

# 2016-17 STUDENT AND PARENT HANDBOOK

District 214 is a caring environment where everyone can make a difference in our schools by following these guiding principles:

BE RESPECTFUL  
BE RESPONSIBLE  
BE CONNECTED



#### **EMERGENCY SCHOOL CLOSINGS**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. The District website (<http://www.d214.org>) or individual school websites provide the most up-to-date and current information regarding school closings and cancellation of co-curricular and evening activities. Additionally, the district or school may send email and/or phone messages to parents who have provided current email contact information.

# DISTRICT 214 STUDENT & PARENT HANDBOOK

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board of Education's comprehensive policy manual is available for public inspection through the District's website [www.d214.org](http://www.d214.org) or at the Board office, located at 2121 S. Goebbert Rd., Arlington Heights, IL 60005. School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, State or local regulations, and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others. All rules and regulations are set forth for all District 214 High Schools by the Board of Education Township High School District 214. For a complete list of Board of Education Policies visit <http://www.d214.org/board-of-education/>.

## **MISSION STATEMENT – Policy 1:30**

*Our primary mission is to help all students learn the skills, acquire the knowledge, and develop the behaviors necessary for them to reach their full potential as citizens who can meet the challenges of a changing society. Our secondary mission is to provide residents with opportunities for life-long learning.*

*ADOPTED: August 2008*

## **BOARD POLICY DEVELOPMENT – Policy 2:240**

*The Board of Education governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.*

### Board Policy Review and Monitoring

*The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required.*

### Superintendent Implementation

*The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.*

*In the absence of Board policy, the Superintendent is authorized to take appropriate action.*

*ADOPTED: September 2014*

For more information, reference Board policy 2:240 – Board Policy Development.

## **RULES AND REGULATIONS**

The following rules, rights, and responsibilities regarding student behavior stem from State law, School Board policies, court rulings, the District 214 Parent/Legal Guardian-Teacher Discipline Advisory Committee, and student and staff recommendations. These rules reflect the feelings and values of the majority of citizens in the District 214 communities.

The Board of Education and administration have the responsibility to manage student conduct. Students are expected to comply with regulations of the school, to obey promptly all directions of the school staff, to observe good order, and to conduct themselves at school, or at school-related activities, in such a manner that their conduct will neither harm nor bring discredit to the schools of the district. For those students who do not conduct themselves accordingly, disciplinary action will be taken pursuant to the established Illinois School Code, district procedures, and any other relevant Board policy. The Board of Education also authorizes the administration to pursue appropriate criminal charges against students who are suspected of violating the criminal laws of the State of Illinois.

All District 214 schools utilize positive behavioral approaches which provide instruction to help students make positive choices and avoid disciplinary action. Good discipline is necessary if a school is to function in the most effective manner for students. Through good discipline and self-control, the student can work with the school to form a productive partnership. Good discipline requires teamwork and is the combined responsibility of students, parent/legal guardians, and staff.

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## **FREQUENTLY ASKED QUESTIONS**

**Absent** - Parent/legal guardian calls attendance office the day of the absence by 10:00 a.m.

**Illness/Injury (in school)** - Ask for pass to nurse.

**Appointment during school hours** - Parent/legal guardian calls in early; student signs out when leaving and signs in at the attendance office when returning.

**Late to school** - Check in at the attendance office; ten minutes late is unexcused for that class period.

**Leaving school early** - Sign out at the attendance office. Parent/legal guardian must call in advance.

**Vacation** - Parent/legal guardian notifies attendance office early, request vacation form for teachers to sign, and student returns the form to the attendance office.

**Illness (3-5 days)** - Call student services office and request homework assignments; have someone pick up assignments in student services office 24 hrs. after the request.

**Hospitalization/ Homebound student** - Contact your counselor.

**Academic Support** - Make arrangements with teacher; use resource rooms; contact counselor.

**Appointment with psychologist, social worker, etc.** - See your counselor to request appointment.

**Problems with peers or other school stressors** - See a teacher, counselor or dean.

**Lost or stolen** - Go to lost and found by the attendance office; complete stolen/lost form available in the attendance office.

**Locker problem** - Report the problem to the attendance office/main office.

**Hungry?** - Breakfast available every day before school in the cafeteria.

**Want to join an activity?** - Listen to or read daily announcements or go to student activities office for complete listing of activities.

**Need a new ID?** - Go the attendance or main office. There is a \$5.00 charge for replacement ID.

**Parking sticker/tag** - See the deans.

## **EMERGENCY PROCEDURES**

### **FIRE:**

Whenever the fire alarm sounds, pupils and staff **MUST** leave the building and remain outside. The administrator in charge will authorize the return to classes.

### **TORNADO:**

A Tornado Watch (conditions exist out of which a tornado could develop) or a Tornado Warning (a tornado has been sighted in the area) will be announced as appropriate. Upon hearing a Tornado Warning announcement, staff and students will move to the assigned area and stay near an interior wall.

### **LOCKDOWN:**

Emergency lockdown drills are conducted each year.

### **BUS EVACUATION:**

Emergency bus evacuation drills are conducted each year through the physical education classes.

### **BOARD OF EDUCATION GOALS – Policy 3:10**

*The Superintendent directs the administration in order to manage the School District and to facilitate the implementation of a quality educational program in alignment with School Board policy 1:30, School District Philosophy. Specific goals and objectives are to:*

- 1. Provide quality education that is relevant to membership in a global society and economy while maintaining a balanced operating budget and serving the student population.*
- 2. Increase student learning through engagement and innovative programs to ensure students will develop self-awareness, self-management, interpersonal, and decision-making skills as measured by social and emotional learning growth objectives to establish and maintain positive relationships and achieve school and life success in a global society and economy.*
- 3. Promote and expand lifelong learning opportunities for residents of all ages through positive relationships, community involvement, community engagement and outreach, and collaborative planning in the efficient use of resources.*

*ADOPTED: September 2013*

For more information, reference Board policy 3:10 – Board Policy and Objectives.

### **UNIFORM GRIEVANCE PROCEDURE**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she has a complaint or believes that the Board of Education, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy. The District Complaint Managers are the Associate Superintendent for Human Resources and the Employee Relations Supervisor.

For more information, reference Board policy 2:260 – Uniform Grievance Procedure.

### **EQUAL EDUCATIONAL OPPORTUNITIES POLICY – Policy 7:10**

*Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure.*

#### *Sex Equity*

*No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.*

*Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the appropriate Intermediate Service Center (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).*

#### *Gender-Based Discrimination is Prohibited*

*School districts must provide equal educational opportunities to transgender students and gender non-conforming students. Under State law, sex discrimination extends to claims of discrimination based on sexual orientation and gender identity. 775 ILCS 5/5-101(11):23 Ill.Admin.Code §1.240. The Ill. Human Rights Act defines sexual orientation as the "actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity, whether or not traditionally associated with the person's designated sex at birth." 775 ILCS 5/1-103(0-1).*

*Federal law prohibits exclusion and discrimination on the basis of sex. 20 U.S.C. §1681 (a). Title IX of the Education Amendments of 1972. According to the U.S. Department of Education's Office for Civil Rights (OCR) and the U.S. Department of Justice. Title IX protects lesbians, gay, bisexual, and transgender students, from gender discrimination.*

*School Board policy 7:10 Equal Educational Opportunities, recognizes the legal requirements described above. This procedures guidance on accommodating transgender students or gender non-conforming students is based on OCR pronouncements.*

#### *Gender-Based Bullying and/or Harassment is Prohibited*

*The School Code prohibits bullying on the basis of actual or perceived sexual orientation, gender-related identity or expression, and/or association with a person or group with one of the afore-mentioned actual or perceived characteristics. 105 ILCS 5/27-23.7(a). The Board policy on bullying and the District's suite of bullying prevention materials must be used to address and resolve peer bullying and harassment of transgender or gender non-conforming students. See 7:180, Prevention of and Response To Bullying, Intimidation, and Harassment.*

*ADOPTED: December 2015*

For more information, reference Board policy 7:10 – Equal Educational Opportunities.

### **EDUCATION OF CHILDREN WITH DISABILITIES – Policy 6:120**

*The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing*

provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s Special Education rules, that special education services are needed. It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District’s disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.  
ADOPTED: September 2013

Students attending private or parochial schools and living in Township High School District 214’s attendance area, may be eligible for certain special education services as determined through the timely and meaningful consultation meeting.

## **REQUEST FOR EVALUATION**

If a student has been consistently struggling in school, his or her problems may be due to a disability that falls under Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act. Referrals for an evaluation may be made by individuals with knowledge of the student’s needs, and/or educational programming, including teachers, other staff members, parents/guardians, etc. The purpose of the evaluation is to determine if the student has a disability and requires special education services or services under Section 504. This evaluation is free of charge. Parents/Guardians can make a request for an evaluation at any time. Requests should be written including the date and reason. This request is to be directed to the student’s home school counselor for team consideration. If the student has been identified by a doctor or other professional as having a disability, the information should be included in the request.

If the school determines an evaluation is warranted for the student, an assessment or evaluation team, consisting of parent/guardian and persons knowledgeable about the student, will conduct an individual evaluation of a student initially referred for IDEA or Section 504 evaluation. Parent/Guardian consent will be obtained prior to the evaluation completed by the school. The team will review all submitted documentation, past records, current teacher reports and tests as a part of the student’s evaluation. Additional evaluation tests will be conducted by the school if deemed necessary. If a parent/guardian declines consent for an evaluation, the school district may (but is not required to) use hearing procedures to seek to override the denial of consent.

If the school declines to evaluate the student, the district will provide written notice to the student’s parent/guardian of procedural safeguards, including the parent’s/guardian’s right to challenge the school’s refusal to evaluate the student.

Parents/Guardians have the right to be involved in each step of the evaluation and placement process. For additional information about parent/guardian rights under IDEA go to: [http://www.isbe.net/spec-ed/html/parent\\_rights.htm](http://www.isbe.net/spec-ed/html/parent_rights.htm)

## **STUDENT RESIDENCY ASSIGNMENTS**

Students are assigned to the high school that is within the same attendance area as their residence. Rare exceptions to this policy will be carefully considered according to established procedures.

For more information, reference Board policy 7:30 - Student Assignment and Intra-District Transfer.

## **RESIDENCE**

### Resident Students

A student must reside in the Township High School District 214 attendance area in order to be entitled to a tuition-free education in the district. A student is presumed to be a resident if he/she lives with a natural parent who maintains a full-time home in the district. The student is also presumed to be a resident if he/she lives with a legal guardian, or is under the physical custody and control of an adult resident, so long as the guardianship and/or living arrangement is **not maintained** solely for the purpose of obtaining a free education in district schools. **A comprehensive residency affidavit questionnaire is required to be completed in all non-traditional residency situations.**

A person who knowingly or willfully presents to Township High School District 214 any false information regarding the residency of a student for the purpose of enabling that student to attend any school in Township High School District 214 without payment of a non-resident tuition charge shall be guilty of a class C misdemeanor.

#### Non-Resident Student Tuition

All non-residents applying for enrollment in Township High School District 214 schools are referred to the Board of Education for approval, unless such admission is covered by a previous cooperative agreement. All non-resident students shall pay tuition charges as provided for in the Illinois School Code. The cost of tuition will be 100 percent of the student per capita cost. For more information, contact the assistant superintendent for student services at 847-718-7657.

#### Non-Resident Students Who Will Be Moving Into The District

A non-resident student whose parents/guardians plan to become residents of Township High School District 214 will be admitted as a resident student provided:

- There is positive evidence of an intent to establish residence in the district (e.g., deed, purchase contract, or lease for a house or an apartment in the district. Payment of money under the terms of a contract or lease would constitute evidence of intent);
- A statement of declaration of intent to become a permanent resident has been filed with the district; and
- Actual occupancy of a residence within the district occurs within 45 school days after admission of a student.

#### Students Who Become Non-Residents

Students who become non-residents during the school year may complete that school year without a tuition charge. However, transportation will be the responsibility of the student. The student must attend school in their new district of residence beginning the next school year.

#### Family Relocation Within The School District

A student currently attending a District 214 school, whose family moves from one District 214 attendance area to another, will be allowed the option of continuing at the current school for the remainder of their high school education, or enrolling in the school in the new attendance area. A student who elects to attend the school in the new attendance area is expected to remain at that school. A student who elects to attend the current school may, at a later date, transfer to the school in the new attendance area. If the student elects to attend the current school, transportation will be the responsibility of the parent/guardian. Siblings of students electing to remain in the original high school of attendance will need to attend the District 214 school in which the new residence is located.

This policy does not apply to students who are transferred to a new school because of Township High School District 214 Board of Education modifications in school attendance areas. Other exceptions to school attendance area restrictions may be made. For more information, contact the school principal or the assistant superintendent for student services, 847-718-7657.

#### Homeless Children

Parents/Guardians who feel they may be eligible for benefits under the McKinney-Vento Homeless Assistance Act should contact the school homeless liaison. Board of Education policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

For more information, reference Board policies 7:30 – Student Assignment and Intra-District Transfer and 7:60 - Residence.

### **SCHOOL ADMISSIONS AND STUDENT TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS – Policy 7:50**

#### Admissions

*All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:*

- 1. A certified copy of the student's birth certificate. If a birth certificate is not presented, other reliable proof of the child's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate must be submitted. Other reliable proof of the child's identity and age shall include a passport, visa or other government document of the child's identity. The Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate or other reliable proof with a signed, notarized affidavit. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.*
- 2. Proof of residence, as required by Board policy 7:60, Residence.*
- 3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.*

*ADOPTED: September 2015*

Students are assigned to the high school that is within the same attendance area as their residence. Rare exceptions to this policy will be carefully considered according to established procedures.

Section 2-3.13(a) of the Illinois School Code requests Illinois public schools to verify whether the student is “in good standing” and whether or not his/her medical needs are up to date and complete.

Public school districts in Illinois are not required to admit new students unless the transferring student provides a completed form (ISBE 33-78) from their prior Illinois public school district. Township High School District 214 is also not required to admit a new student who is transferring from an out-of-state public or private school unless the parents/guardians of the student confirm in writing that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring. The Building Principal or designee shall deny admittance to any student who was suspended or expelled for any reason from any public or private school or any other state until the student completes the entire term of the suspension or expulsion. The superintendent or designee may, upon the request of the parent(s)/guardian(s) of a student suspended or expelled for any reason, place the student in an alternative school program established under Illinois School Code, with Board of Education approval. Students transferring from Township High School District 214 to another Illinois school need to obtain form (ISBE 33-78) from the school administration.

For more information, reference Board policy 7:50 – School Admissions and Student Transfers To and From Non-District Schools and Board policy 7:30 - Student Assignment and Intra-District Transfer.

### **FOREIGN EXCHANGE STUDENTS**

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

The Board of Education may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

The Board reserves the right to reject any and all foreign exchange student applications for whatever reason deemed appropriate so long as the reason for the rejection is not based on the applicant’s race, color, gender, religion, or nationality. Contact the building principal or designee at the school.

Township High School District 214 has no control over the choice of a program of foreign study for Township High School District 214 students who go abroad to study. It is recommended that students, parents, and staff members of the District be guided by the foreign exchange procedures, where applicable, in making a choice of a foreign study program.

For more information, reference Board policy 7:50 - School Admissions and Student Transfers To and From Non-District Schools.

### **EMANCIPATED YOUTH**

Any student who is 18 years old may establish his/her own residency in Township High School District 214. Marriage or a court action is needed to establish emancipation of students under 18. These admissions follow the usual school procedures.

### **PHYSICAL EXAMINATION & IMMUNIZATION**

A student entering and enrolled in Township High School District 214 is required to have on file proof of a physical exam and proof of the appropriate immunization series as required by the School Code of Illinois and the Department of Public Health. The physical examination must have been completed within one year prior to the first day of school. All incoming students, freshmen and transfer students will be excluded from school if physical exam and immunization records are not submitted by the first day of school. New students who register after the first day of school of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. For more information on these requirements, contact the school nurse.

For more information, reference Board policy 7:100 – Health and Eye Examinations; Immunizations; and Exclusion of Students.

### **WAIVER OF SCHOOL FEES**

The Township High School District 214 Board of Education will waive all school fees if the parents/guardians income is below the federal income guidelines as determined by the U.S. Department of Agriculture (see Federal Income Eligibility Guidelines). Fees will also be waived if the family experiences a very significant loss of income because of severe illness or injury in the family. **Fee waivers will be considered only if written evidence is presented by the person applying for the waiver.**

“School fees” refers to any monetary charge collected by the school or district from a student or the parents/guardians as a prerequisite for the student’s participation in any curricular or extracurricular program of the school or district during the school year. A school does not impose a “fee” when it requires that students provide their own ordinary supplies or materials (e.g., pencil, paper, notebooks) that are necessary to participate in any curricular or extracurricular program.



“School fees” include, but are not limited to: all charges for required textbooks, instructional materials, and reusable workbooks; all charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment); charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extracurricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education or the sciences); charges or deposits for uniforms or equipment related to varsity and intramural sports or to fine arts programs; charges to participate in extracurricular activities; charges for supplies required for a particular class (e.g., shop or home economics materials, laboratory or art supplies); graduation fees (e.g., caps, gowns); school records fees; and driver education fees assessed pursuant to Section 27-23 of the School Code.

Only students who receive a District 214 “fee waiver” (unrelated to the free/reduced lunch program) are eligible for waiver of mandatory summer camp tuition. Only the camp tuition is waived. All students must pay the registration fee and other camp fees (i.e., shirt, league, and “other”).

“School fees” do not include: optional iPad protection for mobile devices such as an iPad, library fines and other charges made for the loss, misuse, or destruction of school property (e.g., iPads, musical instruments); charges for the purchase of class rings, yearbooks, photos, diploma covers, or similar items; charges for optional travel undertaken by a school club or group of students outside of school hours (e.g., a trip to Spain by the Spanish Club or a senior class trip); charges for admission to school dances, athletic events, or other social events; optional community service programs for which fees are charged (e.g., preschool, before and after school childcare, recreational programs); voluntary summer camps or programs; and optional fees or charges such as parking passes.

For more information, reference Board policy 4:140 – Waiver of Student Fees.

### **WAIVER OF SCHOOL FEES APPLICATION**

An application form for school fee waiver is available in the principal’s/director’s office and on the district website at: <http://www.d214.org/about-district-214/fee-waivers/>

The completed form, along with documentation of the household’s gross income, including a copy of the parent(s)/guardian(s) Federal Income Tax Form 1040 or Illinois Income Tax Return (or other evidence of documentation acceptable to the district), should be submitted to the principal/director or designee. One application form should be submitted at the beginning of each school year to determine the eligibility for the waiver of all applicable fees for that school year. No fee shall be collected from any parents/guardians who are seeking a fee waiver in accordance with this policy until they have been notified of the district’s decision regarding the request or appeal, if one is made.

Parents/Guardians are advised that supplying false information to obtain a fee waiver is a Class 4 Felony under Illinois Compiled Statutes 7-20 ILCS 5/17.6. If the amount of benefit obtained is over \$300, it is a Class 3 Felony.

The principal/director or designee will notify the parents/guardians within 30 days of receipt of the request, as to whether the request has been granted or denied. **If the request is denied, or a subsequent decrease in family income occurs, you may reapply for a waiver at any time during the school year.** A denial of a waiver request may be appealed to the associate superintendent for finance and operations by submitting a completed appeal form within two weeks of the denial. A decision will be mailed to the parents/guardians within 30 calendar days of the receipt of the request. If this appeal is denied, a waiver request may be appealed to the Board of Education by submitting the completed appeal form to the superintendent within two weeks of the denial. The Board of Education will consider such appeals within 30 calendar days of the receipt of the request for appeal. Parents/Guardians have the right to meet with the Board of Education to explain their reasons for the fee waiver to be granted. The Board of Education will notify the parents/guardians in writing of its decision, including its reasons, if it denies the appeal request. The decision of the Board of Education is final and binding.

Questions concerning the fee waiver process should be addressed to the principal’s/director’s office.

### **SCHOOL NUTRITION PROGRAM**

The Department of Food and Nutrition Services of Township High School District 214 is committed to providing fresh, nutritious meals and snacks each school day, and encouraging students to eat a balanced meal by offering all food groups and a variety of fresh fruits and vegetables daily. A la carte items are available for purchase daily in the cafeterias and vending machines.

#### Prepay System for Meal Service

The Department of Food and Nutrition Services has a computerized debit system in the schools that allows parents to establish a prepaid account for school food services. The funds are loaded to the student’s photo ID card. The account may be used for breakfast, lunch and a la carte service. After the student has selected his/her meal choices, he/she will need to present the student identification card to the cashier.

Payment can be made by check or credit card on a weekly or monthly basis in lieu of giving a student cash for meals. This system is convenient for parents and students. Parents can monitor what their students are purchasing regardless of payment method through the online prepaid account.

### How is the prepaid account established?

There are several ways to establish a prepaid account for students:

**By check or cash** - To establish a prepaid account, send cash or check with the student to the school cafeteria and turn it in at breakfast or lunch. Make sure to include student's name and ID on the check. Make check payable to "(school's name) Cafeteria."

**By credit card** - To set up an online account at MySchoolBucks.com, go to <https://www.MySchoolBucks.com> and click on Sign Up Today". Follow the instructions to set up the student's account. A convenience fee of \$1.95 will be charged to the credit card for each deposit made per site. If a family has more than one student in the same school, the card will be charged only one fee of \$1.95, if funds are deposited into each of the students' accounts during the same transaction session. For assistance in setting up or using an account, contact the MySchoolBucks.com support team at 1-855-832-5226 or email: [parentsupport@myschoolbucks.com](mailto:parentsupport@myschoolbucks.com).

### How long does it take to post funds to a prepaid account?

Payments made using checks or cash will be credited to a student's account that day. Payments made using credit cards at MySchoolBucks.com are generally credited to a student's account within 24 hours.

### Free Meal Eligibility

Children may qualify for free milk and/or meals. To apply for free milk and/or meals, use the Household Eligibility Application, which will be sent to all registered households via email in the summer, or obtain an application on the Food and Nutrition Service page of the District 214 website at <http://www.d214.org/district-departments/food-services/>. The Department of Food and Nutrition Services can only review complete applications. Fill out all required information. If students do not qualify for free milk and/or meals, the current prices are: Milk \$.60, Breakfast \$2.00, and Lunch \$3.00/\$3.25/\$3.50. If students qualify for reduced price meals, breakfast is \$1.00, lunch is \$2.00. Return the completed application to the school cafeteria or: The Department of Food and Nutrition Services, 2121 S. Goebbert Rd., Arlington Heights, IL 60005. For more information, call 847-718-7640.

Child(ren) may qualify for free milk and/or meals if a household income falls at or below the limits on this chart:

Federal Income Eligibility Guidelines (Effective from July 1, 2016, to June 30, 2017)					
Household Size	Free Meals (130% Federal Poverty Guideline)				
	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	15,444	1,287	644	594	297
2	20,826	1,736	868	801	401
3	26,208	2,184	1,092	1,008	504
4	31,590	2,633	1,317	1,215	608
5	36,972	3,081	1,541	1,422	711
6	42,354	3,530	1,765	1,629	815
7	47,749	3,980	1,990	1,837	919
8	53,157	4,430	2,215	2,045	1,023
For each additional family member, add	5,408	451	226	208	104

### INCOME TO REPORT

Income is defined as any monies earned before any deductions such as income taxes, social security taxes, insurance premiums, charitable contributions, and bonds. It includes the following: (1) monetary compensation for services including wages, salary, commissions, or fees; (2) net income from non-farm self-employment; (3) net income from farm self-employment; (4) social security; (5) dividends or interest on savings or bonds or income from estates or trusts; (6) net rental income; (7) public assistance or welfare payments; (8) unemployment compensation; (9) government civilian employee or military retirement or pensions or veteran payments; (10) private pensions or annuities; (11) alimony or child support payments; (12) regular contributions from persons not living in the household; (13) net royalties; and (14) other cash income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources which would be available to pay the price of a child's meal.

### IDENTIFICATION CARD

Students are required to have their ID card in their possession at all times during the school day and at school-sponsored functions. This card will serve as a bus pass, library card, and Food Service card. The student's ID card will be color-coded with the appropriate open or closed lunch period. There is a fee to replace lost ID cards.

### ATTENDANCE AND TRUANCY POLICY – Policy 7:70

#### Compulsory School Attendance

*This policy applies to individuals who have custody or control of a child: (a) whose age meets the compulsory attendance age listed in State law, or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. Unless a student has already graduated from high school, compulsory attendance ages are as follows:*

1. Before the 2014-2015 school year, students between the ages of 7 and 17 years.
2. Beginning with the 2014-2015 school year, students between the ages of 6 (on or before September 1) and 17 years.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

#### Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy.

ADOPTED: December 2015

Local community ordinances enforced by judges imposing fines also require school attendance for students 17 years old and under (P.A. 093-0858 as of January 1, 2005). Therefore the Board of Education authorizes the administration in each building to enforce procedures that ensure regular student attendance and accurate accounting for student absences. If a student has been truant in one of our schools or programs, the parents/guardians will be contacted by the attendance office, teachers, or counselors.

#### **ATTENDANCE CONSEQUENCES/REFERRALS**

Class cutting or truancy will result in any of the following actions being taken: Deans' detention, Saturday detention, restricted lunch detention, restricted study on campus, in-school detention, loss of parking privileges, out-of-school suspension, truancy ticket, parent/legal guardian conference, and/or loss of credit/class. **Excessive class cuts can also be a violation of local city ordinances, which will result in the issuance of a ticket and court appearance.**

#### **EXCESSIVE ABSENCES**

According to the State of Illinois, anyone who misses 5% (9.25 school days) of the school year, whether excused or unexcused, is considered a chronic truant. Excessive absences, defined as 10 or more days, will result in parent/legal guardian contact by the dean and/or counselor. Students who accumulate 10 or more days of absences, whether excused or unexcused, will be listed as unauthorized. In order to have an absence classified as excused after 10 days of absence in a semester, a doctor's note may be required and/or a consequence may be given.

If a student is habitually absent from school and/or has been warned by the dean in regards to attendance, the dean and the school nurse may feel it is in the student's best interest to remain at school if there are no outward signs of illness as identified by the nurse. If the parent disagrees with this procedure, they may take the child directly to the doctor and bring a doctor's note to the dean's office excusing the absence.

Parents/Guardians may also obtain assistance in dealing with truancy or other problems by contacting the counselor or dean for a review of available services.

#### **AUTHORIZED ABSENCES**

Authorized absences are absences for "valid cause", which include, but are not limited to, the following:

- o Death in the immediate family;
- o Family emergency (reviewable);
- o Court appearance;
- o Religious observances;
- o Parent/Legal Guardian indicating student is ill (reviewable);
- o Medical (a documented, health-related absence, i.e., medical or dental appointments);
- o Administrative approval;
- o Field trips which follow the District field trip guidelines;
- o Nurse visit;
- o Prearranged college campus visit with submitted documentation signed by college official;
- o Student services department approved activity:
  - College counselors appointment;
  - College representative meeting;
  - Assessment program;
  - Armed forces recruiter visit;

- Out-of-school suspension (Administrative removal from school property for a school day or portion thereof for violations of school disciplinary policies.);
- In-school suspension (An in-building administrative reassignment from a class period or periods for violations of school disciplinary policies.)

NOTE: The above absences are examples of “valid cause” absences, i.e., absences cited in the Illinois School Code and /or District 214 School Board policy.

### **UNAUTHORIZED ABSENCES**

An unauthorized absence is any absence caused by a failure to follow prescribed school procedures or reasons not accepted by the school. Examples include, but are not limited to, the following:

- Failure to sign in or out with attendance office;
- Oversleeping;
- Missed school bus;
- Car trouble;
- Late call;
- Excessive parent/legal guardian calls;
- Undocumented health-related absences;
- Pre-approved family-related activity days exceeding the pre-approval limit.

NOTE: After three unauthorized absences (UNA) in any class, subsequent unauthorized absences will be designated as cuts/truancy (unexcused), and the student will move to the appropriate step on the cut/truancy procedure. Any unauthorized absence is reviewable by the administration.

### **UNEXCUSED ABSENCES**

- Class Cut – An absence from an assigned class period without valid cause.
- Truancy - An absence from a school day without valid cause.

### **REPORTING DAILY ABSENCES**

If a student is absent from school, a parent/legal guardian needs to call the attendance office by 10:00 a.m. on the day of the absence. Authorized calls will be accepted by the attendance office up to 24 hours following the absence. After 24 hours, the absence will be considered an unauthorized absence. Failure of a parent/legal guardian to call will result in the absence being considered unexcused. Appeals may be made to the dean of students. Actual reasons should be given for absences. Reasons considered “excused” are defined by State law (105 ILCS 5/26-2).

#### **FULL-DAY ABSENCES**

A full-day absence is an absence from school for five (5) or more periods, or in attendance less than 150 minutes during a regular school day.

#### **HALF-DAY ABSENCES**

A half-day absence is absence from school for three (3) or four (4) periods, or in attendance more than 150 minutes during the regular school day.

#### **PERIOD ABSENCES/SIGN-IN & SIGN-OUT PROCEDURE**

A parent/legal guardian call is required to the attendance office prior to the time of a student’s departure for approved outside appointments. Students are unable to leave campus without verbal parental authorization. Students must obtain a pass from the attendance office to present to the classroom teacher prior to their departure unless it is during the passing period or the student’s lunch period. Prior to leaving the premises, the student must **sign out** through the attendance office and **sign in** upon their return to school. Failure to do so will result in an unauthorized absence. If there is a necessary, approved outside appointment, please make sure that your child is not absent for the entire day.

The primary purpose of the attendance system is to make the students accountable for their attendance. Class cutting is defined as any absence without the approval of the parent/legal guardian.

### **PREARRANGED ABSENCES**

When it is necessary for a student to be absent from school, the attendance office must receive prior notification according to the following procedures in order for the absence to be considered authorized:

College Visits – All college visits must be pre-approved through the attendance office. The student must obtain signed documentation from the college verifying the college visit.

Religious Program of Instruction or Conference – A parent/legal guardian must notify the attendance office approximately two weeks before the absences.

Family-Related Absences – Parents/legal guardians should make every attempt to schedule family trips around the school schedule. However, when such trips must be made while school is in session, an application for pre-approved family-related activities will be reviewed and considered for authorized status when students are absent from school. These absences are to be reviewed by, but not limited to: counselor, dean of students, associate principal and principal. The following criteria will be used to determine if the absences will be classified as authorized or unauthorized and to determine if consequences are appropriate:

- review of progress toward graduation requirements;
- total number of absences to date;
- timelines established by teachers for completion of missed class assignments and tests;

School Code defines a student as a chronic or habitual truant if he/she is absent without valid cause from attendance for 5% or more of the regular attendance days. After the pre-approved authorized days have been utilized, any further absence will be considered unauthorized.

### **MAKE-UP WORK FOR ABSENCES**

A student whose absence is authorized or unauthorized or an unexcused absence will be permitted to complete the missed work. Credit given for such work will be appropriate to the nature of the work missed and to the quality of the make-up work. The teacher will establish reasonable time limits for its completion.

### **LATE TO SCHOOL AND LEAVING SCHOOL EARLY**

When arriving late to school or leaving early, it is necessary for a student to have a parent/legal guardian call and for the student to sign in or sign out at the attendance office. Failure to do either will result in an unauthorized absence.

### **STUDENT TARDINESS**

Tardiness to class creates a disruption to the learning environment and takes time away from the class activity. Students are expected and required to report to class on time with their class materials. The classroom teacher will assign disciplinary measures for tardiness to class. Students who are chronically tardy will be subject to disciplinary consequences, which may include detentions, loss of privileges and removal from class. Students who are more than 10 minutes late to school should report to the attendance office for an admittance pass to class.

### **LUNCH PERIOD**

#### Closed Campus Lunch

All District 214 schools have closed campus for freshmen during lunch period. Open campus lunch is a privilege that students earn by achieving sophomore status. Freshmen who do not achieve sophomore status after their first year will remain on closed campus until they do so. Students that have disciplinary problems may also have their lunch closed or restricted. Students who have closed lunch and are caught leaving campus during their lunch will be subject to disciplinary consequences.

#### Open Campus Lunch

Sophomores, juniors, and seniors who have open campus lunch are required to have their student ID with them to exit and enter the building during their lunch period. Students that leave campus without their student ID will be subject to disciplinary consequences. Parents may request that their student remain on campus instead of having an open campus lunch.

### **FIELD TRIPS**

Field trips are a privilege for students. Students must abide by all school policies during transportation and field trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and /or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent/legal guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permissions from parent/legal guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

### **SENIOR NON-ATTENDANCE DAY (“DITCH DAY”)**

District 214 does not support a senior non-attendance day. The District asks parents/legal guardians to support the district in taking a stance against “ditch day”. When an excessive number of students are out of class, their absence negatively impacts the educational process. Should a student make the decision to participate in a “ditch day”, this absence is considered unauthorized.

### **PROOF OF ATTENDANCE**

Schools in Township High School District 214 do not issue individual letters of enrollment, attendance and/or graduation for any reason. Parents/Guardians and students may use a student’s schedule, report card, or transcript to show proof of high school enrollment, attendance and/or graduation (see “Procedure to Request a Transcript and/or Immunization Records” pg. 45).

## **HOMEBOUND/HOSPITAL INSTRUCTION**

Homebound/hospital instruction is provided to a student when a physician determines that the student will: (1) be unable to attend school, for medical reasons, for two or more consecutive weeks, or (2) be absent on an ongoing intermittent basis. The term "ongoing intermittent basis" is defined as the student's medical condition being of such a nature or severity that it is anticipated that the student will be absent for periods of at least 2 days at a time multiple times during the school year totaling at least 10 days or more of absences. A physician's statement must be provided to the District which states the medical need for student absence and length of time the services should be provided. Once this statement is received by the assistant principal for student services, educational services can be arranged. If there is no physician restriction on student attendance, there is no eligibility for home/hospital instruction.

The goal of home/hospital instruction is to afford the student experiences equivalent to those afforded to other students at the same grade level. Such experiences are designed to enable the student to return to the classroom. Thus, the substance or content of the instruction, generally academic, is to enable the student to remain synchronized with the other students in his/her class.

Section 14-13.01a of the School Code states, "Children must regularly receive a minimum of one hour of instruction each school day, or in lieu thereof, a minimum of 5 hours of instruction in each school week...unless the attending physician for such a child has certified that the child should not receive as many as 5 hours of instruction in a school week."

For more information, reference Board policy 6:150 – Home and Hospital Instruction.

## **GRADING AND PROMOTION – Policy 6:280**

*The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. A student shall not be promoted based upon age or any other social reason not related to academic performance.*

*Teachers use letter grades to report and document student achievement of course standards. Standards, which are established and communicated by teachers at the outset of each course, are used to evaluate student achievement.*

*Grading should reflect a demonstrated understanding of content and skills and shall not be based on external factors such as discipline.*

*Every teacher shall maintain an evaluation record for each student in the teacher's classroom, and shall use the following Standard Score Scale to determine grades:*

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

*No grade may be changed without notification to the teacher concerning the nature and reason for the change. The administrator making the change must sign the changed record.*

*ADOPTED: December 2015*

For further explanation and additional information regarding grading and promotion refer to the Township High School District 214 Academic Handbook: <http://www.d214.org/academics/academic-handbook/>

## **PROGRAMS FOR STUDENTS AT RISK OF ACADEMIC FAILURE AND/OR DROPPING OUT OF SCHOOL AND GRADUATION INCENTIVES PROGRAM – Policy 6:110**

*The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs.*

*Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:*

- 1. Is considered a dropout according to State law;*
- 2. Has been suspended or expelled;*
- 3. Is pregnant or is a parent;*
- 4. Has been assessed as chemically dependent; or*
- 5. Is enrolled in a bilingual education or English Language Learners program.*

*ADOPTED: December 2014*

## **STUDENT BEHAVIOR POLICY – Policy 7:190**

*The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.*

### *When and Where Conduct Rules Apply*

*A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:*

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- 5.

Prohibited Student Conduct

1. The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:
2. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
3. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
4. Using, possessing, distributing, purchasing, selling, or offering for sale:
5. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
6. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
7. 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.
8. 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. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
9. 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.
10. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
11. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance, or other substance that is prohibited by this policy.
12. 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.
  - a. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
13. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
14. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), 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, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-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 individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
15. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
16. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
17. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
18. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
19. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
20. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
21. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

22. Entering school property or a school facility without proper authorization.
23. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
24. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
25. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
26. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
27. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
28. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
29. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
30. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

#### Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.



*The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.*

*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.*

#### Weapons

*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 calendar year but not more than 2 calendar years:*

- 1. A firearm, 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).*
- 2. 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, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor 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.*

#### Re-Engagement of Returning Students

*The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.*

#### Required Notices

*A school staff member shall immediately notify the office of 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/guardian. "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.*

#### 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, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] 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 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.*

#### 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 15 days of the beginning of the school year or a student's enrollment.*

*ADOPTED: April 2016*

## **MISCONDUCT BY STUDENTS WITH DISABILITIES – Policy 7:230**

### Behavioral Interventions

*Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board of Education will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.*

### 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.*

*ADOPTED: September 2013*

## **GANGS AND GANG-LIKE ACTIVITY/BEHAVIOR PROHIBITED**

Gangs and gang-like activities/behavior are prohibited on school property or at any school-related activities. The visibility of gang and gang-like activities/behavior causes a substantial disruption and /or material interference to the educational process as well as school activities of District 214.

Gangs may be defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts of violation of school rules, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules.

Gang and gang-alike activities/behavior as used in policy 7:190 shall mean, but is not limited to, the following:

- Any conduct engaged in by a student (1) on behalf of any gang, (2) to perpetuate the existence of any gang, or (3) to affect the common purpose and design of any gang, including without limitation, recruiting students for membership in any gang and threatening or intimidating other students or employees;
- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, tattoo, or other item which is representative of membership or affiliation in any gang;
- Demonstrating verbal or nonverbal behavior representative of membership or affiliation in any gang, such as:
  - Intimidating, recruiting, or congregating to illustrate solidarity;
  - Harassing;
  - Making gestures or handshakes;
  - Possessing or creating slogans or drawings;
  - Using inappropriate verbal expressions/comments.
- Committing any act which furthers gang or gang-like activity/behavior such as:
  - Soliciting others for membership in any gang;
  - Encouraging other students to act with physical violence and /or act with intimidation upon any other person;
  - Using electronic devices to access information associated with gangs, which is not part of a curricular assignment.

All violations will be referred to local police via the dean of students or other administrator, e.g. principal/director.

Consequences or interventions shall include, but are not limited to, one of the following:

- Formal warning;
- Referral to outside community agencies;
- Loss of privileges;
- Removal from co-curricular and athletic activities;
- Alternative to suspension;
- Suspension;
- 45 day alternative placement (for special education students);
- Expulsion;
- Arrest for criminal offense.

## **TECHNOLOGY GUIDELINES**

District 214 fully supports the principle of digital citizenship, in other words the norms of appropriate, responsible behavior with regard to technology use. Throughout the District 214 curriculum students will receive instruction regarding responsible use practices to be successful citizens in our rapidly changing digital society. These practices include norms for communication and etiquette, information literacy, and the appropriate ethical and legal understanding to engage in 21st century learning.

The following sections of this handbook detail the District 214 expectations for appropriate use of technology and the consequences that apply to students who fail to meet those expectations.

District 214 provides Internet access to its students and staff. Responsible use procedures and guidelines are provided to each student through the registration process and govern websites and social media sites including, but not limited to, Twitter, Facebook, YouTube,

Instagram, LinkedIn, and MySpace. The responsible use procedures and guidelines will outline general responsibilities and expectations that accompany Internet access and accounts using District 214 networks and facilities. Inappropriate use will result in loss of privileges and other appropriate consequences.

### **INTERNET SAFETY – Policy 6:235**

*The Board of Education of Township High School District 214 ("Board") has adopted the following policy in accordance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act (P.L. 106-554).*

*This policy provides for the monitoring of the online activities of minors, and addresses the following areas:*

- *use of technology measures to restrict minors' access to materials harmful to minors and/or inappropriate;*
- *the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;*
- *unauthorized access, including so-called "hacking," and other unlawful activities by minors online; and*
- *unauthorized disclosure, use and dissemination of personal information regarding minors.*

#### Section I. - Curriculum

*By being connected to the Internet, students and staff have potential access to electronic mail communication; to information via the World-Wide Web; and to various research sources including certain university library catalogs, the Library of Congress, and other research databases. Access to the Internet and Township High School District 214's (the "District's") network is a privilege and is not a public forum for general use. Employees and students may load District-assigned student work onto the District's network. However, employees and students shall not load onto the District's network or Internet any unlawful, inappropriate, or copyrighted works that are not in accordance with fair use guidelines. Employees will not use personal social networking sites to communicate/interact with students. The Board disclaims any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the Internet. Further, the Board disclaims responsibility for any information that may be lost, damaged or altered or unavailable when using the District's network. Employees and students shall be solely responsible for any unauthorized charges or fees resulting from their access to the Internet.*

#### Section II. - Use of Technology Protection Measures

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

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

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

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

#### Section III - Access to Inappropriate Materials on the Internet and the World Wide Web

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

#### Section IV. - Electronic Mail, Chat Rooms, Social Networking Websites, and Other Forms of Electronic Communications

*It is the policy of the Board to ensure the safety and security of minors when using electronic mail, chat rooms, social networking websites, and other forms of direct electronic communications. For this purpose, school officials may regularly review minors' online and internal communications on the District's computer network to assure the safety of students and minors. School officials may further communicate to minors, through the District's student handbook, its acceptable use policy, or other means, information regarding the safety risks raised by online communications and appropriate practices to protect against these risks.*

*Student use of social media and technologies for school purposes or in a manner that is considered to have a nexus to the District or the school are subject to disciplinary action in accordance with existing board policies, the student discipline code and the responsible use policy.*

Section V. – Cyberbullying, Hacking, Unauthorized Access, and Unlawful Activities of Minors Online

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

Section VI. - Unauthorized Disclosure, Use and Dissemination of Personal Information

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

Section VII. - Definitions

Terms used in this policy shall have the meanings set forth in the Children's Internet Protection Act.

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

Choice of Law

The laws of the State of Illinois shall apply to any use of the District's websites and any use governed by this policy.

ADOPTED: April 2016

**PERSONAL ELECTRONIC DEVICES PROCEDURES**

Electronic Signaling Devices

Students may not use or possess personal electronic signaling devices or two-way radios on school property at any time, unless the building principal specifically grants permission.

Personal Cell Phones and Other Electronic Devices

The possession and use of personal cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following protocols:

1. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
2. They remain in the "off" position and stored in a locker, backpack, purse, pocket, or other place where they are not visible during a regularly scheduled school day. A "regularly scheduled school day" is defined as the moment a student arrives on school grounds during a day school is in session until the last class has ended for all students.
3. Buildings may designate specific areas in the school where personal cell phones and other electronic devices, other than paging devices and two-way radios, may be used during times other than a student's instructional schedule during a regularly scheduled school day.
4. Students shall be personally responsible for the security of their personal cell phone or other electronic device. The district assumes no responsibility for theft, loss, or damage of such devices.
5. Consequences:
  - a. Students who fail to comply with the policy and procedures regarding the possession and use of personal cell phones and other electronic devices, other than paging devices and two-way radios, shall be subject to the following set of consequences:
    - i. First Violation – The staff member will write a referral and the phone will be turned into the dean's office. The dean or designee will meet with the student and the phone will be returned at the end of the school day.
    - ii. Second Violation – The staff member will write a referral and the phone will be turned into the dean's office. The dean or designee will conduct a parent/guardian conference. The phone will not be returned until the parent/guardian meets with the dean or designee.
    - iii. Subsequent Violations – A referral will be written and alternative disciplinary action including, but not limited to, the loss of privileges and the assignment of detentions may be imposed when deemed appropriate by the administration.
  - b. Students who fail to comply with the policy regarding paging devices and two-way radios will be disciplined according to the district's standard discipline policy and /or referred to law enforcement agencies, where appropriate.
  - c. Consequences for violating the Academic Integrity Policy are separate from, and in addition to, those assigned with violating the Electronic Devices Policy and Procedures.
  - d. Students using electronic devices for unlawful purposes will be disciplined according to the district's standard discipline policy and/or referred to law enforcement agencies, where appropriate.
  - e. Consequences leading up to and including suspension and expulsion will be considered for any students using electronic devices, including a cell phone, any other electronic device to take or transmit digital photographic images, pictures, or movies of an individual or individuals without their consent anywhere on school grounds or during a school-related activity.

- f. Consequences leading up to and including suspension and expulsion will be considered for students using any electronic device, including a cell phone, or any other electronic device to take or transmit audio recordings of an individual or individuals without their consent anywhere on school grounds or during a school-related activity.
- g. Illinois Criminal Code (720 ILCS 5/260-4) – It is unlawful for any person to knowingly videotape, photograph, or film another person without that person’s consent in locker rooms, changing rooms, restrooms, etc. Standard disciplinary procedures will apply.
- h. Electronic devices may not be used for creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions* or *non-consensual dissemination of private sexual images* as defined in State law, i.e., *sexting*. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

## **PERSONAL TECHNOLOGY AND SOCIAL MEDIA; USAGE AND CONDUCT – Policy 5:125**

### Definitions

**Includes** - Means “includes without limitation” or “includes, but is not limited to.”

**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, MySpace, Twitter, Instagram, and YouTube.

**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 laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® and other platform phones, and Windows Phone®), and other devices (e.g., iPod®).

### Introduction

The Board of Education recognizes the potential benefits for the use of social media and other online technologies by employees and school-based groups. At the same time, the Board recognizes the potential impact on employees, students and the school community, as well as the liability that can occur if such resources are not used responsibly or not conscientiously managed.

### Usage and Conduct

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

1. Adhere to the high standards for appropriate school relationships required by 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 and engage with students and their parents/guardians.
3. Obtain prior written authorization from the building principal, superintendent or his/her designee before establishing social media accounts that speak on behalf of the school, a school organization, the District or a District organization, including co-curricular activities, specific departments, fundraisers and clubs or teams. Administrative procedures implementing this policy shall set forth the manner by which authorization must be requested and the factors considered in addressing the request. Only those officially designated can use social media to speak on behalf of District 214.
4. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
5. Comply with policy 5:130, Responsibilities Concerning Internal Information. No personally identifying student information shall be posted using personal technology or social media without the authorization from the student’s parent/guardian, except photographs of and other content created by students while participating in public co-curricular activities, including sports and theater and musical productions, may be used without parental/guardian permission.
6. Refrain from using the District’s logos without permission and follow Board policy 5:170, Copyright, and all District copyright compliance procedures.
7. Monitor and delete, when possible, any user comments or submissions that: (1) include vulgar language; (2) include personal attacks of any kind; (3) reasonably can be interpreted as discrimination or animosity on the basis of any protected or other immutable characteristic; (4) contain spam or links to commercial websites; (5) are clearly off-topic; (6) advocate illegal activity; (7) constitute marketing of particular services, products or political organizations; (8) infringe on copyrights or trademarks; (9) contain personally identifiable medical information or other privileged or confidential information; (10) may compromise the safety or security of the District or its students, employees, or other members of the District community; (11) do not conform with the purpose of the particular social media site in question; or (12) interfere with, disrupt or adversely affect the school environment, school operations or an educational function, including comments or other submissions that may reasonably be considered to (i) be a threat or an attempted intimidation of an employee; or (ii) endanger the health or safety of students, employees or school property.

8. *Use personal technology 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.*
9. *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.*
10. *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:*
  - a. *Provide their building staff with a copy of this policy.*
  - b. *Inform their building staff about the importance of maintaining high standards in their school relationships.*
  - c. *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. *Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.*
5. *Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.*

*ADOPTED: April 2014*

### **DISTRIBUTION OF OBSCENE OR LIBELOUS MATERIAL**

Distribution in school of material that is obscene or libelous is prohibited. Distribution in school includes distribution on or adjacent to school property or at school-related activities. Obscene material is that which an average person, when viewing the material as a whole and applying community standards for children of a relevant age, would find to depict or describe sexual conduct in an offensive way, appeal to prurient interest, and lack serious literary, artistic, political or scientific value. Libelous material is that which tends falsely to injure the reputation of another. Students who distribute such material or who write or publish such material for distribution engage in gross disobedience and misconduct and will be disciplined in accordance with district policy.

For more information, reference Board policy 7:310 – Restrictions on Publications.

### **TEEN DATING VIOLENCE PROHIBITED – Policy 7:185**

*Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.*

*The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:*

1. *Fully implements and enforces each of the following Board policies:*
  - a. *7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).*
  - b. *7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.*
2. *Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:*
  - a. *Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.*
  - b. *The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, Harassment of Students Prohibited.*
3. *Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.*
4. *Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.*

5. Notifies students and parents/guardians of this policy.  
ADOPTED: June 2015

## **SUSPENSION PROCEDURES– Policy 7:200**

### In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

### Out-of-School Suspension

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
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. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:
        - i) Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii) Substantially disrupt, impede, or interfere with the operation of the school.
    - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board 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. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

ADOPTED: April 2016

At the discretion of the school administration, alternative/reduction of suspension opportunities may be offered. These opportunities are designed to be educational and therapeutic in nature.

In the event a student's behavior creates a potentially dangerous situation for him/herself or others or a student violates the substance abuse policy, a student may be removed from academic class for all or part of a term and/or lose privileges including, but not limited to, open lunch, open study, enrollment in behind-the-wheel component of the driver's education program, enrollment in class(es) with dangerous equipment (i.e., automotive, woods class), on-campus parking, and overnight field trips and excursions.

## **EXPULSION PROCEDURES – Policy 7:210**

*The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:*

1. *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 shall:*
  - a. *Include the time, date, and place for the hearing.*
  - b. *Briefly describe what will happen during the hearing.*
  - c. *Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.*
  - d. *List the student's prior suspension(s).*
  - e. *State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.*
  - f. *Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.*
2. *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 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. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.*
3. *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. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. 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.*
4. *If the Board acts to expel the student, its written expulsion decision shall:*
  - a. *Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.*
  - b. *Provide a rationale for the specific duration of the recommended expulsion.*
  - c. *Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.*
  - d. *Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.*
5. *Upon expulsion, the District may refer the student to appropriate and available support services.*

*ADOPTED: April 2016*

## **STUDENT APPEARANCE – Policy 7:160**

*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.*

*ADOPTED: December 2015*

### Dress Code Procedures

While allowing diversity of taste, fashion and individual preference, the school expects every student to dress in a manner that does not disrupt the educational process. All students are expected to observe the basic standards of cleanliness, modesty, and good grooming. When the school deems that a student's appearance is disruptive to the educational process, the student will be directed to change his or her appearance. The school prohibits clothing, which depicts alcohol or other drugs, which has sexual or obscene connotations, which advocates violence or which states ethnic or racial superiority. Clothing or accessories that may damage school property or be readily used as a weapon are prohibited.

Consequences for violation of the dress code include but are not limited to: change of clothing, detentions assigned for missing class, unexcused absences, and other standard disciplinary consequences.

### Dress Code Guidelines

The following items (although not limited to) will not be permitted while in attendance during the school day or at school-related activities:

- Coats and garments designed as cold weather outerwear;
- Hats, caps, bandanas, headbands, visors, hoods and other head-coverings;
- Clothing that reflects gang membership, gang activity, or gang affiliation;
- Clothing such as halter tops, tube tops, sleeveless undershirts, strapless tops, spaghetti strap tops, low cut tops, racer-back tops, backless tops, tops with one shoulder, bare midriff tops, crochet tops, swimwear, short shorts, short skirts, underwear worn as outerwear, low riding pants displaying boxers or sweatpants;
- Sunglasses.



As used in this set of guidelines, the word “clothing” includes accessories such as all jewelry, backpacks, purses, chains, and footwear.

## **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT – Policy 7:180**

*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 and providing all students equal access to a safe, non-hostile learning environment are important District goals.*

*Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic 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 a computer that is accessed at a nonschool-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 or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.*

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

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

- 1. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;*
- 2. Causing a substantially detrimental effect on the student’s or students’ physical or mental health;*
- 3. Substantially interfering with the student’s or students’ academic performance; or*
- 4. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.*

*Cyber-bullying 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. Cyber-bullying 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. Cyber-bullying 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.*

### 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 following requirements:*

- 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 or the District Complaint Manager, the Associate Superintendent for Human Resources. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or 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 parent(s)/guardian(s) of all students 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 the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.*
  - 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 report of the 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 and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the 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 act 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, which 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.*

ADOPTED: September 2014

For more information, reference Board Policy 7:180 – Preventing Bullying, Intimidation, and Harassment and Board Policy 7:20 – Harassment of Students Prohibited.

Any reports of bullying, intimidation or harassment will be kept confidential to the extent possible given the need to investigate the reported complaint. Students who make good faith complaints will not be disciplined. Any student who is determined, after an investigation, to have engaged in bullying, intimidation, or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

### **ACADEMIC INTEGRITY – Policy 6:282**

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

#### I. Definitions of Academic Misconduct

- A. *Scholastic Dishonesty*  
*A breach of the standards of academic integrity including all forms of academic cheating; e.g., plagiarism, collusion, falsifying academic records, and any other act designed to give unfair academic advantage to the student.*
- B. *Cheating*  
*Any attempt to defraud, deceive, or mislead the teacher and/or school administration in arriving at an honest evaluation of learning. Cheating includes aiding other students in cheating, as well as the inappropriate use of technology that transmits data.*
- C. *Plagiarism*  
*A form of cheating that involves presenting as one's own, the ideas or work of another. Plagiarism is not a question of intent. Any use of the content or style of another's intellectual product without proper recognition of the source, constitutes plagiarism.*
- D. *Furnishing False Information*  
*Writing an exam or term paper for another student; soliciting another person to take an exam or write a paper for one's own class; submitting the same work in more than one course when doing so is prohibited; or representing oneself as another person.*
- E. *Creating an Improper Disadvantage*  
*Removing, defacing, hiding or deliberately withholding library books or other materials; contaminating a laboratory sample, etc.*
- F. *Theft/Damage of Intellectual Property*  
*Sabotaging or stealing another person's assignment, book, paper, notes, experiment, or project; improperly accessing or electronically interfering via computer or other means with the property of another person.*
- G. *Selling or Distributing Materials*  
*Selling or distributing course notes, handouts, readers or other information provided by a teacher without the teacher's permission.*
- H. *Collusion*  
*The act of forming a secret agreement for a fraudulent or illegal purpose.*

#### II. Standard Consequences

*When an incident of academic misconduct is suspected, the teacher will take reasonable action to establish whether it actually occurred. After giving the student notice of the allegation(s) and an opportunity to explain his or her actions, the teacher will take the following disciplinary actions when it has been determined that academic misconduct has occurred. The consequence for academic misconduct will always be more severe than the consequence for failing to do, turn in, or complete an assignment or to take the test/exam/assessment in question.*

- A. *First Occurrence*
  - 1. *Zero credit for the assignment or examination.*
  - 2. *Possible course failure based on the weight of the assignment or examination.*
  - 3. *The student is given the opportunity to complete the assignment/examination at the teacher's discretion at no credit.*
  - 4. *The incident is reported to the division head and documented by the dean as a disciplinary incident, and the parent/guardian is notified by an administrator of the incident and possible course failure. "Academic Misconduct" is added to the discipline referral form.*
- B. *Second Occurrence*
  - 1. *Zero credit for the assignment or examination.*
  - 2. *As a consequence, possible course failure as determined by the teacher and the Building Principal's/ Director's designee(s).*

3. The student is given the opportunity to make up the assignment/examination at the teacher's discretion at no credit.
4. Incident is reported to the division head and documented by the dean as a disciplinary incident and, the parent/ guardian is notified by an administrator of the incident and possible course failure. "Academic misconduct" is added to the discipline referral form.
5. The student may be excluded from consideration for academic awards.

C. *Third Occurrence*

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

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

III. School Rules, District Policies, and the Law

*The consequences for violating the Academic Integrity policy are separate from and in addition to those assigned for violating school rules, other School District policies, and the law. Furthermore, this policy in no way limits the authority of the administration or Board of Education to impose other or additional consequences in accord with school rules and District policies.*

*ADOPTED: April 2013*

**SEARCH AND SEIZURE POLICY – Policy 7:140**

*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 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 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 or his/her designee, 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 sex, 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 sex 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 or designee.*

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

*The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:*

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the

*course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.*

ADOPTED: December 2015

## **LOCKERS - HALL AND PHYSICAL EDUCATION**

All lockers are school property made available for student use. Hall lockers and physical education lockers are assigned to students at the beginning of each school year and students are responsible for their assigned locker. Students are not permitted to share lockers. Students are not allowed to write on the inside or outside of their lockers. The school administration reserves the legal right, according to state law (105 ILCS 5/10-22.6), to open and search any locker and any personal effects contained within the locker. The display of obscene buttons, medallions, insignias, posters or pictures or any material dedicated to the mistreatment or harassment of any racial, religious, or other group will not be tolerated. There will be periodic locker checks.

## **LIABILITY**

### Personal Property

Items of personal property are brought to school at the owner's risk. Township High School District 214 is not liable for any losses incurred by staff, students, or the general public regardless of the reason or circumstances. Refrain from wearing or bringing expensive items to school. Students who wear or bring expensive items to school set themselves up to be victims. It is unfair and illegal for district staff members to search groups of students for the possibility of finding a lost item. All losses should be reported in the attendance office with the School Resource Officer (SRO).

### District Owned and Issued Property

Township High School District 214 has a 1:1 iPad Program. If a student is issued a District iPad, an iPad Protection Plan can be purchased through the District. The plan covers "accidental damage" to the device and is designed to limit a family's financial responsibilities for any damages as described in the protection plan (<http://www.d214.org/departments/ipad-resources/>). Enrollment is optional with the understanding that parents/students carry the full liability if there is damage to the device and no protection plan is purchased.

It's important to know about Illinois Criminal Code 720 ILCS 5/16-1. If property costs are or exceed \$500 and the property is not returned, or returned in a damaged condition, it is a Class 3 felony. If property costs are less than \$500 it is categorized as a Class 4 felony.

## **SCHOOL RESOURCE OFFICER**

The School Resource Officer (SRO) strives to improve police relations with young people, thereby giving them a better understanding of the law and its enforcement. The SRO delivers lectures to classes on criminal rights, narcotics abuse, crime prevention, and driver safety and is available to parents/legal guardians, students, and staff for advice and information. The SRO may be contacted in person or by telephone at the school.

## **HOMEWORK – Policy 6:290**

*Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:*

- 1. Is used to introduce, reinforce and apply concepts, principles, and skills;*
- 2. Is of appropriate frequency and length, and does not become excessive, according to the best educational interests of the student;*
- 3. Serves as a communication link between the school and parents/guardians;*
- 4. Encourages independent thought, self-direction, and self-discipline; and*
- 5. Is not assigned for disciplinary purposes.*

ADOPTED: December 2015

## **TEACHING ABOUT CONTROVERSIAL ISSUES**

Township High School District 214 provides parents/legal guardians of students an opportunity to grant or refuse permission for their student(s) to participate in a class activity when study material(s) are deemed controversial. In such circumstances, the students would receive an alternative assignment. Parent/legal guardian should contact the school's principal/designee with concerns regarding controversial issues, material and curricula. The administration has established guidelines, procedures, and safeguards for an unbiased, impartial handling of controversial issues in the classroom.

For more information, reference Board policy 6:80 – Teaching About Controversial Issues.

## **ADMINISTERING MEDICINES TO STUDENTS – Policy 7:270**

*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 parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.*

*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.

ADOPTED: December 2015

#### Students with Diabetes

A student with diabetes may possess diabetic medications and supplies, provided the student's parent/guardian and physician has completed and signed the *Diabetes Medical Management Plan*. This plan will be reviewed with relevant school staff and copies will be kept in a place that is easily accessed by the school nurse, trained diabetes personnel, and other authorized personnel.

CROSS REF.: 6:120 – Education of Children with Disabilities

For more information reference Board policy 7:270 – Administering Medicines to Students, the District 214 Health Services website:

<http://www.d214.org/district-departments/health-services/> and the Diabetes Medication Management Plan at:

<http://www.d214.org/departments/health-forms/#Diabetes>

#### **FOOD ALLERGY MANAGEMENT PROGRAM – Policy 7:285**

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Implements the following goals established in the School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: [www.isbe.net/nutrition/pdf/food\\_allergy\\_guidelines.pdf](http://www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf)
3. Complies with State and federal law and is in alignment with Board policies.

ADOPTED: October 2010

For more information, go to the District 214 Health Services website: <http://www.d214.org/district-departments/health-services/>

#### **TRANSPORTATION – Policy 4:110**

The District shall provide free transportation for one route for any student in the District in accordance with School code who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious safety hazard. The District may provide and charge a fee for transportation for other students residing within one and one-half miles from their assigned school. Free transportation service is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. District 214 will abide by School code and all applicable State and federal laws for student transportation. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act.

ADOPTED: December 2015

For more information, reference Board policy 4:110 – Transportation.

Bus schedules and routes shall be determined by the district transportation department. Hazard areas are determined and documented by the Illinois Department of Transportation. A parent/guardian has the option to pay for transportation if living within the one and one-half mile distance from school of attendance. The transportation fee for this option will be determined on an annual basis.

Bus transportation is provided to and from school from the student's permanent residence on record. This procedure applies regardless of free or paid ridership.

### **BUS CONDUCT POLICY – Policy 7:220**

The Bus Conduct Policy 7:220 pertains to any district-provided transportation:

*All students must follow the District's School Bus Safety Rules.*

#### School Bus Suspensions

*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 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 School Board policy, 7:190, Student Behavior.*
- 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.*
- 7.*

*If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 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.*

#### Academic Credit for Missed Classes During School Bus Suspension

*A student suspended from riding the bus who does not have alternative transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.*

#### Electronic Recordings 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. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.*

*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.*

*ADOPTED: April 2016*

### **STUDENT DRIVING AND PARKING INFORMATION**

Students are permitted to park on school premises as a matter of privilege, not right. The school retains the authority to conduct routine inspections of parking lots and the exteriors of student automobiles on school property. The interiors of student vehicles may be searched by school authorities without notice, without student consent, and without a search warrant (105 ILCS 5/10-22.6). (See Search and Seizure Policy 7:140 on page 28 of this handbook.)

Students are required to secure parking permits for use of cars and other motor-driven vehicles that will be parked in designated areas. Such vehicles may be removed from the designated areas only at approved times. Regulations governing the use of school parking lots shall be developed by administration. Noncompliance with these regulations can result in suspension or revocation of a student's driving privileges on school grounds and/or suspension from school. It may result in towing the vehicle at the student's/owner's expense. Information as to the school's and parent's/legal guardian's liability will be included in the request for the parking permit.

Students are responsible for paying for their towing and storage expenses incurred from parking violations. The speed limit on school property is 10 m.p.h. Municipal and State driving laws will be enforced at all times. School Board policies and school insurance do not cover damage or harm to private vehicles. All losses must be assumed by the owner of the vehicle.

Students may leave school grounds in vehicles only during their lunch period or to attend a District 214 approved curricular program. If you need to leave school grounds other than at lunch period or for a District 214 approved curricular program, you will need parent/legal guardian permission and administrative permission. Parking privileges may be revoked without a refund as a consequence of misbehavior. Examples of misbehavior that may result in revocation of parking privilege include, but are not limited to: cutting class, excessive tardiness, insubordination, hallway disruption, substance abuse on or off campus, reckless driving, and disrespect.

## **VISITORS TO AND CONDUCT ON SCHOOL PROPERTY – Policy 8:30**

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

**Visitor** - Any person other than an enrolled student or employee.

During the school day, all visitors to school property are required to report to the security checkpoint and receive permission to remain on school property. Visitors must sign a visitors' log, show identification, and wear a visitor's badge. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to arrange an appointment.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products or electronic cigarettes;
8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/or where the use occurred;
9. Use or possess medical cannabis;
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using technology in a disruptive manner);
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
13. Engage in any behavior that could endanger oneself or another;
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

### Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

### Exclusive Bargaining Representative Agent

**Please refer to the current Cumulative Agreement between the Board of Education of District 214 and The District 214 Education Association.**

### Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

The Superintendent shall develop procedures to implement this policy.

ADOPTED: September 2016



**For the safety of our students and staff and in accordance with State law, all visitors must sign in at the security desk and obtain a visitor's pass. A credential exchange is also required. Students who are enrolled in district alternative programs must receive prior administrative approval before visiting the home school. Students are expected to stay on their home school campus during the school day and are not permitted to visit other district campuses without prior administrative approval.**

Note: Access to classrooms and personnel within the building is permitted in limited situations according to Board policy and procedure 6:120 – Education of Children with Disabilities. Contact the Student Services Office in the school for more information and to arrange for classroom visitation.

For more information, reference Board policy 4:175 – Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications.

### **SMOKING PROHIBITED**

No person is permitted to smoke on campus, anywhere in the school building, or at any school-related functions. According to State law, the use of tobacco of any type, in any manner, is prohibited at all times. It is illegal for students under the age of 18 to possess tobacco at any time in accordance with district policy, village ordinance, and State law. This includes chewing, smoking, or holding a cigar, cigarette, electronic cigarette or pipe, lit or unlit.

### **COMMUNITY USE OF SCHOOL FACILITIES – Policy 8:20**

*School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or the safety of students or employees, or (2) affect the property or liability of the School District. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.*

*Persons on school premises must abide by the District's conduct rules at all times.*

*The Superintendent shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent or designee's approval and is subject to the procedures.*

*ADOPTED: April 2013*

Non-students are prohibited from participating in interscholastic team practices or scrimmages, free play, or conditioning activities. Non-students are prohibited from using district/school facilities except where permitted in this policy. **Students who are not participating in an organized/supervised activity, must leave the school property immediately following their last class of the day.**

For more information, reference Board policy 8:20 – Community Use of School Facilities.

### **SCHOOL/DISTRICT DANCES**

All students are expected to attend school on the day of a school-sponsored dance and have a current school ID in order to be permitted to attend these events. If guests are permitted, the dance guest procedures allow a student to bring one guest to dances, provided they submit a completed District 214 School Dance Guest Form prior to the dance. A guest must be enrolled in at least 9th grade; guests aged 21 and older are not allowed. Guests must also submit a photocopy of his/her driver's license/state ID and school ID with a Dance Guest Form. Any school has the right to deny permission to any guest from attending any dance or school-related event. Students who leave the dance area will not be allowed back in the dance. Students arriving one and a half hours late or more may not attend the dance and there will be no refunds. Students who violate any school rule while attending a dance will be subject to disciplinary action and may be excluded from attending future school dances.

### **SPECTATOR CONDUCT**

The Illinois State Board of Education and the Illinois High School Association require school districts to monitor spectator behavior at all school-sponsored activities. Accordingly, an event supervisor(s) may request any person involved in misconduct to leave the premises and may contact the local police for assistance. The Board of Education has the authority to suspend individuals from attending all school-sponsored activities for up to one year for spectator misconduct.

The district will provide equal and appropriate opportunities and resources to all its students and other citizens, regardless of their race, religion, ethnic background, gender, or the community in which they live.

### **CONDUCT CODE FOR PARTICIPANTS IN CO-CURRICULAR ACTIVITIES – Policy 7:240**

*State law requires the Illinois High School Association (IHSA) to prohibit a student from participating in an athletic competition sponsored or sanctioned by IHSA unless the student has agreed, (a) not to use any performance-enhancing substances on IHSA's current banned drug list, and (b) to submit to random testing for these substances in the student's body if the student is in high school. In addition, the student's parent/guardian must sign a statement for IHSA containing specific acknowledgments including that the student, if in high school, may be subject to random performance-enhancing substance testing and that violating the laws regulating the use of performance-enhancing substances is a crime.*

*IHSA, with oversight from the Illinois Department of Public Health, administers a performance-enhancing substance testing program under which high school participants in athletic competition sponsored or sanctioned by IHSA are tested at multiple times throughout the athletic season for the presence in their bodies of performance-enhancing substances on the IHSA's banned drug list.*  
ADOPTED: September 2014

#### General Prohibitions of the Conduct Code

1. It shall be considered a violation of the IHSA Bylaws 2.170 and its subsections for any student-athlete to ingest or otherwise use any substance of the IHSA's Banned Substance Classes, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for legitimate medical condition.
2. Violations found as a result of the IHSA Performance-Enhancing Substance Testing program shall be penalized in accordance with this policy.
3. Violations found as a result of any other drug or substance testing conducted by a member school shall be penalized in accordance with the member school's athletic code of conduct.

A posting of banned substance classes shall be prepared annually by the IHSA Sports Medicine Advisory Committee and approved by the IHSA Board of Directors. It shall be subject to updates at any point during a school term. A complete posting of the current year's banned substance classes list can be accessed on the Sports Medicine page at [www.ihsa.org](http://www.ihsa.org).

For more information, reference Board policy 7:240 – Conduct Code for Participants in Co-Curricular Activities.

#### A. Background Information

**A code is a system of guiding rules and principles intended to communicate norms and values, define standards of conduct, and help individuals distinguish between acceptable and unacceptable conduct.**

**This code outlines District 214's expectations for the conduct of students who choose to participate in the co-curricular activities program.**

Township High School District 214 offers an extensive and diverse co-curricular activities program to provide additional learning opportunities to students who wish to develop their special interests, skills, and talents to a higher level. Involvement in these activities is both voluntary and a privilege; students choosing to participate take on extended responsibilities as representatives of their team/activity, their school, the school district, and the community. These extended responsibilities justify holding students who choose to participate in the co-curricular activities program to a higher standard of conduct as a condition of participation. Accordingly, students who choose to participate in the co-curricular activities program are responsible for behaving in accordance with this code of conduct.

#### B. Purpose

All District 214 students are expected to comply with the rules and regulations of the school and school district, observe good order, and conduct themselves in a manner that will bring credit and honor to themselves, their team/activity, their school, and the school district. This code defines the specific rules that must be followed by all students involved in co-curricular activities, defines the consequences for those students who violate those rules, and establishes procedures intended to ensure consistent enforcement of the code.

#### C. Administration

The Co-curricular Code is administered by each school's assistant principal for student activities (APSA). Only the assistant principal for student activities, an associate principal, or the principal (or his/her designee) are authorized to suspend students from the co-curricular activities program for violation of the Co-curricular Code.

#### D. Distribution

The Co-curricular Code will be distributed annually to all students who choose to participate in co-curricular activities. It will also be published in the district's Parent-Student Handbook, the Student Activities Handbook, and/or each school's Student Handbook. Students and parents are encouraged to discuss any questions regarding the code with their coaches/directors/ sponsors or the assistant principal for student activities.

#### E. Enforcement

The Co-curricular Code applies to the "school-related conduct" of all students involved in co-curricular activities, on and off campus, 24 hours a day, seven days a week, all year. "School-related conduct" is any conduct, on or off campus, that affects the discipline or general welfare of the school or that brings, or may bring, the school or school district into disrepute.

Violations of the Co-curricular Code are limited to incidents that are verified by:

- o District 214 staff;
- o a law enforcement agency(ies); and/or
- o an admission of guilt.

A code violation is verified if, by the evidence available, it appears more likely than not that a code violation has occurred.

Direct reports from law enforcement agencies and incidents reported by staff will be investigated. Anonymous or secondhand reports of possible violations generally will not be investigated, absent substantial confirming information.

Code violations may arise from material maintained or being identified through the use of technology (personal or district-issued), such as a computer, iPad, cell phone or other electronic device, which depicts illegal or inappropriate behavior.

While violations of the Co-curricular Code that are not verified within 90 days of their occurrence are not subject to the provisions of the code, such violations may be recorded by the school and reported to parent(s)/guardian(s).

1. Code Violations

Examples of the conduct prohibited by this code are listed in Appendix A. "Level A" code violations are acts of serious misconduct prohibited by this code including, but not limited to, the possession, sale, delivery, use, or being under the influence of any controlled substance, possession of weapons or look alike, mob action, theft, and participation in gang activity. Less serious acts of misconduct shall be considered "Level B" violations, except that repeated or cumulative "Level B" violations may result in "Level A" consequences. The consequences for "Level A" violations are more severe than the consequences for "Level B" violations.

2. Consequences

From first violation to third violation, the intention of the consequences for violating the Co-curricular Code shifts from problem awareness (1st violation), to an emphasis on rehabilitation (2nd violation), to significant punishment (3rd violation). While the consequences for code violations are described in Appendix B, the administration may, in its discretion, impose additional or more severe consequences for serious code violations.

The flow chart found in Appendix B describes the progression of consequences for violations of the Co-curricular Code. The consequences differ depending on the level of each violation and the order in which successive violations occur (See Appendix B).

3. Suspension

A student not involved in co-curricular activities at the time of violation will normally be assigned a suspension beginning upon his/her next involvement in a co-curricular activity. A student, however, may not become involved in a new co-curricular activity solely to serve the assigned suspension. The assistant principal for student activities may prevent a student from doing so by assigning a suspension to be served during the student's next involvement in his/her regular activity(ies).

Calendar year suspensions begin with the date of violation and are not related to the beginning or end of seasons. Suspensions for one season include the period from the first day until the last day of the IHSA season and do not include any portion of the current season.

4. Reinstatement

Students are considered for reinstatement based on the following criteria.

- a. Letter from the student requesting reinstatement.
- b. Letter from parent(s)/guardian(s) supporting reinstatement.
- c. Letter from the dean of students supporting reinstatement based on the student's record of absences, tardiness, and deportment during the suspension period.
- d. Letter from counselor supporting reinstatement.
- e. Testimony from others familiar with issues relevant to reinstatement.

Based on the above evidence, the assistant principal for student activities will rule on requests for reinstatement after one full season of suspension. A committee of administrators and staff, chaired by the special program administrator, will rule on requests for reinstatement after one calendar year of suspension.

5. Cumulative Violations

Violations of the Co-curricular Code accumulate throughout a student's high school career beginning with his/her first participation in co-curricular activities and ending with graduation.

6. School Rules, District Policies, and the Law

The consequences for violating this code are separate from and in addition to those assigned for violating school rules, school district policies, and the law. Furthermore, this code in no way limits the authority of the administration or Board of Education to impose other or additional consequences in accord with school rules and district policies.

7. Coach/Director/Sponsor Rules

In addition to the prohibited conduct described in Appendix A, coaches/directors/sponsors, in collaboration with the assistant principal for student activities, may establish rules specific to their activity. Such rules, however, may not exceed the provisions of this code. These rules will be distributed and explained to all students and parents by the coaches/directors/sponsors at the

beginning of a student's participation in the activity and annually thereafter. They will also be filed with the assistant principal for student activities.

Coaches/directors/sponsors will consistently and fairly enforce their activity-specific rules and will inform students, parents, and the assistant principal for student activities of any major or repeated violations.

8. Practice/Rehearsal Limitations

The assistant principal for student activities, in collaboration with the involved athletic director, coordinator, coach and/or sponsor, will determine whether or not a student may practice/rehearse during the suspension period. Except during practice/rehearsal a student may not dress in uniform, compete, or perform while suspended.

9. Due Process

The following procedure will be utilized in enforcing the Co-curricular Code:

- a. The student, his/her parent(s)/ guardian(s), and the coach(es)/sponsor(s) will be informed of the misconduct at issue. If no disciplinary action is taken, the enforcement process is terminated;
- b. The student will be given an opportunity to tell his/her side of the story; and
- c. The assistant principal for student activities will determine the consequence based on the provisions of this code and will inform the student, his/her parent(s)/guardian(s), and the coach(es)/sponsor(s).

10. Review

The student or his/her parent(s)/guardian(s) may request review of the code violation and the assigned consequences within five school days after being informed. The request must be addressed to the principal in writing and must articulate the reasons that a review should be granted.

Based upon the reasons articulated in the written request and all information available at the time, the principal (or his/her designee) will determine whether further review of the code violation and assigned consequences is proper. The principal may determine that no further review is necessary.

The results of any level of review of code violation and/or assigned consequence, including denial of review, will be documented in writing and sent to the parent(s)/guardian(s) within five days after the receipt of the written request for review.

After the principal (or his/her designee) takes action on the requested review, the student or his/her parent(s)/guardian(s) may, within five school days, request in writing that the superintendent (or his/her designee) review the code violation and assigned consequences. Review beyond the school principal is allowed if, and only if, relevant information is available that was not known at the time of the original ruling or at the time of the principal's review. The written request must be addressed to the superintendent and must articulate the reasons that a review should be granted.

Based upon the articulated reasons in the written request, the superintendent (or his/her designee) will determine whether further review is proper. The determination of the superintendent (or his/her designee) shall be final.

The assigned consequences for the code violation are in effect during any review process.

11. Overnight Activities

The High School District 214 overnight activities policy is in effect for all overnight activities. Coaches/Directors/Sponsors will review this policy with each student and his/her parent(s) or guardian(s) prior to departure. A student's participation in subsequent overnight activities may be affected by a violation of the Co-curricular Code.

12. IHSA Activities Regulations

A student who participates in co-curricular activities is subject to all applicable Illinois High School Association By-Laws, Policies, and Rules.

13. Voluntary Admission

The following provision may be used only once and on a first offense by any student during his/her high school career.

If a student seeks out a coach or sponsor to admit having a substance abuse problem before a documented violation, the student will be referred to an appropriate representative of Student Services to complete an assistance program. While the student will receive a code violation under such circumstances, suspension from participation in co-curricular activities may be held in abeyance upon agreement of the coach/sponsor and the assistant principal for student activities.

A student's suspension will be waived upon successful completion of the assistance program. A student who does not successfully complete the assistance program will be required to serve the full suspension from that point in time.

14. Suspension from School

A student suspended from school shall be ineligible to attend or participate in any co-curricular activities during the period of suspension.

15. Title IX Compliance

District 214 complies with the provisions of Title IX, i.e.; "No person in the United States shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid."

16. Co-curricular Activities Covered by the Co-curricular Code

Badminton, Girls	Musical
Baseball, Boys	Orchestr Performance
Basketball, Boys and Girls	Pompoms
Bass Fishing Team	Robotics Team
Bowling, Girls	Scholastic Bowl Team
Chess Team	School Art Performance/Play
Class Board Officers (Student Council)	Science Olympiad Team
Competitive Cheerleading	Show Choir Interscholastic Competition*
Competitive Dance	Sideline Cheerleading
Cricket	Soccer, Boys and Girls
Cross-Country, Boys and Girls	Softball, Girls
Debate Team	Speech Team/Individual Events
DECA	Spring Play
Drama and Group Interpretation	Student Congress Team
Drill Team	Student Council Officers
Fall Play	Swimming and Diving, Boys and Girls
FCCLA	Tennis, Boys and Girls
Football, Boys	Track and Field, Boys and Girls
Golf, Boys and Girls	Volleyball, Boys and Girls
Gymnastics, Boys and Girls	Water Polo, Boys and Girls
Jazz Band Interscholastic Competition*	Winter Play
IHSA Journalism	Wrestling, Boys
Marching Band Interscholastic Competition*	* Or non-graded performance
Math Team	

And, any new or additional activities run under the District's auspices.

**NO PASS/NO PLAY GUIDELINES**

In accordance with Illinois state law, students involved in certain activities must maintain a specified academic standard:

Illinois High School Association (IHSA) – Scholastic Standing

3.021 They shall be doing passing work in at least twenty-five (25) hours of high school work per week. (PE can be used as .50 credit class to meet the 25 credit hour requirement. Students must be passing PE in order to use the class towards academic eligibility.

3.022 They shall, unless they are entering high school for the first time, have credit on the school records for twenty-five (25) credit hours of high school for the previous semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received.

3.023 They shall not have graduated from any four-year high school or its equivalent.

3.024 Passing work shall be defined as work of such a grade that if on any given date a student would transfer to another school, passing grades for the course would immediately be certified on the student's transcript to the school to which the student transfers.

3.025 Work taken in junior college, college, university, or by correspondence may be accepted toward meeting the requirements of this Section provided it is granted credit toward graduation from high school by the local Board of Education.

Activities Governed By No Pass/No Play

- A. All organizations involved in interscholastic competition;
- B. Any credit-bearing organization that competes inter-scholastically;
- C. Performance organizations;
- D. Major productions;
- E. Select student government positions: Officers of Class Boards and Student Council.

## APPENDIX A

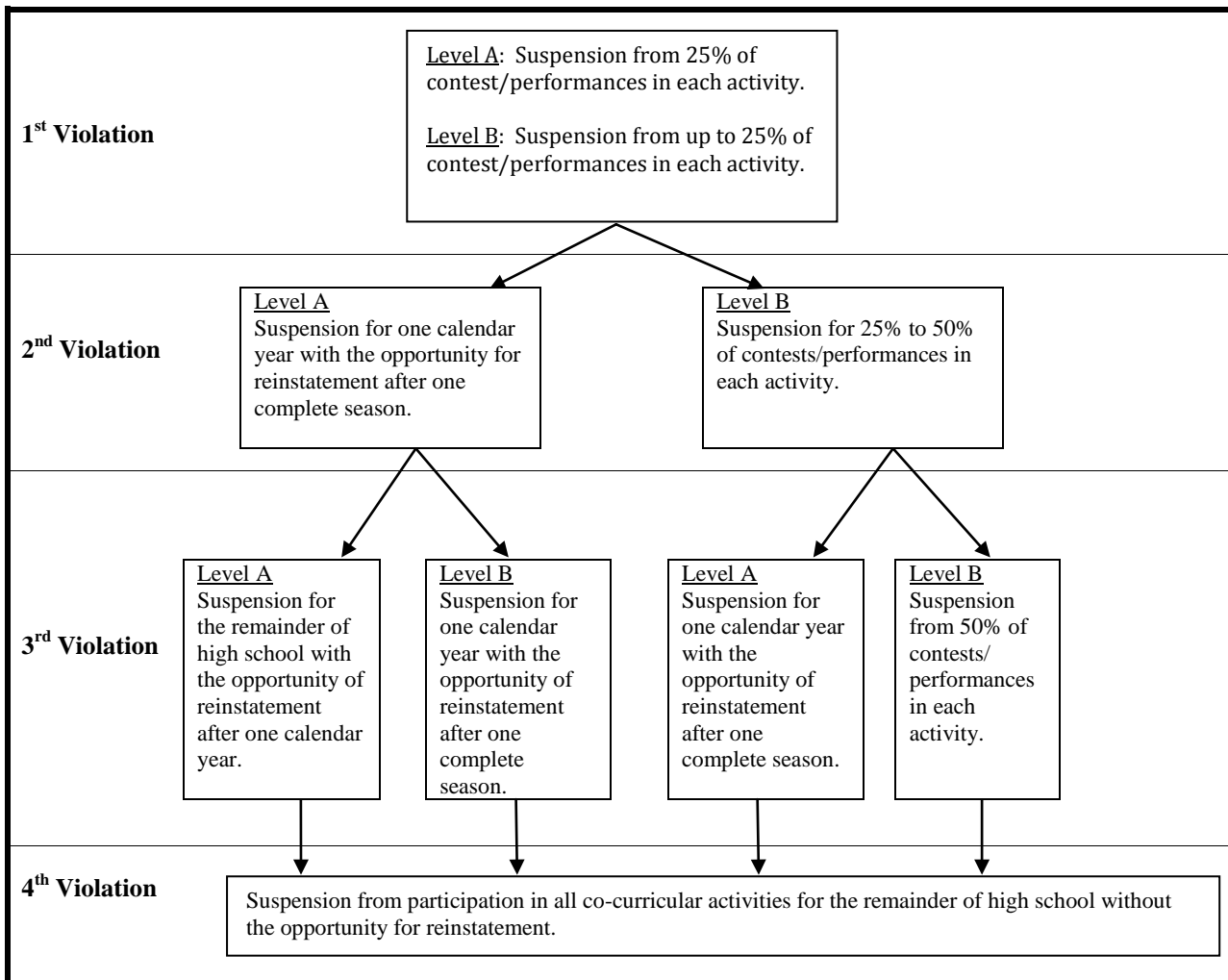
The following are examples of conduct prohibited by the Co-curricular Code and descriptions of “Level A” and “Level B” code violations.

<b>PROHIBITED CONDUCT</b>	<b>LEVEL “A” VIOLATION</b>	<b>LEVEL “B” VIOLATION</b>
Inflicting or attempting to inflict harm upon any person or property	Premeditated or intentional incidents of inflicting or attempting to inflict harm upon any person or property	Unintentional or accidental incidents of inflicting or attempting to inflict harm upon any person or property including being a victim of circumstances
Illegal acts	Illegal acts that are verified by a law enforcement agency and documented in a police/arrest report	
Insubordination; flagrant or persistent disrespect or deliberate attempts to antagonize, harass, bully, haze, and/or intimidate others	Acts of flagrant or persistent insubordination, disrespect, or deliberate attempts to antagonize, harass, bully, haze, and/or intimidate others	Isolated, unintentional, or uncharacteristic cases of insubordination or disrespect. Indirect or minor involvement in acts or activities that antagonize, harass, bully, haze, and/or intimidate others
* Possession, sale, delivery use or being under the influence of any controlled substance including, but not limited to, alcohol and tobacco, or the possession, sale, or delivery of “look-alike” or the possession of drug paraphernalia	* Possession, sale, delivery use or being under the influence of any controlled substance including, but not limited to, alcohol and tobacco, or the possession, sale, or delivery of “look-alike” or the possession of drug paraphernalia	* The possession or use of tobacco by students who are 18 years of age or older
Being present where others are in violation of this code, in “possession, selling, delivering, using, or under the influence of any controlled substance including, but not limited to, alcohol and tobacco	Being present where others are in violation of this code, in “possession, selling, delivering, using, or under the influence of any controlled substance including, but not limited to, alcohol and tobacco	The first incident of being present where others are, in violation of this code, in “possession, selling, delivering, using or under the influence of alcohol if, and only if, a legal breathalyzer report of 0.00 is present. Subsequent incidents are Level A violations
Possession of weapons or “look-alikes”	All cases/incidents	
Vandalism, malicious mischief, and/or reckless endangerment	Willful and wanton vandalism, malicious mischief and/or reckless endangerment	Pranks or playful tricks
Mob action and/or demonstrations which substantially disrupt the co-curricular or instructional program	Free and willing participation in mob action and/or a demonstration intended to substantially disrupt the co-curricular or instructional program	Circumstantial involvement or participation in mob action and/or a demonstration that disrupts the co-curricular or instructional program
Representing or participating in a gang or gang-alike activity. Representation is any display of a symbol(s) that may be identified with a gang or gang-alike activity	Representation or participation in a gang or gang-alike activity with the intent or for the purpose of instigating gang or gang-alike activity or engaging in gang or gang-alike misconduct	Representation or participation in a gang or gang-alike activity without intent to instigate gang or gang-alike activity or to engage in gang or gang-alike misconduct
Misconduct related to using district transportation service.	Misconduct related to using district transportation services that jeopardizes the health, welfare, and safety of self and others	Isolated pranks and annoying/inappropriate acts

\*Possession means having any knowledge of, and any control over, an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student intend to control the item. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student’s knowledge will be determined based on surrounding circumstances, not just the student’s statements. For example, “forgetting” that an item is in one’s locker, personal effects, or vehicle does not constitute lack of knowledge. Also, for example, coming on to the school grounds or to a school-sponsored event in a vehicle which the student knows contains an item constitutes possession of that item, even if the vehicle or the item is not the student’s.

**APPENDIX B**

The following chart describes the progression of consequences for violations of the Co-curricular Code. The consequences differ depending on the classification of each violation and the order in which successive violations occur.



Note:

- With regard to Code enforcement, a “season” starts with the first competition/performance.
- Summer is not considered a “season” with regard to suspensions from participation in co-curricular activities.
- For activities covered by the Co-curricular Code that are not “seasonal,” the IHSA definitions of fall, winter, and spring seasons will determine suspension periods.

**AED and CPR TRAINING**

State law requires the Illinois High School Association to post a hands-only cardiopulmonary resuscitation and automated external defibrillators training video on its website. The law also requires the District to notify staff members and parents/guardians about the video. Parents/Guardians and students are encouraged to view the video, which will take less than 15 minutes:

<http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx>

**CONCUSSIONS AND HEAD INJURIES SUFFERED BY STUDENTS IN DISTRICT 214 – Policy 7:305**

*The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:*

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
  - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
  - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
    - c. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
    - d. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
    - e. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
    - f. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
    - g. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
    - h. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
    - i. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and its Return to Play Policy. These specifically require that:
  - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
  - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
  - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Encourage all student athletes to view the Illinois High School Association's Concussion video at least once during the school year.
4. Inform student athletes and their parents/guardians about this policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
5. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

ADOPTED: December 2015

For further information and visit the District Health Services information on the District website: <http://www.d214.org/district-departments/health-services/>

#### **AMERICANS WITH DISABILITIES ACT NOTICE**

Township High School District 214 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. Township High School District 214 also does not discriminate on the basis of disability in its hiring or employment practices.

Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated district ADA and Section 504 compliance coordinator:



Director of Operations  
Township High School District 214  
2121 South Goebbert Road  
Arlington Heights, IL 60005  
847-718-7619  
7:00 AM - 3:30 PM M-F

For more information, reference Board policy 8:70 – Accommodating Individuals with Disabilities.

## **SECTION 504 RIGHTS AND PROCEDURES**

Section 504 of the Rehabilitation Act of 1973 and its implementing regulations prohibit discrimination on the basis of disability by any program or activity that receives or benefits from federal funding. Section 504 requires that disabled students be provided with a free appropriate public education including education with non-disabled peers to the maximum extent appropriate.

The following procedures apply regarding the evaluation, identification, and provision of services to the students under Section 504:

### **I. Definition Of Qualified Individual With A Disability Under Section 504**

A person has a disability within the meaning of Section 504 of the *Rehabilitation Act of 1973* if he or she has a mental or physical impairment, has a record of such impairment, or is regarded as having such an impairment, which substantially limits one or more major life activities. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active. The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures (except for ordinary eyeglasses or contact lenses).

Major life activities include, but are not limited to, functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major life activities also includes the operation of a major bodily function, including but not limited to functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respirator, circulatory, endocrine, and reproductive functions.

### **II. Prohibition Against Discrimination**

No qualified individual with a disability under Section 504 shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination in any program or activity. It is the intent of Township High School District 214 to identify, evaluate and provide appropriate education aids and services to meet the needs of students who are qualified individuals with disabilities under Section 504.

### **III. Designation Of Responsibility**

It is the responsibility of the District to provide a free appropriate public education to each qualified student with a disability who is a resident of the District regardless of the nature or severity of the student's disability.

### **IV. 504 Evaluation**

Referrals for consideration for Section 504 eligibility may be made at any time. A referral must be made in writing and dated at the time the request is made, including the reason for the referral. Referrals may be made by individuals with knowledge of the student's needs and/or educational programming, including teachers, other staff members, parents, etc. Referrals should be directed to the home school 504 coordinator or designee for consideration. The coordinator or designee can be notified by contacting the home school student services department.

An assessment or evaluation team, consisting of persons knowledgeable about the student, will conduct an individual evaluation of a student initially referred for a Section 504 evaluation. If the District declines to evaluate a child under Section 504, it will provide notice to the child's parents of procedural safeguards, including the right to challenge the District's refusal to evaluate the child under Section 504. The designated team will review all submitted documentation, current teacher reports, past records and tests. Additional evaluation tests will be conducted by the District if deemed necessary. Parental consent will be obtained prior to the initial evaluation completed by the District. If a parent declines consent for an initial evaluation, the school district may (but is not required to) use hearing procedures to seek to override the parents' denial of consent.

For additional 504 Handbook procedures, go to: <http://www.d214.org/assets/1/6/11957.PDF>

## **MEDICAID REIMBURSEMENT**

Township High School District 214 will make Medicaid claims for services offered to qualified students. This will be done through a joint agreement between Illinois Department of Public Aid and Illinois State Board of Education. If there are questions, contact the assistant superintendent for student services at 847-718-7657.

**The information in this section serves as annual written notification regarding accessing public benefits and releasing personally identifiable information to the Illinois Medicaid Program.**

The federal special education law, the Individuals with Disabilities Education Improvement Act 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent. This includes the State Medicaid agency. School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school. Under the Family Education Rights and Privacy Act (FERPA), consent is required for the school system to release information about the child to the Illinois Department of Community of Health program in order to access the child's public benefits. Parents/Guardians are entitled to have a copy of any information the school system releases to the state Medicaid program.

If consent has been previously given for Township High School District 214 School System to access the student's public benefits and to release information needed to access Illinois Medicaid funding for services provided through the student's individualized education program (IEP) or health screenings, the school district may release:

- Student's name and Social Security Number;
- Student's date of birth;
- Student's IEP documentation including evaluations;
- Dates and times services are provided to the student at school;
- Reports of the student's progress, including therapist notes, progress notes and report cards.

The student will continue to receive all required IEP services or health screenings at no cost to you. Reimbursed services provided by the Township High School District 214 School System Exceptional Children Program do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in Medicaid programs in which the student is enrolled.

Consent may be revoked at any time. Revoking parental consent does not change the school district's responsibility to provide all required IEP services or health screenings at no cost.

Contact the Student Services office at 847-718-7658 for questions about this program or to revoke your consent at any time.

### **SPECIAL EDUCATION TRANSFERS**

Special education students who transfer either between schools within Township High School District 214 or from schools in other districts, will be admitted and will receive service in accordance with the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA).

### **NO CHILD LEFT BEHIND AND TITLE I**

The Every Student Succeeds Act (ESSA) creates the funding schools receive through the Title I program. The amount of funding the school receives depends on the number of students from low-income families attending that school. In District 214, Wheeling, Rolling Meadows, and Elk Grove High Schools, as well as Vanguard and The Academy at Forest View, qualify to receive Title I funds. Title-funded activities in the schools include reading instruction and math support, before- and after-school tutorial programs, parent workshops, and staff development training. The main goal of these activities and primary purpose of Title I is to increase academic achievement to meet the state's challenging performance standards, as well as promote parent education and involvement. From time to time parents may receive notifications required by NCLB. Further details about this law and its provisions can be found in the Educational Services section of the District website: <http://www.d214.org/academics/federal-title-programs/>

#### Parents' Right to Know

The ESSA law states that parents can ask for information about the professional qualifications of their children's classroom teachers, including licensing and academic degrees. Parents also have the right to know whether their children are being provided services by paraprofessionals and their level of qualifications. All teachers in District 214 are highly qualified, as defined by the Illinois State Board of Education. Highly qualified teachers have a bachelor's degree or higher and a state teaching license. In addition, for each core subject area of teaching responsibility, all teachers have either passed a content-area test or completed a college degree in that subject. All paraprofessionals are endorsed by the state as paraprofessional educators, having completed at least 60 semester hours of college credit or the equivalent.

For more information, reference Board policy 6:170 – Title I Programs.

### **PROCEDURES FOR AUDIO RECORDING AT IEP MEETINGS**

Tape recording of IEP meetings shall **only** be permitted in cases where a parent or guardian requires the recording in order to ensure he or she understands the IEP proceedings and shall only be used for this purpose. Parents/Guardians are otherwise afforded the rights they are entitled to under the IDEIA. In such cases, the parent/guardian must provide the district with written notice at least 24 hours prior to the meeting at issue. All participants must be informed when a meeting is being tape recorded. Any time that a parent/guardian records an IEP meeting, the District will make its own tape recording of the meeting with its own equipment. Surreptitious recording is prohibited.

Questions or comments about special education services in Township High School District 214 may be directed to the assistant superintendent for student services at 847-718-7657.

For more information, reference Board Policy 8:30 – Visitors to and Conduct on School Property.

## **STUDENT AND FAMILY PRIVACY RIGHTS – Policy 7:15**

### Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board of Education policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

### Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

### Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

### Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*).
3. Is otherwise authorized by Board of Education policy.

### Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

*Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.*

#### Notification of Rights and Procedures

*The Superintendent or designee shall notify students' parents/guardians of:*

- 1. This policy as well as its availability upon request from the general administration office.*
- 2. How to opt their child or ward out of participation in activities as provided in this policy.*
- 3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.*
- 4. How to request access to any survey or other material described in this policy.*

*This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.*

*The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.*

*ADOPTED: September 2013*

### **ACCESS TO STUDENT DIRECTORY INFORMATION BY MILITARY RECRUITERS**

Student directory information consists of, for the purposes of this section only, students' names, addresses, and telephone numbers.

Parents/Guardians and students may request this directory information not be released without their prior approval. Parents/Guardians and students are notified of this option during the District registration process. The directory information of students for whom such a request has been made will not be provided to military recruiters. (Legal reference: 105 ILC5/10-20.5a)

### **STUDENT RECORDS**

Family Educational Rights and Privacy Act of 1974, the Illinois School Student Records Act of 1975, and No Child Left Behind Act of 2002. All surveys requesting personal information from students will comply with Board Policy 7:15 (Student and Family Privacy Rights).

All school records, including permanent and temporary records, are available for inspection and duplication by students and their parents/guardians. The parents/guardians of a student have the right to obtain copies of the student's records until the student reaches 18 years of age. At age 18, the student alone must give consent for the release of their school records.

Student records fall into two categories:

- A student "permanent record" includes name, birth date, address, grades and grade level, parents'/guardians' names and addresses, attendance records, academic transcript, honors, awards, activities/athletics & health/ accident reports.
- A student "temporary record" includes family background information, intelligence test/aptitude scores, psychological evaluations, disciplinary actions, and other information relevant to the education of the students, personality tests, achievement test results, special education files/documents and information pertaining to release of this record.

"Directory information" includes the student's name, address, date and place of birth, telephone number, gender, grade level, parents'/guardians' names and addresses, school sponsored activities, organizations & athletics, activities, photograph, dates of attendance, field of study, academic awards, degrees and honors received.

**Any parent/guardian who wishes such information not be made public should indicate this at the time of registration.**

For more information, reference Board policy 7:340 – Student Records.

#### Maintenance Of School Records

1. Student permanent records including health records will be maintained for a period of sixty (60) years after the student has transferred, graduated, or permanently withdrawn from school.
2. Student temporary records shall be maintained by the school not less than five (5) years after the student is no longer enrolled.
3. Temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws, may, after 5 years be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).
4. The records custodian is responsible for maintaining and updating all student records.

#### Right to Records

Illinois law grants both parents/guardians the right to access records (until the student attains 18 years of age) concerning their children and to have contact with service providers regardless of whether custody is awarded to one parent or to both.

Notwithstanding any other provision of law, access to records and information pertaining to a child, including but not limited to medical, dental, child care, and school records, shall not be denied to a parent for the reason that such parent is not the child's custodial parent.

#### Inspection Of Student Records

The assistant principal for student services is the records custodian at Buffalo Grove, Elk Grove, John Hersey, Prospect, Rolling Meadows, and Wheeling high schools. The director is the records custodian at The Academy at Forest View and Vanguard School.

1. Parents/Guardians have the right to inspect, challenge, and copy their student's records until the student attains 18 years of age.
2. All students have the right to inspect, copy, and release their permanent records.
3. Student records will be made available to parents/guardians or eligible students within fifteen (15) school days from the time a written request is received.
4. When parents/guardians or students inspect the records, a qualified staff member will be present to interpret the information contained in these records.
5. Copies of student records will be provided to eligible parents/guardians and students upon request, cost not to exceed \$.35 per page.
6. Non-custodial parents have the same rights as custodial parents unless specifically denied by a court order.
7. Complaints or requests for amendment of student records may be made to the building records custodian. A hearing will be provided if agreements cannot be reached.

#### **PROCEDURE TO REQUEST TRANSCRIPTS AND/OR IMMUNIZATION RECORDS**

Students should contact the school registrar to request transcripts or a copy of the immunization record. The procedure for requesting transcripts is being reviewed and will be released at the beginning of the 2016-17 school year.

Individuals will be charged according to the following schedule for a copy of the immunization record:

1. Current students must sign and submit an Immunization Record Request Form
2. Non-enrolled students and alumni must pay a \$10.00 processing fee for each copy of the immunization record.

#### **PESTICIDE APPLICATIONS**

Effective August 15, 1999, the Illinois General Assembly passed PA 91-0099 (SB527) requiring that public schools notify parents/guardians and school employees at least two business days prior to any pesticide applications on school grounds. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobials (such as disinfectants, sanitizers, or deodorizers), insecticide baits, and rodenticide baits.

All District 214 schools and programs have established a registry of people who wish to be notified. Notification can be included in newsletters, bulletins, calendars, or other correspondence currently published by the school and district. To be included in the registry please contact your student's school/program for more information.

#### **ASBESTOS HAZARD RESPONSE ACT**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), you are being notified that all of the District facilities house various amounts and types of asbestos-containing building materials. These materials do not pose any hazard to individuals unless the materials are disturbed.

The District maintains compliance with all applicable governmental and regulatory asbestos rules and regulations. The District also maintains compliance with the Illinois Department of Public Health guidelines for operations and maintenance activities. The District routinely performs operations and maintenance activities, required inspections, and surveillance activities to verify that the materials are being managed according to Illinois Department of Public Health guidelines.

Each individual school and the district operations department have on file copies of the Asbestos Hazard Emergency Response Act Asbestos Management Plans that describe the locations of all asbestos-containing building materials. These plans are available for viewing by all interested parties. Contact your school or call the director of operations for assistance at 847-718-7619.