

**CARTERVILLE CUSD #5
BOARD OF EDUCATION POLICY MANUAL
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Students

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, or actual or potential marital or parental status. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure (2:260).

Sex Equity

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

LEGAL REF.: Title IX, 20 U.S.C. § 1681 et seq.; 34 C.F.R. Part 106.
Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.
Religious Freedom Restoration Act, 775 ILCS 35/5.
Ill. Constitution, Art. I, § 18.
105 ILCS 5/10-21.3, 5/10-22.5, 5/22-19, and 5/27-1.
23 Ill. Admin. Code §§ 1.240, 200.40, and 200.50.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:220 (Instructional Materials Selection and Adoption), 7:20 (Sexual Harassment), 7:130 (Publications)

ADOPTED: June 21, 2001

Students

Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include but are not limited to name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the provisions on sexual harassment, below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

Sexual Harassment Prohibited

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

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
 - a. substantially interfering with a student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits, services, or treatment; or
 - d. making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Name	
Address	
Telephone No.	

Complaint Managers:

Name		
Address		
Telephone No.		

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: Title IX of the Educational Amendments, 20 U.S.C. § 1681 et seq.
34 C.F.R. Part 106.
105 ILCS 5/10-22.5 and 5/27-1.
23 Ill. Admin. Code § 200.10 et seq.
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).
Gebster v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).
Davis v. Monroe County Board of Education, ___ U.S. ___ (1999).
West v. Derby Unified School District No. 260, 10th Cir. App, 3/21/2000.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Sexual Harassment), 7:10 (Equal Educational Opportunities)

ADOPTED: June 21, 2001

Students

Student Assignment

The Building Principal shall assign students to classes according to District Procedures (7:30-AP).

LEGAL REF.: 105 ILCS 5/10-21.3 and 10-22.5.

CROSS REF.: 6:30

ADOPTED: June 21, 2001

Students

Nonpublic School Students, Including Parochial and Home-Schooled Students

Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the principal. All requests for attendance in the following school year must be submitted before May 1.

Students accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. A private school student may attend any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for part-time attendance is responsible for all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided to non-public school students on regular bus routes to or from a point on the route nearest or most easily accessible to the non-public school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes shall be the responsibility of the parent(s)/guardian(s).

Students With a Disability

The District will accept for part-time attendance those students with disabilities who live within the District and are enrolled in non-public schools. Requests must be submitted by the student's parent(s)/guardian(s). Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's individualized educational program on the basis of the child's disabling condition or as the special education program location may require.

Extracurricular Activities

A nonpublic student may be eligible to participate in extracurricular activities, provided his or her participation adheres to the regulations established by any athletic association in which the School District maintains a membership. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

Students must complete 21 hours of accredited high school work to be recognized for graduation. Students will not receive credit for instruction received in non-recognized or non-accredited schools.

Students entering grades K-8 from non-public, non-accredited, or home schools will have their transcripts evaluated for grade placement. Evaluation procedures may include results of a standardized achievement test, District developed achievement tests, student portfolios and/or teacher assessment. After reviewing all information, the Principal will determine the grade placement.

Unit #5 Schools will issue diplomas at appropriate grade levels only to currently enrolled students who have received credit for, or who successfully complete prescribed curricula.

Special Education student transcript evaluation and class placement shall be determined by the student's individual educational plan document.

Recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to Board of Education policy 7:30, Student Assignment, as well as administrative procedures implementing this policy.

LEGAL REF.: 105 ILCS 5/10-20.24 and 5/14-6.01.

CROSS REF.: 4:110 (Transportation), 6:140 (Title I Programs), 6:190 (Extracurricular and Co-Curricular Activities), 7:30 (Student Assignment), 7:300 (Extracurricular Athletics)

ADOPTED: June 21, 2001

Students

School Admissions and Student Transfers To and From Non-District Schools

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children ages 3 to 21 years with exceptional needs who qualify for special education are also eligible for admission.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent.

Students enrolling in the District for the first time must present:

1. A birth certificate or other reliable proof of identity and age. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate or other reliable proof of identity and age, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10 day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph which appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health Examinations, Immunizations, and Exclusion of Students*. Parent(s)/guardian(s) are encouraged to have their child undergo a dental examination.

Foreign Exchange Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to secondary schools and attendance may not exceed 12 months.

The Board of Education may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment

Re-enrollment shall be denied to any individual above the age of 16 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment will be provided counseling and be directed to alternative educational programs, including adult education programs, that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals With Disabilities Act or accommodation plans under the Americans With Disabilities Act.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232.
 Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. § 1101.
 20 U.S.C. § 1400 et seq.
 42 U.S.C. § 12101 et seq.
 105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2,
 5/27-8.1, and 10/8.1.
 325 ILCS 55/1 et seq. and 50/1 et seq.
 23 Ill. Admin. Code § 375 et seq.

CROSS REF.: 6:310 (Credit For Alternative Courses and Programs, and Course Substitutions),
 7:60 (Residence), 7:340 (Student Records)

ADOPTED: June 21, 2001

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Students

Residence

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

Residency of students whose parents have joint custody will be determined by means of responses entered on the District's Pre-Registration Questionnaire.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

Non-Resident Students

Non-resident students may attend District schools upon the Superintendent's recommendation, approval of the Board of Education, and subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the tuition rate supplied by the Auditor.
4. Transportation to and from school shall be the responsibility of the parent(s)/guardian(s).

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

Homeless Children

A homeless child, as defined by State law, may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Transportation shall be arranged according to State law. If a dispute arises regarding a homeless child's rights, the Superintendent shall inform his or her parent(s)/guardian(s) of the availability of an investigator, sources for low-cost or free legal assistance, and other advocacy services in the community.

LEGAL REF.: 30 ILCS 220/11.
105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.
23 Ill. Admin. Code § 1.240(e).
Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264(Ill. App. 1992).
Joel R. v. Board of Education of Manheim School District 83, 686 NE2d 650 (Ill. App. 1st Dist. 1997).
Kraut v. Rachford, 366 N.E.2d 497 (1st Dist. 1977).

ADOPTED: June 21, 2001

Students

Attendance and Truancy

Definitions

Truant - 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.

Valid cause for absence - A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as determined by the Board of Education or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Chronic or habitual truant - 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 10 percent or more of the previous 180 regular attendance days.

Truant minor - A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Truancy

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information.

The following supportive services may be offered to truant or chronically truant students:

- parent-teacher conferences
- student and/or family counseling
- information about community agency services

Any 16 or 17 year old resident may, upon providing documentation of dropout status for the previous 6 months, participate in the District's various programs and resources for truants.

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the Regional Office of Education of Franklin/Williamson Counties. The Board of Education, Superintendent, School District administrators, and teachers shall assist and furnish such information as they have to aid truant officers.

No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been offered to the student.

Absence Notification

A student's parent(s)/guardian(s) must: (1) upon the child's enrollment, provide telephone numbers to the Building Principal and update them as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child's absence.

If a K-8 student is absent without prior authorization by the parent(s)/guardian(s), the Building Principal or designee shall make a reasonable effort to notify the parent(s)/guardian(s) of the child's absence within 2 hours after the first class by telephoning the numbers given.

Student Employment

The Superintendent shall develop procedures, and present them to the Board of Education for its approval, for excusing from attendance those students necessarily and lawfully employed.

LEGAL REF.: 105 ILCS 5/26-1, 5/26-2a, 5/26-3b, 5/26-9, 5/26-12, 5/26-13, and 5/26-15.
Hamer v. Board of Education, 383 N.E.2d 231 (2nd Dist. 1978).

CROSS REF.: 6:110, 7:80, 7:190

ADOPTED: June 21, 2001

Students

Release Time For Religious Instruction/Observance

Religious Observance

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parent(s)/guardian(s) must give written notice to the District 5 days before the student's anticipated absence.

The parent(s)/guardian(s)'s written notification of the student's anticipated absence shall satisfy the District's requirement for a written excuse when the student returns to school.

The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for a religious holiday which include a list of religious holidays on which students shall be excused from attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student an equivalent opportunity to make up any examination, study, or work requirement.

Religious Instruction

A student shall be released from school for a day or portion of a day for the purpose of religious instruction. A letter, requesting the student's absence and written by the student's parent(s)/guardian(s), must be given to the Building Principal at least 5 days before the day the student is to be absent.

LEGAL REF.: Religious Freedom Restoration Act, 775 ILCS 35/5.
105 ILCS 5/26-1 and 5/26-2b.

CROSS REF.: 7:70

ADOPTED: June 21, 2001

Students

Release During School Hours

Students in grades K-12 may not leave school at any time during the school day unless they are authorized by the parent and a Principal or designee, or are picked up by a parent, guardian or responsible person designated in writing by a parent or guardian.

Twelfth (12) grade students may leave the school during their designated lunch hours. All other students must remain on campus during their designated lunch hours.

ADOPTED: June 21, 2001

Students

Health Examinations, Immunizations, and Exclusion of Students

A student's parent(s)/guardian(s) shall present proof that the student was examined by a licensed physician and received the immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Public Health rules:

1. within one year before entering kindergarten or the first grade;
2. upon entering the fifth and ninth grades; and
3. whenever a student first enrolls in a District school, regardless of the student's grade.

Parent(s)/guardian(s) are encouraged to have their child undergo a dental examination whenever health examinations are required.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, registered nurse, or local health department responsible for administering the immunizations. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

Parent(s)/guardian(s) of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning in accordance with State law.

A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection.

A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

LEGAL REF.: 105 ILCS 5/27-8.1.
410 ILCS 45/7.1.
77 Ill. Admin. Code §§ 665.10 and 665.240.

CROSS REF.: 6:180

ADOPTED: June 21, 2001

Students

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

LEGAL REF.: 23 Ill. Admin. Code § 1.210.
Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Discipline)

ADOPTED: June 21, 2001

Students

Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" also includes school liaison police officers.

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

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

When feasible, the search should be conducted as follows:

- outside the view of others, including students;
- in the presence of a school administrator or adult witness; and
- by a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

Seizure of Property

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

LEGAL REF.: Vernonia School District 47J v. Acton, 115 S.Ct. 2386 (1995).
T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).
People v. Dilworth, 661 N.E.2d 310 (Ill. 1996), *cert. denied*, 116 S. Ct. 1692 (1996).
People v. Pruitt, 662 N.E. 2d 540 (Ill. App. 1st Dist. 1996), *app. denied*, 667 N.E. 2d 1061 (Ill. App. 1st Dist. 1996).
 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.

CROSS REF.: 7:130, 7:150 (Agency and Police Interviews), 7:190 (Student Discipline)

ADOPTED: June 21, 2001

Students

Agency and Police Interviews

All requests by agency or police officials to interview a student shall be handled according to procedures developed by the Superintendent.

LEGAL REF.: 325 ILCS 5/1 et seq.
705 ILCS 80/1 et seq.

CROSS REF.: 7:130, 7:140 (Search and Seizure), 7:190 (Student Discipline)

ADOPTED: June 21, 2001

Students

Student Appearance

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Guidelines for dress and procedures for handling students who dress or groom inappropriately will be developed by the Principal and hand book committee and included in the Student Handbook.

LEGAL REF.: 105 ILCS 5/10-22.25b.
Oleson by Oleson v. Board of Education, 676 F.Supp. 6 (N.D. Ill. 1987), *aff'd*, 851 F.2d 450 (7th Cir. 1988).

CROSS REF.: 7:130, 7:190 (Student Discipline)

ADOPTED: June 21, 2001

Students

Vandalism

The Board will seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts which cause damage to school property.

LEGAL REF.: 740 ILCS 115/1 et seq.

CROSS REF.: 7:130, 7:190 (Student Discipline)

ADOPTED: June 21, 2001

Students

Student Discipline

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, pertaining to, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the “weapons” section of this policy.
5. Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the Building Principal. Electronic signaling devices include pocket - and all similar - electronic paging devices.
6. Using or possessing a laser pointer unless under a staff member’s supervision and in the context of instruction.
7. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
8. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
10. Unexcused absenteeism; State law and Board policy on truancy control will be used with chronic and habitual truants.
11. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.
12. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
13. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.

These grounds for disciplinary action apply 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 other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which 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 may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Removal from classroom.
10. Alternative Classroom (ACR) for a period set by the Administration. The Building Principal or designee shall ensure that the student is properly supervised.
11. Detention or Saturday school, provided the student's parent(s)/guardian(s) have 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.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily

harm. Corporal punishment does not include, and certificated personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

Weapons

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year. 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. In no case may the expulsion exceed 2 calendar years. A "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look alike" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

Required Notices

A school staff member shall immediately notify 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 applicable local law enforcement agency and, if a student is reportedly in possession of a firearm, also the student's parent(s)/guardian(s). The Superintendent or designee shall notify the Department of State Police of any drug-related incident or battery of a staff member.

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, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated 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 remove students from a classroom for disruptive behavior.

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

Student Handbook

The Principal, 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 and guardians within 15 days of the beginning of the school year or a student's enrollment.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. § 3351 et seq.
 20 U.S.C. § 6081.
 105 ILCS 5/10-20.14, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/24-24, 5/26-12, 5/26-15, and 5/31-3.
 23 Ill. Admin. Code § 1.210 and 1.280.

CROSS REF.: 5:230 (Maintaining Student Discipline), 6:110 (truant's programs),
 7:70 (truancy), 7:130 (Student Rights And Responsibilities), 7:140 (Search And Seizure), 7:150 (police interviews), 7:160 (Student Appearance),
 7:170 (Vandalism), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (student with disabilities),
 7:240 (extracurricular), 8:30 (Conduct On School Property)

ADOPTED: June 21, 2001

Students

Gangs and Gang Activity

The District 5 Board of Education has determined that gangs and gang related activities would cause a substantial disruption of its schools' ability to maintain a safe and disruption-free environment. The Board of Education has further determined that gangs and gang activities foster behaviors, attitudes, and practices which may endanger the health, safety, and welfare of our students. "Gangs" as defined in this policy, shall mean activities prohibited by law and/or by the School District's rules and regulations.

No student on or about school property or any school activity shall:

1. Wear, possess, distribute, draw, display, or sell any article of clothing, jewelry, emblem, badge, haircut, symbol, tattoo, sign, or other thing which is intended to identify a student as being affiliated with a gang.
2. Commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, etc.), which demonstrates affiliation with a gang.
3. Use any speech or commit any act in furtherance of the interests of any gang or gang activity including but not limited to the following:
 - a. Soliciting others for membership in a gang.
 - b. Extorting money or otherwise intimidating or threatening any person.
 - c. Inciting or directing others to engage in acts which violate school district policies or civil and/or criminal law.

Penalties:

1. Any student who violates numbers one or two above will be required to surrender, cover, dispose of, or otherwise alter any offending clothing, material, or object per the determination of school officials. In addition the student must attend a parent conference, and may receive, depending on the severity of the circumstances, detentions, and/or internal suspensions, and/or external suspensions. Subsequent violations of this policy will subject the student to suspensions and/or recommendations for expulsion.
2. Any student who violates number 3 above shall be subject to suspension and/or expulsion for a period not to exceed one full year.
3. In all appropriate cases law enforcement agencies will be contacted and charges filed.

ADOPTED: June 21, 2001

Students

Suspension Procedures

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the Board of Education.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

LEGAL REF.: Goss v. Lopez, 95 S.Ct. 729 (1975).
Sieck v. Oak Park River-Forest High School, 807 F.Supp. 73 (N.D. Ill., E.D.,
1992).
105 ILCS 5/10-22.6(b).

CROSS REF.: 7:130, 7:190 (Student Discipline)

ADOPTED: June 21, 2001

Students

Expulsion Procedures

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, 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 or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, 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 hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

LEGAL REF.: Goss v. Lopez, 95 S.Ct. 729 (1975).
105 ILCS 5/10-22.6(a).
720 ILCS 570/102 et seq.

CROSS REF.: 7:130, 7:190 (Student Discipline)

ADOPTED: June 21, 2001

Students

Bus Conduct

All students must follow the District's School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in the Student Discipline policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

Use of Video Cameras on School Buses

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees.

The content of the videotapes are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Principal, Transportation Director, bus driver, and sponsor, coach, Transportation Student Supervisors, or other supervisor. If the content of a video tape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Discipline Procedure

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g), 34 C.F.R. Part 99.
105 ILCS 5/10-22.6 and 10/1 et seq.

CROSS REF.: 4:170 (Safety), 7:130 (Student Rights And Responsibilities), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:340 (Student Records)

ADOPTED: June 21, 2001

Students

Misconduct By Students With Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

The District shall comply with the provisions of the Individuals With Disabilities Education Act (IDEA) when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience/misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience/misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion. A special education student may be suspended for an aggregate of 10 days of school per school year, regardless of whether the student's gross disobedience/misconduct is a manifestation of his or her disabling condition, except that such student shall continue to receive educational services in accordance with the IDEA during such period of suspension.

Any special education student who has or will exceed 10 days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

- LEGAL REF.: Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq.
 Gun-Free Schools Act, 20 U.S.C. § 3351 et seq.
 105 ILCS 5/10-22.6 and 5/14-8.05.
 23 Ill. Admin. Code §§ 226.40 and 226.520.
Honig v. Doe, 108 S.Ct. 592 (1988).
School Board of the County of Prince William, Virginia v. Malone, 762 F.2d 1210
 (4th Cir. 1985).
S-1 v. Turlington, 635 F.2d 342 (5th Cir. 1981), *cert. denied*, 102 S.Ct. 566 (1981).
Kaelin v. Grubbs, 682 F.2d 595 (6th Cir. 1982).
Victoria I v. District School Board, 741 F.2d 369 (11th Cir. 1984).
Doe v. Bd. of Educ. of Oak Park and River Forest High School District, No. 200,
 115 F.3d 1273 (7th Cir. 1997), *cert. denied*, 118 S.Ct. 564 (1997).
- CROSS REF.: 2:150 (Committees), 6:120 (Special Education), 7:130 (Student Rights And
 Responsibilities), 7:190 (Student Discipline), 7:200 (Suspension Procedures),
 7:210 (Expulsion Procedures), 7:220 (Bus Conduct)
- ADOPTED: June 21, 2001

Students

Conduct Code For Participants In Athletic and Extracurricular Activities

A committee composed of the Building Principal, Athletic Director, parents, teachers, Board members, and students/athletes shall develop a conduct code for all participants in extracurricular activities consistent with Board policy and the rules adopted by any association in which the School District maintains a membership. The conduct code should notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal annually and presented to the Board of Education.

All coaches, the Athletic Director, other committee members and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy.

LEGAL REF.: 105 ILCS 5/24-24
Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Il. App. 4th Dist. 1985).
Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998).

CROSS REF.: 5:280, 6:190, 7:190 (Student Discipline), 7:300

ADOPTED: June 21, 2001

Students

Student Welfare Services

The following services may be provided by the School District:

1. Health services supervised by a qualified nurse.
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from the parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a mental health clinician. A student's parent(s)/guardian(s) must consent to regular or continuing services from a mental health clinician.
4. Guidance and counseling services directed by the Building Principal.

CROSS REF.: 6:270

ADOPTED: June 21, 2001

Students

Exemption From Physical Activity

A child may be exempted from some or all physical activities when the appropriate excuses are submitted to the school by parent(s)/guardian(s) or by a person licensed under the Medical Practice Act.

Alternative activities and/or units of instruction will be provided for pupils whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

LEGAL REF.: 105 ILCS 5/27-6.
23 Ill. Admin. Code § 1.420(p).

CROSS REF.: 6:60

ADOPTED: June 21, 2001

Students

Administering Medicines To Students

Administering medication during school hours or during school-related activities is discouraged unless it is necessary for a student's health and well-being.

Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication.

No School District employee shall administer to any student any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" or other written authorization from parent is submitted. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

LEGAL REF.: 105 ILCS 5/10-20.14b and 5/10-22.21b.

ADOPTED: June 21, 2001

Students

Orders to Forgo Life-Sustaining Treatment

Written orders from parent(s)/guardian(s) to forgo life-sustaining treatment for their child or ward must be signed by the child's physician and given to the Building Principal or Superintendent. This policy shall be interpreted in accordance with the Illinois Health Care Surrogate Act (755 ILCS 40/1 et seq.).

Whenever an order to forgo life-sustaining treatment is received, the Superintendent shall convene a multi-disciplinary team that includes the child's parent(s)/guardian(s) and physician, as well as school personnel designated by the Superintendent. The team shall determine specific interventions to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event. The District personnel shall convey orders to forgo life-sustaining treatment to the appropriate emergency or healthcare provider.

LEGAL REF.: 755 ILCS 40/1 et seq.
Cruzan v. Director, Missouri Department of Health, 497 U.S. 261 (1990).
In re: C.A., a minor, 603 N.E.2d 1171 (Il. App. 1 Dist., 1992).

ADOPTED: June 21, 2001

Students

Communicable and Chronic Infectious Disease

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the District's policies. The Superintendent will develop procedures for communicable and chronic infectious diseases for the Board's consideration.

LEGAL REF.: Rehabilitation Act, Section 504, 29 U.S.C. § 794(a).
 Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq.
 77 Ill. Admin Code 690.100 et seq.
 410 ILCS 315/2a.
 105 ILCS 5/10-21.11.

ADOPTED: June 21, 2001

Students

Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the Board policy on Extracurricular and Co-Curricular Activities.
2. Written permission must be given by the parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. A physical examination of the student must be conducted by a physician and an accompanying written statement assuring that the student's health status allows for active athletic participation must be submitted to the District yearly.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.

The Superintendent or designee shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.: 105 ILCS 5/10-20.30.
23 Ill. Admin. Code § 1.530(b).

CROSS REF.: 4:170, 6:190 (Extracurricular and Co-Curricular Activities), 7:240, 7:330

ADOPTED: June 21, 2001

Students

Publications

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

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

Non-School-Sponsored Publications and Web Sites

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

1. that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. that violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. that is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. that is primarily intended for the immediate solicitation of funds; or
5. that, in kindergarten through eighth grade, is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such outside source as long as the material to be distributed or accessed is primarily prepared by students.

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

Accessing or distributing "at school" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

LEGAL REF.: Hazelwood v. Kuhlmeier, 108 S.Ct. 562 (1988).
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks)

ADOPTED: June 21, 2001

Students

Student Fund-Raising Activities

Students should not be used to promote fund-raising activities by non-school sponsored groups except those which are of a school-wide nature in which participation can be a positive experience for students and when the proceeds contribute to a recognized humanitarian purpose.

All fund-raising activities will be restricted in a sufficient manner so as to minimize the social and economic impact on the community and to maximize the safety and well being of the participants. A maximum of two fund-raising activities per year are allowed for each organization. Student fund drives must have the Building Principal's approval prior to any implementation or agreement to implement with any sales representatives.

Fund-raising plans approved by the Building Principal shall be submitted to the Superintendent for approval. The funds shall be used to the maximum extent possible for student activities.

LEGAL REF.: 105 ILCS 5/10-20.19(3).

CROSS REF.: 4:90

ADOPTED: June 21, 2001

Students

Student Records

School student records are confidential and information from them shall not be released other than as provided by law. State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate the Building Principals as *records custodians* who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232; 34 C.F.R. Part 99.
105 ILCS 5/14-1.01 et seq. and 10/1 et seq.
50 ILCS 205/7.
23 Ill. Admin. Code §§ 226 and 375.

ADOPTED: June 21, 2001