

**LAKE PARK HIGH SCHOOL**  
**2019-2020**  
**ATTENDANCE AND BEHAVIORAL**  
**EXPECTATIONS**

To assure that all Lake Park Community High School District 108 ("District" or "Lake Park") students have a safe, orderly, and successful learning environment, students and parents/guardians, as members of the educational team, must be willing to meet the following responsibilities. The following listing of specific rules is not intended to be all inclusive and the district reserves the right to modify behavioral expectations as needed.

**Students have the responsibility to:**

- Respect another's right to an education without interference.
- Be at school! Be on time! Be prepared!
- Be accountable for their individual actions.
- Cooperate with others to promote the well-being, safety, and security of the school/community.
- Recognize the obligation in free speech to avoid obscenity, defamation, racism, and denigration of people.
- Inform parents/guardians of their school records their progress in school, and social events.
- Check their academic progress through ESchool Home Access Center.
- Protect school property and respect the property of others.

**Parents/Guardians have the responsibility to:**

- "Be responsible" for the behavior of their students.
- Expect and encourage attendance and call in absences.
- Check on their student's academic progress through ESchool Home Access Center.
- Come to school for conferences.
- Be aware of Lake Park events.
- Attend school functions.
- Seek information relative to education and careers after high school.

**ATTENDANCE**

Attendance is a vital part of a successful educational experience and student involvement in daily classroom activities is an essential part of that success. The Illinois School Code requires compulsory school attendance for children between the ages of 7-17 years. Parents/Guardians have a major responsibility for seeing that their student(s) attend school

on a regular basis. If, during the school year, any contact or phone information has changed, parents/guardians must provide up to date contact/phone information and email addresses so automated e-mail messages can be received as it relates to school emergencies, attendance and tardy issues. **On the day of a student's absence (illness, medical, legal or personal), a parent or legal guardian is required to notify school officials of the absence prior to 10 A.M.** When reporting all or partial day absences, late check-ins, early releases, family trips, or other attendance information, please call:

**For Freshmen and Sophomores**

630-295-5232

**For Juniors and Seniors**

630-295-5332

A student will be considered "truant" if a telephone call is not received within 24 hours on the day of the absence. A "truant" is defined as a student subject to compulsory school attendance who is absent without valid cause for a school day or portion thereof. A "chronic or habitual truant" is defined as a student subject to compulsory school attendance and who is absent without valid cause for a school day or a portion thereof for 5% or more of the previous 180 regular attendance days. In instances of chronic or habitual absences, beyond 10 percent, Lake Park will request a physician's statement to certify the absence. Chronic truancy will be referred to the School District's School Resource Officer (SRO) or County Truancy Office. Students may be excused from school attendance for the reasons listed below. (Article 26 of School Code)

- Death or serious illness in the immediate family
- Sickness or quarantine
- Family emergency with approval of the school administration
- Religious holidays

If parents/guardians are planning to be out of town, the school needs to be informed of a contact person in their absence.

► **Pre-arranged Absences** - Visits to doctors, dentists, and the courts will be excused (medical or legal) when the student presents to the Student Services Office written verification signed by the doctor, dentist, or

court clerk, on their letterhead within 10 school days and the absence **will not** count towards the student's total absences for the semester per Lake Park's Attendance Policy. If the student fails to provide written verification, but the school was notified by a parent/guardian, the absence will be coded as excused, **not medical or legal**, and **will** count towards the student's total absences for the semester per Lake Park's Attendance Policy. If after 10 school days the medical or legal verification is received, the absence remains coded as excused and **will not be** coded medical or legal, and the absence **will** count towards the student's absence totals per Lake Park's Attendance Policy. It is the responsibility of the parent and student to make sure pre-arranged absence verifications are received in a timely manner.

► **College Visitations** - College bound juniors and seniors may be excused for two days to visit a college to which they have applied for admission. These absences must be pre-arranged by picking up the visitation form from the student's counselor and returning the completed form to the Student Services Office prior to the college visitation.

► **Family Vacations** - The District discourages vacations which keep students from school. Requests from parents/guardians to excuse students for vacations with members of the immediate family are considered on an individual basis. *The school will not excuse a student for a vacation if the student is not accompanied by their parent or legal guardian or has not filled out a vacation request form in advance.*

To obtain approval for a family vacation for one or multiple days, please follow these steps:

- Parents/guardians should make the request by telephone far enough in advance so students can have their teachers sign the excused vacation form **five school days prior to the vacation. The signed form must be turned in to the Student Services Office.**
- A school administrator/designee must approve the request prior to leaving for vacation.
- Students are responsible for asking their teachers for homework assignments at least five school days in advance of their vacation. **To receive credit, their assignments must be turned in on the day of return.**

► **Late to School** - Any student arriving late to school, must report directly to the Student Services Office. Students arriving to school

unexcused are subject to tardy/unexcused absence guidelines.

► **Early Release** - Any student who leaves school for any reason must be released through the Student Services Office or Nurse's Office. Permission to leave school early must be initiated by the parent/guardian through the attendance office or the nurse's office. If a parent is not notified by either of the aforementioned offices, the absence will be unexcused. The West Campus late entry/early release program must be administratively approved each semester.

Any East Campus student requiring early release from school must be signed out by a parent or guardian.

► **Homebound or Hospital Instruction** - A student qualifies for homebound or hospital instruction if it is anticipated that, due to a medical condition, the student will be unable to attend school, and instead must be instructed at home or in the hospital for a period of two or more consecutive weeks or on an "ongoing intermittent basis." An "ongoing intermittent basis" means the student's medical condition is of such a nature or severity that it is anticipated that the student will be absent from school due to the medical condition for periods of at least two days at a time multiple times during the school year totaling at least 10 or more days of absence. Parents/guardians may obtain homebound or hospital instruction for eligible students by notifying the student's counselor, completing required forms, and submitting a written statement from the student's physician.

► **Leaving School Buildings or Property** - Once at Lake Park, or on a bus bound for Lake Park, students are not permitted to leave school buildings or property unless excused. Leaving without permission will result in an unexcused absence and the issuing of a detention(s), an in-school suspension or an out-of-school suspension and loss of parking privileges.

► **Class Cuts/Unexcused Period Absences** - A class cut is an unexcused period absence from a class. A first period class cut will be issued to a student who arrives to school after 7:40 AM (WC) or 8:15 AM (EC) or arrives 10 minutes late after the bell for periods two through eight. The warning and discipline system for Class Cuts/Unexcused Period Absences are:

■ First Class Cut/Unexcused Absence: Student has committed a major offense. Meet with Dean or Assistant Principal and an automated parent/guardian contact.

■ Second Class Cut/Unexcused Absence: Student has committed a major offense. Meet with Dean or Assistant Principal, detention may be issued, and an automated parent/guardian contact.

■ Third Class Cut/Unexcused Absence: Student has committed a major offense. Meet with Dean or Assistant Principal, detentions may be issued, an automated parent/guardian contact, meeting with the SRO, possible attendance contract, Village Ordinance warning from SRO, and/or loss of social privileges (i.e. athletic events, dances, prom and other social events)

■ Fourth Class Cut/Unexcused Absence: Meet with Dean and SRO- Village Ordinance violation ticket may be issued, detentions may be issued, an automated parent/guardian contact, and/or loss of social privileges.

■ Fifth Class Cut/Unexcused Absence: Student remains in class on Pass/Fail status, parent/guardian contact, and/or loss of social privileges.

■ Sixth Class Cut/Unexcused Absence: Student does not receive credit for the course, detentions may be issued, and/or loss of social privileges.

► **Study Hall Cuts** - A cut from study hall is a major offense and may lead to detentions and/or loss of pass or driving privileges.

► **Tardies To School** - A student is considered tardy to school if he or she is not in his or her assigned classroom/lab and/or workstation when the bell rings to start the period. If the student misses 20 minutes or more of first hour, a class cut will be issued. Students tardy to school must check in at the Student Services Office BEFORE reporting to class. Missing the bus, car problems, and/or oversleeping are not considered reasons for an excused tardy or absence. Students tardy to school five or more times will lose parking privileges for two weeks.

► **Tardies to Class** - Students are responsible for regular attendance and arriving on time. Quality education is enhanced and positive work habits are reinforced by punctuality. Since the teacher and student are the primary elements in the learning process, it is to their mutual benefit that punctuality be enforced.

■ **First Tardy** - Student is verbally notified by the teacher and an automated email notification is sent to the student's LPHS email account.

■ **Second Tardy** - Student verbally notified by the teacher and an automated email is sent to the student's LPHS email account.

■ **Third Tardy to Class or the Eighth Aggregate Tardy** - Student verbally notified by the teacher, an automated email notification is sent to the student's LPHS email account and an automated email is generated to the parents/guardians email account provided during registration. The Dean's Office will be notified in an electronic conduct referral and the Dean will preview their tardies with the student and discuss the next level of interventions.

■ **Fourth Tardy to Class or the Ninth Aggregate Tardy** - Student verbally notified by the teacher, an automated email notification is sent to the student's LPHS email account and an automated email is generated to the parents/guardians email account provided during registration. The Dean's Office will be notified in an electronic conduct referral and the Dean will issue one (1) to three (3) days of lunch detentions.

■ **Fifth (+) Tardies to Class or the Tenth (+) Aggregate Tardy** - Student verbally notified by the teacher, an automated email notification is sent to the student's LPHS email account and an automated email is generated to the parents/guardians email account provided during registration. The Dean's Office will be notified in an electronic conduct referral and the Dean will issue five (5) days of lunch detentions. When a student who is chronically tardy to school or class (20+) and lunch detentions are not changing behaviors, the Dean may issue a one-day in-school ADA for chronic tardiness and/or the removal of social privileges (i.e. athletic events, dances, prom, graduation ceremony and other social events).

► **Unexcused Absences** - An unexcused absence is a period or full day absence that is not acknowledged as excused. Examples such as missing the bus, car problems, going to the Department of Motor Vehicles to obtain a permit or license, and/or oversleeping are reasons that would be considered unexcused. Students who have been reported for an all-day absence due to illness or personal reasons and appear on school grounds will be considered unexcused. When a case of an unexcused absence has been confirmed, credit will not be given for exams, quizzes, or homework assignments. Students who use electronic means (texting or calling) to notify a parent/guardian of illness and leave the building without reporting to the Nurse's Office or Student Services Office first will be documented as an unexcused absence.

## BEHAVIOR

If a student violates the rules of Lake Park High School or the Board of Education's policies on student conduct, the student will be subject to certain behavioral and disciplinary interventions. The specific interventions will be determined on a case-by-case basis and considering the nature, severity and/or frequency of the offense. It is expected that each student shall comply with established school Rules and Regulations set forth here. The right of one person to attend school must not place in jeopardy the opportunity of others to benefit from school. Students are prohibited from engaging in conduct which in any way:

Disrupts the educational process  
or  
Infringes upon the rights of others.

## **When and Where Conduct Rules**

### **Apply**

Consistent with Board Policy 7:190, [Student Behavior] is regulated and the student is subject to disciplinary action for engaging in prohibited student conduct whenever the student's conduct is reasonably related to school or school activities, including, but not limited to, when the student is:

1. On or within sight of school grounds before or after school hours or at any other time.
2. Off school grounds at a school sponsored activity or event or any activity which bears reasonable relationship to school.
3. On or near a designated school bus stop or traveling to or from school or a school activity, function, or event.
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) a threat or an attempted intimidation of a staff member; or b) endanger the health or safety of students, staff, a school visitor, a member of the Board of Education, a company with whom the District issues a contract for services or school property.
5. The penalties for offenses related to weapons, illegal substances, alcohol, gangs, fighting and bullying are cumulative over the full period of time the student is enrolled at Lake Park High School.

Suspended students will have the opportunity to make up work for equivalent credit (105 ILCS 5/10-22.6 (b-30) for class assignments if given timelines are met upon their return from suspension. An out-of-school suspended or expelled student is banned from participation in or attending any school-sponsored activity and is not permitted on the grounds of the two campuses, the Technology Center of DuPage or an away school while on suspension. Suspensions may run from 1-10 school days. School officials shall limit the number and duration of expulsions and out of school suspensions to the greatest extent practicable. Prior to using out of school expulsions or suspensions, school officials shall consider using forms of non-exclusionary discipline.(105 ILCS 5/10-22.6(b-5) A student, while on school property, at the Technology Center of DuPage, on a school bus, or at any school sponsored activity, shall not engage in actions that are

major offenses which may lead to suspension and/or police prosecution.

## **PROHIBITED STUDENT CONDUCT**

School administration is authorized to discipline for gross disobedience or misconduct including but not limited to:

### **► Gross Disobedience / Misconduct -**

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct. The seriousness of the offense may result in suspension and may be considered for an expulsion hearing before the Board of Education. An action of gross misconduct may also be brought to the attention of the police for criminal prosecution. Lake Park will report any incident involving the battery of school personnel, firearms, or drugs to the Student Incident Reporting System as required by Illinois law (105 ILCS 5/10 – 21.7, 71A, & 71B).

1. Using, possessing, distributing, purchasing or selling tobacco materials;
2. Using, possessing, distributing, purchasing or selling alcoholic beverages. Students who are under the influence of alcohol 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:
  - Any illegal drug, controlled substance or cannabis;
  - Any anabolic steroid not administered under physician's care or supervision;
  - Any performance-enhancing substances on the Illinois High School Association's most current banned substances list unless administered in accordance with a physician or licensed practitioner prescription;
  - Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions;
  - Any inhalant (including vaping or dab pen), regardless of whether it contains an illegal drug or controlled substance or not: (a) that a student believes is, or represents to be capable of/or causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student has 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. Starting the Fall of 2018, anyone under the age of 21 can not possess a vaping device and/or vape on school property and is subject to a Village Ordinance violation. The prohibition does not

apply to a student's use of asthma or legally prescribed inhalant medications;

- "Look-alike" or counterfeit drugs including a substance not containing an illegal drug or controlled substance, but are: (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;
  - Drug paraphernalia, including devices that are or can be used to ingest, inhale or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance in their possession. The school may require completion of a substance abuse or corrective education program prior to admittance to Lake Park;
  - 4. Using, possessing, controlling, or transferring a "weapon" as defined below: 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 at least one calendar year, but no more than two (2) calendar years.
    - A firearm, meaning any gun, rifle, shotgun, or 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 of firearm as defined in Section 24-1 of the Criminal Code.
    - A knife, brass knuckles, or other weapons or "look-alike" weapons (i.e. BB gun, airsoft gun, squirt gun, paintball gun, etc.) regardless of its composition; a billy club, pipe, padlock, baseball bat or any other object if used or attempted to be used to cause bodily harm including "look-a likes" of any firearm as defined above.
    - Using, possessing or cause to be brought to school any type of disabling devices (i.e. mace, pepper gas, laser pens, etc.) of any type; potentially dangerous objects or substances; or look-alike weapons. (Illinois Gun Free Schools Act 1994) (Chapter 38 of the Illinois Criminal Code, Section 24)
- The expulsion requirement may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board of Education on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for the students in theater, cooking, ROTC, martial arts, and

similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm;

**5. Electronic Devices** - Using or possessing an electronic paging device, cellular telephone, video recording device, personal digital assistant (PDA), or other electronic devices in any manner that disrupts the educational environment or violates the rights of others, including but not limited to, using the device to take photographs or videos in locker rooms or bathrooms, to cheat, or otherwise violate student conduct rules. All electronic devices should 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 plan (IEP); (c) it is used in the cafeteria, or (d) it is needed in an emergency that threatens the safety of students, staff or other individuals.

**6. Academic Dishonesty** - Academic Dishonesty in any form or manner will cause the offending student to lose credit for the assignment. Any subsequent incident of academic dishonesty during a school year will cause the student to receive graduated consequences up to and including being removed from the course in which the second incident occurred without credit for the applicable semester. It is important that students recognize that using another person's ideas is considered academic dishonesty. Students must give credit to the original source, whether directly quoting, paraphrasing, or loosely borrowing another individual's ideas. This includes but not limited to the following: printed materials, electronic sources, computer programs, visual arts, performing arts and the literary arts. Plagiarism, according to the Modern Language Association (MLA) is defined: 1) taking notes that do not distinguish summary or paraphrase from quotation and the presenting wording from notes as it is the individual's own; 2) copying and pasting text, while browsing the Web/Internet, into a paper without quotation marks or without citing the source; repeating or paraphrasing someone's wording without acknowledgement; taking someone's unique or particularly apt phrase without acknowledgement; paraphrasing someone's argument or presenting someone's line of thought without acknowledgement; and acquiring a research paper and handing in part or all of it as the student's own. The District and classroom teachers may use computer software programs to determine the extent of plagiarism on any assignment. A teacher's tests, quizzes and homework are considered intellectual property. Any student who is found in possession of a teacher's intellectual property either physically or a captured image on an electronic device will lose credit for the assignment. A second incident will result in the

removal from the class in which the second incident occurred. Students should not participate in unauthorized collaboration or the intentional sharing of their work/ideas or working together on an academic exercise when such actions are not approved by the instructor;

**7. Insubordination** - Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct. A student shall not defy or refuse to obey a reasonable request given by a school employee, a bus driver, or other authorized school personnel;

**8. Fighting**- Engaging in any kind of aggressive behavior (fighting) that does physical or psychological harm to another or urging other students to engage in such conduct using violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing or other comparable conduct. Physical conduct, including but not limited to pushing, shoving, and wrestling, will be considered fighting regardless of the student's intent. Fighting may be considered gross disobedience or misconduct. Furthermore, criminal charges such as assault, battery, or disorderly conduct may be filed against you. Law enforcement may be contacted;

**9.** Causing or attempt to cause damage to, or stealing, or attempting to steal, school property or another person's personal property;

**10.** Any conduct contrary to the District's Student Attendance and Truancy Policy, Board Policy 7.70;

**11.** Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; (d) soliciting another person to join, promise to join, or be pledged to become a member;

**12.** Involvement in cults, gangs, or gang-related activities, including the display of cult or gang symbols or paraphernalia;

**13.** Engaging in any activity on or off campus that interferes with, disrupts, or adversely affects the school environment, school operations or an educational function;

**14.** Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing; or

**15.** Making an explicit threat on an Internet website, social media site or phone app against a school employee, a student, or any school-related personnel. If the Internet website, social media site or phone app 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;

**16. Theft or Possession of Lost or Mislaid Property** - A student commits theft of lost or mislaid property when he or she obtains control over the property and: a) knows or learns the identity of the owner or knows, or is aware of, or learns of a reasonable method of identifying the owner, and b) fails to take reasonable measures to restore the property to the owner, and c) intends to deprive the owner permanently of the use or benefit of the property. (720 ILCS 5/16-2 from Ch. 38, par.16-2). The school is not responsible for a misplaced, lost or stolen electronic devices or cell phones and will not investigate misplaced, lost or stolen electronic devices or cell phones that have not been secured in a locked locker or locked vehicle.

**17. Vandalism**- any action involving the deliberate destruction of or damage to public or private property.

► **Other Electronic Devices- iPad, iPod, ChromeBooks, Laptops, etc.**- The personal use of all other electronic devices should 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 plan (IEP); (c) it is used in the cafeteria, or (d) it is needed in an emergency that threatens the safety of students, staff or other individuals. With the exception of these areas and discretionary times, electronic devices and all their accessories (i.e. camera or audio) must be turned off and stored out of sight during the school day and their use is prohibited in hallways, stairwells, bathrooms, locker rooms and other common areas in the building where privacy is reasonably expected. Lake Park's 1:1 Chromebook Guidelines- 1) Bring your Chromebook to school fully charged daily; 2) The student is responsible for the Chromebook they have been issued at all times; 3) Chromebooks should only be taken to Tech Support in your building for repair or maintenance; 4) Do not leave your Chromebook unattended; 5) Avoid consuming food or drink near your Chromebook; 6) Chromebooks must remain free of any writing, drawing, stickers, or labels. Failure to comply will result in a fine; 7) Use the case provided; and 8) Never place heavy objects on top of the Chromebook. 9) Wireless/Bluetooth speakers are prohibited in all common areas such as hallways, classrooms, stairwells, and the cafeteria. 10) Students will not be allowed out of class to receive or place a telephone call. In cases of emergencies, students should report to the Student Services office in order not to disturb classes.

## **Behavioral Interventions**

The District provides students with a wide variety of behavioral interventions, both formal and informal, designed to promote responsible student behavior and to discourage misconduct. Potential interventions include, without limitation, any of the following:

▶ Positive Behavioral Interventions and Supports (PBIS)

▶ Response to Intervention (RTI)

▶ Restorative Justice Measures (RJM) - The Illinois School Code includes a statement that "[among the many possible disciplinary interventions available to school officials, school exclusions, such as out-of-school suspensions and expulsions are the most serious." Restorative Justice Measures will attempt to mirror Positive Behavioral Interventions and Supports (PBIS) and Response to Intervention (RTI) programs to establish behavioral supports for all students to protect the integrity of a positive and productive learning climate. RJM may include, but not limited to, a continuum of school-based alternatives and consequences such as: 1) Oral/Written warnings from the teacher, administrator, or designee to cease and correct behavior; 2) Loss of Privileges; 3) Detention-either before or after school; 4) Alternative Day/Period Assignment (ADA)-the length of an ADA may vary from one class period to a full day. If the student is given a full ADA, they must report to the suspension room at the start of the school day (7:22 AM WC or 7:55 AM EC) until the end of the school day (2:16 or 2:56 PM). NOTE: You are not allowed to participate in any extracurricular or co-curricular activity, including but not limited to any practice, rehearsal or meeting, on a full day of ADA; 5) Out-of-School Suspension-A student may be suspended for up to ten school days for any activity that constitutes gross disobedience or misconduct. If you are suspended from school, you may not be on the campus or attend any school function for any reason. Failure to observe this rule is considered trespassing and may result in additional consequences and/or criminal prosecution; 6) Expulsion- in cases of gross disobedience or misconduct, the Superintendent, Principal, and/or Assistant Principal may recommend to the Board of Education that expulsion proceedings be initiated. The Board has the authority to expel a student for up to two years. A student who has been expelled may be immediately transferred to an alternative school program according to State law. A student will not be denied a transfer because of the expulsion, except where the transfer is deemed to cause a threat to the safety of the students and staff in the alternative program.

## **DISCIPLINARY INTERVENTIONS**

Disciplinary action will be taken against any student guilty of gross disobedience or misconduct. The seriousness of the offense may result in suspension and the student may be considered for an expulsion hearing before the Board of Education. School officials shall limit the number and duration of expulsions and out of school suspensions to the greatest extent practicable. Prior to using out of school expulsions or suspensions, school officials shall consider using forms or non-exclusionary discipline.

An action of gross misconduct may also be brought to the attention of the police for criminal prosecution. Lake Park will report any incident involving the battery of school personnel, firearms, or drugs to the Student Incident Reporting System as required by Illinois law.

Potential disciplinary interventions include without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conferences.
3. Withholding of privileges.
4. Temporary removal from the class.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-School suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. Detention, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or a designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.
9. Seizure of contraband, confiscation and temporary retention of personal property that was used to violate Board Policy 7:190 or school rules.
10. Suspension of bus riding privileges in accordance with Board Policy 7:220, Bus Conduct.
11. Suspension from school and all school activities for up to 10 school days in accordance to Board Policy 7:200 Suspension Procedures. A student is banned from participating in or attending any school-sponsored activity, and is not permitted on the grounds of the two campuses, the Technology Center of DuPage, or any away

school while on suspension. Suspended students will have the opportunity to make up work for equivalent credit for class assignments if given timelines are met upon the student's return from suspension.

The Alternative Day Assignment (ADA) classroom may be used by the Assistant Principal as an in-school disciplinary room. Students may be assigned to ADA classroom for a period of time dependent on the particular incident. Students are responsible for bringing their own materials and their own lunches. Absolutely no talking or sleeping by students will be permitted in the ADA classroom. Students who misbehave, who are tardy or who cut their ADA classroom may be subject to additional behavioral and disciplinary interventions.

12. Expulsion from school and all school activities for a definite period of time not to exceed two calendar years in accordance with Board Policy 7:210 Expulsion Procedures. A student who has been expelled is banned from participating in or attending any school-sponsored activity and is not permitted on the grounds of the two campuses, the Technology Center of DuPage, or any away school while on expulsion.

13. Transfer to an alternative program if the student is expelled or otherwise qualified for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the Illinois School Code.

14. Notifying juvenile authorities or other law enforcement whether the conduct involves criminal activity, including but not limited to 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.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, 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.

## **ADDITIONAL RULES AND REGULATIONS**

▶ **AED Activation** - No student shall activate the Automatic External Defibrillator case without appropriate cause. First-time violators will be given a major step and are subject to behavioral and disciplinary interventions which may include an in-school or out-of school suspension. A second violation may constitute

a critical incident and may result in exclusionary discipline.

► **Social Media Notification** - Students and parents/guardians are hereby notified that the school may require a student to cooperate in an investigation, including an investigation of social networking misconduct, 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 to help the school make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

► **Computer usage** - No student shall violate the Computer and Internet Acceptable User Agreement.

► **Gambling** - Use of cards, coins, dice, or other gambling devices (physical or electronic) is prohibited on school grounds and/or at school related events and activities.

► **Halls** - Any student in the hall without a pass during class time may be assigned a detention, an in-school suspension, or lose pass privileges.

► **Inappropriate Language, Gesture, Material, and Clothing** - Students shall not use obscene, suggestive, or highly disrespectful language or gestures directed towards other students, staff, or companies under contract with Lake Park; shall not use racial or ethnic slurs; shall not wear, possess, or distribute profane, obscene, suggestive materials or clothing; and shall not possess clothing or material, use gestures or graffiti, that otherwise represent cults, gangs, or related activities. (School Code of Illinois, Chapter 105)

► **Obscene and Libelous Materials** - Distribution of any written or digital materials (i.e. texting, tweeting, Snapchat, vine, sexting or photographs) that is obscene or libelous is prohibited. **Obscene material** is that which an average person viewing the material as a whole and applying community standards for children of a relevant age, would find depicts or describes sexual conduct in an offensive way, appeals to a prurient interest, and lacks serious literary, artistic, political or scientific value. **Libelous material** is that which tends to falsely depict the reputation of another. Students who distribute such material in written or electronic form or who write or publish such material for distribution will be subject to behavioral and disciplinary interventions. The specific interventions will be determined on a case-by case basis and considering the nature, severity and/or frequency of the offense.

► **Insubordination** - Students shall not defy or refuse to obey reasonable instructions or requests given by a school employee, a bus driver, or other authorized school personnel.

► **Misbehavior with Substitutes** - Students should be on their best behavior in classes and especially when substitute teachers are in charge. Students referred to the Student Services Office for misbehavior with a substitute may be assigned major steps and will be subject to behavioral and disciplinary interventions.

► **Bullying, Intimidation, and Harassment Prohibited** - No student, shall bully, intimidate or harass a student on the basis of actual or perceived: race, color, religion, sex, sexual orientation, gender-related identity or expression, national origin, ancestry, age, marital status, physical or mental disability, military status, association with a person or group with one or more of the aforementioned actual or perceived characteristics or any other distinguishing characteristic.

The District will not tolerate harassing, intimidating conduct, or bullying (including cyber-bullying) that interferes with a student's educational performance, or creates a hostile educational environment. Examples of prohibited conduct include, but not limited to: name-calling, using derogatory slurs, harassment, threats, intimidation, stalking, causing psychological harm, threatening or causing physical harm, threatening or actual destruction of property, wearing or possessing items depicting or implying hatred of or prejudice against individuals based on one or more of the characteristics stated above, or retaliation for asserting or alleging an act of bullying.

Any District student who is determined, after an investigation, to have engaged in such prohibited conduct will be subject to a range of consequences which may include, but not limited to disciplinary interventions (up to suspensions and/or expulsion), educational consequences, a no contact or supervision plan, counseling and/or training and behavioral interventions.

► **Visiting Campuses Without Permission** - With the exception of assigned classes or activities, students without the written permission of an administrator cannot visit the opposite campus.

► **911 calls** - Making a 911 call for unfounded reasons is a major offense and may lead to an out-of-school suspension and police contact.

► **Breaching Campus Security** - Students are prohibited from propping any door open with any object (book, rock, stick, pencil, etc.) to gain access to a locked door and from attempting to download any technology based program that interferes with the normal operation of the school's technology network. Any District student who is determined, after

an investigation, to have engaged in such prohibited conduct will be subject to a range of consequences which may include, but not limited to a range of disciplinary interventions.

► **Buses** - The District provides bus services to all East Campus students and to all West Campus students residing more than 1.5 miles from West Campus. Students must:

- Display their ID cards when boarding the bus.

- Obey and respond politely to the bus driver.

- Remain seated while the bus is in motion at all times.

- Refrain from any disruptive behavior (loud talking, shouting, pushing, etc.)

- Keep all material inside the bus.

- Keep head, arms, legs, hands, and feet inside the bus (windows must not be lowered below the mark indicated on the bus). Video cameras may be placed on district provided buses. If a student causes damage to a bus, the student, parents and/or guardians will be held responsible and for restitution. A student who becomes a serious or chronic disciplinary problem may have bus privileges revoked for a period determined by an administrator or Dean. Students who are suspended from the bus will be given the opportunity to make up missed work for equivalent academic credit. This includes students suspended from the school bus who do not have alternative transportation to school, so long as the student's parents/guardians notify school officials that the student does not have alternative transportation to school. (SB100/Public Act 099-0456) Bus drivers have the authority to refer a student to the Student Services Office.

► **Cafeteria** - During lunch periods, students have certain responsibilities in the cafeteria - maintaining the overall cleanliness of the cafe, exhibiting good table manners, maintaining proper decorum and noise levels, and disposing of personal trash. Trash in the immediate area, even under the table, is considered to be the responsibility of students at the table. Students may be assigned cleanup duty at the discretion of supervisory personnel. Misbehavior in the cafeteria may result in an assigned seat, loss of cafeteria privileges and assignment to the Control Center, suspension, or any combination of the aforementioned. No food or drink is allowed outside of the cafeteria. The District offers a free or reduced price lunch program for qualified families. Information is available in the main office at each campus. Lake Park has a contracted food service agreement with a vendor(s) to deliver goods and services to our students. It is prohibited at all times to sell any food or beverage on school property or bus that would compete with the the district's contracted food service company. Students are not permitted to purchase and/or receive

food deliveries while on campus from any outside vendor(s) (Grubhub, Doordash, UberEats, etc.) or people other than their own parent or guardian. If a parent/guardian chooses to bring their student an item, the parent/guardian may only do so for their own student. If the delivery person is not the parent/guardian, they will be asked to leave campus without delivering the ordered food at the parent or student's expense.

► **Technology Center of DuPage (TCD)** - Lake Park students enrolled at TCD are subject to the same regulations as all other Lake Park students. School bus transportation is required to and from TCD. Failure to meet this transportation requirement will result in loss of parking privileges and in-school suspension from TCD. Two violations will result in the student being removed from the TCD program without credit.

► **Dress and Grooming** — Students' attire and grooming should not be suggestive, offensive, obscene, disruptive to the school environment, represent a gang, advertise illegal substances, alcohol, firearms or endanger other students' health or safety and adhere to the rules of modesty. Any tank top, any see-through top, any bare midriff top, pajamas, and excessively tight/short shirts, shorts, skirts or pants are not permissible. Clothing is to be worn as intended (bib overalls with straps up or down, pants/slacks must be positioned at waist/hip level, etc.). Hard-soled footwear must be worn at all times. Heavy chains/spikes should not be worn around the neck or hang from clothing. Jackets and headwear (hats, bandanas, headbands, visors, etc.) will not be worn or carried during the school day. Headgear of a non-religious purpose will be confiscated until the end of the school day and will be returned to a parent/guardian.

► **Driving** — Driving to school is a **West Campus privilege only**. Parents /Guardians are asked to limit students driving to school unless the student must use the car to: 1) participate in a cooperative education program, 2) participate in an after-school sport or activity, 3) work immediately after school, or 4) meet a family emergency. During the school day, students may not drive to the East Campus or the Technology Center of DuPage without approval from the Student Services Office. Students will not be issued passes to their vehicles for any reason. Parking guidelines will be provided when applying for a parking permit. A parking fee must be paid before a permit is issued. Students may apply for a parking permit on a first-come, first serve basis in the Student Services Office or during the registration process. Students will be issued a parking permit hang tag with a number that corresponds to a designated parking space in the parking lot closest to the

football field. Students **MUST** park in their assigned parking space. When all the parking permits for the parking lot closest to the football field have been filled, students will be issued a parking permit for the overflow lot which is located near the tennis courts. Parking in the overflow lot is on a first come first served basis. Students who do not have a parking permit may apply for a ONE DAY permit twice during the school year and must park in the overflow lot. If parking privileges are revoked due to violations to School Attendance and Behavioral Expectations or reckless driving, parking fees will not be refunded. Students tardy to school six (6) times to their first hour class or have ten (10) aggregate tardies throughout the day will lose their parking privileges for two weeks. Any student taking third party driver's education or a student enrolled in driver's education at Lake Park High School who misses school to secure their learner's permit or state issued license will receive an unexcused absence for each class period missed. The school does not assume responsibility for vehicles, bicycles, and personal articles that are damaged or stolen while on school property.

► **Crosswalks** - Students must cross Bryn Mawr Avenue in the designated crosswalk area. Violations may result in detentions.

► **Extracurricular Events** — It is expected that all students will practice courteous, polite, sportsmanlike behaviors at all stadium, auditorium, and field house events at Lake Park and visiting schools. Students who misbehave will be referred to the Student Services Office and may lose privileges to future extracurricular events.

► **Field Trips** — Parents/Guardians must give students permission to go on all field trips. All school rules and regulations governing student behavior apply during field trips, and violators may be referred to the Student Services Office.

► **ID Card** — Students must carry a current ID card at all times. The ID card is required in both the Testing and Resource Centers. The ID must be presented to receive any pass and/or upon the request of a school employee or bus driver. When an ID card is lost, it is the student's responsibility to report the loss to the Student Services Office as soon as possible. A \$3 charge will be required for a replacement ID. Behavioral interventions will be issued when a student refuses to show their ID upon request.

► **Lockers** — Ownership of lockers is retained by the District. Students are granted limited use of the lockers. Lock combinations should be carefully guarded and should not be given to any other student. A few rules regarding the use of lockers are listed below.

■ School officials have access to the lockers and their contents. Lockers will periodically be

searched for health and safety reasons and when there is reasonable suspicion of a violation of school rules and regulations.

■ Combination locks and hallway lockers are leased from the school during registration. Hallway locks are the property of the District and must be left on the locker at the end of the school year. Failure to leave the lock on the locker will result in a student fine.

■ All students must have Lake Park issued locks on their hallway and physical education lockers. All other locks will be removed.

■ Lost or stolen locks must be reported to the Student Services Office.

■ Students are responsible for keeping their lockers clean and damage free.

■ Lockers are issued to individual students. The sharing of lockers by two or more students is prohibited.

■ The District is not responsible for lost or stolen personal articles.

► **Documented Medical Conditions** - Documented Medical Conditions must be updated from a certified physician and be on file in the Nurse's Office at the start of each school year. A physician's note on official letterhead is required for each day(s) a student is absent from school in order to be medically excused.

► **Student Medications** - Medications during school hours are provided to students by the Nurse with authorization from a physician and parent/guardian. Students may not carry medication (including but limited to Tylenol, Advil, allergy medications, etc.) to self-administer. All required authorization from a physician and need to be dispensed by the school nurse with the exception of inhalers and Epipens, which may be carried by students with physicians' orders on file. Direct any questions to the Nurse: West Campus - 630-295-5335 or East Campus - 630-295-5236.

► **Public Display of Affection/Promiscuous/Sexual Activity** — Excessive physical contact, promiscuity, sexual activity and public displays of affection are not acceptable on school grounds. Students will be referred to the Student Services Office and/or Pupil Personnel Services Office for disciplinary consequences and/or counseling and social work interventions.

► **Security** — Students are not to be in the buildings before 6 a.m. or after 4 p.m. unless they are specifically involved in a school sponsored activity.

► **Special Education** — The District has a behavioral intervention policy for all students receiving special education services. Contact the Lake Park Director of Special Education or request a copy of the guidelines from the Illinois State Board of Education.

► **Property Searches** - The District may inspect and search school property and

equipment owned or controlled by the school (i.e. lockers, desks, and parking lots), without notice to or consent of the student. School authorities may search personal effects left in these school owned and controlled areas by a student without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

► **Student Searches** - The District authorizes the search of the student and personal effects in the student's possession (e.g. purses, wallets, knapsacks, backpacks, lunch boxes, etc.) when there is a reasonable grounds for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the District's conduct rules. The search itself will be conducted in a manner which reasonably related to its objectives and not excessively intrusive in light of the age and sex or the student and the nature of the infraction.

► **Visitors** — To minimize disruptions of the education program, visitors are required to make appointments. All visitors must register immediately upon entering the building. No student visitors are allowed on campus which includes shadowing of Lake Park students.

### **THE STEP SYSTEM**

All reports of student misconduct are recorded as major "steps" for the entire school year. Lake Park follows due process procedures, conducts searches under reasonable suspicion guidelines, and offers students who receive a major step the services of a school counselor, social worker, and/or psychologist. A student may move back to the previous major step after ten straight school attendance days without an offense or disciplinary infraction.

#### **Step 0**

Every student is part of the Step System. All students start at Step 0.

#### **Step 1**

First major offense – parent/guardian contact. A repeat of Step 1 will result in a parent/guardian contact.

#### **Step 2**

Second major offense – parent/guardian contact. A repeat of Step 2 will result in a parent/guardian contact.

#### **Step 3**

Third major offense – requires parent/guardian contact. A repeat of Step 3 will result in a parent/guardian phone conference.

#### **Step 4**

Fourth major offense – requires a parent/guardian contact. A return to Step 4 will result in a parent/guardian contact.

#### **Step 5**

Fifth major offense – requires parent/guardian contact. A repeat of Step 5 will result in a parent/guardian contact.

#### **Step 6**

Sixth major offense – requires a parent/guardian contact. A repeat of Step 6 will result in a parent/guardian phone conference.

#### **Step 7**

Seventh major offense – requires a parent/guardian contact. A repeat of Step 7 will result in a parent/guardian contact.

#### **Step 8**

Eighth major offense – requires a parent/guardian contact. A repeat of Step 8 will result in a parent/guardian contact.

#### **Step 9**

Ninth major offense – requires a parent/guardian contact. A repeat of Step 9 will result in a parent guardian phone conference.

#### **Step 10**

Tenth major offense – may result in a Board of Education expulsion hearing or alternative placement based upon a recommendation from the Pupil Personnel Services Team. During a period suspension or expulsion, a student may not be on school grounds (East Campus, West Campus, and/or the Technology Center of DuPage) without the Principal's permission.



## ATTENDANCE POLICY AND INTERVENTIONS

### ALL ABSENCES (P, V, I, E, C, T AND X)

Days Absent	INTERVENTIONS/CONSEQUENCES
	Every Absence - an automated email and phone call home to parents
4	Student Attendance Review with PPS, phone call home as needed, possible SSP and mentorship
8	Parent Conference (in person or phone conference); conference with Dean and Counselor, possible attendance contract, make-up time interventions and/or loss of social privileges
12	Student remains in the class(es), earns a half of a credit, but receives a Pass/Fail grade where Pass (P) replaces the traditional letter grade of A, B, C, or D on their official transcript, make-up time interventions, possible parent conference (in person or phone conference), loss of social privileges
16	Student does not receive credit for the course, possible parent conference (in person or phone conference), loss of social privileges
	<i>Other schooling options may be discussed at any time during any of the intervention thresholds – GED, ALOP, American School, Ombudsmen or other outside educational service providers</i>

P = Personal   V = Vacation   I = Ill   E = Excused Office Absence   C = Cut   T = Truant   X = Temporary Exclusion

### UNEXCUSED ABSENCES FROM SCHOOL – CLASS CUTS (PERIOD ABSENCE) OR TRUANCY

Days Absent	INTERVENTIONS/CONSEQUENCES
1	Meet with the Dean – make-up time interventions, automated parent contact, ability to receive half of the credit earned on make-up work
2	Meet with the Dean – make-up time interventions, automated parent contact, ability to receive half of the credit earned on make-up work
3	Meet with the Dean – make-up time interventions, automated parent contact, ability to receive half of the credit earned on make-up work, parent conference (in person or phone conference), possible SRO intervention, counselor contact, attendance contract, loss of social privileges
4	Meet with the Dean – make-up time interventions, automated parent contact, ability to receive half of the credit earned on make-up work, parent conference (in person or phone conference), SRO intervention – Village Ordinance ticket issued, counselor contact, attendance contract, loss of social privileges
5	Student remains in the class(es), earns a half of a credit, but receives a Pass/Fail grade where Pass (P) replaces the traditional letter grade of A, B, C, or D on their official transcript, make-up time interventions, possible parent conference (in person or phone conference), loss of social privileges
6	Student does not receive credit for the course, possible parent conference (in person or phone conference), loss of social privileges
	<i>Other schooling options may be discussed at any time during any of the intervention thresholds – GED, ALOP, American School, Ombudsmen or other outside educational service provide</i>

#### Not included in Absence Totals:

M = Medical   A = Administrative   L = Legal   CA = Counselor Appointment   N = Nurse   F = Field Trip  
OSS = Out of School Suspension   ISS = In-School Suspension   K = College Visit

# GUIDELINES FOR ACCEPTABLE USE OF DISTRICT TECHNOLOGY SYSTEM BY STUDENTS

## A. Acceptable Use

All users of the District Technology system ("System") must comply with the District Acceptable Use Guidelines, as amended from time to time. The "System" shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District web site, and the District on-line services and bulletin board systems. "Use" of the System shall include use of or obtaining access to the System from any computer terminal or other electronic device whether or not owned or operated by the District, including students' personal electronic devices which they have been authorized to bring to school under the provisions of Part I., below.

Students have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the District's electronic mail system or on a personal electronic device which the student has been authorized to bring to school and has used to obtain access to the District System. The District has the right to and does monitor use of the System by students, including students' access of the Internet, as part of System maintenance and to determine whether the use is consistent with federal and state laws and District policies and guidelines.

## B. Privileges

Access to the System is provided as a privilege by the District and may be revoked at any time. Inappropriate use may result in discipline, including loss of System use privileges. The System, including all information and documentation contained therein is the property of the District except as otherwise provided by law.

## C. Prohibited Uses

The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in Part J. of these Guidelines and in the District's Student Discipline Policy and rules. The System shall **not** be used to:

1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the System's use.
2. Access, retrieve, or view obscene, profane or indecent materials.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to, improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, District employee, or System user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
8. Disrupt or interfere with the System, including to willfully circumvent or attempt to circumvent System security or filtering.
9. Gain unauthorized access to or vandalize the data or files of another user.
10. Gain unauthorized access to or vandalize the System or the technology system of any other individual or organization.
11. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
12. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.

13. Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
14. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
15. Send mass electronic mail to multiple users without prior authorization by the appropriate District Administrator.
16. Conceal or misrepresent the user's identity while using the System.
17. Post material on the District's web site without the authorization of the appropriate District administrator.

**D. Discipline for off-site use of electronic technology which disrupts or can reasonably be expected to disrupt the school environment.**

The District may discipline a student whose personal web site or other off-site activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved use of the District Technology System.

**E. Web sites**

Unless otherwise allowed by law, District web sites shall not display information about or photographs or works of students without written parental permission. Any web site created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District administrator. All content, including links, of any web site created by a student using the System must receive prior approval by the classroom teacher or an appropriate District administrator. All contents of a web site created by a student using the System must conform with these Acceptable Use Guidelines.

**F. Disclaimer**

The District makes no warranties of any kind whether express or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained via the System is at the user's own risk. The District is not responsible for the accuracy or quality of

information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

**G. Security and User Reporting Duties**

Security in the System is a high priority and must be a priority for all users. Students are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in discipline. A user who becomes aware of any security risk or misuse of the System must immediately notify a teacher, administrator or other staff member.

**H. Vandalism**

Vandalism or attempted vandalism to the System is prohibited and will result in discipline as set forth in Part J. of these Guidelines, and in potential legal action. Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses.

**I. Students' Use of Personal Electronic Devices for Educational Purposes at School**

The district permits students to use their personal electronic devices for educational purposes in compliance with Parts A-H and J of these "Guidelines for Acceptable Use of District Technology System By Students," provided they agree to the following provisions.

**1. District Not Responsible for Loss of or Damage to Personal Electronic Devices**

The District does not carry insurance coverage for loss of or damage to personal electronic devices or other personal property which students bring to school, and shall not be responsible for any loss of or damage to such property. Students who bring their personal electronic devices to school, or parents or guardians who permit them to do so, assume total responsibility to keep the devices secure, and agree to take reasonable steps to protect them against damage, theft or other loss.

**2. Student Protection of Personal Property**

When not in use, a student's personal electronic device should be locked in the student's locker. Students who bring personal electronic devices to school should not permit them to be used or

borrowed by other students, and should not leave their personal electronic devices unattended for any period of time. An electronic device which is left unattended may be picked up by school staff and turned in to the building office.

### 3. **Limitations on Students' Use of Personal Electronic Devices During School**

Students who use personal electronic devices to access the Internet while at school may do so only by means of the District's wireless network.

Personal electronic devices may be used during school hours only for instructional activities related to classroom or lab assignments.

Students' use of personal electronic devices at school is at the discretion of school staff. Before using approved personal electronic devices during a class, students must obtain permission from the teacher. To avoid distracting other students, the audio capability of any personal electronic device should be muted, unless the teacher grants specific permission to activate that feature. Students must turn off personal electronic devices and put them away, when a staff member asks them to do so.

Students may use their personal electronic devices before school, during recess or at lunch, and after school only in adult-supervised areas. Any supervising staff member has the right to inspect any material being viewed on a student's personal electronic device. If a staff member observes a student using his or her personal electronic device for games or other non-instructional activities during these times, and asks the student to stop that use, the student must comply.

## **J. Consequences for Violations**

A student who engages in any of the prohibited acts listed above, or fails to comply with the conditions and limitations set out in the Acceptable Use Guidelines, shall be subject to discipline, which may include: **(1)** suspension or revocation of System privileges, **(2)** other discipline including suspension or expulsion from school, **(3)** confiscation of his or her personal electronic device, if the device was used in committing

the misconduct, until the student's parent or guardian parent retrieves it, referral to law enforcement authorities or other legal action in appropriate cases, and **(4)** other disciplinary action as deemed appropriate by the school principal or designee. Misuse of the System by a student may be considered gross misconduct as that term is defined by the District Student Discipline Policy and rules, and a student may be subject to discipline pursuant to the Student Discipline Policy and rules. A student who believes that his/her System use privileges have been wrongfully limited may request a meeting with the building principal to review the limitation. The decision of the building principal shall be final.