



Township High School

District 113

A Passion for Potential

2020-2021 Student Handbook

| | |
|--|--|
| Deerfield High School | Highland Park High School |
| 1959 N. Waukegan Road | 433 Vine Avenue |
| Deerfield, IL 60015 | Highland Park, IL 60035 |
| Tel: 224-632-3000 | Tel: 224-765-2000 |
| www.dist113.org/dhs | www.dist113.org/hphs |

This Handbook belongs to:

Name

Student ID#

DHS front cover design by unknown student

HPHS front cover design by Liberty Adey, Class of 2022



Communitytheantidrug.org

The mission of Community-The Anti- Drug is to reduce the use and abuse of alcohol, marijuana, and other drugs among our students and young adults.

The coalition is a volunteer-led organization that seeks to build and sustain a strong foundation that through education, prevention and intervention strategies creates a safe, healthy, and drug-free community.

ATTENDANCE INFORMATION

Deerfield High School

224-632-3001

Hours: 7:15-3:30

Room: K121

Highland Park High School

224-765-2020

Hours: 7:30-4:00

Room: A222

When calling the Attendance Office, please include the following information:

Student Name

ID#

Date of absence

Time of absence/appointment

Reason for absence

**REMEMBER, CALLS MUST BE RECEIVED BY 11:59 PM THE DAY OF
THE ABSENCE
FOR AUTHORIZATION.**

If you are unable to call the attendance office during regular hours, please use the answering machine to leave your student's absence information.

TOWNSHIP HIGH SCHOOL DISTRICT 113

STUDENT/PARENT HANDBOOK

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Objects containing wheels that can be used to speed transport around the school are not allowed. Wheeled devices include, but are not limited to: skateboards, scooters, Heelys shoes and hoverboards. Hoverboards are not allowed on campus due to safety and potential fire hazard.

Work Permits

TOWNSHIP HIGH SCHOOL DISTRICT 113
DISTRICT OFFICE INFORMATION

BOARD OF EDUCATION

Board Members

Jodi Shapira, President

Ken Fishbain, Vice President

Stacey Meyer, Secretary to the Board of Education

Gayle Byck, Elizabeth Garlovsky, Michael Perlman, Daniel Struck

Dr. Bruce Law

DISTRICT 113 ADMINISTRATION

Superintendent

Dr. Bruce Law

Assistant Superintendent of Student Support Service

Dr. Tiffany Rowe

Assistant Superintendent of Human Resources

Thomas Krieger

Assistant Superintendent of Curriculum, Instruction, and Assessment

Michael Lach

Assistant Superintendent for Finance

Ali Mehanti

Director Equity and Inclusion

Mirah Anti

Director of Facilities Management

Brian Ahmer

Director of Technology and Business Services

Ron Kasbohm

Director of Communications and Alumni Relations

Karen Warner

Director of Transportation

Brandon Hayes

DEERFIELD HIGH SCHOOL
TELEPHONE DIRECTORY

All phone numbers require a 224 area code

General Information

632-3000

Administration:

| | | |
|------------------|---------------------|----------|
| Kathryn Anderson | Principal | 632-3011 |
| Dr. Lilly Brandt | Assistant Principal | 632-3015 |
| Joseph Taylor | Assistant Principal | 632-3211 |
| Ken Williams | Assistant Principal | 632-3013 |
| Gail Gaussein | Dean | 632-3006 |
| Kevin Marsh | Dean | 632-3005 |

Department Chair/Directors:

| | | |
|---------------------------------------|-----------------------|----------|
| Applied/Fine Arts | Demetra Bolos-Hartman | 632-3161 |
| Associate Athletic Director | Nathan Flannery | 632-3111 |
| Counseling | Amy Bricker | 632-3043 |
| English | Brian Wise | 632-3121 |
| World Language | Donielle Escalante | 632-3194 |
| Mathematics | Blanche Esgar | 632-3221 |
| Phys. Education/Traffic Safety | Marc Pechter | 632-3091 |
| Science/Health | Judi Luepke | 632-3261 |
| Social Studies | Dr. Rich Grady | 632-3291 |

| | | |
|---|------------------------------------|----------|
| Special Education | Amanda Brenner | 632-3316 |
| Special Education | Dan Chamberlin | 632-3311 |
| Student Activities Director | Brian Verisario | 632-3020 |
| Technology | Eric Zalewski | 632-3356 |
| Athletic Office | Lisa Larson | 632-3110 |
| Attendance Office | Karen Hernandez Audelia Santano | 632-3001 |
| Aquatics Manager | Ian Sokolowski | 632-3094 |
| Bookstore Manager | Angie Suszek | 632-3390 |
| Counseling Reception | Erica Garcia | 632-3040 |
| College Resource Center | MJ Thureau | 632-3060 |
| College Counselor | Traci Flowers | 632-3063 |
| College Counselor | Kim Wiley | 632-3061 |
| Deans' Office | Emily Sokoloski | 632-3004 |
| Health Service Office | Jilian Webb | 632-3200 |
| Instructional Technology, Director | Daniel Kim | 632-3211 |
| Intramurals, Director | Marc Pechter | 632-3091 |
| Learning Assistance Program | Stacy Halpern | 632-3047 |
| Library | Patty Farrell | 632-3212 |
| MTSS Coordinator | Marcellous Moore | 632-3052 |
| Office Manager | Marilena Fiore | 632-3010 |
| Registrar | Kelly Schaffner | 632-3019 |
| School Counselor | Jeff Beaumont | 632-3048 |

| | | |
|--|--------------------------------|----------|
| School Counselor | Samantha Campbell | 632-3053 |
| School Counselor | Kristen Doktor | 632-3050 |
| School Counselor | Shari Kellogg | 632-3133 |
| School Counselor | Soo Lee | 632-3054 |
| School Counselor | Marcellous Moore | 632-3052 |
| School Counselor | Melissa Romero Williams | 632-3055 |
| School Nurses | Alison McTague Sharon Urban | 632-3200 |
| School Resource Officer | Rheanna Hall | 632-3379 |
| School Social Worker | Amy Bricker | 632-3043 |
| School Social Worker | Shana Axlrod | 632-3051 |
| School Social Worker | Amy Hindson | 632-3046 |
| School Psychologist | Dr. Jessica Brunner-Downs | 632-3333 |
| School Psychologist | Dr. Erin Januszewski | 632-3325 |
| School Psychologist | Greg Wilhelm | 632-3348 |
| School Psychologist | Dr. Peter Platten | 632-3332 |
| Security Manager | George Grubb | 632-3374 |
| Summer School Principal | Joe Taylor | 632-3060 |
| Technology Operations Manager | Eric Zalewski | 632-3356 |
| 504 Coordinator | Dr. Suzanne Nice | 632-3045 |

HIGHLAND PARK HIGH SCHOOL
TELEPHONE DIRECTORY

All phone numbers require a 224 area code

General Information

765-2000

Administration:

| | | |
|-----------------|---------------------|----------|
| Deborah Finn | Principal | 765-2001 |
| Matthew Wallace | Assistant Principal | 765-2003 |
| Alesia Margetis | Assistant Principal | 765-2004 |
| Loren Stillwell | Assistant Principal | 765-2002 |
| Bryan Rome | Dean | 765-2021 |
| Claudia Lopez | Dean | 765-2023 |
| Don McCord | Dean | 765-2022 |

Department Chair/Coordinator:

| | | |
|--------------------------|-------------------------------------|----------|
| Applied/Fine Arts | Shanova Friend | 765-2161 |
| Athletic Director | Jon Rowley | 765-2090 |
| Counseling | Aliza Gilbert Jennifer Ginopolis | 765-2052 |
| English | Dr. Lenny DePasquale | 765-2121 |

| | | |
|---|---------------------------------|----------|
| World Language | Jeffrey Handley | 765-2181 |
| Mathematics | Elizabeth Waller | 765-2221 |
| Phys. Education/Traffic Safety | Lynn Hatzikostanis | 765-2090 |
| Science/Health | Daniel Kleinschrodt | 765-2261 |
| Social Studies | Joe Brysiewicz | 765-2290 |
| Special Education | Tricia Lazzaro | 765-2311 |
| Special Education | Kelly Baker | 765-2312 |
| Student Activities Director | Lesa Friedrich | 765-2371 |
| Technology | Lisa Berghoff | 765-2018 |
| Athletic Office | Maggie Reese | 765-2090 |
| Attendance Office | Maria Lugo Diana Roman | 765-2020 |
| Aquatics Manager | Tim Richardson | 765-2110 |
| Bookstore Manager | Dianne Mylenbusch | 765-2375 |
| Counseling Reception | Sujey Gomez Brenda Maravilla | 765-2042 |
| College Resource Center | Rob Becker | 765-2042 |
| College Counselor | Bill Morrison | 765-2056 |
| College Counselor | Aliza Gilbert | 765-2055 |
| Deans' Office | Marisol Lugo | 765-2026 |
| Health Service Office | Maria McCraren Eve Jasso | 765-2200 |
| Instructional Technology, Director | Lisa Berghoff | 765-2018 |
| Library | Lindsey Meyer | 765-2210 |

| | | |
|--|-------------------------------------|----------------------|
| MTSS Coordinator | Rosalinda Barragan | 765-2332 |
| Office Manager | Kris Jobski | 765-2009 |
| Registrar | Kelly Schaffner | 765-2005 |
| School Counselor Department Chair | Aliza Gilbert Jennifer Ginopolis | 765-2055 765-2050 |
| School Counselor | Pablo Alvarez | 765-2048 |
| School Counselor | Ariana Busse | 765-2051 |
| School Counselor | Holly Fleischer | 765-2052 |
| School Counselor | Nick Getzendanner | 765-2054 |
| School Counselor | Jennifer Ginopolis | 765-2050 |
| School Counselor | Kate Kastner | 765-2046 |
| School Counselor | Nicole Ellis | 765-2053 |
| School Counselor | Holly Siegel | 765-2054 |
| School Nurses | Suzanne Spychala Susan Brady | 765-2200 |
| School Resource Officer | Brian Soldano | 765-2029 |
| School Social Worker | Katie Wynhoff | 765-2047 |
| School Social Worker MTTS | Daniel Hoskin | 765-2045 |
| School Social Worker | Charo Mendoza | 765-3282 |
| School Psychologist | Gus Pappadimas | 765-2346 |
| School Psychologist | Elizabeth Nelson | 765-2330 |
| School Psychologist | Anastasia Pappas | 765-2026 |
| Security Manager | Bill Tellone | 765-2466 |
| Summer School Principal | Joe Taylor | 632-3060 |
| Tech OperationsManager | Joe Wade | 765-2351 |

| | | |
|-----------------|--------------|----------|
| 504 Coordinator | Agata Watson | 765-2333 |
|-----------------|--------------|----------|

School policies and procedures may be altered from time to time during the school year after the Student and Parent Handbook is printed. Refer to the online handbook for most current policies and procedures.

Rules and Policies

Individual rights and concerns are preserved only by the protection and preservation of the rights of others. Students are responsible for the exercise of individual rights, and must accept the consequences of personal actions and recognize the boundaries of individual rights.

The Principal or Principal’s designee may notify legal authorities of all evidence and reports of all illegal activity, if warranted.

Students have a right and a duty to know the rules and regulations for which they are held responsible while under the jurisdiction of the school. Ignorance of the rules is not a legitimate excuse for violation. In the Parent/Student Handbook, Highland Park and Deerfield High Schools publish these rules and distribute them to each student within fifteen days of the beginning of the academic year or upon a student’s transfer to the school. Among the topics covered are general attendance, social conduct, lockers, lunchroom, health and safety, transportation and activities.

Students will be informed of their offense and the facts giving rise to the proposed discipline with an opportunity to state their views.

District 113 expectations for student behavior are developed in accordance with Federal, state and local statutes and Board of Education policies. Student behavior rules are reviewed annually by each school’s parent-Teacher-Student Advisory Committee. These committees are comprised of students, parents/guardians, teachers and administrators.

This handbook contains a summary of some, but not all, Board of Education policies. The Board’s policy book is available in the Deans’ and Principal’s offices at each building and online at:

<https://www.dist113.org/domain/40>

All students must sign the form, acknowledging their receipt of the student handbook, containing the Student Behavior Policy. The Student Behavior Policy addresses all student discipline, and includes, but is not limited to, all interscholastic or extracurricular, academic, athletic, or other school-related activities.

In addition, students who participate in extracurricular sports and activities will also be subject to the consequences of the Extra/Co-curricular Activities/Athletics Policy 7-300 and its implementing procedures. Extracurricular Code Penalties associated with the Extracurricular Code will be cumulative beginning with the student's initial signing for the Student Handbook and continuing throughout the student's high school career, both in and out of season.

All students are bound by the Student Behavior Policy as set forth in policies 7-190, 7-300, other applicable Board policies and the Student Handbook.

Policy 7-190 is not exclusive of Policy 7-300. Imposition of disciplinary consequences does not preclude other or additional extra-curricular, athletic and/or parking consequences and are separate and distinct from police consequences.

District 113 is proud of its many interventions and supports available to students. Below is a table with some of the available interventions and supports the District has to offer.

Academic Honesty

The District will seek to establish an atmosphere in each classroom which actively fosters academic honesty. It is the belief of the Board of Education of District 113 that academic dishonesty degrades character and reputation and impedes the teaching-learning process. Teachers should be clear in their advocacy of academic honesty by discussing with their students the differences between honest and dishonest work, by employing teaching and testing strategies which reduce the opportunity for dishonesty to the maximum extent possible, and by following consistent procedures when dealing with dishonest behavior. Teachers are available to respond to students' concerns or questions about instances of academic honesty. The Board of Education enlists the active support of parents/guardians, students and staff to make this policy successful. Written procedures implementing the policy should include responsibilities for each of these constituencies.

In this District, academic dishonesty occurs when a student receives or attempts to receive credit for work that others did, and misrepresents that work as the student's original work, or when a student helps another student receive or attempt to receive credit for work that student did not do. Teachers will explain what students must do to maintain a standard of academic honesty.

Examples of Academic Dishonesty

Any action intended to obtain, or assist in obtaining, credit for work which is not one's own is considered academic dishonesty. Such conduct includes, but is not limited to, the following:

Submitting another person's work as one's own work;

Obtaining or accepting a copy of any assessments, tests or scoring devices;

Giving test questions or answers to a member of any class, or receiving test questions or answers from a member of any class;

Copying from another student's test, or allowing another student to copy during a test;

Using materials or devices which are not permitted during a test;

Plagiarizing (presenting as one's own material copied without adequate documentation from a published source);

Copying, or having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home test for which credit is given;

Permitting another student to copy, or writing another student's homework, project, report, paper, or take-home test;

Impersonating another student to take a test/quiz or any other assessment, whether electronically or through any other means, and/or changing grades in a grade book;

Unlawful copying of computer software or data created by others;

Misusing any District computer systems, software or hardware; i.e., Google apps or Chromebooks that are used in our school;

Submitting material downloaded from the Internet in a manner that constitutes or furthers fraud (including academic fraud), plagiarism or a violation of copyright or other intellectual property right;

Providing another person a paper or any other material to help that person receive credit for work which is not their own, whether through hard copy or any electronic format, will be in violation of the academic honesty policy.

Cell phones and smart watch devices are to be off and put away at all times during tests and final exams; usage of electronic devices i.e. use of smart watches may be considered a violation this academic honesty policy.

Utilizing social media or other technology platforms including, but not limited to, Facebook, Twitter, SnapChat, Instagram, Google Plus, text messaging and email to distribute or share homework, quiz or test answers or other materials without express permission from the teacher.

Collaboration on studying or homework is not considered academic dishonesty unless it is prohibited or limited by procedures established by the teacher.

Policy Implementation

The following shall apply in dealing with an act of academic dishonesty. For incidents of academic dishonesty the students' parents/guardians will be notified by the classroom teacher of the academic content area in which the infraction occurred. Students should be confronted about their alleged dishonesty in a caring and confidential manner. Additionally, academic dishonesty is a violation of the extra-curricular code for athletics and activities. Such violations may impact participation in extracurricular activities, including but not limited to Honor Society, leadership roles and other clubs sponsored through District 113.

- a. Any act of academic dishonesty that occurs will be reported to the Deans' Office in the form of a referral and may be for documentation only.
- b. The teacher may assign a grade penalty which could include a zero for the work in question. A violation may result in disciplinary action including, but not limited to, detention(s), Saturday detention(s), suspension and expulsion.
- c. Students with repeat violations may be assigned an additional consequence through the Deans' Office which may include any of the forms of discipline mentioned in the paragraph above. In these instances, a team of staff, including but not limited to Deans, Counselors, Case Managers, and Directors of Athletics and Activities, may collaborate on a plan.

The school staff will work with students who have academic honesty violations to help the student avoid any more problems in this sensitive area.

Accommodating Students with Disabilities

District 113 provides individuals with disabilities an opportunity to participate in all school-sponsored activities. The District will provide, when necessary, auxiliary aids and services when necessary to afford individuals with disabilities, including parents, an equal opportunity to participate in or enjoy the benefits of a service, program, or activity, such as parent-teacher conferences, school programs, and school board meetings.

All children with disabilities have the right to a free appropriate public education. For information regarding the identification, assessment and placement of children with disabilities, contact Ms. Tiffany Chavez, Director of Student Support Services at 224-765-1019.

Activities and Clubs

All organizations delineated within the Extra-curricular category and any Special Interest Group as designated by the sponsor or administration will be governed by this policy. Students must be passing four courses or 20 credit hours weekly to remain eligible to participate in the Activities program. Students not passing four courses at the end of the semester will be considered ineligible for the following semester. The Activities Program will utilize the monitoring system currently in place in the Athletics Program. Organizations to be formed at any future date will be assigned to one of the aforementioned categories and will be held accountable for the eligibility requirements of that category. Information for activities and clubs may be found:

Deerfield High School: www.dist113/domain/86

Highland Park High School: www.dist113.org/domain/161

Athletics and Activities: Disciplinary Consequence Review/Appeal Process

The parent/guardian or student (if 18 years of age or older) may initiate a request for review of any disciplinary action. During the review process, the student continues to serve the disciplinary consequence unless and until it is overturned **at one of the following steps. The steps in the review process are prescribed in the following manner:**

1. The Assistant Principal (for Categories 1 & 2 only)
2. The Principal or designee

3. The Superintendent or designee (Category III violations and discipline)

4. The Board of Education (Category III violations and discipline)

A written request for a review of the disciplinary action must be submitted for each step within two (2) days of the administrator's decision at each level. All request(s) for review must state the reason for the review and the adjustments in discipline being requested. Reasons for review might include:

- Due process not followed
- Discipline contradicts procedures/policies
- Additional evidence surfaced
- Evidence/issues/mitigating factors not considered

Students and parents/guardians will have the opportunity to speak to the matters noted above to the administrator during the appeal.

Only Category III code violations may be appealed beyond the Principal's level to the Superintendent's level and to the Board of Education. An appeal to the Board of Education must be submitted in writing to the Superintendent's Office within five (5) calendar days of the Superintendent or his/her designee decision.

The Board of Education will determine whether or not to hear the appeal. The Board of Education may refer a matter to an independent hearing officer; the Board may limit the jurisdiction of the hearing officer to the determination of whether a) due process has been afforded and/or b) policies and procedures were followed. The decision of the Board will be communicated in writing to all parties concerned by the Board Secretary.

Category III violations may be appealed beyond the Superintendent's level to the Board of Education. If the Board of Education determines the matter should be assigned to an independent hearing officer, the Board may limit the jurisdiction of the hearing officer to the determination as to whether a) due process has been afforded and/or b) policies and procedures were followed.

Age of Majority (18-year-old Students)

Students who reach the age of 18 continue to be subject to school rules and regulations. Reports on academic performance, absences, and misbehavior are sent to the parents/guardians of those students who are living with or being supported by their parents/guardians, as are notices of student decisions made in lieu of parental consent.

Parents/guardians of students over age 18 are still required to call the Attendance Office to report an absence.

ALCOHOL, TOBACCO and OTHER DRUGS

Alcohol, Tobacco and Other Drugs

The Board shall annually approve the guidelines set forth in the Alcohol, Tobacco, and Other Drug Use section of the implementing procedures. See [Discipline section] for the disciplinary consequences related to alcohol, tobacco or other drugs.

A. District Philosophy/Policy

Possession, use, or distribution of any attempt to use or distribute, 1) any illegal or controlled substance, including alcohol, drugs or any look-alike drug, tobacco product, or electronic cigarette/vaping device, or 2) drug paraphernalia is prohibited.

Controlled substances include lawful drugs and prescription drugs not used or intended to be used in accordance with the prescription and over-the-counter drugs not used or intended to be used as directed.

Students are prohibited from possessing, using, being under the influence of or distributing alcohol, tobacco or other prohibited substances in school buildings, on school grounds, in school vehicles or at any school event or activity. Possession or distribution of drugs, look-alike drugs, tobacco product or electronic cigarettes or drug paraphernalia such as, but not limited to pipes, bongs, rolling paper, etc., in these locations is prohibited. In addition to instituting disciplinary proceedings, school officials will also deny attendance at any school program or function to students who appear to be under the influence of, or who are in possession of, alcohol or other prohibited substances. The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.

A student's eligibility to participate in Behind the Wheel portion of driver's education may be postponed if the student is found using or possessing alcoholic beverages, illegal drugs, or other controlled substances. The District will distribute regulations regarding eligibility for participation in driver's education to students at the beginning of the school year.

When, in the judgment of the Principal or the Principal's designee, it has not been established there was a violation, but there is reasonable basis to believe

that a prohibited, alcohol, tobacco or other drug use and/or possession may have occurred:

1. All information available will be given to the student's counselor and Student Assistance Program designee.
2. Based on the counselor's knowledge of the student and in consultation with the counselor's supervisor, the counselor may set into motion a program deemed appropriate for the student and inform the Principal and parents/guardians of the program taken.
3. The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.

B. Consequences & Supports

Alcohol, Inhalants and other Impairing or Intoxicating Substances: All information concerning a student suspected of using and/or possessing, alcohol, inhalants or other drugs, will be directed to the Principal by a Dean or an Assistant Principal. If it is determined that a student did use and/or possess alcohol or other drugs in violation of school rules (the use of a breathalyzer and/or an oral fluid test may be used to determine if a student is under the influence of alcohol and/or other drugs), then the following consequences may apply, determined by the administration on a case-by-case basis. As a part of this process a re-engagement meeting will be held to assist in transitioning the student back into the school setting and offer available support services where appropriate.

Where the prohibited alcohol, inhalant or other drug use and/or possession does not involve the transfer or intent to transfer alcohol or other drugs by the violator to another student. The Principal or Principal's designee will notify the student's parents /guardians, appropriate school personnel, and law enforcement officials, as warranted. Possible consequences will be discussed with the parents/guardians.

Tobacco or look-alike: If a student is suspected of using and/or possessing tobacco, tobacco products, or a look-alike product including but not limited to electronic cigarettes, all information will be directed to the Principal by the Deans or an Assistant Principal. If it is determined that a student did use and/or possess a tobacco product or look-alike product in violation of school rules, then the following consequences may apply. Consequences will be determined by the administration on a case-by-case basis. As a part of this process, a re-engagement meeting will be

held to assist in transitioning the student back into the school setting and offer available support services where appropriate.

1) First Offense **Tobacco**

- a. Assignment of 1 day Alternative to In-School Setting (no more than 3 periods per day).
- b. Loss of parking privileges for five school days
- c. Other supports as deemed appropriate including reductions in hours through the successful completion of a student/ parent education program or other supports as listed in Table 1.2

2) Second Offense **Tobacco**

- a. Assignment of up to 3 days in an Alternative to In-School Setting (no more than 3 hours per day).
- b. Loss of parking privileges for twenty school days.
- c. Other supports as deemed appropriate including reductions in hours through the successful completion of a student/ parent education program or other supports as listed in Table 1.2.

3) Third Offense **Tobacco**

- a. Assignment of up to 5 days in an Alternative to In-School Setting (no more than 3 hours per day).
- b. Loss of parking privileges for forty school days
- c. Other supports as deemed appropriate including reductions in hours through the successful completion of a student/ parent education program or other supports as listed in Table 1.2.

1) First Offense **Alcohol and Drugs**

- a. Assignment of up to 5 days in an Alternative to In-School Setting (no more than 3 hours per day)
- b. Loss of parking privileges for twenty school days
- c. Other supports as deemed appropriate including reductions in hours through the successful completion of a student/parent education program

2) Second Offense **Alcohol and Drugs**

- a. Assignment of up to 8 days in an Alternative to In-School Setting (no more than 3 hours per day)
- b. Loss of parking privileges for forty school days
- c. Other supports as deemed appropriate including reductions in hours through the successful completion of a student/parent education program

3) Third or Subsequent Offense(s)

- a. Assignment of up to 10 days in an alternative setting (no more than 3 hours per day), with the possibility of out of school suspension for subsequent offenses
- b. Loss of parking privileges for 100 school days up to a complete loss of parking privileges for subsequent days
- c. Parking fees will not be refunded if parking privileges are revoked or suspended; or if the student is suspended or expelled.
- d. Other supports as deemed appropriate including reductions in hours through the successful completion of a student/parent education program or other supports as listed in Table 1.2.
- e. A recommendation for expulsion may be made if deemed appropriate.
- f. The student is prohibited from participating in overnight activities and/or overnight athletic events for one year from the date of the second incident. (This does not apply to a tobacco offense.)

Distribution:

The distribution or intent to distribute alcohol and/or other drugs by the violator to another student may result in the following consequences.

1. The Principal or Principal's designee notifies the student, parents/guardians, appropriate school personnel, and law enforcement officials, as warranted. Possible consequences are discussed with the parents/guardians.
2. The first instance involving a distribution or intent to distribute may result in:
 - a. Ten day out-of-school suspension with the requirement for the student and parents/guardians to complete either an approved student/parent educational program or an assessment from an approved outside agency at the parents'/guardians' expense, whichever the Student Assistance Program designee deems most appropriate. Proof of a completed assessment must be submitted from the agency to the Student-Assistance Program designee prior to the end of the ten day out-of-school suspension.
 - b. Other supports as deemed appropriate

- c. A recommendation for expulsion may be made if deemed Appropriate.
 - d. Loss of parking privileges for 40 school days.
3. Any further instance involving such distribution or intent to distribute may result in a ten day out-of-school suspension and a possible recommendation for expulsion.
4. When, in the judgment of the Principal or the Principal's designee, it has not been established there was a violation, but there is a reasonable basis to believe that a prohibited alcohol or other drug use and/or possession has occurred:
 - a. All information available is given to the student's counselor and/or Student Assistance Program or designee.
 - b. Based on the counselor's knowledge of the student and in consultation with the counselor's supervisor, the counselor may set into motion a program for the student and inform the Principal and parents/guardians of the action taken.
5. Prescription/non-prescription medications are to be registered with and dispensed in a manner consistent with the intended use of that medication by the school nurse.
6. When the prohibited medication falls into one of the following categories, the first offense will be a warning and parents will be contacted. Medications in this category include but are not limited to acetaminophen (Tylenol, Midol), ibuprofen (Motrin, Advil), and calcium carbonate (chewable antacid).
7. Any possession, use, misuse (in a manner inconsistent with the intended use by the manufacturer) and/or distribution of prescription/non-prescription medications may result in a violation of this policy. Examples of these medications include, but are not limited to, Coricidin and Sudafed.
8. Exception: Upon a student's parents or guardians complying with the requirements set forth in 105 ILCS 5/22-30, Board Policy 7-270, Administering Medication to Students and District Procedures:
 - a. Students at risk of anaphylaxis are permitted the self-administration of an epinephrine auto-injector.
 - b. Students with asthma are permitted the self-administration of asthma medication.
 - c. Students with diabetes may possess and self-administer diabetic medication.
9. Nothing contained in this policy or guidelines limits the authority of any school staff member to remove a student immediately from a class or school property or activity in emergency circumstances.

Prescription/non-prescription medications are to be registered with and dispensed in a manner consistent with the intended use of that medication by the school nurse. Please refer to Procedures for Administering Medication Section for the District's policy regarding administration of medications and asthma and epi-pen self-administration. When the prohibited offense will be a warning and parents will be contacted. Medications in this category include but are not limited to acetaminophen (Tylenol, Midol), ibuprofen (Motrin, Advil), and calcium carbonate (chewable antacid).

1. Any possession, use, misuse (in a manner inconsistent with the intended use by the manufacturer) and/or distribution of prescription/non-prescription medications may result in a violation of this policy. Examples of these medications include, but are not limited to, Coricidin and Sudafed.
2. Exception: Upon a student's parents or guardians complying with the requirements set forth in 105 ILCS 5/22-30, Board Policy 7-270, and Administering Medication to Students and District Procedures.

Nothing contained in this policy or guidelines limits the authority of any school staff member to remove a student immediately from a class or school property or activity in emergency circumstances.

Assemblies

While attending assemblies and other school sponsored activities students are expected to demonstrate good audience behavior, showing respect for performers or speakers at all times. Proper applause, attentiveness during the program and an orderly departure at the end of the program are among the basic expectations for all students. All school rules apply.

Athletic Department

DHS and HPHS have extensive interscholastic athletic programs for boys and girls at the varsity, junior varsity, sophomore and freshman levels. To access athletic information visit the schools' athletic website for details.

Deerfield High School: <https://www.dist113.org/domain/85>

Highland Park High School: www.dist113/domain/60

ATTENDANCE AND TRUANCY

(Board Policy 7-70)

Township High School District 113 Board of Education acknowledges that student engagement and participation in all that Deerfield and Highland Park High Schools have to offer encourages student attendance. Being connected in some way to the high school is a major factor in supporting student success. The following factors are critical components of positive student engagement and attendance:

1. A positive physical and psychological environment;
2. The presence of strong adult role models;
3. Respectful and nurturing relationships between students and adults;
4. A high level of student participation and engagement;
5. A rigorous academic program with clearly defined goals and expectations.

Township High School District 113 Board of Education also recognizes that school attendance is both a student's right and responsibility, and understands there is a positive correlation between consistent school attendance, academic success, and school completion. Therefore, District 113 has and will continue to take measures to monitor and improve student attendance. This attendance policy has been developed and implemented in a concerted effort to meet the following objectives:

1. Increase school completion for all students;
2. Raise student achievement and close gaps in student performance;
3. Know the whereabouts of every student for safety and logistical reasons;
4. Verify that individual students are complying with education laws relating to compulsory attendance;
5. Identify attendance patterns, develop attendance improvement efforts, and highlight success;
6. Determine the District's average daily attendance for State aid calculation purposes.

Absenteeism

Students 17 years of age or younger are within the Illinois compulsory school age and are mandated to attend school. Students who are 17 years of age or above and are enrolled in the District are also mandated to attend school. Students are expected to be on time to each assigned period, ready to work when the class begins. While the importance of regular and sustained attendance is recognized, the Board of Education understands that there will be times that students are absent for valid cause.

Township High School District 113 Board of Education defines absences with valid cause as the following:

1. student illness
2. necessary medical appointments
3. school related absences (e.g., field trips, college visits, participating in school activities and athletic competitions)
4. observance of a religious holiday
5. death in the immediate family
6. family emergencies
7. reasonable concern on the part of the parent/guardian for the health or safety of their child
8. and/or other situation beyond control of the student as determined by a school administrator.

Parents/guardians are expected to report and provide a reason for all absences to the high school attendance office the day their child is absent from school. Medical documentation may be required for multiple successive absences and/or excessive absences due to illness or medical conditions.

Making up missed work

If a student is absent for any reason he/she is expected to make-up any missed assignments, including homework, projects, and tests. Make-up work is expected so that students will profit from future instruction. Teachers (with Department Chair approval) will specify practices regarding late and/or missing work.

Students with Disabilities

Students who are eligible for special education and/or related services under either IDEA or Section 504 of the Rehabilitation Act of 1973 may not be denied enrollment or re-enrollment in violation of their rights under either statute or the Americans with Disabilities Act. Available supportive

services as referred to in these Policy/Procedures may include services provided to a student under the student's IEP or Section 504 plan.

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Questions about the identification, assessment and placement should be directed to Dr. Tiffany Rowe, Assistant Superintendent, at 224-765-1007.

Truancy Program

Students who are absent without valid cause are considered to be truant. Any student who is absent from school without valid cause for 5% percent or more is considered to be a "chronic" or "habitual" truant. The Superintendent or designee will manage an absenteeism and truancy program in accordance with the School Code and School Board policy.

If a pattern of absences/truancy develops, District 113 will provide supports by working with the student and his/her family to determine the reason for the absences and provide supportive services and resources designed to improve attendance. Support services and resources may include, but are not limited to, the following:

1. Interview with student and family to discuss and address absences
2. Attendance meeting(s)
3. Attendance contract
4. Academic supports and services
5. Social/emotional support and services
6. Health service referral
7. Problem-solving team referral
8. Other specialized and appropriate supports and interventions

Other specialized and appropriate supports and interventions efforts will be documented when supports are offered and refused by the student and/or parent/guardian.

Continued chronic truancy may result in punitive action after the provision of supportive services and resources. Students who are 17 years of age or younger and are chronically truant will be referred to the Lake County Regional Office of Education Truancy program and/or local police agencies as required by law, once all support services and resources have been exhausted.

A chronically truant student 17 years of age or older is subject to denial of enrollment for failure to meet minimum academic or attendance standards as outlined in the *School Code*.

Procedures for reporting student absences:

The Attendance Office must receive a parent/guardian call to authorize a student's absence. This call must be received by 11:59 p.m. on the day of the absence.

Parents or guardians are responsible for informing school officials when their student(s) are absent. Parents or guardians should call the high school between the hours of 7:15 a.m. and 3:30 p.m. at:

Deerfield: 224-632-3001

Highland Park: 224-765-2020

After 3:30 p.m. and on weekends parents or guardians may leave a message on the attendance office voicemail. If a telephone call is not received by 12:00 a.m. the day of the absence, the absence will be unauthorized. Special circumstances will be considered by the Deans.

Upon enrollment in the District, parents/guardians must provide the school at least one and not more than 2 telephone numbers so that the school may make a reasonable effort to promptly telephone and notify the parent/guardian if the child is absent from school. Parents/guardians may notify the school of any change to the contact numbers.

If a student needs to leave school during the school day, a parent/guardian must notify the attendance office a minimum of 2 hours in advance of departure.

If a student must leave school for an appointment of any kind, the attendance office clerks must be notified of the time of departure and the anticipated time of return by a parent or guardian. The student must check out in the Attendance Office, pick up a pass and present it to the staff member at either Security Desk upon leaving in order for the absences to be authorized. Students returning to school or coming in late must check in at the Attendance Office in order for the absence to be

authorized. The Attendance Office must receive a phone call from a parent/guardian, or the absence will remain unauthorized.

NOTE: Students may **not** be “called out” for a class period they do not wish to attend while remaining at school. If the student does not attend class but remains in the building, the absence will be considered unauthorized. Students are expected to attend all scheduled classes.

A student who becomes ill at school must report to the Health Service. At the Health Service the nurse will:

- Note the time of arrival and departure of the student to authorize any class absences.
- Determine whether appropriate care should be provided in the office, at home or at the hospital, and
- Help the student make arrangements to get home if that is the best course of action.
- If a student becomes ill and leaves school, it is expected that the student will stay home for the remainder of the day.

Students who become ill and leave school without seeing the nurse will be marked unauthorized for any classes which they miss.

If a student begins the day ill, and later feels better and decides to come to school, the student must check in at the Attendance Office before going to class.

If a student has an emergency which is not health-related and is not sure what to do, the student should report to the Attendance Office and see one of the Deans prior to leaving school.

Leaving building to go to a vehicle in parking lot

Students parked in the lot who need to retrieve something from their car may get a car pass in the Deans’ Office. Students must show the pass to security staff prior to walking out of the building. Disciplinary action will be taken if a student leaves the building without obtaining the appropriate pass.

Early Dismissal

Students who have an early release from school are expected to leave the building promptly at the end of their last class. If the school day schedule has been modified for an assembly, for example, it is the student’s responsibility to remain in all of his or her classes until the end of their schedule.

Excessive Absences

Students with excessive absences are identified and interventions may be initiated. Interventions and consequences have been established for authorized and unauthorized absences; please refer to the charts below. School-related absences are not included on student transcripts and do not count towards accumulating absences that result in consequences.

Procedures for Addressing Authorized/Valid and Unauthorized Absences/Invalid

The following interventions/supports and consequences may apply with respect to absences:

Authorized Absences per Semester

| Number of Absences | Possible School Response |
|--------------------|---|
| 5 | <ul style="list-style-type: none">- The Deans' Office will communicate with the parent/guardian informing them when absences accumulate to 5 in any given class.- Each case will be reviewed on an individual basis.- If determined necessary, Counselors and Deans will hold a meeting.- Accumulated USD will result in unauthorized absences. |
| 8 | <ul style="list-style-type: none">- Deans hold an meeting with parents/student/counselor.- The student can be placed on our Attendance Watch list. |
| 10 | <ul style="list-style-type: none">- Deans hold meeting- An email will be sent out to teachers and counselor.- Student may only attend field trips with Deans' authorization- A doctor's note will be required for each subsequent absence.- Future absences without a doctor's note will be entered into IC as USD- Unauthorized School Determined class. |
| 15 | <ul style="list-style-type: none">- Dean, AP or Principal will hold meeting. |
| 18 | <ul style="list-style-type: none">- A referral will be sent to the Attendance and Truancy Division of Lake County |

Unauthorized Absences per Semester

| Number of Absences | Possible School Response |
|--------------------|---|
| 1 | <ul style="list-style-type: none"> - Teacher has conversation with student when he/she returns to class. - Students will be seen by Attendance Coordinators. - Detention will be assigned. |
| 2 | <ul style="list-style-type: none"> - Teacher has conversation with student when he/she returns to class. - Teacher makes phone call contact with parent/guardian. - Student will be seen by Attendance Coordinator and a detention will be assigned. |
| 3 | <ul style="list-style-type: none"> - Deans hold a meeting with parents/student/counselor. - The student will be placed on our Attendance Watch list. - Detention will be assigned. |
| 5 | <ul style="list-style-type: none"> - Deans hold meeting. - An email will be sent to teachers and counselor. - Student may only attend field trips with Deans' authorization. - Detention will be assigned. |
| 8 | <ul style="list-style-type: none"> - Attendance at extra-curricular activities (i.e. dances, etc.) may be restricted. - The student's lunch/free periods will be restricted and assigned possible study halls. - Detention will be assigned. |
| 9 | <ul style="list-style-type: none"> - A referral will be sent to the Attendance and Truancy Division of Lake County (if under 17). |

Homebound Instruction/ Extended Illness

Parents/guardians of students hospitalized or ill who will miss three days or more of school should report the illness to the school nurse so the student may be placed on Extended Illness.

Students are eligible for homebound tutoring if a medical physician anticipates that, due to a medical condition, the student will be unable to attend school for two or more consecutive weeks or will be absent on an ongoing intermittent basis. To

request homebound tutoring parents/guardians should contact the student's counselor.

Bicycles

Students should lock bicycles to the bicycle racks near entrances of the school. Bicycles should be attached only to bicycle racks located at the entrances.

Bookstore

The school bookstore is operated by District 113 on a non-profit basis for the students' convenience. Class supplies, such as pencils, pens, paper, notebooks, and textbooks (new and used), and English paperbacks are available.

Payments for school functions are paid at the bookstore, including field trips, dances, theater events, club/athletic dues and banquets, etc. Infinite Campus payments can also be made at the bookstore.

Checks and cash are accepted. Debit and credit cards (*excluding American Express*) are accepted for books, supplies and Infinite Campus fees only with a minimum purchase of \$5.00.

Students are encouraged to buy their textbooks at the August sale. *The Bookstore hours are from 7:30 AM to 3:30 PM at DHS and 7:45-3:30 at HPHS.*

Students have an opportunity to re-sell their books at the annual Buy Back Sale following the June final examination days. Only books which will be used for the following school year will be repurchased and have a district stamp in them. Books will not be bought back if they are highlighted, underlined, or written in.

BUS CONDUCT **(Board Policy 7-220)**

The following is a summary of Board Policy 7:220. This Board Policy can also be found on the District's website at:

<https://www.dist113.org/cms/lib/IL01904711/Centricity/domain/40/700/7-220.pdf>

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

School Bus Suspensions (7-220)

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.

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 shall provide the student with notice of the gross disobedience or misconduct and an opportunity to respond.

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate 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.

BUS EXPECTATIONS

Students are required to have their Student ID to ride the bus. Bus access be revoked on a temporary or permanent basis if a student violates Bus Conduct policy 7-220.

Smoking/vaping, vandalism, misbehavior, and inappropriate conduct of any kind will not be tolerated.

Students are required to obey the bus driver at all times.

In addition to other consequences, infractions of bus rules may result in restriction or loss of bus privileges. Other disciplinary measures may also be assigned for inappropriate bus behavior.

Currently, bus transportation is available without cost to students who live at least one and one half miles from the school.

Students who live within the one and one half mile distance from school may arrange to ride the bus after payment of a fee (\$230.00 per semester) but will be required to use an existing bus stop. Information about fees is available from the Director of Transportation at (224) 765-1040.

Spectator buses to "away" events may be available if enough students are interested in the service. A student going to an activity on a bus must return on the same bus unless the student's parent or guardian, either in person or in writing to the bus chaperone, authorizes an alternative arrangement. No refund of spectator bus fares will be granted. Departure from either Deerfield or Highland Park campus, as appropriate, will be announced in the daily announcements. Departure time from the event will be fifteen minutes after the end of the event.

- Tickets must be purchased at the bookstore during lunch periods or after school. Prices will vary, depending on the distance to be traveled.
- All general bus regulations must be observed. Chaperones will report violations to the Deans' Office.
- Bus changes are not permitted.

All school rules regarding smoking/vaping, misbehavior and vandalism apply on the bus, including spectator buses and field trips buses. Appropriate behavior is always expected on buses; inappropriate behavior will not be tolerated.

Cafeteria Conduct

Students are to assist in maintaining a clean and safe environment including lunch room tables. All students are expected to clean any tables or areas where they consume food. Students with permission to eat in other locations in the building are expected to clean the area they use to the satisfaction of the teachers or supervisors in the area.

Students are not permitted to sit on or place their feet on tables.

Infractions of cafeteria rules may result in a restricted lunch period and/or other disciplinary action.

Appropriate behavior is expected of all students in the cafeteria.

- Students must bring their ID to the entrance of the service area.
- Food may be consumed in the cafeteria and in designated classrooms per teacher discretion.
- Students must pay for items purchased in the cafeteria before consuming them.
- If a student does not obey a cafeteria supervisor or breaks a specific rule, the student may be restricted from the cafeteria, or some other disciplinary action may be taken.
- Students cannot use someone else's ID to purchase food in the cafeteria. If you want to purchase food for someone else, you must be present to make the transaction.
- Free and reduced-price breakfast and lunches are available to eligible students. Application forms, which include federal income guidelines, are available on each school's website. See [Board Policy 4:130](#) for additional information.

Cell Phones

Student use of cell phones or other electronic devices on campus or during school-sponsored events is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom. Use of cell phones and other electronic devices in prohibited areas will result in consequences including, but not limited to: parent involvement, detention(s), Saturday detention(s), suspension(s), and/or loss of other privileges.

Cell phones and all functions within the cell phone (i.e. cameras, live streaming and all other applications) are prohibited in the following areas unless expressly permitted by a staff member for educational purposes: classrooms, academic resource centers, restrooms, locker rooms, Health Services, Deans' Office and all

Department Office Areas. Students may use silent modes of communication (ie. Texting) when in the library, CRC, CCRC, and the Drop In Center.

Students must comply with staff directives, including but not limited to, ending phone conversations for student-staff interaction and using appropriate voice volume and device volume. When in use, cell phones must be on silent mode so that no audible ring tone is heard.

Students using cell phones or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may be reported to the Police Department.

Cell Phone Rule: The respectful, non-disruptive use of cell phones is permitted in any area except those listed above. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away and made undetectable (i.e., silenced). Cell phone use in a prohibited area may result in confiscation of the device by staff during the period. The cell phone needs to be returned to the student at the end of the period. A student referral needs to be written for the Deans' office to review and meet with that student. Violation of the cell phone rule as stated above may result in consequences from the Deans' Office.

Closed Campus

Both Deerfield High School and Highland Park High School are closed campuses. Students must remain on campus during the school day until classes end for the day. Students are not to leave campus during their school day without proper authorization. If a student is found outside the building without a pass the student shall be considered to be attempting to leave campus without proper authorization. They will be brought to the Deans' Office. Students and their possessions may be searched upon re-entry.

Students who need to leave campus for any reason after they enter school, or wish to retrieve items from their car must obtain a pass from the Deans' Office to do so. Leaving campus without authorization will result in consequences including, but not limited to, Saturday detentions, alternative in-school setting and loss of parking privileges.

During final exams, each campus is open due to an alternative schedule for students.

College Test Information

CEEB Code #141-570
 ACT-DHS Test Center #173920
 ACT-HPHS Test Center #174140
 ACT Phone #319-337-1270
Contact information: <http://www.act.org>

SAT: I/II – DHS Test Center #14-265
 SAT: I/II – HPHS Test Center #14-345
 Phone: 866-756-7346
Contact Information: <http://www.collegeboard.com>

For SAT Test Dates for 2019-2020, please use the above website to access the information.

For information regarding ACT Special Administration please contact:

| | |
|--|--|
| Deerfield High School | Highland Park High School |
| George Grubb Ggrubb@dist113.org | Cindy Powers Cpowers@dist113.org |
| (224) 632-3374 | (224) 765-2419 |

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE
(Board Policy 6-220)

Scope of Policy

This Policy and implementing Procedures are intended to serve as a guide to the scope of the District’s authority and the safe and acceptable use of the District’s computers, computer network, and Internet access. This policy governs all use of District computers, the District’s local and/or wide area network, and access to the Internet through District computers or the District’s local and/or wide area network, which will be collectively referred to in this Policy and its implementing Procedures as the District’s “computer network.” For purposes of this Policy and implementing

Procedures, use of the District's "computer network" also shall include any use of computers and/or other devices outside the District's computer network in those instances where those computers and/or other devices are used to access the District's computer network.

Additionally, use of the District's "computer network" shall include use of other electronic communication devices owned and/or issued by the District or used to access the District's computer network, including, but not limited to cellular or mobile phones, smart phones, and text messaging devices.

Access to Electronic Networking

Access to the computer network is a privilege, not a right. The Board has a duty to ensure that the manner in which the computer network is used does not conflict with the basic educational mission of the District. Use of the District's computer network may be restricted in light of the maturity level of students involved and the special characteristics of the school environment. Therefore, the District shall not permit use of the computer network which: (a) disrupts the proper and orderly operation and discipline of the schools in the District; (b) threatens the integrity or efficient operation of the District's computer network; (c) violates the rights of others; (d) is socially inappropriate or inappropriate for a student's age or maturity level; (e) is intended as an immediate solicitation of funds, unless approved by the Superintendent or designee for school-related purposes; (f) violates federal, state, or local law, including but not limited to copyright laws; or (g) constitutes gross disobedience or misconduct. The District also shall implement technology protection measures consistent with the *Children's Internet Protection Act* and its implementing regulations.

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

Acceptable Use

Use of the District's computer network must be: (1) for educational or research purposes consistent with the District's educational mission (2) for legitimate business purposes; or (3) occasional and incidental personal use, provided such use complies with this Policy, its implementing Procedures, and other terms and conditions of computer network access promulgated by the Board of Education or Superintendent. The District's computer network is not intended to be used as a public forum for general use. Users of the District's computer network have no

expectation of privacy with respect to electronic communications or files created on, or sent to, or via the District's computer network.

Internet Safety

The Superintendent or designee is authorized to implement this Policy and its Procedures. The Superintendent also may promulgate additional procedures, and other terms and conditions of computer network use as may be necessary to ensure the safe, proper, and efficient operation of the computer network and the individual District schools. The Superintendent or designees shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful **activities, and**
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.
 - Student Authorization for Computer Network Access
 - Non-Student Authorization for Computer Network Access
 - Student Computer Network Access [if applicable]
 - Parental Authorization for Student's Computer Network Access [if applicable]

Misuse of computer hardware, modification or illegal copying of software belonging to District #113 will result in consequences such as, but not limited to, detention, suspension or expulsion. Students may not knowingly access computers or computer programs without authorization and may not exceed authorized network limits.

Students may not download materials from other sources without staff permission.

- Students can ask to gain access to restricted Internet sites, and will be asked to demonstrate a curriculum-based need to do so.

- Students shall report inappropriate websites that they discover while using school computers.
- Students shall report any knowledge of misuse of district computers, including hardware and software.

Township High School District 113 **Chromebook Agreement**

Giving our students and teachers the tools they need to succeed in a digital world is an important endeavor for our District. To be college and career ready, our students will need to be adept at using technology for critical thinking, problem-solving, collaboration, multimedia research and sharing, and as an essential tool for interaction in a global environment. We are excited to launch our 1:1 initiative in support of these goals, in which each of our freshman and sophomore students will be issued a Chromebook at the beginning of the 2014-15 school year to be used throughout their years in District 113 and beyond.

To help our students successfully navigate the 1:1 learning environment and take full advantage of the investment in this technology as a tool for learning and engagement, District 113 has developed the following guidelines. It is vital that all students and their parents understand and abide by these guidelines.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District's Use of Technology Policy (Board Policy 6:220; also see above section in Handbook)
- Unless otherwise instructed, the Chromebooks are intended for use at school each day. Students are responsible for bringing their fully charged Chromebook to school every day. (Note: A fully charged Chromebook should last at least 8 hours.)
- Students must treat their device with care and never leave it in an unsecured location.
- Devices must be kept in a protective case or backpack when the student is traveling, and must never be transported, stored, or used in the same location as water or other liquids.
- Students must promptly report any problems with their Chromebook to the school Technology Office.
- The serial number and other identification tags, which include the student's name, grade and ID number, must not be removed or

interfered with. If a student loses a Chromebook while at school, it will be returned to the Tech Department.

- Students shall not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students shall not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the district
- The devices must be kept clean, and nothing, including but not limited to a finger, pen, pencil, etc., should touch the screen other than approved computer screen cleaners. Chromebooks are not touch-screen devices, and are operated via trackpad and keyboard only.

Spare Equipment and Lending

The school has a limited number of devices that may be loaned to a student for use while a student's Chromebook is repaired or replaced. The Chromebook Agreement applies to loaner computers. Students must have a fully functional Chromebook to work with at all times. If a student experiences problems with his/her Chromebook, he/she must immediately report the issue and request a spare device. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Rev. 8/4/2014

Ownership of the Chromebook

Chromebooks are the property of the District until the Guardian(s)/Parent(s)/Student pays their portion of the cost in full. To ensure their use as a positive learning tool in coordination with the District's curriculum, District 113 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware during the student's school enrollment.

Warranty and Insurance

The Chromebook includes a one year hardware warranty from the manufacturer. This does not cover accidental breakage or theft. The cost of all breakages and repairs are the responsibility of the student. The District will offer repairs of damaged equipment (not covered by the device warranty) for the cost of parts. Loss of the device will result in the student being charged full replacement cost in addition to the outstanding balance of their original Chromebook.

Optional insurance through a third party provider will be available for students and their families to purchase. See the District 1:1 website for more information: <https://www.dist113.org/Page/2282>

Cost of Chromebook

Guardian/Parents/Students are responsible for paying \$160 of the cost of the Chromebook. District 113 is covering the remaining portion of the cost. The \$160 will be paid in equal yearly installments over the student's school enrollment. Upon payment of their portion of the cost in full, the student/family owns their Chromebook. If the student ceases to be enrolled in District 113, the student must either return his/her device to District 113, or pay the remaining balance in full if they wish to keep the device. Students who are eligible for a fee waiver will have these fees waived.

For more information please visit the District 1:1 website at: <https://www.dist113.org/Page/2282>

Here you will be able to find information on policies, insurance, and background related to the 1:1 program.

Curfews

Teenagers and their parents/guardians should be aware that a driver's license of a driver under the age of 17 is NOT valid if the driver is in violation of the state curfew hours.

Local law enforcement officials enforce curfew hours established both by local ordinances and by state law. It is unlawful for a person less than 18 years of age in Deerfield and Highland Park and 17 years of age in Highwood to be present at or upon any public assembly, building, place, street or highway at the following times unless accompanied and supervised by a parent, legal guardian or other responsible companion at least 21 years of age, and approved by a parent or legal guardian or unless engaged in a business or occupation which the laws of this State authorize a person less than 18 years of age to perform:

- Between one minute after twelve o'clock (12:01) A.M. and six o'clock (6:00) A.M. Friday;
- Between one minute after twelve o'clock (12:01) A.M. and six o'clock (6:00) A.M. Saturday;
- Between eleven o'clock (11:00) P.M. on Sunday to Thursday, inclusive and six o'clock (6:00) A.M. on the following day.

Illinois driving laws and curfew are in place 365 days of the year.

It is unlawful for a parent, legal guardian or other person to knowingly permit a person in his custody or control to violate the above. The District supports and considers the curfew hours when scheduling evening activities.

Dances and Other School-Sponsored Events

The following rules apply at all dances and other school-sponsored events at both Highland Park and Deerfield High Schools.

- School-sponsored events are planned for students of that school only, unless it is an event for which tickets are sold in advance. In that case, tickets may be purchased online or through the bookstore. Students who wish to bring a guest to a school event must complete a guest registration form and have it approved through the Activities and/or Deans' Office at least 3 days prior to the event. Guests over the age of 20 (who are not family members) will not be allowed to attend.
- All students must present a valid student I.D. card to gain admittance to the dance or event.
- Students arriving late to a dance due to a school activity or athletic event must have prior permission through the Deans' Office or the Student Activity Director.
- All dances and school-sponsored events will post times of admittance and non-admittance, and through which school doors students must enter and exit the event.
- Students who leave a dance or school-sponsored event for any reason may not re-enter.
- All school rules and expectations are in effect during all dances and school events, including those held at an off-campus location.
- Inappropriate dancing and other activities deemed unsafe by dance or event supervisors are not allowed.
- Appropriate dress is expected at all dances and school-sponsored events.
- Students are expected to remain at all dances or events until the posted ending time.
- Failure to comply with rules and expectations may result in being

asked to leave.

General guidelines for dances or other school-sponsored events may be supplemented by specific expectations for certain events during the school year.

Defibrulators

Consistent with the School Board's Policy on Automated External Defibrillators (AED) (Board Policy 4-230) and for the health and wellness of the District's staff, students, parents and visitors, the District hereby institutes procedures for a Public Access Defibrillation (PAD) Program. AEDs are for the treatment of sudden cardiac arrest (SCA) in district buildings.

The IHSA posts a video on how to perform cardiopulmonary resuscitation (CPR). The District encourages students and parents to view it: <https://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx>

A. At Deerfield High School, AEDs will be located at:

- Corridor B
- Corridor K
- Corridor E
- X wing (2nd Floor)
- Studio Theater
- A Deck
- Trainer's Office
- Three portable AEDs located in AED boxes on school grounds
- West Entrance
- Pool Deck

B. At Highland Park High School, AEDs will be located at:

Lower level: 1

- Indoor track: wall opposite elevators near old exit

First Floor: 8

- Health Services A132 : Treatment Room
- Library Foyer: west wall next to outside doors
- H Entrance Foyer: south wall across from security desk
- C Building: east wall across from center stairway
- Science/Auditorium foyer: west wall between bathrooms
- Athletic Building Foyer: west wall next to security desk
- Pool Deck: next to Pool Office
- North Gym Lobby: west wall between gym doors

Second Floor: 2

- Main Entrance at Vine Ave: east wall next to A217
- Athletic Building: west wall next to IM gym entrance

Third Floor: 2

- A Building: top of middle stairway
- B Building: west wall next to bathroom

Emergency School Closings

On rare occasions it becomes necessary to close school or delay the start of school because of weather or other emergencies. The decision is made by the Superintendent, with the safety of students and employees as the main consideration. The administration, Board of Education, and PTOs of Deerfield High and Highland Park Schools have set up procedures and channels of communication to assist you in the event of emergency school closings.

What to do in case of a potential emergency closing:

Your best source is to log onto the School District’s Web page at **www.dist113.org**

The district will communicate via IC for any emergency related late starts or closings.

Each school’s main phone numbers will also have updated recordings in case of school closings.

- District Office: 224-765-1000
- Deerfield High School: 224-632-3000
- Highland Park High School: 224-765-2000

Please do not telephone the radio station or local police departments for school closing information – information is not available over the phone.

EQUAL EDUCATIONAL OPPORTUNITIES **(Board Policy 7-10)**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, ancestry, age, physical or mental disability, order of protection status, status of being homeless, actual or potential marital or parental status, including pregnancy, citizenship status, immigration

status, military status; unfavorable discharge from military service; association with a person or group with one or more of the aforementioned actual or perceived characteristic, or any other distinguishing characteristic. 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 School Board policy 8-20, Use of School Facilities by Organizations. Any student may file a discrimination grievance by using Board policy 2-260, The Uniform Grievance Procedure. The District's Title IX Coordinator is: Ms. Tiffany Chavez.

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, *The Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Equal Access Act

Any group officially affiliated with the Scouts BSA or officially affiliated with any other Title 36 youth group that requests to conduct a meeting in the covered entity's designated open forum or limited public forum must be given equal access to school premises or facilities to conduct meetings.

Excusing Students from Instructional Activities

Informal Process:

Traditionally, our District has used an informal process for students to be excused from Instructional Activities. This process is one in which the teacher is made aware of a desire for students not to participate in a particular unit of study. Typically, after conversations with the parent and the student, the student is provided an alternate area of study.

Formal Process:

If the informal process does not provide the needed adjustment to the area of study, the following process is provided for hearing objections to instructional

activities that are recognized in the *School Code* and for certain areas that go beyond the requirement of the *School Code*.

Parents, guardians or students 18 years of age or older may request that a student be excused from a particular portion of an instructional activity. A student may be excused under a specific provision of the *School Code*, for religious reasons, for other constitutionally protected reasons, or because the activity is offensive to parents, guardians and students' beliefs.

To be excused from a portion of instructional activity, the request must:

- be made in writing;
- describe in detail the portion of the activity from which the student is to be excused;
- if applicable, state the provision of the *School Code* upon which the exemption request is based;
- if the exemption request is not based on a specific provision of the *School Code*, explain in detail why that portion of the activity is objectionable and offensive to parents' beliefs;
- if applicable, cite the religious or other constitutionally protected basis for the request;
- be submitted to the principal at least five days in advance of the activity in question.

Additional information may be requested from the person submitting the request. The decision whether to grant an exemption from an instructional activity will be made as soon as reasonably possible in advance of the activity. Administration will determine if the reasons given are sufficient for a student to be excused from a portion of instruction.

If a student is excused from an instructional activity, an alternative educational experience will be provided.

EXTRA/CO-CURRICULAR ACTIVITIES/ATHLETICS
Board Policy (7-300)

Extracurricular Code of Conduct

District 113 administrators, coaches, and activity sponsors, in conjunction with parents/guardians and students, believe that students who represent District 113 as athletic or activity members should conduct themselves as responsible

representatives of their schools. Students who elect to participate in sports or student activities will be expected to exemplify high standards of behavior. Students whose actions or conduct create a negative image and whose behavior is determined to be detrimental to either the school or its programs will be subject to disciplinary consequences, following the procedures outlined in this Extracurricular Code. As recognized representatives of their schools, District 113 athletes and participants in activities must demonstrate the character and behavior outlined in this Code. Behavior of student participants will be monitored by coaches and Activity sponsors.

The District 113 Extracurricular Code acts to supplement, not to supplant, District 113 school disciplinary policies. Policy 7-190 is not exclusive of Policy 7-300. Imposition of disciplinary consequences does not preclude other or additional extra-curricular, athletic and/or parking consequences and are separate and distinct from police consequences. Student eligibility for participation in activities will remain consistent with policies and regulations adopted by the Illinois High School Association and conferences or associations of which its participants are members.

Administrative Procedures

The Board of Education authorizes the Superintendent to promulgate **Administrative Procedures to implement this policy.**

The Board shall annually approve the Student Extracurricular Behavioral Requirements as set forth in the implementing procedures.

Athletics Program

The Athletics program shall be in compliance with the Scholastic Standing provisions specified in the current Athletic Eligibility By-laws of the Illinois High School Association.

Activity Program

It shall be the policy of the Board of Education that all students who participate in a “school- sponsored or school-supported extra/co-curricular activity” (hereafter referred to as “Activity”) shall be in compliance with the Scholastic Standing provisions specified in the current Athletic Eligibility By-laws promulgated by the Illinois High School Association (IHSA). A student who fails to meet the minimum IHSA standards for Scholastic Standing shall be suspended from further participation in every Activity until eligibility is re-established in accordance with the IHSA By-laws.

A student with disabilities may be excused from meeting some or all of the IHSA criteria as determined by professional staff familiar with the child, such determination to be made on a case-by-case basis.

The Administration is authorized to develop Procedures for the fair and orderly implementation of this Policy across School District extra/co-curricular activities and to provide students with appropriate notice of this Policy and its Procedures.

**Administrative Procedures Implementing
Board Policy (7-300)**

EXTRA/CO-CURRICULAR ACTIVITIES/ATHLETICS (7-300)

A. Extracurricular Code of Conduct

District 113 administrators, coaches, and activity sponsors, in conjunction with parents/guardians and students, believe that students who represent District 113 as athletic or activity members should conduct themselves as responsible representatives of their schools. Students who elect to participate in sports or student activities will be expected to exemplify high standards of behavior. Students whose actions or conduct create a negative image and whose behavior is determined to be detrimental to either the school or its programs will be subject to disciplinary consequences, following the procedures outlined in this Extracurricular Code. As recognized representatives of their schools, District 113 athletes and participants in activities must demonstrate the character and behavior outlined in this Code. Behavior of student participants will be monitored by coaches and Activity sponsors.

The District 113 Extracurricular Code acts to supplement, not to supplant, District 113 school disciplinary policies. Policy 7-190 is not exclusive of Policy 7-300. Imposition of disciplinary consequences does not preclude other or additional extra-curricular, athletic and/or parking consequences and are separate and distinct from police consequences. Student eligibility for participation in activities will remain consistent with policies and regulations adopted by the Illinois High School Association and conferences or associations of which its participants are members.

B. Administrative Procedures

The Board of Education authorizes the Superintendent to promulgate Administrative Procedures to implement this policy.

The Board shall annually approve the Student Extracurricular Behavioral Requirements as set forth in the implementing procedures.

C. Athletics Program

The Athletics program shall be in compliance with the Scholastic Standing provisions specified in the current Athletic Eligibility By-laws of the Illinois High School Association.

D. Activity Program

It shall be the policy of the Board of Education that all students who participate in a “school- sponsored or school-supported extra/co-curricular activity” (hereafter referred to as “Activity”) shall be in compliance with the Scholastic Standing provisions specified in the current Athletic Eligibility By-laws promulgated by the Illinois High School Association (IHSA). A student who fails to meet the minimum IHSA standards for Scholastic Standing shall be suspended from further participation in every Activity until eligibility is re-established in accordance with the IHSA By-laws.

A student with disabilities may be excused from meeting some or all of the IHSA criteria as determined by professional staff familiar with the child, such determination to be made on a case-by-case basis.

The Administration is authorized to develop Procedures for the fair and orderly implementation of this Policy across School District extra/co-curricular activities and to provide students with appropriate notice of this Policy and its Procedures.

Administrative Procedures Implementing Board Policy 7-300

EXTRACURRICULAR CODE

A. Overview

All reports of suspected violations of the Code will be reported to the Athletic and/or Activity Director as appropriate at the student’s high school and will be promptly reported to the Principal and investigated by the Directors. After an alleged violation of the Code has been verified by either school personnel, judicial or law enforcement agency, the appropriate disciplinary consequence will be imposed by the Athletic and/or Activity sponsor, subject to review and final decision by the Principal. Previous extracurricular code violations and disciplinary code violations may be taken into consideration when determining consequences.

General Implementation: Extracurricular Code Violations

1. The code applies to all activities/athletics in which a student participates. As a result, consequences will be assigned to every extra-curricular. A student leadership role will be evaluated upon each offense with the possibility of removal at any time.
2. The term activity or athletic team encompasses all co or extra-curricular organizations which are now operating or which may be created after this policy is in effect.
3. The term “student” will refer to any person who is participating in Deerfield High School or Highland Park High School activities. This includes a student who elects to participate in a student activity during the summer following graduation from District 113.
4. Consequences for multiple violations must be served consecutively. A suspension will be carried over from one sport or activity season into another, or from one academic year into the next. If a student cannot fulfill a suspension in the current sport or activity, the remaining consequences carry over to the next season/activity.
5. School officials are not expected to monitor off campus, non-school activities. However, violations of Categories II and III of the Extracurricular Code will be subject to the consequences stated in the Code regardless of the place or time of such violations throughout the calendar year, or whether such violations occurred at school, school related or non-school related activities, provided that such violations are reasonably confirmed by a preponderance of facts including information from police reports. Unsubstantiated information (i.e. rumors and/or hearsay) will be reported/shared with parents. The Principal or Principal’s designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.
6. A student charged with any illegal activity by the police may face immediate consequences as outlined by the student extra-curricular code.
7. Upon receipt of either a complaint or report or suspicion by the District of hazing or inappropriate initiation activity, District 113 will conduct an investigation. Upon completion of the investigation, District 113 will take appropriate action. Such action will be designed to deter future violations and appropriately discipline students who have engaged in prohibited behavior. Disciplinary action will include consequences for the individual student up to and including expulsion in accordance with Board Policy 7-190, *Student Discipline*.

B. Student Extracurricular Behavioral Requirements

District 113 students will adhere to the following requirements:

1. Will follow all policies and procedures related to student discipline

2. Demonstrate respect for staff and students by interacting with others appropriately, exhibiting sportsman like behavior, using acceptable, non-offensive language, and refraining from verbal abuse;
3. Refrain from engaging in or being a party to acts of theft or vandalism at any time;
4. Demonstrate respect for the environment in which they work by leaving all facilities and equipment in good condition;
5. Assume and abide by the responsibilities of membership in a particular group as established by the sponsor and leaders of that group;
6. Maintain academic responsibilities as defined by the I.H.S.A.;
7. Conduct oneself in an appropriate and responsible manner;
8. Refrain from engaging in or being a party to any act of gambling.

C. Category I

General offenses not listed in Categories II and III, such as, but not limited to cheating, gambling, bullying, fighting, harassment, verbal abuse, theft, vandalism, unsportsmanlike behavior, or conduct which would constitute a misdemeanor under Federal or Illinois criminal law, and or failure to comply with the extracurricular behavior as outlined above in Section B while in School, on school property, or as a representative of a District 113 sport or activity.

Category I consequences pertain to all offenses that occur during school or school related activities, or because of the student's affiliation with a school-sponsored athletic program or activity.

First Offense

Students who do not meet the requirements of the Extracurricular Code are subject to the following:

- a. Notification to and/or a conference with the Activity and/or Athletic Director
- b. One or more of the following:
 - 1) conference with sponsor/coach;
 - 2) conference with student leaders and sponsor/coach;
 - 3) conference with sponsor/coach and parent;
 - 4) conference with sponsor/coach, Activities/Athletic Director and Dean;
 - 5) removal from an athletic team and/or activity;
 - 6) suspension from participation in/on athletic team and or activity;
 - 7) return home from field trip at parent(s)/guardian(s);
 - 8) ineligibility for further field trips or contests (number to be determined);
 - 9) financial restitution;

- 10) letter(s) of apology;
- 11) school/community service
- 12) referral to school support personnel/group program;
- 13) referral to outside agency;
- 14) behavioral contracts;
- 15) attendance contracts;
- 16) other consequences deemed suitable for the situation;
- 17) refusal to award service points for the removal from Honor Society;
- 18) decrease or deny responsibilities in activity;
- 19) loss of parking privileges;
- 20) nothing contained in this policy or guidelines limits the authority of any school staff member to remove a student immediately from a class or school property or activity.
- 21) other supports as deemed appropriate examples listed in Table 1.2

Second and Subsequent Offense

Students who do not meet the requirements of the Student Extracurricular Code on a second or subsequent occasion are subject to any of the consequences applied to a first offense.

D. Category II

Offenses related to alcohol, tobacco, and other drug violations.

Behavioral Requirements

District 113 students must abstain from any act, attempt or intent to possess, use, obtain, manufacture, sell, or distribute any illegal, controlled or intoxicating substance, including alcohol, inhalants, and other drugs, anabolic steroids, or any substance purported to be, or presented as an illegal, controlled or intoxicating substance, or drug paraphernalia such as, but not limited to pipes, bongs, rolling paper, etc. District 113 students, regardless of age, must abstain from possession, smoking, and the use of tobacco products. "Tobacco products" include but are not limited to cigarette, cigar, pipe, electronic cigarette or tobacco in any other form including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked.

All coaches and/or sponsors of the student's extracurricular activities will be notified by the Athletic and/or Activities Director of a violation for the health and safety of the student. Category II offenses include student behavior at school, school related and non-school related activities at all times throughout the calendar

year. The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.

The code applies to all activities/athletics in which a student participates. As a result, consequences will be assigned to every extracurricular. A student leadership role will be evaluated upon each offense with the possibility of removal. Such action requires the Principal's approval.

When in the judgment of the Principal or the Principal's designate, it has not been established there was a violation, but there is reasonable basis to believe that a prohibited tobacco, alcohol, or other drug use and/or possession may have occurred.

1. All information available will be given to the student's counselor and Student Assistance Program designee;
2. Based on the counselor's knowledge of the student and in consultation with the counselor's supervisor, the counselor may set into motion a student support program deemed appropriate for the student and inform the Principal and parents/guardians of the student support program taken.
3. The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.
4. Students who do not meet these expectations regardless of place or time will be subject to the following consequences.

First Offense Consequences

1. Conference with the Athletic and/or Activity Director.
2. Conference with the Student Assistance Program designee.
3. Successful completion of an approved student/parent educational and/ or assessment program student and parent/s or guardian/s) for a first alcohol or other drug offense.
4. The student support services team will determine if additional supports/ consequences should be considered in extenuating circumstances.

If the approved student/parent educational program has been previously completed, the student and parent/guardian must complete an assessment from an approved agency/hospital and successfully complete the recommendations from the said assessment (at student/parent expense). Proof of the completed assessment and recommendations must be submitted to the Student Assistance Program designee. Failure to complete the assessment and recommendations will result in the loss of eligibility until the assessment and recommendations have been completed.

5. A first tobacco offense will result in the successful completion of the Smoking Cessation/ Information Program.

6. A twenty percent (20%) of the regular season suspension will result for students participating in extra-curriculars including athletics, fine art performances, and competitive club groups. If this cannot be fulfilled during the current season the consequences carry over to the following season.
7. A Saturday detentions will result for students participating in extra-curriculars including special interest groups, multicultural groups, class boards, student government, communications, honor societies, and others not deemed competitive or performance in nature. As an alternative, students may perform twelve (12) hours of community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The student and his/her parents must identify the community service project which must be approved by the superintendent. Parents must sign a permission slip. The District will not provide transportation. The student must provide written verification indicating satisfactory completion of the community project. The student may not return to club activities until the two Saturday detentions or the community service requirement is fulfilled.
8. The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.
9. Loss of parking privileges for 20 school days.
10. Voluntary admission.
 - a. Student admission to the violation of a Category II first offense acts to waive the twenty percent (20%) suspension or the two six hour Saturday detention assignment and loss of parking privileges, but the admission services as a first offense. In addition, the student and parents will successfully complete an approved student's parent educational program. Failure to complete the approved student/parent educational program as determined by the Activities/Athletic Director/s results in the loss of eligibility until the approved student/parent educational program has been completed. Student admission refers only to unsolicited and unreported information that is given directly to a school official by the student and/or parent(s)/guardian(s). Student admission to the violation of any Category II offense is not used to waive the suspension if the school administration has been previously or will be made aware/informed of the incident by other means including, but not limited to, notification by judicial or law enforcement agencies.
 - b. Parents/guardians seeking help for their child involved in extracurricular activities from a school official will be required to complete an approved student/parent educational program or receive an assessment (as determined by the Student Assistance Program designee) and complete the

recommendations from the assessment. This will result in a waiver of the first offense of the Extracurricular Policy.

1. Assessment must be completed by an agency/professional that is approved by the Student Assistance Program designees.
 2. This is a one-time opportunity. Any further contacts of this nature would result in a First Offense violation.
11. Student Support Service Personnel may use discretion in determining consequences if a student demonstrates extraordinary measures while assisting another student or other extenuating circumstances.

Second Offense Consequences

- 1) Conference with Athletic and/or Activity Director.
- 2) Conference with the Student Assistance Program designees.
- 3) Obtain an assessment from an approved outside agency/hospital and successfully complete the recommendations made from said assessment (at parent/student expense) for a second alcohol or other drug offense.
- 4) A second tobacco offense will require successful completion of an approved student/parent educational program if not already completed (Students and Parents). Failure to complete the assessment and recommendations will result in the loss of eligibility until the assessment and recommendations have been completed.
- 5) A forty percent (40%) of the regular season suspension will result for student participating in extra-curriculars including athletics, fine art performances, and competitive club groups. If this cannot be fulfilled during the current season the consequences carry over to the following season.
- 6) Four six-hour Saturday detentions will result for students participating in extra-curriculars including special interest groups, multicultural groups, class boards, student government, communications, honor societies, and others not deemed competitive or performance in nature. Students may not return to club activities until the four Saturday detention requirement is fulfilled.
- 7) Loss of parking privileges for 40 school days.
- 8) The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.
- 9) The student is prohibited from participating in overnight activities and/or overnight athletic events for one year from the date of the second incident. (This does not apply to a tobacco offense.)

10) The student support services team will determine if additional supports/ consequences should be considered in extenuating circumstances.

Third and Subsequent Offense Consequences (This does not apply to tobacco offenses)

Upon confirmation of a third violation and subsequent violations, the student extra-curricular participant will lose eligibility for participation in all extra-curricular activities for one (1) full calendar year, commencing upon the date of such confirmation.

- a) Loss of parking privileges for 180 school days.
- b) Obtain an assessment from an approved outside agency/hospital and successfully complete the recommendations made from said assessment (at parent/student expense).
- c) A mandatory reinstatement conference with the Activities/Athletic Director/s and/or the Student Assistance Program designee, the parent(s) or guardian(s) and the student extra-curricular participant is required. Following such conference the Principal may, but will not be obligated, to reinstate such student's eligibility.
- d) The student is prohibited from participating in overnight activities and/or overnight athletic events for the duration of his/her high school career. (This does not apply to a tobacco offense.)
- e) The student services team will determine if additional supports/ consequences should be considered in extenuating circumstances.

E. Category III

Severe offenses such as, but not limited to hate crimes, hazing, inappropriate initiation, criminal assault, sexual assault, harassment, criminal damage to or theft of school property or other serious conduct.

1. Behavior Requirements

District 113 students must abstain from committing, participating in, assisting other persons in committing or participating in, or being a party to any of the following acts:

- a) A hate crime. A hate crime is any threat, intimidation, harassment, physical touching, vandalism, property damage, or any act which would constitute a violation of Federal or Illinois criminal laws, committed by reason of the actual or perceived race, color, creed, religion ancestry, gender, sexual orientation, physical or mental disability or national origin of another individual or a group of individuals;

- b) Hazing and/or inappropriate initiation (see definition contained in this policy) of any person or group of persons;
- c) Harassment (including, but not limited to harassment over the internet) against any person or group of persons, or directed against any person or group of persons;
- d) Any act committed with the intent to cause significant physical harm to persons.
- e) Any act committed with the intent to cause criminal damage to school property, or theft of property whether or not school owned or occurring on school property.

2. Consequences

Students found to have committed a Category III-violation, will, without exception, be subject to all of the following consequences deemed appropriate by the Principal:

- a) Loss of parking privileges for 180 school days.
- b) Upon confirmation of a violation, the student athlete/activity participant will lose eligibility for participation in activities and/or sports for one (1) full calendar year, commencing upon the date of such confirmation.
- c) The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.
- d) After the student has served the one year suspension from participation eligibility, the student may obtain reinstatement by attending a conference with the Principal or the Principal's designee and the student's parent(s) or guardian(s). Following such conference, the Principal may, but will not be obligated to reinstate such student's eligibility.
- e) The student services team will determine if additional supports/consequences should be considered in extenuating circumstances.

Emergency Procedures

Fire Alarms

A loud, high-pitched variable toned sound identifies the fire alarm. Upon its activation, teachers will direct students out of the building in an orderly fashion beyond the fire lane by the prescribed exit route posted in each classroom. Only specifically designated employees may remain in the building. All other persons must exit and remain beyond the fire lane until the all-clear bell rings upon which time everyone should proceed directly to their destination.

Active Threat

District 113 follows the ALICE response to an active threat in the building. When possible, a staff member will announce the active threat and its location via the P.A. system and/or phone system. All individuals will respond in accordance to the threat location and follow trained protocols the buildings have instructed. Law enforcement will be in charge of the campus and instruct individuals of steps to follow.

Severe Weather

A steady ringing of the class period bell identifies a severe weather alert. Information will be provided via the P.A. and/or phone system about weather conditions. Individuals are to move to interior locations away from glass and other hazards. Information will be shared when the National Weather Service provides the all clear.

GANG ACTIVITY **(Board Policy 7-190 AP2)**

Students are prohibited from engaging in gang activity. A gang is any group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang;
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang; and
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

1. Removal from extracurricular and athletic activities
2. Conference with parent(s)/guardian(s)
3. Referral to appropriate law enforcement agency

4. Suspension for up to 10 days
5. Expulsion not to exceed 2 calendar years

Hallway Procedures

Students are expected to obey rules which govern movement throughout the building.

When in the corridors, students are expected to be mindful that unnecessary conversation and inconsiderate behavior is distracting to classroom activities and will not be tolerated. Students are expected to be quick and quiet in the hallways and return to open areas such as the cafeteria or library with as little delay as possible.

Students will need to provide their teacher with a pass if they arrive late to an assigned period and need to account for their whereabouts for the portion of the class they missed. For example, a pass is required if a student stays after class to get help from a teacher and is late to his or her next class, or if he or she misses part of a class due to an appointment.

Students are expected to use appropriate language and demonstrate appropriate behavior during passing periods.

Students are not permitted in the hallways during the last 10 minutes of each period of the day to ensure quiet hallways for students and teachers in their classes (at HPHS only). When classes are in session, students are not to congregate in academic hallways, sit at open supervision tables and desks or by their lockers. When students are in the hallway they are expected to move to their destination.

All litter should be disposed of properly in garbage or recycling receptacles that are provided.

HARASSMENT OF STUDENTS PROHIBITED **(Board Policy 7-20)**

Statement of Policy

A learning environment that is free from any form of discrimination and harassment is essential and shall be maintained. No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military status, sex, sexual orientation, gender, gender identity, gender expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital [or parental] status,

pregnancy, citizenship status, immigration status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board Policy 7-190. This Policy applies to conduct in or connected to the District, whether it is physical or verbal, and whether it is committed by students, employees, or non-employees (such as parents, vendors, suppliers, or business invitees). A student who engages in harassment is subject to consequences pursuant to Board Policy, 7-190, *Student Behavior*.

If the school becomes aware of aggressive behavior, bullying, harassment, and threats, actions will be taken in response to situations that are likely to cause disruption in the school.

Criteria

District 113 will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include, but are not limited to:

1. Name-calling, verbal kidding, mimicking, telling jokes, using derogatory slurs,
2. Written graffiti or slogans,
3. Innuendoes,
4. Comments, verbal or written, spreading rumors,
5. Pictures, drawings, or printed materials (electronic or hard copy),
6. Stalking,
7. Sexual violence,
8. Causing psychological harm,
9. Electronic bullying,
10. Hazing or inappropriate initiation,
11. Threatening or causing physical harm,
12. Threatened or actual destruction of property,
13. Wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel under circumstances described in Section 10-22.6(d-5) of the *School Code* is prohibited under this policy.

Sexual Harassment Prohibited

Sexual harassment is both against Board policy and may be a violation of the law. Sexual harassment of students is prohibited. All students are prohibited from harassing fellow students, staff, or others on school property, during school activities, or in any situation which creates a nexus to school.

Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational or work environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Sexual Harassment Complaint; Enforcement

If a student or parent complains of sexual harassment, or if a responsible employee observes the sexual harassment of a student, that employee shall explain to the student or parent the avenues for informal and formal resolution of the complaint,

including a description of the complaint handling procedures outlined in Board Policies 2-260, *Uniform Grievance Policy*, 5-20, *Non-Discrimination and Harassment*, and 5-25, *Employee Sexual Harassment* and the Administrative Procedures implementing those policies. The complaint and any applicable investigations or consequences shall be in accordance with the aforementioned policies and procedures. A student may choose to report/talk to someone of their same sex. The employee who observed the behavior must also report what they observed to their supervisor, Dean of Students, or other Administrator. DCFS mandated reporting requirements must be considered and followed. Complaints will be kept confidential to the extent possible given the need to investigate. School officials will use discretion in determining consequences if a student comes forward in good faith to report an incident.

Students or parents may use the District's complaint form on the website at:

<https://www.dist113.org/cms/lib010/IL01904711/Centricity/domain/40/700/7-20%20Harassment%20Complaint%20Form.pdf>

The names, addresses, and telephone numbers of the District's current Complaint Managers are:

| | | |
|--------------|--------------------------------------|--------------------------------|
| Name: | Tom Krieger | Tiffany Rowe |
| | 1040 Park Ave. West | 1040 Park Ave. West |
| | Highland Park, Illinois 60035 | Highland Park, Illinois |
| | 60035 | |
| | (224) 765-1005 | |

Students or parents with complaints of illegal discrimination should see the above referenced Board Policies and/or contact the Complaint Managers.

The Superintendent will use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks. Any district employee who is determined, after an investigation to have engaged in conduct prohibited by the policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the disciplinary policy, 7-190. If an investigation results in a finding that a person knowingly made a false accusation regarding prohibited conduct, that person will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students. The initiation of a good faith complaint of sexual harassment or participation by a person in a

subsequent investigation will not result in discipline and retaliation against said person for such initiation or participation is strictly prohibited.

HAZING

Board Policy (7-190 AP1)

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. *Hazing* means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Students engaging in hazing may be subject to one or more of the following actions:

1. Removal from the extracurricular activities,
2. Conference with parents/guardians, and/or
3. Referral to appropriate law enforcement agency.

Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to:

1. Suspension for up to 10 days, and/or
2. Expulsion for the remainder of the school term.

Health Services

Health Services is open for student use on days when school is in session; i.e. the academic school day. Students must first report to their class for permission and a pass from the teacher. Students do not need a pass if they have a free period. Exceptions; emergency care, mobility issues, accident or injury. The student should give the return-to-class pass from Health Service to the teacher upon returning to the classroom.

Health Services Attendance:

Health Services will enter the proper attendance code in Infinite Campus for students who have been in the Health Services office 20 minutes or more and those who have been sent home through Health Services.

Students who miss class because of illness during school hours or wish to leave campus due to illness must first report to Health Services. Students who fail to report to Health Services will be marked unauthorized (UNA) from the classes they do not attend and that UNA will not be reversed.

Illness during the academic school day:

Students feeling unwell should come to Health Services and the school nurse will assess the student and provide appropriate interventions. Students who are not feeling well should first come to health services to be evaluated by the nurse, before notifying their parent/guardian to come and pick them up. The parent/guardian will be notified directly by Health Services if the student needs to go home or is referred for medical evaluation. It is the responsibility of the parent/guardian to arrange to pick up, call the medical provider, or take their student for medical care.

Parent/guardian should not call Attendance about student illness during the school day. Instead, they should contact Health Services directly: HPHS 224.765.2200, DHS 224.632.3200. Health Services will enter the proper attendance code in Infinite Campus for students who have been in the Health Service 20 minutes or more and those who have been sent home through the Health Services.

Accidents or Injuries during the academic school day:

Any student injured during the school day will be assessed by the school nurse for appropriate intervention, emergency triage, care, and initiation of EMS. If EMS is activated, the school nurse or school administrator will notify the parent/guardian once the student's care has been transferred to paramedics. Payment of EMS, hospital, and medical fees are the responsibility of the parent/guardian. The school nurse will complete the necessary reports.

Health Forms:

All health forms are found on the Health Services page of the school website.

Permission to Administer Medication Form:

Medication administered by the school nurse during the school day requires completion of this form for all medication, both prescription and non-prescription. The form must be completed annually and signed by parent/guardian and licensed prescriber. All medication must be brought to Health Services by parent/guardian, not the student. Students may not carry any medication, prescription, and non-prescription, during the school day, except these 3 exceptions allowed in Illinois and by D113 Board policy:

- asthma rescue inhalers
- epinephrine auto-injector
- medication prescribed for the treatment of diabetes

See all Procedures for Administering Medication below.

Medical Action Plans:

If your student has a documented medical diagnosis of seizures, diabetes, or food allergies the appropriate Medical Action Plan should be completed annually by the health provider and signed by the parent/guardian, then submitted to Health Services.

Physical Examinations and Immunizations

Certificate of Child Health Examination: Incoming freshmen and transfer students are required to have a physical examination dated within one year of entry to high school. Health forms including the school physical and immunization record must be on file in Health Services by the due date to avoid exclusion from school, athletics, and activities: incoming freshmen due date is May 2nd during 8th grade and transfer students of any grade due date is within 30 days of registration.

MCV4: Students entering 12th grade must show proof of meningococcal conjugate vaccination (MCV4). Two doses are required- unless the first dose was administered on or after 16 years of age, then only one is required

Pursuant to the Illinois School Code, **current students who do not have required health forms and immunizations on file in Health Services by October 15 of the current school year are excluded from school, athletics, and activities** until these forms are received by the school nurse. Immunization medical exemptions and religious objections require specific forms that are posted on the Health Services webpage.

If you object to the physical examination and /or immunizations for your child on the basis of religious beliefs, you must present to the school nurse the state-required form, completed and signed by the parent/guardian and primary care provider. The Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form can be accessed at:

<https://www.isbe.net/Documents/immun-exam-gdIns-religious-exempt.pdf#search=Illinois%20Certificate%20of%20Religious%20Exemption%20to%20Required%20Immunizations%20and%20For%20Examinations%20Form>

If the medical condition of the student is such that any one or more of the immunizing agents should not be administered, the examining primary care provider shall endorse that fact upon the health examination form.

Out-of-state transfer students must submit proof of physical examination and immunizations within 30 days of their registration date at their high school. Refer to Board Policy 7-100 for more information.

All Illinois students upon first entry into an Illinois school are required to present proof of an eye examination performed by a licensed optometrist or medical doctor who performs eye examinations. The exam must be current or have been completed within the 12 months prior to October 15th of the current school year. The Illinois *School Code* permits the District to hold a student's report card if this requirement is not met. If you feel that your child is exempt from the vision examination requirements, please complete and return the Eye Examination Waiver form.

Illinois law (Child Health Examination Code, 77 Ill. Adm. Code 665) states all children entering the ninth grades of any public, private or parochial school shall have a dental examination. The examination must have taken place within 18 months prior to May 15 of the school year. A licensed dentist must complete the examination, sign and date this Proof of School Dental Examination Form. If you are unable to get this required examination for your child, fill out a separate Dental Examination Waiver Form.

All health related forms are available in the Health Services office and on the Health Services webpage.

ADMINISTERING MEDICATION TO STUDENTS
(Board Policy 7-270)

Students should not take medication during regular school hours or during school-related activities unless it is necessary for a student's critical 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 regular school hours or school-related activities, the parent/guardian must request that the school administer the medication to the child and otherwise follow the District's procedures on administering 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 "Permission Form to Administer Medications" is submitted by the student's parent/guardian. No student shall possess or ingest any prescription or non-prescription medication on school grounds during regular school hours 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.

Procedures for Administering Medication

1. Only those medications necessary to maintain the student's critical health and well-being will be administered during school hours or during school activities.
2. All medications given to students must be prescribed by a licensed prescriber on an individual basis determined by the student's health status. All approved orders for medication administration will be renewed each school year.
3. A Township High School District 113 Permission Form to Administer Medication must be completed and signed by the student's licensed prescriber and the parent/guardian in order for medication, non-prescription or prescription, to be given. Permission renewal is required each school year.

Exception: Asthma inhalers must have the pharmacy label attached and parent/guardian written permission on file in the health service. With proper authorization: A student may possess an epinephrine auto-injector, an emergency rescue inhaler for asthma, and/or medication prescribed for the treatment of diabetes for immediate use at the student's discretion. The School District and its employees and agents shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or use of epinephrine auto-injector or the storage of the 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 from the self-administration of medication or use of an epinephrine auto-injector, or the storage of the medication by school personnel.

4. The parent/guardian of the student must assume the responsibility of informing the school nurse in writing of any change in the student's health. Change in medication administration will be through a revised order or other written authorization from the licensed prescriber as approved by the school nurse.
5. The school nurse will review the written order and consult with the parent or the licensed prescriber for additional information as necessary. The school nurse retains the discretion to deny requests for the administration of medication. This decision may be appealed to the building Assistant Principal or Principal.
6. Medication must be brought to school by the parent/guardian in the original package or appropriately labeled container. This pertains to refills of medication also.
 - a. Prescription medication shall display:
 - Student's name
 - Prescription number
 - Medication name and dosage
 - Administration route and/or other directions
 - Date and refill
 - Licensed prescriber's name
 - Pharmacy name, address & phone number

- Name or initials of pharmacist. Over-the-counter medication brought to school must have the manufacturer's original label with the ingredients listed and the student's name affixed to the container.
7. The school nurse or any registered nurse approved by the school district may administer medication under these guidelines. Any employee may administer medications in emergency situations if, under the circumstances, the school nurse or emergency medical personnel cannot be available in sufficient time and the student cannot reasonably self-administer the medication.
 8. Parents may administer medication with the approval of the school nurse or the principal.
 9. Each dose of medication shall be documented in the student's health record. The date, time, dosage, route and the signature of the person administering or supervising the student in self-administration must be documented.
 10. Medication will be kept in a locked cabinet. Medication requiring refrigeration will be kept in a secure place. Expired medication will be discarded. Any medication that is not picked up at the end of the school year by the parent/guardian will be discarded.
 11. The Health Service has a supply of acetaminophen and Ibuprofen available; however, only students who have filled out the proper Township High School District 113 "Permission Form to Administer Medication" will be eligible to have it administered.
 12. The school nurse may administer an epinephrine auto-injector to any student with an unknown allergy having a first-time anaphylactic reaction, to a student with a known allergy who has forgotten his/her auto-injector or it is otherwise unavailable, or to a student with a known allergy.
 13. The District 113 "Permission Form to Administer Medication" is available in Health Services and on the District Website.

Students who do not follow the above procedure may be considered in violation of the District Drug and Alcohol Policy at Board Policy 7-190 or 5-50.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (i.e. EpiPen®), an emergency rescue inhaler for asthma, and/or medication prescribed for the treatment of

diabetes for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "Permission Form to Administer Medications". The School District and its employees and agents, shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or use of epinephrine auto-injector or the storage of the 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 from the self-administration of a medication or use of an epinephrine auto-injector, or the storage of the medication by school personnel.

School District Supply of Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Upon implementation of this subsection and Section 22-30(f) of the School Code, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply. No one, including without limitations parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

Void Policy; Disclaimer

The School District Supply of Undesignated Epinephrine Auto-Injectors section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

The School District Supply of Undesignated Opioid Antagonists section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Alcoholism and Other Drug Abuse and Dependency Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

Upon any administration of an undesignated epinephrine auto-injector or an opioid antagonist, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur. Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector and/or opioid antagonist. This policy does not guarantee the availability of an epinephrine auto-injector and/or opioid antagonist; students and their parents/guardians should consult their own physician regarding such medication(s).

Identification Cards

Each student is provided with an Identification Card to be used for library check-outs, as a bus pass, as a debit card, and for identification purposes both at school and at events away from school. All students are required to carry ID cards during the school day and while in attendance at school events. Students must present the ID card, upon request, to any school representative. Failure to carry or present a current ID may result in disciplinary action in accordance with the District's disciplinary procedures. Staff members may take a student's ID card to the Deans' office if the student is referred to the Dean for a conversation about their behavior.

If a student loses their ID card, they should first check with the Deans' office to determine if the ID has been found. Otherwise, the student is responsible for securing a replacement at their expense. The cost for a replacement ID card is

\$5.00. Arrangements for obtaining a replacement ID are made as follows: Students may pay for a replacement ID in the bookstore and obtain a new ID in the Attendance Office. Students may use their own ID card as a debit card in the cafeteria, and may only use another student's ID if the other student is present. Students may bring cash directly to the cafeteria to deposit in their account or add money by credit card via their student portal. If your ID card is used as a debit card and money was deposited into the account, and it has been lost or stolen, notify cafeteria personnel immediately. Arrangements for obtaining a replacement ID with a new bar code will be made in the Attendance Office with a paid receipt from the bookstore.

Instructional Materials

Freedom of inquiry is essential to education in a democracy. To establish the necessary climate for freedom, teachers and administrators will choose material wisely and will also provide a means by which citizens may receive courteous and respectful consideration of their concern for materials chosen for use with students.

The Board of Education shall adopt textbooks needed for use in the school. The district will purchase books and sell them to students, and will notify students of required textbooks in sufficient time to permit students to secure them from sources other than the bookstore at school. The district will also buy school books back from students at the end of the school year, if the book will be used the next year.

If a student's parents or guardians are unable to purchase textbooks, the district will lend books required for classes the student is taking. Teachers will not sell books or supplies to students with the exception of project materials which cannot be handled through the bookstore.

All instructional materials used in the schools may be inspected by parents or guardians. Such materials include textbooks and other printed materials, curricular course packs, and digital materials. For an appointment to inspect any materials, contact the Principal's office. Instructional materials available for inspection do not include academic tests or assessments.

Insurance

The Board of Education endorses an accident insurance policy for students. Application forms and additional information is available on the district's website:

<https://www.dist113.org/domain/800>

Lake County High School Technology Campus

The Tech Campus offers excellent educational opportunities to District 113 students who wish to obtain and to extend their technical skills. Since students taking courses at the Tech Campus divide their school day between their home high school and the Tech Campus, it is important to outline District 113 expectations as they relate to the Tech Campus.

Transportation

Transportation between the Tech Campus and the District 113 home school is provided. Students are not permitted to drive their own cars. Students who do not adhere to the transportation requirements may lose Tech Campus privileges.

Attendance

Once students make the decision to attend classes at the Tech Campus, they also make a commitment to attend those classes in order to enhance their ability to succeed. Therefore, students will follow the Tech Campus calendar. This means that if the Tech Campus is in session but District 113 is not in session, students **will attend** their Tech Campus classes. District 113 will provide transportation whenever the Tech Campus is in session except on weekends and during the summer.

Attendance, as outlined in the “Attendance” section of this handbook, will apply to the Tech Campus. Unauthorized absences are subject to disciplinary action.

There may be occasions when schedule conflicts require students to make a choice between attending their Tech Campus classes and attending their District 113 classes. Students should consider their academic obligations on the day in question when making this decision. For example, if there is an exam scheduled in their Tech Campus class, they should attend Tech Campus and miss that portion of the day in their District 113 classes. Other District 113-related excused absences might include a District 113 field trip, an in-school appointment with a college representative, or District testing. The building liaisons will monitor student attendance decisions and schedule conferences with students who need guidance making attendance decisions on conflict days.

Student Behavior and Discipline

The Lake County Technology Campus is an extension of District 113; therefore, all behavior procedures as outlined in the Student/Parent Handbook apply to students attending the Tech Campus.

Tech Campus officials will notify the building liaisons regarding behavioral issues involving District 113 students. The building liaisons will refer the problem to the Deans' office with a behavior referral.

Library

The library is available most days from 7:00am to (DHS: 3:30 p.m.; HPHS: 4:30). On late start days the library opens at 8:30am and is open until (DHS: 3:30 p.m.; HPHS: 4:30). The library classroom is for classes only and is reserved by teachers. Students may use one of the collaboration rooms in the library after presenting a current student ID.

The library offers a variety of print and electronic resources to students. Most print resources can be checked out for a period of three weeks with the exception of reference materials and short-term check out materials which are high in demand.

Electronic subscription services are purchased to support the curriculum and are available both from school and home. Home access requires user names and passwords that are available from library staff. The subscription services may be accessed from the library home page.

Chromebooks are available for checkout during the school day through the Library at DHS and through the Technology Office at HPHS. Chromebooks may only be borrowed 5 times per semester.

While working in the library, students are expected to use appropriate behavior. This includes:

- Following all directions given by staff.
- Not eating food; only drinks with tops will be allowed.
- Use of phones is limited to texting only.
- Using appropriate voice levels.
- Use their electronic devices respectfully

For specific information about our schools' libraries go to:

DHS: <https://www.dist113.org/Page/122>
<https://www.dist113.org/domain/251>

HPHS:

Lockers/Other School Property

Lockers and other school property are assigned to students at the beginning of each school year and are to be used for school purposes only. Lockers are school property made available for student use. As lockers are school property, students

have no expectation of privacy in their lockers including any property placed in the locker. The school administration reserves the right to open and search any locker or other school property as it deems appropriate.

All students are expected to occupy the locker to which they are assigned. Students are not permitted to either change lockers or share locker space with another student unless they have received prior administrative approval.

Defacing or placing objectionable materials on the locker is not permitted. Students are responsible for their assigned locker and are expected to report locker damage to the Deans' Office immediately. Students will be responsible for any damage caused to a locker or the hallway. Students defacing or damaging lockers are responsible for repairs and may risk prosecution. Students may not use additional locks on lockers. Built in locks are provided by the school.

Students may decorate the interior of their locker in an appropriate way, and the locker must be restored to its original condition at the end of the school year. Exterior locker decorations are to be held to a minimum. Decorations are to be placed on or directly above the locker but not on the ceiling. Banners, confetti, streamers, balloons, etc. are not to be placed anywhere else in the hallway or school unless approval from Student Activity Director is given. The school is not liable for losses incurred from lockers. Students should secure all valuables in their locked locker.

Areas of the school such as rooms, desks, parking lots, other school property and equipment owned or controlled by the school and personal effects left in those places and areas by students may be searched if necessary without notice to or the consent of the student and without a search warrant. Students do not have a reasonable expectation of privacy in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lot, etc., for illegal drugs, weapons or other illegal or dangerous substances or materials. Any illegal or contraband material obtained as a result of such a search shall be confiscated by school officials and may be transmitted to law enforcement officials.

Lost and Found

Clothing, watches, jewelry, electronics, etc., should be turned in to the Deans' Office.

All books should be turned in to the bookstore.

Please be selective with the articles/items that you bring to school. Deerfield High School and Highland Park High School is not responsible for anything that is stolen while at school.

Announcements are made to the student body to claim lost items once each quarter. At the end of each semester items unclaimed are thrown away or donated to shelters. Students should secure all valuables in their locked locker.

Making Up Missed Work

If a student is absent for any reason they are expected to make-up any missed assignments, including homework, projects, and tests. Make-up work is expected so that students will profit from future instruction. Teachers (with Department Chair approval) will share practices regarding late and/or missing work.

Parking Regulations

Due to limited parking spaces in each school's student lot, only Senior students are eligible to purchase a parking permit and park in the school lot in accordance with the following guidelines. Juniors will be notified through the Deans' Office if parking is available to their class (Only DHS). Freshman and Sophomores are not eligible to park on campus during the school day. *This includes all special testing days, late start days, and final exams during the school year.*

Students are urged to use school transportation or walk to school.

Parking Lot Guidelines

1. Senior students must present evidence of successfully completing the Alive at 25 program, HPHS Giant/Warrior Parking Program, DHS prior to obtaining a parking permit. Seniors who have previously lost part or all parking privileges for past infractions of the parking rules or violations of the Extracurricular Code are ineligible for a parking permit.
2. Authorized student drivers are required to obtain and display a school parking permit as directed.
3. Student parking is not allowed in designated visitor or staff parking areas.
4. Students are not permitted to sit in parked cars during any part of the school day.

5. Motorcycles and motorbikes must be parked in a student parking space.
6. Students need to purchase a parking permit prior to parking on campus. *Senior* status students who are eligible may purchase a parking permit for \$360.00. All permits will be applied to the vehicle by a Security Officer. Any unauthorized transfer of a parking permit, including but not limited to selling a permit to another student or sibling will render it invalid, and the vehicle will be considered illegally parked.
7. Student parking privileges may be suspended and/or revoked for 1) any violation of District Alcohol, Tobacco, and other Drugs policy or procedures or 2) any non-school related incident involving alcohol, tobacco and/or other drugs as determined by school personnel and/or reported by the police. The District's Alcohol, Tobacco and other Drugs policy will be enforced as outlined regarding parking restriction in the case of a violation of such policy. The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted. Students must successfully complete an approved student/parent educational program to resume parking privileges. Seniors who have previously lost part or all parking privileges for past infractions of the parking rules or violations of the Extracurricular Code are ineligible for a parking permit.
8. Student parking privileges may be suspended and/or revoked for any violations of the parking policy or for violations of the discipline policy. There are no refunds for revoked parking permits.
9. Weapons, alcohol and illegal drugs are not permitted on District 113 property.

Vehicles entering District 113 parking lots may be subject to search by school officials. Searches may include all vehicle compartments and containers.

All automobiles parked on school grounds MUST be registered with the school and current decal MUST be displayed on the automobile as determined by the Deans' Office.

There is to be no loitering in the parking lot, or visitation in cars. Students who need to go to their car during the school day must obtain a pass from the Deans' Office.

- Parking is strictly limited to the student parking areas identified by white lines in the lot. At Deerfield High School, student parking is

located in the front (West) lots only. At Highland Park High School, student parking is located in the North Parking Lot. FACULTY, VISITOR and DAYCARE DROP OFF parking areas are clearly marked with red lines or signs. Students may not park in Faculty, Visitor or Daycare Drop off areas during school hours or posted times.

- All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents while parked on campus.
- For the safety of all, speeding (driving over 10 miles per hour) is not tolerated.
- Students must follow the directions of the security guard in the parking lot at all times.
- Students applying for and receiving permits are responsible for following all school rules and procedures.

Students parking on campus without authorization and without a valid parking permit appropriately displayed on their car will receive consequences to include but not limited to Saturday detention, In-school alternative setting, loss of parking privileges and towing of vehicle.

Students must report to the Deans' Office immediately:

- If you receive notice of a parking violation;
- If you lose your permit; or
- If you need to get something from your vehicle (parked on campus) during the school day you need to obtain a pass from our office to go to the parking lot.

Parking regulations are strictly enforced.

Cause for immediate revocation of parking privileges may include the following:

- If you leave campus during the school day without school authorization you may have your parking privileges revoked.
- Transferring issued parking permits to others.
- Not reporting to Deans' Office after receiving a notice of a parking violation.
- If the parking permit is not properly displayed in vehicle.

- Reckless driving on school grounds.

Personal Property

It is the student's responsibility at all times and in all situations to protect his or her wallet and other valuables from theft. Students must keep their lockers locked at all times. Carelessness of friends who know combinations is often the cause of a loss of property. All equipment, books, etc., should be marked with the student's name. Books should be marked in ink on the inside of the cover. Students are to immediately report anything that is lost to the Deans' Office and complete a Lost/Stolen Item Google Form, which can be found on the Deans' Office web page under "Lost and Stolen Articles." Lost and Found is located in the Deans' Office.

All Chromebooks are returned to the technology office, all calculators are returned to the math office, and all textbooks are returned to the bookstore.

Physical Education Department Policies

Participation

Daily participation is part of each student's grade in all PE classes. Please note each PE course has specific grading policies to fit the parameters and needs of that course.

- In Physical Education, quality daily work is our best way to assess a student's progress and achievement.
- Students will be excluded from participation for behavior that is inappropriate or unsafe.
- Students who do not feel well must still dress for class; the instructor will adapt their activity.
- Class will begin 5 minutes after the second bell to allow time to change.

Dress

- All students are required to wear school issued PE uniform.
- Shoes (rubber soled, gym shoes).
- For safety reasons, no hats.
- Sweats, yoga pants or windbreakers may be worn; do not wear sweaters or dress coats.
- Long pants – must be above the top of shoe.
- Rental uniforms will be available from the locker room supervisors.
- Swimming – swimming suit appropriate for high activity level.
- No backpacks are allowed in class. All backpacks must be secured in a locker.

- All students must purchase a school issued combination lock from the bookstore.

Medical excuses

- Students must have a note from a medical doctor if it is necessary to limit activity for more than one day.
- Students excused by their doctor for more than two weeks will be assigned to Adapted PE. Students will report to the PERC or Fit center for adapted activities for the duration of the medical excuse.
- If a student is unable to participate in adapted PE due to medical reasons for longer than ten days in a quarter a grade of “M” (medical excuse) will be given.

Physical education Make-ups

- Students are expected to complete a PE make-up for each absence from class.
- Students can complete PE make-ups in the PERC or Fitness center during early bird, non academic class periods or after school. Make-up options vary in each building but will be approved by the supervisor.
- Each non-dress results in a 5 percent quarter deduction. Points can be earned back with PE make-ups (HPHS).
- PE make-ups for swimming are to be completed in the pool during early bird (HPHS).
- Please communicate with your teacher in advance regarding special circumstances related to attendance such as pre-arranged absences or school field trips to determine appropriate make-up work.

Interscholastic Athletic Waivers

- PE waivers are available for eligible Jr/Sr varsity interscholastic athletes.
- Students must complete a waiver application and obtain approval from the Athletic Director, PE Department Chair, PE Teacher, Coach, Parent and Counselor within the first three weeks of their athletic season.
- Students are assigned a supervised study hall in lieu of PE class for the duration of their athletic season. Students must return to PE class the day after their season ends.
- Students must be enrolled in at least 6 courses including PE.

- Students must have a “B” average or better in their PE class and fall within the healthy zone during state mandated fitness testing.
- Students receive a “P” (pass-no credit) for a grade during their waiver period. If the waiver period is one quarter or less, students will receive a letter grade for the semester solely based on their time spent in PE class.

Other Important information

Students are cautioned to leave the class activity area only when excused by the instructor. Many instructors will take attendance at the end of class as well as at the beginning. Students who have left early from class will be marked absent.

Students should see the locker room supervisors to be assigned a locker or for assistance in this area. Students must use only their assigned locker; locks on unassigned lockers and the contents of the locker will be removed.

Students are encouraged to see their instructor for clarification of these rules and other class procedures.

Pranks

The District does not tolerate pranks of any kind at any time because they interfere with the learning environment and present danger to people and property. Severe penalties will be applied to students involved in prank activities. Penalties may include Saturday Detentions, suspension, a referral to the police if a law has been violated, exclusion from graduation ceremony, recommendation for expulsion, or a combination of these consequences.

PREVENTING AND RESPONDING TO BULLYING, INTIMIDATION, AND HARASSMENT (Board Policy 7–180)

The following is a summary of Board Policy 7:180. This Board Policy can also be found on the District’s website at:

<http://www.dist113.org/cms/lib010/IL01904711/Centricity/domain/40/700/7-180.pdf>

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 non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

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

PUBLICATIONS AND DISTRIBUTION **(Board Policy 7-315)**

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and the School Board policies. Student journalists may not use school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
 - a. Commit an unlawful act;
 - b. Violate any of the District's policies, including but not

- limited to (1) its educational mission in Board Policy 1-30, School District Philosophy, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to Board Policies 6-65, Student Social and Emotional Development, and 7-180, Prevention of and Response to Bullying, Intimidation, and Harassment; or
- c. Materially and substantially disrupt the orderly operation of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one (1) through four (4) above will not be tolerated and school officials and student media advisers may edit or delete such media material.

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

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material, on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or online (e.g., any website, social networking site, mass email database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other handheld devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that

is libelous, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy (7-190 AP6) and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Incites students to violate any Board policies.

Accessing or distributing “on-campus” includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined in accordance with Board Policy 7-190, Student Behavior, for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Students and student groups may communicate with others by posting and/or distributing materials in designated areas of the school with administrator approval. Consideration must be given both to the quantity and quality of the materials. Students must assume responsibility for timely removal of all materials. District 113 administrators have been vested with the authority to prohibit student communication which is obscene, libelous or contains contents which could substantially disrupt or materially interfere with school activities or with the rights of others.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is bullying and/or cyberbullying according to Board Policy 7-180, Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy.

The school administration provides varied and meaningful channels of communication to facilitate student expression. Determination of the

appropriateness of specific actions remains a responsibility of the school administration.

Freedom of expression should be consistent with the legal responsibility of the Board of Education to provide education for all eligible students in this school district. Actions by students that interfere with this responsibility will not be tolerated.

Advertising, Promotion, Collections, and Fundraising

Students or others who wish to advertise, promote, make collections, or fundraise / solicit money for any activity, whether or not the activity is sponsored by the school, must request approval through the Director of Student Activities. If approval is granted, all advertising, promotion, collections, or fundraising / solicitations must be consistent with school rules and School Board policies. Flyers may not be placed on automobiles on school property by any organization.

Reciprocal Reporting Agreements with Local Law Enforcement Agencies (7-190 AP3)

Pursuant to Section 5/10-20.14 of the Illinois *School Code* and Policy 7-190 AP 3, the Board of Education has established and maintains a reciprocal reporting system between the school district and local law enforcement agencies regarding criminal offenses committed by students.

Record of Student Behavior & Attendance

Student referrals are written in the event of a violation of the rules or an unauthorized absence from class. Referrals are reviewed by the deans for possible disciplinary action. Referrals become part of the student's temporary records. Within the school, these records are available only to the student, the student's parents/guardians, or to certified employees of the District with a demonstrated educational or administrative interest in the student. Generally, these behavior and attendance records are destroyed upon the student's graduation or transfer to another school district.

Resource Periods

The majority of students will have the opportunity to utilize the Library, department resource centers, Deerfield High School Student Union or Highland Park High School Commons, or cafeteria areas during their unscheduled time. Such unscheduled time

will allow students to become increasingly responsible for managing their own time effectively.

Students who are unable to manage unscheduled time appropriately may be assigned by a Dean to study hall.

During periods of unscheduled time (resource periods) students are encouraged to utilize the following areas:

Library

The library may be utilized by students during resource periods according to the following provisions: *Passes are not required* for a student to use the library during their lunch or resource period. Students are expected to follow the library Behavior Code posted and available in the library, or they may lose their library privileges. Students are encouraged to use the library during their Resource time for in-depth and reference study work on independent and research projects.

Resource Areas

Our high schools offer a variety of academic and physical resources for students to access during their school day. At DHS the resources include: the Academic Resource Center (ARC), the College and Career Resource Center (CCRC) and the Athletic/Physical Education Resource Center (PERC). Hours are posted at these locations for student use. At HPHS the resources include: The Learning Center (TLC), the College Resource Center (CRC) and the Fitness Center for PE makeups.

Student Union

At Deerfield High School, located adjacent to the cafeteria, this area provides students a variety of options during their resource period. In a casual atmosphere, students may relax with friends, study informally or just become aware of the many student activities taking place here at DHS.

Commons

At Highland Park High School, located next to the student cafeteria. This area provides students a variety of options during their resource period. In a casual atmosphere, students may relax with friends, study informally or just become aware of the many student activities taking place at HPHS.

Cafeteria

Students who wish to use their resource period for visiting and group study may go to the Cafeteria.

Outside Areas

Students may use the inner courtyard area when they are open. Students are not allowed on the private property surrounding the campus.

These special procedures will pertain to students' use of their resource period:

Unauthorized Areas: Students may not be in unauthorized areas of the building during their resource period i.e. locker rooms or academic hallways. Students are not allowed to access parking lots unless given permission through the Deans' office to be outside the building.

SEARCHES/SEIZURES **(Board 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 resource officers.

The Superintendent may request the assistance of law enforcement officials to conduct reasonable searches of lockers, desks, parking lots, and other school property and equipment for controlled or dangerous substances, illegal drugs, weapons, or in response to other general threats to safety.

In addition, he/she may also utilize trained dogs to determine the existence of weapons, bombs or other general threats to safety. Board of Education approval is required should school personnel or local law enforcement agencies wish to utilize trained dogs to determine the existence of controlled substances or illegal drugs. Searches conducted by authorized school personnel at the behest of the law enforcement agencies will be conducted in accordance with the standards applicable to such law enforcement agencies.

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, backpacks, 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 school resource 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.

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

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.

Security Cameras

Video camera monitoring occurs on the premises of Township District 113 schools. The District does not consent to any student or parent recording meetings including, but not limited to, IEP meetings and parent/teacher conferences.

INVESTIGATING SEXTING **(Board Policy 7-190 AP6)**

Establishing procedures with local law enforcement agencies and State's attorneys to investigate allegations of sexting protects the District, its staff and its students from the broad legal implications that sexting allegations present. This administrative procedure contains three sections:

1. Glossary of Terms
2. Preparation of Guidelines for Investigating Sexting Allegations
3. Investigation and Management of Sexting Allegations

Glossary of Terms

Electronic device: any type of electronic communication device, defined at [705 ILCS 405/3-40\(a\)](#). It includes, but is not limited to, a wireless telephone, personal digital assistant, or a portable or mobile computer, that is capable of transmitting images or pictures. This includes cellular telephones (see www.thesaurus.com, listing cellular and wireless telephones as synonyms). For more discussion, see f/n 3 in administrative procedure 7:190-AP5, *Electronic Devices - Student Handbook*.

Sexting: a portmanteau word of sex and texting with no clear definition. It is commonly explained as the act of sending sexually explicit photos, images, or messages electronically, primarily by mobile phone or the internet. For purposes of this procedure, it also includes:

1. *Indecent visual depiction*, which means a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the unclothed or transparently clothed genitals, pubic area, buttocks, or, if such person is female, a fully or partially developed breast of the person ([705 ILCS 405/3-40\(a\)](#)) (enacted to provide law enforcement officials an alternative to bringing child pornography charges against minors in possession of indecent visual depictions through placing them under the supervision of juvenile courts), or

2. *Non-consensual dissemination of private sexual images*, which is a crime that is committed when a person:

(1) intentionally disseminates an image of another person:

(A) who is at least 18 years of age; and

(B) who is identifiable from the image itself or information displayed in connection with the image; and

(C) who is engaged in a sexual act or whose intimate parts are exposed, in whole or in part; and

(2) obtains the image under circumstances in which a reasonable person would know or understand that the image was to remain private; and

(3) knows or should have known that the person in the image has not consented to the dissemination ([720 ILCS 5/11-23.5](#)).

Preparation of Guidelines for Investigating Sexting Allegations

This section identifies best practices to create guidelines for investigating sexting allegations at the District-wide level. The Superintendent should discuss this procedure with local law enforcement agencies and State’s attorneys to minimize the potential legal implications for students and administrators that managing sexting in school presents. Customize the procedure to each District’s specific needs.

| Actor | Action |
|-------|--------|
|-------|--------|

Superintendent or designee

Convene a meeting with the Board Attorney, local law enforcement agencies, and State's attorney to determine best practices and procedures for investigating sexting in the District. Use the **Investigation and Management of Sexting Allegations** section (see below) as a template for discussion at the meeting and customize it to meet local considerations as necessary.

Ask the Board Attorney to provide direction about searching student owned electronic devices in Step 2: Isolate Evidence / Confiscate Device in the **Investigation and Management of Sexting Allegations** section (see below).

Searching electronic devices involves Fourth Amendment search and seizure and the federal Stored Communication Act (SCA) ([18 U.S.C. §2701](#)) issues. Generally asking for permission, calling the parents to come and look through the phone, or getting a warrant solves this issue. **Note:** See *Searching and Seizing Computers and Obtaining Electronic Evidence Manual* (Sept. 2009), Chapter 3, The Stored Communication Act, at:

www.justice.gov/sites/default/files/criminal-ccips/legacy/2015/01/14/ssmanual2009.pdf, and Orin S. Kerr, *A User's Guide to the Stored Communications Act, and a Legislator's Guide to Amending It*, George Washington Law Review (Aug. 2004), at: courses.ischool.berkeley.edu/i205/s10/readings/week10/kerr-storedcomm.pdf.

Identify and list all State's attorneys and local law enforcement agencies with jurisdiction over the District's boundaries. Provide this list to all Building Principals in the District.

Provide the local State's attorney offices and law enforcement agencies with an annual list of school buildings and the names of each building's administrators that are located within their jurisdictions.

Invite local State's attorney offices and law enforcement agencies to meet with District school officials to provide input on how the District should manage sexting.

Add an agenda item about sexting to a Parent Teacher Advisory Committee meeting (see policy 2:150, *Committees*). Include information from discussions with State’s attorneys and local law enforcement about the issue. Discuss local considerations for:

1. Disciplinary actions and consequences in response to sexting; and
2. Sexting education and prevention efforts.

Consider adding information about the negative consequences of sexting to the District’s sex education curriculum. See, U.S. Dept. of Justice (DOJ) Guide titled *Citizen’s Guide to United States Federal Child Exploitation and Obscenity Laws*, at:www.justice.gov/criminal-ceos/citizens-guide-us-federal-child-exploitation-and-obscenity-laws; MTV’s four-part series titled *Sexting in America: When Privates Go Public*, available at:

Part 1:

www.mtv.com/videos/news/483801/sexting-in-america-when-privates-go-public-part-1.jhtml

Part 2:

www.mtv.com/videos/news/483802/sexting-in-america-when-privates-go-public-part-2.jhtml

Part 3:

www.mtv.com/videos/news/483803/sexting-in-america-when-privates-go-public-part-3.jhtml

Part 4:

www.mtv.com/videos/news/483804/sexting-in-america-when-privates-go-public-part-4.jhtml; and the resources available at www.athinline.org.

Consider adding the above resources to 4:170-AP2, E4, *Exhibit-Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting*.

Convene a meeting with Building Principals to inform them of the District’s Investigation and Management of Sexting Allegations procedures (see below).

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| | <p>Raise awareness of and increase educational opportunities about sexting as necessary. Follow the Parent Teacher Advisory Committee’s recommendations for providing sexting education and prevention efforts. Invite the local State’s attorney and local law enforcement to participate in the District’s education and prevention efforts.</p> |
| <p>Building Principals</p> | <p>Educate building staff members about the procedures for Investigation and Management of Sexting Allegations (see below).</p> <p>Follow the Investigation and Management of Sexting Allegations.</p> |

Investigation and Management of Sexting Allegations

This section relies upon the Building Principal or designee to manage several practical and legal implications when conducting sexting allegation investigations.

| Actor | Action |
|--------------|---------------|
|--------------|---------------|

Building
Principal or
designee

Step 1: Investigate

Determine where actions took place.

Contact parents/guardians of all students involved.

Contact the Superintendent and request permission to contact the Board Attorney.

Step 2: Isolate Evidence / Confiscate Device

NEVER transfer or store depictions on personal or school electronic devices to minimize accusations of possession of child pornography. (See [720 ILCS 5/11-20.1 et seq.](#), [720 ILCS 5/11-23.5](#) (provides an exception on transfer of an image for a lawful purpose), and [18 U.S.C. §§2251, 2252, and 2252A](#)). Also see the DOJ's Child Exploitation and Obscenity Section discussing child pornography issues, available at: www.justice.gov/criminal-ceos.

Contact the Board Attorney for guidance to determine whether to involve local law enforcement or manage the situation within the District's disciplinary policy.

See Joshua D. Herman, *Criminal Law. Sexting: It's No Joke, It's a Crime*. Illinois Bar Journal, Volume 98, No. 4, P. 192 at f/n 42 (published April 2010), at: www.isba.org/ibj/2010/04/criminallaw, (quoting an attorney in the Ill. Attorney General's High Tech Crimes Bureau who advises school administrators to immediately confiscate devices with such material on them and report the incident to law enforcement immediately, stating that possession of a sext message that is child pornography is no different than possessing a "kilo of cocaine.")

Follow Board policy 7:140, *Search and Seizure* and 7:150-AP, *Agency and Police Interviews*.

Follow the Board Attorney's direction regarding searches of student owned technological devices.

See Preparation of Guidelines for Investigating Sexting Allegations (above).

Step 3: Follow the reporting requirements of Board policy 5:90, *Abused and Neglected Child Reporting*, when applicable

A *sexted* image may constitute child abuse depending upon the visual depiction or image, the ages of the individuals involved, and other circumstances. See [325 ILCS 5/3](#) and [705 ILCS 405/2-3\(2\)](#) which includes sex offenses defined at [720 ILCS 5/1-1 et seq.](#) School personnel are granted broad immunities against civil and criminal claims for filing reports in good faith, even if the report is unfounded. In contrast, school personnel who willfully fail to report may be guilty of a Class A misdemeanor ([325 ILCS 5/4](#)) and face suspension of their teaching certificates ([105 ILCS 5/21B-75](#), amended by P.A. 101-531).

Step 4: Determine appropriate disciplinary actions for all students involved in the incident

Evaluate disciplinary options. Remember that a student who forwards sexts of himself or herself likely expected the depiction to remain private. As a result, consider the social stigma, bullying, harassment, and severe embarrassment issues involved in the issue.

Provide an equivalent discipline to all students involved in the creation, dissemination and storage of the sexted image, whenever possible.

See Sorenen, Vitale, and Haase, *Sexting at School: Lessons Learned the Hard Way*. National School Board Association, Council of School Attorney's Inquiry & Analysis, f/n 40 (published February 2010) discussing several sex equality claims against school districts for punishing students differently when they are involved in the same incident.

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| | <p>For situations that may require unequal punishment, contact the Superintendent so that he or she may consult the Board Attorney.</p> <p>Step 5: Prepare a plan to prevent harassment and bullying of involved students</p> <p>Remind the students and their parents/guardians of the Board policies 7:20, <i>Harassment of Students Prohibited</i>; 7:180, <i>Prevention of and Response to Bullying Intimidation and Harassment</i>; and 7:185, <i>Teen Dating Violence Prohibited</i>.</p> <p>Instruct involved students not to harass anyone involved in the sexting incident and keep the issues confidential.</p> <p>Consider involving the social worker or guidance counselor, if available, in the process to assist students.</p> <p>Follow 7:180, <i>Prevention of and Response to Bullying Intimidation and Harassment</i>, for students who violate the policy.</p> |
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STUDENT APPEARANCE
(Board 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. Rules concerning student dress and grooming will be developed by the Superintendent or Superintendent's designee and included in the Student Handbook.

Such rules will:

Encourage students to dress in good taste and present a general appearance which is commendable.

Prohibit clothing or adornment that disrupts the educational process.

Prohibit dress which constitutes a potential safety or health hazard.

Students may be prohibited from wearing certain color combinations or articles of clothing and displaying symbols or other insignia which are reasonably believed to represent or imitate gang affiliation. Further student attire determined by District 113 administrative staff to be obscene, indecent, or depicting illegal items or activity (included but not limited to alcohol, drugs, drug paraphernalia, weapons) will not be permitted.

STUDENT BEHAVIOR
(Board Policy 7-190)

| Interventions and Supports- Table 1.2 | |
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| <p style="text-align: center;"><u>Internal Supports</u></p> <ul style="list-style-type: none"> ● HPHS Drop-in Center/ DHS Reaching Out ● Guided Study ● SRO ● HPHS TLC/ DHS ARC ● HPHS Homework Club ● Study Hall ● Edgenuity/Illinois Virtual HS ● Regular (set) teacher meetings ● Intervention Team ● Homebound Instruction ● Home visits ● Mediation ● Restorative Interventions ● PBIS ● Check in/ Check outs ● Behavior Contracts ● Homeless liaison ● Parental support handouts for attendance ● Student activities director meetings for increased involvement and improved attendance | <p style="text-align: center;"><u>External Supports</u></p> <ul style="list-style-type: none"> ● Educational programming through professional substance abuse facilities ● Nicasa ● Social Work Services through Police Department ● City/Village/Township/County Resources <ul style="list-style-type: none"> ○ Family Services ○ Department of Health ○ Northshore Health ○ Fenix Clinic ○ Regional Alternative High School ○ Regional Office of Education(ROE) - Division of Truancy ● Tipline- (847) 262-3363 or Dist113.org/tipline ● Community the Anti-Drug (CTAD) ● Lake County Health Department ● Illinois Youth Survey |
| <u>Behavioral Interventions</u> | <u>High School and Police Department Collaboration</u> |

| | |
|--|---|
| <ul style="list-style-type: none"> ● Connecting students with support groups ● Connecting students with clubs, activities and sports. ● Regular meeting times to discuss current progress (academic, behavioral, attendance). ● Mediations ● Safety Plan ● No Contact Contracts ● Attend students athletic or club events. ● Social restrictions (ie: non-attendance at school events) ● SRO student and family connection--building relationships ● Home visits with Deans, SRO, Counselor, and/or Case Manager ● Family meeting intervention ● Continue Text-A-Tip initiative and connections ● PBIS ● Perfect Attendance ● Restorative Practices | <ul style="list-style-type: none"> ● SRO classroom educational presentations (drugs, alcohol, DUI, curfew, sexual assault, traffic accidents, etc) ● SRO classroom educational presentations (drugs, alcohol, DUI, curfew, sexual assault, traffic accidents, etc) ● Community collaboration--receive information about student use and house parties. ● Home visits with Deans, SRO, Counselor, and/or Case Manager ● PD Station Adjustments--use of Restorative Justice by means of non-reportable arrest (not reported to state, use of community service hours, letter of apology, essays, phone restrictions, connect to social services, etc) ● Increase building safety and security |
|--|---|

The Board of Education authorizes the Superintendent to promulgate such Administrative Procedures as may be necessary to effectuate this Policy in accordance with State and federal laws.

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.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. 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.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 1. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis. A student who is a registered qualifying patient is authorized to be administered a medical cannabis infused product under *Ashley's Law* as long as it does not create a

disruption to the school's educational environment or would cause exposure of the product to other students.

2. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

3. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

4. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

5. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

6. 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.

7. *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.

8. 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.

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.

1. 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.
2. Using or possessing an electronic paging device. Using a cell phone, video recording device, 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, for the purposes of academic dishonesty, 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 cell phone. Unless otherwise permitted 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals (d) the electronic device is a cell phone, which may be used respectfully in spaces such as (e) in the hallways and during passing periods, and (2) in the Cafeteria and Commons. Cell phones must always be kept on vibrate or silent.
3. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
4. 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.
5. 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, including the sharing of academic materials without staff permission.

6. 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.

7. 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.

8. Teen dating violence, as described in Board policy 7-185, *Teen Dating Violence Prohibited*.

9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

10. Entering school property or a school facility without proper authorization.

11. 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.

12. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

13. 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.

14. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

16. Making an explicit threat on any platform against a school employee, a student, or any school-related personnel if the platform 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.

17. 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.

18. Gambling in any form either on school property while in attendance at any school sponsored activity is prohibited. Card playing, betting pools, dice, wagering and internet and/or electronic devices that involve gambling are not permitted on school property or at school-related events. The exchange of money or items of value as result of a wager may not occur on school property or school-related events. Playing card games is permissible with staff approval. Student organizations may, with permission, use raffles as fundraisers.

19. 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 administrative 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.

12. 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.

13. 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](#).

14. 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 two 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 ([430ILCS65/](#)), 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 one or two 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, 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, Ill. Dept. of State Police (ISP), 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 ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten 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.

MISCONDUCT BY STUDENTS WITH DISABILITIES **(Board 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 School

Board 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 and Students with Section 504 Plans

The District shall comply with the *Individuals with Disabilities Education Act*, Section 504 of the *Rehabilitation Act of 1973*, and the Illinois State Board of Education's *Regulations* when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability.

Enrollment of Students Under Suspension or Expulsion in Preceding School District

Pursuant to Section 2-3.13a of the *School Code*, this District shall not enroll a student who is under suspension or expulsion in the school district in which he/she was previously enrolled until such time as the duration of the suspension or expulsion imposed by the school district of prior enrollment is completed. In the alternative, the Board reserves the right to accept the student for enrollment, but place the student in an alternative school program for the remainder of the suspension or expulsion.

Discipline Based on Parent Refusal to Administer or consent to Administration of Certain Medications

No student shall be subject to any disciplinary action that is based either totally or in part on the refusal of a student's parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. Nothing in this section, however, prohibits discipline of a student for violation of school behavior guidelines or engaging in gross disobedience or misconduct as defined in this Policy and its accompanying Administrative Procedures.

Parent-Teacher Advisory Committee

The Board shall maintain a parent-teacher advisory committee to develop with the Board policy guidelines on student discipline, and such committee must review these guidelines on an annual basis. In addition, the advisory committee, in cooperation with local law enforcement agencies, shall establish and maintain a reciprocal reporting system between the District and the local law enforcement agencies regarding criminal offenses committed by students. Consistent with Section 10-20.14 of the *School Code*, the Superintendent and/or the Superintendent's designee, in consultation with the Parent-Teacher Advisory Committee and other community-based organizations, also shall develop

Administrative Procedures containing parent notification and early intervention procedures aimed at students who have demonstrated behaviors that put them at risk for aggressive behavior, including but not limited to, bullying.

Distribution of Policy

Students shall be informed annually of the Board's discipline policy. Additionally, this policy shall be distributed to the parents or guardian of each student within fifteen (15) days of the beginning of the school year, or within fifteen (15) days after a transfer student begins classes in the School District.

Interventions and Consequences

Detentions

Detentions are viewed as extensions to a student's school day or week. In certain instances, a student may be assigned a before, during or after school detention for behavioral or attendance issues. Before school detentions are served from 7:30 – 8:00 a.m.. After school detentions are served from 3:30 to 4:00 p.m. Detentions issued during the school day will be served during the student's resource or lunch periods. Failure to report to an assigned detention will result in additional consequences. Students may also be assigned Saturday detentions for behavioral or attendance reasons. All Saturday detentions begin at 8:00 a.m. on the assigned morning, and may extend as late as 12:00 p.m. depending on the seriousness of the infraction. The Deans' Office will designate the location of the assigned detention.

All students' assigned detentions are encouraged to work on academic coursework during the time they are assigned the detention.

Alternative to In-School Suspension

Students who are placed in an alternative to in-school suspension setting will serve during times when they are not scheduled to be in an academic class. Students may serve before and after school, during free periods, lunch and on Saturday. The Deans' Office will work with the student and their family to create an alternative schedule to serve the amount of time for the disciplinary consequence. A determination will be made regarding the student's use of electronic devices during the Alternative to In-Suspension. Failure to meet academic and/or behavioral expectations in Alternative to In-School suspension setting may result in further disciplinary consequences.

In-School Suspension

Students who are placed in an in-school suspension will be in the school building from beginning of the day until the end of the day unless otherwise directed by a

Dean or the Principal's designee. On the day of an in-school suspension the student is expected to meet in the Deans' office at the beginning of the day with all materials required for classes. At this time a review of the day will occur and a determination will be made regarding electronic devices. Assignments are to be sent by teachers and must be completed. No academic penalty is associated with work completed during in-school suspension. Absences from classes that result from serving in-school suspension are considered "school-related" absences. In incidences of gross misconduct, the Deans may restrict the participation in extracurricular events or school-related activities. Failure to meet academic and/or behavioral expectations in in-school suspension may result in further disciplinary consequences. At times, a re-engagement conference will be held at the end of the in-school suspension to review the student's academic/behavior progress and discuss behavioral expectations moving forward from the suspension. The Building Principal or designee shall ensure that the student is properly supervised.

OUT-OF-SCHOOL SUSPENSIONS (Board Policy 7-200)

Out-of-school suspension from school and all school activities are in accordance with Board Policy 7:200, *Suspension Procedures*.

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

1. A conference during which the incident will be explained and the student will be given an opportunity to respond to the incident 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 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 review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit
 - c. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - d. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;

- e. 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
- f. 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.
 - g. 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 parents or guardians, 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 parents or guardians 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 must 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 all information included in the written suspension decision shall specifically detail items (a) and (e) in number 4 above.

Students begin to serve assigned suspensions immediately. Students who are suspended are suspended from class and from extra-curricular activities until or unless the suspension is overturned.

Students serving out-of-school suspensions may not appear on school grounds for any reason until their suspension is completed, unless prior arrangements are made through the Deans' office. Students serving out-of-school suspensions may not attend athletic practices or competitions, or participate in activities until their suspensions are completed and a re-entry conference occurs. Failure to meet expectations for an out-of-school suspension may result in further disciplinary consequences.

Students are expected to obtain assignments for their classes so they do not fall behind in their school work. Upon returning to school, teachers will establish deadlines for all work owed by the student. If work is not completed by the deadline, all tests and assignments may receive a failing grade.

Suspension and suspension review procedures are discussed in further detail in the Administrative Procedures implementing Board Policy 7-200. Students receiving special education services are subject to different suspension procedures which can also be found in the Administrative Procedures implementing Board Policy 7-230. These procedures can be found on the District website or at the Principal's or Deans' office.

Disciplinary Review/ Appeal Process

The parent/ guardian or student (if 18 years of age or older) may initiate a request for review of any disciplinary action. During the review process, the student continues to serve the disciplinary consequence unless and until it is overturned at of the following steps. The parent/ guardian must request the review of disciplinary consequences in writing to the Assistant Principal within 48 hours of the assigned consequence. (Deerfield, Ken Williams; Highland Park, Alesia Margetis).

EXPULSION (Board Policy 7-210)

Expulsion from school and all school activities are in accordance with Board Policy 7:210, *Expulsion Procedures*. Expulsion from school occurs as a result of action by the Board of Education. In extreme cases of repeated misbehavior, or because of a

single highly serious incident, a student may be considered for consequences more serious than suspension. If an administrator recommends a student for expulsion, a hearing officer will conduct a hearing to review the incident. The result of that hearing may be a recommendation for expulsion to the Board of Education by the Superintendent.

Expulsion Procedures:

Before a student may be expelled, the student and his/her parents or guardians must be provided a written request to appear at a hearing to determine whether the student should be expelled. The request will be sent by registered or certified mail, return receipt requested. The request shall:

- Include the time, date, and place for the hearing.
- Briefly describe what will happen during the hearing.
- Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
- List the student's prior suspension(s).
- State that the School Code allows the School Board to expel a student for a definite period of time not to exceed two (2) calendar years, as determined on a case-by-case basis.
- Ask that the student or parents or guardians or attorney inform the Superintendent of Board Attorney if the student will be represented by an attorney, and, if so, the attorney's name and contact information.

Unless the student and parents or guardians 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 the Board. If a hearing officer is appointed, s/he will report to the Board the evidence presented at the hearing and the Board will 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 must invite a representative from the Department of Human Services to consult with the Board.

During the expulsion hearing, the Board or hearing officer will 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 substantial disruption posed by the student. The student and his/her parents or guardians 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.

In determining the length of the student's expulsion, the Board shall consider:

- The egregiousness of the student's conduct
- The history of the student's past conduct
- The likelihood that such conduct will affect the delivery of education for other students
- The severity of the punishment, and
- The student's best interests

If the Board acts to expel the student, a written expulsion decision shall:

- Detail the specific reason why removing the student from his/her learning environment is in the best interest of the school
- Provide a rationale for the specific duration of the recommended expulsion, as well as the rationale for any suspension that preceded the expulsion
- 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
- 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
- Document whether available and appropriate support services were offered or provided during the suspension and, if there were no offered or provided, document that none were available

Upon expulsion, the District may refer the student to appropriate and available support services. The findings of the Board of Education shall be final.

STUDENT EXPRESSION—RIGHTS AND RESPONSIBILITIES
(Board Policy 7-130)

Overview

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students are encouraged and are free to express individual or collective opinions in ways which are lawful, consistent with the rights of others and not disruptive to the school's educational process. The school administration provides varied and meaningful channels of communication to facilitate student expression. Determination of the appropriateness of specific actions remains a responsibility of the school administration.

Students may, during the school day, during non-instructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. Non-instructional time means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

Freedom of expression should be consistent with the legal responsibility of this Board of Education to provide education for all eligible students in this school district. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

STUDENT RECORDS
(Board Policy 7-340)

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to

them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.

4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. The Superintendent shall fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Student Surveys

The District will notify parents/guardians and students of the approximate dates during the school year when any of the below-described activities are scheduled or expected to be scheduled.

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, 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.

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 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.

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:

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

For the above-described surveys, a 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 survey. The District shall not penalize any student whose parent(s)/guardian(s) exercised this option.

From time to time, students will conduct surveys for class projects (often name blind). These surveys are not surveys under this provision. Students, or their parent(s)/guardian(s), shall have the right to opt out.

Selling or Marketing Students' Personal Information

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) has 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:

- College or other postsecondary education recruitment, or military recruitment.
- Book clubs, magazines, and programs providing access to low-cost literary products.
- Curriculum and instructional materials used by elementary schools and secondary schools.
- 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.
- The sale by students of products or services to raise funds for school-related or education-related activities.
- 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.

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 or vision screening.

This does not apply to any physical examination or screening that:

- Is permitted or required by an applicable State law, including

physical examinations or screenings that are permitted without parental notification;

- Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*);
- Is administered pursuant to the District's extracurricular drug and alcohol testing program;
- Is otherwise authorized by Board policy.

Students with Disabilities

Students who are eligible for special education and/or related services under either IDEA or *Section 504 of the Rehabilitation Act of 1973* may not be denied enrollment or re-enrollment in violation of their rights under either statute or the *Americans with Disabilities Act*. Available supportive services as referred to in these Policy/Procedures may include services provided to a student under the student's IEP or Section 504 plan.

Study Halls

Resource Periods

Students may be assigned to a Resource Period based on their needs. During the Resource Period, students may elect to work in resource centers in the building, to meet with teachers, or to study quietly. Students may also choose to work in such locations as the cafeteria.

Students who have resource periods at the beginning of the school day do not have to be present at school for the resource periods, but may come to school to use school facilities or meeting with teachers. These students must be in attendance at school when their first class begins. Students who have resources periods at the end of the school day may leave the campus, but they may not return to campus. Students who have resources periods during the school day (i.e., scheduled between their first and last class of the day), may not leave the campus during resource periods as closed campus policies remain in effect for those students.

To make most efficient use of resource periods, students are encouraged to obtain assistance at specially designated centers in the building.

Assigned Study Halls

Students may be assigned to Study Halls during the school year. Study Halls are designed to provide academic support by giving students a specific time during the school day to work on academic assignments and study for assessments. Student

attendance at Study Hall is mandatory. Attendance is taken each day by the Study Hall teacher.

Study Halls are designed to be flexible to meet the needs of each individual student. When necessary for a student to complete an academic assignment or study for an assessment, a student may request a pass from the Study Hall teacher to:

- Attend appointments with teachers to discuss assignments and assessments;
- Go to Testing Center
- Go to the library (for academic purposes)
- Seek academic support in designated resource centers

Students must leave the other resource area 10 minutes before the end of the period and return to the Study Hall with 5 minutes remaining in the class period. Students may use the same pass; but for each use it must be signed and dated/timed by the Study Hall teacher.

Summer School

Summer school provides an opportunity for students to enroll in courses that they have not had time for during the regular school term, make up credit deficiencies, improve their grade in order to meet prerequisites for advanced class work, or accelerate their high school program. A special bulletin is issued indicating the specific courses that will be available.

The summer school location alternates between DHS and HPHS. Full credit toward graduation is granted by both high schools for summer school courses taken at either location, depending on the year.

During summer school, all District rules and policies apply, with certain exceptions due to the nature of the summer school schedule. Summer-school specific information is distributed to students when summer school classes begin.

Support Groups

DHS and HPHS offer a variety of support groups for students that address social and emotional needs. The supportive group environment creates a greater sense of community within the school while promoting overall school functioning and academic success. Groups are voluntary and of a confidential nature. Groups meet weekly during the school day on a rotating schedule. Students may be referred to a group by parents/guardian, teachers, counselors, or by self-referral.

The District does not require advance parent/guardian permission for student participation in any of the groups. Whether a student's parent(s)/guardian(s) are informed of a student's participation depends on the nature of the group and, in some instances, on individual student needs. If you do not want your student to participate in any of the support groups listed, please state your objection in writing and send it to Amy Bricker, Counseling Department Chair (abricker@dist113.org) at DHS or Aliza Gilbert or Jennifer Ginopolis, Counseling Department Co-Chairs (agilbert@dist113.org and jginopolis@dist113.org) at HPHS.

Additional information regarding the support group opportunities at DHS and HPHS can be found by contacting the Counseling Department Chairs listed above.

Tardy Procedure

Definition

Students are considered tardy if they are not in their assigned area when the period bell rings.

Tardiness Procedures

- Students late to class will need to check in through the attendance office and obtain a pass.
- If a teacher causes a student to be late, they are expected to provide a late pass for the next class period.
- Teachers are expected to mark the minutes late in the comments section in their attendance for documentation.
- A staff member is expected to write a tardy referral when the student has been late to class 3 times.
- The students will be seen by a Dean when a tardy referral is submitted. A detention may be assigned by the Deans or the principal designee.

Theft Prevention

DHS and HPHS are not responsible for lost or stolen items. To avoid theft of property, students are urged to:

- Avoid sharing locker combinations with friends.
- Prevent others from watching them dial their locker combinations when they open lockers in the hall or gym areas.
- ALWAYS lock your valuables in your locker.
- Check classrooms, cafeterias and other areas for your property before leaving.

- Label everything of value with some kind of permanent marking.
- Report all lost or stolen items to the Deans' Office.

If theft occurs, please report the missing items to the Deans' office. Students will be asked to fill out forms that describe in detail the items missing. This helps the school return items that are retrieved, and helps identify patterns of theft in the buildings.

TIME OUT AND PHYSICAL RESTRAINT **(Board Policy 7-190 AP4)**

This administrative procedure applies to all students. Isolated time out and physical restraint shall be used only as a means of maintaining discipline in schools, that is, as a means of maintaining a safe and orderly environment for learning and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, i.e., as a form of punishment. The use of isolated time out and physical restraint by any staff member shall comply with the Illinois State Board of Education (ISBE) rules, [Section 1.285](#), "Requirements for the Use of Isolated Time Out and Physical Restraint." Isolated time out and physical restraint are defined as follows:

Isolated time out - the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted.

Physical restraint - holding a student or otherwise restricting his or her movements. Restraint does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to: (1) prevent a student from completing an act that would result in potential physical harm to the student, or another or damage to property; or (2) remove a disruptive student who is unwilling to leave the area voluntarily.

The following also apply:

1. The circumstances under which isolated time out or physical restraint will be applied are limited to maintaining a safe and orderly learning environment. [§1.280\(c\)\(1\)](#).

2. The ISBE rules are adopted as the District's written procedure to be followed by staff for the use of isolated time out or physical restraint. [§1.280\(c\)\(2\)](#).
3. Staff members shall inform the Building Principal whenever isolated time out or physical restraint is used and the Building Principal shall maintain the documentation required according to [Section 1.285](#). [§1.280\(c\)\(3\)](#).
4. The Building Principal shall investigate and evaluate any incident that results in a serious injury as reported by the affected student, parent/guardian, staff member, or other individual. [§1.280\(c\)\(4\)](#).
5. The Building Principal shall compile a description of alternative strategies that will be implemented when determined advisable pursuant to [Section 1.285\(f\)\(4\)](#). [§1.280\(c\)\(5\)](#).
6. The Superintendent or designee shall compile an annual review of the use of isolated time out or physical restraint. The Building Principal shall report the following information to the Superintendent in order to facilitate the report's compilation: [§1.280\(c\)\(6\)](#).
 1. The number of incidents involving the use of these interventions;
 2. The location and duration of each incident;
 3. Identification of the staff members who were involved;
 4. Any injuries or property damage that occurred; and
 5. The timeliness of parental notification and administrative review.

Visitors

All visitors are required to enter the building through a supervised entrance. All visitors must show a valid, photo ID, sign in, and visibly wear a visitor's badge while in the school. Visitors will NOT be permitted to enter the building until their appointment is confirmed by school security. Visitors leaving the school must sign out and return their visitor badges at the security desk.

If the purpose of an individual's visit is related to the observation or evaluation of students with disabilities, please see Board Policy 6-125, *Classroom Visitation for*

Observation or Evaluation of Students with Disabilities, for the terms and conditions applicable to such visits.

This visitor's policy applies to all visitors, including DHS or HPHS alumni. Alumni must have a pre arranged appointment with a staff member. Alumni will be allotted a 1 hour time limit within the building.

The District reserves the right to deny visitors entry to a school building due to special circumstances which may exist. Visitors are subject to all school rules and Board Policies.

Wheeled Devices for Transportation Purposes

Objects containing wheels that can be used to speed transport around the school are not allowed. Wheeled devices include, but are not limited to: skateboards, scooters, Heelys shoes and hoverboards. Hoverboards are not allowed on campus due to safety and potential fire hazard.

Work Permits

Students who are between the ages of 14 and 16 years old may apply for an Employment Certificate in accordance with the Illinois Department of Labor regulations. Students may obtain applications and additional information upon request in the College and Career Resource Center (CCRC) at DHS and in the Counseling Office at HPHS.



Communitytheantidrug.org

The mission of Community-The Anti- Drug is to reduce the use and abuse of alcohol, marijuana, and other drugs among our students and young adults.

The coalition is a volunteer-led organization that seeks to build and sustain a strong foundation that through education, prevention and intervention strategies creates a safe, healthy, and drug-free community.