

Disclaimer

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current procedures, rules, and regulations. Membership or participation in a school-sanctioned activity is a privilege and not a property right.

SPECIAL NOTICE

This handbook is a reflection of School Board policy and is intended to serve as a reference for parents and students. If the Board of Education elects to change policy, the Board's action supersedes the content of this handbook. Effective the 2006-2007 school year, the Board adopted a procedure for complaints that will apply to all sections noted within this handbook. Forms are available at each school office. The following personnel have been appointed to serve within the following capacities:

Non-discrimination Manager:

Ms. Melanie Mandisodza, Director of Special Services
18205 Aberdeen Ave,
708-799-8721

Complaint Manager:

Ms. Melanie Mandisodza, Director of Special Services
18205 Aberdeen Ave.
708-799-8721

Complaint Manager:

Dr. Scott McAlister , James Hart Principal
18220 Morgan Street
708-799-5544

You may direct your concern in writing to the above listed personnel.

INTRODUCTION

DISCIPLINE

We share with parents a desire for all students to achieve to the best of their ability. We share, too, in the parents' responsibility for their child's conduct while attending school. It is expected that all pupils cooperate with and exhibit attitudes of respect and courtesy towards other children, teachers and any other school personnel at all times. Proper care of school property is also expected. This means that we expect each student to demonstrate proper behavior and compliance with ALL school rules, both those delineated here and rules which may be adopted at the individual school. It is understood that this discipline program shall include, but not be limited to, such developmental steps as parent notification, detention, conferences, suspension and expulsion.

Discipline is an important and necessary part of each student's school experience. These guidelines are devoted to explaining the general school rules and procedures. In addition, each teacher establishes rules for and maintains discipline within his/her classroom. In the following document, reference to building level "Administration" or "Administrator" will mean Principal, Assistant Principal, Dean of Students or their Designee.

At times this handbook states specific places at which students are subject to disciplinary rules. However, discipline may be imposed whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

Following are descriptions of disciplinary options. The action taken will be made on case-by-case basis according to the severity of the incident and may include, but are not limited to:

PARENTAL NOTIFICATION

Parent notification, either verbal or written, is used in the event of repeated incidents of misconduct. Written parental notification must be returned with a parent's signature.

HOMEWORK DETENTION SHEET

Homework detentions may be issued to students by teachers for three or more late or missing assignments. These detentions are served before, during or after school. The homework sheet is sent home with the student indicating the day for the detention. The parent/guardian

must sign the form and return it with the student the following day. Failure to return the form may result in additional detention time.

DETENTION SLIPS

These slips are issued to students by teachers, support staff or administration for relatively minor infractions, i.e. talking in class, running in the hallway, or other inappropriate behaviors. The slip must be signed and returned with a parent's signature to the staff member issuing the detention.

DISCIPLINE REFERRALS

Discipline referrals are issued to students by administrators or staff members to notify the student and parents of inappropriate behavior of a more serious nature than behavior that would merit a detention. This referral identifies the inappropriate behavior of the student and the assigned consequences by the staff member or the administration. The student may be required to get a parent/guardian's signature and return it to school on the following school day. Failure to do so may result in an additional referral and a call to the parent/guardian. Churchill and Willow mainly use phone calls to inform parents of infractions.

LUNCHROOM BEHAVIOR

Each school may have other rules particular to their buildings or the ages of their students, but the following rules generally apply to all students while in the lunchroom.

- a. No cutting in the lunch line is allowed
- b. No loud, disruptive behavior
- c. Students may be assigned cleanup responsibilities on a rotating basis
- d. All food and drink must stay in the cafeteria
- e. Students must remain seated at their tables unless given permission by a staff member to move.
- f. No throwing food or drink
- g. No sharing of food

Students who violate any of these rules may be assigned a detention/or loss of privileges to be determined at the discretion of the staff member or administrator assigning it.

AFTER SCHOOL DETENTION

Teachers and administration have the prerogative to retain a student after school as a disciplinary measure. Teachers also may require that a student remain after school to complete unfinished assignments. An assigned detention takes precedence over extra-curricular activities and out-of-school activities. Parents will have prior notification before detention is to be served so that transportation arrangements can be made. Failure to serve an assigned detention will result in a referral to the administration.

SATURDAY DETENTION

This detention session will last for three (3) hours on designated Saturdays. The session begins promptly at 8:00 A.M. and concludes at 11:00 A.M. Students are to be dropped off at their respective building and accompany the teacher to the room used for the detention. Students are expected to bring sufficient study materials or reading materials. Magazines, comic books, etc.

are not acceptable reading materials. Students should bring a snack because no food is served on Saturdays. Certain situations may warrant that a Saturday school assignment has a lesser number of hours served on any given Saturday. This is left up to the discretion of the building administrator. Currently, James Hart is the only school that assigns Saturday detentions.

IN-SCHOOL SUSPENSION

Repeated referrals to the office for disciplinary reasons or a single serious incident may result in an in-school suspension. In appropriate circumstances, penalties less severe than stated in this handbook may be imposed. Students assigned an in-school suspension will spend all, or part of, the school day in the building suspension room or office. Students will bring all their supplies, books, and lunch with them to the main office upon entering school that day. The classroom teachers will send the student's daily assignments to the in-school suspension room for completion and credit. Appropriate restroom breaks will be provided. Students who disobey the in-school suspension rules will be required to serve the same time in an out-of-school suspension. Students serving an in-school suspension will not be eligible to participate in any before or after school extra curricular or school sponsored activities the day of their suspension. If a student is absent on the day(s) he/she is to serve and in-school suspension, it will be served when the student returns to school.

Being assigned an in-school suspension should be considered a serious warning the child's actions are unacceptable in Homewood School District 153. Parents are encouraged to work with the school to make sure that the behavior is not repeated. In-school suspension is the school's way of communicating to students that their actions are unacceptable while keeping students in school and continuing their education.

OUT OF SCHOOL SUSPENSION

Suspension is the temporary removal of a student from school and school-related activities for a period not to exceed 10 school days per suspension. A building administrator or District Superintendent may suspend a student per Board policy and the Illinois School Code.

Academic work missed by students during a suspension must be completed during that suspension. All work is due upon the student's return to the regular academic setting. Completion of this work is the student's responsibility. Teachers will reschedule any missed examinations when the student returns to the regular academic setting.

When a student is suspended, he/she may be required to meet with the social worker, the counselor or the school psychologist upon return to the school. Students are not allowed to be on school property or at any school function during their suspension period.

DUE PROCESS FOR SUSPENSION

The following are suspension procedures:

1. Before suspension, the student shall be provided oral and/or written notice of charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version.

2. Prior notice and hearing, in some cases, is not required. A student can be immediately suspended when the student's presence poses an immediate danger to persons or property. In such cases, a pre-suspension conference shall follow as soon as is practical.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall include a description of the incident, the reason for the suspension, and the rationale for the duration of the suspension. It will also include a notice of the right to review the suspension.
4. Upon request of the parent(s)/guardian(s), a hearing shall be conducted by the School Board or a hearing officer appointed by it to review the suspension. At the hearing the student's parent(s)/ guardian(s) may appear and discuss the suspension with the Board or its hearing officers and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue and take such action as it finds appropriate.

EXPULSION

Expulsion is the exclusion from school by the Board of Education for disciplinary reasons in excess of 10 school days. Only the Board of Education can expel a student after a formal hearing.

The Board may expel pupils guilty of gross disobedience or misconduct. Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board or a hearing officer appointed by it to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The Board, or the hearing officer appointed by it, at such a meeting, shall state the reasons for the proposed expulsion and the date on which the expulsion is to become effective and its duration. If a hearing officer is appointed by the Board, he/she shall prepare a written summary of the evidence heard at the meeting and provide the report to the Board for its consideration. The Board will then take such action as it finds appropriate and the Board's decision is final.

DUE PROCESS FOR EXPULSION

The following are expulsion due process procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a meeting by registered or certified mail requesting the appearance of the parent(s)/guardian(s). Unless the student and the parent indicate they do not want a meeting or fail to appear at the designated time and place, the student shall have a meeting, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he/she shall prepare a written summary of the evidence heard at the meeting and provide the report for its consideration.
2. During the expulsion meeting, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence and cross-examine witnesses. At the expulsion meeting, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or the misconduct charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue and take such action as it finds appropriate.

Misconduct by students with Disabilities

According to the Illinois School Code 105 ILCS 5/14-8.05, school districts are required to consider developing a Behavior Intervention Plan for students who have an active Individual Educational Plan when a student's behavior is negatively impacting learning. Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Effective January 1, 1998, the Illinois State Board of Education has issued a notification letter to be used by school districts when a special education student has been given an out of school suspension.

GUIDELINES FOR STUDENT CONDUCT AND DISCIPLINE

AGGRESSIVE BEHAVIOR/EXCESSIVE ROUGH PLAY

In order to maintain a safe and orderly school environment, it is expected that students will not engage in aggressive or unnecessary physical contact with each other. Students who engage in any type of aggressive behavior or excessive rough play may be subject to disciplinary action, which could include suspension or expulsion. This conduct includes, but is not limited to, physical violence, unwanted physical contact, verbal coercion, threats, intimidation and/or harassment.

ALCOHOL, DRUGS, DRUG PARAPHERNALIA, AND TOBACCO

Alcohol—No alcoholic beverages are to be carried, served or consumed on school premises or at any school related activity. Any person under the influence of alcohol while at school or any school related activity may be subject to discipline.

Drugs— No drugs, marijuana, or controlled substances, any look-alike drug, or any substance represented to be a drug or controlled substance are permitted on school premises. Any person possessing or under the influence of any drug or controlled substance on the school premises or at any school related activity may be subject to discipline.

Drug Paraphernalia—No student should be in possession of drug paraphernalia. Violators may be subject to discipline.

Smoking—No smoking or carrying of tobacco or smoking materials (i.e. matches, lighters) is permitted by students on school property or at any school related activity. This includes vaping. Students who are found to be carrying or participating in the use of tobacco products or smoking materials including vaping materials may be subject to discipline.

APPEARANCE

The student's individual appearance is the primary responsibility of the student and his/her parents. Students shall dress and groom themselves in an appropriate manner. Homewood School District 153 will not allow the following:

- Clothing/accessories, and/or appearance that is suggestive or indecent.
- Clothing/accessories, and/or appearance that create a health or safety concern or will damage school property.
- Clothing/accessories, and/or appearance that substantially disrupts the educational process.

Such clothing includes, but is not limited to: halter tops, sheer clothing, bare midriff shirts, spaghetti straps or strapless tops, inappropriate shorts or skirts, sleeveless shirts, wallet chains, wrist or neck bands with spikes or protruding objects, clothing that contains any words, pictures, or symbols which glorify, promote, encourage or advertise tobacco products, illegal drugs or alcohol, and clothing or articles which depict gang or satanic symbols, or hate speech. Shirts,

blouses, and tops, which are not tucked in, must be long enough to cover the mid section at all times.

Outdoor apparel (coats, jackets, hats, sunglasses) may not be worn in school and must be stored in the hall lockers during the day. Exceptions may be made by the administration for religious or health reasons. The dress code is in effect at all school related functions.

BULLYING

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

- The term “bullying” includes “cyber-bullying” and is defined as 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(s) 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’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

- **Cyber-bullying.** Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. “Cyber-bullying” includes the creation of webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. “Cyber-bullying” also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated herein.

BUS RULES

Riding the bus is a privilege and students are expected to observe the following rules:

The bus driver is in full charge of the bus and the riders at all times, and has the discretion to return to school to insure the safety of all passengers.

- Students should always be ready for the bus at least five minutes before usual arrival time. Changing weather and road conditions make it impossible for the bus to stop for students at the same time every morning. Frequently, school buses are delayed during the winter months, and road conditions prevent ideal service. Everyone should cooperate in order to eliminate as many of these inconveniences as possible.
- Any distraction of the driver's attention jeopardizes the safety of the bus. Students must not carry on unnecessary conversation with the driver.
- All passengers are to cease talking at railroad crossings.
- Only adults in a supervisory capacity will be permitted to board or ride the bus.
- Students are permitted to ride only their assigned bus. Permission for students to ride buses other than the one they are assigned will be given only in cases of emergency as determined by the building administrator. Notification of the request must be submitted in writing by the parent/guardian before 10:00 a.m. on the day of the request.
- To request a permanent bus route or bus stop change, parents must contact the District Office and request the appropriate transportation form to be completed for consideration.
- Use of cell phones is prohibited on the bus unless the student receives permission from the driver or activity sponsor/supervisor.
- Students are required to follow and obey any and all rules of the District while riding the bus, at the bus loading zone, and at any bus stop.
- Students should remain seated at all times while on the bus

SCHOOL BUS INCIDENT REFERRAL

The purpose of the referral is to inform the parent of a disciplinary incident involving any District 153 student on a school bus, which may have jeopardized the safety and well being of all students. It is issued by the bus company assigned driver or school administrator. In the case of Willow School, bus supervisors may generate this referral. District 153 uses cameras on the buses.

BUS DISCIPLINE

All students attending Homewood School District 153 are subject to all District rules. Any student distracting a driver may cause a serious hazard to the safe operation of the vehicle and can jeopardize the safety of all passengers. When a student violates a rule, the District may take appropriate disciplinary action.

The following are some examples of gross disobedience and misconduct which provide grounds for suspension from riding the bus to and from school:

- Any student conduct that is defined in the Student Discipline policy.
- Willful injury or threat of injury to a bus driver or another rider.
- Willful and/or repeated defacement of the bus.
- Using profanity and/or obscenities.

- Willful disobedience of the bus driver's directives.
- Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

The Superintendent or a building administrator is authorized to suspend students from riding school buses for up to 10 school days for each violation of the District's school bus rules at a school bus stop, on a school bus, or any place where such conduct affects the safe operation of a school bus. However, should the nature of the infraction be severe and constitute a danger to other students, a student can be suspended from the bus for more than 10 days. Repeated and/or severe misconduct may result in the student being removed from the bus for the remainder of the school year. Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Viewing and/or listening to electronic video and/or audio recordings is limited to law enforcement officers working in the District and District personnel.

The procedure for suspension from riding the school bus is the same procedure as stated in this handbook for suspension from school. If a student's bus privileges are suspended or removed, it is the responsibility of the parent to provide transportation for suspended students and to notify school officials if the pupil does not have alternate transportation to school. Pupils suspended or removed from school who do not have alternate transportation to school shall have the opportunity to make up work for equivalent academic credit.

CELL PHONES

All cell phones brought to school must be turned off and kept in the student's locker or other area designated by the administration during the entire school day. Cell phones are not permitted in classrooms, lunchrooms, hallways, bathrooms, or other common areas of the building. Cell phone use is restricted to outdoor pick-up/drop off areas of the building before or after school. If a student needs to use a cell phone outside of these designated times and locations, he/she must get permission from an administrator or program supervisor. Individual schools may have different policies concerning the use of cell phones by students on field trips. The Administration at each school will determine that policy.

CHEATING

Any form of deception to gain credit without proper effort, including plagiarism, is universally recognized as improper conduct. Students who engage in this type of conduct should expect to find that choice reflected in their grades, and may result in further disciplinary action.

DISRESPECT/INSUBORDINATION

Every adult staff member, whether they work as a teacher, assistant, custodian, kitchen staff etc, is to be treated with respect and is to be obeyed. A student failing to follow a direct instruction from school staff will be considered insubordinate. Since the school staff stands in the place of the parent, we expect the same respect due the parent. Students who show disrespect/insubordination to any staff members, and this includes any adults employed in the school, may be subject to discipline.

ELECTRONIC DEVICES

Students are not to bring electronic devices to school, school sponsored activities, or on school buses without prior approval from a building administrator, coach or sponsor. However, any items brought with permission that become disruptive to the educational environment or are used at inappropriate times will be confiscated. Those devices include but are not limited to cell phones, radios, cell watches, laptops, IPODS, tablets, electronic games, digital players, electronic pagers, laser pens or compact disc players. If this regulation is violated, the electronic devices will be kept until the parent can pick them up. The school is not responsible for any lost or stolen items of this nature.

EMERGENCY ALARMS

Any student setting off a false emergency alarm with intent may be subject to discipline. A criminal complaint may also be filed with the proper legal authorities.

FIGHTING

Any student who participates in, or is responsible for, a fight in the school, on the school grounds, at any bus stop, or at any school-related function may be subject to discipline. Any student who strikes a teacher and/or staff member may have the incident reported to local law enforcement immediately.

DISRUPTIVE/OFF CAMPUS CONDUCT

Engaging in any prohibited student conduct as defined by District policy, on or off school grounds may be grounds for discipline.

FIREWORKS

Fireworks or explosives in any form are prohibited. Any student who is found to be using, selling, or in possession of firecrackers, smoke bombs or other related fireworks or explosive materials, including snaps, caps, stink bombs, and sparklers may be subjected to discipline.

FORGERY

Students forging parent signatures on school documents may be subject to disciplinary action.

FRATERNITIES, SORORITIES AND SECRET SOCIETIES, INCLUDING GANGS

Fraternities, sororities and secret societies in public schools are prohibited by the Illinois School Code. Gangs are determined to fall within the Illinois School Code definition of a secret society. Gangs are, therefore, prohibited insofar as a gang is an organization composed in whole or in part of students and has one of the following as a purpose or significant activity: intimidating, threatening or inflicting physical violence on any person; committing illegal acts; violating school rules, or espousing hatred of any other group because of racial, ethnic, or religious beliefs. Fraternities, sororities, secret societies and gang activity are also included within the definition of gross disobedience or misconduct, and are thus punishable by suspension and/or expulsion.

Gang activity includes, but is not limited to:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item which evidences membership or affiliation in any gang.

- Committing any act or using any communication either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
- Drawing of gang-related graffiti or distributing gang-related literature.
- Committing any act or using any communication either verbal or non-verbal (gestures, handshakes, etc.) to recruit gang membership or affiliation.
- Engaging in any other activity prohibited by this handbook in furtherance of the gang.

GUM/CANDY

Neither gum nor candy is allowed in the school during the school day or on busses. The exception may be candy brought for lunch or distributed by school staff, or if a student has a health concern that requires food or drink on the bus. In such situations, parents should inform the school. All other candy and gum will be disposed of by school authorities. Reported incidents may result in disciplinary action.

HALL PASSES

No student shall be allowed in the hallway or restrooms during class time unless he/she has an authorized hall pass. It is the child's responsibility to request such a pass from the classroom teacher before leaving the room. Failure to produce a pass may result in a detention.

HARASSMENT

Harassment of any kind is forbidden. Inappropriate remarks or actions made verbally or in writing, will be considered harassment and students engaging in this behavior may be subject to discipline.

Sexual harassment is defined as any conduct of a sexual nature by a student directed toward another student when (1) such conduct has the result of creating an intimidating, hostile or offensive school environment for the other student or (2) such conduct is continued by the student after the request of the other student to stop such conduct because it is intimidating, hostile or offensive. The determination of whether the conduct of a student is intimidating, hostile or offensive is to be made by the school administration.

Sexual harassment is prohibited by school Board policy and includes verbal, written, or physical conduct. The verbal and/or written sexual harassment includes the use of electronic devices, as well. The terms intimidating, hostile or offensive as used above include conduct which has the effect of humiliation, embarrassment or discomfort.

Complaints alleging a violation of this policy are encouraged and must be brought to the attention of the appropriate school officials as soon as possible after the alleged incident of sexual harassment. Caution must be exercised, however, to accurately state the facts giving rise to the complaint and to avoid groundless complaints. Grossly inaccurate or groundless complaints made in bad faith may subject the complainant to disciplinary action.

OBSCENITY

Obscene, profane, or vulgar language either written, verbal, or expressed by symbols will not be tolerated on the school premises. A student who participates in any of the above behavior may be subject to disciplinary action.

STEALING

Stealing is a violation of Illinois law. A student who becomes involved in a theft of school property or the property of another person in the school may be suspended and reported to the proper authorities.

TARDINESS

Parents must notify the school if their child is going to be late. The reason for the tardiness must be specific and can only be given by the student's parent(s). Students who arrive at school tardy are to report directly to the attendance office for an admission pass to class. Within the school day, students are to be prompt in the attendance of all classes throughout the day. Consistent and regular attendance in all classes is an important component of academic achievement. Tardiness interrupts this process and negatively affects performance. Tardiness will affect perfect attendance recognition at the end of the school year. Each of the three schools will adopt tardy policies that are age specific and that are designed to alleviate the problem and teach the students the value of promptness. As a general rule, however, the sequence of consequences would be as follows: a verbal warning for the first tardy and after that a succession of more severe penalties from detentions to possible Saturday school assignments. If these fail to stop the tardiness, parents will be asked to meet with the administration.

STUDENT SOCIAL MEDIA ACCOUNTS

On January 1, 2014, the Illinois Right to Privacy in the School Setting Act, Public Act 09-0129 went into effect. The Act addresses school officials' ability to gain access to the "pages" of students' social network accounts. The new law covers both public elementary and secondary school districts as well as non-public schools "recognized by the State Board of Education." It also applies to post-secondary institutions.

Elementary and secondary schools must notify students and parents that they may "request or require" a student to surrender a "password or other related account information" in order for school officials to access "the student's account or profile on a social networking site if the school has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a "published disciplinary rule or policy." This notice must be published in the elementary or secondary school's disciplinary rules, policies or handbook to be communicated to the parents and students "by similar means." If the student or their parents/guardians refuse school administrators or their designee access to the student's account and the administration has enough reason to believe that there is a danger to other students or the educational atmosphere, the case will be referred to local law enforcement.

Under the Act, a "social networking website" is defined as an internet-based service which lets individuals 1) construct a public or semi-public profile within a bounded system created by the service; 2) create a list of other users with whom they share a connection within the system; and 3) view and navigate their list of connections and those made by others within the system. Facebook and Twitter are two very popular examples of social networking websites covered by the Act. E-mail is not included in the definition of a "social networking website."

TECHNOLOGY MISUSE

Declaration of Commitment for Acceptable Use of Technology Resources

The Technology Committee is charged with the management of the technology resources of the School District. These resources include all voice, video, and data systems. These systems include: telephones, television monitors, various computers, servers, local and wide area networks, the connections to other computer networks via the Internet and stored electronic data. Part of this management responsibility includes the establishment and administration of an acceptable use commitment and implementation guidelines of these resources by staff, students, and other users. The intent of this statement is to give an overview of user responsibility, acceptable and unacceptable use of these resources without exhaustively enumerating all such responsibilities.

User Responsibility:

Comply with all existing school Board policies as they are interpreted to apply to technology resources, including but not limited to the following:

1. Student Discipline and Religious, Racial, and Sexual Harassment/Violence Policies.
2. Respect the privacy of other users, and not intentionally seek information on, obtain copies of or modify files, other data or passwords belonging to other users without permission.
3. Comply with legal protection provided by copyright and license to programs, data, and documents.
4. Help maintain the security of the District technology resources by adhering to all security rules developed by the Technology Committee and/or the user's building.
5. Monitor and supervise any individual to whom access to technology resources is granted.
6. Comply with the acceptable use policies of all technology resources to which the district has access.

Unacceptable:

1. Providing, assisting in, or gaining unauthorized or inappropriate access to the District's technology resources, including any type of voice, video, or data information server.
2. Activities that interfere with the ability of students/staff members to use the District's technology resources or other network connected services effectively.
3. Activities that result in the loss of another student/staff member's work or unauthorized access to another student/staff member's work.
4. Distribution of any materials in such a manner that might cause congestion of the voice, video, and data networks.
5. Distribution or collection of obscene, abusive or threatening material via telephone, video, electronic mail, Internet, or other means.
6. Use of technology resources for a commercial, political, or profit-making enterprise, except as specifically agreed to with the District.
7. Use of District technology resources to access personal accounts such as Facebook, Twitter, Myspace, Instagram, or others' personal e-mail accounts.

Breaching the above commitment or other violations of technology/computer usage may result in the loss of computer/technology privileges, parental contact, when necessary, restitution, and/or disciplinary actions. Alternative coursework may be assigned to the

student to receive class credit. Repeated or serious violations may result in additional consequences. Inappropriate computer use outside of school that causes a substantial disruption to the educational environment may result in disciplinary consequences.

THREATS/INAPPROPRIATE COMMENTS

Threats and inappropriate comments include any verbal or written comments that directly or indirectly threaten any individual or group of students or staff, or that indicate a threat to the school building. This can cause a substantial disruption to the educational environment. Students who participate in any communications of this nature may be subject to discipline.

THROWING OBJECTS/SNOWBALLS

Throwing any object, except in school-sanctioned activities such as P.E. class, is strictly prohibited on school property. Reported incidents may result in disciplinary action.

TRUANCY

All students are required by law to attend school every day. A “truant” is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days. Valid cause does not include family vacations. Administration reserves the right to request documentation for excessive absenteeism. The following supportive services may be offered to chronically truant students:

- Parent conference
- Social Work assistance for students and or family
- Information about community agency services

Students who are truant from school will be subject to the following: (1) Make up school time missed in detention. (2) Required parent conference for readmission to school. (3) Notification to the appropriate agency, the ISC 4, at the discretion of the building administrator and possible notification of the police. Students who leave school or school property without permission will be considered truant and will be subject to disciplinary action. A parent conference will be required.

UNAUTHORIZED SALES/GAMBLING

The unauthorized sale of any item to any other student is prohibited. This includes, but is not limited to, the sale of shoes, food (including candy), and any electronic devices. A student who participates in the above behavior will be subject to disciplinary action. Gambling in school is forbidden.

VANDALISM

Anyone found guilty of vandalism will be held responsible for the cost, repair, or replacement. If the offender is a student, he/she may be subject to discipline and may have a police report filed against him/her. If the offender is an adult or a student from out of District 153, a report will automatically be filed with the police.

WEAPONS

Students should never bring anything to school that could be viewed as a weapon. Any weapon or look-alike weapon/item found on school grounds will be confiscated. A student who uses, possesses, controls or transfers a weapon may be expelled for up to two calendar years. The expulsion period may, however, be modified by the Superintendent, and the Superintendent’s

determination may be modified by the board on a case-by-case basis. Depending on the nature of the weapon/item, the student may be suspended and/or expelled from school and both the student and the weapon/item will be turned over to law enforcement. ILCS 5/10-27.1A. Those weapons/items not turned over to the police will have to be picked up by the student's parent.

VIOLATION OF THE LAW

Students are subject to discipline in school for any acts punishable by any federal, state or local law or regulation.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status.

[Any student may file a discrimination grievance by using the Uniform Grievance Procedure.](#)

RECIPROCAL REPORTING PROCEDURES OF CRIMINAL OFFENSES COMMITTED BY STUDENTS

- The Administration and the local police will arrange meetings as needed between the parties in order to share information regarding students suspected of involvement in criminal activities.
- The local police and the Administration will verbally report to each other the following activities when committed by a student enrolled in the particular school:
 - a. all cases involving illegal or controlled substances;
 - b. all cases involving weapons of any types;
 - c. all cases involving gang activity;
 - d. all cases involving a serious crime or felony;
 - e. any other case in which the reporting may be beneficial.

The parties understand and agree that a minor's written arrest record is confidential pursuant to 705 ILCS 405/1-7, and as such will not be included in the student's school record.

PRESCRIBED MEDICATION

Students who are under doctor's care and need to take prescribed medication during the school day must bring their medication to the office and take the medicine under the supervision of the school nurse or delegated personnel in accordance with the School District's policy and guidelines on administration of medications. No medication will be dispensed without a physician's order and a consent form on file with the school Health Coordinator. Inhalers for the treatment of asthma are slightly different. The Health Coordinator wants to know of any student who must carry an inhaler. However, treatment would not be withheld in the case of a student suffering an asthma attack. Students in possession of prescription medications in school are in violation of our drug policy and may be subject to any disciplinary action outlined in that policy.

STUDENT DESK/LOCKER POLICY

Homewood School District 153, acknowledges its respect for the privacy of its students. In those school buildings in which lockers are provided, students may use the locker assigned them

for the storage of books, school supplies and outer garments and are responsible for the security of the locker, shall make certain it is locked after being opened, and shall not disclose the locker combination to another student. If any inappropriate materials or items that are deemed by the Administration to be a threat to the safety of students or disruptive to the educational atmosphere are found in a locker, the student assigned that locker will be considered the owner of such materials or items.

All desks and lockers remain under the control and jurisdiction of this School District. Access to all desks and lockers is retained by this School District and all desks and lockers may be searched by school officials at any time, with or without the student's knowledge or consent, when deemed appropriate by school officials for any reason including maintaining order, discipline, safety, supervision, and education of the students of this district. The school officials are to maintain a confidential file of all lockers and the combination applicable to each.

In addition, school authorities are authorized to conduct searches of students and their personal effects, as well as School District property for the safety and supervision of students in the absence of parent(s)/guardian(s), and to maintain order in schools, and to provide for the health, safety and welfare of students and staff.

Locker use is a privilege that can be rescinded if it is abused or causes any interference with the student(s) education.

EXTRA-CURRICULAR ACTIVITIES/CODE OF CONDUCT

The following is the Code of Conduct that will apply to all activities. Sponsors and coaches, with the approval of the principal, may include additional expectations for a specific activity when deemed appropriate:

- Maintaining passing grades weekly in all subject areas with no more than one D.
- Display pride in self, the team/group, the sponsor, and your school.
- Recognize all discipline policies that apply to extracurricular programs as well as regular school programs.
- Practice good citizenship when representing your school both on and off campus.
- Accept responsibility for providing proper care of equipment, facilities, and uniforms used in conjunction with the extra-curricular activity.
- Pay for the replacement of any lost or damaged equipment while issued for individual use. This includes PE uniforms.
- Display good sportsmanship and respect others during and following competitions.
- Follow the Code of Behavior for bus conduct.
- Practice teamwork.
- Arrive promptly and prepared for each event.
- Accept constructive criticism and/or direction from school officials judging your performance.
- Always attempt to do your best.

Violating the Board of Education's Extra-Curricular activities Code of Conduct may result in suspension or removal from extra-curricular activity. A student may also be subject to additional disciplinary actions.

RULES for PARTICIPANTS

- Deliberate misuse of any school or public equipment will not be tolerated;
- Curfew violation, harassment, or vandalism is unacceptable;
- Fighting, theft, hate crimes, improper use of email, weapons possession is forbidden, or gang activity as defined by school district policy.
- Possession, use, distribution or sale of alcohol, tobacco and other drugs (look alike drugs and controlled substances) is not permitted;

**These rules are in conjunction with, and DO NOT supercede, school rules already in force.*

The above rules apply twenty-four hours each day, seven days a week, twelve months a year, whether or not school is in session, without exception. Violation of this “Code of Conduct” will result in an investigation to determine what penalty options will be enforced.

- A student will not be allowed to participate in school activities if they are absent from school on the day of the activity. Pre-excused and emergencies will not be considered absences. A Student who is in attendance for one-half (1/2) day on the day of the event will be eligible to participate. A student who is absent on **Friday** will be ineligible to participate in a Saturday/Sunday event.
- *All documented reports** of a violation of this “Code of Conduct” will give cause to the district to investigate and evaluate the situation and report the findings to district administration for appropriate action.
(*A *documented report* will include, but not be limited to, the name of reporter, the date, time, location, activities, and circumstances of the violation. Confidentiality will be maintained.)
My initials below indicate I have read and understand the section above entitled “Rules for Participants.”

Student

Parents(s)/Guardian(s)

VOLUNTARY ADMISSION

- When a student voluntarily reports an infraction of the “Code of Conduct” **prior to public record** it will count as a first offense, but it **will not** result in a suspension from the activity.
- The purpose of this provision is to allow a student to seek help. Voluntary admission may **NOT** be used by a student if the “Code of Conduct” infraction is already public record.
- Voluntary admission may be used by the student only one time regardless of the violation.

My initials below indicate I have read and understand the section above entitled “Voluntary Admission”.

 Student

 Parent(s)/Guardian(s)

By affixing my signature to this form, I do affirm that I have read and understood the sections “Requirements,” “Rules for Participants,” and “Voluntary Admission” governing participation in **Homewood School District # 153** extra-curricular activities.

Student Name (print) _____

Student Signature _____ Date _____

Parent(s)/Guardian(s) (print) _____

Parent(s)/Guardian(s) Signature _____ Date _____

CONSEQUENCES FOR VIOLATION OF THE “CODE OF CONDUCT”

For Violation of the “Code of Conduct”

- Within 24 hours of report of a violation a meeting must be scheduled between the **student**, the student’s **parent(s) or guardians(s)** and **the Student Assistance Team**.
- For each confirmed violation a certified letter will be sent to the **parent(s) or guardian(s)** notifying them of the violation.

I. FIRST OFFENSE

- Upon recommendation of the **Student Assistance Team** and **administration**, the student may be suspended from **all** extra curricular activities for a period of **2-10 days**. A suspension occurring at the end of the school year shall carry over to the following year.
- The **student** and the **parent(s) or guardian(s)** may be required to participate in intervention or counseling activities as deemed necessary by the **Student Assistance Team**.
- The student may resume participation in extra curricular activities ONLY AFTER completing the suspension, AND providing written verification of completion or participation in any intervention or counseling activities if assigned by the **Student Assistance Team**.

II. SECOND OFFENSE

- Upon recommendation of the **Student Assistance Team** and **administration**, the student may be suspended from **ALL** extra curricular activities for a period of **11-30 days**. A suspension occurring at the end of the school year shall carry over to the following year.
- The **student** and **parent(s) or guardian(s)** will be required to participate in intervention or counseling activities as deemed necessary by the **Student Assistance Team**.
- The Student may resume participation in extra curricular activities ONLY AFTER completing the suspension, AND providing written verification of completion or participation in any intervention or counseling activities assigned by the **Student Assistance Team**.

III. THIRD OFFENSE

- Upon recommendation of the **Student Assistance Team** and **administration**, the student may be suspended from **ALL** extra curricular activities for a period equivalent to **one trimester**. A suspension occurring at the end of the school year shall carry over to their following year.

- The **student and parent(s) or guardian(s)** will be required to participate in intervention or counseling activities as deemed necessary by the **Student Assistance Team**.
- The Student may return to participation in extra curricular activities **ONLY AFTER** completing suspension, **AND** providing written verification of completion or participation in any intervention or counseling activities assigned by the **Student Assistance Team**.

IV. FOURTH OFFENSE

- **Upon recommendation of the Student Assistance Team and Administration, the Board of Education, or its designee, may suspend the student from ALL extra curricular activities for the remainder of his/her time in Homewood School District #153.**
- The **student and parent(s) or guardian(s)** will be expected to participate in intervention or counseling activities as deemed necessary by the **Student Assistance Team**.

When a violation of the Code of Conduct is found to be potentially dangerous to the health and/or well being of others, the student may be denied the privilege of participating in all extra curricular programs for the remainder of his/her time in Homewood School District #153.

By affixing my signature to this form, I do affirm that I have read and understood the section **CONSEQUENCES FOR VIOLATION OF THE “CODE OF CONDUCT”** governing participation in **Homewood School District #153** extra curricular activities.

Student Name (print) _____

Student Signature _____ Date _____

Parent(s)/Guardians(s) (print) _____

Parent(s)/Guardian(s) Signature _____ Date _____

END