



1:1 Student and Parent/Guardian Handbook

Country Club Hills School District 160 believes that technology should be an interdisciplinary and collaborative approach involving authentic, real-world, engaging learning experiences for all of its stakeholders. All learners gain and utilize essential skills that extend beyond the classroom and foster lifelong learning with the goal of creating productive citizens that contribute and thrive in our ever-changing society.

1. Receiving Your Chromebook

a. Parent/Guardian Orientation

All parents/guardians are encouraged to attend an Orientation Meeting and required to sign the *District Chromebook Agreement* before a Chromebook can be issued to their student.

b. Student Distribution

Students must also sign the *District Chromebook Agreement* prior to receiving their Chromebooks.

c. Transfer/New Student Distribution

All transfers/new students will be able to pick up their Chromebooks from the Main Office, after they have registered for classes. Both students and their parents/guardians must sign the *District Chromebook Agreement* prior to picking up a Chromebook.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, students must turn in their Chromebook and power supply. Failure to turn in the Chromebook and power supply will result in the student being charged the full replacement cost of the Chromebook and power

supply. The District may also file a report of stolen property with the local law enforcement agency.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from the District must turn in their Chromebook and power supply to their school's Main Office on their last day of attendance. Failure to turn in the Chromebook and power supply will result in the student being charged the full replacement cost of the Chromebook and power supply. Unpaid fines and fees of students leaving the District may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

3. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the district. Chromebooks that are broken or fail to work properly must be reported to a teacher. Students must provide any information they may have as to why the device does not work properly. A help desk ticket can then be submitted as soon as possible for a replacement. District-owned Chromebooks shall never be taken to an outside computer service for any type of repairs or maintenance. Students shall never leave their Chromebooks unattended. **Failure to take proper care of the Chromebook and power cord may result in disciplinary action and/or being charged up to the full replacement cost of the Chromebook. NOTE: Lost or stolen power cords will not be replaced.**

a. General Precautions

- Food or drink should not be next to a Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
- Chromebooks and power supply should not be used or stored near pets.
- Power cords must not create a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

b. Protective Carrying Cases

- It is recommended that each student purchase a protective carrying case for his/her Chromebook. This case should be used whenever the Chromebook is being transported or not in use.
- Protective carrying cases are not guaranteed to prevent damages. It remains the student's responsibility to care for and protect his/her device.
- Protective carrying cases shall only be used to store or transport a Chromebook

(not textbooks, pencils, etc. as these may damage the device.)

c. Carrying Chromebooks

- It is recommended that Chromebooks are transported in a protective carrying case.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

d. Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective carrying case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils or flash drives).
- Only clean the screen with a soft, dry microfiber or anti-static cloth.

e. Asset Tags/Serial Number/Barcodes

- All Chromebooks will be labeled with a District asset tag and barcode.
- The asset tag and barcode may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or barcode or turning in a Chromebook without a District asset tag or barcode.

4. Expectations for Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

Failure to bring the Chromebook to school each day may result in disciplinary action.

a. Repairing/Replacing Your Chromebook

- All Chromebooks in need of repair must be reported to a teacher so that a help desk ticket can be submitted and a replacement provided as soon as possible.
- Loss or theft of the Chromebook is also the student's responsibility and may result in the student being charged and a police report being filed.
- Estimated Costs for lost or theft items (subject to change)
 - Chromebook Replacement - \$250.00

- Power cord - \$32.00

b. Charging Chromebooks

- Students should charge their Chromebooks at home every evening.
- Chromebooks must be brought to school each day with a full charge.

c. Backgrounds and Themes

- Students may set school appropriate backgrounds and themes for their Chromebook.
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media may result in disciplinary action.

d. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones/earbuds may be used at the discretion of the teachers.
- Students should have their own personal set of headphones/earbuds for sanitary reasons.

e. Camera

- Chromebooks have a built-in webcam. The District does not have the ability to remotely access the webcam. At no time will webcams be used to monitor students.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers.
- Students may print their work directly from their Chromebooks at school as directed by their teachers and to specified printing stations throughout the school when applicable.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

g. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords.

h. Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet

devices.

- The District will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

5. Using Your Chromebook Outside of School

Students in Grades 6-8 are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use. Some applications can be used while not connected to the Internet.

- Students are bound by the District’s Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document wherever and whenever they use their Chromebooks.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the District.

a. Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

c. Malicious Use

- Students are bound by the District’s Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document for all Chromebook use.

7. Content Filter

The District utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA).

- All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the District.
- If a website is blocked in school, then it will be blocked out of school.

- If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

8. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the Cloud.

b. Chrome Web Apps and Extensions

- The District's Acceptable Use Policy applies to all Chrome web apps and extensions individually added by the student
- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Chromebook Identification

a. Records

- The District will maintain a log of all Chromebooks which includes the Chromebook serial number, asset tag number, barcode and name and ID number of the student assigned to the device.

10. No Expectation of Privacy

a. Anyone using a District owned Chromebook, using District equipment and/or the District network systems has no expectation of privacy in such use. The District has the right to, and does, monitor use of these systems.

b. Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on a student Chromebook.

11. Appropriate Uses and Digital Citizenship

District owned Chromebooks are to be used for educational purposes and students are to adhere to the District's Acceptable Use Policy and all of its corresponding administrative

procedures at all times.

School District Student Technology Commitment

PURPOSE: Students will utilize technology as a tool to challenge, expand and enhance learning. The School District may provide and assign student digital learning tools for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This document provides guidelines and information about District expectations for students and families who are being issued these one-to-one (1:1) digital learning tools, as well as students who are issued devices to be used in the classroom. Additional rules may be added as necessary and will become a part of this guide.

It is our expectation and belief that students will use technology responsibly and that they understand the appropriate and acceptable use of both the technology and District network resources. We also expect that students will “Be Respectful, Be Responsible, Be Ready, and Be Safe” with their District-issued devices. Our policies and procedures include the following specific responsibilities and restrictions.

RESPONSIBILITIES

The student will:

1. Adhere to this technology commitment both at home and school.
2. Charge their 1:1 device nightly, and make sure it is ready each day with a full charge.
3. Will communicate in a responsible, ethical, and polite manner, avoiding profanity, obscenity and offensive or inflammatory speech.
4. Respect the Internet filtering and security measures included on the digital learning tool.
5. Back up important data files using cloud storage (such as Google Drive) regularly.
6. Use technology for school-related purposes only.
7. Follow copyright laws and fair use guidelines. Only download or import music, video or other content that students are authorized or legally permitted to reproduce or use.
8. Allow an administrator or teacher to inspect the content of any school-issued digital learning tool; understanding that any content may be viewed, monitored or archived by the District at any time.

The student will not:

1. Mark, deface, or place stickers on the school-issued digital learning tool.
2. Attempt to override, bypass or otherwise tamper with the Internet filtering software, device settings, hardware, software, or network configurations.
3. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
4. Share passwords, attempt to discover passwords, 'hack' to gain access other than your own.
5. Download harmful, malicious, or inappropriate content including the intentional introduction of computer viruses and other spyware.
6. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by teachers and administrators.
7. Reveal or post identifying personal information, files or communications to unknown persons.
8. Participate in Cyberbullying, including personal attacks or threats toward anyone made while using either District-owned or personally-owned technology.
9. Use the District-issued device for commercial or political purposes.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided computer technology.

The District is not responsible for any loss resulting from use of District-issued technology and makes no guarantees that the technology or the District network systems that support student use will be available at all times.

By signing this policy you agree to abide all of the conditions listed above and assume responsibility for the care and proper use of District issued technology. You understand that should you fail to honor any and all of the terms of this commitment, access to 1:1 technology, network access, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the Student Handbook.

1:1 Technology Initiative Plan

1:1 Student and Parent/Guardian Agreement

Grades 3 - 5

Student Name:	
Student ID:	
Parent/Guardian Name:	
Equipment ID:	

1. **Introduction.** Country Club Hills School District 160 (hereafter “the District”) will provide the above-named student a Chromebook, which the student is to use as a positive learning tool in coordination with the District’s curriculum. Although this Agreement authorizes the student’s use of the Chromebook while in the classroom, the Chromebook is property of the District.
2. **Prerequisite to Receive Device.** To receive a Chromebook, the student must sign and submit to the District this 1:1 Agreement and have agreed to the Acceptable Use Policy Agreement at student registration.
3. **Applicable Policies.** In using the Chromebook, the student is subject to and must comply to any and all Board Policies regarding student discipline, harassment/bullying and acceptable use of electronic networks. Violations of these policies may result in disciplinary action, loss of right to use the Chromebook and loss of network privileges.

Expectations

1. **Students may not:**
 - a. Disrupt the educational process of the school district through non-educational use of the Chromebook;
 - b. Endanger the health or safety of themselves or anyone else through the use of the Chromebook;
 - c. Relinquish personal information when using the Chromebook, including passwords or accounts with other students;
 - d. Invade the rights and privacy of others at school through the use of the Chromebook;
 - e. Engage in illegal or prohibited conduct of any kind through the use of the Chromebook; or
 - f. Violate the conditions and rules of the Board Policies regarding student discipline, harassment/bullying and acceptable use of electronic networks
2. **Maintenance of Chromebook.** Students must keep the Chromebooks in good working condition. In addition to following the manufacturer’s maintenance requirements, students should:
 - a. Only use clean, soft cloth to clean the screen, no cleansers of any type should be used;
 - b. Insert and remove cords, cables, etc., carefully to prevent damage to connectors;
 - c. Not write or draw on the device or apply stickers or labels that are not the property of the District;
 - d. Handle the device carefully and ensure others do the same;
 - e. Not leave Chromebooks unattended at any time;
 - f. Keep the Chromebook in the student’s possession at school and should not be loaned out to another student for any reason;

- g. Keep food and beverages away from the Chromebook as they may cause damage to the device;
 - h. Not place the Chromebooks in an area of extreme temperature, humidity or limited ventilation for an extended period of time;
 - i. Not attempt to repair or disassemble any part of the Chromebook;
 - j. Return the Chromebook to storage when not in use to ensure the battery is charged for the next day.
3. **No Unauthorized Software or Data.** Only legally licensed software, apps, media or other data is permitted on the device. Students will not download content without a District employee's prior approval. Students will not make changes to the configuration of the device, including passwords.
4. **No Right to Privacy.** The Chromebooks are District property; therefore, the District may examine and search the contents and browser history at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved in the cloud-based account to which the Chromebook is connected. The school administration may involve law enforcement if the Chromebook is thought to have been used for an illegal purpose.

Additional Terms

1. **Damage to Chromebook.** Students may be responsible for the cost of repair for damage to devices due to intentional damage or neglect. The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the District, but will not exceed the full replacement value of the Chromebook.
2. **Hardware and Functionality problems.** If a problem arises with the functionality of a student's device, the student must notify the teacher immediately. They should not attempt to fix or allow anyone but District staff to attempt to fix suspected issues with the devices. If further assistance is required, the teacher will submit a request for technical assistance and a loaner will be issued while repairs are performed.
3. **Waiver of Chromebook-Related Claims.** By signing below, you acknowledge that you have read understand, and agree to follow all responsibilities outlined in this Agreement and agree to be bound by this Agreement. You also agree the device was in good working order at the beginning of the term and remains in good working order at the conclusion of the term. By signing this Agreement, you waive any and all claims you (and your heirs, successors, and assigns) may have against the District, its Board of Education, its individual Board Members, employees and agents relating to, connected with or arising from the use of the Chromebook or from this Agreement.
4. **Indemnification of Chromebook-Related Claims.** To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless the District, its Board of Education, its individual Board Members, employees and agents from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the iPad or from this Agreement.

1:1 Technology Initiative Plan

--- Agreement and Signatures ---

Grades 3 - 5

Use of Chromebooks on the Country Club Hills School District 160 network is a privilege that supports school-appropriate learning. The smooth operation and maintenance of the computer network and equipment relies on users adhering to established guidelines. Therefore, by signing this agreement, users acknowledge they have read the 1:1 Student and Parent/Guardian Agreement and understand the District's expectations and the student's responsibilities.

By signing this agreement, students and parent(s)/guardian(s) agree to abide by the restrictions outlined in the 1:1 Student and Parent/Guardian Agreement.

I hereby give my permission to my student to utilize the Country Club Hills School District 160 1:1-provided Mobile Device. I certify the information contained on this form is correct.

Date:

Student Name (please print)	Student Signature:
Parent/Guardian Name (please print)	Parent/Guardian Signature:
Student School:	Student Grade Level:
Parent/Guardian Phone Number:	

1:1 Technology Initiative Plan

1:1 Student and Parent/Guardian Agreement

Grades 6 - 8

Student Name:	
Student ID:	
Parent/Guardian Name:	
Equipment ID:	

1. **Introduction.** Country Club Hills School District 160 (hereafter “the District”) will provide the above-named student a Chromebook, which the student is to use as a positive learning tool in coordination with the District’s curriculum. Although this Agreement authorizes the student’s use of the Chromebook while in the classroom, the Chromebook is property of the District.
2. **Prerequisite to Receive Device.** To receive a Chromebook, the student must sign and submit to the District this 1:1 Agreement and have agreed to the Acceptable Use Policy Agreement at student registration.
3. **Applicable Policies.** In using the Chromebook, the student is subject to and must comply to any and all Board Policies regarding student discipline, harassment/bullying and acceptable use of electronic networks. Violations of these policies may result in disciplinary action, loss of right to use the Chromebook and loss of network privileges.

Expectations

1. **Students may not:**
 - a. Disrupt the educational process of the school district through non-educational use of the Chromebook;
 - b. Endanger the health or safety of themselves or anyone else through the use of the Chromebook;
 - c. Relinquish personal information when using the Chromebook, including passwords or accounts with other students;
 - d. Invade the rights and privacy of others at school through the use of the Chromebook;
 - e. Engage in illegal or prohibited conduct of any kind through the use of the Chromebook; or
 - f. Violate the conditions and rules of the Board Policies regarding student discipline, harassment/bullying and acceptable use of electronic networks
2. **Maintenance of Chromebook.** Students must keep the Chromebooks in good working condition. In addition to following the manufacturer’s maintenance requirements, students should:
 - a. Only use clean, soft cloth to clean the screen, no cleansers of any type should be used;
 - b. Insert and remove cords, cables, etc., carefully to prevent damage to connectors;
 - c. Not write or draw on the device or apply stickers or labels that are not the property of the District;
 - d. Handle the device carefully and ensure others do the same;
 - e. Not leave Chromebooks unattended at any time;
 - f. Keep the Chromebook in the student’s possession at school and should not be loaned out to another student for any reason;

- g. Keep food and beverages away from the Chromebook as they may cause damage to the device;
 - h. Not place the Chromebooks in an area of extreme temperature, humidity or limited ventilation for an extended period of time;
 - i. Not attempt to repair or disassemble any part of the Chromebook;
 - j. Return the Chromebook to storage when not in use to ensure the battery is charged for the next day.
3. **Grades 6 - 8 are encouraged to use their Chromebooks at home.** A WiFi Internet connection will be required for the majority of Chromebook use. Some applications can be used while not connected to the Internet. Students are bound by the District's Acceptable Use Policy, Administrative Procedures, and all other guidelines wherever and whenever they use their Chromebooks. It is recommended that each student purchase a protective carrying case for his/her Chromebook when the Chromebook is being transported or not in use. Protective carrying cases are not guaranteed to prevent damages. It remains the student's responsibility to care for and protect his/her device. Protective carrying cases shall only be used to store or transport a Chromebook (not textbooks, pencils, etc. as these may damage the device.)
 4. **No Unauthorized Software or Data.** Only legally licensed software, apps, media or other data is permitted on the device. Students will not download content without a District employee's prior approval. Students will not make changes to the configuration of the device, including passwords.
 5. **No Right to Privacy.** The Chromebooks are District property; therefore, the District may examine and search the contents and browser history at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved in the cloud-based account to which the Chromebook is connected. The school administration may involve law enforcement if the Chromebook is thought to have been used for an illegal purpose.

Additional Terms

1. **Damage to Chromebook.** Students may be responsible for the cost of repair for damage to devices due to intentional damage or neglect. The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the District, but will not exceed the full replacement value of the Chromebook.
2. **Hardware and Functionality problems.** If a problem arises with the functionality of a student's device, the student must notify the teacher immediately. They should not attempt to fix or allow anyone but District staff to attempt to fix suspected issues with the devices. If further assistance is required, the teacher will submit a request for technical assistance and a loaner will be issued while repairs are performed.
3. **Waiver of Chromebook-Related Claims.** By signing below, you acknowledge that you have read understand, and agree to follow all responsibilities outlined in this Agreement and agree to be bound by this Agreement. You also agree the device was in good working order at the beginning of the term and remains in good working order at the conclusion of the term. By signing this Agreement, you waive any and all claims you (and your heirs, successors, and assigns) may have against the District, its Board of Education, its individual Board Members, employees and agents relating to, connected with or arising from the use of the Chromebook or from this Agreement.
4. **Indemnification of Chromebook-Related Claims.** To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless the District, its Board of Education, its individual Board Members, employees and agents from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the iPad or from this Agreement.

1:1 Technology Initiative Plan

--- Agreement and Signatures ---

Grades 6 - 8

Use of Chromebooks on the Country Club Hills School District 160 network is a privilege that supports school-appropriate learning. The smooth operation and maintenance of the computer network and equipment relies on users adhering to established guidelines. Therefore, by signing this agreement, users acknowledge they have read the 1:1 Student and Parent/Guardian Agreement and understand the District's expectations and the student's responsibilities.

By signing this agreement, students and parent(s)/guardian(s) agree to abide by the restrictions outlined in the 1:1 Student and Parent/Guardian Agreement.

I hereby give my permission to my student to utilize the Country Club Hills School District 160 1:1-provided Mobile Device. I certify the information contained on this form is correct.

Date:

Student Name (please print)	Student Signature:
Parent/Guardian Name (please print)	Parent/Guardian Signature:
Student School:	Student Grade Level:
Parent/Guardian Phone Number:	

Appendix A

General Personnel

Personal Technology and Social Media; Usage and Conduct

Definitions

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

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

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

Usage and Conduct

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

1. Adhere to the high standards for appropriate school relationships required by policy 5:120, Ethics and Conduct at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, Workplace Harassment Prohibited; 5:120, Ethics and Conduct; 6:235, Access to Electronic Networks; 7:20, Harassment of Students Prohibited; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, Responsibilities Concerning Internal Information. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the District’s logos without permission and follow Board policy 5:170, Copyright, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or

otherwise be disruptive to the school environment or its operation.

7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, Ethics and Conduct.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/ 21B-75 and 5/ 21B-80.
Ill. Human Rights Act, 775 ILCS 5/5A-102.
Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:120 (Ethics and Conduct), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: January 17, 2017

Appendix B

CCH SD160

6:235

Instruction

Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the

District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated

about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social

networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may,

consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate school business purpose. Use is a

privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for

behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications

and downloaded material, including files deleted from a user's account but not erased, may be monitored or

read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions

that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent

or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized

person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or designee.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the District's Authorization for Electronic Network Access as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student

records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
720 ILCS 135/0.01.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Restrictions on Publications)

ADOPTED: November 26, 2012

Appendix C

CCH SD 160

7:180

Students

Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

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

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

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

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

of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate,

(iv) teach students the personal and interpersonal skills they will need to be successful in school and society,

(v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of bullying as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Managers:

Dr. Sandra Thomas, Superintendent
4411 West 185th Street
Country Club Hills, IL 60478
708.957.6200

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

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

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

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

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

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

- a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.

- b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
- d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- f. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. 7:310, Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 405 ILCS 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)

ADOPTED: November 18, 2014

Appendix D

CCH SD 160

7:190

Students

Student Behavior

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

As is the case throughout the Board Policy Manual, the term "includes" when used in this policy means "includes, without limitation."

When and Where Conduct Rules Apply

The school administration is authorized to discipline students for gross disobedience or misconduct, including:

1. On, or within sight of, school grounds at any time, including before, during, and after school hours;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct does or reasonably could be foreseen to do any of the following: interfere with, disrupt, or adversely affect the school environment, school operations, or an educational function, including, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Tobacco or nicotine materials, including electronic cigarettes.
 - b. Alcoholic beverages. A student who is under the influence of an alcoholic beverage is not permitted to attend school or school functions and is treated as if in possession of alcohol.
 - c. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - d. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - e. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - f. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing

physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

- g. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including pure caffeine in tablet or powdered form.
- i. "Look-alike" or counterfeit drugs, which are any substance, including any inhalant, regardless of whether it contains an illegal drug or controlled substance that is prohibited by this policy: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, substance causing an intoxicating effect, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented the substance to be an illegal drug, controlled substance, substance causing an intoxicating effect, or other substance that is prohibited by this policy. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- j. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 1. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 2. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 3. Using or possessing a laser pointer unless the student: (1) has express authorization by a staff member, (2) is using the laser pointer in the context of instruction; and (3) is under a staff member's direct supervision when using the laser pointer.

4. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
5. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
6. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
7. Engaging in any sexual activity, including offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
8. Teen dating violence, as described in Board policy [7:185](#), *Teen Dating Violence Prohibited*.
9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
10. Entering or being present on/in school property or a school facility without proper authorization.
11. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
12. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
13. Being involved with any public school fraternity, sorority, or secret society, including by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
14. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
16. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
17. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
18. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another

item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall notify the parent/guardian of a student who engages in aggressive behavior about the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include any of the following:

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

other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

Weapons

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

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

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. Re-engagement shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police,

and any involved student's parent/guardian. For purposes of these requirements, "school grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

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

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

Student Handbook

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

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

Incorporated

by Reference: 7:190-AP4, (Use of Isolated Time Out and Physical Restraint)

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7151 et seq.

Pro-Children Act of 1994, 20 U.S.C. §6081.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,
5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and
110/3.10.
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: January 17, 2017