

Student Discipline Handbook

EISENHOWER ● RICHARDS ● SHEPARD ● DELTA ● SUMMIT

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The *Discipline Handbook* is only a summary of board policies governing the district. Board policies are available to the public at the district office or at www.chsd218.org.

The *Discipline Handbook* may be amended during the year without notice.

The *Discipline Handbook* is written to communicate all policies to persons expected to execute and comply with them.

District Values

The following values guide the District in educating its students...

NAVIGATING *the* FLEET of DISTRICT 218 SCHOOLS

We will foster a shared vision with all stakeholders through ongoing dialogue, planning, implementation and evaluation to promote student success. Our goals and action plans reflect what we believe.



Mission Statement

By fostering a safe, nurturing and equitable environment, CHSD 218 enables all individuals to thrive in a diverse learning community, rich in opportunity for growth, and to reflect on challenging, real-life problems in a way that inspires them to prepare for the future and to contribute to our evolving world.

Discipline Mission and Vision

- *Mission:* We will create a safe learning environment achieved through teaching all stakeholders a preventative and transformative discipline model.
- *Vision:* We promote a safe and orderly learning environment resulting in academic achievement and social emotional growth.

I. Attendance

A. Absence from School

In accordance with the requirements in the School Code of Illinois in recognition of the responsibilities imposed upon parents therein, it is the policy of the Board of Education that students shall attend school daily and be on time for classes. Student attendance in every class is not optional; IT IS A REQUIREMENT. The Board further believes the school administration and staff have a duty to enforce rigorously and consistently school regulations dealing with class attendance and punctuality.

These regulations require that a student's parent and/or legal guardian verify all student absences. If doubt exists as to the authenticity of the verification, the school will require additional confirmation of student absence. In no way should the requirements listed be interpreted to mean that a student is entitled to any days of absence for reasons of his or her own choosing.

- **Excused Absences** - An excused absence will be granted by the school upon parent verification of student absence for reasons listed in this section. All responsibility for securing assignments and make-up work lies with the student. Students will be given the number of days of absence plus one in order to make up missed work for full credit.

Parental Responsibility: The parent must contact the school to report student absence. This contact must be made prior to 8:30 a.m. on the day of the absence. Any absence which is not verified prior to 8:30 a.m. may be considered an unexcused absence. The principal or designee will determine whether or not an absence is excused or unexcused.

The principal or designee shall excuse a student's absence only if sufficient evidence is presented to substantiate one of the following reasons:

1. Personal illness. In cases of extended absence, or frequent absences, the school may require additional medical documentation. The school may confirm absences by verifying illness or appointment with doctor or dentist.
2. Illness or death in the family.
3. Observance of a religious holiday.
4. Extraordinary emergency in the home or family.
5. To keep medical or dental appointments that cannot be scheduled after school hours. It is strongly suggested that all appointments be made outside of the school day.

The Board of Education recognizes that parents may desire to have a student excused from school for reasons not listed. Under extraordinary circumstances, a contact with the principal or designee, followed by a written request stating the reason and length of the absence will be considered. Proper documentation for the absence may be required.

- ***Unexcused Absence*** - Parents should realize that any absence can have an adverse effect on the student's grades and should strive to keep student absences to a minimum. A student absent from school and not meeting the provisions stated above will have the absence recorded as unexcused. Missing the bus or oversleeping will be counted as an unexcused absence per periods missed.
- ***Suspensions*** - A student suspended from school for disciplinary reasons has full responsibility for securing make-up work and assignments. All work is due in a reasonable period of time after a return from suspension and will be evaluated for full credit per the amount of work completed and turned in.

B. Absenteeism Information

- Full Day Absence - Students that miss more than three periods in one day will be considered absent for a full day of school.
- Unexcused Class Absence - students that miss the entire class period or that arrive to class more than 10 minutes late will be considered unexcused unless a pass accounting for their whereabouts is presented to the classroom teachers or dean.
- Excessive Absenteeism - Class attendance and participation are integral to the education offered by the District. Effort indicated in part by regular class attendance and experience, are essential elements of course credit. Therefore, student attendance records are routinely reviewed. These reviews could result in a student being dropped from class without credit, receiving a grade of FT (failure due to truancy). Students dropped from a class will be assigned to a study hall(s). Students and parents will be informed of the appeal procedure, if any action is taken.
- Truancies should be viewed as behavior patterns, not isolated incidents. Students should not exceed ten (10) cumulative absences per semester, whether excused or unexcused. Parents must contact the school prior to or on the day of the absence, in order for an absence to be considered excused. If a student is absent more than ten (10) days in a semester, such number of absences shall be considered irregular attendance. Teachers and administrative staff will make every effort to advise and keep parents informed of a student's absences.
- Absences due to in-school suspensions, out-of-school suspensions and doctor, health care provider verified medical excuses for absences due to chronic illness or other valid cause will not be applied toward the 10-day absence count.
- The district reserves the right to request that the parent provide documentation from a medical provider for extended absences of more than three (3) consecutive days (to be excused) or more than six (6) non-consecutive days per semester. Such documentation is due on or before the day the student resumes attending.
- Whether excused or unexcused, on or after the tenth (10th) full day of absence from school, the parent and student will be invited to a meeting to address the absences. The District's policy on truancy is set forth at District Policy 7:70. The school will not encourage or suggest to any student that they consider dropping out of school.
- If the absences are excused, school staff shall review and consider the circumstances resulting in the absenteeism and provide such available supports and interventions as are considered appropriate to facilitate the student's attendance in school.
- If the absences are unexcused days, unless there are mitigating or extenuating circumstances, when a student incurs another unexcused absence after ten (10) unexcused absences (and an opportunity to meet as provided hereinabove), the student may be either dropped from the school district attendance rolls or assigned to another District program. School personnel will review the absences prior to the student being dropped or transferred to another program.

- If a student who is dropped from the attendance rolls as provided hereinabove seeks to reenroll, following a meeting with the student and student's parent/guardian, the student shall be allowed to reenroll and attend school under audit status. The student shall be provided such supports and interventions as are available and as may be required by law. If unexcused attendance problems recur, this attendance policy shall be applied upon the student incurring another ten (10) days of absence from school again.
- If a student is of an age subject to compulsory attendance, the school may take further action, as appropriate, to refer the student to the applicable local truancy or juvenile authority for failure to properly attend school.
- A student may be denied enrollment if the student is 17 years of age or older for one semester for failure to meet the requisite academic or attendance standards, in compliance with all applicable laws and Illinois regulations.
- The Principal or designee may drop a student from class due to excessive absences. After a student has been dropped from his/her 3rd credit class, the student shall be recommended by the principal to the Board for expulsion. Prior to any student being expelled from school, the student shall have the right to a hearing.

C. Closed Campus

- **Leaving school grounds without permission** is not permitted. For safety and security reasons all CHSD 218 schools are closed campuses. Upon arrival, all students shall remain on campus for the entire school day. Students may not leave school grounds or the building without permission from nurse or administrative offices. Students who fail to follow the proper protocol for early dismissal are subject to disciplinary action.

D. Early Dismissal Procedures

- Students whose schedules have an early dismissal must exit the building within ten minutes if they are not under the direct supervision of a staff member or may be subject to disciplinary action.
- Parent/Guardian should call the attendance office to notify the school of the reason and time for the dismissal (2-hour prior notice is preferred for non-emergencies).
- Parent/Guardian or designee must check in at the security desk (Enter – Main Entrance).
- Parent/Guardian or designee must sign the student out in the attendance office.

E. Tardy Procedure

- All students are to be inside their designated class before the class bell rings. A student will be considered tardy if they arrive after the class bell rings. Tardiness is a class disruption and is grounds for disciplinary action by the teacher. Teacher disciplinary action may include before or after school conference, parental contact or referral to Dean/Assistant Principal. Dean/Assistant Principal disciplinary action may include warning, detention(s), parental contact, attendance/tardy contracts, referral to support services, in-school suspension, and removal from the class.
- Excessive, cumulative tardies over a period of time or classes within a semester may result in additional disciplinary action.
- Students who arrive to class more than ten (10) minutes after the class bell without a pass, will be considered unexcused (truant) and a referral will be forwarded to the Dean/Assistant Principal.

II. Behavior Expectations

As members of the CHSD 218 community, students are expected to exhibit exemplary behaviors on and off campus. For the safety and well-being of all students, the CHSD 218 Discipline Regulations outlined in this handbook will contribute to an orderly environment conducive to student learning. The following discipline rules and regulations shall be enforced in all attendance centers under the administrative jurisdiction of District 218.

Engaging in any activity, on or off campus, that, includes, but is not limited to, conduct that may be considered: (a) a threat to school safety including other students, staff or the school community; or (b) Disrupts, impedes, or interferes with student learning or school operations will be subject to disciplinary action.

Behavioral Infractions

A. Academic Dishonesty

- When students present the work or ideas of others as their own, or use unfair methods to improve their grades, they have, in effect, failed to complete an assignment. This is defined as academic dishonesty, and can be reason for failure. Examples of academic dishonesty may include one or more of the following: plagiarism (submitting another person's writing as one's own or having someone else prepare homework, papers, projects, reports, or take home exam for which credit is given); permitting another student to copy one's own work or ideas; obtaining or illegally accepting a copy of a test or test key; giving or receiving test questions or answers to or from other students; copying from another student's test or knowingly permitting another student to copy during a test; using materials or means which are not permitted during a test; changing grades in a grade book (electronic or printed); and engaging in any action intended to obtain credit for work not one's own, which may include using an electronic device or online translator/application.
- Students who engage in academic dishonesty will receive a zero grade for the assignment involved. The teacher will note "academic dishonesty" on the assignment and retain the assignment for future reference. In addition, the teacher will notify the parent/guardian of the infraction and penalty. Repeated offenses in a class may result in withdrawal from the class with a failing grade.
- Students who engage in changing attendance, grades, or other official information in a grade book (electronic or printed) may be suspended for ten (10) days and recommended for expulsion.

B. Alcohol and/or other Illegal Drugs

- The use, possession or transfer, of alcohol and/or other illegal drugs by students poses a threat to the safety of other students, staff or members of the school community. Students will be subject to disciplinary action (described below) for using, possessing, distributing, purchasing, or selling controlled substances that include but are not limited to:
 1. Any illegal drug (including residue), controlled substance, or cannabis (including marijuana and hashish).
 2. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
 3. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 4. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.

5. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 6. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 7. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- **Parental Responsibility:** Parents should notify the school administration/nurse anytime that a student must take a prescription or over the counter drug in school. The medication must be in the prescribed packaging and can only be dispensed by the school nurse.
 - **Violation: *Under the influence***
A student's continued presence in the school or school functions while under the influence of any prohibited substances are considered a threat to the safety of themselves and others in the school community. The school nurse may be asked to record his/her professional observations of the student. A breath analysis test may be given by school personnel to verify consumption of alcohol. The parent or guardian shall be asked to take the student home from school or school event. Students determined to be under the influence will be subjected to disciplinary action, including suspension, and referred to the CHSD 218 Student Assistance Program (SAP) for evaluation. Participation in this evaluation is a required part of the disciplinary process. Recommendations from the SAP Coordinator must be followed. Students who repeatedly attend school functions under the influence are deemed to have a medical problem and may be recommended for more serious intervention or disciplinary actions.
 - **Violation: *Student is in possession of drug paraphernalia***
Students in possession of drug paraphernalia are considered a disruption to other students' learning opportunities and will be subjected to disciplinary action, which may include suspension, and referred to the CHSD 218 Student Assistance Program (SAP) for evaluation. Participation in this evaluation is a required part of the disciplinary process. Recommendations from the SAP Coordinator must be followed. Students who repeatedly bring drug paraphernalia to school may be recommended for more serious intervention or disciplinary actions
 - **Violation: *Student in possession of drugs***
Students who are in possession of or engage in the unlawful transfer of a controlled substance pose a threat to the safety of other students, staff or members of the school community and/or substantially disrupt, impede or interfere with the operation of the school will be subject to disciplinary action, which may include suspension, and referred to the CHSD 218 Student Assistance Program (SAP) for evaluation. Participation in this evaluation is a required part of the disciplinary process. Recommendations from the SAP Coordinator must be followed. Students who repeatedly in possession of a controlled substance to school may be recommended for more serious intervention or disciplinary actions. School officials will report the incident to the local law enforcement agency.

C. Arson

Students who start fires or attempt to start fires which damage or destroy school property or the property of individuals on school district property may be suspended, and/or recommended for expulsion, and referred to the local police authorities.

D. Assault of Staff or Student

Any student who attempts to inflict bodily harm or attempts to create the state of fear or danger upon a staff member is considered a safety threat and may be suspended and/or recommended for expulsion, and referred to the local police authorities. Any student who attempts to inflict bodily harm upon or attempts to create the state of fear or danger upon another student will be suspended, may be recommended for alternative school placement or expulsion, and may be referred to the local police authorities.

E. Battery of Student or Staff

Any student who: (1) inflicts bodily harm upon a staff member, or (2) makes physical contact of an insulting or provoking nature with a staff member is considered a threat to school safety and may be suspended, may be recommended for expulsion, and may be referred to local police authorities. Any student who (1) inflicts bodily harm upon another student, or (2) makes physical contact of an insulting or provoking nature with another student is considered a threat to school safety and may be suspended, may be referred for expulsion, and may be referred to the local police authorities. Any student who makes physical contact of an insulting or a provoking nature may be suspended, recommended for expulsion, and referred to the local police authorities. Any student who inflicts bodily injury on a staff member or student who was not the intended target may be suspended, recommended for expulsion, and referred to the local police authorities.

F. Bus Conduct

- All students must follow the CHSD 218 School Bus Safety Guidelines. The Superintendent, or any designee, as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to ten (10) consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:
 1. Prohibited student conduct as defined in the Board policy, 7:190, Student Discipline,
 2. Willful injury or threat of injury to a bus driver or to another rider.
 3. Willful and/or repeated defacement of the bus.
 4. Repeated use of profanity.
 5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
 6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.
- The school board may suspend a student from riding the bus for gross disobedience or misconduct on a bus, for a period in excess of ten (10) days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Students suspended from the school bus who do not have alternate transportation to school will be given the opportunity to make up work for full credit. It is the parent's responsibility to notify school authorities when a student suspended from the school bus does not have alternative transportation to school [105 ILSC 5/10-22.6(b-10)].

G. Class or School Disruptions

1. Students who are a disruption to other students' learning environment may be suspended and/or recommended for expulsion.
2. Students shall not run, talk loudly or yell in the hallways.
3. A student may be removed from a classroom if their teacher determines that the student's actions are disruptive to the learning environment. The student should be sent to their disciplinarian who will determine if the student will return to class that period. The teacher will turn in a referral as soon as possible, but no later than the end of the day, stating the specific reason for the student's removal and any appropriate and available interventions attempted to keep the student in class.
4. Student dissent may be expressed through legitimate means, such as the school newspaper or the student council. Appeals and grievances may be addressed to the principal's office. Disruptive dissent in the form of civil disobedience such as sit-ins, boycotts, take-over of buildings, or other disruptions of the normal operation of the school, will be dealt with as follows:
 - a. All persons involved in disruptions on school property will be directed to stop immediately and to resume scheduled activities.
 - i. Individuals responsible for actions leading to personal injury or property damage will be subject to disciplinary action in accordance with the provisions of school regulations and/or prosecution in accordance with the law.
 - ii. Individuals responsible for organizing, inciting and/or perpetuating disruptive acts may be suspended and/or recommended for expulsion.
 - b. Disruptive persons who disobey instructions by authorized school personnel will be subject to removal from school premises.
 - c. Dissent in the form of truancy or boycotting will result in participants being subject to provisions of the attendance policies, rules and regulations of CHSD 218 and attendance laws of the State of Illinois.

H. Failure to Follow Classroom Rules

Students are required to follow the classroom rules set forth by their teachers. Teachers may set reasonable rules in their classrooms to preserve the learning environment. Students who fail to follow these rules are subject to disciplinary action.

If any of the following listed behaviors (I – Y) are criminal offenses, such acts will also be reported to the proper civil authority.

I. Co-Curricular Activities

Students who attend co-curricular activities are expected to follow district rules and regulations. Students who violate these rules will forfeit the privilege to attend or participate in co-curricular activities for a period of time and/or will be subject to other disciplinary actions as specified by the principal or designee. Sales of any merchandise items in school must be sponsored by CHSD 218 organizations and be authorized by the designated assistant principal. Students who violate this policy may have the items confiscated and be subject to disciplinary action.

J. Extortion or Threat of Extortion

Any student who demands money of another student as an alternative to bodily harm or threatens to do so may be suspended, may be referred to local police authorities and/or recommended for expulsion.

K. False Alarm

A student apprehended for making a bomb threat or for tampering with a fire alarm or any other alarm system that might endanger the safety of the occupants of a school building, property, or responding emergency equipment, may be suspended for up to ten (10) days and recommended for expulsion.

L. Fighting

- Students who engage in fighting may be suspended and may be placed on probation. Students have the option of using peer or adult mediation as an intervention to reduce, or resolve conflicts. Participation in mediation will be taken into consideration when determining the length of a suspension. Students who engage in excessively violent confrontations, those who resist intervening staff, or those who attempt to re-engage after intervention may be suspended for longer periods of time and may be recommended for expulsion.
- Students who repeatedly engage in fighting or other aggressive physical behavior may be placed on probation and/or recommended for expulsion.

M. Incendiaries/Firecrackers

Possession of firecrackers, explosives, stink bombs, or incendiaries is prohibited and is subject to suspension and/or expulsion.

N. Forgery

Forgery of parent or staff signatures by students, forgery and/or possession or use of school forms, misrepresenting one's identity in an attendance call, tampering with school records, entering the school's data processing/attendance systems, or the use of restricted codes are prohibited and may result in suspension and/or expulsion.

O. Gambling

Engaging in any game of chance on school grounds is prohibited and may result in suspension and/or expulsion.

P. Gangs/Unauthorized Organizations

Gangs, cults, secret societies, and other unauthorized organizations are harmful to the educational process and threaten the safety of students. Being involved with any public school fraternity, sorority, or secret society, by being a member; promising to join; pledging to become a member; or soliciting any other person to join, promise to join, or be pledged to become a member is prohibited. Any activity related to a gang or unauthorized organization is strictly prohibited. Related activity includes, but is not limited to, verbal and non-verbal communication (gestures, handshakes, jewelry, etc.); the wearing of symbols, emblems, colors, tattoos, clothing or other adornment representing a gang or unauthorized organization; engaging in any activity intended to promote a gang or unauthorized organization including, but not limited to: distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to "represent" or act like a member of a gang or unauthorized organization; and, any effort to recruit for or further the interests of a gang or to intimidate any other student on behalf of a gang or unauthorized organization. Gang-related items will be confiscated and not returned. Students who engage in such activity may be suspended and may be recommended for expulsion and referred to the local police authorities.

Q. Inappropriate/Vulgar/Obscene Language

The use of language which is clearly vulgar and/or obscene will not be permitted and the student may be subject to suspension. Inappropriate insults are potential grounds for suspension. Vulgar or obscene remarks directed by students toward staff members in the form of name calling or personal insults may result in suspension and/or a recommended for expulsion. Verbal harassment of students or staff will not be tolerated and may be subject to suspension.

R. Insubordination

All students are expected to comply with reasonable staff directives essential to the effective, safe operation of the school. Disobeying rules of student conduct or reasonable directives from staff members or school officials will be grounds for suspension. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search. Chronic insubordination may constitute grounds for an expulsion recommendation.

S. Minor Physical Action

Physical contact, aggressive or in jest, between students is prohibited. These types of actions generate a climate that is not conducive to learning and may escalate into fights or other disruptive behaviors. Students that engage in this type of behavior are subject to disciplinary actions.

T. Mob Action

The assembly of two or more persons for the purpose of creating a disturbance, participating in an act of violence, intimidation, and/or damaging property is considered mob action. Taking part in these actions may result in suspension and may constitute grounds for an expulsion recommendation.

U. Refusal to Follow a Directive

To maintain a safe and orderly environment students are required to follow all reasonable directives from staff members. Students that do not comply with directives are subject to disciplinary actions.

V. Theft

Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property is possible grounds for suspension. Restitution shall be a requisite for reinstatement. The victim(s) shall be encouraged to refer the matter to the police authorities. Theft or possession of stolen property may also be grounds for expulsion.

W. Tobacco Products

Federal and state law prohibits smoking on school property. Students are prohibited from possessing, using, or selling tobacco products in school. Any student who possess, uses and/or sells tobacco (nicotine, electric cigarette) in school or on school grounds will be subject to disciplinary actions. In communities with "no smoking" ordinances, students may be referred to local police authorities. Tobacco products will be confiscated and will not be returned.

X. Unauthorized Areas/Trespassing and Loitering

Students must be in their designated area of the building during the school day. Students that leaving their designated area must have a pass from a staff member.

Students in the building after school must be supervised and be at their designated area of assignment. Any student in the building not involved in a school-related activity is considered as loitering and may be subject to disciplinary action.

Any person, including a suspended or expelled student, who refuses to identify himself upon entering a public school building and state the purpose of his entry is subject to up to a \$100 fine and may be arrested. (Chapter 122, Section 24-25)

Y. Vandalism

Students shall not write on walls, desks or deface or destroy school property. Vandalism may result in suspension and/or expulsion. Gross acts of vandalism will be referred to local police authorities. Vandalism of school buses will be treated as vandalism to school property. The Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

LEGAL REF.: 740 ILCS 115/1 et seq.

Z. Vaping

Federal and state law prohibits smoking on school property. Students are prohibited from possessing, using, or selling vaping products in school. Any student who possess, uses and/or sells vaping products (pens, vials, cartridges, etc.) in school or on school grounds will be subject to disciplinary actions. Devices found with THC or other illegal substances will be subject to disciplinary consequences equivalent to possession of illegal substances. Students may be referred to local police authorities. Vaping products will be confiscated and will not be returned.

AA. Verbal Altercation

Students who engage in verbal altercations may be suspended and may be placed on probation. Students have the option and are encouraged to use peer, or adult mediation to reduce or resolve conflict. Participation in mediation will be considered when determining the length of a suspension. Students who engage in excessively violent confrontations, those who resist intervening staff, or those who attempt to re-engage after intervention may be suspended for up to ten (10) school days and may be recommended for expulsion.

BB. Verbal threat to Staff or Student

Students who threaten another student or staff member may be suspended, referred to alternative placement or expulsion and referred to local police authorities.

CC. Violations of Good Conduct - Disciplinary Probation

We expect students to form the habit of not only observing the regulations contained herein, but also the general rules of good conduct and common sense acknowledged by the community in which we live. The fact that a particular violation of good conduct is not specifically mentioned in the foregoing pages is not a satisfactory defense for any improper conduct. It is simply impossible to list every action which is inconsistent with appropriate school behavior. Dangerous horseplay is an example of a violation of good conduct and will result in disciplinary action. Students who continually disrupt the educational process, as evidenced by frequent need for disciplinary intervention, will, at the discretion of the disciplinarian, be placed on disciplinary probation. Violation of any probationary stipulations may be grounds for suspension or expulsion.

DD. Violation of Safety Contract

Certain courses require the students/parent signature on a safety contract. The signature indicates that the student/parent are aware of the rules and regulations in place to ensure the safety of all students. Students who fail to follow these rules and regulations are subject to disciplinary action and/or being dropped from class.

EE. Weapon/Ammunition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one (1) calendar year, but not more than two (2) calendar years.

- Meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18, of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
- A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, and similar programs, whether or not school-sponsored, provided the item is not equipped and not intended to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

III. Disciplinary Practices

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as in the interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, the student’s parents, and other support personnel to help the student correct the behavior.

All disciplinary actions should be directed toward protecting the welfare of the school community and orderly operation of the school, as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel must consider the nature of the act, the student’s previous history, age and maturation, any mitigating circumstances, and the effect of the student’s actions on the welfare of the school community. Disciplinary responses may include, but are not limited to, the following:

- | | |
|---|--|
| ● Counseling / Social Work intervention | ● Probation |
| ● Attendance / Discipline contracts | ● Seizure of contraband |
| ● Peer Mediation | ● Temporary removal from class or activity |
| ● Warning | ● Referral to outside agency including Juvenile Court |
| ● Immediate correction | ● Compensatory or commensurate services equal to the infraction such as restoring property |
| ● Request for parent conference | ● Suspension of bus privileges (for bus misconduct) |
| ● Detention before or after school | ● Suspension in and out of School |
| ● Denial / Withholding of privileges | ● Expulsion |
| ● Restriction and/or compensatory service | ● Extended day |
| ● Lunch detention | |

Under extenuating circumstances, the principal and/or his/her designee shall have the right to institute change in any of the above. If there are any questions regarding these rules as they apply to the school which your son or daughter attends, please contact the building principal.

Disciplinary action taken which results in consequences for any student involved in sports or activities can result in loss of participation in the sport or activity for the current and/or future competitive season. For more detail, please consult the Athletic/Activity Code of Conduct in the Student Handbook.

A student who is subject to a suspension in excess of twenty (20) school days or an expulsion may be immediately transferred to an alternative program in the manner provided in Article 13A or 13B of the School Code.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

A. Specific Disciplinary Practices

● ***Detentions (Lunch, One, Two or Three Hours)***

There shall be an administrative detention hall established in each school. Each principal shall establish with his administrative team and faculty procedures for assigning students to detentions for minor disciplinary matters including excessive tardies and trancies. Students will not be required to serve detentions on the day issued unless they waive a delay to adjust their personal schedules. Students must bring assignments for Detentions.

Failure to serve detentions constitutes insubordination and may be grounds for more sever disciplinary consequences.

● ***In-School Suspension***

In-School Suspensions may be used for any offense that does not satisfy the tenets of an external suspension. Any student who does not successfully complete the day or days in ISS may receive more severe consequences.

● ***Suspensions***

The superintendent, principal, associate principal, assistant principal or dean of students may suspend students for a period not to exceed ten (10) days.

School officials shall limit the number and duration of suspensions to the greatest extent practicable and is recommended that they use them only for legitimate educational purposes. To ensure that students are not excluded from school unnecessarily, it is recommended that school officials consider non-exclusionary forms of discipline prior to the using out-of-school suspensions.

A student may be suspended for a period of one (1) to three (3) days if the students continued presence at school would pose:

1. A threat to school safety.
2. A disruption to other student's learning opportunities.

The threat or disruption shall be determined on a case-by-case basis by the school board or its designee. School officials shall make all reasonable efforts to resolve such threats, address such disruptions and minimize the length of suspensions to the greatest extent practicable.

A student may be suspended for a period of four (4) to ten (10) days only if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either:

1. Pose a threat to the safety of other students, staff or members of the school community.
2. Substantially disrupt, impede, or interfere with the operation of the school.

The threat or disruption shall be determined on a case-by-case basis by the school board or its designee. School officials shall make all reasonable efforts to resolve such threats, address such disruptions and minimize the length of suspensions to the greatest extent practicable.

The determination of whether “appropriate and available behavioral and disciplinary interventions have been exhausted” will be made by school officials. It shall be documented whether interventions were attempted or whether it was determined that there were no other appropriate and available interventions.

Students who are suspended out-of-school for longer than four (4) school days shall be provided appropriate and available support services during the period of their suspension. The determination of whether “appropriate and available support services have been exhausted” will be made by school officials. It shall be documented whether such services are to be provided or whether it was determined that there were no other appropriate and available services.

A school district shall create a policy to facilitate the re-engagement of students who are suspended out-of-school and returning to the school setting. This also holds true for student returning from expulsion or alternative placement.

The Superintendent shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student’s presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student’s parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, a rationale for the duration of the suspension and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The Board of Education must be given a summary of the notice, including the reason for the suspension and the suspension length.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student’s parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer’s report, the Board shall take such action as it finds appropriate.

BOARD POLICY:
LEGAL REF.:

7:200
105 ILCS 5/10-22.6(b).
Gross v. Lopez, 95 S.Ct. 729 (1975).
Sieck v. Oak Park River-Forest High School, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

Students suspended from school are excluded from the building and all school activities for the period of time indicated on the report of suspension. Suspended students found on school property during school hours, at any school activity, or riding a school bus are regarded as trespassers and will be treated accordingly

Specifically, any student under suspension (1) may not return to school property or participate in any school related or school sponsored learning experience, class, activity, or event during the suspension, except for an administratively-authorized meeting with the student/parents regarding the suspension or to comply with an administratively-arranged final examination schedule; and (2) may not return to school property to obtain any learning materials. Any student violating this restriction shall be recommended for expulsion and will be subject to arrest.

- ***Student Probation***

Students with chronic discipline issues may be placed on a probation contract which entails supportive interventions and potential loss of privileges for a limited period of time. Failure to comply with the expectations within the probationary contract may lead to a recommendation for expulsion from school or alternative school placement.

- ***Student Expulsion***

A student may be expelled only if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either:

1. Pose a threat to the safety of other students, staff or members of the school community.
2. Substantially disrupt, impede, or interfere with the operation of the school.

Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:

1. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
2. The time, date, and place for the hearing.
3. A short description of what will happen during the hearing.
4. A statement indicating that The School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
5. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.

Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board of Education or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

If the Board acts to expel a pupil, the written expulsion decision shall detail the specific reason why removing the pupil from the learning environment is in the best interest of the school. The expulsion decision shall also include a rationale as to the specific duration of the expulsion.

BOARD POLICY
LEGAL REF.:

7:210
105 ILCS 5/10-22.6(a).
720 ILCS 570/102 et seq.
Goss v. Lopez, 95 S.Ct. 729 (1975).

Students recommended for expulsion are excluded from the building for the period of time indicated on the Report of Suspension and/or until the Board takes action on the expulsion recommendation. The principal

has the authority to make exceptions in individual cases. Such students found on school property, at any school activity, or riding a school bus are regarded as trespassers and will be treated accordingly.

The Board of Education may expel a student found guilty of gross misconduct for any definite period up to a maximum of two calendar years, as determined on a case-by-case basis. A student who brings a weapon to school is subject to automatic expulsion for one calendar year. Students who have been expelled by the Board of Education are not eligible to attend any District 218 school for the duration of the expulsion.

Any student placed in an alternative school in lieu of expulsion will not be able to participate in athletics and extracurricular activities, including dances (Homecoming, Prom, etc.) and graduation, for the duration of his or her alternative placement. Exceptions to this rule will be made by the Board of Education or Superintendent.

B. Required Notices

A school staff member shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent(s)/guardian(s). "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

C. Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certified educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

D. Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within fifteen (15) days of the beginning of the school year or a student's enrollment.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7151 et seq.
Pro-Children Act of 1994, 20 U.S.C. §6081.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36,
5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B,
5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:240 (Board Policy Development),

6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program),
7:70 (Attendance and Truancy),
7:130 (Student Rights and Responsibilities),
7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism),
7:180 (Preventing Bullying, Intimidation, and Harassment),
7:200 (Suspension Procedures), 7:210 (Expulsion Procedures),
7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students),
8:30 (Visitors to and Conduct on School Property)

REVISED: October, 2011

The School Reporting of Drug Violations Act (PA 90-395) mandates when a school is to make a report to law enforcement agencies by requiring certain drug-related activities to be reported to the local police or the county sheriff's office. The principal of any public secondary school, or the principal's designee, must report certain violations of the Cannabis Control Act and the Controlled Substance Control Act. Reports are required of any violation of the prohibition in those acts of the manufacture, delivery or possession, with intent to manufacture or deliver any amount of cannabis or of a controlled substance or look-alike in school, on a school bus, on school property, or on a public way within 1,000 feet of a school. The report must be made immediately of becoming aware of the incident. (SEE SECTION II, Q.)

Districts are required to report to local law enforcement all verified incidents involving firearms or weapons in school or on school property immediately. The incident must also be reported to the Department of State Police as required by the Department. (SEE SECTION II, P)

Certain other incidents must also be reported to local law enforcement: when a student physically batters school personnel (105ILCS 5/10-21.7); when the safety and welfare of students and teachers is threatened by illegal use of alcohol or drugs (Sec. 10-21.4a); gunshot injuries must be reported by a treating school nurse (20 ILCS 2630/3.2); suspected child abuse must be reported to DCFS (325 ILCS 5/4). If a school district is notified of a currently or previously enrolled child's disappearance, the school must flag the child's record and, if any request is made to have the record transferred, the district must immediately notify the State Police (325 ILCS 50/5). (See Section IV, F.)

E. Agency and Police Interviews

The Superintendent shall manage requests by agency officials or police officers to interview students at school through procedures that: (1) recognize individual student rights and privacy, (2) minimize potential disruption, (3) foster a cooperative relationship with public agencies and law enforcement, and (4) comply with State law.

LEGAL REF.: 55 ILCS 80/1 et seq., Children's Advocacy Center Act.
325 ILCS 5/1 et seq., Abused and Neglected Child Reporting Act.
720 ILCS 5/31-1 et seq., Interference with Public Officers Act.
725 ILCS 120/1 et seq., Rights of Crime Victims and Witnesses Act.

IV. **Misconduct by Students with Disabilities**

A. Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will ensure that a committee comprised of individuals with a knowledge base in behavioral change continue to develop, implement, and monitor procedures on the use of behavioral interventions for children with special needs.

B. Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion. A special education student may be suspended for periods of no more than ten (10) consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing the student's placement to an appropriate interim alternative educational setting for up to forty-five (45) days, if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than forty-five (45) days in accordance with the IDEA. The length of time a student with a disability is placed in an alternative educational setting must be the same amount of time that a student without a disability would be subject to discipline.

BOARD POLICY: 7:230

V. **Bullying**

A. Cyberbullying

Cyber-Bullying can pose a threat to the safety of students, staff, or members of the school community. It can also disrupt other students' learning opportunities.

1. **Definition of Cyberbullying.** Cyberbullying is defined as bullying through the use of technology or any electronic communication, including without limitation any transfer of signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. "Cyberbullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. "Cyberbullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on electronic medium that may be accessed by one or more persons if the distribution of posting creates any of the effects enumerated in the definition of bullying in (105 ILCS 5/27-23.7(b)).
2. **Prohibition on Cyberbullying.** Bullying is prohibited through the transmission of information from an electronic device that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district of school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item applies only in cases in which a school administrator or teacher

receives a report that bullying through this means has occurred and does not require a district of school to staff or monitor any non-school-related activity, function, or program.

3. **Process to determine if an Incident is Within the Scope of the Policy.** Public Act 98-0801 also instituted a requirement that a district's bullying policy or implementing procedure shall include a process to investigate whether a reported act of bullying is within the permissible scope of the district's or school's jurisdiction and shall require that the district of school provide the victim with information regarding services that are available within the district and community, such as counseling, support services, and other programs.
4. **Legal Jurisdiction of school to obtain passwords.** If your child has an account on a *social networking website*, e.g., Facebook, Instagram, Twitter, ask.fm, etc., please be aware that State law requires school authorities to notify you that your child may be asked to provide his or her password for these accounts to school officials in certain circumstances. *Social networking website* means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system. School authorities may require a student or his or her parent/guardian to provide a password or other related account information in order to gain access to his/her account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.
105 ILCS 75/.

Students may not use electronic means, the internet, or internet social media to harass, intimidate or bully a student. The threat could be reasonably interpreted as threatening to the safety and security of the threatened individual, (the threat was made in the school, or the threat was sent to a third party by electronic means from outside of the school) because of his or her duties or employment status or status as a student inside the school.

B. Bullying (Intimidation and Harassment)

Bullying (Intimidation and Harassment) poses a threat to the safety of students, staff, or members of the school community and causes a disruption to the learning environment.

No person, including a District employee or agent, or student, shall harass, intimidate or bully a student. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, visual, or cyber bullying that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

C. Sexual Harassment

Sexual Harassment poses a threat to the safety of students, staff, or members of the school community and disrupts the learning environment.

Sexual harassment of students, staff or any member of the school community is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;

- b. Creating an intimidating, hostile, or unsafe educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating,” “hostile,” and “unsafe” include conduct that has the effect of humiliation, embarrassment, intimidation, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities. Sending pictures through electronic methods / devices; sexting; using or sending any inappropriate sexual material through the use of social media. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Building Principal, Assistant Principal, Dean of Students, or any staff member with whom the student feels comfortable. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Mrs. Kerri Piscitelli, Director of Special Education
 10701 S Kilpatrick
 Oak Lawn, IL 60453
 (708) 424-2000 ext. 2562
kerri.piscitelli@chsd218.org

Complaint Managers:

Dr. Mike Ryan, Asst. Supt. for Human Resources & Operations
 10701 S Kilpatrick
 Oak Lawn, IL 60453
 (708)424-2000 ext. 2521
mike.ryan@chsd218.org

Dr. Sue Feeney, Asst. Supt for Special Services & Instructional Engagement
 10701 S Kilpatrick
 Oak Lawn, IL 60453
 (708)424-2000 ext. 2561
sue.feeney@chsd218.org

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments.
 34 C.F.R. Part 106.
 105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.
 775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
 23 Ill.Admin.Code §1.240 and Part 200.
 Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999).
 Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).
 Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).
 West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

2:240 (Board Policy Development),
 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School
 and Graduation Incentives Program),
 7:70 (Attendance and Truancy),
 7:130 (Student Rights and Responsibilities),
 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student
 Appearance), 7:170 (Vandalism),
 7:180 (Preventing Bullying, Intimidation, and Harassment),
 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures),
 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code
 for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students),
 8:30 (Visitors to and Conduct on School Property)

2:260 (Uniform Grievance Procedure), 5:20 (Sexual Harassment),
 7:10 (Equal Educational Opportunities); 7:180 (Prevention of and Response to Bullying,
 Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student
 Discipline), 7:240 (Conduct Code for Participants in Extracurricular Activities)

CROSS REF.:

REVISED: November, 2014

D. Preventing, Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from an electronic device that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

For purposes of this policy, the term *bully* includes *cyber-bullying* means any severe or pervasive physical or verbal act of conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonable predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student’s person or property.
2. Causing a substantially detrimental effect on the student’s physical or mental health.
3. Substantially interfering with the student’s academic performance.

4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
5. Substantially disrupt, impede or interfere with the operation of the school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

E. Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to any staff member. Anonymous reports are also accepted.
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

- a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:310, Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

LEGAL REF.: 405 ILS 49/, Children's Mental Health Act.
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:310 (Restrictions on Publications and Written or Electronic Material)

REVISED: November, 2014

- ***Bullying Prohibited***

Community High School District 218's value statement about an orderly environment states, "We will foster a safe and inviting school where 21st century learning is the focus." To that end, a learning environment that is free from any form of threatening and/or intimidating behavior is essential to maintaining a safe, secure school environment.

Any student who bullies, cyberbullies, intimidates or harasses another person for any reason will be subject to school action based on Board of Education policies and the law. Any behavior which interferes with another person's educational performance or that creates an intimidating, hostile, unsafe, or offensive educational environment will not be tolerated in CHSD 218 schools and will be considered grounds for disciplinary action.

- ***Consequences of Bullying***

A complaint of bullying including cyberbullying involves an allegation by a student that another student has engaged in any bullying tactics. Because any victim of bullying should have a right to prevent bullying without fear, reprisal or retaliation, allegations of bullying shall be promptly investigated by school officials.

Any victim of bullying should follow these procedures:

1. Do not ignore an incident of bullying. Report the incident immediately to an adult staff member as soon as possible. The victim can report the incident to a teacher, counselor, social worker, staff member, or school administrator.
2. Mediation may often be a first chance to solve the problem if this seems appropriate. Such mediation can include conversations with adult staff or peer mediators.
3. If the bullying continues, request school authorities to write and document a referral of the incident. A written referral should include:
 - a. Date and time of the incident.
 - b. Details of what happened.
 - c. List any witnesses to the incident
4. School authorities will act upon the referral as follows:
 - a. School officials will notify the parents of the student who violates policies on bullying. Parents will be given the details of the incident and asked to help stop the bullying behavior. Officials will also contact the parents of the victim to detail the nature of the bullying incident.
 - b. Depending on the severity of the incident, a student who bullies or cyberbullies another:
 - i. May be directed to undergo peer mediation.
 - ii. May be referred to school counseling services.
 - iii. May be assigned detentions as appropriate.
 - iv. May be suspended from school for up to ten (10) days.
 - v. May be expelled if repeated incidents of bullying continue.

LEGAL REF.: Title IX of the Educational Amendments, 20 U.S.C. § 1681 et seq.
34 C.F.R. Part 106.
105 ILCS 5/10-22.5 and 5/27-1.
23 Ill. Admin. Code §200.10 et seq.
Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999).
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).
Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).
West v. Derby Unified School District No. 260, 106 F.3d 1358 (10th Cir., 2000).

- ***Hazing Prohibited***

Hazing and initiation activities that involve hazing are abusive and illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust and mean-spiritedness. Hazing is defined as any action or situation created that causes, or is reasonably likely to cause, harassment, bodily danger or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any student or person associated with the school.

Students are prohibited from engaging individually or collectively in any form of hazing or related initiation activity on school grounds or any school activity. Any student who participates in hazing activities will face disciplinary action. Also, depending on the circumstances of the action involved, the student may be referred to appropriate law enforcement officials for further legal action.

VI. Other Board Policies

Community High School District 218’s Internet, 1:1 Devices, Email and Computer Use Guidelines

A. Access to the Internet

The School Board’s goal is to include the Internet in the District’s instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

“Internet” includes all information accessed by Internet sites, email, online services, and bulletin board systems.

B. Access to Electronic Network

The use of the District’s electronic network is limited to: support of education and/or research, or a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District’s Authorization of Electronic Network Access.

C. Curriculum

The use of the Internet shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and development levels of the students. The Internet shall comply with the selection criteria for instructional materials and library-media center materials. Employees, consistent with the Superintendent’s implementation plan, may use the Internet throughout the curriculum.

The Internet is part of the curriculum and is not a public forum for general use.

D. Acceptable Use

All use of the District's connection to the Internet must be in support of education and/or research, and be in furtherance of the School Board's stated goal. Use is a privilege, not a right. General rules for behavior and communications apply when using the Internet. The District's Authorization for Internet Access contains the appropriate uses, ethics, and protocol for the Internet, email and general computer use. School officials might monitor electronic communications and downloaded material.

E. Authorization for Internet Access

The failure of any student or employee to follow the terms of this policy may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

F. Terms and Conditions

1. Acceptable Use - Access to the District's computers, email and Internet must be for the purpose of education or research and be consistent with the educational objectives of the District. The use of the District's computers, email and Internet are privileges, and inappropriate use may result in a cancellation of those privileges or further disciplinary actions.
2. Privacy/Monitoring of Use - All computers, email and Internet information remain the property of the School District; no user has any expectation of privacy in any such materials. Computer, email and Internet access are provided for educational purposes. These are privileges, not rights. The District reserves the right to monitor, inspect, copy, review, store and download all information or data sent or received relative to all computer, email and Internet usage at any time without notice.
3. Privacy/Monitoring of Personal Social Networking Accounts - District 218 may request or require students to provide their username(s) and password(s) to their social networking accounts if there is just and reasonable cause that the content posted on the account violates school rules and disciplinary codes of conduct. The law defines social networking sites as web-based sites that "allow individuals to (1) construct a public or semi-public profile; (2) create a list of other users with whom they share a connection; and (3) view and navigate their list of connections and those made by others within the system." This law applies to content posted anywhere, anytime — whether at home or at school — by students. Content that is deemed to violate published student codes of conduct will result in disciplinary action Public Act 98-0129.
4. Unacceptable Use - Students and employees are responsible for their actions and activities involving the computers, Internet and email. Some examples of unacceptable use include, but are not limited to the following:
 - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - Downloading of software, regardless of whether it is copyrighted or free of viruses;
 - Downloading copyrighted material for other than personal use;
 - Using the network for private financial or commercial gain;
 - Wastefully using resources, such as file space;
 - Gaining unauthorized access to resources or entities;
 - Invading the privacy of individuals;
 - Using another user's account or password;

- Posting material authored or created by another without his/her consent;
 - Posting anonymous messages;
 - Using the network for commercial or private advertising;
 - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - Using the network while access privileges are suspended or revoked.
5. Computer, 1:1 Devices, Internet and Email Etiquette - Students and employees are expected to abide by the generally accepted rules of computer, 1:1 Devices, Internet and email etiquette. These include, but are not limited to, the following:
- Be polite. Do not become abusive in your messages to others;
 - Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language;
 - Do not reveal the personal addresses or phone numbers of yourself, other students or colleagues;
 - Recognize that electronic mail (email) is NOT private. People who operate the system have access to ALL mail. Messages relating to or in support of illegal activities may be reported to the authorities;
 - Do not use the network in any way that would disrupt its use by other users;
 - Consider all communications and information accessible via the network to be private property of the District; and
 - Email messages that are not pertinent to education are restricted. Examples of restricted/prohibited messages include, but are not limited to, “chain letter” emails, jokes, comics, photographs, inappropriate articles, and any other messages that are not appropriate in an educational environment and do not foster teaching and learning.
6. Restriction/Filtering Measures - The District, either on its own or in conjunction with the Internet service provider or technology consultant providing Internet access, will use filtering software or other technologies to try to screen or prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors, or (4) disrupt other students’ learning opportunities. The District will also monitor the online activities of users, through direct observation and/or available means, to ensure that users are not accessing such unlawful or prohibited depictions or for students, any other material that is inappropriate for minors. Filtering software or other electronic protections systems may be overridden by school personnel, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.
7. Web Pages - The District provides web page creation training for teachers and provides space availability on a specific server for only educational purposes. The content of teacher’s District web pages is the sole responsibility of the teacher. When placing hyperlinks to outside web pages on a teacher’s page, it is suggested that this is done using extreme caution. Teachers should thoroughly review any link that is placed on their web page.

Student “Links” on Teacher’s Web Pages – Hyperlinks to student’s web pages are strictly prohibited from placement on a teacher’s web page. These links cannot be monitored for pertinent education information, and it would not be possible to measure/monitor the integrity of the link.

Student Work on Teacher’s Web Pages – “Work” (e.g., artwork, written documents) that has been completed by a student may be posted on a teacher’s web page provided the parents or guardians of the student have granted proper approval. In addition, if a student’s photograph appears on a page, his name is prohibited from use on the same page as his picture. A name of a student may appear provided there is no picture.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals
 - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
8. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages a student or employee may suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence by students or employees’ errors or omissions. Use of any information obtained via the Internet is at students’ and employees’ own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 9. Indemnification - The user agrees to indemnify the 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 Authorization.
 10. Security - Network security is a high priority. If a student or employee identifies a security problem on the Internet, you must notify the consultant/supervising administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
 11. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
 12. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

G. Personal Technology 1:1 Devices and Social Media: Usage and Conduct

Social Media – Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes *Facebook, LinkedIn, My-Space, Twitter, and You Tube.*

Personal Technology – Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes smartphones such as BlackBerry®, android®, iPhone®, and other devices, such as, iPads® and iPods®.

Usage and Conduct - All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships in policy 5:120, *Ethics and Conduct* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:120, *Ethics and Conduct*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill. Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
6. Use personal technology, 1:1 devices and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Ethics and Conduct*.
2. Direct Building Principals to annually:
 - Provide their building staff with a copy of this policy.

- Inform their building staff about the importance of maintaining high standards in their school relationships.
 - Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
 4. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

H. Community High School District 218's Internet, Email and Computer Use Agreement

Students in _____ grade or above will be eligible to use the Internet. Students, parent(s), and employees need only sign this Agreement once while enrolled or employed by the School District.

I understand and will abide by the above Agreement. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use, the Internet.

DATE: _____ USER SIGNATURE: _____

Required for students

I have read this Agreement, as well as the Internet Computer Resources and Use Guidelines. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials of software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of the Agreement with my child. I hereby request that my child be allowed access to the District's Internet.

DATE: _____

PARENT/GUARDIAN NAME (Please Print): _____

SIGNATURE: _____

I. Attendance Areas

- The boundaries of the attendance areas within the District shall be defined by the Board of Education.
- Students who change their residence may, at the discretion of their principal and parents, either complete the school year at the attendance center where they are enrolled or transfer to the attendance center serving the area of their new residence. In the event that the family elects to continue attendance at the former center, the parents will be responsible for transportation.
- Students/parents/guardians who move from their address within the district must notify the administration of their change of address.
- If it is suspected that students/parents/guardians have moved from their address and have not notified the administration, a residency investigation will be requested.

J. Denial of Enrollment for Academic or Attendance Reasons

A student 17 years of age or older may be denied enrollment for one semester for failure to meet minimum academic standards if all of the following conditions are met:

1. The student achieved a grade point average of less than “D” (or its equivalent) in the semester immediately prior to the current semester.
2. The student and the student’s parent or guardian are given written notice warning that the student is failing academically and is subject to denial from enrollment for one semester unless a “D” average (or its equivalent) or better is attained in the current semester.
3. The parent or guardian is provided with the right to appeal the notice, as determined by the State Board of Education in accordance with due process.
4. The student is provided with an academic improvement plan and academic remediation services.
5. The student fails to achieve a “D” average (or its equivalent) or better in the current semester.

A student 17 years of age or older may be denied enrollment for one semester for failure to meet minimum attendance standards if all of the following conditions are met:

1. The student was absent without valid cause for 20% or more of the attendance days in the semester immediately prior to the current semester
2. The student and the student’s parent or guardian are given written notice warning that the student is subject to denial from enrollment for one semester unless the student is absent without valid cause less than 20% of the attendance days in the current semester.
3. The student’s parent or guardian is provided with the right to appeal the notice, as determined by the State Board of Education in accordance with due process.
4. The student is provided with attendance remediation services, including without limitation assessment, counseling and support services.
5. The student is absent without valid cause for 20% or more of the attendance days in the current semester.

A student who is at least 17 years of age or older but not more than 19 years of age will not be denied enrollment (or reenrollment for a dropout) for more than one consecutive semester for failure to meet academic or attendance standards. No student will be denied enrollment or reenrollment in violation of the Individuals With Disabilities Education Act or the Americans With Disabilities Act.

A student or parent who wishes to appeal any notice sent pursuant to this Policy will be provided with a hearing before a hearing officer appointed by the Board of Education, and the Board of Education will decide the matter at its next regular meeting after the receipt of the hearing officer’s report.

K. Eligible Students

Pupils who live with one or both parents, or with a legal guardian, at an address within the District shall be eligible to attend school in the District. Where there is doubt as to whether or not a pupil is legally entitled to attend school in the District, the case shall be referred to the principal. If the principal ascertains that the child is not living with his parents or legal guardian, as defined by state law and District procedures, or has moved into the District solely to attend school, the pupil shall not be admitted. Students in attendance who are not eligible shall be dropped from District 218 and may be held responsible for costs incurred to date for non-resident tuition and other charges.

A student who is attending a district school, but is determined to be a non-resident, is entitled to a hearing. School districts may not re-enroll any child above the age of seventeen (17) who has dropped out of school and who could not, because of advanced age and lack of credits, attend classes during the normal school year and graduate before his/her twenty-first birthday. Once the child is denied re-enrollment, however, the school District must provide counseling and direct the child to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma.

L. Non-Resident Students

Non-resident students shall be admitted only by action of the Board of Education on a tuition basis.

M. Authorized School Vehicles

All authorized school vehicles, including school buses, shall be regarded as school property where school regulations are in effect and students are subject to disciplinary action for violation of same.

N. Automobiles

When reasonable suspicion exists, vehicles entering Community High School District 218 properties are subject to search without warrant by school authorities, school police liaisons, or resource officers and local law enforcement working with them. Students wishing to drive an automobile to school must have a minimum grade point average of 2.0, possess a valid driver's license, produce proof of automobile insurance, purchase a parking sticker, and abide by regulations regarding student use of automobiles during the school day and in connection with school activities as established by the principal. Violations of these regulations will be subject to disciplinary action. The school retains regulations regarding student use of automobiles during the school day and in connection with school activities shall be established by the principals. By securing a parking sticker to park on school premises, the student understands that he/she may be subject to a search of said vehicle when school authorities have reasonable suspicion of activities which violate school rules/regulations. Violators of these regulations will be subject to disciplinary action. The school retains the right to permit, suspend or revoke student driving privileges related to school based on each student's attendance/discipline record. Signs will be posted indicating that student parking is allowed by permit only. Violators shall be towed at the owner's expense.

O. Bus Information

● ***Electronic Recording on School Buses***

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act.

BOARD POLICY: 7:220
LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99.
105 ILCS 5/10-20.14, 5/10-22.6, and 10/1 et seq.

Students are also subject to forfeiture of bus privileges. All authorized school vehicles, including school buses will be regarded as school property where school regulations are in effect at all times and students will be subject to disciplinary action for violations of these regulations and guidelines. Disciplinary action

may include parent conferences, detentions, suspension, restitution, and/or forfeiture of bus privileges as appropriate.

- ***Review of Electronic Recordings***

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random.

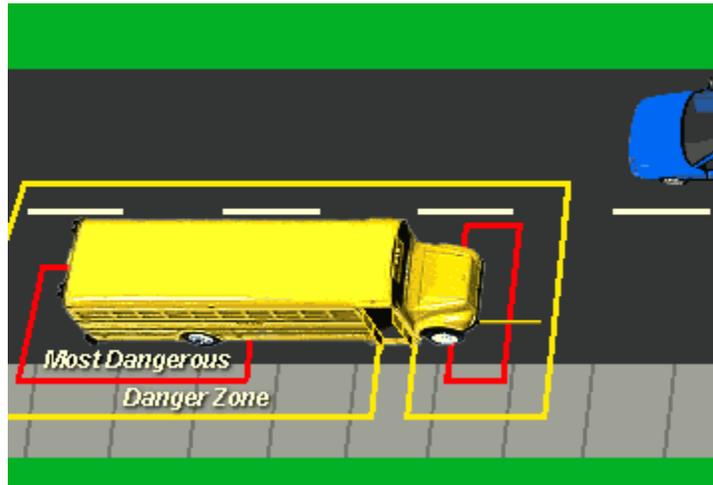
Viewing and/or listening to electronic video and/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, administrator, including the Building Principal, transportation director, bus driver, and coach or other supervisor. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and date the video recording was viewed.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

- ***Notice of Electronic Recordings***

Notice of the adopted policy regarding video and audio recordings shall be: (1) clearly posted on the front door and interior of the school bus, (2) provided to students and parents/guardians, and (3) included in student handbooks and other documents.

- ***Administrative Procedure - School Bus Safety Rules***



1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the driver's instructions. Be courteous to the driver and other students and avoid making noises that would distract the driver or bother other passengers.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something.
11. Carry your student identification/bus pass at all times and show it to your bus driver when boarding your assigned bus.
12. Remember that all school rules apply at all times on school buses. All rules apply to daily, activity, athletic and/or field trip buses.

BOARD ADMINISTRATIVE PROCEDURE 4:170-AP-3

P. Computer use: Interfering with, Tampering, or Damaging Computer Data Systems

Students who deliberately damage school/district supported computer hardware, software or other related systems may be suspended and/or recommended for expulsion. Restitution shall be a requisite for reinstatement to any school program.

Students who tamper with, attempt to damage or threaten to do damage to school/district computer hardware, software or information/data systems may be suspended and/or recommended for expulsion and may be denied access to school/district computer systems.

Q. Consumption of Food

Unless otherwise authorized, all food and beverages will be served and consumed in the school cafeteria. Failure to comply may result in disciplinary action.

R. Electronic Equipment

As of the 2017-2018 school year, all students and staff will be issued 1:1 device. These devices are to be used at the discretion of the teacher for educational purposes. All other requirements and responsibilities associated with the iPad are outlined in the iPad policies, procedures and insurance agreement.

Other electronic devices, whether used for communication purposes or not, may not be used in the school during regular school hours or any time deemed inappropriate by school authorities unless the classroom teacher grants permission, except in cases of extreme emergencies, as determined by the principal or his/her designee.

Laser pens will not be permitted at any time unless under a staff member's direct supervision and in the context of supervision. Failure to comply with this regulation will result in disciplinary action that may include confiscation of the device.

Devices must be turned off, secured, and out of sight. The misuse of the above electronic devices is prohibited at all times on CHSD 218 property. Failure to comply with this regulation will result in disciplinary action and may result in confiscation of the device. Any student in violation of this rule may be subject to suspension.

District 218 is not responsible for the loss or theft of personal property specified in this section.

Using or possessing an electronic communication device, such as a smart phone, a cellular telephone, video recording device, personal digital assistant (PDA), 1:1 devices or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smart phone or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

S. Immunization Requirements

Each student should have the immunization required by law or have an authorized waiver. This is for the safety of all students and in accordance with State law. Any student who does not have the required documentation will be excluded from school and/or will not be able to start the school year. Any question about immunizations should be directed to the school nurse.

T. Internet Use

● ***School-Sponsored Publications and Web Sites***

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission. All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

● ***Non-School Sponsored Publications and Web Sites Accessed or Distributed at School***

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds. The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed

by the School District. Accessing or distributing “at school” includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing creating, or publishing such material intending for it to be accessed or distributed at school.

- ***Student-Created or Distributed Written or Electronic Material Including Blogs***

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.:	Hazelwood v. Kuhlmeir, 108 S.Ct. 562 (1988)
	Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 12956 (7 th Cir. 1993)
	Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 (1969)
CROSS REF.:	6:235 (Access to Electronic Networks)
	8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

The entire computer network is the property of Community High School District 218. The Internet/Computer Resources and Use Guidelines which details students’ behavior with respect to technology in CHSD 218 are included in this handbook. Students must understand that our district monitors/searches e-mail and electronic files. Violation of our user agreement and rules regarding technology is an act of gross disobedience or misconduct.

District 218 is in full compliance with the Children’s Internet Protection Act. All internet-accessible stations utilize technological protection measures which prohibit access to visual depictions that are obscene, child pornographic and harmful to minors. Abuses and/or violations of the District 218 Internet Use Agreement may result in termination of the student’s account and access to the Internet and/or additional disciplinary action. In addition, extreme cases of misuse, such as pornography or criminal activity may result in restitution of costs, suspension, a recommendation for expulsion, and/or referral to law enforcement officials.

U. Lockers

Lockers remain the property of the school and are provided to students without charge. The rights of personal property, as well as the rights of the school, must be afforded consideration. The school principal, or other or principal’s designee, is authorized to open lockers and to examine the contents, including personal belongings of students, only when the school official has reasonable suspicion to believe that the contents threaten the safety, health, or welfare of students, or include suspected stolen property or items which are specifically prohibited by law, Board policy, or school regulations. Students are personally responsible for all contents in their lockers. Whenever possible, the student should be present at the time of such entry and inspection.

Students are prohibited from sharing their locker. Disciplinary action may result from violations.

V. Loss of Privileges

Participating in student activities is viewed by Community High School District 218 as an important and worthwhile endeavor, which enhances the educational process. Participation is considered an extension of, but separate from, the regular high school program. While the regular curricular program is a right afforded to each student, participation in extracurricular activities is a privilege and, as such, carries certain expectations beyond those found in the normal classroom situation. In order to participate in the extracurricular activities, students must be willing to fulfill expectations for appropriate behavior.

Loss of Privilege is a restriction placed upon a student who fails to demonstrate responsible behavior and who has chosen to violate the school’s discipline code, and/or the law.

LOSS OF PRIVILEGE means that the student has forfeited the privilege to attend any after school activities. The student must exit the building ten (10) minutes after the school day has ended. The student has permission to remain at school only for the following after school activities:

- Detention
- Academic support
- To attend a meeting, practice or contest for a club, activity or sport for which a student is a current active member.

The student must exit the building once these activities have concluded.

Students who have attained Loss of Privileges have forfeited the privilege to attend extracurricular activities for a period of one quarter. This Loss of Privileges will be evaluated by the disciplinarian and may be terminated based upon behavioral/attendance progress at the end of the quarter. Students who fail to meet the behavioral expectations of our school may have the timeframe for their loss of privileges extended in addition to other consequences deemed appropriate for any infractions.

W. Medications

- Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the medication must be brought and stored in the school nurse's office and all district procedures on dispensing medication must be followed. All controlled substances must be brought to the school nurse by the student's parent or guardian.
- No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.
- Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.
- The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

- A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

School District Responsibility of Undesignated Epinephrine Auto-Injectors

- The district schools are hereby authorized to maintain a supply of undesignated epinephrine auto-injectors, as prescribed by a properly licensed physician, for use by students, school personnel or by the school nurse, as permitted by the Emergency Epinephrine Act. *Undesignated epinephrine auto-injector* means an epinephrine auto-injector prescribed in the name of the District or one of its schools.
- The school nurse is authorized to him/herself administer an undesignated epinephrine auto-injector or to provide an undesignated epinephrine auto-injector that meets the prescription on file with the district, to a student, and/or to school personnel, as authorized under an Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form or 504 plan. The school nurse is further authorized to administer an undesignated epinephrine auto-injector to any student that the school nurse in good faith believes is having an anaphylactic reaction.
- The Superintendent, or designee, shall establish or amend the district guidelines and procedures to properly implement the requirements of the Emergency Epinephrine Act (Public Act 97-361).
- Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.
- Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30© of the School Code apply.
- No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

BOARD POLICY: 7:270

Administrative Procedures

<p>Parents/Guardians</p>	<p>Ask the child’s physician, dentist, or other health care provider who has authority to prescribe medications if a medication, either prescription or non-prescription, must be administered during the school day. “Medications” includes an epinephrine auto-injector (“EpiPen®”) and asthma inhaler medication. If so, ask the health care provider to complete a “School Medicine Authorization Form.” This form must be completed and given to the school before the school will store or dispense any medication and before your child may possess asthma medication or an EpiPen®. If a student is on a medication indefinitely, the parent/guardian must file a new “School Medication Authorization Form” every year. Bring the medication to the school office. If the medicine is for asthma or is an EpiPen®, a student may keep possession of it for immediate use at the student’s discretion. Bring prescription medication to the school in the original package or appropriately labeled container. The container shall display: Student’s name Prescription number Medication name and dosage Administration route and/or other direction Dates to be taken Licensed prescriber’s name Pharmacy name, address, and phone number Bring non-prescription medications to school in the manufacturer’s original container with the label indicating the ingredients and the student’s name affixed. At the end of the treatment regime, remove any unused medication from the school.</p>
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School Office Personnel	<p>Provide a copy of these procedures, as well as a “School Medication Authorization Form,” to inquiring parents/guardians.</p> <p>Whenever a parent/guardian brings medication for a student to the office, summon the school nurse.</p> <p>If the school nurse is unavailable, accept the medication, provided the parent/guardian submits a completed “School Medication Authorization Form” and the medication are packaged in the appropriate container.</p> <p>Put the medication in the appropriate locked drawer or cabinet. Tell the school nurse about the medication as soon as possible.</p>
School Nurse (certificated school nurse or non-certificated registered professional nurse)	<p>Ensure that a parent/guardian who brings medication for his or her child has complied with the parent/guardian’s responsibilities as described in this administrative procedure.</p> <p>In conjunction with the licensed prescriber and parent/guardian, identify circumstances, if any, in which the student may self-administer the medication and/or carry the medication. A student will be permitted to carry and self-administer medication for asthma or an EpiPen®.</p> <p>Store the medication in a locked drawer or cabinet. A student may keep possession of medication for asthma or an EpiPen®. Medications requiring refrigeration should be refrigerated in a secure area.</p> <p>Plan with the student the time(s) the student should come to the nurse’s office to receive medications.</p> <p>Document each dose of the medication in the student’s individual health record. Documentation shall include date, time, dosage, route, and the signature of the person administering the medication or supervising the student in self-administration.</p> <p>Assess effectiveness and side effects as required by the licensed prescriber.</p> <p>Provide written feedback to the licensed prescriber and the parent/guardian as requested by the licensed prescriber.</p> <p>Document whenever the medication is not administered as ordered along with the reasons.</p> <p>If the parent/guardian does not pick up the medication by the end of the school year, discard the medication in the presence of a witness.</p>
Building Principal	<p>Supervise the use of these procedures.</p> <p>Perform any duties described for school office personnel, as needed.</p> <p>Perform any duties described for school nurses, as needed, or delegate those duties to appropriate staff members. No staff member shall be required to administer medications to students, except school nurses, non-certificated and registered professional nurses, and administrators.</p> <p>Make arrangements, in conjunction with the parent/guardian, supervising teachers, and/or bus drivers for the student to receive needed medication while on a field trip. Unless these arrangements can be made, the student must forego the field trip.</p>

BOARD ADMINISTRATIVE PROCEDURE: 7:270-AP

X. Parental Notification and Permission

The Educate America Act (PL 103-227) requires that parents be notified and give their permission for any student participation in surveys that reveal information about sexual behavior or attitudes, political affiliation, or any potentially embarrassing mental or psychological problems. Copies of this law are available in the school office.

Y. Public Display of Affection

Inappropriate public display of affection is not allowed on school property or at any extracurricular activity. For example, inappropriate and vulgar dancing will not be allowed. Recurring public displays of affection may result in disciplinary action and/or removal from the activity.

Z. Searches of Students and Their Possessions

In order 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" includes school liaison police officers.

- ***School Property and Equipment as well as Personal Effects Left There by Students***

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), 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. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

- ***Students***

School authorities may search a student and or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and gender, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same gender as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

- ***Seizure of Property***

If a search produces evidence that the student has violated or is violating either the law or the District's policies or 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.

- ***Notification Regarding Student Accounts or Profiles on Social Networking Websites***

State law requires the District to notify students and their parents/guardians that school officials may request a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be only if there is a reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

BOARD POLICY: 7:140
 LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.
Comfield v. Consolidated High School District No. 230, 991 F.2d 1316 (7th Cir., 1993).
People v. Dilworth, 661 N.E.2d 310 (Ill., 1996) *cert. denied*, 116 S.Ct. 1692 (1996).
People v. Pruitt, 662 N.E.2d 540 (Ill. App.1, 1996), *app. Denied*, 667 N.E. 2d 1061 (Ill. App. 1, 1996)
T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).
Veronica School District 47J v. Acton, 115 S. Ct. 2386 (1995).

AA. State-Wide Expulsion

According to state law, if a student is transferring from a school from which he or she has been suspended or expelled, the student shall not be permitted to attend class in Community High School District 218 until the entire period of the suspension or expulsion has been served.

BB. Student Dress Guidelines

A student’s appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Student Handbook.

BOARD POLICY: 7:160
 LEGAL REF.: 105 ILCS 5/10-22.25b.
Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

Students who refuse to comply with the following guidelines will be subject to disciplinary action.

- For reasons of health and safety, all students shall wear appropriate footwear, e.g., no house slippers.
- Sunglasses may be worn in school only if medically prescribed. Contacts must be of normal eye color and allow the pupil to be visible.
- Articles of clothing with inappropriate phrases and/or obscene or suggestive remarks will not be worn in school
- Inappropriate insignia, symbols or tattoos are not to be worn or displayed in school.
- Bottom attire - Clothing shall be appropriately fastened and worn in good taste. Bottom attire must ride over the hips. Shorts and skirts must extend below the fingertips when arms are hanging to the side. Spandex may not be worn alone. Sagging pants are not permitted. Micro/miniskirts are not acceptable for school attendance except for authorized school uniforms. Pajamas and other sleepwear are not appropriate school attire and must not be worn in school. Articles of clothing with holes or tears that do not cover the area below the hips and above the finger-tips are not permitted.
- Top attire - When students are standing, walking and sitting, top attire must touch bottom attire all the way around. Tops must cover the shoulders and backs. Tank tops **less than three finger lengths per strap width**, halters, one-strap tops, backless shirts, and inappropriate necklines are not permitted. Girls’ tops cannot have revealing armholes. All undergarments must be covered by outer attire. Boys’ tops must have sleeves. Bare midriffs, inappropriate necklines and bareback tops are not acceptable for school attendance except for authorized school uniforms.
- Body Jewelry: No student, male or female, may wear sticks, strings, retainers or other substitutes on any other part of the body, nor may any of these be covered by a bandage. Students enrolled in the ROTC program must adhere to the dress code governing that program, in which male cadets may not wear earrings at any time in school and female cadets may not wear earrings while in the camouflage uniform. For safety purposes in physical education, industrial technology classes, and athletic activities, the teacher may require males and females to remove their jewelry.

- Jackets, coats, hoods, hats, and other headgear should not be worn inside the building.
- Expensive, personal possessions should not be worn or brought to school; the District is not responsible for their theft or loss.
- Insignia, symbols, or clothing which evidence membership or affiliation in any gang will not be displayed or worn in school.
- Clothing and jewelry which promote alcohol, drugs, sex, violence, or tobacco products or use are prohibited. Any clothing, apparel or ornamentation which might cause injury to oneself or others is prohibited.
- Chains attached to wallets or used as belts are inappropriate and are not allowed on school grounds and will be confiscated.
- All of the above guidelines apply to formal attire worn at dances and events including but not limited to: Homecoming, Turnabout and Prom dances.

CC. Student Identification

To provide for a safe and secure environment, all District 218 students are required to be in possession of their school I.D. while on campus. The only exceptions are P.E. classes and in certain activity-based classrooms where machinery and equipment are in use.

- Each student shall carry an authorized I.D. card to all school activities.
- Students must present their I.D. cards when requested to do so by any school employee including bus drivers and cafeteria staff.
- Students will surrender their I.D. cards to the principal or his designee upon suspension, expulsion, or transfer from the District.
- Students are responsible for their I.D. cards. They must report the loss of an I.D. card to school officials immediately and pay the fee for replacement. Failure to display an I.D. card may result in disciplinary action.
- Students illegally possessing or using an I.D. card may be suspended.
- Students should not be in possession of another student's I.D. card.
- Students shall not mark or deface their I.D. card in any way. This would include the use of markers, stickers, etc. The student's name, I.D. number, and picture must be visible. Failure to comply will result in disciplinary action.

DD. Student Parking

Students may park their vehicles in the lot designated by the school. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

There are parking lots designated for school staff, personnel, and others designated by administration. These parking lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

Students that park on school grounds during the school day must have a parking permit issued by the school. Vehicles without a parking permit or no parking permit displayed may be towed at the owner's expense and the student may be subject to disciplinary action.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

EE. Student Records

Many student records are kept by teachers, counselors and administrative staff. All student records are confidential. Confidential records contain educational and behavioral information that has restricted access based on the Family Educational Rights and Privacy Act (FERPA) and Illinois law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with the knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals. Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addenda of reasonable length to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.