



# Troy CCSD 30C

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*Where the future begins!*

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*The Troy CCSD 30-C learning community will achieve excellence and will conquer the challenges of the future.*

## MEMORANDUM

To: Troy 30-C Board of Education

From: Paul Schrik, Director of Human Resources

Date: April 6, 2016

Re: 2015-16 Student Handbook Revisions (First Reading)

A committee was formed to review the 2015-16 Student/Parent Handbook and then make recommendations for the 2016-17 Student/Parent Handbook. Committee members include:

Kathy Barker, Craughwell School Principal,  
Larry Piatek, Orenic Intermediate School Principal,  
Mark Leipart, Heritage Trail School Assistant Principal,  
Kristina Gorsch, Troy 30-C Parent,  
Megan McMahan, Troy 30-C Parent

Prior to committee member review, updates from the 2016-17 Illinois Principals Association Online Model Student Handbook were included. IPA's Online Model Student Handbook is aligned with PRESS, the Illinois Association of School Board's school district policy service, state, federal and case law.

The following table represents recommendations for the 2016-17 Student/Parent Handbook.

Chapter 1: Introductory Information & General Notices		
Current Language 2015-16 Student/Parent Handbook	Proposed Language 2016-17 Student/Parent Handbook	Reason for Proposal
No language currently exists in reference to Suicide and Depression Awareness and Prevention	<b>"Suicide and Depression Awareness and Prevention" on page 10 to read:</b>  Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.  The school district maintains student and parent resources on suicide and depression awareness and prevention. Information can be obtained from the school social worker.	Update reflects requirement made by PRESS  Cross Reference: 7:290

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## Chapter 2: Attendance, Promotion, Curriculum and Instruction

No language currently exists that addresses make-up work in reference to student suspensions from school	<b>“Make-up Work” on page 14 to read:</b>  If a student’s absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.	Update reflects requirement made by PRESS  Cross Reference: 7:70
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## Chapter 4: Transportation & Parking

### Current Language: 2015-16 Student/Parent Handbook:

#### Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are assigned and parents are notified of their child’s bus stop at the beginning of the school year on the student registers. A student may only be dropped off at one bus stop and picked up at one bus stop. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by a building administrator.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children prior the beginning of the school year and regularly throughout the year.

In the interest of the student’s safety and in compliance with State law, students are expected to observe the following rules:

1. Students will travel to and from school on the bus to which they are assigned.
2. Students will board and depart buses at their designated bus stop.
3. Students will be at their designated loading points approximately 5 minutes before the school bus arrives. Students will be notified of approximate pick-up time.
4. Students will wait for the bus on the shoulder of the road, on the curb, or in the space designated as the pick-up area, and will wait in these areas until the bus comes to a complete stop.
5. Students who must cross the roadway to board or depart from the bus will pass **in front** of the bus upon direct signal of the driver (no closer than ten (10) feet), look in both directions, and proceed to cross the roadway only upon direct signal from the driver.
6. Students will board and depart buses through the right front entrance door of the bus. The EMERGENCY door will be used for EMERGENCY SITUATIONS ONLY.
7. Seat assignments are subject to change by the Driver and/or Administrator. Students will sit in their assigned seats, choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
8. Do not move from one seat to another while on the bus.
9. Keep all parts of the body and all objects inside the bus.
10. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed. Students will speak quietly and respectfully with each other and the driver. All students shall demonstrate “classroom” behavior.
11. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
12. In the event of emergency, stay on the bus and await instructions from the bus driver.
13. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.

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14. Keep the bus neat and clean. Eating is not permitted on the bus.
15. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
16. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in disciplinary consequences including, but not limited to, suspension from bus services.
17. Be waiting at your bus stop on time.
18. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
19. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
20. Parents will be liable for any defacing or damage students do to the bus.
21. Cell phones and/or other electronic devices are not allowed to be used on a school bus unless the bus driver or monitor authorizes its use. Once a student is seated on the school bus, the student may use the cellular phone or electronic device for reading, music and/or games with head phones or ear buds or the device is muted so no sound is audible.
22. Students will remain silent when the bus is approaching and crossing railroad tracks.
23. Students will ask permission from the bus driver and/or bus monitor to open windows. All articles and objects must remain within the bus. No items are to be thrown out the window.
24. Students will be responsible for throwing any trash into the waste container provided on the bus.
25. Students will pay the cost for repairs and/or replacement of any damage they cause to seats or other equipment on a school bus.
26. Students will properly identify themselves when asked.
27. Students are responsible for their personal property. Any personal items left on the bus are not the responsibility of the District.
28. No weapons, drugs, alcohol, tobacco or bullying will be allowed.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video and audio cameras are active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact the Office of Transportation Services at 815-577-6290.

## Proposed Language for Chapter 4 Transportation & Parking 2016-17 Student/Parent Handbook pp. 17-18:

### Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Daily exceptions must be approved in advance by the building administrator/office. Other route exceptions must be approved in advance by the Transportation Administrator.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by Building Administration.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

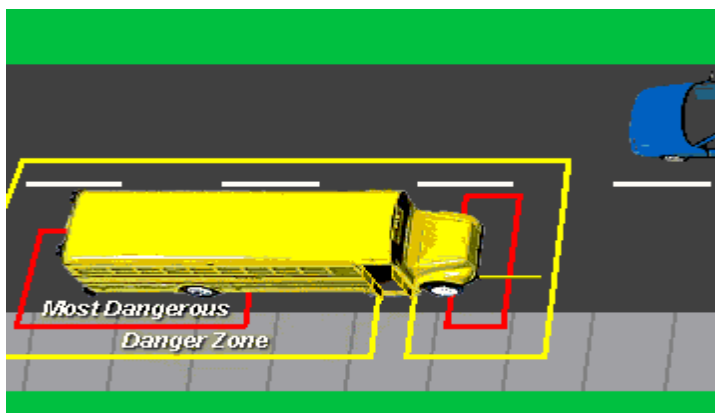
A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with state law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, at least 5 minutes prior to the designated stop time, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Upon entering the bus, the student will proceed to their assigned seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus. The bus driver and/or Administration can re-assign students' seats as needed during the school year.

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5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones. These electronic devices are to be used according to the same guidelines as in the school setting. The bus driver has the authority to limit the use of electronic devices, if they are creating a safety concern or being utilized improperly.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.
12. Students will remain silent and seated at railroad crossings, following the directives of the bus driver.



Video and audio cameras are actively recording student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact Lucille Feeney, Assistant Principal for Transportation at 815-577-6290.

## Bus Conduct

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district 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 a directive from a bus driver or other supervisor.
6. Such other behavior as the building administrator deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Students will pay the cost for repairs and/or replacement of any damage they cause to seats or other equipment on a school bus.

All Rules of Conduct pertaining to the school environment apply to the school bus. Refer to Chapter 6: Discipline & Conduct for the comprehensive listing.

## Reason for Proposal:

Update reflects requirement made by PRESS

Cross Reference: 4:110, 7:220, 4:170-AP3, 7:220, and 7:220-AP

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Chapter 5: Health & Safety		
No language currently exists that addresses immunization of meningococcal disease requirements	<p><b>New language on p. 19 to read:</b></p> <p>Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning.</p>	<p>Update reflects requirement made by PRESS</p> <p>Reference: 7:100</p>
<p>Tdap Vaccine Requirement on p. 19 reads:</p> <p><b><u>Tdap Vaccine Requirement</u></b></p> <p>All students entering, advancing or transferring into 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grades will be required to show proof of receipt of one dose of Tdap vaccine (combined tetanus, diphtheria, and acellular pertussis) vaccine regardless of the interval since the last DTaP, DT or Td dose.</p> <p>This requirement is important because pertussis (whooping cough) disease continues to occur throughout many Illinois communities and vaccination of children and adolescents reduces illness and absenteeism among school-age students. In addition, pertussis infections in infants can be fatal, and reducing the spread of pertussis through vaccination of community members helps to protect infants, especially those who are too young to be fully vaccinated.</p> <p>Most students may have already received the vaccine and simply need to provide the school with verifying documentation from the family health care provider. Documentation accepted as complying with the requirement for students entering 6th through 12th grades for the 2014-15 school year includes the following information:</p> <ul style="list-style-type: none"> <li>• Note or letter, signed by health care provider and identifying the vaccine (Tdap) and date (month, day, and year) administered.</li> <li>• Print-out from provider's electronic medical record system that identifies Tdap vaccination(s) and date administered for student in question.</li> <li>• Current Certificate of Child Health Examination (see link below), specifying</li> </ul>	<p><b>Tdap and Meningococcal Vaccine Requirement on p. 19 to read:</b></p> <p><b><u>Tdap and Meningococcal Vaccine Requirement</u></b></p> <p>All students will show proof of receipt of one dose of Tdap vaccine and one dose of Meningococcal vaccine at their 6<sup>th</sup> Grade physical.</p> <p>Failure to comply with the above requirements by the first attendance day of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. 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 an appropriate medical professional. Please contact your child's physician should you have any questions regarding these vaccines.</p> <p><u>Exemptions</u></p> <p>A student will be exempted from the above requirements for:</p> <ol style="list-style-type: none"> <li>1. Religious or medical grounds if the student's parent/guardian presents to the building principal a completed Illinois Certificate of Religious Exemption or a physician's statement that explains the objection;</li> </ol>	<p>Update reflects requirement made by PRESS and I.S.B.E.</p> <p>Reference: 7:100</p>

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<p>Tdap and date (month, day, year) administered.</p> <p>Failure to comply with the above requirements by the first attendance day of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. 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 an appropriate medical professional.</p> <p><u>Exemptions</u></p> <p>A student will be exempted from the above requirements for:</p> <p>Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;</p>		
<p>Health Services on p. 20 reads:</p> <p><b>Health Services</b></p> <p><u>Nursing and Health Services</u></p> <p>Troy School District has secured the services of registered nurses or licensed practical nurses that perform duties as determined by the Administration.</p> <ul style="list-style-type: none"> <li>• <b>Chicken Pox</b> Isolation is required for at least six (6) days after appearance of eruption.</li> <li>• <b>Measles-</b> Isolation is required from diagnosis until seven (7) days after the appearance of a rash.</li> <li>• <b>Mumps</b> Isolation is required for nine (9) days following the swelling of the glands.</li> </ul>	<p>Health Services on p. 20 to read:</p> <p><b>Health Services</b></p> <p><u>Nursing and Health Services</u></p> <p>Troy School District has secured the services of registered nurses or licensed practical nurses that perform duties as determined by the Administration. As such, the following scenarios demonstrate when a Troy 30-C school nurse may need to send a child home from school or determine when a sick child may return to school with a note from a physician.</p> <ul style="list-style-type: none"> <li>• <b>Chicken Pox</b> Case must be isolated and excluded from school for a minimum of five days after the eruption of the last vesicles or until the vesicles become dry.</li> <li>• <b>Measles-</b> Cases must be isolated and excluded from school for at least 4 days after the appearance of the rash. Student cases where there is a choice not to get the vaccine, or are unable to be vaccinated due to medical reasons, should be excluded from</li> </ul>	<p>Update reflects current practice</p>

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	<p>school until 21 days after rash onset in the last case of the measles.</p> <ul style="list-style-type: none"> <li>• <b>Mumps</b></li> </ul> <p>Cases should be isolated and excluded from school until 5 days after the onset of symptoms (parotitis). Susceptible close contacts should be excluded from school from days 12-25 after exposure.</p>	
No language currently exists that addresses all health requirement exemptions	<p><b>Health Requirement Exemptions on p. 20 to read:</b></p> <p><b>Health Requirement Exemptions</b></p> <hr/> <p>A student will be exempted from the above requirements for:</p> <ol style="list-style-type: none"> <li>1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;</li> <li>2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;</li> <li>3. Health examination or immunization requirements on medical grounds if a physician provides written verification;</li> <li>4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or</li> <li>5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.</li> </ol>	<p>Update reflects requirement made by PRESS</p> <p>Reference: 7:100</p>
<p>Current language under "Health Services" on p. 20 reads,</p> <p>"Students are required to stay home for twenty-four hours after the onset of symptoms and must be symptom free for 24 hours (without fever reducing medication) before returning to school.</p>	<p><b>Health Services on p. 20 to read:</b></p> <p>Students are required to stay at home for twenty-four (24) hours after the onset of symptoms and must be symptom free for 24 hours (without fever reducing medication) before returning to school. Consequently, students will not be allowed to attend school on the same day as they were reported as ill.</p>	<p>Update reflects current practice</p>

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No language currently addresses scented products	<p><b>Scented Products language on p. 22 to read:</b></p> <p><u><b>Scented Products</b></u></p> <p>In consideration of the allergies and sensitivities of others, no scented products may be sprayed at school. You are directed to avoid wearing scents to school that cause illness in others.</p>	Update reflects current practice
<b>Chapter 6: Discipline &amp; Conduct</b>		
No language currently exists that addresses arrival/dismissal times and smartwatches	<p><b>Use of Cellular Phones or other Electronic Devices on p. 24 to read:</b></p> <p>Cell phones are to be turned off, kept in the student's locker and/or backpack during school hours, this includes arrival and dismissal times</p> <p>Students are not to wear smartwatches to and from school.</p>	Update reflects current practice
<p>Grade PreK – 4 Simplified Dress Code: Pants, Shorts, &amp; Skirts/Dresses on p. 25 reads:</p> <p>Flannel pants, pajamas, and flannel shorts should not be worn to school.</p>	<p><b>Grade PreK-4 Simplified Dress Code: Pants, Shorts, &amp; Skirts/Dresses on p. 25 to read:</b></p> <p>Flannel pants, pajamas, and flannel shorts are not permitted at school.</p>	Update reflects current practice
<p>Grades 5-8 Standardized Dress Code: Pants, Shorts, &amp; Skirts/Dresses on p. 25 reads:</p> <p>Traditional twill, woven navy blue or khaki colored pants, skirts, shorts, or capris are required but must not be shorter than 4 inches above the knee. Denim jeans and denim type material is not permitted.</p> <p>No language exists regarding flannel wear</p> <p>No language exists regarding sweatpants and Troy spirit wear</p>	<p><b>Grades 5-8 Standardized Dress Code: Pants, Shorts, &amp; Skirts/Dresses on p. 25 to read:</b></p> <p>Traditional twill, woven navy blue, black or khaki colored pants, skirts, shorts, or capris are required but must not be shorter than 4 inches above the knee. Denim jeans and denim type material is not permitted.</p> <p>Flannel pants, pajamas, and flannel shorts are not permitted at school.</p> <p>Sweatpants may only be worn if they are "Troy" spirit wear.</p>	Update reflects current practice



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No language exists regarding pullover clothing	<b>Grades 5-8 Standardized Dress Code: Other on p. 26 to read:</b>  Excluding “North Face” or similar pullovers, outerwear such as coats, jackets, gloves, backpacks, sunglasses, hats, and other head wear are not permitted to be worn during the school day unless the student has a medical condition that requires these types of outerwear.	Update reflects current practice
<b>Level III Behaviors on p. 27 reads:</b> <ul style="list-style-type: none"> <li>Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.</li> <li>Using, possessing, distributing, purchasing, or selling alcoholic beverages.</li> <li>Using, possessing, distributing, purchasing, or selling:               <ul style="list-style-type: none"> <li>Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).</li> <li>Any anabolic steroid or performance-enhancing substance not administered under a physician’s care and supervision.</li> <li>Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.</li> <li>Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.</li> </ul> </li> <li>“Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.</li> </ul>	<b>Level III Behaviors on pp. 27-28 to read:</b> <ul style="list-style-type: none"> <li>Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.</li> <li>Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.</li> <li>Using, possessing, distributing, purchasing, selling or offering for sale:               <ul style="list-style-type: none"> <li>Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).</li> <li>Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.</li> <li>Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.</li> <li>Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.</li> <li>Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or</li> </ul> </li> </ul>	Update reflects requirement made by PRESS  Reference: 7:190, 7:190-AP2

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<ul style="list-style-type: none"> <li>• Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.</li> <li>• Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.</li> </ul>	<p>dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.</p> <ul style="list-style-type: none"> <li>• "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.</li> <li>• Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.</li> <li>• Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.</li> <li>• Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.</li> </ul>	
<p><b>Level III Behaviors on pp. 27-28 reads:</b></p> <ul style="list-style-type: none"> <li>• Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.</li> <li>• Bullying, hazing or any kind of aggressive behavior (including, but not limited to, fighting, whether it is pre-meditated or in self-defense) that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking,</li> </ul>	<p><b>Level III Behaviors on p. 28 to read:</b></p> <ul style="list-style-type: none"> <li>• Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.</li> <li>• Using or possessing an electronic paging device.</li> <li>• Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a</li> </ul>	<p>Update reflects requirement made by <b>PRESS</b></p> <p>Reference: 7:190, 7:190-AP2</p>

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<p>harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.</p> <ul style="list-style-type: none"> <li>• Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.</li> <li>• Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.</li> <li>• Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.</li> <li>• Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.</li> <li>• Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription.</li> <li>• Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.</li> <li>• Making bomb threats</li> <li>• Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.</li> <li>• Taking property of others with force or violence</li> <li>• Racial derogatory comments</li> <li>• Setting off false alarms (e.g., dialing 911; pulling fire alarm)</li> </ul>	<p>computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.</p> <ul style="list-style-type: none"> <li>• Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.</li> <li>• Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.</li> <li>• Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.</li> <li>• Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.</li> <li>• Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.</li> <li>• Engaging in teen dating violence.</li> <li>• Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.</li> <li>• Entering school property or a school facility without proper authorization.</li> <li>• In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.</li> <li>• Being absent without a recognized excuse.</li> <li>• Being involved with any public school fraternity, sorority, or secret society.</li> </ul>	
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<ul style="list-style-type: none"> <li>• Truancy (for a full school day), if repeated and requiring the intervention of an outside agency</li> </ul>	<ul style="list-style-type: none"> <li>• Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.</li> <li>• Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.</li> <li>• Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.</li> <li>• Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.</li> <li>• Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.</li> </ul> <p>For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.</p> <p>Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.</p> <p>No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student</p>	
No language exists that contains the following related information: When and Where Conduct Rules Apply, Disciplinary Measures, Corporal Punishment, Weapons Prohibition,	<b>Where Conduct Rules Apply, Disciplinary Measures, Corporal Punishment, Weapons Prohibition, Gang &amp; Gang Activity Prohibited, and</b>	Reflects requirement made by PRESS  Reference: 7190, 7:190-AP2

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Gang & Gang Activity Prohibited, and Re-Engagement of Returning Students	<p><b>Re-Engagement of Students on pp. 28-29 to read:</b></p> <p><b>When and Where Conduct Rules Apply</b></p> <hr/> <p>The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:</p> <ol style="list-style-type: none"> <li>1. On, or within sight of, school grounds before, during, or after school hours or at any time;</li> <li>2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;</li> <li>3. Traveling to or from school or a school activity, function, or event; or</li> <li>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.</li> </ol> <p><b>Disciplinary Measures</b></p> <hr/> <p>School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:</p> <ol style="list-style-type: none"> <li>1. Notifying parents/guardians.</li> <li>2. Disciplinary conference.</li> <li>3. Withholding of privileges.</li> <li>4. Temporary removal from the classroom.</li> <li>5. Return of property or restitution for lost, stolen or damaged property.</li> <li>6. In-school suspension.</li> <li>7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)</li> <li>8. Community service.</li> </ol>	
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	<p>9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.</p> <p>10. Suspension of bus riding privileges.</p> <p>11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.</p> <p>12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.</p> <p>13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.</p> <p>14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.</p> <p>The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.</p> <p><b>Corporal Punishment</b></p> <p>Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.</p> <p><b>Weapons Prohibition</b></p> <p>A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:</p> <p>(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's</p>	
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	<p>determination may be modified by the board on a case-by-case basis.</p> <p>(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.</p> <p>The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.</p> <p><b>Gang &amp; Gang Activity Prohibited</b></p> <hr/> <p>“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.</p> <p><b>Re-Engagement of Returning Students</b></p> <hr/> <p>The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.</p>	
<p>Preventing Bullying, Intimidation, Teen Dating Violence &amp; Harassment on pp. 31-32 reads:</p> <p><b>Preventing Bullying, Intimidation, Teen Dating Violence &amp; Harassment</b></p>	<p><b>Preventing Bullying, Intimidation, Teen Dating Violence &amp; Harassment on pp. 32-33 to read:</b></p> <p><b>Preventing Bullying, Intimidation, Teen Dating Violence &amp; Harassment</b></p>	<p>Update reflects requirement made by PRESS</p> <p>Reference: 7:20, 7:180, 7:190, 2:260</p>

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<p>Bullying, intimidation, teen dating violence and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal.</p> <p>Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:</p> <p>During any school-sponsored education program or activity.</p> <p>While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.</p> <p>Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.</p> <p>Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.</p> <p><i>Bullying</i> includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:</p> <p>Placing the student in reasonable fear of harm to the student's person or property.</p> <p>Causing a substantially detrimental effect on the student's physical or mental health.</p> <p>Substantially interfering with the student's academic performance.</p> <p>Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.</p> <p>Bullying, intimidation, teen dating violence and/or harassment may take various forms. Examples of</p>	<p>Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.</p> <p>Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:</p> <ol style="list-style-type: none"> <li>1. During any school-sponsored education program or activity.</li> <li>2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.</li> <li>3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.</li> <li>4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.</li> </ol> <p>Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:</p> <ol style="list-style-type: none"> <li>1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;</li> <li>2. Causing a substantially detrimental effect on the student's or students' physical or mental health;</li> <li>3. Substantially interfering with the student's or students' academic performance; or</li> <li>4. Substantially interfering with the student's or students' ability to participate in or benefit from</li> </ol>	
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<p>prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.</p> <p>A student who is being bullied is encouraged to immediately report it orally or in writing to the District Complaint Manager, Nondiscrimination Coordinator or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager, Nondiscrimination Coordinator or any staff member. The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. The school will protect students against retaliation for reporting incidents of bullying, intimidation, teen dating violence or harassment, and will take disciplinary action against any student who participates in such conduct.</p> <p>A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment</p> <p>Illinois law requires that this policy be filed with the Illinois State Board of Education, and that the policy be communicated to students and parents annually. It is expected that the policy be updated every 2 years and filed with ISBE after being updated.</p> <p><b>Nondiscrimination Coordinator:</b></p> <p>Anne Gmazel, Assistant Superintendent for Teaching and Learning 815-577-6760</p> <p><b>Complaint Manager:</b></p> <p>Anne Gmazel, Assistant Superintendent for Teaching and Learning <u>815-577-6760</u></p>	<p>the services, activities, or privileges provided by a school.</p> <p>Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.</p> <p>Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.</p> <p><b>Complaint Managers:</b></p> <p>Name: Anne Gmazel, Assistant Superintendent for Teaching and Learning Email Address: agmazel@troy30c.org</p> <p>Name: Paul Schrik, Director of Human Resources Email Address: pschrik@troy30c.org</p> <p>A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.</p> <p>A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.</p> <p>Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.</p>	
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<p>Access to Student Social Networking Passwords &amp; Websites on p. 32 reads:</p> <p><b>Access to Student Social Networking Passwords &amp; Websites</b></p> <p>School authorities may not request or require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure. However, school authorities are not prohibited from using student social media activity as part of a disciplinary investigation. Lastly, school authorities may require students to share the content of their social media page(s).</p>	<p><b>Access to Student Social Networking Passwords &amp; Websites on pp. 33-34 to read:</b></p> <p><b>Access to Student Social Networking Passwords &amp; Websites</b></p> <p>School authorities may not request or require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure. However, school authorities are not prohibited from using student social media activity as part of a disciplinary investigation. Lastly, school authorities may require students to share the content of their social media page(s).</p> <p>School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.</p>	<p>Update reflects requirement made by PRESS</p> <p>Reference: 7:140, 7:190-AP7-EP1</p>
<p>No current language exists that separately addresses student use of electronic devices</p>	<p><b>Student Use of Electronic Devices on p. 34 to read:</b></p> <p><b>Student Use of Electronic Devices</b></p> <p>The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.</p>	<p>Update reflects requirement made by PRESS</p> <p>Reference: 7:190-AP5</p>

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	<p>During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.</p> <p>Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school. Students in violation of this procedure are subject to the following consequences:</p> <ol style="list-style-type: none"> <li>1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.</li> <li>2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.</li> <li>3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.</li> <li>4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.</li> </ol> <p>School officials may conduct an investigation or require a student to cooperate in an investigation if</p>	
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	<p>there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.</p>	
<p>Suspension Procedures – School Board Policy 7:200 and Expulsion Procedures – School Board Policy 7:210 on pp. 29-30 read:</p> <p><b>Suspension Procedures – School Board Policy 7:200</b></p> <p>The Superintendent shall implement suspension procedures that provide, at a minimum, for the following:</p> <ol style="list-style-type: none"> <li>1. Before a student may be suspended, 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.</li> <li>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.</li> <li>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 that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The Board of Education must be given a summary of the notice, including the reason for the suspension and the suspension length.</li> <li>4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board 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.</li> </ol>	<p><b>Suspension Procedures – School Board Policy 7:200 and Expulsion Procedures – School Board Policy 7:210 on pp. 31-32 to read:</b></p> <p><b>Suspension Procedures – School Board Policy 7:200</b></p> <p><b>In-School Suspension</b></p> <p>The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:</p> <ol style="list-style-type: none"> <li>1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.</li> <li>2. Students are supervised by licensed school personnel.</li> <li>3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.</li> </ol> <p><b>Out-of-School Suspension</b></p> <p>The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:</p> <ol style="list-style-type: none"> <li>1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.</li> <li>2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger</li> </ol>	<p>Updates reflect requirement made by PRESS</p> <p>Reference 7:200 and 7:210</p>

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	<p>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.</p> <p>3. An attempted phone call to the student's parent(s)/guardian(s).</p> <p>4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:</p> <ul style="list-style-type: none"> <li>a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;</li> <li>b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;</li> <li>c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;</li> <li>d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and</li> <li>e. Depending upon the length of the out-of-school suspension, include the following applicable information: <ul style="list-style-type: none"> <li>i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose: <ul style="list-style-type: none"> <li>a) A threat to school safety, or</li> <li>b) A disruption to other students' learning opportunities.</li> </ul> </li> <li>ii. For a suspension of 4 or more school days, an explanation: <ul style="list-style-type: none"> <li>a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,</li> <li>b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and</li> <li>c) That the student's continuing presence in school would either: <ul style="list-style-type: none"> <li>i) Pose a threat to the safety of other students, staff, or members of the school community, or</li> <li>ii) Substantially disrupt, impede, or interfere with the operation of the school.</li> </ul> </li> </ul> </li> <li>iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any,</li> </ul> </li> </ul>	
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	<p>appropriate and available support services will be provided to the student during the length of his or her suspension.</p> <p>5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.</p> <p>6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board 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. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written</p>	
<p><b>Expulsion Procedures – School Board Policy 7:210</b></p> <p>The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:</p> <ol style="list-style-type: none"> <li>1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include: <ol style="list-style-type: none"> <li>a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.</li> <li>b. The time, date, and place for the hearing.</li> <li>c. A short description of what will happen during the hearing.</li> <li>d. A statement indicating that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.</li> <li>e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.</li> </ol> </li> <li>2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board of Education or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board</li> </ol>	<p>suspension decision shall specifically detail items (a) and (e) in number 4, above.</p> <p><b>Expulsion Procedures – School Board Policy 7:210</b></p> <p>The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:</p> <ol style="list-style-type: none"> <li>1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall: <ol style="list-style-type: none"> <li>a. Include the time, date, and place for the hearing.</li> <li>b. Briefly describe what will happen during the hearing.</li> <li>c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.</li> <li>d. List the student's prior suspension(s).</li> <li>e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.</li> <li>f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if</li> </ol> </li> </ol>	

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<p>the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.</p> <p>3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.</p>	<p>so, the attorney's name and contact information.</p> <p>2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.</p> <p>3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.</p> <p>4. If the Board acts to expel the student, its written expulsion decision shall:</p> <ol style="list-style-type: none"> <li>Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.</li> <li>Provide a rationale for the specific duration of the recommended expulsion.</li> <li>Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.</li> </ol>	
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	<p>d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.</p> <p>5. Upon expulsion, the District may refer the student to appropriate support services.</p>	
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## Chapter 7: Internet, Technology & Publications

<p><b>Guidelines for Student Distribution of Non-School Sponsored Publications on p 34 reads:</b></p> <p>A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:</p> <ol style="list-style-type: none"> <li>1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.</li> <li>2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.</li> <li>3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.</li> <li>4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.</li> <li>5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.</li> <li>6. Students must not distribute material that: <ol style="list-style-type: none"> <li>a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;</li> <li>b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;</li> <li>c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene,</li> </ol> </li> </ol>	<p><b>Guidelines for Student Distribution of Non-School Sponsored Publications on p. 36 to read:</b></p> <p>A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:</p> <ol style="list-style-type: none"> <li>1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.</li> <li>2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.</li> <li>3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.</li> <li>4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.</li> <li>5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.</li> <li>6. Students must not distribute material that: <ol style="list-style-type: none"> <li>a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;</li> <li>b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;</li> <li>c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;</li> <li>d. Is reasonably viewed as promoting illegal drug use; or</li> </ol> </li> </ol>	<p>Update reflects requirement made by PRESS</p> <p>Reference: 7:310</p>
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<p>pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;</p> <p>d. Is reasonably viewed as promoting illegal drug use; or</p> <p>e. Is primarily prepared by non-students.</p> <p>7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.</p> <p>8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.</p> <p>A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.</p> <p>Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:</p> <ol style="list-style-type: none"> <li>1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;</li> <li>2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;</li> <li>3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;</li> <li>4. Is primarily intended for the immediate solicitation of funds; or</li> <li>5. 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 sources as long as the material to be distributed or accessed is primarily prepared by students.</li> </ol> <p>The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.</p>	<p>e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.</p> <p>7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.</p> <p>8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.</p> <p>A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.</p> <p>Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:</p> <ol style="list-style-type: none"> <li>1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;</li> <li>2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;</li> <li>3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;</li> <li>4. Is primarily intended for the immediate solicitation of funds; or</li> </ol> <p>The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.</p>	
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## Chapter 8: Search and Seizure

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Current language does not exist that addresses student cooperation in an investigation.	<b>“Students” on p. 37 to read:</b>  School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.	Update reflects requirement made by PRESS  Reference: 7:140
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## **Chapter 9: Athletics & Extracurricular Activities**

Current language does not exist that addressed parent requirement at registration	<b>“Student Athlete Concussions and Head Injuries” on p. 40 to read:</b>  Should students wish to participate in extracurricular athletic activities, parents must read and sign the online “Athletics/Activities Permission and Concussion Form” when re-enrolling or registering their children.	Update reflects current practice
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## **Chapter 10: Special Education**

Current language does not exist that addresses the requirement for a behavioral intervention committee.	<b>“Discipline of Students with Disabilities” on p. 41 to read:</b>  The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.	Update reflects requirement made by PRESS  Reference: 7:230
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## **Chapter 12: Parental Right Notifications**

Current language does not exist that addresses academic attainment of English Learners and opportunities of parents/guardians of English Learners	<b>“English Language Learners” on p. 45 to read:</b>  The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.  Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child’s placement in, and information about, the District’s English Learners programs.  For questions related to this program or to express input in the school’s English Learners program, contact The Department of Teaching and Learning at 815-577-6760.	Update reflects requirement made by PRESS  Reference: 6:160
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