

STUDENT REGULATORY POLICY 2015-2016 DEANS – ATTENDANCE (708)467-5800

Denise Ghaoui: Dean (A-F) (708)467-5805
Angela Verde: Dean (G-N) (708)467-5806
Vince Loizzo: Dean (O-Z) (708)467-5804

Anna Salazar: Dean Secretary (A-F) (708)467-5802
TBD: Dean Secretary (G-N) (708)467-5803
Gabriela Wagner: Dean Secretary (O-Z) (708)467-5801

DISCLAIMER

Argo Community High School District 217 provides this Student Regulatory Policy, which includes a summary of some School Board policies, and revises it annually. However, the Student Regulatory Policy does not contain all Board policies, and changes may be made to Board policies throughout the year without notice. Accordingly, the authoritative source for understanding student rights and responsibilities is the current District Board Policies available online. To access those searchable policies, please go to argohs.net and click the "Board Info" link. From the next page, click the "School Board Policy" link.

STUDENT PLANNER

We believe that in order to fulfill our mission students need to learn organizational skills. We have created a student planner that is not only a resource of information, but also a calendar, a tool to track a student's location, and an assignment notebook. Inside the student planners are weekly hall passes that allow students to use all the academic and physical functions of the school including; the LRC, Math Resource, the Writing Lab, the PPS Department, and the restrooms. ACHS students are required to carry their planners at all times while at school.

GENERAL INFORMATION

Students, as citizens and residents of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers and administrators have a responsibility to respect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing rights of the individuals with the rights of society is as valid in the educational community as it is in the larger community. There are certain special responsibilities required of a citizen who is a student in school and these responsibilities can be achieved in a harmonious way by subscribing to the six pillars of character outlined below.

Six Pillars of Character (as defined by the Josephson Institute of Ethics)

These are six pillars of character that all people should strive to live by. These pillars represent discrete ethical concepts that function as moral truths and act as guidelines for desired social behavior and for making sound decisions. These pillars help people to see what unites our diverse and multicultural society. Finally, these principles act as filters through which to process our decisions and hence improve our character.

1. **Trustworthiness:** this concept requires honesty, integrity, reliability and loyalty. Honesty in communication requires truthfulness (an obligation not to lie), sincerity/non-deception (an obligation not to mislead or be deceptive) and candor (an obligation to volunteer information that another person needs to know). Honesty in conduct prohibits stealing, cheating, fraud, subterfuge and other trickery. Integrity implies personal rules of conduct that are based on acceptable social morals and behavior that do not vary with different situations. Reliability creates the responsibility of making all reasonable efforts to fulfill our commitments. Loyalty is a moral responsibility to promote and protect the interests of certain people, organizations or affiliations.
2. **Respect:** this concept requires civility, courtesy, decency, autonomy and tolerance. Civility, courtesy and decency refer to treating others with consideration and not to resort to intimidation. Autonomy requires an ethical person to provide information so other people can make informed decisions about their own lives. Tolerance requires an ethical person not to pre-judge people and accepts them without prejudice.
3. **Responsibility:** means being in charge of our choices and thus, our lives. It means being accountable for what we do and recognizing that what we do or not do matters. Accountability requires leading by example and not shifting blame to others or claiming credit of others. Pursuit of excellence requires a willingness to do our best through diligence, perseverance (finish what we start), and continuous progress (constantly looking for ways to do the job better). Self-restraint requires us to exercise self-control, restrain appetites (i.e. lust, hatred, gluttony, greed and fear) to set a good example.
4. **Fairness:** involves issues of equality, impartiality, proportionality, openness, and due process. Refers to making decisions without favoritism or prejudice and correcting mistakes promptly and voluntarily.
5. **Caring:** this is the heart of ethics and means to be genuinely concerned with the welfare of others.
6. **Citizenship:** includes civic virtues and duties that show us how to behave as part of a community, exercising responsibilities of a member of a self-governing democratic society and doing our "fair share" to make society work now and in the future.

ENROLLMENT

Residency: Only resident pupils are entitled to tuition-free enrollment in ACHS. The District will verify residency of students each school year. The District will presume a child to be a resident of the District if the person who has legal custody of the student resides within District boundaries on a full time basis. Information establishing residency and legal custody must be presented to the District at registration.

Required Records: In addition to the records required to establish student residency, a person enrolling a student for the first time in a District school must provide (i) a certified copy of the student's birth certificate or (ii) other reliable proof, as determined by the State Police, of the student's identity and age. If a person enrolling a student fails to produce a birth certificate, he or she must provide an affidavit explaining the inability to produce a copy of the birth certificate. The District will notify the police if a person enrolling a student fails to comply with the requirement within 10 days of enrollment or submits an affidavit that appears inaccurate or suspicious in form or content.

All students enrolling in ninth grade or enrolling for the first time in Illinois schools must also provide proof of a health examination and immunizations against communicable diseases and any required physical examinations. If a student's parent/guardian objects to any or all of the health or immunization requirements on religious grounds or if the student is exempt from these requirements on medical grounds, proper documentation must be provided. For religious objections, the parent/guardian must present a signed statement detailing the grounds for the objection, including the specific religious belief with which the health or immunization requirement conflicts. For medical exemptions, the examining physician must provide written endorsement of the contraindication on the Health Examination Form. If

necessary, the form will be forwarded to the Illinois Department of Public Health for review and approval/disapproval, and the District will honor the recommendation of the Department.

Homeless Students: Homeless students are protected under state and federal law. A homeless student is one who:

1. lacks a fixed, regular and adequate nighttime place of abode;
2. is abandoned in a hospital or awaiting foster care placement; or
3. has a primary nighttime place of abode that is:
 - a. shared with others due to loss of housing, economic hardship, or a similar reason (e.g., motels, hotels, trailer parks, or camping grounds);
 - b. a supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
 - c. an institution that provides a temporary residence for individuals intended to be institutionalized; or
 - d. a public or private place not designated for or ordinarily used as a regular sleeping accommodation, i.e. cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Homeless students may be enrolled, even if they lack the records normally required to establish residency, if the student was a resident of the District immediately before the student became homeless, if the student was last enrolled in the District, or if the student's temporary residence is located within District boundaries. No homeless student is required to attend a separate school for homeless students.

Homeless students shall be provided equal access to all education programs and services for which they are eligible and that non-homeless students enjoy including transportation services, educational services, and meals through school meals programs. Homeless students will not be stigmatized by school personnel.

For more information regarding the educational rights of homeless students, contact the District's Homeless Student Liaison, Ms. Allison Bean, Social Worker, at 708-467-5819 or abean@argohs.net.

Transfer Students: A person enrolling a transfer student must provide evidence that the student is in "good standing" and that the student's medical records are up to date. Students who transfer to ACHS and who are currently on suspension or expulsion from another school will not be admitted to ACHS until the suspension or expulsion is complete.

STUDENTS WITH DISABILITIES

The District provides a free appropriate public education in the least restrictive environment and necessary related services to all enrolled students with disabilities eligible for such services under the Individuals with Disabilities Act (IDEA), the School Code, Section 504 of the Rehabilitation Act of 1973, and/or the Americans with Disabilities Act (ADA). The District also complies with the Care of Students with Diabetes Act, 105 ILCS 145/1 *et seq.*, including providing diabetes care plans to eligible students as required by state law. Inquiries regarding the identification, assessment, and placement of such children should be directed to Mr. Dan McCarthy, Department Chair for Pupil Personnel Services, at 708-467-5808 or dmccarthy@argohs.net.

ENGLISH LANGUAGE LEARNERS

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. For further information, please contact Mr. Tommy Jankowicz, Languages Department Chair, at 708-467-5622 or tjankowicz@argohs.net.

PRIVACY AND THIRD PARTY SURVEYS

Surveys

Third party student surveys and questionnaires are those that are created by a person or entity other than a district official, staff member or student. Third party student surveys and questionnaires will be administered at the discretion of the superintendent and only when they serve to advance the district's educational objectives. Notice will be provided to parents prior to the administration of third party surveys or questionnaires, and parents will, upon their request, be permitted to inspect the survey or questionnaire within a reasonable time of their request.

The District will obtain prior written parent consent prior to administering any survey by the district, student or third-party, that reveals the following information regarding:

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

Prior to giving consent, parents will be given an opportunity to review the survey upon request. School staff will not disclose the identity of any student who, upon written consent of the parent/guardian, completes any survey or evaluation regarding the above items.

Selling or Marketing Student Personal Information

Selling or marketing students' personal information is prohibited, and under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

Instructional Material

A student's parent(s)/guardian(s) may inspect, within a reasonable time of a request, any instructional material used as part of their child/ward's educational curriculum. The District may provide classes and courses providing instruction in recognizing and avoiding sexual abuse. Parents may object to their child's participation in such classes, and refusal to take or participate in such class or course after a written objection is made will not be reason for failing, suspending, or expelling such a pupil. Objection to this or any other instructional material should be made in writing to Mr. Tim Clark, Principal, at 708-467-5501 or tclark@argohs.net.

Student and Family Privacy Rights

Please refer to Board of Education Policy 7:15, Student and Family Privacy Rights, for the District's comprehensive policy regarding student and family privacy rights. A copy of the policy is available on request from Dr. Kevin O'Mara, Superintendent, at 708-467-5510 or komara@argohs.net.

ACADEMIC DISHONESTY/PLAGIARISM POLICY

Academic Dishonesty includes, but is not limited to:

- a. Copying other students' work.
- b. Representing someone else's work as one's own.
- c. Allowing others to copy one's work.
- d. Using unauthorized sources on tests or papers.

Plagiarism (per DePaul University definition) includes, but is not limited to:

- a. The direct copying of any source, such as written and verbal material, computer files, audio discs, video programs, or musical scores, whether published, in whole or in part, without proper acknowledgement that it is someone else's.
- b. Submitting as one's work a report, examination paper, computer file, lab report or other assignment that has been prepared by someone else. This includes research papers purchased from any other person or agency, used in whole or part.
- c. The paraphrasing of another's work or ideas without proper acknowledgement.

A teacher has discretion to determine whether plagiarism has occurred. A student has the right to appeal a teacher's decision to the Department Chair who will review the case with the student, parent(s)/guardian(s) and teacher. Any further appeal will go to the building principal.

Consequences for plagiarism include but are not limited to:

1. A zero for the assignment.
2. Possible withdrawal/failure from the class.
3. Repeated offenses will result in a dean's referral with possible disciplinary action.

Consequences may be more severe for incidents of plagiarism that are obvious or that involve a major project for the quarter.

VIDEO SURVEILLANCE

To assist in maintaining security and to deter inappropriate conduct, Argo Community High School District 217 may position video cameras and/or monitors in public areas of school property, such as in hallways, stairwells, the gymnasium, the cafeteria, school buses, computer labs, LRC and exterior locations of school buildings. Appropriate disciplinary action may be taken for misconduct which is recorded or observed from the camera.

SCHOOL SPONSORED EVENTS/DANCES

Attendance at school sponsored social and sporting events is a privilege for our students. Students must attend school for at least four class periods on the day of the event, or the previous attendance day if the event occurs on a non-attendance day, to be eligible to attend that event. Students must attend school for the entire day on the day of the event or the previous attendance day if the event occurs on a non-attendance day if they are attending school dances (ex. Senior Banquet, Prom, homecoming, etc.) The administration reserves the right to deny this privilege to students who display unacceptable or inappropriate behavior (as defined in our student regulatory policy) that may be counterproductive to these events. A student cannot attend a school event while on suspension. Students' transportation must pick up the student(s) within 30 min of the event ending.

DANCE RULES

Students must present a current school ID card to be admitted to an ACHS dance.

Guests will be admitted only if:

1. the student submits a signed approved guest request form at the door;
2. the guest presents appropriate identification, such as a state-issued photo identification or school identification card, at the door; and
3. the guest is not an elementary school student or 21 years old or older.

Student guests may be refused entrance to a dance at the discretion of school officials.

Students and guests must follow all rules and regulations of the school while in attendance at the dance and are subject to the rules (including the dress code) and consequences of the disciplinary code. Dancing which is provocative in nature or sexually suggestive is not allowed. Students may not enter a dance later than one hour after the dance starts. The "one time in" rule will be enforced, which means that once you are in the dance and you leave, you will not be allowed to come back in. Students must attend school for the entire day on the day of the dance or the previous attendance day if the dance occurs on a non-attendance day if they are attending a school dance (ex. Senior Banquet, Prom, etc.). Behavior at dances may effect participation and/or attendance at other school events including Prom and graduation.

CAFETERIA

All students will eat their meals in the cafeteria, whether they bring them from home or purchase them at school. Good manners and respect for others are expected, so that the meal period can be enjoyed by all students. The following cafeteria rules must be observed:

1. Deposit paper and plastic products in the containers provided.
2. Place trays on the shelf of the containers provided; do not leave trash behind on the table.
3. Restrict eating to cafeteria only.
4. Students must be seated while eating.
5. Throwing food, drink or other items at other students is strictly prohibited.
6. Students shall not save seats for other students.

7. Loud talking, yelling, screaming, and other disruptions are prohibited.
8. Students shall not trade food or allow another student to use their ID to purchase food or drink.
9. Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machines, and must wait in line to use the machines.
10. Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
11. Students shall not leave the cafeteria until the appropriate tone rings or otherwise directed by staff.
12. Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
13. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
14. Students shall report spills and broken containers to cafeteria staff immediately.
15. All other school rules will apply.

Students must follow reasonable requests of the cafeteria staff and supervisors. Violations of any of the above will result in appropriate disciplinary action.

LOITERING

Students may not be in unauthorized areas of the building or grounds at any time. Students are expected to exit the building at the conclusion of their last class and/or school event unless they are under the supervision of staff members. Any student not abiding by these rules will be deemed insubordinate and subject to disciplinary action.

SALE, DELIVERY OR DISTRIBUTION OF GOODS

Students may not sell any items during school or at any school related event without prior written approval of school administration or the appropriate governing body which approves such sales. Approval will be given only to school sponsored groups for food items for fundraising purposes consistent with federal and State law. Food items intended for celebrations should not be brought into the school for distribution. Food items are not to be delivered during school hours. If items are delivered by a parent/guardian, they must be dropped off at the main entrance, and students can pick up these items during their passing periods. Students will not be called out of class to get these items, unless it is an emergency.

REPORTING STOLEN PROPERTY

STUDENTS ARE NOT TO BRING VALUABLES OR LARGE SUMS OF MONEY TO SCHOOL unless prearranged through the Deans' Office. **Argo Community High School is not responsible for lost or stolen property and will not investigate the theft of items that do not support a student's education (for example: cell phones, iPods, MP3 players, cameras, etc.).**

Any student who suffers property loss in school and has reason to believe (s)he is a victim of theft should report the loss immediately to the Deans' Office. Theft of cash or property in excess of \$100.00 in value will be reported to the local police.

STUDENTS LOCKS/LOCKERS

Lockers are the property of the school and students have no expectation of privacy in their personal property left in lockers. Officials, local police, and administrative designees may search lockers at any time, without notice or consent, including with specially trained dogs/canine units.

At all times, lockers are to be treated with care. School Students are responsible for damage done to their lockers. Students are not allowed to share lockers. All students must use school issued locks on their hall lockers and PE lockers.

SEARCH AND SEIZURE

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, students, and their personal effects. Reasonable seizures may be affected where warranted. "School authorities" includes school liaison police officers.

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left by a student within them, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The administration may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained canine units.

Student Accounts or Profiles on Social Networking Websites

School authorities may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy.

Students

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

Seizure of Property

If a search produces evidence that the student has violated or is violating the law, school rules, or District policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

STUDENT ASSISTANCE TEAM

Students who are referred to the Deans' Office for use and/or possession of illegal substances will be referred to the Student Assistance Team for review. For further information contact Mr. Dan McCarthy, Department Chair for Pupil Personnel Services, at 708-467-5808 or dmccarthy@argohs.net.

PEER MEDIATION

Students involved in conflicts may be referred to Peer Mediation or may request to participate in Peer Mediation. Peer Mediation is a proactive means of students resolving differences. Students requesting Peer Mediation should contact Mrs. Allison Bean, Social Worker, at 708-467-5819 or abean@argohs.net.

ELECTRONIC DEVICES

All audio, video, and other electronic devices including, but not limited to, cell phones, headphones, and MP3 players **are to be shut off and kept out of sight during the school day between 7:55 a.m. and 2:55 p.m.** *Cell phones, iPods, and MP3 players will be allowed in the cafeteria. If a student is listening to music in the cafeteria, then they must have headphones on and the sound cannot be audible to others. These devices cannot be visible outside the cafeteria.* Electronic devices are not to be used for any reason during the school day, unless: (a) use of the device is provided in a student's IEP or 504 plan; (b) use of the device is permitted by the District's Bring Your Own Technology (BYOT) program; or (c) the device is needed in an emergency that threatens the safety of students, staff, or other individuals. Electronic devices are not to be used for photographic or video-recording purposes on school property at any time. If a student is caught recording and/or taking photos of another student or staff member without their knowledge, they could receive a consequence for a major infraction.

Argo Community High School is not responsible for lost or stolen property and will not investigate the theft of items that do not support a student's education (for example: cell phones, iPads, iPods, MP3 players, cameras, etc.). If a student refuses to allow an electronic device to be confiscated it will be considered gross insubordination and may result in an external suspension or other disciplinary consequences.

Consequences for an electronic device that is visible or not turned off:

1st offense: The electronic device will be confiscated for the remainder of the school day and the student will receive a detention.

2nd offense: The electronic device will be confiscated, the student will receive an extended detention, and a parent/guardian must pick up the phone between 7:30a-3:30p (Monday-Friday).

3rd offense: The electronic device will be confiscated, the student will receive an ISS, and a parent/guardian must pick up the phone between 7:30a-3:30p (Monday-Friday).

4th offense and beyond: The electronic device will be confiscated, the consequence will be determined by the Deans' Office, and a parent/guardian must pick up the phone between 7:30a-3:30p (Monday-Friday).

* Cell phones, cameras, etc. are strictly prohibited in the locker room and bathroom. Electronic devices confiscated in the P.E. locker room will require a parent/guardian pick up starting with the 1st offense.

DRESS CODE

The following rules were designed to meet the needs of Argo Community High School. Compliance is reasonable and necessary for the administration of an orderly school program. The decision as to whether a student has violated the dress code will be determined at the discretion of the administration. Inappropriately dressed students may be sent home from school and/or disciplined. Nothing in the Dress Code will prevent a student from wearing clothes or other materials for religious or medical reasons with prior written approval from Mr. Vince Loizzo, Dean of Students, at 708-467-5804 or vloizzo@argohs.net.

Rules:

1. Clothes, tattoos, jewelry, piercings, and/or accessories, which endanger the health and safety of students or disrupt the school atmosphere or staff, are not permitted. This includes any items that the school administration reasonably believes suggest gang affiliation or violence; promote the use of, refer to, or depict illegal substances, including alcohol, weapons, and controlled substances or sexual innuendo and/or activity; and refer to or include depictions of weapons of any kind.
2. Students are not permitted to wear hats, other head coverings, bandannas, sweatbands, sun glasses or outerwear (including jackets and outdoor vests) in the school building during the school day. Students are not allowed to carry these items. They must be placed in their lockers.
3. Students may not display or wear pocket chains and/or other metal objects which may be used as a weapon.
4. Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Students are not allowed to wear revealing clothing; as such clothing may draw undue attention to them and may disrupt the educational process. Prohibited clothing includes, but is not limited to, halter tops, tank-top style shirts, low cut tops, and spandex outfits worn alone (see #7 below). All shorts, skirts, and dresses must extend below the fingertips when the arms are hanging down on the side; all tops must cover and meet at the waistband all the way around the student's pants, shorts or skirt; and all shoulder straps must be at least 2 inches wide. Male students must wear shirts with sleeves.
6. Students shall not wear pants that sag or fit below the waist. All pants must fit around the waist and be properly fastened. **Underwear must not be exposed.**
7. Tights/nylons and/or spandex type clothing are not to be worn alone. They may be worn under clothing that extends below the fingertips when the arms are hanging down on the side.
8. A student may be subject to discipline if a school administrator reasonably believes that the student's dress causes or could reasonably and foreseeably cause a substantial disruption of the orderly process of school functions or endanger the health or safety of the student, other students, staff or others.
9. When a student is in class, his/her purse, handbag, backpack, etc. must be placed on the floor under the desk/table at which the student is sitting.

STUDENT IDENTIFICATION CARDS

All students are required to wear their ID **around their neck on a lanyard** so that it is visible at all times. This ID must be worn outside of or on top of clothing. The ID card is required to ride the bus, borrow library materials, be admitted to athletic and co-curricular activities, to rent books, etc. All students will be issued one ID card free of charge. Replacement ID cards will cost \$5 and lanyards will cost \$2. Students who fail to display their ID around their neck can expect disciplinary consequences. Any student who defaces their ID must replace it at their own cost. Students will not be allowed to use the ID of another student. Students who excessively must replace their ID should expect to receive disciplinary consequences as follows: 3rd=warning/parent contact, 5th=detention, 7th=extended detention, 9th=ISS, 12th and beyond=to be determined by dean.

STUDENT VEHICLES AND PARKING

Students in school parking areas, using motor vehicles on and near school property and using motor vehicles while going to and from school during the school day are subject to the rules and regulations of Argo High School. The school accepts no liability for loss of property or damage to vehicles while on school grounds, including in designated parking lots.

Students with parking passes are required to park in school parking lots. Bus transportation to and from school is provided, so there is no right to a parking pass to allow a student to drive to or from school. Parking passes will only be issued to senior students on a first come first serve basis, subject to the approval of the Dean's Office. Students who consistently violate the rules and regulations in the student regulatory policy will not be issued a parking pass. Senior students who wish to apply for a parking pass should apply with the Deans' Office. Students who have had their parking privileges revoked and continue to park on school property will be guilty of gross insubordination and subject to suspension from school.

Students can only park in the area designated for student parking. The student parking areas are as follows: the VFW parking lot and the east parking lot. Students may not park in the parking lots designated for teachers or visitors. Visitors' parking is designated in the west parking lot. No vehicles may be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Student cars parked in the teachers' lot or visitor parking spaces and any cars parked in bus and fire lanes are subject to ticketing and/or removal at the owner's expense. Students are not allowed to park on residential streets and are subject to a parking ticket by the Village of Summit (Ordinance 10-13-10B). Other disciplinary consequences may also be assigned (e.g., loss of parking privileges, detention, extended detentions, ISS, and/or OSS) for failure to park in designated areas).

Students have a limited expectation of privacy in cars parked on or near school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

ATTENDANCE

A. Purpose

Regular attendance and application in classes are critical to success in school. ACHS attendance policies are designed to promote an effective learning climate for students and an efficient use of teacher time.

B. Definitions

1. Absence: Any class missed for any reason other than a field trip, in-school suspension, suspension, or other administratively excused absence.
2. Excused Absence: An absence **accompanied by a telephone call from the parent or guardian to 467-5800** before 3:00 p.m. on the day of the absence for one of the following reasons:
 - a. Illness;
 - b. Death in the immediate family;
 - c. Family emergency; **or** An absence from school **accompanied by written notice to Mr. Tim Clark, Principal, at 708-467-5501 or tclark@argohs.net at least five (5) days prior to the student's expected absence** for one of the following reasons:
 - c. Scheduled/non-emergency medical appointment, with written proof from a doctor or hospital;
 - d. Court appearance;
 - e. College visit (2 per year w/ appropriate documentation from the counseling office);
 - f. Observance of a religious holiday;
 - g. Family vacation days.

Voice Mail is available 24 hours a day for your convenience. A call from the parent/ guardian should include the following information: student's name, student ID number, reason for absence, name of person calling, and contact number.

In the case of an extended illness, notification on the first day of absence is sufficient. However, the school may require subsequent re-verification from a physician.

AN ABSENCE FOR ONE OF THE ABOVE-MENTIONED REASONS WILL BE CONSIDERED AN UNEXCUSED ABSENCE IF THE PARENT OR GUARDIAN FAILS TO CALL THE SCHOOL BY THE REQUIRED DEADLINES (see #2 above). **Excused absences are counted toward the absence limit of twelve (12), and may still subject the student to being dropped from a class as indicated in Section C below.**

3. Any absence after 12 will be considered UNEXCUSED unless medical documentation is received within two school days of absence to validate the absence(s) and/or is deemed excused by Administration.
4. Unexcused Absence: Any absence that is not an excused absence. Unexcused absences may result in consequences including, but not limited to, detention and in-school suspension.
5. Tardy to Class or Study Hall: **A student is tardy if the student is not physically present in the classroom when the bell stops ringing without written authorization.** Excessive tardiness to class, study hall or lunch will result in disciplinary action. Consequences will be as follows: 3 tardies will result in teacher notification, 5 tardies will result in a detention, 7 tardies will result in an extended detention, 9 tardies will result in an ISS, and 12 tardies may result in possible removal from class.
6. Cut of Class: Any student more than five (5) minutes late to class without written authorization is considered to have cut class. A cut of class may result in consequences including, but not limited to, detention and in-school suspension. Any student reporting more than five (5) minutes late to class must remain in class or face additional disciplinary action.

7. Absence due to medical condition: If a student misses school due to a medical condition, the parent/guardian should contact the Attendance Office to report the absence and the student's counselor to secure all coursework assignments. Upon the student's return to school, they must bring a doctor's note to the Nurse's Office.
8. Closed Campus: ACHS is a closed campus. Students may not leave the school building during the day without authorization from the Deans' Office. The nurse is the only individual that can send a student home sick. Parents are required to sign out of the building before they leave the campus. Violation of the closed campus rules may result in consequences including, but not limited to, detention and in-school suspension.

C. Consequences Related to Poor Attendance

Students are expected to attend school every day. Consequences for absences are:

- 5 absences will result in parent/guardian notification by mail from an administrator
- 7 absences will result in parent/guardian notification from the counselor
- 9 absences will result in the teacher contacting the parent/guardian
- 12 absences may result in the student being dropped from class. If a student is dropped from class, the student's parent or guardian may appeal to the assistant principal for possible reinstatement. Teacher input will be considered before reinstatement will be permitted. Students may also be placed in the TARE Program if under the age of sixteen.

D. Truancy

In accordance with the School Code, the District will take no punitive action against a chronic or habitual truant for truancy (including out of school suspensions, expulsions or court action) unless available supportive services and other school resources have been provided to the student. Students who are identified as chronic or habitual truants will be reported to the office of the South Cook Intermediate Service Center. A "chronic or habitual truant" is a child subject to compulsory school attendance who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

Consequences for **unexcused absences** are:

- Absent from school all day without a parent/guardian phone call may result in, but not limited to, two detentions.
- Absent from one class may result in, but not limited to, one detention.

Argo Community High School believes that in order to fulfill our mission, regular and punctual attendance is essential. The ACHS Deans' Office will work in conjunction with the Summit Police Department to notify, warn, and enforce ORDINANCE NO. 10-O-11, Section 6-1-84 which states that it is unlawful for any parent, guardian, or person having custody or control of a minor enrolled in any school located in the Village of Summit to cause, permit, or encourage that minor to be truant or engage in chronic truancy. For more information regarding truancy, please contact the Deans' Office at 708-467-5800.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

E. Make Up Work

1. Students who miss school for an excused absence are responsible for collecting all assignments missed. Students who miss school due to a suspension must contact their guidance counselor to secure their assignments for a suspension longer than five days. The coursework that is provided to the guidance counselor must be picked up by a parent/guardian before the suspension ends. Upon the student's return to school they are allowed the length of the suspension (school days) to complete and turn in these assignments.
2. Major papers due prior to the end of the absence are still due on the original date. It is the student's responsibility to submit the paper to the instructor.
3. Tests, labs, or quizzes administered during the student's absences are to be made up on the student's return by arrangements made with the teacher. Students may be given the opportunity to stay after school or arrive early to school to make up work that they missed.
4. Students who miss school for an unexcused absence will not be allowed to make up missed work.

DISCIPLINE (GENERAL)

A student may be subject to discipline for gross disobedience or misconduct, which includes but is not limited to the minor and major infractions listed below. Any serious misbehavior or behavior that impairs a positive school climate and an optimum learning environment can be gross disobedience or misconduct which, at the discretion of the principal or deans, may warrant discipline, up to and including a suspension or a recommendation for expulsion to the School Board. School authorities are also authorized to impose other disciplinary measures for gross disobedience or misconduct, such as peer mediation and other consequences allowed by the District's policies and guidelines on student discipline. Repeated misconduct may warrant more severe consequences than individual violations, even each individual violation itself might not warrant such a consequence.

Gross disobedience or misconduct includes, but is not limited to, misconduct that occurs:

- on or within sight of school grounds, before, during, or after school hours, or at any other time when the school is being used by a school group or for a school or school-sponsored activity, function, or event;
- off school grounds at a school-sponsored activity, function, or event, or at any activity, function, or event that bears a reasonable relationship to school;
- while traveling to or from school, a school-sponsored activity, function, or event, or any activity, function, or event that bears a reasonable relationship to school;
- anywhere, if the conduct (1) creates a risk of substantial disruption of the school environment, school operations, or an educational function of the school; or (2) invades the rights of others, including, but not limited to, conduct that may reasonably be considered to be a threat to another student or staff member or a threat to the safety of students, staff, or school property.

The following is a list of minor and major infractions. This list is not all-inclusive, and any serious misbehavior or behavior that impairs a positive school climate and an optimum learning environment not included on this list can lead to discipline.

A. Minor Infractions of the following kinds will generally be dealt with by assignment of detentions and/or in-school suspension. The principal and deans also have discretion to assign a suspension or recommend an expulsion to the Board of Education.

Examples of minor Infractions are:

- Insubordination toward staff
- Use of profanity/obscenity and/or inappropriate language
- Academic Dishonesty/Deception

- Leaving campus or class without permission
- Failure to wear ID around neck at all times
- Intentionally misusing a locker or use of a locker not assigned
- Inappropriate public displays of affection
- Inappropriate/unacceptable dress
- Eating/drinking outside of the school cafeteria (e.g., in the hallways, locker room, and field house). Students are allowed to carry and drink bottled water only, and eating is prohibited outside of the cafeteria at all times. Due to safety concerns, water bottles may be prohibited in certain Physical Education activity areas, unless express permission is given by the Dean's office.
- Selling of unauthorized items in school
- Possession and/or use of a laser pointer on school property
- Using or possessing an electronic device or other technology in a manner contrary to school policy.

B. Major Infractions of the following kinds will generally be dealt with by suspension and/or recommendation for expulsion to the Board of Education. The principal or deans may also contact legal authorities and criminal charges may be instituted. Students may also be transferred to an alternative school.

- Fighting
- Multiple fights may result in an expulsion hearing
- Verbal altercations
- Aggressive, physical behavior, and/or dangerous conduct
- Gambling on ACHS premises at any time
- Gross insubordination
- Gross misconduct
- Any verbal or physical threat directed toward a staff member
- Any Incident, which is racially, ethnically or religiously motivated and could be considered a hate crime
- False fire alarms
- Bomb threats
- Use of profanity/obscenity and/or inappropriate language to staff
- Theft/possession of stolen property
- Vandalism/defacing property (tagging is considered destruction to state property)
- Extortion
- Smoking, use, and/or possession of any tobacco products (ex. lighters, rolling papers, electric cigarettes, smoking paraphernalia etc.)
- Possession/use/distribution of fireworks, other explosives, or hazardous materials
- Sexual / Gender Harassment
- "Sexting," which is defined as a minor under the age of 18 to electronically distribute or disseminate any material that depicts another minor nude or engaged in any sexual or lewd conduct (Electronic transfers include transfers via computer or any other electronic communication device)
- Inciting mob action/disruptive behavior
- Assault
- Behavior/acts, which threaten the safety of others or self in school
- Commission or abetting commission of any crime
- Intimidation, bullying, cyber-bullying, harassment, threats against another student and hazing of any kind
- Possession, use, control or transfer of any weapon, which is any object that can be used to cause bodily harm, and which includes but is not limited to firearms, knives, box cutters, guns (including BB guns), brass knuckles, pepper spray and billy clubs, and sticks, baseball bats, pipes, bottles, locks, pencils, etc. if possessed or used with the intent to cause bodily harm
- Gang activity, which includes but is not limited to any gang related fighting, gang recruitment, gang involvement, graffiti, or display of gang signs
- Possession of any controlled substance (including look-a-likes), with or without the intent to distribute
- Being under the influence or possession of drugs, including intoxicants or alcohol, and including look-a-likes and drug paraphernalia.

C. Academic / Discipline Review Committee

This committee will convene, when necessary, to consider the academic performance, attendance and/or discipline of a student. Mandatory, individual plans (Behavior Contracts) will be developed for the student with input from the parents/guardians and the committee. Continued academic, attendance or discipline problems, or failure to follow recommendations of the plan, may result in alternative learning opportunities, **denial of enrollment for one semester (if age 17 or older)**, withdrawal from classes with a W/F grade, withdrawal from school activities for the student, and/or possible expulsion.

BULLYING, TEEN DATING VIOLENCE, INTIMIDATION AND HARASSMENT

Bullying, teen dating violence, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental or emotional abuse to control an individual in the dating relationship, or uses or threatens to use sexual violence in the dating relationship. The District will fully implement and enforce board policies prohibiting bullying, teen dating violence intimidation and harassment, including Policy 7:180, Preventing Bullying Intimidation, and Harassment; Policy 7:190, Student Discipline; 7:310, Restrictions on Publications and Written or Electronic Material; 7:20 Harassment of Students Prohibited, and 7:185 Teen Dating Violence Prohibited. Copies of those policies are available by request from Mrs. Allison Bean, Social Worker, at 708-467-5819 or abean@argohs.net.

The District's Policy on Bullying (7:180) is as follows:

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from military services, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, or actual or potential marital status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited. No student shall be subjected to bullying:

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

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

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation one or more of the following: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term *bullying* includes harassment, intimidation, retaliation, and school violence.

Bullying Prevention and Response Plan

1. The Superintendent or designee shall develop and maintain a program that fully implements and enforces each of the following Board policies:
 - a. 2:260, *Uniform Grievance Procedure*. This policy contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably. After an investigation, the Complaint Manager shall file a written report of his or her findings with the Superintendent for his or her action. The student may appeal any decision to the Board.
 - b. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Those characteristics are also identified in the second paragraph of 7:180, *Preventing Bullying, Intimidation, and Harassment*.
 - d. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation. It encourages anyone with information about an incident of teen dating violence to report it to any school staff member.
 - e. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
 - f. 7:310, *Restrictions on Publications*. This policy prohibits students from: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause a substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographs and Internet materials and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
2. Full implementation of the above policies includes conducting a prompt and thorough investigation of alleged incidents of bullying, which includes making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation, involving appropriate school personnel and other staff members with knowledge, experience, and training on bullying prevention in the investigation process, and notifying the Building Principal or school administrator or designee of the reported incident as soon as possible after the report is received.
3. A student who is being bullied is encouraged to immediately report it orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone else who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted. 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 even if the District's investigation concludes that no bullying occurred, provided the individual did not make a knowingly false accusation or provide knowingly false information. Knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
4. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
5. The Superintendent or designee will examine the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.

6. The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, supportive services, and other programs.
7. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
8. The Superintendent or designee will actively involve students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians of the involved parties are notified, consistent with State and federal law, whenever their child is involved in an alleged incident of bullying and providing them with information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, providing them with information about the findings of the investigation, and informing them of the actions taken to address the reported incident of bullying. The Superintendent or designee will also inform the parent(s)/guardian(s), as appropriate, of the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
9. The District will include bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
10. The Superintendent or designee will fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.
11. The Superintendent or designee will encourage all members of the school community, including students, parents, volunteers, and visitors, to report: (a) alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence, and (b) locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
12. The Superintendent or designee will communicate the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
13. The Superintendent or designee will annually communicate this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
14. The District will engage in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness. The District will post this information on the website.
15. The District will ensure that this policy complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

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

LEGAL REF.:

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

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)

DETENTION/SUSPENSION/EXPULSION PROCEDURES

- A. **Detention:** Detentions are held after school Monday, Wednesday, and Friday from 3:10 p.m. to 4:10 p.m. and Wednesdays from 7:00 to 8:00 a.m. and 8:00 a.m. to 9:00 a.m. Parents must notify the school by 8:00 a.m. the following day if students were unable to attend. Unexcused absence from detention will result in an extended detention. Students who miss more than five detentions in a semester without an acceptable excuse will receive an external suspension.
- B. **Extended Detention:** Extended detentions are held after school on Tuesday and Thursday from 3:10 p.m. to 4:40 p.m. An unexcused absence from an extended detention will result in an ISS. Students who miss more than five extended detentions in a semester without an acceptable excuse will receive an external suspension.
- C. **In-School Suspension (ISS):** ISS is held during the day on Monday, Tuesday, Thursday and Friday from 8:00 a.m. to 4:40 p.m. Students are responsible for securing assignments from their teachers the day before the In School Suspension and will receive credit for the work completed. ISS days do not count as student absences. Students will not be assigned more than five (5) ISS days per semester. Thereafter, instead of an ISS, an external suspension will be issued.

*ISS is held during the day on Monday, Tuesday, Thursday, and Friday from 8:00 a.m. to 4:40 p.m. Students will be eligible to leave at 2:55 p.m. if they complete all their course work assigned by their classroom teacher and follow all the rules for ISS (rules will be posted in the classroom and they will be listed on the ISS letter that is given to the student and mailed home). If a student meets all the requirements, the ISS supervisor will sign off on their academic/behavior report and they will be released at 2:55 p.m. Students who fail to comply with this policy will remain in ISS until 4:40 p.m.

*An activity bus will transport students from detention, extended detention, and ISS at 4:45 p.m. only. Students serving a detention, extended detention, or ISS will not be allowed to go on a later activity bus.

D. Suspension: Illinois Rev. Stat. Ch. 122, 10-22.6(a) authorizes the Superintendent, the Principal, Assistant Principal, or the Dean to suspend from school and all school functions a student guilty of *gross disobedience or misconduct* for a period not to exceed ten (10) school days. Students are responsible for securing assignments from their teachers and will have as many days as they are suspended to complete their coursework. The student and/or parents or guardian are due the following procedural protection:

1. Prior to suspension, the student will be provided oral or written notice of the charges. If the charges are denied the student will be given an explanation of the evidence against him and an opportunity to present his/her version of the incident.
2. Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property, or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing will follow as soon as practical.
3. Any suspension will be reported as soon as possible to the parents or guardian of the student. Such reports will contain a full statement of the reasons for the suspension and a notice to the parents or guardian of their right to review.
4. Upon request of the parents or guardians, a hearing will be conducted to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the hearing officer. The hearing officer will report to the Principal a written summary of evidence heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the Principal may take such action as (s) he finds appropriate.

E. Social Suspension: Social suspension is the suspension of the right to attend activities (dances, games, etc.) conducted on an extra-curricular basis at Argo Community High School due to disciplinary issues.

1. Social Suspension: Students may be placed on social suspension for a period of time to be determined by the Administration when either of the following disciplinary sanctions have occurred:
 - a) Two suspensions of any length in the same semester
 - b) Major infraction and/or suspension of at least five days.
 - c) Missing more than five detentions/extended detentions
 - d) Accumulating five ISS's in the same semester

Students who are placed on social suspension may not attend any extra-curricular activities during this suspension period. These include senior privileges, games, and dances (fees associated with attendance at events are non-refundable). Social suspension may be assigned for up to one semester and may be continued to the following semester at the discretion of administration. It shall only be extended beyond one semester if the problem(s) continue and the student and parent are notified. It may be reduced if the student and parent enters into and meets the provisions of an agreement to improve behavior as determined by the principal or his/her designee.

Participation in athletics and activities will be governed by the ACHS athletic and activity code of conduct.

F. Expulsion: Illinois Rev. Stat. Ch. 12, 10-22.6(b) authorizes the Board of Education to expel students guilty of *gross disobedience or misconduct*. The student and/or parents or guardian are due the following procedural protection:

1. Prior to expulsion, the student will be provided written notice of the charges and the time and place of hearing. The student will have an opportunity for a hearing, at the time and place designated in the notice, conducted by a hearing officer appointed by the Board of Education. The hearing officer will report to the Board the evidence presented at the hearing and the Board will take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his/her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence on his/her behalf, and cross-examine adverse witnesses. The expulsion hearing will be a two-part proceeding. First, the hearing officer will gather evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as charged. The hearing officer will summarize the evidence in a report submitted to the Board of Education. The Board will determine whether the student committed the misconduct charged. If the student is found guilty of gross disobedience or misconduct, the Board will then hear evidence on the appropriate level of discipline to be meted out, up to and including expulsion.

G. Driver Education

Driver's Education will be provided to students who demonstrate responsible behavior. Students may be restricted from or removed from Driver's Education if they do not

- a) Demonstrate academic progress (students must have earned at least 8 credits during the previous two semesters prior to enrolling in Driver's Education)
- b) Demonstrate responsible behavior:
 1. Refrain from excessive acts of inappropriate behavior or acts of unacceptable behavior as defined by the student regulatory policy
 2. Successfully complete consequences when assigned
 3. Follows attendance policy
 4. Does not receive excessive numbers of detentions, extended detentions, ISS days or suspensions.

H. Substance Abuse Referral

Students who demonstrate behaviors in school, at school-related activities, or on school property, that suggest or indicate possible substance use/abuse may be required to participate in a district approved substance abuse program for an initial screening. Students who fail to comply with the initial screening may be subject to disciplinary action.

BEHAVIOR ON BUSES

Illinois Rev. Stat. Ch. 122, 10-22.6 authorizes the Superintendent, Principal, Assistant Principal, or the Dean to suspend pupils guilty of gross disobedience or misconduct on the school bus from riding the school bus.

Gross insubordination or misconduct on the school bus may result in a suspension from school and/or loss of bus privileges for a period of time not exceed one school year.

The following rules and regulations have been adopted with the students' safety in mind. Violations may constitute gross disobedience or misconduct:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, waiting for the bus, and portal to portal.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Do not throw any objects on or off the bus.
12. Keep the bus neat and clean.
13. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
14. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
15. Be waiting at your bus stop on time.
16. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
17. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
18. Eating is not permitted on the bus.
19. Parents will be liable for any defacing or damage students do to the bus.
20. Students taking the activity bus must have a bus pass or athletic/activity sticker for the appropriate season. For example, a student who is staying after school for a detention, ISS, or AAH, or tutoring can only take the 4:30p.m. activity bus and must have a pass to do so.

Video and audio cameras are active on buses to record student conduct and may be used for purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: Mrs. Denise Ghaowi at 708-467-5805 or dghaowi@argohs.net.

DISCIPLINE (DISABLED STUDENTS)

A student with a disability under the IDEA, the Illinois School Code, or § 504 of the Rehabilitation Act must comply with all Argo rules and regulations unless otherwise specified in an Individual Educational Program (IEP) or a § 504 Plan. Where a student's IEP or § 504 plan addresses behavior, consequences for student misconduct will be determined by the plan.

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

Behavioral Interventions

Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee will review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. The Superintendent may designate at least one staff member as a behavioral intervention consultant who will oversee the implementation of this policy. This policy and the behavioral intervention procedures will be furnished to the parents/guardians of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board or at the time an individual education plan is first implemented for a student; all students will be informed annually of the existence of this policy and the procedures. At the annual individualized education plan review, a copy of this policy will be given to the parents/guardians. The policy and procedures will be explained. A copy of the procedures will be available, upon request of the parents/guardians.

POLICY AGAINST DISCRIMINATION

No student at ACHS will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity, on the basis of race, color, religion, sex, national origin, ancestry, age, order of protection status, physical or mental disability, military status, sexual orientation, unfavorable discharge from military service, status as homeless, or actual or potential marital or parental status, including pregnancy, or actual or perceived association with an individual who is a member of such a protected status. Further, the district will not knowingly enter into any agreement with any entity or individual that discriminates against students on the basis of any protected status.

Any student may file a discrimination grievance by contacting Mrs. Denise Ghaowi, Dean of Students, (Title IX Coordinator) at 708-467-5805 or dghaowi@argohs.net or Mr. Dan McCarthy, Department Chair for Pupil Personnel Services, (Section 504 Coordinator) at 708-467-5808 or dmccarthy@argohs.net. The grievance procedure includes the following steps:

- a. After receiving the initial complaint, information will be collected about the alleged incident. All reasonable efforts will be made to resolve the complaint, and provide a prompt and equitable resolution.
- b. Disciplinary action may be taken depending on the seriousness and pervasiveness of the complaint.

Argo Community High School, in keeping with the letter and the spirit of due process, protects the right of students to fair treatment. If a student feels a teacher or other district employee has treated him/her unfairly, the following steps must be followed to resolve the problem.

- a. The student should schedule a conference with his/her counselor. The student has the right to have a parent or guardian present at the conference. The counselor will try to resolve the conflict by contacting the teacher and/or the department head or the appropriate supervisor and by setting up a conference, if necessary.
- b. If the situation cannot be satisfactorily resolved by the counselor and department chair or supervisor, the student must complete a "Student Grievance Form" describing the conflict in detail. The "Student Grievance Form" must be submitted to Mr. Tim Clark, Principal, at 708-467-5501 or tclark@argohs.net.

Retaliation by school employees against any student who makes a complaint under this policy is prohibited. Any student who feels he or she is the victim of retaliation should report the retaliation in the manner described above.

POLICY AGAINST SEXUAL HARASSMENT AND MISCONDUCT

The school has a responsibility to provide students with a learning environment free from sexual harassment and misconduct, which includes, but is not limited to, sexual violence, sexual advances, requests for sexual favors, demeaning or insulting sexual remarks, and conduct based on sex, gender or sexuality by fellow students or by school staff members. Students who feel they have been sexually harassed should report their complaint by (1) directly telling the alleged harasser to stop his or her offensive behavior, if they feel comfortable doing so and (2) communicating their report to a teacher, counselor or administrator, who will report the matter immediately to a dean. Complaints will be kept confidential to the extent possible, given the need to investigate the claim. Appropriate remedial and disciplinary action will be taken against employees known to have committed or engaged in sexual harassment.

Retaliation by school employees against any student who makes a complaint under this policy is prohibited. Accordingly, a student's good faith action in reporting alleged sexual harassment will not adversely affect the student's education, grades, curriculum or record. However, if a student or witness is found to have been intentionally dishonest in making a report, the student or witness will be subject to discipline. Any student who feels he or she is the victim of retaliation should report the retaliation in the manner described above.

Sexual harassment means any conduct of a sexual nature by a person directed toward another person when:

- a. Such conduct has the result in creating an intimidating, hostile, or offensive school environment for another person.
- b. Such conduct is continued by the person after either (i) the request of the other person to stop such conduct because it is intimidating, hostile, or offensive or (ii) actions, word, or other conduct on the part of the other person indicating that the conduct is unwanted. The determination of whether the conduct of a person is intimidating, hostile, or offensive is to be made by the school administration. Sexual harassment prohibited by this policy includes verbal, written or physical conduct. The terms intimidating, hostile, or offensive as used above include conduct, which has the effect of humiliation, embarrassment, or discomfort. Complaints alleging a violation should be reported to the Deans' Office immediately.

HARRASSMENT OF STUDENTS PROHIBITED

- a. No person, including a District employee or agent or student, may harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidated conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.
- a. The policy against harassment of students prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
- b. This policy prohibits students from : (1) accessing, and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written or electronic material, including Internet material, blogs and electronic messaging that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
- c. Complaints alleging a violation of this policy should be reported to the Deans' Office or the Office of the Principal. Violations of this policy will be reviewed by the school administration for appropriate disciplinary action up to expulsion and possible referral to the police.

NOTICE OF DISABILITY ACCOMMODATION

The District does not discriminate on the basis of disability in the provision of or access to any of its programs or services by students, parents, or community members. If you require accommodation to attend or participate in any board meeting, parent-teacher meeting, or other District activity or event, please contact the Director of Educational Support Services, Mr. Brandon Cotter, at 708-467-5825. If you feel that you have been discriminated against on the basis of disability in the District's provision of programs or services, please contact the Director of Educational Support Services, Mr. Brandon Cotter, at 708-467-5825.

COMPUTER USE AND INTERNET INFORMATION

Section I: Acceptable Use of the District's Electronic Resources

Access to the District's electronic resources is intended for educational and extra-curricular purposes and District business. Students may only use the District's electronic resources for incidental personal use during non-instructional times if the student is authorized to use the particular electronic resource at the time used, the use complies with the other parameters of the District's policies and procedures governing use of District electronic resources, and the use does not violate any other District policy or state or federal law, including Policy 7:190, *Student Discipline* and related procedures.

Users must take reasonable steps to protect the security of the District's electronic resources. Among other things, users may not share passwords or allow others to access electronic resources using the user's password or profile. Any user who becomes aware of a security breach must notify a District representative immediately. Users are responsible for appropriately using the District's electronic resources. If a user has questions about whether a particular use is acceptable, the user is expected to speak to a supervisor (for employees) or teacher or administrator (for students and all other users) before engaging in the particular use.

The Opportunities and Risks of Technology Use

The District has the ability to enhance its students' educations through the use of the District's electronic resources, including technology devices and the Internet. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Parental authorization is required before a student may use such resources.

Although electronic resources offer great opportunity, they also bring responsibility. For just a few examples, the access of inappropriate material, use of inappropriate language, or violation of copyright laws may result in the loss of the privilege to use the District's electronic resources or other consequences. Parents/guardians must remember that they may be legally responsible for their child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. No precautions can ever be 100% effective, however, and parents/guardians must understand and agree that ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow when using technology. To that end, the District supports and respects each family's right to decide whether or not to authorize access to electronic resources, including the Internet.

Parents/guardians must read and discuss the policies and procedures relating to the use of the District's electronic resources and other technology related to school and, if they agree to allow their child(ren) to participate in such technology programs, must complete and return an Authorization Form for each child to their school.

Acceptable Use – District-Issued Technology (Including One-To-One Programs)

The District may issue technology to students for educational or extra-curricular purposes and/or District business, including through a one-to-one program. Use of District-issued technology is governed by the policies and procedures governing the use of District electronic resources, regardless of when, where, or for what purpose the use occurs. This includes use that occurs outside of normal school hours, for personal purposes, and/or off District property or away from related events or activities.

The student is responsible for reasonable care of District-issued technology at all times during which the technology is issued to the user, regardless of whether the technology is on school property or at related events or activities. This includes the requirement that the student not allow others to use the technology without authorization from an administrator. Costs associated with repair or replacement of technology damaged as a result of a user's failure to exercise reasonable care will be the responsibility of the student and his/her parents/guardians, including any fees for insurance premiums and deductibles, regardless of whether the damage is caused by the user or a third party. Students may be required to obtain and/or pay for insurance for District-issued technology in order to be issued such technology by the District.

Students may only use or access District-issued technology outside of school with parental or guardian supervision. The District is not responsible for unacceptable use of District-issued technology by students at any time, including outside of school, although students may face consequences for such misuse under this and other District policies.

Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use – General

Users are expected to conform to general expectations of norms outlined in District policies and procedures governing District electronic resources and other District policies and procedures when using the District's electronic resources. This handbook sets forth some general examples of unacceptable use, but does not attempt to set forth all prohibited uses. The following are examples of uses of the District's electronic resources that are strictly prohibited:

- Any use at a time or in manner that is not authorized or approved, or in a manner that causes or reasonably could be foreseen to cause a substantial and material disruption to the educational environment or invasion of the rights of others;
- Knowingly or recklessly causing a security breach or disruption of service to an individual or system;
- Damaging District electronic resources or the electronic resources of others via District electronic resources, including accessing or attempting to access any content to which the user is not authorized, including "hacking";
- Misrepresenting one's identity or using another person's password, user profile, or technology or allowing another to use one's identity, password, or technology without authorization;
- Any use in a manner that violates State or federal law including using materials that are subject to intellectual property laws, such as copyright and trademark laws, without authorization;
- Any use that violates any Board policy, including policies addressing bullying, harassment, and hazing, and student and employee discipline policies or codes of conduct;
- Publishing or transmitting private information, including photographic, video, and audio depictions of others, without authorization;
- Any transmission, access, creation, or transmission of material that is sexually graphic or explicit, obscene, threatening, intimidating, abusive, harassing, or otherwise indecent, or that reasonably could be interpreted as promoting illegal activity, including illegal drug use;
- Any use for a commercial purpose where the user does not have the express written authorization of the Superintendent or designee;
- Uploading or downloading material, including software, without express authorization of a member of the District's technology staff;
- Accessing or participating in any games without the express authorization of a supervisor (for employees) or teacher or administrator (for students and other users), or using the District's electronic resources for more than incidental personal use;
- Providing personal information, including photographs, about themselves or another; and
- Any attempt to do any of the above.

A user should notify the District's Complaint Manager or Nondiscrimination Coordinator immediately under Board Policy [insert number and name of uniform grievance policy] upon receipt of a communication through the District's electronic resources that the user believes is inappropriate or that makes the user feel threatened or uncomfortable.

Network Etiquette – All students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property of District 217.

Disclaimer, Limitation of Liability, and Indemnification

The District does not guarantee the quality of the services provided through its electronic resources. The District makes no guarantees about the accuracy of information accessed through its electronic resources. The District is not responsible for: (i) any loss or damages resulting from the unavailability or failure of its electronic resources; (ii) any information that is rendered unavailable because of its electronic resources or lack thereof; or (iii) any inaccurate information accessed through its electronic resources.

All users assume full responsibility for any costs, liabilities, or damages arising from their use of the District's electronic resources, and must reimburse the District for any loss, including reasonable attorney's fees, incurred as a result of their use to the extent allowed by law. The District is not liable for the actions of users of its electronic resources.

No Expectation of Privacy

Users of the District's electronic resources have no expectation of privacy with respect to use of the District's electronic resources, including access of the District's Internet or Wi-Fi using personal technology, or with respect to any material created, transmitted, accessed, or stored via District electronic resources. This includes material created, transmitted, accessed, or stored for personal use, including incidental personal use, on or through the District's electronic resources. The District reserves the right to monitor users' activities on District electronic resources at any time for any reason without prior notification; to access, review, copy, store, and/or delete any electronic information accessed or stored therein; and to disclose such information to others as it deems necessary and/or as required by law. Users should be aware that information may remain on the District's electronic resources even after it has been deleted by the user. This section of this policy may only be altered through amendment of this policy, and may not be altered or diminished by the verbal or written assurances of any employee or representative of the District.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Telephone Data, and Other Charges – The District assumes no responsibility for any unauthorized charges or fees, incurred by users when using District electronic resources, including telephone charges, long-distance charges, per-minute surcharges, equipment or line costs, data charges, or other charges incurred on the Internet. Users will be required to pay for and/or reimburse the District for any such charges due.

Copyright Web Publishing Rules - Copyright law and District policy prohibits the republishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission. All users are expected to abide by the following requirements with respect to publications:

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail – The District's E-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an educational tool. No user of district e-mail has an expectation of privacy in the e-mail account, and the account may be searched by the District at any time without warning to the user. The following guidelines govern use of the email system:

- a. The school and district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the electronic mail system constitutes consent to these regulations, and to all policies, procedures, and guidelines governing the use of the District's electronic resources.

Internet Safety

The District has implemented filtering devices for each District computer with Internet access as required by law. If a user wishes to request that a filter be disabled for bona fide research or other lawful purposes, he or she should complete a form available at [insert name of office or department or online – need to determine a method for doing this anonymously]. Options to make such a request anonymously are available.

In addition to the filtering requirements discussed above, staff members shall reasonably supervise students while students are using District Internet access to determine that the students abide by these procedures, the AUP, and other policies, procedures, and guidelines governing the use of technology. The system administrator and Building Principals shall also regularly monitor student Internet access.

Non-School-Sponsored Publications/Websites

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Bring Your Own Technology Program

The District has established a Bring Your Own Technology (BYOT) program pursuant to Board Policy. Under this program, teachers and other staff may authorize students to use personal technology for educational and/or extracurricular purposes, including for classroom instruction and extracurricular activities, including use of personal social media websites of students. For social media accounts, students must meet qualifications for holding an account from the social media website and must be authorized by a parent/guardian to utilize a particular social media website before using that website for educational purposes.

Students may use BYOT technology on District property or at related events and activities only at times, at places, and for purposes expressly permitted by school personnel. When a student uses personal technology at a time, at a place, in a manner, or for a purpose authorized by the BYOT program, the student's use of the personal technology is governed by District policies, administrative procedures, handbooks and guidelines governing use of the District's electronic resources, and the District's *Student Discipline* policy. At all other times while on District property or at related events and activities, students must comply with requirements for the use of personal technology on District property or at related events and activities outlined in policies, procedures, and guidelines governing use of personal technology on District property and at school related events and activities, even if the personal technology device used is one that is authorized for use in a BYOT program.

A student may not participate in the BYOT program unless his/her parent/guardian has signed and returned an Authorization form for participation in the BYOT program to the student's school.

The following are additional guidelines regarding student participation in a Bring Your Own Technology (BYOT) Program.

What is "Bring Your Own Technology"?

Bring your own technology (BYOT) refers to a program in which students are authorized to bring personally owned technology devices to school for approved educational and extra-curricular uses. The District's BYOT program for students is governed by numerous Board of Education Policies, including Policies 6:220, BYOT Program, Responsible Use and Conduct; 4:140, Waiver of Student Fees; 5:125, Personal Technology and Social Media, Usage and Conduct; 5:170, Copyright; 6:120, Education of Children with Disabilities; 6:235, Access to Electronic Networks; 7:140, Search and Seizure; 7:180, Preventing Bullying, Intimidation, and Harassment; 7:190, Student Discipline; and 7:340, Student Records. It is the responsibility of students who participate in the BYOT program, and their parents, to review, understand, and abide by all relevant policies. These procedures and guidelines provide additional specifics that students and their parents must review, understand, and abide by, as well.

What Devices Are Permitted in the BYOT Program?

The following devices are permitted in the District's BYOT program: Laptops, Netbooks, Macbooks, Chromebooks, Ultrabooks, Tablets (iPad, Nexus, Galaxy, etc.), iPod Touches, smartphones, eReader devices/Tablets – Kindle, Nook, Kuno, etc. Social media accounts may also be authorized to be used as BYOT devices. Items may be added or deleted at the discretion of the school administration.

Where and When May BYOT Devices Be Used?

- Students may only use a BYOT device in the classroom for educational purposes when instructed to do so by their teacher.
- Students may only use a BYOT device outside of the classroom for educational or extra-curricular purposes when instructed to do so by their teacher or another supervising school employee.
- At other times and places, students use of a BYOT device is considered to be use of a personal device on school property and school-related events and activities. Such use is governed by policies, procedures, and guidelines that govern student use of personal devices and misconduct prohibited by such policies, procedures, and guidelines will not be excused simply because the device is at other times used as part of the BYOT program.
- Students may not use a BYOT device to update a personal social media site/account during school hours.
- Students may not call, text message, or electronically communicate with others, including other students, parents, guardians, friends, and family, from a BYOT device during the school day unless instructed by their supervising teacher or another supervising school employee.
- Students may not use their device at all while on school buses or other school-provided transportation during school day without permission from the supervising teacher or another supervising school employee.
- Students may not use headphones/earbuds without permission from the supervising teacher or another supervising school employee.
- The use of any electronic devices, including BYOT devices, is strictly prohibited in locker rooms, bathrooms, study halls, and common areas such as cafeteria and hallways.

What Rules Apply Regarding Internet Access and Charging of Devices?

- Students must always use the school's wireless network, not personal data plans, to access the web when using a BYOT device at school, regardless of whether the device is being used for a BYOT purpose or a personal purpose. BYOT privileges will be revoked for students found to be visiting or attempting to visit websites which are blocked by the District's content filter, whether the student's access is through the school's wireless network or a personal data plan.
- Instructions on how to connect to the school's wireless network will be provided at Student Registration and available on the school's website.
- Students should bring devices fully charged to school. At this time, opportunities for students to recharge their devices will not be provided.

Who is Responsible for Charges, Theft, Loss, Damage, or Other Problems With a Device?

- The District is not responsible for any charges incurred on a student's BYOT device and its associated voice or data plan if and when used at school for any purpose, including as part of the BYOT program.

- The District does not provide liability protection for BYOT devices, and it is not responsible for any damages, including loss or theft, to them. This includes physical damage or data loss resulting from connecting a device to the school's wireless network or power outlets.
- The District's staff, including Technology staff, will not configure, troubleshoot, or repair student devices.

Who May Access the BYOT Device?

A student's right to privacy in his or her BYOT device is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to Board Policy. With respect to social media webpages, school officials may only request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if there is reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy.

What Can Happen if a Student Uses a BYOT Device Inappropriately?

Violation of these procedures and guidelines, or any other policy, procedure, guideline, or rule governing student use of technology, can lead to discipline and other consequences, including: (a) the loss of access to the District's electronic network and/or the student's BYOT privileges; (b) disciplinary action pursuant to Board Policies 7:190, Student Discipline; 7:200, Suspension Procedures; or 7:210, Expulsion Procedures; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal acts to appropriate law enforcement agencies.

STUDENT USE OF PERSONAL TECHNOLOGY ON DISTRICT PROPERTY AND AT SCHOOL RELATED EVENTS AND ACTIVITIES

Students may bring personal technology on District property and to school related events and activities, but must keep such technology powered off at all times except when using the technology in an approved BYOT program or during an emergency.

Student use of technology, including District electronic resources and personal technology, on District property and at school related events and activities must comply with policies, procedures, handbook provisions, and other guidelines governing use of the District's electronic resources, as well as the District's *Student Discipline* policy.

INTERNET PUBLICATIONS AND DISTRICT SOCIAL MEDIA PAGES

In some circumstances, students may be authorized to create and/or operate Internet publications and/or social media webpages for educational, extra-curricular, or other purposes related to District business. Such publications and webpages must comply with relevant District policies and procedures governing such use. Contact Nick Simov, Director of Technology, 708-467-5527 for more information.

ADMINISTRATIVE SUPPORT SERVICES

Bookstore

The bookstore hours are posted outside the Bookstore. Textbooks, physical education uniforms and miscellaneous items are sold in the bookstore. The "lost and found" is located in the bookstore.

School Fees and Fee Waivers

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

The first bill or notice of each school year sent to parents who owe fees will state: (i) that the District waives fees for persons unable to afford them in accordance with District policy; and (ii) the procedure for applying for a fee waiver, or the name, address and telephone number of the person to contact for information concerning a fee waiver.

Fees for textbooks, other instructional materials, and driver education are waived for students who (1) live in a household that meets the free lunch or breakfast eligibility guidelines under the National School Lunch Act or (2) receives or lives in a household that receives aid under Article IV of the Illinois Public Aid Code. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. A fee waiver may also be granted, at the discretion of the Superintendent or designee, for (1) illness in the family; (2) unusual expenses such as fire, flood, storm damage, etc.; seasonal unemployment; emergency situations; or when one or more of the parents/guardians are involved in a work stoppage. Verification of eligibility for a fee waiver may be required as allowed under state and federal law. Parents/guardians whose application for a fee waiver is denied will be notified by the Superintendent or designee promptly, and the denial may be appealed by a request in writing to the Superintendent within 14 days of the denial.

Questions or requests for more information regarding the fee waiver request process should be addressed to Mr. Tim Clark, Principal, at 708-467-5501 or tclark@argohs.net.

Food Services

Argo Community High School offers, through outside contractual food services, a hot lunch program every regular school day. In the morning, breakfast items are available. If a family is applying for a free or reduced lunch, an application should be picked up and returned to the Main Office West. An evaluation of that application will be made and the results mailed home. Various ala carte items may also be purchased. Menus are posted in the cafeteria and the Main Office West one week in advance of serving.

Transportation

Students may only ride the bus to which they are assigned. Students who live more than one and one half miles from school are eligible to be assigned to a school bus provided by outside contractual bus services. Students who live less than one and one half miles from school may request to be assigned to a school bus for a fee, and may obtain information on making such a request in the Attendance Office. Bus routes are established before the school year begins based on student schedules. Transportation is also provided for after-school activities. Schedules and number of buses varies with the different sport and activities seasons. If there

is a question regarding a bus route, please contact the Deans' Office. If there is a problem with the transportation itself, please contact Mrs. Denise Ghaowi, Dean of Students, at 708-467-5805 or dghaowi@argohs.net.

ADMINISTRATION OF MEDICATION

It is the primary responsibility of a student's parent/guardian to administer prescription and non-prescription (or "over-the-counter") medications to the student. Whenever possible, prescription and non-prescription medications are to be administered by parents/guardians prior to or after the conclusion of the school day. A student will only be administered prescription or non-prescription medication during the school day if the student's parent/guardian and prescribing physician have completed and submitted to the District the required forms, which are available in the school office. All prescription and non-prescription medications must be in their original container and will be kept in the school office. Students may not carry prescription or non-prescription medication on their person, other than with prior approval pursuant to the procedures for self-administration of medication, below. For medications that must be taken for more than one school year, new forms must be completed at the beginning of each school year before medication will be administered.

District rules governing self-administration of medications (including asthma medications and epi pens (designated and undesignated)) will be substantially based on the Recommended Guidelines for Medication Administration in the Schools published by the Illinois Department of Public Health and the State Board of Education and Section 5/22-30 of the Illinois School Code. Before a student may carry medication for self-administration at school, the student's parent/guardian and prescribing physician must complete the required form, which is available in the Nurse's Office.

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related functions other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to the parents/guardians of students

Self-Administration of Medication

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

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

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

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30© of the School Code apply.

NO CHILD LEFT BEHIND

In accordance with the ESEA Section 1111(h) (6) PARENTS RIGHT-TO-KNOW, you have the right and may request information regarding the professional qualifications of your child's classroom teacher. Such information will include, at a minimum:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

Students enrolled in a school identified by the Board for school improvement, corrective action, or restructuring as defined by federal law may request to transfer to another school. The Superintendent or designee, to the extent practicable, will establish a cooperative agreement with other districts in the area for such a transfer. A student who transfers to another school under this policy may remain at that school until the student completes the highest grade at that school. The District will provide transportation only until the end of the school year in which the transferring school ceases to be identified for school improvement or subject to corrective action or restructuring. All transfers and notices provided to parents/guardians and transfer requests are governed by State and federal law.

Students from low-income families will be provided supplemental educational services as provided in federal law if they attend any District school that: (1) failed to make adequate yearly progress for 3 consecutive years, or (2) is subject to corrective action or restructuring. The District will maintain programs, activities, and procedures for the involvement of parents/guardians of students receiving Title I services.

Please contact Dr. Kevin O'Mara, Superintendent, at 708-467-5510 or komara@argohs.net for more information about any of this information or the District's policies under No Child Left Behind.

STUDENT RECORDS

School student records are confidential and personally identifiable information from them will not be released without consent of the parent or guardian of the student, or the student if he or she has reached the age of majority, other than as provided by law. Any record concerning a student that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher; (2) records kept by law enforcement officials working in the school; (3) video or other electronic recordings created and maintained for security or safety reasons or purposes, provided the information was created at least in part for law enforcement or security or safety reasons or purposes; and (4) electronic recordings made on school buses. Pupil records are divided into two categories: (a) the student permanent record, which consists of basic identifying information, academic transcript, attendance record, health record, record of release of permanent information, and scores received on all State assessment tests administered at the high school level and other basic information and which will be kept for sixty years after graduation or permanent withdrawal; and (b) the student temporary record, which consists of all information not required to be in the student permanent record including a record of release of temporary record information, health-related information, accident reports, family background information, completed home language survey form, test scores, psychological evaluations, special education records, teacher anecdotal records, and disciplinary information and which will be destroyed entirely five years after graduation or permanent withdrawal.

State and federal law grant students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. A non-custodial parent has the right to inspect, copy, and challenge student records unless there is a specific court order to the contrary. A request to review records must be in writing to the official records custodian, Dr. Kevin O'Mara, Superintendent, at 708-467-5510 or komara@argohs.net.

Parent(s)/guardian(s) also have the right to challenge the contents of records by notifying the principal or records custodian in writing of an objection to information contained in the record. An informational conference will be scheduled to discuss the matter within fifteen (15) school days. If the dispute is not resolved at this informal meeting, a formal hearing will be scheduled with an impartial hearing officer who will be selected by the school district but who may not be employed in the attendance center in which the student is enrolled. Challenges are not allowed concerning (1) academic grades, or (2) references to expulsions or suspensions if the challenge is made at the time the student's records are being forwarded to another school district. A parent may only challenge records on the basis that the record is inaccurate, misleading, irrelevant, improper or otherwise violates the student's privacy rights. After an informal conference, if the District agrees with the challenge, it may remove the challenged material from the student record. If the District rejects the parent's challenge, the parent may request a hearing. The hearing officer will conduct the hearing within a reasonable time, but no later than fifteen (15) school days after the informal conference unless the parties agree to an extension of time. The hearing officer will issue a written decision within ten (10) school days after the conclusion of the hearing. The decision of the hearing officer may be appealed to the Regional Superintendent of Education within twenty (20) school days after the decision is transmitted. A final decision by the Regional Superintendent may be appealed to the circuit court of the county in which the school is located. Parents/guardians also have the right to insert a written statement of reasonable length into their child's school student record describing their position on disputed information. The District will include a copy of the statement in any release of the information in dispute.

School student records can and will be released, with or without parental consent, as allowed by law. One situation in which records may be released without parent consent is where the records are disclosed to other school officials, including teachers, within the District who have a legitimate educational interest in the student, which means that they need to review the record to fulfill their professional responsibilities, as reasonably determined by the person releasing the record. The District will also comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

District personnel may release "directory information" concerning students to members of the general public at various times throughout the school year and summer without parental consent. The following information regarding the student is directory information: name; address; gender; grade level; birth date and place; parents'/guardians' names, mailing addresses, electronic mail addresses, and telephone numbers; academic awards, degrees, and honors; information in relation to school-sponsored activities, organizations, and athletics; period of attendance in the school; and photographs, videos, or digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting of fine arts programs. In accordance with the provisions of the *No Child Left Behind Act of 2001* and Section 10-20.5a of the Illinois School Code, the District will also release student directory information, consisting of student names, addresses and phone numbers, to military recruiters and institutions of higher education upon their request. Information received by official recruiting representatives shall be used only for the purpose of providing information to students about career and educational opportunities available.

Photographs or videotapes that do not feature your student but where your student appears in the background may be released or published without parent authorization. In addition, videotapes, audiotapes, or photographs of students participating in extracurricular activities (e.g., athletic events, theatrical productions), which by their very nature involve exposure to the public, may also be released or published without authorization from parents. With respect to all other photographs, audio and/or video recordings, or works of your child, including those considered directory information, the District may use those photographs, audio and/or video recordings, and works in District or District-related publications, including without limitation school and District publications and the District website, and may also release them for other authorized non-District uses.

If a parent objects to the release of any directory information, military recruitment information, higher education information, or photographs, videotapes or works of a student, he or she should contact Mr. Tim Clark, Principal, at 708-467-5501 or tclark@argohs.net in writing to request that such information not be released within fifteen (15) days after the start of the school year, or within fifteen (15) days of initial registration in the District.

ACCESS TO DISTRICT RECORDS

Pursuant to the Illinois Freedom of Information Act (FOIA), the District will respond to all written requests to copy and/or inspect public records to the extent required by law. The District expects such written requests to be addressed to the District's FOIA Officer, Dr. Kevin O'Mara, Superintendent, at 708-467-5510 or komara@argohs.net. More information, including copies of the District's policy and procedures governing responses to FOIA requests, may be obtained by request from the FOIA Officer.

VISITORS

Parents/guardians are welcomed and are encouraged to visit the school. All visitors must present a valid driver's license, state identification card or marticula to obtain approval to enter the school. All visitors photo identification cards are scanned through our Raptor system. Each visitor will receive a photo sticker to be displayed on the front of their clothing and is to be worn at all times while in the building.

The District will afford a parent/guardian reasonable access to educational facilities, personnel, classrooms, and buildings to observe his or her child in the school setting or to visit an educational placement or program proposed for his or her child. The School District will also provide an independent educational evaluator, or a qualified professional retained by or on behalf of a parent/guardian or child, reasonable access to the District's educational facilities, personnel, classrooms, and buildings and to the student in order to conduct an evaluation of the child, the child's performance, the child's current educational program, placement, services, or environment, or any educational program, placement, services or environment proposed for the child. All individuals who visit a District school for these purposes must abide by administrative procedures governing such visits.

SEX OFFENDERS

The Board of Education has adopted a policy and a set of procedures designed to safeguard students with regard to the issue of convicted child sex offenders. Information about sex offenders is available to the public. The Illinois Sex Offender Registry is available through a link on the Illinois State Police website, at <http://www.isp.state.il.us/>. Individuals may search the database by name, zip code or county. Access is free.

A child sex offender is prohibited from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present unless specifically permitted by statute. In addition, individuals being hired to work in the District have a fingerprint background check. All completed Volunteer Information and Liability Forms are checked against this registry.

Please contact Mr. Tim Clark, Principal, at 708-467-5501 or tclark@argohs.net with questions about the laws or procedures being implemented in your child's school.

CONCEALED CARRY LAW (430 ILCS 66/1 et seq.)

Under the Illinois Firearm Concealed Carry Act, individuals with concealed carry licenses are prohibited from knowingly carrying firearms on or into any building, real property, and parking area under the control of Argo Community High School District 217, except that the Act permits a concealed carry license holder to carry a concealed firearm within a vehicle into a parking area controlled by a school or District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area.