



COMMUNITY UNIT
SCHOOL DISTRICT
World-Class Schools Serving Caring Communities

COMMUNITY UNIT SCHOOL DISTRICT 308

STUDENT RIGHTS AND RESPONSIBILITIES CODE 2018-2019

The Community Unit School District 308 Rights and Responsibilities Code handbook is included within this student planner. This handbook outlines the district policies and procedures. Please review this handbook with your child so you are aware of the districts expectations. A violation of the Code could result in disciplinary action.

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2018-2019

TABLE OF CONTENTS

I.	INTRODUCTION.....	3
II.	RIGHTS AND RESPONSIBILITIES.....	3
III.	RECORDS.....	5
IV.	AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS.....	6
V.	HEALTH SERVICES.....	9
VI.	ATTENDANCE.....	15
VII.	BULLYING AND CYBER-BULLYING.....	18
VIII.	STUDENT DISCIPLINE (CONDUCT, INTERVENTION AND CONSEQUENCES).....	20
IX.	RELATED DISCIPLINARY ISSUES.....	29
X.	STUDENT SUSPENSION GUIDELINES.....	30
XI.	STUDENT EXPULSION GUIDELINES.....	33
XII.	CODE OF CONDUCT: ATHLETIC AND EXTRACURRICULAR ACTIVITIES.....	34

The Student Rights and Responsibilities Code is not intended to create contractual or other rights between the student and the district, but merely to serve as a guide. The contents of this code may be amended at any time during the year without notice. Copies of School Board policies are available on the district website.

I. INTRODUCTION

At all grade levels, the District seeks to create a climate within the school setting in which purposeful work, empathic caring and spontaneous fun combines and permeates classroom activities. Achieving a desire to meet commitments, develop punctuality, be prepared for class, and care for one's appearance and dress all reflect self-discipline and affect a sense of personal pride and positive identification with the school. The health, safety and rights of each student are protected along with the rights of all students and staff.

In keeping with the philosophy of teaching social emotional learning and a positive behavior support system for discipline in District 308, the CHARACTER COUNTS! Six Pillars of Character guides expected student behavior. This includes trustworthiness, respect, responsibility, fairness, caring and citizenship.

The Student Rights and Responsibilities Code has been developed by District 308 and approved by the District 308 Board of Education. Parents/guardians are encouraged to review this document and discuss it with their children. Each child and/or parent/guardian will be asked to sign a "signature of receipt" at the start of each school year or upon registration in the district.

II. RIGHTS AND RESPONSIBILITIES

A. Student Rights - The District 308 school system exists for the welfare of its students. The identification and preservation of the rights and responsibilities of these students must be a major concern of all persons related to the district. The results of the educational experiences are measured, in large part, by the extent to which students fulfill their responsibilities and exercise their rights in a reasonable manner. Though this is a unique public institution, it exists in the context of larger entities whose tenets must apply; the constitutions of the United States and the State of Illinois, federal laws, the School Code of Illinois and decisions of state and federal courts. Each student has the RIGHT to:

1. Freedom of speech and press, freedom of assembly and freedom to petition in a manner that does not materially or substantially disrupt or interfere with the educational process and that is consistent with the law and district policy;
2. Participate in appropriate educational programs at all grade levels;
3. Be free from discrimination based upon race, color, national origin, gender, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy; and
4. Study in an educational environment free from bias, prejudice and disruption.

B. Student Responsibilities - Diverse cultures, lifestyles, and beliefs are represented in the student body and faculty and are a valuable educational resource. Individual respect for one's own uniqueness, as well as respect for the individuality and worth of others, should be emphasized in all aspects of the school program.

Students have the responsibility to conduct themselves on and off campus in ways that are conducive to the learning process and to behave in a manner that does not disrupt or interfere with the learning environment or the daily operations of the school. Furthermore, each student has the RESPONSIBILITY to:

1. Observe the rights of others;
2. Accept and respect others regardless of their differences;
3. Know the rules of the district and abide by them;
4. Make a concerted effort to utilize the learning resources provided;
5. Respect personal property of others and property of the district;
6. Demonstrate respect and acceptance for oneself as well as for others' uniqueness, diversity and worth;

7. Respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities;
8. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression, and electronic communication;
9. Refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process.

C. Enforcement of Behavior Code - The policies in the Student Rights and Responsibilities Code apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. Anytime when on or within sight of school grounds;
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, on or off campus if the conduct interferes with, or may foreseeably interfere with, disrupt, or adversely affect 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.

The discipline of special education students shall be in accordance with the requirements of the Individuals with Disabilities Education Act, 20 U.S.C.S. 1400 et. seq., and Board Policy 7:230.

D. School Resource Officers - In an effort to ensure a safe and orderly school environment, District 308 and local law enforcement agencies have created the position of School Resource Officer. The resource officer may be present at School District 308 schools to assist in maintaining a safe and orderly environment and/or to deal with any criminal infractions. In addition to a School Resource Officer, some schools may have members of campus security to assist with keeping schools safe and secure.

E. Search and Seizure

1. Student's Personal Property – When there are reasonable grounds to suspect that the search will produce evidence a student has violated or is violating the law or rules of the school, school administrators and school resource officers may search a student and/or the student's personal property including but not limited to purse, wallet, backpack, book bag, draw string book bag, lunch box, cell phone or other electronic device. The search itself must be conducted in a manner that is reasonably related to the objectives of the search and not be excessively intrusive in light of the age and gender of the student and the nature of the infraction. When feasible, the search should be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator or adult witness; and
- By an administrator or school resource officer of the same gender.

2. School Property - School property, including but not limited to desks, lockers and parking lots, is owned and controlled by the district and the district may make reasonable regulations regarding its use. School authorities are authorized to conduct area-wide, general administrative inspections of school property (searches of all student lockers, desks or parking lots) as a means of protecting the health, safety or welfare of the district, its employees and students, without notice to or consent of the student and without a search warrant. School authorities may search a student's personal property left behind on school property when there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or the district's rules.

3. Seizure of Property - If a search conducted in accordance with this policy produces evidence the student has violated or is violating the law or the district's rules, such evidence may be seized and

impounded by school authorities and disciplinary actions may be taken. When appropriate, such evidence will be transferred to law enforcement authorities.

4. Social Media – School authorities may require a student to cooperate in an investigation if there is specific information about activity on the student’s social networking account that violates the District’s disciplinary rule or policy. School authorities may require a student to share the reported content from the student’s account as part of the investigation in order to make a factual determination, but may not request or require a student or his or parent(s)/guardian(s) to provide the student’s password or other related account information to gain access to the student’s account or profile on a social networking website or application.

III. RECORDS

A. Family Educational Rights and Privacy Act and the Illinois School Student Records Act (ISSRA) - The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 10 business days or 45 calendar days after the day the district receives a request for access. A parent or guardian or eligible student should submit to the records custodian, principal or other appropriate official, a written request that identifies the record(s) he/she wishes to inspect. The district official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where record(s) may be inspected. If the record is not maintained by the district official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be directed. The District charges 35 cents per page for copies. This fee will be waived for those unable to afford such costs.
2. The right to challenge student education records, exclusive of grades and references to either expulsions or out-of-school suspensions (if the challenge is made at the time the student’s school records are forwarded to another school to which the student is transferring), and/or request an amendment of the student’s education records, which the parent/guardian or eligible student believes are inaccurate not relevant, or misleading. The individual should write the district official responsible for the record, and clearly identify the part of the record to which a change is being requested and specify why it is inaccurate, not relevant or misleading. An informal conference will be held with the parents/guardians or eligible student within 15 school days of receipt of the request. If the challenge is not resolved by the informal conference, the district will advise the parent/guardian or eligible student of his/her right to a hearing regarding the request for amendment and initiate formal hearing procedures. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the eligible student’s education records, except to the extent that FERPA and ISSRA authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials or consultants with legitimate educational interests. A school official or consultant is a person employed by the district in an administrative, supervisory, academic or support staff position (including law enforcement personnel and health staff) or a person or company with whom the district has contracted (such as an attorney, auditor or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities. Upon request, the district discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

PLEASE NOTE: Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Building Records Custodian in writing, before October 1st of the current school year, that he/she does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

B. Military Recruiting - Provisions of the Every Student Succeeds Act require every district that serves high school students to provide military recruiters with students' names, addresses and telephone numbers, except that a parent/guardian may decline to have this information released without prior written consent. Districts serving high school students must inform parents/guardians that:

1. The district will, upon military recruiters' request, provide access to the students' names, addresses and phone numbers; and
2. Parents/guardians have the right to request this information not be disclosed without prior written consent.

IV. AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

A. Parents' Responsibility - *Parents should review the content of this policy with their child. If parents object to the use of the Internet, parents may request alternative activities not requiring Internet access.* Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with other information sources and other possibly offensive media. Parents are responsible for monitoring their student's use of the District's educational technologies, the District's Computer Network System, and the Internet if the student is accessing the District's electronic technologies from home or through other remote location(s). Parents bear responsibility for their student's use of their own or other non-District equipment to access the District's Computer Network System, and take full responsibility for any damage to non-District property or equipment resulting from such use. Goods and services purchased over the Internet and any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.

The District will cooperate fully with local, state and federal authorities in any investigation related to any illegal activities or activities not in compliance with School District policies conducted through the District's electronic technologies.

B. Acceptable Use - The use of on-line network computer services must at all-time be in support of education and research consistent with the educational objectives of School District 308. All users of computer network services and computers at the District, at home, or at any other location, must comply with all rules, regulations, guidelines, terms, and conditions adopted both by the Administration and by classroom teachers and all school staff members.

C. CIPA Requirements - The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

SD308 has completed all necessary activities, and continues to comply with CIPA law. Schools and libraries are subject to CIPA and may not receive discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal. This was completed in 2007 for the district. Schools subject to CIPA must have two additional certification requirements:

1. Internet safety policies must include monitoring the online activities of minors;
2. As required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

1. Access by minors to inappropriate matter on the Internet;
2. Safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
3. Unauthorized access, including "hacking," and other unlawful activities by minors online;
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
5. Measures restricting minors' access to materials harmful to them.

D. Educational Purpose - Access to the technology in School District 308 and its Computer Network System has been established for educational purposes. All electronic technologies must be used in support of the educational program. School computers, telecom, memory devices, networks, and related hardware and software are the property of School District 308. At no time does the District relinquish its exclusive control of electronic technologies or its Computer Network System.

Access may be limited or revoked at any time for abusive or inappropriate conduct, which may include interfering with network functions and the standardization of technologies. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of electronic technologies may result in one or more of the following consequences:

1. Suspension or cancellation of use or access privileges;
2. Payment for damage or repairs;
3. Discipline under other appropriate District policies, including suspension, expulsion, exclusion or termination of employment; or
4. Civil or criminal liability under other applicable laws.

E. Vandalism - Any vandalism or attempted vandalism (physical or electronic) to District computers, the District network files or other or to the Computer Network System in any way is prohibited, and will result in immediate cancellation of Computer Network system privileges, disciplinary action, and potential legal action. Vandalism includes, but is not limited to, the downloading, uploading, or creation of computer viruses, worms or other malicious files as well as physical damage to equipment.

F. Security - Security in any Computer Network System is a high priority and must be a priority for all users. If a student is aware of any security risk or abuse of the Computer Network System, the student must notify a teacher or other staff member immediately. Students are prohibited from sharing their log-in ID or password with any other individual. Any attempt to log-in as another individual onto the Computer Network System will result in immediate cancellation of privileges.

G. Prohibited Use - Unethical and unacceptable behavior as defined below is prohibited and shall result in disciplinary action, which may include all discipline available under the District 308's Student Behavior Code and suspension or denial of Computer Network System privileges. Unethical and unacceptable use of the Computer Network System shall include, but not be limited to use of the Computer Network System to:

1. Access, retrieve, view, upload, download, store, print, post, or distribute obscene or indecent materials. Indecent materials are any materials, sexual activities, or organs, which in context, depict, or describe in terms patently offensive, as measured by contemporary community standards. Obscene materials are those materials that, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political, or scientific value.
2. Access, retrieve, view or disseminate any material in violation of any U.S. or state regulation or school policy. This includes, but is not limited to, improper use of copyrighted material, improper use of passwords or access codes, i.e. disclosing any user's full name, home address, or phone number or that of another student or teacher or FERPA related information.
3. Profit commercial activities, including advertising or sales.
4. Harass, threaten, intimidate, or demean an individual or group of individuals because of gender, color, race, religion, handicap, national-origin, or sexual orientation.
5. Substantially threaten or actually disrupt the educational process or interfere with the rights of others at any time, either during the school day or before/after school hours.
6. Gain unauthorized access to the files of others or vandalize the data or files of another user.
7. Gain unauthorized access to resources or entities.
8. Improperly forge or alter electronic email messages or to use an account owned by another user.
9. Invade the privacy of any individual.
10. Download, copy, print, or otherwise store or possess data which might be considered in violation of these rules.
11. Engage in any illegal act or violate any local, state, or federal statute or law.
12. Install any non-approved personal equipment or transfer or installation of non-approved software on any District-owned systems.
13. Email, text-message, instant message, or post on social media networks, websites or applications personal topics not related to any educational purpose.

Disclaimer - School District 308 makes no warranties of any kind whether expressed or implied, for the Computer Network System which it is providing to students of the District. The District will not be responsible for any damages suffered including the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruption. The District will not be liable for damage to any property of the student or the student's family resulting from access to and use of the Computer Network System. Use of any information obtained via the Computer Network system is at the user's own risk. The District denies any responsibility for the accuracy or quality of information obtained through the Computer Network System.

H. Limited Expectation of Privacy - By authorizing use of the District electronic technologies, School District 308 does not relinquish control over content or data transmitted or stored on the network or contained in files. Users should expect only limited privacy in the contents of personal files on the District's electronic technologies.

Routine maintenance and monitoring of the District's electronic technologies may lead to a discovery that a user has violated this policy, another School District policy, or the law. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or School District policy.

Parents have the right to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time. District staff is advised that the School District retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, District staff is advised that data and other materials in files maintained on or transmitted through the District's electronic technologies may be subject to review, disclosure or discovery.

I. Online Learning Program - Parents bear responsibility for their student's use of their own or other non-District equipment to use or access the District's Computer Network System, and take full responsibility for any damage to non-District property or equipment resulting from such use. Parents and student participants also bear the responsibility to keep any online learning space that is not on District property safe and uncluttered, and free from hazards and other dangers. Further, any injury resulting from the online learning program should be reported to the District immediately, in the same manner as students report injuries that occur on District property.

J. Other District Policies - Use of the District's electronic technologies must not violate other policies and regulations of the District.

V. HEALTH SERVICES

A. Health Office - A full-time nurse is assigned to each school for the health, safety, and well-being of the students and staff. The nurse will administer first aid to all students in need of treatment and will provide immediate care for students if they become ill or injured at school. The nurse is not equipped to care for students beyond their immediate needs. Parents/guardians will be notified and asked to take their student home if the nurse is unable to meet their medical needs at school. Parents/guardians are asked to pick up their ill students from school within one hour of being notified that the student is too ill to remain at school. Please be sure emergency contacts are local and available to pick up your students within one hour. Sick students should not remain at school and healthy students should not be exposed to students who may be contagious.

Parents/guardians are asked not to send their students to the nurse for evaluation of injuries or conditions that occurred away from school as these are not under school jurisdiction. The nurse is not allowed to diagnose conditions or to administer medications except in full compliance with the medication policy of District 308 (see Section G below). In all cases, the school retains the discretion to reject a request for administering medication, subject to the requirements of State and federal law.

The following are some Health Office guidelines:

1. The physical examination and immunizations required by state law must be on file before registration can be completed. Students transferring into District 308 from outside the state of Illinois will have 30 calendar days from their entrance date to comply with the physical and immunization requirements.
2. All reasonable efforts will be made to keep students in class.
3. If a student needs medical attention during a class period, he/she should obtain a pass from the teacher for permission to report to the nurse's office.
4. Students who need to leave school for medical reasons during the school day **MUST** report to the nurse's office for permission to leave school. A student who leaves class without permission may be considered truant from the class or classes that are missed and is subject to the disciplinary action for an unexcused absence. Criteria for the nurse to send a student home includes, but is not limited to: witnessed vomiting, diarrhea, a temperature of 100° F or greater, or nurse discretion. The nurse or building administrator must contact a parent/guardian.
5. High school students complaining of severe headache and/or dizziness, or deemed otherwise impaired will not be allowed to drive home. A parent/guardian must arrange alternate transportation.

6. A student is too ill to go to school if he/she has/had:
 - vomiting or diarrhea within the last 24 hours.
 - 100°F temperature within past 24 hours. Students must be fever-free without fever-reducing medications for 24 hours before returning to school.
 - a contagious illness that is treated with antibiotics, such as strep throat or pink eye, and has not been taking the antibiotics for a full 24 hours before returning to school.
 - an undiagnosed rash unless cleared by a physician's note.
7. Students with a doctor's note to be excused from physical education/recess or sports should give the request to the nurse. The doctor's note should include begin/end dates, as well as specific activities in which a student may participate (if any).
8. Body piercing and tattooing (new and existing) including but not limited to ears and eyebrows, are to be tended to at home unless they are bleeding.
9. If a student calls a parent/guardian to pick them up and does not go through the nurse's office, the absence will be coded "Sent home by parent request".

B. Procedure for Injured Student - If a student requires stitches, a brace, cast, sling or crutches, the doctor must write a physical education/recess/athletics excuse that includes beginning/end dates, as well as specific activities in which a student may participate (if any). All physical education/athletic notes must indicate when the student may return to physical education/athletics without the use of rigid splints/braces. If the note states "until further notice," a follow-up note from the physician must be received by the nurse stating the progress of the student, or giving the reevaluation date. Restrictions cannot continue for extended periods of time without a periodic physician's note.

A parent/guardian note will be accepted for three (3) consecutive days if a student needs to be excused from physical education. An extension on a parent/guardian note will not be accepted. If a student needs to be excused from physical education for more than three days, a doctor's note is required. If a pattern is noted in receiving parent/guardian notes (certain days of the week or month) a doctor's note may be required to excuse the student.

When a student cannot participate in physical education, he/she cannot participate in indoor or outdoor recess or athletics (Spirit Squad, cheerleading, intramurals, after school sports, etc.). The student may be assigned to an alternate location during physical education/recess. This is for the student's safety; to protect him/her from accidental injury.

If the student has a current physical education/recess restriction and is planning to participate in a field trip involving physical activity (i.e. extended periods of walking, hiking on uneven or rough terrain, etc.) or a "Field Day" at school, an event-specific doctor's release is required for the student to participate. It is the parent's responsibility to furnish any equipment that may be needed for the student to participate (i.e. wheelchair or crutches).

C. Pregnancy or Other Physical Education Restrictions - If a student has a medical condition, including pregnancy, that may require a physical education/athletics restriction or otherwise require additional support from school staff, the student should provide the nurse with a note from his/her doctor with information relating to the condition and any necessary restrictions or recommended supports needed from the school staff. Students who discover they are pregnant are strongly encouraged to permit their doctor to share pregnancy-related information with the nurse for their health, safety and well-being.

D. Fasting - If a student is fasting, parents must notify the nurse and athletic personnel in writing, so that arrangements may be made for alternate activities as appropriate.

E. Elevator Policy - A physician's note is needed for use of crutches, walkers, canes, and wheelchairs while at school. Use of any of these devices, with a physician's note, will allow a student access to a school's elevator. Students will need to observe the following procedures (failure to follow procedures may result in a loss of privileges):

1. Students must obtain a pass or administrative permission for the elevator from the health office.
2. Students using the elevator may have only one (1) helper ride with them. Others may not use the elevator.
3. Students are not allowed to use the elevator during a fire evacuation and/or drill.

F. Screenings - The vision and hearing screening team or nurse will conduct various screening programs to detect any major areas of difficulty that students may be experiencing. The school is not equipped to go beyond the initial screening process. The screening information will be given to parents/guardians for use in further evaluations, if desired. Screenings may be done at the request of teachers and/or by public health requirements.

Notice: Illinois Law (Public Act 93-504) requires District 308 to notify the parents/guardians of students in kindergarten, second grade, eighth grade, special education and students new to District 308 that the vision screenings done in the school setting are not a substitute for a complete eye and vision evaluation by an eye doctor. A school screening does not evaluate the health of the eye nor the necessary visual skills essential for successful academic achievement. Students are not required to undergo this vision screening if an optometrist or ophthalmologist has signed a report form indicating that an examination has been given within the previous 12 months. Similarly, students are not required to undergo this hearing screening if an audiologist has signed a report form indicating that an examination has been given within the previous 12 months. The report forms are available from the school nurse. Students wearing glasses or contact lenses are already under a doctor's care and are not screened. Parents/guardians will only be notified if their student fails the screening.

G. Administration of Medications - All medication is to be transported to and from school by a parent/guardian or other responsible adult. Students are not to transport or have medications in their possession except for the self-administration of epinephrine auto-injectors, asthma inhalers, or diabetes medication as outlined in paragraph 5 below. The following rules apply to the administration of medication at school:

1. Parent/guardian has the primary responsibility for administering medications to their students. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student.
2. Nothing in the policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.
3. Before any medication can be given at school a medication authorization form must be completed and signed by the prescribing physician and the parent/guardian; this includes prescription and over-the-counter medications (Tylenol, Advil, Tums, Midol, cough drops, cold medications, etc.).
4. Prescription medications are to be in their original containers with the student's name, medication name, dosage, physician's name and number, and pharmacy name and number listed. All prescription drugs turned into the health office must be counted by the school nurse and either the child's parent/guardian or a school administrator. A total number of pills must be recorded. All medications shall be stored in an appropriate locked cabinet, which is accessible to only authorized personnel. Except for diabetes medication, epinephrine auto-injectors and asthma inhalers, all student prescription and over-the-counter medications must remain in the Health Office.
5. Pursuant to the *Illinois School Code*, students are permitted to carry and self-administer epinephrine auto-injectors, asthma inhalers, and diabetes medication, where appropriate. The parents or guardians of the student must provide the school with:
 - a. Written parent/guardian authorization for the self-administration of medication; or

- b. For the use of an epinephrine auto-injector, written authorization from the student’s physician, physician assistant or advanced practice registered nurse specifying the name of the student, name and purpose of the epinephrine auto-injector, the prescribed dosage, the time or circumstance under which the epinephrine auto-injector is to be administered, necessity for the medication during the day, common or likely side effects, whether the student may self-administer the medication, and an emergency number where the physician can be reached; and
 - c. The prescription label, which must include the name of the medication, prescribed dosage, and the time or circumstances under which the medication is to be administered;
 - d. The parent or guardian of the student must sign a statement acknowledging the district is to incur no liability as a result of any injury or claim arising from the self-administration of the medication or use of an epinephrine auto-injector regardless of whether authorization was given by the student's parents or guardians or by the student’s physician, physician's assistant, or advanced practice registered nurse and that the parents or guardians must indemnify and hold harmless the school district or nonpublic school and its employees and agents against any such claims. It is strongly encouraged that parents provide a back-up inhaler or epi-pen to be kept in the health office. The information provided will be kept on file in the health office.
6. All medication forms (prescription, over-the-counter and self-administration) must be renewed at the beginning of each school year with a doctor and parent/guardian signature.
 7. Students will not be allowed to leave campus to obtain medication unless given Administrative approval.
 8. Short-term antibiotics are often prescribed by physicians to be administered three (3) times a day. Please check with the prescribing physician; often he/she wants these doses to be spread out over the longest time period possible while the student is awake. These medications can be given in the morning before school, after school and at bedtime. Giving antibiotics at lunch can result in the doses being administered too close together.
 9. The parent/guardian is responsible for picking up extra medication at the end of a treatment and/or school year. Medicine left at the end of the school year will be discarded.

H. Physical Examination and Immunization—Physical examinations, as prescribed by the Illinois Department of Public Health and the Illinois State Board of Education, shall be required of all students in the public schools:

1. upon entering pre-kindergarten, kindergarten, and grades six (6th) and nine (9th);
2. irrespective of grade, immediately prior to or upon entrance into any public school if that student has not previously been examined in accordance with Section 27-8.1 of the Illinois School Code;
3. when deemed necessary by school authorities.

Students enrolled in School District 308 during the current school year must submit documentation of compliance with the physical examination and immunization requirements prior to the first day of school attendance for the following school year when entering pre-kindergarten, grade 6 and grade 9.

Kindergarten students shall have until October 15 of the current school year to submit required physical examination and immunization requirements.

A student enrolling in District 308 from another state must have their physician complete an Illinois physical form within 30 days of the first day of attendance in School District 308. Students not complying with immunization/physical requirements in the allotted time period will be excluded from school. These days may be unexcused and subject to disciplinary action for an unexcused absence.

A **dental** examination, as prescribed by Illinois Department of Public Health, is required before May 15 of the current school year for students in kindergarten, second (2nd) and sixth (6th) grades.

A **vision** examination, as prescribed by Illinois Department of Public Health, is required before October 15 of the current school year for students in kindergarten and all students entering an Illinois school for the first time.

A student may be exempt from the dental or vision examination requirements if the student's parents/guardians show an undue burden or lack of access to a dentist or qualified physician/optometrist.

In addition to these examinations, every student shall be **immunized**, in accordance with the rules and regulations promulgated by the Illinois Department of Public Health and the Illinois State Board of Education. Students failing to meet the required Illinois mandates shall be excluded from District 308 schools. In accordance with rules adopted by the Illinois Department of Public Health (IDPH), a student will be exempted from this policy's requirements regarding immunization for:

1. Religious grounds, if a student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent/guardian of exclusion procedures pursuant to Board policy 7:280, Communicable and Chronic Infectious Disease, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Medical grounds, if a physician provides written verification.

Parents/guardians should contact the Health Office if assistance is needed to fulfill the Illinois health mandates. Exempting a student from the physical examination does not exempt him/her from participating in the physical education program.

I. Medicaid Notice - If a student receives special education services and is also Medicaid eligible, District 308 can seek partial reimbursement from Medicaid for health services documented in the student's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with the eligible student's name, birth date and Medicaid number. Federal law requires annual notification to parents/guardians of the district's intent to pursue this reimbursement opportunity.

If a family has an objection to the release of information to Medicaid, now or at any time in the future, an objection may be made in writing and forwarded it to the Director of Health Services at the District Administration Center located at 4175 Route 71, Oswego, Illinois 60543.

The district must continue to provide, at no cost, services listed in a student's IEP. The program has no impact on a student's/family's current or future Medicaid benefits. Under federal law, participation in this program CANNOT:

1. decrease lifetime coverage or any other public insurance benefit,
2. result in the parent/guardian paying for services that would otherwise be covered by Medicaid,
3. increase premiums or lead to discontinuation of benefits or insurance, or
4. result in the loss of eligibility for home and community-based waivers.

Continued consent allows the district to recover a portion of the costs associated with providing health services to eligible students.

J. Suicide and Depression Awareness and Prevention – Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

VI. ATTENDANCE - Punctual and regular attendance at school is the joint responsibility of the student and his/her parent(s) or guardian(s) and is necessary if a student is to obtain maximum benefit from his/her educational experience. Regular attendance is a state mandate, as well as a value and standard that prepares the student for the world of work and adult responsibilities. The school district expects all students to attend school, to be on time, and to bring appropriate school materials with them. Students must be in attendance for at least half of the day to participate in extracurricular, sporting activities and/or after school events except with prior administrative approval.

A. Definitions of Terms

1. **Tardy to Class** -Students are expected to be in class on time and ready to learn. A student will be considered tardy to class if they are not present when class begins.
2. **Chronic or Habitual Truant**-Defined as a student subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent (5%) or more of the previous 180 regular attendance days. Doctor notes may be required for each health-related absence as deemed necessary by school administration.
3. **Excused Absence or Excused Tardy**- Defined as an absence or tardy that is reported to the attendance office by the student's parent/guardian for a valid cause as defined in the *Illinois School Code*: "Illness, death in the immediate family, family emergency, observance of a religious holiday and shall include such other situations beyond the control of the student as determined by the school administration, or such other circumstances which cause concern to the parent/guardian for the safety or health of the student." Court appearances and medical/dental appointments are excused.
4. **Unexcused Absence or Unexcused Tardy**-Being absent and tardy to school is not sanctioned by the district. Unexcused absences and tardiness include but are not limited to: family vacations, unnecessary parent sign outs, class cutting, working, missing the bus, oversleeping, shopping, car trouble, personal appointments, senior pictures, needed at home (babysitting, waiting for repairman, etc.), skip days, obtaining a driver's permit and other avoidable absences. High school students who are over the age of 17 may be denied enrollment for one semester for failure to meet minimum attendance standards if all of the following conditions are met:
 - a. The student was absent without valid cause for 20% or more of the attendance days in the semester immediately prior to the current semester.
 - b. The student and the student's parent or guardian are given written notice warning that the student is subject to denial from enrollment for one semester unless the student is absent without valid cause less than 20% of the attendance days in the current semester.
 - c. Student's parent or guardian is provided the right to appeal the notice, as determined by the State Board of Education in accordance with due process.
 - d. Student is provided attendance remediation services, as determined by the State Board of Education including without limitation assessment, counseling, and support services,
 - e. Student is absent without valid cause for 20% or more of the attendance days in the current semester.

Absences or truancy may result in retention when a student fails to successfully complete the prescribed curriculum. Students shall not be promoted based upon age or any social reasons not related to academic performance (105 ILCS5/2-3.64, 5/10-20.9a, 5/10-21.8 and 5/27-27. 23 Ill. Admin. Code S1.440).

5. **Pre-Planned Absence**-A pre-planned absence is defined as notification by a parent or guardian to the school prior to a student absence. Parents/guardians are discouraged from taking students out of school for vacation or for non-school sponsored events. The school laws of the state of Illinois require regular school attendance. There is no real substitute for actual classroom attendance. It is the student's responsibility to make up all homework and class assignments that are missed because of this type of

absence. Pre-planned absences during state standardized testing will be unexcused. The following procedure must be followed in order for the absence to be acknowledged:

- a. Parent/guardian must call the attendance office to report the absence well in advance.
- b. Prearranged student absence form must be completed and returned to the dean's office (high school) or main office (junior high and elementary schools).
- c. The form must be signed by the student's teachers and parent/guardian.
- d. The form must be returned to the attendance office two (2) days prior to the absence.
- e. For college visits, a note from a college official on letterhead is also required.
- f. Absences longer than 15 days may result in student withdrawal and re-enrollment upon return.

B. Calling in an Absence - Each day a student is absent from school a parent (or legal guardian) must call his/her student's school attendance office before 10:00 a.m. If a call is not received, the absence may be unexcused. When reporting an absence, please provide the reason for the absence, and symptoms if the student is ill; notes are not accepted. To contact your student's **school attendance office**, review directory information located at the beginning of this document or online school information at www.sd308.org.

C. Attendance Violations

1. Early Childhood Attendance Violations

- a. Tardy- defined as unexcused late arrival to school or an unnecessary parent sign in to school. A parent/guardian is notified in writing when a student has been tardy 10 times in the previous 180 days. Chronic cases will result in the building principal collaborating with district staff to discuss continued enrollment in the School District 308 early childhood program.
- b. Unexcused Absence from School -Unexcused absences will result in parent/guardian notification. Chronic cases will result in the building principal collaborating with district staff to discuss continued enrollment in the School District 308 early childhood program.

Enrollment in any School District 308 early childhood program will be re-evaluated after 15 days of unexcused or pre-planned absences. If re- enrollment is requested, the student's name will be placed at the bottom of the waiting list.

2. Elementary School Attendance Violations

- a. Tardy- An unexcused late arrival to school or an unnecessary parent sign in. Once a student has been recorded as being tardy 10 times, a parent/guardian is notified in writing. Chronic cases will result in a referral to a Kendall County Regional Office of Education Truancy Caseworker.
- b. Unexcused Absence from School - Unexcused absences result in parent/guardian notification.

3. Junior High and High School Attendance Violations

- a. Tardy to Class - Students shall be considered tardy at any time during the school day if they are not in their assigned classroom at the assigned time. Students tardy to class will be addressed by the teacher and/or administrator. Consequences for being tardy to class include, but are not limited to: warning, parent contact, detention, Saturday school, in-school intervention, social suspension, loss of privilege or administrative discretion. Schools may provide students and parents with specific timeframes to address late arrival consequences.

- b. Tardy to School- Progressive consequences based upon the lateness of arrival and number of occurrences will be determined by administration and may include, but are not limited to: warning, detention, Saturday school, in-school suspension, social suspension, or loss of privilege. Tardiness will be added into student's daily absence totals. Chronic cases will result in referral to a Kendall County Regional Office of Education Truancy Caseworker.
- c. Unexcused Absence from Class-Any unexcused arrival to class by 6 minutes or more. Progressive consequences based upon the lateness to class and number of occurrences will be determined by administration and may include, but are not limited to: Saturday detention/extended day, in-school suspension. Chronic cases result in referral to a Kendall County Regional Office of Education Truancy Caseworker.
- d. Unexcused Absence from School - Notification to parent/guardian and consequences as determined by administration may include, but are not limited to: in-school intervention, social suspension, loss of privilege. Absences and tardiness deemed chronic will be referred to counselor and/or a Kendall County Truancy Officer (if under age 17).

District administration reserves the right to deviate from disciplinary guidelines set forth above and students may forfeit credit for school work missed during time of unexcused tardy, absence, or truancy.

VII. BULLYING AND CYBER-BULLYING - District 308 maintains a policy on bullying with respect to the prevention of bullying, School District 308 maintains policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, and policy 7:20, *Harassment of Students prohibited*. The Rights and Responsibilities handbook is communicated to parents and students via student handbooks and is available electronically on the district website at www.sd308.org. The purpose of such policies is to ensure, to the greatest extent possible, that no student will be subject to bullying and to secure a safe, orderly and respectful environment that promotes teaching and learning.

A. The Illinois School Code - The Illinois General Assembly finds that “a safe and civil school environment is necessary for students to learn and achieve and that bullying causes physical, psychological, and emotional harm to students and interferes with students’ ability to learn and participate in school activities.”

While bullying is contrary to Illinois state law and School District 308 policy, this shall not prevent a victim from seeking redress under any other available civil or criminal law, and 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 United States Constitution or under Section 3 or 4 of Article 1 of the Illinois Constitution. (105 ILCS 5/27-23.7).

B. Bullying Defined - Bullying is any type of physical or verbal act or conduct, including any communication made in writing or electronically, that is severe, pervasive, and often purposeful and repeated, directed toward a student that has or can be reasonably predicted to have the effect of one of the following:

- 1. Places the student in reasonable fear of harm to his or her person or property;
- 2. Causes a substantial detrimental effect on the student’s physical or mental health;
- 3. Substantially interferes with the student’s academic performance; or
- 4. Substantially interferes with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

C. Bullying includes “cyber-bullying.” Cyber-bullying includes the following:

- 1. Bullying through the use of technology or any form of electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part, including without limitation social media, electronic mail, Internet communications, text messages, instant messages, or facsimile communications.

2. Creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this section.
3. Distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.

D. For purposes of School District 308 policy, “bullying” (which includes cyber-bullying) may include:

1. Physical acts, such as inappropriate, unwanted, uninvited, or injurious physical contact with another; harassment, threats, intimidation, theft, public humiliation, retaliation for asserting or alleging an act of bullying, stalking; sexual assault; and destruction or damage to property of another. 105 ILCS 5/27-23.7(b).
2. Written and electronic communication of any type that incorporate language or depictions that would constitute bullying, using any medium (including, but not limited to, cell phones, computers, websites, electronic networks, instant messages, text messages and emails);
3. Verbal threats made to another, or blackmail, or demands for protection money;
4. Non-verbal threats or intimidation such as aggressive or menacing gestures;
5. Direct or indirect, relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone’s reputation;
6. Expression of ideas or beliefs in a way that is lewd, profane, or intended to intimidate or harass another;
7. Any of the above conduct which occurs off school grounds when such conduct creates, or can reasonably be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events.
8. Transmissions from a computer or device accessed at a non-school-related location, activity, function, or program and/ or from use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the education process or orderly operation of a school. (105 ILCS 5/27-23.7(a)(4))

The examples listed above are meant to be illustrative and are not exhaustive of conduct that may or may not be considered “Bullying.” Nor are they intended to limit the exercise of discretion granted to school administrators under Sections 5/10-20.12(d) or 5/10-22.6 of the School Code for addressing instances of student misconduct.

E. Bullying is prohibited - Bullying conduct that is covered by this Policy is conduct that occurs on school property, at school-sponsored activities or events, while in school, on school buses or other school vehicles, at designated school bus stops, “cyber-bullying” conduct occurring inside or outside of school, or when the conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs.

Any student who engages in bullying will be subject to appropriate discipline. A student’s bullying conduct may be addressed through behavioral interventions, including but not limited to restorative measures.

Any student who is a bystander to any bullying conduct and who fails to take any action to discourage the bullying conduct may be subject to appropriate discipline.

No student shall be retaliated against for reporting bullying conduct. Any student who is determined to have intentionally falsely accused another of bullying shall be subject to appropriate discipline.

F. Report and Investigation - School District 308 has developed a reporting procedure which includes a written reporting form accessible from the website at www.sd308.org and/or the [SD308 App](#). Contact information for each building principal, or their designee, will be provided for the purpose of reporting incidents of bullying. Anyone who witnesses any conduct that could constitute bullying shall make such report as soon as possible to any school staff member. This report then shall be submitted to the principal or designee(s) responsible for student discipline who shall conduct or cause to be conducted a thorough investigation of the alleged incident in a timely manner, and make all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received.

Discipline and/or other interventions appropriate to the outcome of the investigation shall be imposed consistent with the adopted discipline code for the District. For purposes of this policy, “restorative measures” means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that:

1. are adapted to the particular needs of the school and community,
2. contribute to maintaining school safety,
3. protect the integrity of a positive and productive learning climate,
4. teach students personal and interpersonal skills they need to be successful in school and society,
5. serve to build and restore relationships among students, families, schools, and communities, and
6. reduce the likelihood of future disruption by balancing accountability with an understanding of students’ behavioral health needs in order to keep students in school.

Local law enforcement and the State’s Attorney shall be notified immediately of all incidents involving bodily harm, property damage or any conduct which reasonably is believed by the school administrator(s) to be a violation of the criminal laws. The investigation of any such bullying conduct shall proceed in cooperation with the police and other applicable law enforcement authorities. The School District always retains its right to investigate and impose any discipline for violation of this Policy, whether or not criminal charges are pursued. The Superintendent or designee periodically shall review disciplinary incidents involving bullying conduct or conduct placing students at risk of bullying for purposes of monitoring the: 1) effectiveness of the District’s programs and interventions in creating a climate of mutual respect and civility in the school community, and 2) application of this policy in a non-discriminatory manner.

Students who believe they are victims of or have witnessed harassment, intimidation or bullying, hazing or retaliation should immediately report it orally or in writing to one of the District Complaint Managers or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to one of the District Complaint Managers or any staff member.

The District will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. Complaint Managers can be reached by calling the Executive Director of Student Services at the District Administration Center.

VIII. STUDENT DISCIPLINE (CONDUCT, INTERVENTIONS AND CONSEQUENCES)

Student Behavior- The goals and objectives of policy 7:190 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 as appropriate; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the community and society.

A. Student behavior expectations:

1. Student Dress (Coded D2) - Dress and personal hygiene is the responsibility of the student and his/her parent or guardian. Student dress and/or accessories should not be disruptive to the school environment and/or education process and personal hygiene must meet reasonable standards of health, cleanliness, and safety. Wear clothing as it is intended to be worn; undergarments should not be visible. The following provides examples of clothing and/or accessories that cannot be worn and/or must not:

Display comment, picture, or contain slogans, weapons or designs that are obscene, profane, lewd/vulgar, symbolize or represent profanity or sexual innuendo; may reasonably forecast disruption to the educational process;

- a. Displays or references drugs, tobacco products or alcoholic beverages;
- b. Is suggestive and/or disruptive (e.g. extremely tight fitting, cleavage-baring, fails to cover the midriff, halter-tops, sheer/see-through, strapless, tops with thin straps, short shorts, skirts, or dresses that are above mid-thigh), and/or shredded clothing,
- c. Hats, headwear, sunglasses, unsafe footwear, coats, bandanas, gloves, chains, and spikes must be removed upon entering the building.

Inappropriate student dress may result in a conference with an administrator, a change into proper attire and/or parent/guardian contact. Students may be asked to remain in the office until proper attire is obtained. The administration has final determination on appropriate dress and consequences for inappropriate dress.

2. Prohibited items/acts-Items/acts that may interfere with the educational process and/or the rights or safety of staff and students are not allowed on school property and/or in the classroom. Examples include, but are not limited to:

- a. Hoverboards, Skate shoes (Coded D8a)
- b. Personal items used for non-curricular activities (i.e. toys, electronic devices, recess equipment from home, and game/trading cards) (Coded D8b)
- c. Unauthorized devices that could be used to violate the Rights and Responsibilities Code, conduct criminal activity, cheat, take unauthorized photos or videos, access the Internet, or play or record media that disrupts the educational environment and/or violates the rights of others must be kept off and out of sight during the regular school day except as approved by the building administration. If administration has reasonable suspicion that the content of cellular phones or other electronic devices violates the Rights and Responsibilities Code and/or is inappropriate, administration reserves the right to view the content of these devices. (Coded D8c)
- d. Backpacks (full-size) may not be carried by students during the school day. Administration may approve, at their discretion, smaller bags (such as “drawstring-style” bag) to carry materials during the school day. (Coded D8d)
- e. Laser/light pens (Coded D8e)
- f. All forms of gambling and/or wagering, as well as items used for the purpose of gambling (Coded. D16).
- g. Sale or distribution of any personal property (Coded D7)
- h. Verbal or written abuse of Board members, district employees, students, including the use of profane words or gestures that substantially threatens, intimidates, or disrupts the educational process and/or violates the rights of others. (Coded D11)
- i. Actions considered threatening to the physical well-being of others (such as Board members, district employees, students, volunteers or other persons). (Coded D 22)

3. Prohibited Student Conduct- The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

- a. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation electronic cigarettes. (Coded D21)
- b. 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 function and are treated as though they had alcohol in their possession. (Coded D23)
- c. Using, possessing, distributing, purchasing, selling, or offering for sale (Coded D23):
 - i. Any illegal drug, controlled substance, or cannabis (including medical cannabis, marijuana and hashish).
 - ii. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - iii. Any performance-enhancing substance on Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - iv. 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.
 - v. 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. Prohibition in this section does not apply to a student's use of asthma or other legally-prescribed inhalant medications.
 - vi. 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 powder form.
 - vii. "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.
 - viii. Drug paraphernalia, including devices that are or can be used to:
 - (a) ingest, inhale, or inject cannabis or controlled substances into the body; (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.

4. Weapons- Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or any component of a weapon, or look-alike weapon, or violating the Weapons section of this policy. (Coded D20). A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

- a. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

- b. If used or attempted to be used to cause bodily harm, a knife, brass knuckles or knuckle weapon regardless of its composition, a billy club, or any other object including “look alike” of any firearm as defined above. The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis.
- c. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the law permits individuals who are licensed to carry a concealed firearm to store a firearm in a locked vehicle in a school parking lot.

5. Fighting/Bodily Harm - Fighting and/or the actual infliction of bodily harm or physical violation may include but is not limited to endangering the well-being of others and/or dangerous actions on school grounds, at school-sponsored events, or at any event reasonably related to school. When such an event occurs, a thorough investigation will be conducted by administration. Discipline is considered, and may be issued, for all participants. All students should conduct themselves in a positive and respectful manner and report fighting, and/or threats of fighting to school personnel. Encouraging fighting or infringing upon a staff member’s ability to break up a fight is also considered gross misconduct under this code.

- a. Fighting without a weapon (Coded D15a)
- b. Fighting with a weapon (Coded D15b)
- c. Fighting with an explosive (Coded D15c)
- d. Encouraging fighting/bodily harm (Coded D15d)

6. Using or possessing an electronic device- Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. All electronic devices must be kept powered-off and out-of-sight during the regular school day unless authorized by the Building Principal in the following circumstances: (a) with the supervising teacher’s permission; or (b) during the student’s lunch period. Additionally, such devices may be used: (a) in an emergency that threatens the safety of students, staff, or other individuals; or (b) as provided in a student’s individualized education program (IEP). (Coded D8c)

7. Using or possessing a laser pointer- unless under a staff member’s direct supervision and in the context of instruction. (Coded D8e)

8. Insubordination/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. (Administrative Code- D9)

9. 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.

- a. Forging passes, misrepresenting the truth, falsifying school documents (Coded D13a)
- b. Accessing restricted files/information, abuse of District 308 Computer Network (as referenced in section IV Authorization for Electronic Network Access) (Coded D13b)
- c. Academic dishonesty, cheating or plagiarism (Coded D13c)
- d. Theft from students or staff, misappropriation of found items, (Coded D13d)

10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes, without limitation, any use of violence, force, noise, coercion, threats, intimidation, stalking, fear, harassment, sexual harassment, public humiliation, destruction of property, retaliation,

hazing, bullying, with or without the use of a school computer, or other comparable conduct. Teen dating violence is prohibited, as described in Board policy 7:185, Teen Dating Violence Prohibited.

- a. Sexual harassment based on gender (Coded D14a)
- b. Sexual harassment based on sexual orientation (Coded D14b)
- c. Sexual harassment based on gender identity (Coded D14c)
- d. Sexual harassment that involves conversations, rumors or teasing that are sexual in nature (Coded D14d)
- e. Sexual harassment that involves inappropriate touching (Coded D14e)
- f. Sexual harassment that involves viewing or possession of pornographic material, intimidation, intent to intimidate, and/or retaliation. (Coded D14f)
- g. Harassment based on race, color, ancestry, nationality, and/or ethnicity. (Coded D14g)
- h. Harassment based on an individual's religion and/or creed. (Coded D14h)
- i. Harassment based on physical or mental disability. (Code D14i)

The district does not tolerate any conduct that affects the tangible benefits of education, and/or which unreasonably interferes with a student's educational performance and/or creates an intimidating, hostile or offensive educational environment. The terms "intimidating," "hostile" and "offensive" include conduct that has the effect of humiliation, embarrassment or discomfort. Students who feel they are victims of or have witnessed harassment, intimidation or bullying, should notify a dean, counselor, administrator, teacher or other school employee. All reports of harassment will be kept confidential to the extent possible given the need to investigate. Violations may be reported to law enforcement authorities and/or other law enforcement agencies as appropriate.

Sexual harassment including but not limited to: (1) harassment based on gender, sexual orientation, gender identity, (2) inappropriate touching, (3) crude jokes, comments, or pictures, (4) conversations, spreading of rumors, and/or teasing that are sexual in nature, or (5) viewing or possession of pornographic material is prohibited.

Bullying, as described in Section VII, and hazing are prohibited. Hazing is defined as 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.

11. 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. (Coded D21)

12. Teen dating violence as described in Board Policy 7:185, Teen Dating Violence.(Coded D25)

13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property. (Coded D29)

14. Being absent without a recognized excuse. State law and School Board policy regarding truancy control will be used with chronic and habitual truants. (Coded D3)

15. Entering school property or a school facility without proper authorization. (Coded D17).

16. Calling 9-1-1 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 is gross misconduct. (Coded D18)

17. 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. (Coded D26)

18. Being involved in gangs or gang-related activities-including displaying gang symbols or paraphernalia. (Coded D19)

19. Violating any criminal law- including but not limited to, assault, battery, arson, theft, gambling, hazing, eavesdropping, vandalism, and sending nude or semi-nude pictures by cell phone or other electronic media (sexting). (Coded-D24)

20. Disruptive/Unsafe acts-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. (Coded D12)

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school. (Coded D27)

22. 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. (Coded D28)

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 physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Students have the responsibility to behave on and off campus in ways that support the learning process, and in a manner that does not disrupt or interfere with the learning of others or the daily operations of the school. In the event a student violates expectations of appropriate behavior at school or in any of the areas previously specified in Article II, Section C, including, but not limited to: school campus, on a school bus, at a school bus stop, at extracurricular activities or at any activity reasonably related to school, school personnel may use behavioral interventions and disciplinary consequences to help change behavior.

Not every situation involving misconduct is, or can be, covered in this document. District administration may alter, revise, adjust or increase sanctions and discipline on a case-by-case basis, as the interests and safety of the district and its students and staff require. Except in certain circumstances, the District will exhaust all other means of intervention before expelling students or suspending them out of school. **District administration is specifically empowered, on a case-by-case basis, to deviate from the disciplinary guidelines set forth below when, in its sole discretion, it is necessary for the safe, proper and efficient operation of the district.**

B. Gross Misconduct/Disobedience - Gross misconduct or disobedience includes, but is not limited to; the following types of conduct and such other conduct as may be designated by policy of the Board of Education. All acts of gross misconduct or disobedience that may be considered criminal behavior will be referred to the proper legal authorities.

In addition to the interventions defined in Section C (Interventions Defined) and at the administrator's discretion, students could be subject to one or more of the following interventions and/or consequences: conference with administrator, warning, counseling, peer mediation, removal of privileges (bus transportation, student parking, participation in extracurricular activities), parent/guardian contact or conference, removal from class, payment for damages, police involvement and/or arrest, or other interventions and/or consequences deemed appropriate by school administration.

C. Interventions Defined/Disciplinary Measures (policy 7:190)- 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/Guardian
2. Disciplinary Conference- meeting between student and administration (parent/guardian may also be included) to discuss behavioral and/or academic concerns.
3. Withholding privileges
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen, or damaged property
6. Behavior contract-contracts can be written on a case-by-case basis when the administration believes it is necessary. The contract is an agreement among the student, parent/guardian and the administration that a student will observe all school rules and follow other stipulations contained in the contract.
7. Seizure of contraband- confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
8. Suspension of bus riding privileges (in accordance with Board Policy 7:220, Bus Conduct).
9. Detention- set amount of time the student will serve before, during or after school for violating the discipline policy. The time of day is determined by the administration (examples include: recess, lunch, office, before/after school).
10. Saturday School Detention/Extended Day Detention - A detention scheduled on designated days (with parent contact) for junior high or high school students following a violation of school policy. Failure to serve a detention will result in additional consequences per administrative discretion.
11. Social Suspension - Exclusion from any/all school-related extracurricular activities both on and off the school campus for the period of time determined by administration.
12. In-School Suspension - Students report to school with the expectation they will complete missed school work during the day in a self-contained setting. Students are excluded from classes and activities while serving an in-school suspension.
13. Out-of-School Suspension - suspension from school and all school activities in accordance with Board Policy 7:220, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities. It is the student's responsibility to: contact his/her teachers for make-up work.
14. Alternate Placement-Transfer to an alternative program if a student is expelled or otherwise qualifies for a transfer under State law. A transfer shall be in the manner provided in Article 13A or 13B of the School Code. A student may be placed in a district-approved alternative education setting for

disciplinary reasons and/or in lieu of expulsion. Students in alternative educational settings may only participate in the athletic or extracurricular activities at their home school with prior approval from administration. Students' re-entry to the regular school program is at the discretion of school administration.

15. Expulsion - Expulsion from school and all school activities for a definite time period not to exceed two 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.

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 shall not be used. 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.

Re-Engagement of Returning Students- 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. Students returning to school from exclusionary discipline will attend a re-engagement meeting with a parent/guardian to include a discussion with building administration regarding expectations, needed support and/or a behavior plan when appropriate.

Delegation of Authority- Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline.

Teachers, other certificated/licensed educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

D. Off-Campus Conduct Control - All behavioral interventions and disciplinary actions considered and/or applied in response to a student's behavior for a violation of school rules or other misconduct on campus, is applicable for any activity off-campus (if such off-campus activity causes, or is reasonably expected to cause, a disruption to the operation of the school). See Board Policy 7:190, Student Discipline. This policy is not limited to school-sponsored and school-related events. The district does not regularly seek out this information, but will take action if and when such information is brought to the attention of school officials.

When it is brought to the attention of the district that a student has engaged in such conduct off-campus, the administration of the school that the student attends may conduct an investigation and initiate behavioral

interventions and/or disciplinary consequences. In conducting such an investigation, the principal or his/her representative(s) will cooperate with law enforcement authorities as appropriate.

By way of illustration, but not by way of limitation, the following actions are examples of off-campus activity that may be subject to behavioral interventions and disciplinary consequences under this section:

1. Any use or threat of use of a firearm or other weapon against another person by a student.
2. Any off-campus event, such as fighting, that is an extension of an on-campus situation or relationship.
3. Any inappropriate, harassing, or intimidating electronic transmissions including, but not limited to, those delivered by text/picture/video messaging, email, blogs, web pages, and other social networking applications or sites (such as Instagram, Facebook or Twitter) to students or school district personnel.
4. Intimidation of, or threat of, violence against any student, school employee or other person by a student that is known to the school or local law enforcement agencies as a member of a criminal conspiracy or gang.
5. Any threat against any student or employee of the district purposely calculated to cause fear, or in which the person issuing the threat could reasonably assume will result in fear.
6. Illegal sale or distribution of controlled substances off campus to any person. The term “controlled substances” shall have the same meaning given to that term in the criminal law of this state.
7. Possession use, transfer or control of any weapons such as firearms, ammunitions, stun guns, tasers, explosives or fire crackers, look-alike weapon or components of a weapon, or other dangerous instruments.

IX. RELATED DISCIPLINARY ISSUES

A. Student Dance Regulations - Dances are provided as an extracurricular activity for students of the district. Attendance is a privilege, rather than an automatic right. The following rules are set forth for all District 308 dances and the violation of any of the following rules could result in loss of dance privileges:

1. All students must be actively enrolled within the particular school holding the dance and have their current school I.D. cards in their possession to enter the dance.
2. Students may not leave the dance and return.
3. No loitering will be allowed.
4. Any behavior deemed inappropriate, or sexually explicit dancing, will result in removal from the dance without a refund.
5. Appropriate dress is required.
6. Students must be in attendance for at least half of the school day, or day prior if dance falls during a weekend, in order to attend the dance.
7. For High School only, guests are welcome but must be pre-approved and submit a signed guest pass prior to the event. Guests must also be at least a 9th grader, no more than 19 years old, and have a picture ID in their possession to enter the dance.

B. Student Transportation Regulations - Everyone has a part to play in ensuring that the bus rides to and from school is as safe as possible. The District 308 Transportation Department ensures students safety, rigorously maintaining and inspecting its vehicles, and by providing drivers with extensive training.

The transportation department works to make pick up and drop off times as consistent as possible on a day-to-day basis. Periodically there are factors such as traffic incidents or weather that can affect bus route schedules. If a bus is going to be more than 15 minutes late, the transportation department will issue an alert through the district’s phone messaging system explaining the reason and approximate time of arrival.

The passengers on the bus also have a major role to play in ensuring a safe ride. While the bus driver is concentrating on maneuvering the bus safely in traffic, they are also responsible for observing students' behavior and maintaining order on the bus. The driver's ability to drive safely is impacted if he/she must focus on unruly behavior. At the drivers' or administration's discretion, students may be assigned seats. Bus drivers/monitors are given the authority to verbally enforce student adherence to rules and report unsafe and/or inappropriate conduct to school authorities. **The bus and bus stops are extensions of school and all rules of conduct are applicable.** A set of bus rules is posted in every District 308 bus to remind the students of the behavior expected while they are on the bus. The bus expectations are listed below:

1. Be respectful and follow the directions of the driver at all times.
2. Stay seated, facing the front with feet on the floor.
3. Keep hands, feet and objects to oneself and inside the bus.
4. Use respect when speaking at all times. Profanity and obscene language is not appropriate.
5. Leave gum, food and drinks at home, unless they remain unopened and in your lunch.
6. Behave in an orderly, proper manner at the bus stop.
7. Get off the bus only at your assigned stop.

Each student is expected to ride his/her assigned bus. Students requesting to ride another student's bus must submit signed notes from both students' parent/guardian to the school office. If approved, the notes must be provided to the driver of the bus.

Students who violate the bus expectations or behave in a manner that disrupts the ride will be reported to the school administration. Consequences may be issued on a case-by-case basis. Students may be suspended from riding the bus. Students suspended from the bus without alternate transportation, shall have the opportunity to make up work for equivalent academic credit. It is the responsibility of the student's parent/guardian to notify school officials if the student lacks alternate transportation. Parents/guardians should help make sure their students know and understand the expectations of safe conduct on the bus. Students may also be subject to video and audio recordings while on the bus.

X. STUDENT SUSPENSION GUIDELINES

A. Authority for Suspension-The Board has, by regulation, authorized the superintendent, assistant superintendents, district administrators, principals, assistant principals or deans to suspend students guilty of gross disobedience or misconduct on all district grounds, the school bus, and school-sponsored activities or at any activity reasonably related to school.

B. Notice of Suspension/ Pre-Suspension Conference – Before suspension the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version of the incident. Notice of the charges and pre-suspension conference is not required 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 necessary notice and hearing shall follow as soon as practicable.

C. Oral Notice to Parent- An attempted phone call to the student's parent/guardian shall be made as soon as practicable. Oral notification shall be confirmed in writing to the parents.

D. Written Notice to Parent and Student - Written notice to the parent/guardian should include:

1. The right to review the suspension

2. Information about the opportunity to make up work missed during the suspension for equivalent academic credit
3. The specific act of gross disobedience or misconduct that is the reason for the suspension;
4. The 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
5. Depending on the length of the out-of-school suspension, the following information:
 - a. For suspensions of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - i. A threat to school safety; or
 - ii. A disruption to learning environment.
 - b. For suspensions of 4 or more school days, an explanation:
 - i. That other appropriate and available behavioral and disciplinary interventions have been exhausted;
 - ii. As to whether school officials attempted other interventions or determined that no other interventions were appropriate or available for the student; and
 - iii. That the student's continuing presence in school would either: pose a threat to the safety of other students, staff or members of the school community; or substantially disrupt, impede, or interfere with the operation of the school.
 - c. For suspensions of 5 or more school days, the information listed in 5(b) above, along with documentation determining what, if any, appropriate and available support services will be provided to the student.

A summary of the notice, including the reason for suspension and the length of the suspension, must be given to the Board by the Superintendent or designee.

E. Hearings - Hearings for review of suspension cases will be handled by a Board of Education appointed hearing officer. The hearing officer will be impartial and will have no interest or pre-existing knowledge of the facts leading up to the suspension. The rules of evidence shall not apply to review proceedings.

F. Time of Suspension - The personnel authorized by the Board may suspend students for a period not to exceed ten (10) school days. A parent/guardian may request a review by the hearing officer. If a student is suspended due to gross disobedience or misconduct on a school bus, the Board may suspend the student in excess of ten (10) school days for safety reasons. While suspended from school, students are not allowed to be on school property or at school functions.

G. Review of Hearing Regulations - Upon request of the parents/guardians, the hearing officer shall review such action of the principal, assistant principal or dean. A request for review must be made within five (5) school days after the date of the notice of suspension. A hearing shall be convened promptly, but no later than 10 school days after the District's receipt of such request. At the review, the parents/guardians of the student may appear and discuss the suspension with the hearing officer and may be represented by counsel. The student shall have the right to question District witnesses and present evidence on his or her own behalf. Whenever there is evidence that mental illness may be the cause of the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. The hearing officer shall report to the Board and provide a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of its hearing officer, the Board may take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall detail the specific act of gross disobedience or misconduct resulting in the decision to suspend as well as a rationale as to the specific duration of the suspension.

H. Review Hearing Procedure

- a. The review hearing shall be held at a time convenient to the parents/guardians and to the school administration
- b. The hearing officer shall act as the presiding officer
- c. The school administration shall proceed first and the student may then proceed
- d. All participants shall be subject to inquiry by both parties
- e. The review proceedings will always be held in private
- f. The hearing officer may record the proceedings and provide a copy to the parents/guardians for the cost of copying, if so requested, in accordance with other school student records.
- g. The hearing officer will conduct the review. The hearing officer must issue a written report of his/her findings, including a summary of the evidence and testimony provided by each party, to the Board of Education.
- h. At the meeting the Board shall review the written report and take such action as it deems appropriate.
- i. If there is a pending request for a suspension review hearing when an expulsion is recommended, the review hearing will be consolidated into one hearing with the Board.
- j. Board action will:
 - Establish if all district policies and procedures have been followed;
 - Establish whether the school Rights and Responsibilities Code was violated; and
 - Establish whether suspension is an appropriate consequence.

If the suspension is reversed by the Board of Education, the student's record shall be expunged of all notations or remarks regarding the suspension.

Students who are suspended can, and are expected to, make up all school work missed during the suspension.

XI. STUDENT EXPULSION GUIDELINES

The Board of Education is authorized to expel students with or without services who are guilty of gross disobedience or misconduct for a period not to exceed two (2) full calendar years.

A. Expulsion Guidelines - The student and/or parent/guardian shall be due the following procedural protections:

1. **Written Notice**-Prior to expulsion, a student shall be provided written notice to appear at a hearing to determine whether the student should be expelled. The Board shall provide written notice to the parent/guardian by registered or certified mail, return receipt requested. The notice shall include:
 - a. The time, date and place of the hearing.
 - b. A brief description of what will happen during the hearing.
 - c. Detail of the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. A statement that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, and determined on a case-by-case basis.
 - e. Ask that the student or parent/guardian or attorney inform the Superintendent or designee or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. **Hearing**- The hearing shall be conducted by the School Board or a hearing officer appointed by it. At the hearing, the board or hearing officer shall state the reasons for dismissal and the date on which the proposed expulsion is to become effective. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended

expulsion, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board.

3. **Evidence-** During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide:
 - a. 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
 - b. evidence of the threat or disruption posed by the student.

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

4. **Board Action-** If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would: (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

In addition to the procedures set forth above, the expulsion of special education students shall comply with the requirements of the Individuals with Disabilities Education Act, 20 U.S.C. S 1400 et.seq. and Board Policy 7:230.

Students are not allowed to receive credit from District 308 during the period of expulsion. Students are not allowed on school property or to attend school-sponsored activities during their expulsion.

XII. CODE OF CONDUCT: Athletic and Extra-Curricular Activities

Extra-curricular and interscholastic activities are strictly voluntary. Those who participate must give extra time and effort. The student has the privilege of participating in a well-organized program for which the school provides coaches, sponsors, equipment, and facilities. District 308 expects exceptional conduct from those who try out and participate in these athletic/activity programs. Student participants must conduct themselves as good citizens and exemplars of their schools at all times, 12 months of the year while in and out of season. It applies at all times including both school related and unrelated activities and events. The district particularly expects student participants to meet high standards with regard to academic requirements, honesty, school citizenship, and sportsmanship. Students whose behavior or conduct does not meet this standard will lose the privilege of participating in district sponsored or organized athletic and activity programs. School-sponsored or supported athletic and extra-curricular activities include, but are not limited to: all activities sanctioned by the IHSA. Co-curricular activities that are linked to a student's grade will not be considered a school-sponsored or supported athletic or extra-curricular activity.

A. Requirements for Participation

1. **Written consent** of a parent, guardian and/or student who is 18 years of age.

2. **A current physical** (for athletics only). According to Illinois High School Association rules, a current physical is valid for 395 days. Therefore, typically a physical administered in the summer would cover all sports.
3. Compliance with all rules and regulations of the IHSA and School District 308 Rights and Responsibilities as well as the random drug testing policy and procedures.
4. **Purchase of student school insurance** (for athletics only) unless waived by a parent or guardian. It should be noted that football insurance is separate.
5. **Good academic standing.** A student shall be doing passing work in at least twenty-five (25) credit hours of high school work per week and must be taking a minimum of five classes. Students shall, unless they are entering high school for the first time, have credit in school records for twenty-five (25) credit hours of high school work for the previous semester. This means that as a minimum, students will need to pass five (5) classes per day, five (5) days per week which is equivalent to 25 credit hours per week, to be eligible to participate. A student must be passing 25 credit hours (25 credits) per semester to be eligible for the following semester. If a student is ineligible for six weeks during the season, the school reserves the right to remove them from the team.
6. **Payment of fees.** A User Fee (for athletics only) must be paid to the athletic office prior to the first scheduled contest of each sport.

B. Rules for Participants - The District 308 community is proud of the young men and women who represent them in interscholastic and extra-curricular activities and their reflection on the district and the community at large. For this reason, a participant must agree to constantly uphold the highest standards of behavior and decorum while agreeing to abide by the following rules during the school day and after school hours, twenty-four (24) hours a day, seven (7) days a week, twelve (12) months a year.

1. Participants will not possess or use tobacco (including chewing tobacco or any e-cigarette or vaping devices).
2. Participants will not possess or use alcoholic beverages.
3. Participants will not possess or use any illegal drug or controlled substance.
4. Participants will not be involved in theft and/or the willful damage of equipment or property.
5. Participants will not host a party or have the participant's parent/guardian or family member host a party at which the following are permitted for minors: illegal consumption of alcohol, use of controlled substances, steroids, or look-alike drugs.
6. Students will not be involved in gross misconduct or disobedience as defined in district's Student Rights and Responsibilities Code, which could result in an in-school or out-of-school suspension.
7. Any elected or chosen captain of his or her sport/activity will lose this title for the entire season for any violation of this Code of Conduct.

C. Tobacco Violations - The consequences for violating this Code of Conduct shall be based on a student's participation in sanctioned athletics/activities during all four years of high school. Offenses and consequences are carried over from one sport/activity to the next and from one school year to the next until the entire penalty is served. Furthermore, the student must finish the season in good standing. The school administration may, in its sole discretion reduce the consequences on a case-by-case basis, as the interests and safety of the school require.

First Offense: The student shall be suspended for 10 percent of the athletic/activity full seasons scheduled contests/events for the current sport/activities including state series or playoffs as appropriate. (i.e. if the violation is 10 % and there are 20 games in the season then the student is suspended for 2 games)

Second Offense: The student shall be suspended for 20 percent of the athletic/activity full seasons scheduled contests/events for the current sport/activities including state series and playoffs as appropriate. (i.e. if the violation is 20 % and there are 20 games in the season then the student is suspended for 4 games)

Third Offense: The student shall be suspended for 50 percent of the athletic/activity full seasons scheduled contests/events for the current sport/activities including state series and playoffs as appropriate. (i.e. if the violation is 50 % and there are 20 games in the season then the student is suspended for 10 games)

Fourth Offense: The student shall be suspended from all District 308 athletic/activity programs for the remainder of the student's high school career.

D. Social Media Violations - If a student that is involved in extracurricular activities has social media activity that is found to be inappropriate in accordance with this policy, he/she may be subject to the following consequences:

1. A written warning
2. A meeting with the Director of Athletics and Head Coach
3. Penalties as determined by the athletic department, including but not limited to, possible suspension from his/her team, expulsion from his/her team and/or loss of some or all of his/her playing time.

E. Hazing Violations - The District shall annually inform students, parents, coaches, sponsors, volunteers and District staff that hazing of District students is prohibited by means of:

1. Distribution of written policy through inclusion in the student handbook;
2. Verbal instructions by the coach or sponsor at the start of the season or program; and
3. Posting of notice/signs.

Guidelines: Complaint Procedure

1. When a student believes that he/she has been subjected to hazing, the student shall promptly report the incident, orally or in writing, to the Building Principal.
2. Principal shall conduct a timely, impartial, thorough and comprehensive investigation of the alleged hazing.
3. Principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint.

Copies of the report shall be provided to the complainant, the accused and others directly involved, as appropriate. If the investigation results in a substantiated finding of hazing, the Principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the appropriate student discipline handbook. Additionally, the student, in accordance with the appropriate academic/extracurricular code, shall be subject to disciplinary action by the coach of sponsor, up to and including removing from the activity.

F. All Other Violations - The consequences for violating this Code of Conduct shall be based on a student's participation in sanctioned athletics/activities during all four years of high school. Offenses and consequences are carried over from one sport/activity to the next and from one school year to the next until the entire penalty is served. Furthermore, the student must finish the season in good standing. The school administration may, in its sole discretion, reduce the consequences on a case-by-case basis, as the interests and safety of the school require.

First Offense: The student shall be suspended for 25 percent of the athletic/activity full seasons scheduled contests/events for the current sport/activities including state series or playoffs as appropriate (i.e. if the violation is 25 % and there are 20 games in the season then the student is suspended for 5 games). Students who commit violations of the Code of Conduct may seek a reduction in their penalty for the first such offense during his or her career as follows:

1. If the student voluntarily admits to a coach/sponsor or athletic director/administrator, a violation of the Rules for Participants in the Code of Conduct either in person, via phone call or e-mail by 4 p.m. of the next official school day, the suspension may be reduced to 10 percent of the contests/activities.

2. If the student who does not voluntarily admit to the offense participates in and successfully completes a district-approved decision-making counseling program at his or her own expense, or provides proof of ten hours of approved community service, the suspension may be reduced to 10 percent of the contests/activities.

Second Offense: The student shall be suspended from all District 308 athletic/activity programs for 50 percent of the athletic/activity full seasons scheduled contest/events for the current sport/activities including state series or playoffs as appropriate. (i.e. if the violation is 50 % and there are 20 games in the season then the student is suspended for 10 games)

Third Offense: Student shall be suspended from all District 308 athletic/activity programs for 1 calendar year.

Fourth Offense: A student who is found to have committed a fourth violation of the Code of Conduct shall be suspended from all District 308 athletic/activity programs for the remainder of the student's high school career.

G. Specific Violations Related to Alcohol, Drugs, and/or Controlled Substances

Possession or use of alcoholic beverages, any illegal drug or controlled substance by a participant.

First Offense: The student shall be suspended for 50 percent of the athletic/activity full seasons scheduled contests/events for the current sport/activities including state series or playoffs as appropriate (i.e. if the violation is 50 % and there are 20 games in the season then the student is suspended for 10 games). Students who commit violations of the Code of Conduct may seek a reduction in their penalty for the first such offense during his or her career as follows:

- a. If the student voluntarily admits to a coach/sponsor or athletic director/administrator, a violation of the Rules for Participants in the Code of Conduct either in person, via phone call or e-mail by 4 p.m of the next official school day, the suspension may be reduced to 25 percent of the contests/activities.
- b. If the student who does not voluntarily admit to the offense participates in and successfully completes a district-approved decision making counseling program at his or her own expense, or provides proof of ten hours of approved community service, the suspension may be reduced to 10 percent of the contests/activities.

Second Offense: The student shall be suspended from all District 308 athletic/activity programs for 50 percent of the athletic/activity full seasons scheduled contest/events for the current sport/activities including state series or playoffs as appropriate. (i.e. if the violation is 50 % and there are 20 games in the season then the student is suspended for 10 games).

Third Offense: Student shall be suspended from all District 308 athletic/activity programs for 1 calendar year.

Fourth Offense: A student who is found to have committed a fourth violation of the Code of Conduct shall be suspended from all District 308 athletic/activity programs for the remainder of the student's high school career.

1. Participants arrested for driving under the influence of alcohol or controlled substance will receive a one-year (12 calendar months) suspension from the district's athletic/activity programs. This consequence may not be reduced through voluntarily notification to the district or participation in a counseling program or community service as described above.

2. Participants who host a party where alcohol, controlled substances, steroids, or look-alike drugs are served to minors will receive a 1-year suspension from the district's athletic/activity programs. This consequence may not be reduced through voluntarily notification to the district or participation in a counseling program as described above.

H. Process for Issuing Penalties and Consequences - Students who are alleged to have violated this Code of Conduct shall meet with the school's athletic/activity director to explain the incident prior to any consequence being applied. Students and parents/guardians who wish to appeal a consequence administered under this Code may seek a review of the athletic/activity director's determination and consequence by filing a written request for review with the principal within five calendar days of the determination of the consequence. The principal or designee shall convene a meeting with the student and his or her parent/guardian to allow the student and parent/guardian to offer an explanation, and/or demonstrate that the Code was not violated. The decision of the building principal shall be final for first through third offenses. Upon violation of a fourth offense, students and parents/guardians may choose to appeal the decision of the building principal to the Superintendent or designee.

I. SD308 Random Drug Testing Policy - The District maintains an extracurricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation. Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign the District's "Random Drug and Alcohol Testing Consent" form will result in non-participation. If a test is "positive," the student will not participate in extracurricular activities until after a "follow-up" test is requested by the Principal or designee and the results are reported. The Principal or designee will request a "follow-up" test after such an interval of time that the substance previously found would normally be eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities. If a "positive" result is obtained from the "follow-up" test, or any later test, the same previous procedure shall be followed. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

J. IHSA Performance Enhancing Drug Testing Policy - As a prerequisite to participation in IHSA athletic and school sponsored activities, all participants must agree not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Drug Testing Program Protocol. Students may be asked to submit to testing for the presence of performance-enhancing substances and must agree to submit to such testing and analysis by a certified laboratory. Also, results of the performance-enhancing substance testing may be provided to certain individuals in the high school as specified in the IHSA Performance-Enhancing Drug Testing Program Protocol which is available on the IHSA website at www.IHSA.org. Results of the performance-enhancing substance testing will be held confidential to the extent required by law. Students who fail to provide accurate and truthful information could be subject to penalties as determined by IHSA. A complete list of the current IHSA Banned Drug Classes can be accessed at:

http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA_banned_substance_classes.pdf