.org.

Pesticide Application Notification

Hawthorn follows the requirements of the Illinois Pesticide Act with regard to controlling pests, mice, ants, etc. Integrated Pest Management services are provided by a contractor who inspects, identifies and eliminates conditions that might cause pests to be a problem. If it becomes necessary to use pest control products (other than passive traps or baits), notice will be posted prior to application, unless such notice would cause immediate threat to health or property, at which time the notice will be provided as soon as possible. Hawthorn maintains a registry of families who would like to receive notification when the District applies pesticide. Parents interested in receiving notification should send an email to notification@hawthorn73.org. Please include your mailing address and telephone number, as well as the fact that you are requesting notification of pesticide application. If you have questions, contact Anderson Pest Control, 630-834-3300. Please note that as a rule, projects such as pesticide application are scheduled when school is not in session.

"Green" Products and Services

Per legislative mandates and common sense, Hawthorn uses "green" practices whenever possible. As of January 1, 2008, Hawthorn's use of green cleaning and maintenance products was at more than 75 percent. We continue to grow in this effort as effective products become available.

Emergency School Closing Notifications

For information on emergency closing notifications, refer to the Emergency Procedures section of this handbook.

Reporting Absences

If a child will be absent from school, parents are required to call the school office before 9 a.m. each day of the absence to report and explain the cause of that absence. Please report specific illness symptoms.

Birthday Celebrations: Non-Food Items, Only

Elementary families are reminded that students interested in celebrating a birthday with classmates should first check with the teacher and then, if approved, provide inexpensive non-food items, only (pencils, stickers, etc.).

Peanut/Nut-Free Zones

Our schools are generally peanut/nut-free zones in the classrooms. Other allergies may also be present. Please check with your teacher for specific procedures so that we may keep all students safe. Foods with peanuts/nuts or nut products are allowed in the cafeteria for lunch because a nut-free table is provided for children with nut allergies. However, snacks provided for PTO room parties and the like must be prepackaged with an ingredient label that can be checked by the school nurse. Items cannot contain nuts or be processed in a facility that contains nuts. Other ingredients may also be restricted. No home-baked goods or bakery items may be brought to school to share.

Title IX and Grievance Procedure

In compliance with the Title IX Education Amendments Act of 1974, notice is hereby given that Hawthorn Community Consolidated School District does not discriminate on the basis of sex in the educational programs and activities which it operates with respect to pupils or employees, nor to any person seeking admission or employment. Pupils are guaranteed quality of educational opportunities, including course selection, athletics and extracurricular activities. Any allegation of a violation of any part of the regulations of Title IX, Part 86 of the Educational Amendments Act of 1972 prohibiting sex discrimination should be brought to the attention of Hawthorn District 73, 847-990-4200.

Hold Harmless

Upon enrolling a student, parents/guardians agree to hold harmless and indemnify Hawthorn School District 73, its employees and agents, either jointly or severally, from and against any and all claims, demands, damages, causes of action, or injuries, including reasonable attorneys fees and costs in the defense thereof, resulting from or arising out of the provision of emergency medical treatment by school personnel or by a physician and/or other medical personnel.

CURRICULUM AND LEARNING OPPORTUNITIES

Philosophies and Methods

Hawthorn schools follow a variety of educational philosophies and best-practice teaching methods designed to reach every kind of learner. For an overview of some of these philosophies and methods, please visit www.hawthorn73.org and check the Learning@Hawthorn quick link.

Consistent Curriculum

While teachers differentiate methods to best meet each learner, all teachers follow a consistent curriculum. In 2010, Hawthorn and the state of Illinois adopted the Common Core Standards developed in an effort to provide consistent learning across the nation. Curriculum development is a continual process resulting in adjustments designed to ensure an effective educational program for our students. Teachers representing all grade levels and educational areas continually evaluate and revise the curriculum to best meet our students' learning needs. More information about the curriculum and learning goals is available at www.hawthorn73.org/learning.

Homework Guidelines

Homework is considered an essential component of the learning process for all students. Although homework is typically not formally assigned to primary grade students, students are encouraged to read and/or write each night for 20 minutes and/or parents are encouraged to read to their children. In upper grades, homework assignments are given to reinforce newly introduced concepts or act as an enrichment activity to enhance learning, while helping students learn to plan, prioritize and budget their time wisely. Daily assignments are posted in the classroom and, in many instances, on teacher web pages with the expectation that students will complete them. There are many variables affecting the amount of time individual students will need to complete homework assignments. Specific concerns should be discussed with the teacher giving the assignment.

Suggested guidelines for daily homework follow. Leisure reading should not be counted in the minutes:

Grades K-2: 20 to 30 minutes per day

Grades 3-5: 30 to 60 minutes per day

Grades 6-8: 60 to 80 minutes per day

If a student is consistently exceeding these recommended guidelines for homework, parents are encouraged to contact the teacher(s) assigning the homework to remedy the situation. For more information, refer to Board Policy #6:290. The "Homework by Design" brochure is available at www.hawthorn73.org/forms.

Enrichment Program

Hawthorn believes that it is important to challenge all of our students at every level. Enrichment programming is offered at all of our elementary schools. Enrichment specialists work with classroom teachers to flexibly support students in mathematics, utilizing formal and informal assessments to determine student groupings. In language arts, our teachers and specialists use a variety of assessments, classroom observations and teacher recommendations to determine groups of students who will participate in enrichment services for a portion of their language arts period. Enrichment specialists also work with our grade level teams and departments to support enrichment in each classroom. Some of the goals of our enrichment program include: improving higher order thinking skills, engaging students in activities that will challenge their abilities, and encouraging collaboration between students. Once students reach the middle school level, they are placed in language arts and math classes according to their current achievement and ability. All teachers in at the middle school level work to challenge all of our students appropriately in every classroom.

Dual Language Spanish/English Immersion Program

The Hawthorn School of Dual Language provides a Spanish/English immersion program for students in grades Kindergarten through 5. The dual language model integrates Spanish-speaking children and English-speaking children for academic instruction that is presented separately through both languages. For both groups of students, one of the languages is their native language and one is a second language. A dual language education encompasses the following critical components: The program involves instruction through two languages where the target language, Spanish, is used for a significant portion of the students' instructional day. The program involves periods of instruction during which only one language is used. Both native English speakers and native Spanish speakers are participants. Students are integrated for most content instruction. Students completing the School of Dual Language program and moving into middle school have the opportunity to take part in an advanced Spanish and Cultures course.

Optional Music Program

In addition to the regular fine arts opportunities provided to all students, Hawthorn offers the option of participating in band and orchestra beginning in the 4th grade. Chorus is available in some elementary schools and both middle schools. In general, elementary groups meet outside the school day (before or after school). Middle school group practices are scheduled during the school day as well as before- and after-school, depending on the group. Students scheduled for these programs are expected to attend and receive an evaluation on their report card.

Athletic and Extracurricular Activities

Hawthorn students, particularly in the middle schools, have opportunity to participate in a range of extracurricular activities, including interscholastic athletics, yearbook, fine arts, clubs, student council and more. Activities take place before, during and after school. Participants must provide their own transportation.

Eligibility for Athletic and Extracurricular Participation

Students who represent their whole school through such activities as athletic teams, student council and the like are required to maintain good grades and reasonable standards of behavior in order to be eligible to participate. Students

must be eligible at time of tryout, and must maintain eligibility throughout the course of the activity. Standards will be clarified through a parent letter or pre-season parent information meeting, as is appropriate. In general, the standard is an average grade of "C" or better in core subjects and no failing grades. Students must attend school all day on the day of any scheduled athletic or extracurricular event or practice in order to participate or perform at the event or practice after school. Any exceptions will be considered by the building administration. All students who plan to participate in interscholastic athletics must have a physical exam form on file.

After-School Learning Activities

Hawthorn offers a selection of after school learning and enrichment activities, including learning opportunities for our parents. Hawthorn also partners with the Vernon Hills Park District to provide a variety of after school enrichment opportunities for our elementary students. For information about course offerings and fees, please contact your school or the Vernon Hills Park District (847-996-6800).

SUPPORT SERVICES

Implementation Model

Hawthorn provides a variety of special education and supportive services programs for students. Some of these programs are supported through state and federal funds, while others are district funded. In each building, a group of professionals makes up a Learning Center Team, which supports the school's Response to Intervention (RtI) process, as well as monitors the Individual Education Plans (IEPs) of students who are eligible for any of the services offered. All services are offered in compliance with federal and state guidelines and laws. Further, teachers and other school personnel use a problem-solving model to address academic, behavioral and/or other concerns that arise. That said, parental approval and involvement are necessary to the success of these programs.

Diagnostic Screening for Three- and Four-Year Olds

District 73 offers a range of services to meet the needs of children prior to their entrance into kindergarten. Parents of preschool-aged children (3, 4 or 5 years old) who have concerns regarding their child's development in the areas of speech/language, motor skills, socialization or overall cognitive ability should contact the district for a free diagnostic screening. Parents of children younger than age 3 who believe their child may have a developmental delay may arrange for a separate evaluation. Please contact the district's Special Services Director at 847-990-4200.

HELPS: Hawthorn Early Learning Programs

Hawthorn offers PreKindergarten and Early Childhood services through Hawthorn Early Learning Programs (HELPS), housed at Aspen Elementary. Children must be screened and determined eligible for either HELPS classroom situation. If you are interested in participating, please contact the program at prekinfo@hawthorn73.org or 847-990-4377.

Kindergarten Extended Learning

The Hawthorn Extended Learning program provides support services for kindergarten students who are not meeting the kindergarten language arts/math standards and expectations. Children receive highly enriched direct instruction in language, reading and math. Students are invited to participate based on individual student screenings, language assessments and teacher recommendations. Parents will be contacted if their child qualifies. Students may be placed in the program for three to eight months, based upon individual progress and development. Students receive services in a self-contained extended services classroom, either in the morning or afternoon opposite their regular kindergarten session, receiving services for approximately 2.5 hours, five days per week. (Lunch service is catered through the district, with students having the option to bring their own lunch.) Children will be released from receiving services upon meeting specific benchmarks for success in pre-reading/pre-readiness skills and teacher recommendation.

Psychology

School psychologists serve as part of the Learning Center Teams to assess the academic and psychological needs of students, provide in-service training for staff, and provide support for Response to Intervention (RtI).

Speech and Language

Difficulties with speech and language may inhibit a child's social adjustment, restrict academic achievement and/or interfere with the child's ability to reach his or her potential. Therefore, the Speech and Language program identifies

and provides help for those children who do not seem to be developing the communication skills commensurate with ability and/or chronological age. The areas of voice quality, fluency, speech articulation, and the ability of the child to understand and use language appropriate to chronological age are considered. All children are screened for speech and language development as they start kindergarten. Parental permission is obtained before placing a child in a special program. Speech and language screening is also available to all children upon parent or teacher request. This request will be reviewed at the building level. In addition, evaluations are available for some three- and four-year-old children upon parental request by contacting the district's special services department, 847-990-4200.

Social Work

The school social worker is an integral part of the Learning Center Team. Social work services include assessment of emotional, behavioral and academic problems and their possible causes as well as the development of an appropriate treatment plan. Services may be delivered through individual or group counseling.

Health Services

As a Learning Center Team member, the school nurse interprets the students' health and medical needs and the impact on learning. The school nurse will assist in developing a plan to provide appropriate physical and educational accommodations. The nurse works closely with parents, other health care providers and the teaching team. It is important that parents provide complete and updated information about any student health concern. A variety of health management plans and documents are available at www.hawthorn73.org/healthservices.

Learning Disabilities (Resource)

The Learning Disabilities program is designed to meet the specific needs of individual students who have mild to moderate learning disabilities. These children are supported in various classroom settings with specialized services provided by learning disability specialists on a regularly scheduled basis. These specialists provide consultation and collaboration with classroom teachers as needed to enhance student learning.

Instructional Learning Disabilities Classes (ILD)

Hawthorn offers instructional learning disabilities classes for students in 1st through 8th grade. These smaller classes are designed for learning disabled students in need of highly specialized and concentrated teaching. Children receive art, physical education, music, etc., with the children of their own grade level, as appropriate. Students may participate in regular education academic classes when appropriate.

English Language Development (ELD)

Hawthorn is a richly diverse community, with our families reporting more than 60 different languages spoken at home. Many students speak little or no English when they enroll at Hawthorn. In order to support these students, English Language Development (ELD) teachers work in partnership with classroom teachers to provide for the unique educational needs of this student population. (For low-incidence foreign languages, a tutor may be utilized.) The goal of the ELD program is to assist Limited English Proficient (LEP) students in reaching their educational potential and in making adjustments to the school setting. With that in mind, these students attend regular classes with their English-speaking classmates as much as possible.

Hearing Impaired

The John Powers Center for the Deaf and Hard of Hearing was opened on the Hawthorn campus in January 1980. This unique facility is funded by the member districts of the Special Education District of Lake County (SEDOL). Approximately 80 elementary students receive specialized education through this facility. It is the goal of the program to mainstream these students into the regular Hawthorn program when appropriate. Upon graduation, the students attend Grayslake North High School's special program for the hearing impaired.

Special Education District of Lake County (SEDOL)

Hawthorn District 73 is a member of the Special Education District of Lake County (SEDOL). As a participating member of SEDOL, we are able to provide for the special educational needs of our students. SEDOL staff members assist in evaluating, identifying and providing for those students who have challenges that interfere with their learning success in a regular classroom. Whenever possible, member districts provide classroom space for special education classes. Hawthorn has housed several SEDOL classes, including behavioral disorders, educable mentally handicapped, and hearing impaired. Hawthorn will continue to include such classes as space permits, and integrate students into art, music, physical education and other programs whenever appropriate.

ADMISSIONS AND ENROLLMENT

Attendance Areas

Hawthorn is divided into North and South Neighborhoods. Enrollment in Hawthorn's elementary schools is based on geography, space availability and parent preference. North Neighborhood families may indicate their school attendance preference from among the following schools: Elementary North, Aspen Elementary, Townline Elementary or the Hawthorn School of Dual Language. South Neighborhood families may indicate their school attendance preference from among the following schools: Elementary South, Aspen Elementary, Townline Elementary or the Hawthorn School of Dual Language. Students in grades 6 through 8 attend Middle North if they live in the North Neighborhoods or Middle South if they live in the South Neighborhoods. More information about the attendance area, please visit www.hawthorn73.org and view the "Information" link.

Admission/Registration

A parent or legal guardian must appear in person to register a student for entrance into school. Students new to the district must present an original copy of a certified birth certificate. The district must report failure to submit a certified birth certificate to the local law enforcement agency. Students transferring from another Illinois school should provide the completed ISBE Student Transfer Form. In addition, parents/guardians will be required to provide documents verifying identity and residency in District 73. New students must also provide records of health and immunization. Students entering at kindergarten or grade 1 must show proof of vision examination, while students entering at kindergarten, grade 2 and grade 6 must provide proof of dental examination. Other mandated questionnaires must also be completed during the admissions process. For instance, the U.S. Department of Education and the Illinois State Board of Education require specific race and ethnicity data from each student. Documents must be presented in person at the District Office, 841 West End Court, Vernon Hills before a child can attend classes.

Kindergarten Enrollment

A student must be five years old on or before September 1 in order to be eligible for kindergarten during that school year. A Kindergarten Parent Information Meeting is held each spring to begin the kindergarten enrollment process. The meeting is usually held in late January/early February prior to the start of school. (Call the District Office at 847-990-4200 for the current schedule.) Prior to placement in a class, parents must submit an original certified birth certificate, verify parent identity and residency in district, and provide contact and medical information (including proof of health and immunization, dental examination and vision examination). Students will also undergo diagnostic screening to determine academic readiness.

Continuing Student Registration

Each spring, parents/guardians of Hawthorn's current continuing students complete a registration process to update information for the following school year. The bulk of this continuing student registration process is completed online. Students who have not been properly registered within the time parameters will be dropped from enrollment, and a parent/guardian will be required to verify residency and complete a longer in-person enrollment process, including providing documents verifying residency in District. Upon re-enrollment the student will be placed in a school based on space availability. All students entering grades 3 and 6 must provide proof of residency documentation, as outlined on the Residency Verification form (found at www.hawthorn73.org/forms). Continuing students in particular grades must also provide health and dental examination documentation, as mandated by the state. (See "Student Health Records" section that follows.)

Classroom Placement

In a district as large as ours, an equal distribution of students in the many classrooms at any given grade level is essential. The building principal and teacher staff develop class lists that provide a classroom "balanced" by academic and social abilities and boy/girl ratios. It is also sometimes necessary to separate certain children. We understand that parents may have teacher preferences for their child, but principals retain the final authority for classroom placement.

Kindergarten Placement

Placement in one of Hawthorn's elementary schools is based on geography (North and South Neighborhoods as described in "Attendance Areas") and space availability. Priority is given to students who have siblings already attending a school, and who are still attending when the student enters Kindergarten. Students interested in attending the Hawthorn School of Dual Language must meet certain criteria on their Hawthorn Kindergarten Screening.

Address Changes

Parents should promptly notify the school office in writing of any change of address or telephone number.

Proof of Residency

State law requires that students attending District 73 be residents of the district. Proof of residency must be provided when a student is first enrolled as well as when continuing students enter grades 3 and 6. Continuing students who have not completed online registration within the designated timeframe are also required to provide residency documentation. Further, the district may require any family to prove residency at any time. Appropriate documentation includes a photo identification card (to verify identity), mortgage papers, lease, property tax bill, water or electric bill, vehicle registration, etc. Details are outlined on the Residency Verification form posted at www.hawthorn73.org/forms.

Student Health Records

State and federal mandates require that students receive physical, dental and vision exams and required immunizations in order to attend public schools. These mandates are designed for the protection of the wider community. Failure to comply or show record of compliance may result in a student being excluded from school. A summary of student health record requirements follows. More information appears in the Health Services section of this handbook.

Physical Exams and Immunizations: Illinois law requires physical examinations for students entering kindergarten and sixth grade and for new enrollees from outside Illinois. A copy of the Illinois Child Health Exam report, signed by a physician and dated within the past 12 months, must be on record with the District or the school nurse. Record of immunizations against measles, tetanus, diphtheria, poliomyelitis and pertussis (whooping cough) must also be present. All fifth grade students are required to have hepatitis B inoculations. If health/immunization records are not in compliance with the Illinois School Code and the report is not received by October 15 of the school year, the student must be excluded from school until the the student is in compliance.

Dental Exams: Illinois law requires all students in kindergarten, second grade and sixth grade present proof of a completed dental examination.

Vision Exams: The state of Illinois requires mandatory vision examinations of all students entering school in kindergarten (or grade 1) or transferring from a school outside of Illinois. Please have your optometrist or ophthalmologist complete the State of Illinois Eye Exam Report and return it to your school nurse prior to October 15. If you are unable to obtain the required vision examination, please complete the Illinois Eye Exam Waiver Form, which is available at www.hawthorn73.org or from your school nurse.

Sports Physicals: Participants in interscholastic activities offered through the middle schools must have an annual sports physical on file with the school. Students will not be allowed to attend tryouts until a current physical is on file.

FEES AND PAYMENTS

Instructional Materials Fees

Illinois schools are allowed to assess an instructional fee, or "registration" fee, which is assessed during the registration process. Current fees are posted at www.hawthorn73.org/fees or available from the District or your school office.

Optional Band/Orchestra/Chorus Participation Fees

Students have the option to participate in band or orchestra (beginning in 4th grade) and chorus. There is a participation fee, which is posted at www.hawthorn73.org/fees or available from the District or your school office.

Athletic Participation Fees

Participants in our Middle School athletic program are assessed a participation fee. More information about the available athletic programs and associated fees are available through the middle school offices.

Food Service

Hawthorn provides a full-service meal program in each building, including before-school breakfast as well as lunch. Families may purchase meals and/or beverages (milk, juice, water) through their school. Details about the program, including prices and menus, are available at www.hawthorn73.org or through your school.

Middle School Locks and Lockers

While all students are assigned a locker or other area to keep their coats and materials, our middle school students are assigned two lockers (hallway and gym) which must be secured at all times. Locks for middle school lockers may be purchased through each middle school.

Middle School Gym Uniforms

Students in grades 6-8 are required to purchase and wear Hawthorn gym uniforms, which are available through your middle school.

Optional Accident Insurance Coverage

Hawthorn purchases a student accident insurance program that covers students for injuries incurred while participating in school sponsored and supervised activities, including sports. There is no charge to you for this coverage. Optional 24-hour accident coverage is available for you to purchase for your child. Note that **this is not health insurance coverage** for routine or sick call visits to a doctor, but rather accident insurance, only. For information about this optional accident coverage insurance, or for contact information for filing a claim on that optional coverage, please contact the Hawthorn Business Office at 847-990-4200.

Other Fees and Expenses

During the course of the year, families may be requested to pay additional amounts to help covers expenses such as classroom field trips. You will be informed of these requests by your teacher during the course of the school year.

Late Payment

Fees are due at registration. Fees that are past due may be assessed additional late-fee penalties and/or sent to collection.

Check Policy

Hawthorn does accept checks, which should be written to Hawthorn District 73 with a notation describing the payment. Checks returned for insufficient funds will be assessed a return check fee as set forth by law (generally \$25) and referred to our collection vendor. For more information on the check policy, please contact the Hawthorn Business Office, 847-990-4200.

FEE WAIVERS AND ASSISTANCE

Free and Reduced-Price Meal Program

Hawthorn participates in the federal free and reduced-price lunch and breakfast program. Students unable to pay full price for meals may be eligible for free or reduced-price breakfasts and lunches. Contact your school or the District Office at 847-990-4200 for information and an application. Applications, which are available in early fall, are also posted online at www.hawthorn73.org.

Instructional Fee Waivers

Instructional materials fees will be waived for students who qualify for free or reduced meals under the Illinois School Code. Fees may also be waived for a student who is unable to pay due to significant loss of income by the student's parent or guardian because of severe illness or injury in the family; circumstances such as fire, flood or storm damage; a parent serving in the Armed Forces; or other emergency situations that the Director of Finance deems to justify a fee waiver. School fee waiver applications are available in each building. All district students receiving services outside the school district are required to register and pay fees. Instructional Fee Waivers do not cover other non-instructional fees or expenses, such as band/orchestra/chorus participation fees, field trip fees, etc.

Payment Plans

Payment plans are available through the Hawthorn Business Office, 847-990-4200.

ATTENDANCE

Illinois Pupil Attendance Guidelines

Following are the state guidelines for creditable pupil attendance:

Kindergarten: 2 instructional hours for a full day of attendance

Grade 1: 4 instructional hours for a full day; 2 hours for a half day of attendance;

Grades 2-8: 5 instructional hours for a full day; 2.5 hours for a half day of attendance.

Middle School Promotion Requirements

To receive a certificate of completion from 8th grade, a student must pass (year average) at least three academic subjects in the areas of language arts, mathematics, social studies and science. The student must also pass required units in government and health education. Exceptions must be approved by the superintendent or designee. Students who do not meet the requirements may be advanced to high school after successful completion of an alternative learning plan or retained to 8th grade. A final decision will be made by the superintendent or designee.

Absence from School

Student absences for reasons other than illness are strongly discouraged. We urge parents to arrange doctor, dentist, orthodontist and all other appointments for times when school is not in session. All other non-educational reasons for a child's absence should be avoided.

Reporting Absences

If a child will be absent from school, parents must call the school office before 9 a.m. each day of the absence to report/explain the cause of the absence. Report specific symptoms if the student is ill. This also applies to extended vacations taken during the school year. Note that vacations are not excused absences under Illinois School Code.

Absence Call Back System

Schools are required to call a parent or guardian to inquire about a student if the student has not been marked present when attendance is taken and his/her parent has not notified the school that the child will be absent. If a child's whereabouts cannot be determined, the police will be called. "Call in, call back" systems are designed to alert authorities as soon as possible that a child is missing after not reporting to school so that a search can begin quickly.

Absence for Religious Observance

By law, students with excused absences for religious reasons are counted absent on our official records.

Unauthorized Absences

Students must attend all classes unless an absence is authorized. Daily attendance required by the Illinois School Code, and is essential for the successful completion of the student's schooling. Hawthorn will respond to every unauthorized absence. If a student begins to accumulate excessive absences, the principal may require a doctor's verification for subsequent absences. Examples of unauthorized absences include class cutting, oversleeping, missing the bus, car problems and leaving the school grounds without following proper procedures. Unauthorized absences will require a conference with parents and an administrator. Students who exhibit excessive absence patterns will be referred to the counselors for possible referral to Omni Youth Services and/or Project PASS (Positive Alternative Services for Students) of Lake County. Chronic truancy is referred to the courts.

Truancy

Truancy is defined as absence without valid cause for a school day or portion thereof. Valid cause is defined as illness, death in the immediate family, family emergency, and situations beyond the control of the student as determined by the school board or circumstances that cause reasonable concern to the parent for the safety and health of the student. When a student is truant, school personnel will initiate action to bring the student back into regular attendance. The schools will offer supportive services, alternative programs and outside resources in an effort to correct the student's truant behavior. Hawthorn responds to chronic truants in accordance with state law. The regional office of education is notified when a student misses 10 percent or more of the school year.

Enrollment Termination After 10 Days

A student's enrollment will be terminated after any absence exceeding 10 days. Upon return, the student and guardian must complete the in-person re-registration process at the District Office. This process requires parents to prove residency and provide additional documentation, as would be required by a new enrollee. (The only exception is when the absence is medically documented.) Students will re-enrolled and placed in a classroom and school based upon space availability.

Homework for Absentees

Parents are asked to adhere to the following guidelines when requesting homework assignments for students who will be absent from school:

- If it appears that the student will be absent for only one day, homework will not be sent home. Work deemed absolutely essential to a student's progress will be given upon the student's return to school.
- A request for homework may be made on the second day of absence if it appears the absence will be prolonged.
- Please allow 24 hours for staff to gather assignments. Please call before coming to the school to pick up the work to ensure that it is available. This is particularly important if a student has more than one teacher.
- If it is necessary to get assignments sooner, consider calling classmates who can provide the needed information.
- Check with your school or teacher for additional guidelines and directives.

Tardiness

If a student is late coming to school, a parent must notify the school and the student must sign in with the office before going to class so that he/she can be counted as present. If a student who is late does not sign in upon arrival, the office is unaware of the student's presence and he/she may not receive credit for attendance. Parents: Please stress the importance of reporting to the office if your student is late. Unexcused tardy arrivals will result in disciplinary consequences as determined by your school. A parent phone call does not necessarily make a tardy arrival "excused."

Permission to Leave School

It is important that the school know the whereabouts of each student at all times. If students are leaving the building prior to dismissal, a parent (or properly authorized adult with written permission) must come in to the school office to pick up the student. Each student must be signed out of the office and leave in the company of the responsible adult. No student may leave school grounds without permission from the office.

Hospitalized/Homebound Students

Students who expect to be absent from school for an extended period of time (two weeks or more) due to illness or injury may request tutoring. This service may be offered to the student while he or she is confined to the hospital or home. For details, please contact the District's Director of Special Services at 847-990-4200.

Family Vacations During the School Year

Family vacations and other absences during the school year are discouraged. Parents who are planning a vacation that will require a student's absence from school are asked to discuss the matter first with the teacher(s) and principal, well in advance of the date of the absence. The principal and teacher(s) will discuss the probable effects upon your child's academic progress. Absences for vacation purposes are not considered excused under the Illinois School Code. Students will be dropped from the enrollment lists for absences exceeding 10 days. Upon returning, a parent/guardian must appear in-person at the District Office with documentation verifying in-district residency to re-enroll the student, who will then be placed in a school and classroom based on space availability.

EMERGENCY PROCEDURES

Notification of School Closings

When snow or other circumstances cause our schools to close, Hawthorn will activate an automated call system to send a telephone message to the student's home telephone number as provided by each family. We will also post information on our district website (www.hawthorn73.org), post a message to www.emergencyclosing.com, and send announcements to local radio and television stations, including WMAQ AM 670, WGN AM 720, WBBM AM 780, WBBM FM 96.5, WBLZ FM 103.5, WGN TV Channel 9, WFLD TV Channel 32. We work to have announcements out by 6 a.m.

After School Cancellations

Due to the age of our student population and the importance of having parents/childcare present when children are home, Hawthorn only calls for an unscheduled early release in extremely extenuating circumstances. Our preferred procedure is to cancel school for an entire day, with that cancellation notice being provided prior to 6 a.m. Threatening weather or other circumstances may, however, require that all after school and evening activities be cancelled. When this is the case, the activities of all organizations using our buildings are also cancelled (i.e., Park District basketball, scout meetings, etc.).

Severe Weather Dismissal Procedure

If at dismissal time a tornado watch (forecast of possibility of tornadoes across a large area) is in effect, students will be dismissed per the usual procedure. Students will be reminded to go straight home from the bus, or in the case of students who walk, they will be reminded to proceed home quickly. In the case of a tornado warning (tornado spotted somewhere in the immediate area), students will not be dismissed or permitted to board the bus. Rather, the disaster drill procedures for each building will go into effect, with students proceeding to designated areas until an all-clear is sounded. Students will be dismissed when the warning is over.

Severe Weather/Emergency Decisions

To stay aware of the most current weather and security information, Hawthorn looks to the Illinois severe weather warning system, which is provided through the combined efforts of the Illinois Emergency Services and Disaster Agency, the Illinois State Police and the National Weather Service. Administration is in communication with all surrounding school districts when making decisions about snow day school closings. With regard to all emergencies, the Vernon Hills Police Department works in close partnership with us, providing information and recommendations.

Communication During Emergencies

In cases of emergency, please refrain from calling the school office or coming to the school so that personnel can focus on resolving the issue. Keep in mind that in some instances, law enforcement procedures call for powering off all wireless communication, including cell phones. As appropriate, Hawthorn will communicate and update information and directives through school websites, automated call systems and other methods, as directed by law enforcement.

Parent Determination

Even if the schools are open, the final decision about a child's attendance remains with the parent. A decision to close or open school cannot take into account every circumstance. We can best protect the safety and welfare of all students if parents decide what is best for their student with regard to attendance.

Impact of Severe Weather/Snow on Travel

On days with inclement weather, buses may run very late. In addition to traffic jams, heavy snow generally results in unplowed roadways, narrowed streets and reduced corners, which can significantly impact bus progress. Some housing areas may become inaccessible to the school bus for extended periods. It is up to you to decide if alternate transportation is possible or desirable. If you decide to drive your child to school, consider carpooling with neighbors to help reduce traffic congestion. Also, please shovel your bus stops and sidewalks so that our students can walk safely.

Emergency Procedures and Drills

Hawthorn works in conjunction with emergency responders, including the Lake County Office of Emergency Services, the Vernon Hills Police Department, Countryside Fire Protection District and other organizations to develop and practice policies and procedures to ensure student safety. During the course of the school year, students and staff practice different types of drills to ensure rapid, appropriate response. Drills include fire/evacuation, tornado/shelter-in-place, lock-down, bus evacuation, and other drills as deemed appropriate.

Calendar Adjustments

When school is cancelled for an emergency day, that missed day will be added back in to the end of the school calendar. Please check with your school or the District for calendar updates as the year progresses.

BUILDING/STUDENT ACCESS

Restrictions

In order to support a secure environment, Hawthorn reserves the right to restrict access to our buildings and surrounding grounds at any time.

Buildings are Locked

In order to support a secure environment, Hawthorn buildings are locked during the school day. The front entrance of each school features a buzzer and camera system; visitors must press the button and may be asked to identify themselves. Visitors must then proceed to the office area to sign in.

Permission to Leave School

It is important that the school know the whereabouts of each student at all times. If students are leaving the building prior to dismissal, a parent (or properly authorized adult with written permission) must come in to the school office to pick up the student. Each student must be signed out of the office and leave in the company of the responsible adult. No student may leave school grounds without permission from the office.

Messages for Students

Only emergency messages can be relayed to students. Messages must be relayed through the school office. Please keep in mind that by policy, cellular phones and other electronic devices must be turned off during the school day. Parents are asked to plan ahead with their children for unusual weather conditions or other situations that might alter the method by which children return home.

Parent Visitors

Hawthorn welcomes parents as visitors and volunteers. For security reasons, all visitors must sign in at the building office and obtain a pass that must be worn the entire time they are in the building. It is necessary for parents to coordinate their visits with teachers in order to not disrupt any educational activities. When arranging visits with the teacher, parents are encouraged to clarify the purpose for the visit and be understanding of the teacher's expectations. If the visitor desires specific information or discussion time with the teacher, a separate conference should be arranged. The principal has the right to restrict the number of visitors to a classroom at any given time, and may also determine a reasonable period of time for the visit. Schools reserve the right to ask for photo identification and/or restrict access.

Student Visitors

Students are discouraged from bringing guests to school. Approval for student guests to visit school must be obtained from the principal of each building. These requests must be made at least one day in advance. Specific guidelines for visitors may vary from building to building. Please check with your school.

HEALTH SERVICES

Role of the School Nurse

Nurses in each building provide direct services to children requiring immediate first aid and medical care. Parents are notified in case of illness or emergency. School nurses also collaborate with other school personnel and parents on matters of students' health needs. The health services department maintains records of physical examinations and immunizations required by Board of Education policy and State of Illinois rules and regulation.

Mandatory Health Exams and Documentation

Information about mandatory health exams and documentation appears in the Admission and Enrollment section.

Reporting Absences

If a child will be absent from school, parents are required to call the school office before 9 a.m. each day of the absence to report and explain the cause of that absence. Please report specific symptoms.

Emergency Treatment Authorization

Upon enrolling students at Hawthorn, parents/guardians authorize emergency treatment and if necessary, permission for their child to be transported to the nearest hospital or doctor. Families agree to pay all fees in connection with such treatment or service not covered by insurance and to authorize school personnel to contact persons named as emergency contacts if parents/guardians are not reachable. Student health information will only be available to Hawthorn staff, or other authorized adults, who are directly involved with the student. Further, parents/guardians agree to hold harmless and indemnify Hawthorn School District 73, its employees and agents, either jointly or severally, from and against any and all claims, demands, damages, causes of action, or injuries, including reasonable attorneys fees and costs in the defense thereof, resulting from or arising out of the provision of emergency medical treatment by school personnel or by a physician and/or other medical personnel.

Vision Screening

Routine vision screening is done annually, as mandated by the state, for the following children: kindergarten, 2nd grade, 8th grade, IEP and speech students. New students will be screened when they enroll. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Otherwise, vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated group will be screened.

Hearing Screening

All students in kindergarten, grade 1, grade 2, grade 3, IEP and speech students will be screened annually for hearing.

Physical Restrictions

A statement from a physician explaining any physical restrictions must be kept on file in the school health office for any student requiring special considerations (i.e., casts, crutches, diabetes, heart conditions or seizure disorders). For a student to be excused from participation in physical education class or to be kept in from outdoor recess for longer than three days, an explanatory note from the physician must be on file in the school health office.

Medication Administration

The Board of Education authorizes the dispensing of prescription and over-the-counter medication to a student by a school nurse under the following conditions:

1. The medications shall be those required during school hours that are necessary to provide the student access to the educational program.
2. A written request form from the parents and the doctor is required in order to consider dispensing any medication, including over-the-counter medications such as aspirin, Tylenol, cold preparations and topical ointments.
3. Written orders provided to the school health office by the physician must details:
 - a. The nature of the illness, noting benefits and side effects of the medication.
 - b. The necessity for medication during school hours.
 - c. The name of the medication, with prescribed dosage and time interval.
4. All medications sent to the school health office – both prescription and non-prescription – must be accompanied by written permission from the parent, signed by a doctor. No medication of any kind will be dispensed from the school health office without doctor's orders.
5. Parents must sign a waiver releasing the school district of any liability considerations involving dispensing of medication to a student.
6. A parent is required to bring any medication to school. In the event the parent is unable to bring the medication, arrangements must be made to have it delivered to school, and a phone call must be made to alert the nurse that the medication is being delivered.
7. Medication must be placed in a container appropriately labeled by the pharmacy or physician. Dosage on hand will be kept at a minimum.
8. The school administration retains the discretion to reject requests for dispensing of medicines. Homeopathic medications will not be dispensed.
9. If a student must carry medication (e.g., inhaler or epi-pen) for emergency use, a physician's order is required to honor this request. Please have the physician check off the appropriate box on the district medication sheet or forward or fax a handwritten doctor's order.

A Medication Administration Form is available at www.hawthorn73.org or from your school nurse.

Keep Sick Children Out of School

Children who appear ill should not be sent to school. In order for your child to be available for learning and to maintain a healthy environment, it is very important for you to keep your child at home if he or she:

- Has an oral temperature of 100 degrees or more. He or she should remain and not return to school until fever-free for 24 hours, without fever-reducing medications, since many children experience a recurrence of fever.
- Has become sick with flu-like symptoms, or experiences fast or troubled breathing.
- Is not drinking enough fluids.
- Is not waking up or interacting
- Shows severe irritability.
- Experiences a return of flu symptoms with a fever and worsening cough.
- Has a fever with a rash.
- Has been diagnosed with a bacterial infection, such as strep throat, conjunctivitis or impetigo. He or she should be on an antibiotic medication for at least 24 hours before returning to school.
- Has vomited more than once or has had persistent diarrhea during the night or into the morning. He or she should be without these symptoms for 24 hours before returning to school.
- Has chicken pox. He or she must be excluded from school until all lesions are crusted over.
- Has head lice. See the No Nit Policy that follows.

No Nit Policy

Regarding lice, Hawthorn follows a "No Nit" policy. Students may return to school after treatment (with pediculicide shampoo, etc.) if no nits are present. The nurse must check the student before he or she can return to the classroom. In light of recent discussion within the public health community, Hawthorn is reviewing our No Nit policy.

Communicating Outbreaks

School nurses follow public health guidelines with regard to communicating illnesses and outbreaks. In general, guidelines call for notification if other students in close proximity can benefit from increased vigilance and the administration of medication. For example, if a student is exposed to strep throat (a bacterial infection) and develops similar symptoms, a parent can alert the doctor who can then prescribe antibiotic treatment. Public health protocols do not call for notification of every type of illness, particularly if such knowledge cannot result in treatment, as is the case for most viral infections. Further, public health protocols call for protection of privacy for students and families.

Reminder: Wash Hands and Cover Coughs

The best way to prevent illness and infection is by proper hand washing. People should also remember to cover their cough into their arm or a tissue. Please follow these guidelines and teach your children to do the same.

TRAVEL AND TRANSPORTATION

Expectation

Hawthorn works to maintain a safe and orderly environment and students are expected to behave in a safe and appropriate manner at all times, even when traveling to and from school. We ask parents and students to work together with school and transportation staff to ensure that the beginning and end of our school days are safe and orderly. Please review the following information with your students.

Walkers

Within neighborhoods closest to our schools, walking is a safe and efficient option. Students who walk to school are held to the same expectations as if they were on school grounds and are subject to the District's guidelines and policies on student behavior and discipline. Sidewalks are available and crossing guards are posted at key intersections, as determined through consultation with the Village and Police Department. Students are expected to follow the direction of crossing guards and use the sidewalks. Note that it is illegal (and dangerous) for pedestrians to cross railroad tracks or walk beside the tracks in the railroad right of way.

Bicycles, Scooters, Skateboards, Rollerblades, etc.

The use of bicycles, scooters, skateboards, rollerblades, etc., is prohibited on school property. Students who travel to school in this manner must use extreme care and are encouraged to wear helmets. Students must also be aware and respectful of other riders, pedestrians and vehicular traffic. Once on school property, students must walk with their

equipment. Hawthorn takes no responsibility for bikes or other equipment, which should be chained and locked in the available racks. Equipment is not to be used during the school day. Students are not allowed to ride motorized vehicles. In addition, shoes with built-in wheels are not allowed to be in the rolling position while students are on school property.

Car Pick Ups

Vehicles dropping off or picking up students at the beginning or end of the day will be directed into a line. Adults are asked to stay in their vehicles at all times. For drop off, students must exit the vehicle quickly and head directly into the building. At pick up time, adults must stay in their vehicle and display a student name card (if provided by your school). School staff will release students. Please check with your school for specific vehicle line configurations and procedures.

Rules of the Road in School Zones

All families are required to follow Illinois law when on school property, and are encouraged to do so at all times. Students getting into vehicles must be secured in an approved safety restraint system in accordance with Illinois law. Driver and passengers must wear seat belts. In general, state law states that drivers may not text while driving or talk on cell phones while traveling through school zones. In addition, our schools request that you refrain from talking/texting at any point when children are present, whether your car is moving or not. Our parking lots are very busy places. For those parents waiting in the car line, we ask that once the doors open and children are present, please turn off your phones so we can all devote our undivided attention to their safety.

BUS SERVICE

Bus Rider Expectation

Bus service is a privilege. Students are to behave in a safe, respectful manner while waiting at the bus stop and riding the bus. Students who do not maintain appropriate, safe behavior may be excluded from riding the bus.

Bus Service Area

Free daily bus transportation is provided for students who live more than one and a half miles from their school. For convenience, students who live within one and a half miles may purchase bus service, based on availability, by calling the District Transportation Line at 847-990-4260. Option to Pay request forms are posted at www.hawthorn73.org.

Bus Route and Stops

Students are assigned a bus route and stop based on transportation industry standards for safety and efficiency. Stops are generally within a two-block walk, which is well within the mandated mile and a half limit. As a rule, stops all stops are at corners or corner-like positions that remain constant from year to year.

Bus Route Timing

Bus routes take substantially longer to run during the first several weeks of school as routes are adjusted and students get used to their schedules. Students should be at their assigned stop 15 minutes before their scheduled pick up. As students become more familiar with the bus-riding process, route timing may change and become more consistent, allowing students to adjust accordingly. However, students are always asked to be at the bus stop 5 to 10 minutes before the scheduled pick-up time. Note that Hawthorn schools follow a detailed dismissal schedule to ensure that each child reaches his or her destination safely and comfortably. Elementary classrooms are dismissed in separate waves, and staff check bus passes as students are walked to each bus. At the beginning of the year, buses may not leave the school grounds until 20 or 25 minutes after the final bell in order to complete all safety checks. As students become more comfortable with the dismissal routine, the holding time shortens substantially. In addition, weather, traffic, and absent bus riders may change route timing.

Bus Freeze

In an effort to create an efficient transportation experience, Hawthorn bus routes and service plans are created and then "frozen" for the first several weeks of school. Requests will be processed after the bus freeze is lifted, generally at about the fourth week of school. Contact the District Transportation Line at 847-990-4260 for specific freeze dates.

Alternate Stops

Bus transportation to an alternate/babysitter stop can be accommodated if the stop is within the attendance area of the school your child attends. Students are allowed one alternate stop, and requests must be made in advance of the start of the school year (prior to the bus freeze) in order for it to be included in the initial fall schedule. Request forms are posted at www.hawthorn73.org. For information, contact the District Transportation Line at 847-990-4260.

Bus Security Procedures

For safety and security, students must use their assigned bus and bus stop; Students are not allowed to ride other buses or use other stops. Students are not allowed to exit the bus until it reaches its destination, unless authorized by a school representative. Parents or unauthorized persons are not allowed to board a bus at any time. Drivers are not able to change routes or stops unless directed by the District or a transportation company official.

Bus Passes

At the beginning of each school year, students are provided with a student ID/bus pass that includes the student's name, route number and other information. Students should have their ID cards with them at all times. Students in elementary grades should have this pass attached to their backpack. Middle school students will be provided with clips to attach their IDs to their backpacks. Although bus drivers will get to know students, it is important that students have their ID/bus passes available in the event of a substitute driver and/or any questions about a student riding the appropriate bus. Students will be issued a temporary bus pass as necessary at no charge. However, if a student loses his or her permanent ID/bus pass, it will need to be replaced and a \$1 fee will be charged to cover replacement costs.

Bus Accessibility

Students with concerns about bus accessibility should contact the District Transportation Line at 847-990-4260.

Items Left on Bus

Personal items are the responsibility of each student. Neither Hawthorn nor the transportation company is responsible for lost or stolen items. However, it is the policy of the bus company to keep common items such as lunch bags or jackets on the bus for the student to retrieve during the next ride. More valuable items, such as cell phones, are taken to the bus company headquarters where they are secured in a locked facility until the parent appears in person to pick them up. To inquire about lost items, please call Lakeside Transportation at 847-263-7619.

Accident Procedure

Safety is the number one priority for our buses. However, in the event of any accident (no matter how minor), our transportation provider is instructed to immediately contact the local police, the District, and the school office. Staff from both the school and the District Office will go to the location. The school office will contact the homes of students on the impacted bus route to let them know of any delay. To maintain the security of the site and the safety of our students, students will not be released from the bus to their parents without authorization of a Hawthorn administrator.

Bus Rider Conduct

Safety is the shared responsibility of students, parents, school staff, bus contractors and drivers. Student behavior while waiting for or riding on the school bus—whether for daily transport or special instances—plays a major role in safety. It is essential that the bus driver is not distracted by disruptive behavior. Therefore, our bus environments require the same behaviors as our classrooms, as outlined in the Behavior and Discipline section of this handbook. In addition, bus riders are asked to review and sign a Bus Responsibility Pledge (see Bus Responsibility Pledge). Also, per the State School Code, Hawthorn reserves the right to deny the use of the bus to students whose conduct places other riders in jeopardy. To ensure order on the bus, drivers are authorized to assign seats as well as write up conduct reports. Conduct reports are provided to the school, which is responsible for investigating and providing disciplinary actions.

Bus Riding Rules

Students are expected to display appropriate behavior whenever they ride the bus, whether during their daily commute, traveling to competitions, or on field trips. Please review the following basic bus riding rules with your student, as well as all of the student expectations set forth in the Behavior and Discipline section of this handbook:

- Be at your bus stop 10 to 15 minutes before the scheduled pick-up time.
- Respect the property of others while waiting for your bus.
- Parents/guardians are responsible for the discipline of their students at the bus stop. Severe problems will be directed to law enforcement.

- While waiting for a bus, stay off of the road and several feet back from where the bus will stop.
- Do not approach a bus until it comes to a complete stop and the door is opened.
- If you need to cross the street, wait for the driver to signal that it's OK to cross, then cross in front of the bus.
- Line up to enter the bus, then find your seat quickly and quietly.
- Remain seated and facing forward at all times, keeping your hands, head and objects inside the bus.
- Keep the aisles clear of coats, backpacks, instruments and any other objects.
- Talk quietly and be respectful of others.
- At railroad crossings, you should be silent so the driver can check the tracks before crossing.
- No eating, drinking or gum chewing on the bus.
- Distracting or disrespectful behavior will not be tolerated.
- Do not stand up until the bus stops.
- When exiting, move in a quick, orderly fashion off and away from the bus so that the driver can see you.

Please remember:

- All students must ride on their own bus and use their assigned bus stop.
- Students will not be released from a bus until it reaches its destination, unless directed by a Hawthorn representative.
- Parents are not allowed on the regular bus.

Bus Responsibility Pledge

Bus riders and their parents/guardians are asked to review and sign a Bus Responsibility Pledge. This pledge states that riding the bus is a privilege, that all school rules apply while the student is riding the bus or waiting for the bus, and that if good behavior choices are not made, that privilege may be revoked. Specifically, riders agree to follow directions given by the bus driver; stay in their assigned seat facing forward; use positive talk and appropriate tone and volume; respect themselves and others, including property, as they keep their hands to themselves; take responsibility for keeping their own possessions safe; help keep students with food allergies safe by not eating or drinking on the bus; and tell a responsible adult if they see or hear something that is unsafe.

Transportation Questions and Concerns

In general, transportation questions and concerns should be directed to the District Transportation Line at 847-990-4260. You may also contact your child's school. If you have a need or question after school offices are closed, please contact Lakeside Transportation's 24-hour answering service at 847-263-7619. If your concern is of an urgent nature, Lakeside officials will be contacted immediately by the service. Note that Lakeside dispatchers and staff stay on duty until all buses have completed their rounds and returned to the depot.

BEHAVIOR AND DISCIPLINE PHILOSOPHY

Statement of Expectation

Hawthorn's mission statement is "Learning for All – Whatever It Takes." That statement guides all members of the Hawthorn community – board members, administrators, teachers, parents, students and the wider community. Our goal is to go the extra mile to help our students achieve academic and life success both today and into their future.

In order to create a positive, supportive learning environment for all members of the learning community, Hawthorn District 73 follows the rules, guidelines and procedures set forth in this Student/Parent Handbook. Hawthorn also looks to current law and law enforcement directive with regard to student and staff behavior.

In general, it is Hawthorn's expectation that all individuals behave in a way that is respectful and safe. Actions that are harmful to yourself or to others, or which otherwise disrupt the learning environment, will not be tolerated. This expectation applies not only within the school building and during the school day, but also in any instance where a student or staff member is involved in a situation that is harmful, inappropriate or disruptive.

Philosophy

The philosophy of our student behavior and discipline program can be summarized as follows: The Board of Education and staff are dedicated to providing opportunities for each student to achieve his/her maximum potential. To promote that end, the behavior of all students attending District schools shall reflect the standards of good citizenship demanded

of members of a democratic society. Behavior, personal demeanor, attitude and skills suited to efficient learning and the development of self-discipline shall be maintained.

"Teachers and other certificated educational employees shall maintain student behavior and discipline in the schools. In all matters relating to student behavior, discipline and conduct of the schools and the school children, they stand in the relation of parents and guardians to the students. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students in the absence of their parents or guardians." *School Code of Illinois, Section 24-24*

Recognizing that the Board of Education cannot review the detailed circumstances of those cases requiring disciplinary action, the responsibility and necessary authority to carry out these policies as set forth here shall be delegated to the superintendent and, through her, to the professional staff.

Rights and Responsibilities

All students, teachers, school personnel and parents will have protection for the rights to which they are entitled as citizens under the law. Rules governing student behavior stem from state law, school board policy, administrative and school board rulings, and student council regulations. In each of these cases, rules and regulations are established through the deliberative, democratic process. Students, faculty, school personnel and parents should be fully aware of rules governing behavior. Every student has the right to learn, every teacher the right to teach, and no one has the right to interfere with the rights of others.

Learning Atmosphere

It is recognized that for optimum learning to take place, the atmosphere of the school and classrooms must have certain characteristics to be conducive to learning. Respect must be the basis of discipline in maintaining order. Respect for teachers, fellow students, and all school personnel will be shown at all times. This is a primary ingredient in creating an atmosphere affording maximum equal opportunity to learn. Respect for the rights of others is the basis for maintaining a safe and orderly learning environment. Students are entitled to this same respect by all staff.

Due Process and School Jurisdiction

Students are under the jurisdiction of school personnel at all activities conducted within the school, including events outside the school (School Code of Illinois 24-24). When a student commits an act of gross disobedience or misconduct as defined by the school board, the student's right to attend school may be temporarily withheld (School Code of Illinois 10-22.6). Gross disobedience and misconduct shall include the following:

1. Behavior that is injurious to persons or property or jeopardizes the health, safety and welfare of others. Such behavior includes the possession of a weapon before, during, or after school hours at any school location.
2. Behavior that substantially and/or materially disrupts the educational process or discipline in the school. This includes acts of theft as well as possession of, use or distribution of any substance that is otherwise unlawful for a student to possess, use or distribute.
3. Repeated minor incidents of misbehavior or violation of the school's rules and policies for which other disciplinary measures have failed as a deterrent, or repeated truancy and/or tardiness.
4. Gross disrespect or insubordination.

A school may not deprive a student of rights without due process of law. A student is entitled to procedural due process and must be allowed to present a defense, explain the circumstances of the actions in question, or prove innocence.

BEHAVIOR CODE: EXPECTATIONS

Overview

Students are governed by the behavior code in school, on school grounds, on school transportation, on the way to and from school, and at school-sponsored activities. This behavior code is, in effect, a door-to-door policy. The following list outlines some examples of behaviors that are considered violations of the behavior code and the general guideline for consequences. If the offense is the second or greater incident, or if the severity of the behavior supports it, administration may impose a greater level of discipline than that listed. In addition, students may be disciplined for conduct that occurs anywhere and at any time of the year if the conduct has caused or is reasonably predicted to cause substantial disruption to the educational environment, the function of the schools, or the general safety and welfare of the school community, including students and staff. Violations fall into three categories (I, II and III) as outlined in the section labeled Behavior Code: Examples and Consequences.

Dress Code

The District's Dress Code includes the following requirements:

1. Shirts and shirt straps must cover a minimum of two inches at the top of the shoulder. Tank tops with spaghetti straps and low-cut or midriff tops are not permitted.
2. Undergarments should be concealed at all times.
3. Skirts and shorts may be no shorter than mid-thigh.
4. Clothing, jewelry, body art or other aspects of appearance that detract from the learning environment or violate district policy are prohibited.
5. Hats and/or headwear are not to be worn in buildings.

Students in violation of the dress code will be required to change into appropriate clothing before being admitted back to class, and may be subject to Category I consequences.

Bullying/Hazing

Bullying/Hazing, which is identified as a Category I and II offense and encompasses a variety of negative acts, is never acceptable. Bullying can take three forms: physical acts such as hitting, kicking, spitting, pushing, and taking personal belongings; verbal acts such as taunting, malicious teasing, name calling, and making threats; and psychological acts such as spreading rumors, manipulating social relationships or social exclusion, extortion and intimidation. Bullying can occur in a variety of situations that will eventually interfere with a child's education including, but not limited to, inside school, on school grounds, in the community, or in virtual spaces such as online. Supporters (those who encourage bullying) and bystanders (those who observe and do nothing to stop it) may be considered as having roles in bullying situations. Similarly, hazing is defined as any group action or situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule.

Sexual Harassment

The Hawthorn District 73 Board of Education will provide a learning and working environment free of sexual harassment as defined and otherwise prohibited by law. In accordance with the Illinois Human Rights Act, and Title IX of the Education Amendment of 1972, 20 USC Section 1681 et seq., it will be a violation of Board policy for any district employee or student to sexually harass another district employee or student. Anyone who feels that he or she is the victim of sexual harassment, or any teacher or administrator who is made aware of an alleged incident of sexual harassment, should take immediate action to resolve the matter according to established procedures as outlined in Section 3 of Policy File: GBMA. Please direct any questions to the Office of the Superintendent, 847-990-4200.

Weapon Policy

In accordance with all current local, state and federal law, a student who uses, possesses, controls or transfers a weapon on school property or at any school activity, event or function will be subject to an out-of-school suspension, with consideration for expulsion, based upon the facts of the case. Formal legal or criminal charges may also be filed. A "weapon" includes any gun, rifle, shotgun, air gun, bb gun, pellet gun or any other type of firearm; any item which will propel a projectile or that can be readily converted to propel a projectile; any explosive or incendiary device; metal knuckles; billy club or bludgeon; throwing stars; knives with blades of any length; stun gun or taser; and/or any noxious liquid, gas or substance. This list of weapons is not exclusive and includes other items of a similar nature that may be referred to by another name. Further, a weapon includes any "look-alike" item of any of the above-referenced items. In addition, a weapon may include any other item if it is used or attempted to be used to cause bodily harm, even if such item is not designed to typically be used to cause bodily harm. Depending on the circumstances of the case, the administration is authorized to administer in-school suspension or out-of-school suspension and/or to recommend expulsion for the use, possession, control, or transfer of any such weapon. Under certain circumstances, by law, the board of education is required to expel a student for a period of time of not less than one calendar year for specific weapons violations. The superintendent may modify this period of time, and the superintendent's recommendation may be modified by the board of education on a case-by-case basis.

Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. ("School authorities" include school liaison police officers.) School authorities may inspect and search school property and equipment owned or controlled by the school (e.g., lockers, desks) as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. School authorities may also search a student and/or personal effects in the student's possession (e.g., purse,

wallet, knapsack, book bag, lunch box, cell phones, etc.) when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's behavior code. If a search produces evidence that the student has violated either the law or District' policies and rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. Law enforcement, including drug-sniffing dogs, may be utilized to assist in search and seizure efforts.

Lost or Stolen Items

Hawthorn is not responsible for lost or stolen items, including cell phones. Any toys or gadgets that students bring to school will not be allowed in the school environment. Students found with property that is not their own will be subject to discipline, per the Behavior Code.

Use of Cell Phones/Electronics

Cellular telephones and other communication devices must be turned off during the school day. Unauthorized use during the school day is not permitted. Use of personal devices during the school day, or unauthorized/inappropriate use of any electronics (cell phones, cameras, laptops, etc.) at any time (including off-school time) is unacceptable. Schools may develop other rules, for instance, requiring that cell phones be stored in a locker and not on a person. In addition, emergency procedures may require the powering down of all wireless communication devices (including laptops, cell phones, walkie-talkies, etc.), as directed by law enforcement. Failure to comply may result in the cell phone/device being confiscated as well as disciplinary measures consistent with the Behavior Code. Parents may be required to come to the school to retrieve the device, especially if the device is suspected of containing inappropriate content. Additionally, devices may be turned over to local authorities if suspected of containing inappropriate content. If the violation involves the use of school property, the student may also be restricted from using school technology.

Technology Acceptable Use Policy

Hawthorn believes that the use of technology and 21st century tools is essential to preparing our students for the future. We actively educate our students about Internet safety, ethical behavior regarding online interactions, as well as, acceptable uses of technology in an educational environment. The following outlines the Agreement between Hawthorn District #73 and it's students and their parents and guardians with regard to technology use once a student is registered in the district.

The term District Technology System includes all computer hardware/software owned or operated by the District, the District's electronic mail system and District/School websites. "Use" of the District Technology System shall include use of, or obtaining access to, the system from any computer terminal whether or not owned or operated by the District.

All use of the District's Technology System shall be consistent with the District's Statement of Expectation and Philosophy regarding Behavior and Discipline (as outlined previously in this Handbook). Access to the District's Technology System is provided as a resource for learning, however, inappropriate use may result in the cancellation of these privileges (alternative resources will be provided) and/or other disciplinary actions consistent with the consequences outlined in this handbook for Category I, II and III offenses.

No individuals should have an expectation of privacy in their use of the District's Technology System. The District has the right to access, review, copy, delete or disclose (as allowed by law) any message sent, received, or stored on the District's electronic mail system. The District has the right to, and does, monitor use of the System by students and to determine whether the use is consistent with federal and state laws and District policies and guidelines.

The District may discipline a student whose personal website or other off-site activity involving technology, causes (or can reasonably be expected to cause) a substantial disruption of the school environment.

Any user who becomes aware of any security risk or misuse of the System must immediately notify a teacher, administrator or other staff member or risk receiving consequences for involvement in unacceptable use of the District's Technology System.

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained via the System is at the user's own risk. The District will employ filtering software of other technologies to prevent network users from accessing visual depictions that are, obscene, identified as child pornography or otherwise harmful to minors. However, the District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent or of an inappropriate nature.

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of any breach of this Agreement.

BEHAVIOR CODE: EXAMPLES AND CONSEQUENCES

Category I Violations — Examples & Consequences

Examples of Category I Violations:

Academic Dishonesty (forgery, plagiarism, cheating, etc.)
Gambling
Fighting
Compromising student and staff safety
Supporter of, or bystander to, bullying
Disrespectful or disruptive behavior
Verbal abuse, profanity
Improper dress, dress code violation
Defiance of authority
Leaving classroom without permission
Persistent tardiness
Failure to attend school without valid cause
Disobeying bus rules, such as eating/drinking/gum chewing, putting objects out the window, etc.

Category I Consequences — Possible Suspension

First offense/level of severity: Suspension (0-5 days) or alternate consequence as determined by administration.
Subsequent offenses or level of severity: Suspension (3-10 days)
Consequence escalation for bus-related offenses: Warning from bus driver; warning from school administrator; detention; parent conference; bus suspension; loss of bus privileges for remainder of year.

Category II Violations — Examples & Consequences

Examples of Category II Violations:

False fire alarm, tampering with apparatus
Assault, battery
Extortion, coercion
Indecent exposure
Possession of dangerous instrument or object
Possession or delivery of fireworks
Theft or possession of stolen, lost or mislaid property/money
Inappropriate use of personal or school property (vandalism, defacing, destroying)
Inappropriate use of personal or school technology
Bullying, harassment, hazing
Sexual harassment, sexual violation, sexting
Use of racial or ethnic epithets
Behavior denoting gang affiliation
Drug or alcohol possession
Intimidation, threats
Leaving school grounds without permission
Possession of an object that looks like a weapon
Possession or use of tobacco or smoking paraphernalia

Category II Consequences — Suspension and/or Possible Expulsion

First offense/level of severity: Suspension (3-7 days) or alternate consequences as determined by administration.
Subsequent offense or level of severity: Suspension (3-10 days).

Category III Violations — Examples & Consequences

Examples of Category III Violations:

Battery of a school employee
Selling or dispensing drugs
Possession of weapon(s) (See Weapon Policy in Additional Policies and Procedures section of this handbook)
Arson
Sexual assault
Bomb threat
Use of dangerous instrument or object
Robbery or burglary

Use of fireworks or explosives
Use of drugs, alcohol
Use of tobacco or smoking paraphernalia
Use of explosives
Gang-related intimidation, harassment or recruitment
Repeat, multiple violations of school rules

Category III Consequences — Possible Expulsion

First offense/level of severity: Suspension (10 days) and/or possible expulsion; notification of proper authorities.

SUSPENSION, EXPULSION AND OTHER DISCIPLINARY ACTIONS

Discipline Philosophy

The fundamental principle and philosophy of Hawthorn's behavior and discipline policies and procedures is that non-aversive or positive interventions that are designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable to the use of aversive and restrictive interventions. The use of positive interventions is consistent with the educational goals of enhancing a student's academic, social and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint.

Suspension and Expulsion

When other procedures or interventions fail to attain satisfactory behavioral changes, or when specifically required by the nature of the behavioral problem, a student may be excluded from school. Such exclusions may involve any of the actions and behaviors described in the Behavior Code and policies or the School Code of Illinois. Exclusion from school may include suspension or expulsion. The basic differences in suspension and expulsion are as follows:

1. A suspension is up to ten school attendance days. An expulsion is longer than ten school attendance days and up to two years.
2. The local district board of education, district superintendent, principal or assistant principal may suspend students; only the local board of education can expel a student.
3. A student may be suspended before an informal hearing is held, but may not be expelled until after a formal hearing.
4. Students may be suspended from school bus service for up to ten days as determined by the superintendent, principal or assistant principal. The board of education will be informed of students removed from the bus for more than ten days and give the authority to the superintendent, principal or assistant principal to do so.

Cases of Suspension

A United States Supreme Court opinion [Gross v. Lopez, 419 U.S. 565 (1975)] has held that prior to a suspension the following procedures must be observed:

1. The official executing the suspension must give the student oral or written notice of the charges and a summary of evidence to support the charges.
2. A student who denies the charges must be given an opportunity to present an explanation in a conference with the suspending school official. The official must then inform the student whether or not the suspension will stand.

The following guidelines shall govern suspension:

1. A student may be suspended by the board of education. If authorized by the board, the district superintendent, principal or assistant principal may suspend students for a period of time not to exceed 10 days. The student's parents must be immediately notified of the suspension by an administrator. The parents must also receive a full statement of the reasons for the suspension, a notification of the number of days of the suspension (which may not exceed 10 school days), and notification of their right to seek school board review of the suspension. School Code of Illinois 10-22.6
2. At the parent's request, the school board or a hearing officer appointed by the board will review the suspension. At this session the parents may discuss the suspension with the board or the hearing officer. The student may be represented by a lawyer (at the student's expense) and has the right to question the person who made the decision to suspend, the right to be present and question witnesses, and the right to put forward a defense.
3. If requested by the student, the parent or representative, a record will be kept of the proceedings.

4. If a hearing officer is appointed by the board, the hearing officer shall report to the board a written summary of the evidence presented at the hearing. After the hearing or upon receipt of the written report of the hearing officer, the board may take appropriate action.

A suspended student may receive no credit for each day suspended, may not be given regularly assigned work, and will not be allowed to participate in any curricular or extracurricular activities. Suspended students may not appear on school grounds. A parent/guardian conference may be required as a condition of readmission.

Cases of Expulsion

In expulsion cases, the following procedures are utilized. School Code of Illinois 10-22.6

1. The student and the student's parents must be notified by registered or certified mail of the reasons for the recommended expulsion, including a full statement of the reasons for dismissal; the length of the expulsion; and the date, time and place of the school board meeting; and the request to appear at the meeting. The expulsion does not take place until after the school board meeting.
2. At the school board meeting, the student may be represented by counsel at the student's expense, and has the right to question the person who made the recommendation to expel, to present evidence, to call and question witnesses, and to make a personal statement.
3. If requested by the student, the parent or representative, a record of the proceedings will be kept.
4. If a hearing officer is appointed by the board, he shall report to the board a written summary of the evidence heard at the meeting and the board may take such action as it finds appropriate.

Any student who is in violation of the weapon policy may, after school discipline procedures have been completed, be expelled from school for a period of not less than one year, subject to the authority of the superintendent or designee to modify such expulsion period on a case-by-case basis. (Reference: U.S.C. 33511 et seq.)

In the interest of helping students, the district may assist in providing or locating alternative educational opportunities for a suspended or expelled student. These alternatives could include homebound or telephone instruction, reading lists, adult evening classes or alternative school settings. The Illinois State Board of Education provides information and assistance to school districts and students in educational alternatives within a school or off campus.

Corrective Measures Short of Suspension

Efforts shall be made by the staff to solve disciplinary problems within the school setting. The following actions are suggested for dealing with behavioral problems short of exclusion from school. The list does not preclude the use of other methods or approaches that are reasonable and purposeful.

Removal from classroom to the office: This action may occur when a student is disrupting the learning environment.

In-school detention: This action may deprive students from participating in regular classroom experiences.

Student conference: Student and staff members meet for the purpose of discussing and solving behavioral problems.

Warning: A verbal or written notice to a student that a specific behavior is unacceptable and may result in a stronger action if the behavior is not corrected.

Parent conference: A conference involving the parents/guardians and staff members for the purpose of discussing and solving behavioral problems. The emphasis is on enlisting the assistance of the parents/guardians.

Referral: Referral to an in-school or out-of-school agency or person may be suggested when it is felt the intervention might help resolve a behavioral challenge.

Behavioral probation: A principal or assistant principal may place a student on behavioral probation for a specific period of time. This may include a written contract with the student, representing an agreement between the student and the administrator concerning the specific changes expected. Failure to fulfill the contract or a further infraction of the school rules may result in the imposition of further disciplinary action, as set forth in the contract. Parents/Guardians will be encouraged to discuss and assist in assuring that the intent and terms of the probation are fulfilled.

Detention: A student who violates a school rule or policy may be required to spend a specific period of time after school, before school, or during an unassigned class period at a specific location assigned by the principal or teacher. Such a detention will be actively supervised by a staff member. Students are expected to complete assigned work. It is the parent's responsibility to provide transportation after the detention is over or to give the student permission to walk.

Repeated detentions: The detention process is designed to curb behavior problems. However, if a student continues to receive numerous detentions it may be apparent that some further action needs to be taken.

Alternative disciplinary action: The building administrator may offer an alternate form of consequences, such as exclusion from school events, natural consequences.

In-school suspension: A student will be isolated from classmates and regular assignments will be required. Parents shall be notified. Students must report to the Detention Room with all books and supplies necessary to complete all assignments. The student may not attend activities after school.

Corporal punishment/restraint: Corporal punishment is not recognized or permitted as a standard or particularly effective form of discipline at Hawthorn. However, minimal physical restraint to protect a student or others may be necessary at times.

Behavioral Interventions Policy for Students with Disabilities

The use of positive interventions is consistent with the educational goals of enhancing a student's academic, social and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the individual student's dignity and personal privacy and adheres to professionally accepted treatment practices. All of the procedural protection available to students with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavior interventions.

It is the District's intent that intervention used with a student with disabilities will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention. Interventions that are considered nonrestrictive are preferred, when appropriate, because of the low risk of negative side effects and the high priority placed on behavior change rather than behavioral control. These interventions may be used without the development of a written behavioral management plan or inclusion in the student's Individual Education Program.

When a student is significantly, continuously disruptive to the environment, a written individualized behavior management plan will be developed. Restrictive interventions shall be used for the minimal amount of time necessary to control the student's behavior and shall be used in conjunction with positive interventions designed to strengthen appropriate behaviors. Prohibited interventions, such as corporal punishment and expulsion with the cessation of services, shall not be used. Interventions that are considered restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed.

When confronted with an emergency situation in which immediate intervention is needed to protect students, other individuals, or the physical site from harm, school personnel may use an intervention that has not been delineated in the student's behavior management plan. The emergency intervention selected shall be the least intrusive to reasonably response to the situation. When an emergency intervention has been used with a student, the parents or guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented.

STUDENT RECORDS

Per mandated guidelines, Hawthorn District 73 maintains two types of student records:

1. The student permanent record, which consists of basic identifying information, academic transcript, attendance records, accident reports and health record. The permanent record shall be kept for 60 years after graduation, transfer or permanent withdrawal.
2. The student temporary records, which consists of all information not required to be in the student permanent record, including family background information, test scores, teacher anecdotal records, disciplinary information, reports of pupil personnel services and report cards. The temporary record, if not forwarded to a new school, will be entirely destroyed five years after graduation, transfer or permanent withdrawal. Parents and eligible students have the right to inspect records scheduled for destruction and may have copies transferred to their custody. Parents may make an appointment with the principal in May of their child's 8th grade year to review a student's cumulative folder.

Regarding student records, a student's parent or legal guardian has the right to:

1. Inspect and copy any and all information contained in the student record. An appointment will be made with the

principal at his or her designee to insure that an appropriately trained professional, capable of accurate interpretation of the data, is available. If copies are desired, there may be a charge of 35 cents per page. This fee will be waived for those unable to afford such costs.

2. Challenge the contents of the records by notifying the principal or records custodian of any objection to an entry, exclusive of grades, in the school student record on the basis of accuracy, relevance and/or propriety. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer. Detailed instructions concerning formal hearing procedures and right to appeal will be provided.
3. Receive copies of records. Upon a student's transfer or permanent withdrawal from Hawthorn District 73, temporary records, with the exception of special education files, will be destroyed after a lapse of five years. This time frame has been established because certain temporary records of a special education student may be of continued assistance to the student. Copies of psychological evaluations, special education files, pupil personnel reports, and other temporary information may be transferred, upon request, to the custody of the parent or eligible student upon a student's departure from the district.
4. Inspect and challenge information proposed to be transferred to another school in the event of a move to another school district. In addition to the required review of records, all records leaving any building will be reviewed for relevance by the principal or his or her designee. Information that is no longer educationally useful will be removed and destroyed. Unless objection to transfer of any temporary records is made within ten school days prior to the transfer of the student out of the district, the following will be forwarded to the receiving school upon their request for the records: a) Academic transcripts, attendance record, health record, and other basic information from the permanent record, and b) the temporary record.
5. Request information regarding the professional qualifications of any teacher who is instructing your child. You may request information regarding the following: a) whether or not the teacher has met state certification requirements; b) whether or not the teacher is teaching under emergency or provisional status; c) the bachelor's degree major of the teacher, other certification or degrees held by the teacher, and the subject areas of the certification or degrees; and d) whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

Non-custodial parents have the same rights as custodial parents unless specifically denied by a court order. A copy of the court order or custody papers detailing the restrictions established by the court must be on file with the student's record. In addition, the non-custodial parent may request the district provide by mail copies of all correspondence and reports directly to him or her in the absence of any court order to the contrary. This would include copies of the following: reports of the pupil's emotional and physical health; notices of school-initiated parent-teacher conferences; notices of major school-sponsored events, such as open house, which involve student-parent interaction; and copies of the school calendar.

All 8th grade student records will be forwarded to the receiving high school ten days following graduation. If a parent challenges the content of the records, the contested records will not be released to the new school until after the hearing procedures specified in the state and federal regulations have been completed.

Local, state and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. Juvenile authorities may have access to student records. Insofar as possible, parents will be notified prior to the release of student records. All other release of information requires the informed written consent of the parent, legal guardian or eligible student.

The following is designated as public information and may be released to the general public, unless the parent presents a written request that such information not be released: student's name and address, grade level, birth date and place, parent's names and address, information on participation in school sponsored activities and athletics, and period of attendance in the school. Also, each building prepares and maintains a student listing that includes the student's name, address, father and/or mother's name and home telephone. This listing is used by school employees for contacting parents on a need basis and by selected members of the parent/teacher organization for emergency situations, such as closing school, etc. If a parent should desire not to have his or her child so listed, he or she must submit a written statement to this effect.

A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

Full and complete copies of the laws, rules and regulations on student records are on file with the superintendent of the district, the records' custodian, and each building principal.

Hawthorn School District 73

Vernon Hills, IL 60061

Serving Students in Vernon Hills, Mundelein, Libertyville, Indian Creek and Unincorporated Lake County
www.hawthorn73.org

Hawthorn District Office

841 West End Court, Vernon Hills, IL 60061
Phone: 847-990-4200; Fax: 847-367-3290
<http://www.hawthorn73.org>

Elementary North (K – 5)

301 Hawthorn Parkway, Vernon Hills, IL 60061
Phone: 847-990-4500; Fax: 847-367-3297
Health/Attendance: 847-990-4514
<http://elemnorth.hawthorn73.org/>

Elementary South (K – 5)

430 N. Aspen Drive, Vernon Hills, IL 60061
Phone: 847-990-4800; Fax 847-918-9251
Health/Attendance: 847-990-4815
<http://elemsouth.hawthorn73.org/>

Aspen Elementary (K – 5)

500 N. Aspen Drive, Vernon Hills, IL 60061
Phone: 847-990-4300; Fax: 847-816-6931
Health/Attendance: 847-990-4314
<http://aspen.hawthorn73.org/>

Townline Elementary (K – 5)

810 N. Aspen Drive, Vernon Hills, IL 60061
Phone: 847-990-4900; Fax: 847-990-4999
Health/Attendance: 847-990-4915
<http://townline.hawthorn73.org/>

Hawthorn School of Dual Language (K – 5)

810 N. Aspen Drive, Vernon Hills, IL 60061
Phone: 847-990-4900; Fax: 847-990-4999
Health/Attendance: 847-990-4915
<http://duallanguage.hawthorn73.org>

Middle North (6 – 8)

201 Hawthorn Parkway, Vernon Hills, IL 60061
Phone: 847-990-4400; Fax: 847-367-8124
Health/Attendance: 847-990-4415
<http://msn.hawthorn73.org/>

Middle South (6 – 8)

600 N. Aspen Drive, Vernon Hills, IL 60061
Phone: 847-990-4100; Fax: 847-816-9259
Health/Attendance: 847-990-4119
<http://mss.hawthorn73.org/>

HELPS (Hawthorn Early Learning Programs)

Housed at Aspen Elementary: 500 N. Aspen Drive,
Vernon Hills, IL 60061
Phone: 847-990-4377; Fax: 847-918-2174
<http://www.hawthorn73.org/helps>

John Powers Center for Hearing Impaired (SEDOL)

201 Hawthorn Parkway, Vernon Hills, IL 60061
Phone: 847-680-8320; Fax: 847-680-8918
<http://www.sedol.us/schools/john-powers-center>



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