

Rules of Conduct and Selected School Board Policies



NORTHBROOK SCHOOL DISTRICT 27

1250 Sanders Road

Northbrook, Illinois 60062

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www.nb27.org

Your electronic signature is obtained through the online registration process. You have agreed to review these Rules of Conduct with your school-age children prior to September 5, 2017.

Authorization for Internet Access, Grades K-8

My child understands and will abide by the Acceptable Use of District Technology and Network policy. I understand that should my child commit any violation, his/her privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District Technology Network and having access to public networks, I hereby release District 27 and its Board members, employees, and agents from any claims and damages arising from my child's use, or inability to use the District Technology Network. **(Please refer to Pages 26 of this document to read the policy.)**

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Rules of Conduct

Behavioral Expectations

The following behavioral expectations are taught proactively in each building.

Hickory Point School

HP Common Area Expectations

Champ says...

Quick 

Neat 

Clear 

with your cubby. 

Champ says...

Walk 

Whisper 

Wait 

Wave 

in the hallway. 

Champ says...

Push Button 

Count to 10 while drinking 

Leave 

at the fountain. 

Champ says...

Go 

Flush 

Wash 

Leave 

in the bathroom. 

Champ says...

Feet 

Seat 

Eat 

Neat 

in the lunchroom. 

On the PLAYGROUND

Champ says...

Be Friendly 

Be Safe 

Be Fair 

Have Fun 



Shabonee SWIM Team

EXPECTATION	SETTING	Arrival/Dismissal	Bus	Playground/Recess	Bathroom	Hallway	Lunch Room	Assemblies
Show Respect		Listen to supervisor Keep hands, feet, and objects to self	Listen to driver Keep hands, feet, and objects to self	Listen to supervisors/whistle/bell Keep hands, feet, and objects to self	Keep hands, feet, and objects to self Keep it clean	Keep hands, feet, and objects to self Walk on the right side of the hall "Polite Right"	Keep your area clean—use the correct trash can Keep hands, feet, and objects to self Use good table manners -permission to get up -chew with mouth closed -use a napkin	Listen and watch quietly Keep hands, feet, and objects to self -cross legged -Keep hands in lap
	We're Responsible	Be ready -on time -with materials -know route -watch for ride -tight spot	Be Safe -in your seat -quiet voices Report unsafe behavior to driver	Ask for permission to go inside Put equipment away Stay in assigned areas Report unsafe play to supervisors	Wash your hands with soap and water Make it quick -Use the closest bathroom -Return to class promptly Report problems to teacher	Quick and Quiet	Be ready -bring your entire lunch with you. Sit at the correct table—with your classroom and watch Not Safe Zones Eat only your food	Sit in one spot until dismissal Enter/exit quietly Listen for teacher directions
I'M Kind		Use kind words and actions Include others	Use kind and appropriate words and actions Invite others to sit with you	Use kind words and actions Invite others to play Play by the rules and take turns	Quiet voices Give others privacy	Smile and wave to others	Use kind words and actions Include others	Respond appropriately Use appropriate applause

EXPECTATION	SETTING	3 rd Grade Classrooms	4 th Grade Classrooms	5 th Grade Classrooms	Specials Classes	Indoor Recess	Library	Intervention Rooms	Office
Show Respect	3 rd Grade Classrooms	Raise your hand Wait your turn Keep hands, feet & objects to self	Use appropriate voice level Listen & take turns sharing Keeps hands, feet, & objects to self	Raise your hand Wait your turn Be considerate of others' property and ideas Keeps hands, feet, & objects to self	Use & clean up equipment & materials properly Wait your turn Raise your hand Keeps hands, feet, & objects to self	Listen to supervisors Wait for space to clear if others are there Keeps hands, feet, & objects to self	Listen to directions Keep a space bubble Protect books from damage	Listen to others when they are speaking Keeps hands, feet, & objects to self	Say please and thank you Wait your turn to sign in or ask a question Speak politely to your parents when you call home Sit quietly while waiting
	4 th Grade Classrooms	Use your time appropriately Take pride in your work Come prepared and organized Follow teacher directions & routines	Use your time appropriately Take pride in your work Come prepared and organized Follow teacher directions & routines	Be prepared Follow directions and routines Take pride in your work Make positive contributions Use your time constructively	Use your time appropriately Take pride in your work Follow directions and routines	Ask for permission to use bathroom Put games/materials away Stay in assigned areas	Use materials appropriately Complete library activities and be productive Return books on time	Always put forth your best effort	Check the lunch cart before asking to call home Arrive to school on time Know your after school plans
We're Responsible	3 rd Grade Classrooms	Work cooperatively Be encouraging and kind to our classmates Help each other	Work cooperatively with others Use encouraging and kind words Listen to & support others' ideas	Work cooperatively Include & help others Use appropriate words and actions Share	Work cooperatively Use encouraging & kind words/actions Listen & support others' ideas and efforts	Use kind words and actions Invite others to play Take turns	Be considerate of others Read quietly	Work cooperatively with others	Cooperate when sharing a task
	4 th Grade Classrooms	Work cooperatively Be encouraging and kind to our classmates Help each other	Work cooperatively with others Use encouraging and kind words Listen to & support others' ideas	Work cooperatively Include & help others Use appropriate words and actions Share	Work cooperatively Use encouraging & kind words/actions Listen & support others' ideas and efforts	Use kind words and actions Invite others to play Take turns	Be considerate of others Read quietly	Work cooperatively with others	Cooperate when sharing a task
I'M Kind	3 rd Grade Classrooms	Work cooperatively Be encouraging and kind to our classmates Help each other	Work cooperatively with others Use encouraging and kind words Listen to & support others' ideas	Work cooperatively Include & help others Use appropriate words and actions Share	Work cooperatively Use encouraging & kind words/actions Listen & support others' ideas and efforts	Use kind words and actions Invite others to play Take turns	Be considerate of others Read quietly	Work cooperatively with others	Cooperate when sharing a task
	4 th Grade Classrooms	Work cooperatively Be encouraging and kind to our classmates Help each other	Work cooperatively with others Use encouraging and kind words Listen to & support others' ideas	Work cooperatively Include & help others Use appropriate words and actions Share	Work cooperatively Use encouraging & kind words/actions Listen & support others' ideas and efforts	Use kind words and actions Invite others to play Take turns	Be considerate of others Read quietly	Work cooperatively with others	Cooperate when sharing a task

Wood Oaks Junior High School

	Respect	Lunch	Recess	Hallway	Bathrooms	Classroom	Before/After School	Bus
	Use acceptable voice levels & appropriate language Show politeness when walking in line	Use appropriate voice levels & appropriate language Stay respectfully	Use acceptable voice levels & appropriate language	Maintain privacy Treat without property with care	Actively listen Follow directions	Use acceptable voice levels & appropriate language Practice school rules	Use acceptable voice levels & appropriate language Practice school rules	Use acceptable voice levels & appropriate language
	Maintain personal space Be safe	Maintain personal space Be safe	Maintain personal space	Wash hands Flush	Be accountable for your learning Maintain personal space Keep classroom clean	Maintain personal space Be safe	Maintain personal space Be safe	Maintain personal space Be safe
	Show kindness & include others Be green	Share equipment invite others to play	Avoid others	Notify adult of any problems	Support & include others Ask for help	Notify supervisor of any problems	Notify supervisor of any problems	Report unsafe situations to supervisor to drive Share equipment
	Remain seated wait until dismissed return at all times Help clean up your table area	Return equipment Stay in assigned area	Stay out of way of others Keep walking in direction Be on time	Keep lockers clean	Arrive on time Be prepared Positive contribution	Collect materials before dismissal Stay seated	Collect materials before dismissal Stay seated	Keep all objects & materials in locker Remain in seat Face forward
	Responsibility							

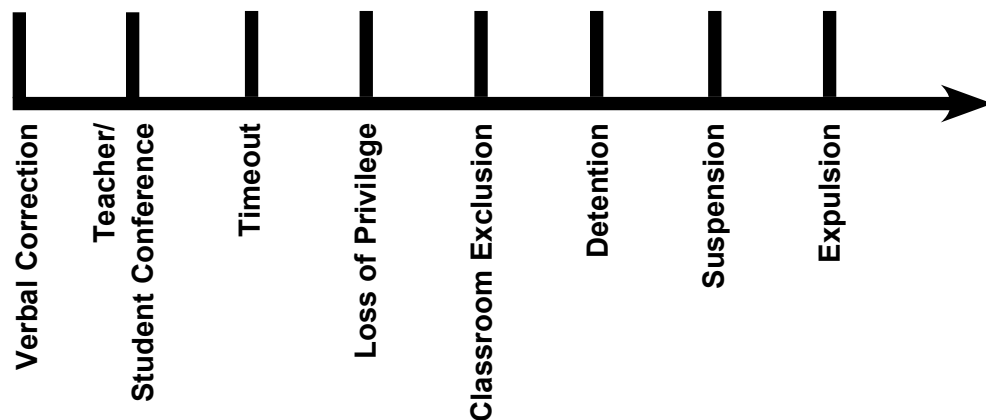
BOOB



Consequences Chart



Consequences for infractions to the expected behavior will be consistent and age appropriate. However, serious infractions may immediately invoke consequences further along the continuum. Parent notification is an important component of problem-solving. Parents will be notified of consequences due to misbehavior as appropriate.



Definition of Terms

Verbal Correction: Restatement of the expected behavior by the teacher or similar reminder to the student. This may be preceded by attempts to redirect behavior.

Private Conference: A private conversation takes place between teacher and student to attempt to resolve issues.

Timeout: A timeout is a brief removal of a student from the group activity as a result of behavior interferes with the group process. A timeout is assigned at the discretion of the teacher.

Loss of Privilege: The removal from a designated student or other sanction as appropriate (e.g.: loss of recess, club activity or extra-curricular activity).

Definition of **Classroom Exclusion**, **Detention**, **Suspension** and **Expulsion** are found in Board of Education Discipline Policy 7:190.



Student Discipline Referral Form - Hickory Point

Respectful

- Property Damage
- Inappropriate Language
- Classroom Disruption
- Violent/Angry
- General Disrespect

Responsible

- Repeated Offenses
- Refusal to Work
- Bathroom Violation

Kind

- Physical Aggression
- Bullying
- Spitting

Teacher Comments on the Problem:

Student Comments (completes in office):

Disciplinary Action Taken:

- Warning
- Extended Time Out
- Other

Parents Contacted by:

- Telephone
- Email

Principal Signature

Date

<p>Office Think Time</p> <p>Time Sent:</p> <p>5 minutes 10 minutes</p>	<p>Reported to ISBE/SIS:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Included in the Student Temporary Record:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
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District 27 Office Discipline Referral Form – Wood Oaks

Name: _____ Grade: _____ Date: _____

Referring Person: _____ Period/Times: _____

Others Involved: No One Peers Teacher Staff Substitute Unknown

Issue of Concern

Level of ODR

Minor

(the 4th Minor for the same behavior becomes a Major)

Major

Problem Behaviors

Defiance/Disrespect/Non-Compliance

Disruption

Dress Code Violation

Fighting

Forgery/Theft

Harassment/Bullying

Inappropriate Display of Affection

Inappropriate Language

Inappropriate Location

Lying/Cheating

Physical Aggression

Property Damage/Vandalism

Tech Violation

Other: _____

Location

Bathroom

Bus

Classroom

Hallway

Lunchroom

Recess

Playground

Other: _____

What happened?

Teacher Signature

Administrative Processing/Response:

Private Conference

Office Timeout

Lunch Detention

After School Detention (ASD)

In-School Suspension (ISS)*

Out-of-School Suspension (OSS)*

Other: _____

Warning

Parent Contacted by: _____

How? _____

Possible Motivation:

Obtain: Peer Attention

Avoid: Tasks/Activities

Other Motivation: _____

Adult Attention

Peers

Unknown Motivation

Items/Activities

Adults

Comments: _____

Student Due Process Provided: Yes No

*Reported to ESE/SIS and Student Temporary Files: Yes No

Administrative Signature _____

Date _____

cc: Parent/Guardian



**Office Discipline Referral Form - MAJOR
SHABONEE SCHOOL**

Students:	Dates:
Grades: 3 4 5	Time of Incident:
Classroom Teacher:	Referred by:
Location of Incident: (please check)	
<input type="checkbox"/> Bathroom <input type="checkbox"/> Classroom <input type="checkbox"/> Lunchroom <input type="checkbox"/> Special Event (field trip/assembly) <input type="checkbox"/> Bus <input type="checkbox"/> Hallway <input type="checkbox"/> Recess/Playground <input type="checkbox"/> Other: _____	

REASON(S) FOR THE REFERRAL		
Show RESPECT	We are RESPONSIBLE	I'm KIND
<input type="checkbox"/> Defiance/Disrespect/ Insubordination <input type="checkbox"/> Bullying/Harassment <input type="checkbox"/> Theft	<input type="checkbox"/> Unsafe Behavior <input type="checkbox"/> Tardy <input type="checkbox"/> Destruction of Property/Vandalism <input type="checkbox"/> Unexcused Absence	<input type="checkbox"/> Fighting/Physical Aggression <input type="checkbox"/> Inappropriate Language
What Happened: _____ _____		
Parent Contact: <input type="checkbox"/> Voice Mail <input type="checkbox"/> Spoke w/Parent <input type="checkbox"/> E-Mail <input type="checkbox"/> Other:		
Parent Response (if applicable): _____ _____		
POSSIBLE MOTIVATION: <input type="checkbox"/> Attention from peer(s) <input type="checkbox"/> Attention from adult(s) <input type="checkbox"/> Avoid peer(s) <input type="checkbox"/> Avoid adult(s) <input type="checkbox"/> Avoid work <input type="checkbox"/> Obtain item <input type="checkbox"/> Don't know <input type="checkbox"/> Other: _____	OTHERS INVOLVED: <input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Unknown <input type="checkbox"/> Other: _____	

Teacher Signature

ADMINISTRATIVE PROCESSING/RESPONSE	
<input type="checkbox"/> Private Conference <input type="checkbox"/> After School Detention (ASD) <input type="checkbox"/> Other: _____ _____	<input type="checkbox"/> Office Time Out <input type="checkbox"/> In-School Suspension (ISS)* <input type="checkbox"/> Lunch Detention <input type="checkbox"/> Out-of-School Suspension (OSS)* <input type="checkbox"/> Warning
Parent Contacted by:	How?

Comments:

Student Due Process Provided: Yes No

***Reported to ISBE/SIS and Student Temporary Files** Yes No

Administrative Signature

Date

cc: Parent/Guardian

Revised 11/01/11

Educational Opportunities/ Policy 7:10

Students

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure.

Sex Equity

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

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

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

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments implemented by 34 C.F.R. Part 106.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
775 ILCS 35/5, Religious Freedom Restoration Act.
Ill. Constitution, Art. I, §18.
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).
105 ILCS 5/3.25b, 3.25d(b), 10-20.12, 10-22.5, and 27-1.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:165 (Student Uniforms), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

REVISION HISTORY: 2004, 2010, April 2017

Prevention of and Response to Bullying, Intimidation, and Harrassment / Policy 7:180

Students

Prevention of and Response to Bullying, Intimidation, and Harrassment

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 District goals.

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

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

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

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or

weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any legal right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Managers:

Wood Oaks Jr High:
Robert McElligott
mcelligott.r@nb27.org
847-272-1900

Shabonee School:
John Panozzo
panozzo.j@nb2.org
847-498-4970

Hickory Point School:
Sheila Streets
streets.s@nb27.org
847-498-3830

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

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

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will subject the student to disciplinary action.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

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

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act.
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code §1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

REVISION HISTORY: 2015, March 23, 2017

Student Behavior / Policy 7:190

Students

Student Behavior

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

Student behavioral expectations are based upon respect and consideration for self and others. Northbrook District 27 utilizes Positive Behavior Interventions and Supports (PBIS). PBIS promotes student success by building positive school culture, providing informative corrective feedback, maximizing academic success, and acknowledging the use of positive social skills.

Each school in the District has documented a matrix of expected behaviors for multiple settings within each building. These expected behaviors are explicitly taught to students through a series of lessons addressing examples of appropriate and inappropriate school conduct. The matrices are printed in the annual publication of Rules of Conduct found on the District web site.

Student behavioral data is collected and analyzed so that school personnel can develop and implement evidence-based behavioral interventions to enhance student success in compliance with behavioral expectations.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds anytime, including before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct 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.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, any nicotine distribution method.
2. 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.

3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. 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.
 - d. 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.
 - e. 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 impacting mental, physical, or emotional functioning, including but not limited to, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. 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 tablet or powdered form.
 - g. "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.
 - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing any personal electronic device capable of taking a video or audio recording 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, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of any electronic device. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising

teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. 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.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, 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.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure, and sexual assault.
11. Pre-Teen/Teen dating violence, as described in Board policy 7:185, *Pre-Teen/Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. 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; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. 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.
20. Operating an unmanned surveillance aircraft system (UAS) or drone for any purpose on

school grounds or at any school event unless granted permission by the Superintendent or designee.

21. 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.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. Specifically, Northbrook District 27 utilizes Positive Behavior Interventions and Supports (PBIS). PBIS promotes student success by building positive school culture, providing informative corrective feedback, maximizing academic success, and acknowledging the use of positive social skills. Each school in the District has documented a matrix of expected behaviors for multiple settings within each building. These expected behaviors are explicitly taught through a series of lessons addressing examples of appropriate and inappropriate school conduct. The matrices are printed in the annual publication of Rules of Conduct found on the District web site. Student behavioral data is collected and analyzed so that school personnel can develop and implement evidence-based behavioral interventions to enhance student success in compliance with behavioral expectations.

The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

The decision to take disciplinary action against a student shall not be based, in whole or in part, on the refusal of the student’s parent/guardian to administer psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom and/or assigned to lunch detention.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension or after-school detention (provided the student’s parent/guardian has been notified). The Building Principal or designee shall ensure that the student is properly supervised. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

7. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
8. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
9. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
10. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
11. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
12. Notifying juvenile authorities or other law enforcement whenever 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.

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

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

Weapons

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

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

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis.

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

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students

who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

In the event that a staff member observes any person in possession of a firearm on or around school grounds, the Northbrook School District 27 Emergency Preparedness Plan (EPP) shall be followed. Local law enforcement agency, State Police, and any involved student's parent/guardian shall be notified. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

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

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

Student Handbook

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

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

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7151 et seq.
Pro-Children Act of 1994, 20 U.S.C. §6081.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus

Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property)

REVIEW HISTORY 1993, 1995, 1997, 1998, 2003, 2007, 2010, 2011, 2013, March 23, 2017

Administering Medicines to Students / Policy 7:270

Students

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess an epinephrine auto-injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of

trained personnel who have received a statement of certification pursuant to State law.

Void Policy: Disclaimer

The **School District Supply of Undesignated Epinephrine Auto-Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding such medication(s).

Disposal of Medication

The parent(s) or guardian of a student will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent(s) or guardian does not pick up the medication by the end of the school year, the school nurse will dispose of the medication and document that the medication was discarded. Medications will be discarded in the presence of a witness.

Dissemination of the Policy

A copy of the Policy and these Rules and Regulations shall be distributed to the parents or guardians of each student within 15 days after the beginning each school year or within 15 days after starting classes for a student who transfers into the school during a school year. A copy of the Policy and these Rules and Regulations shall be printed in the annual Rules of Conduct publication, which requires parent and student signature indicating receipt and review of the policy.

ADMINISTRATIVE PROCEDURE
MEDICATION ADMINISTRATION/SELF ADMINISTRATION CONSENT FORM

Name of Student _____ Date of Birth _____
Address _____ Emergency Phone _____
School _____ Grade _____

Part I - Physician's Statement *(This statement may be signed by a physician's assistant or advance practice registered nurse having such authority delegated by a supervising/collaborating physician.)*

1. Name/type of medication _____
2. Is the prescribed medication for an asthmatic condition? _____
3. Dosage/amount to be given _____
4. Route of administration _____
5. Frequency and time of administration _____
6. Duration (week, month, indefinite, etc.) _____
7. Diagnosis, intended effect and anticipated reaction to medication (symptoms, side effects, etc.)

8. Other medication student is receiving _____
9. Other requirements or special circumstances _____
10. Must this medication be administered during the school day in order to allow the student to attend school? _____
11. Is supervised student self-administration authorized? _____
12. **For Asthma Medication/Epinephrine Auto-Injectors Only***: Is unsupervised self-administration authorized? _____
**Pursuant to Illinois law, upon parental consent, a student who is prescribed asthma medication and/or an epinephrine auto-injector may possess and use his/her asthma medication and/or epinephrine auto-injector during school or at school-sponsored activities without the supervision of District personnel.*

Physician's Signature

Date Signed

Address

Telephone No.

Part II - Parent's Request/Approval

I hereby request and grant permission for School District No. 27 school personnel to [*check one*] _____ administer or _____ permit the self-administration of medication to/by my daughter/son according to the above instructions. I understand that administration by school personnel may be performed by an individual other than a certificated and registered school nurse, and I specifically consent to this. I further waive any claims against the School District, members of the Board of Education, its employees, and agents arising out of the administration or self administration of said medication, and agree to hold harmless and indemnify the School District, the members of the Board of Education, its employees and agents, either jointly or severally, from and against any and all liability, claims, demands, damages, or causes of action or injuries, costs, and expenses, including attorneys' fees, resulting from or arising out of the administration or self administration of medication. With respect to student self-administration of asthma medication and epinephrine auto-injectors, this waiver and indemnification are not applicable to willful and wanton acts to the extent required by law. **For Asthma Medication/Epinephrine Auto-Injectors Only:** I consent to my child's possession and unsupervised self-administration of asthma medication: _____yes _____ no

Signed _____ Phone # _____ Date _____

**PARENTAL CONSENT FORM
FOR
EMERGENCY TREATMENT**

I, _____, parent [or legal guardian] of _____, have enrolled my child in _____ and hereby authorize Dr. _____, my child's physician, or any physician in his or her group practice, on my behalf to administer emergency medical assistance to my child during school or a school-sponsored activity. In the event my child's physician or any physician in his or her group practice is not available, or contact with my child's physician is not practical under the circumstances, I hereby authorize School District No. 27 its employees and agents to provide emergency medical assistance or to arrange for and consent to on my behalf immediate medical treatment by a licensed or certified physician or other medical personnel for my child whenever the authorized school personnel believe such emergency medical assistance is necessary to protect the health, safety and welfare of my child. I further waive any claims against School District No. 27, the members of the Board of Education, its employees and agents arising out of the provision of or arrangement for emergency medical assistance to my child and agree to hold harmless and indemnify School District No. 27, the members of its Board of Education, its employees and agents, either jointly or severally, from and against any and all liability, claims demands, damages, or causes of action or injuries, costs, and expenses, including attorneys' fees, resulting from or arising out of the provision of or arrangement for emergency medical treatment.

Signed _____ Phone # _____ Date _____

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30.
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Food Allergy Management)

ADMIN. PROC.: 7:270-AP1 (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of Undesignated Epinephrine Auto-Injectors and/or Opioid Antagonists), 7:270-E (School Medication Authorization Form)

REVIEW HISTORY: 2009, March 23, 2017

Student Records / Policy 7:340

Student Records

All student records are kept in accordance with the Illinois School Student Records Acts.

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The Superintendent shall fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

- LEGAL REF.: Chicago Tribune Co. v. Chicago Bd. of Ed., 773 N.E.2d 674 (Ill.App.1, 2002). Owasso I.S.D. No. I-011 v. Falvo, 122 S.Ct. 934 (2002).
Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.
Children’s Privacy Protection and Parental Empowerment Act, 325 ILCS 17/.
105 ILCS 5/10-20.21b, 20.37, 20.40, 5/14-1.01 et seq., and 10/.
50 ILCS 205/7.
750 ILCS 5/602.11.
23 Ill.Admin.Code Parts 226 and 375.
- CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct)
- ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Schedule for Destruction of School Student Records)
- REVIEW HISTORY: 1987, 1995, 1999, 2003, June 2017

Acceptable use of District Technology and Network / Policy 6:235

Instruction

Acceptable Use of District Technology and Network

District 27’s computer and network resources are solely for the use of authorized District 27 students, staff, adult education students and other specifically designated users.

This Policy governs all use of District 27 technologies and technological resources while on or away from District property, including accessing the District 27 network resources via a personally owned device. District 27 technologies and technological resources (including, but not limited to, the District’s school-issued computers and access to the Internet through the District’s network) are collectively referred to in this policy as the District’s “Technology Network.”

Dissemination and Acknowledgement of this Policy

During the annual registration process, parents are provided a copy of this policy and are required to acknowledge that they have read it. With an electronic signature, they agree that their child will abide by the policy. If a student violates the policy, the student’s privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

All students are educated annually about acceptable use of technology.

All staff members are required to uphold all Board of Education policies, including the Acceptable Use of Technology and Network, as a condition of employment.

Access to Electronic Networks

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

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

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

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

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

Authorization for Electronic Network Access

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

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the District's administrative procedure, Acceptable Use of the District's Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use of Technology in the District

The Technology Network is to be used primarily for academic and administrative purposes and not

as a public forum for general use. Access to the District's Technology Network is a privilege, not a right. By using or accepting any portion of District 27's Technology Network and signing the attached authorization form, the user hereby agrees to the following terms and conditions. Any violation of which may result in the loss of privileges, disciplinary action, including suspension and expulsion, and/or appropriate legal action.

Acceptable Uses:

1. Curricular and instructional activities that are consistent with the educational objectives of District 27;
2. Research consistent with the educational objectives of District 27;
3. Communications between students, faculty, staff, and the local and global communities pertaining to curricular and instructional activities;
4. Development and implementation of the curricula;
5. Professional development of staff members;
6. Administrative or managerial record-keeping, or reporting data access; and
7. Electronic communication between staff and students must conform to District 27's requirements with respect to the content of the communication and the method of communication.
 1. As for the content of electronic communication between staff and students, it must be professional and transparent as set forth below:
 - a. All electronic communication between staff and students must be written using a professional and businesslike tone, and strictly pertain to District 27 educational objectives or activities.
 - b. All electronic communication between staff and students should be presumed to be a matter of public record.
 2. All electronic communication between staff and students should be made via a District 27 e-mail account or District 27-sponsored website or other appropriate venues.

Unacceptable Methods and Uses: (This list is meant to be illustrative and non-exhaustive)

- a. Using any technology, either District owned or personal, to engage in inappropriate contact with a student or students;
- b. Performing any activity that materially and substantially disrupts the proper and orderly operation and discipline of District 27's schools;
- c. Performing any illegal activity including, but not limited to, violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law or regulation;
- d. Engaging in online gaming and associated websites to communicate or interact with students;
- e. Utilizing personal social networking forms of electronic communication (e.g. Facebook, Twitter) to communicate with students;
- f. Utilizing personal, non-district approved, text-messaging to communicate with individual students;
- g. Unauthorized downloading, uploading, modification or installation of software, regardless of whether it is copyrighted or free of viruses;

- h. Downloading copyrighted material for other than permissible use;
- i. Using the network for private financial or commercial gain;
- j. Wastefully using resources, such as file space;
- k. Creating or forwarding chain letters, "spam," or other unsolicited or unwanted messages;
- l. Creating or sending e-mail or other communications which purport to come from another individual (commonly known as "spoofing"), or otherwise assuming an anonymous or false identity in communicating with other individuals, businesses, or organizations;
- m. Accessing, using or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism, forgery, or a violation of copyright or other intellectual property right;
- n. Modifying, disabling, compromising, or otherwise circumventing any anti-virus, user authentication, or other security feature maintained on the District's Technology Network or on any external computer, computer system, or computer account;
- o. Taking any steps which threaten, or which may reasonably appear to threaten, any person, group of persons, building, or property with harm, regardless of whether the user intends to carry out such threat;
- p. Engaging in cyberbullying, as set forth in the Cyberbullying section of this policy;
- q. Engaging in any type of sexual discrimination and/or sexual harassment, as set forth in District's 27 Sexual Harassment Policy;
- r. Compromising the privacy or safety of other individuals by disclosing personal addresses, telephone numbers, or other personal identifying information;
- s. Using another user's account or password;
- t. Posting anonymous messages;
- u. Posting material authorized or created by another without his/her consent;
- v. Failure to comply with computer software licensing agreements held by the District;
- w. Deliberately accessing, transmitting, submitting, posting, publishing, or displaying any defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive, harassing, or illegal material;
- x. Using the Technology Network to participate in acts constituting "prohibited political activities" under the *State Officials and Employees Ethics Act* or "election interference" under the *Election Code* or to participate in any political activities that create an appearance of impropriety under those laws or under any ethics policy of the District relating to political activities of the District's employees;
- y. Using the Technology Network in a way that threatens the integrity or efficient operation of District 27's or any other public or private entity's Technology network.
- z. Attempting to commit any action which would constitute an unacceptable use if accomplished successfully; and,
- aa. Using the Technology Network to violate any other District policy.

Student Safety

As a precaution to maintain personal safety:

- a. Students should not give out such personal information as their full name, age, home address, telephone number(s), photograph, their parents' or guardians' work address or telephone number, or the name or location of the school over the Internet or through e-mail. Students should not give out such personal information about other individuals over the Internet or through e-mail.
- b. Students should immediately inform their parents, guardians, or a member of District staff if they come across any information on the Internet or in an e-mail that makes them feel uncomfortable. Students should not respond to any e-mail or other message which makes them feel uncomfortable.
- c. Students should never agree to meet someone in person whom they have "met" online without parental knowledge, permission, and supervision.
- d. Students should never agree to send or accept any item to or from a person whom they have "met" online without parental knowledge, permission, and supervision.

Cyberbullying

Cyberbullying includes, but is not limited to, harassing, sexually harassing, teasing, impersonating, intimidating, stalking, threatening or terrorizing any person or group of persons by sending or posting inappropriate and / or harmful e-mail messages, instant messages, text messages, digital pictures, images or video, or web site postings because of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic or reason.

Students and staff are expected to treat each other respectfully at all times, including through the use of technology as a form of communication. Cyberbullying should be reported to school personnel (who in turn will report to school administration). Investigation and disciplinary consequences for cyberbullying shall be in accordance with District policy, including District discipline policies. Discipline may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion. Students and staff may be disciplined for cyberbullying that occurs on school property or through the use of District 27's Technology Network, including off-campus use of a school-issued computer. In addition, students and staff may be disciplined for cyberbullying that occurs off-campus on a personal computer if the personal technology use causes a material and substantial disruption to school operations, or otherwise has a clear nexus to school.

Network Etiquette

- a. Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- b. Be polite and non-abusive in messages.
- c. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- d. Do not reveal the address, telephone number, or personal information of students

or staff members without their permission.

- e. Recognize that electronic mail (E-mail) is not private and may be monitored. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.

No Warranties

- a. The District makes no warranties of any kind, whether expressed or implied, for the services it is providing. The District shall not be responsible for any of the following in connection with the use of the District's Technology Network, including but not limited to the following:
 - b. Loss, damage, alteration, or unavailability of data.
 - c. Physical or psychological damages incurred by the user.
 - d. Accuracy or quality of information obtained.
 - e. Connecting to the Internet.

Indemnification

Use of District 27's Technology Network constitutes agreement by the user to indemnify District 27, its Board, employees, and agents for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this policy.

Privacy/Monitoring

Any electronic communications or files created on, stored on, or sent to, from, or via the Technology Network are the property of the District. As a result, there is no expectation of privacy with respect to the use of District 27's Technology Network. Messages and files can be recovered even after they have been deleted from a user's individual account.

Administration and authorized staff may access, monitor, and review such messages and files without prior notice or permission from the account's user. The District reserves the right to intercept, access, and disclose to appropriate authorities all information created with, sent to, received by, or stored on the Technology Network at any time, with or without user notification. Use of the District's Technology Network constitutes consent by the user for the District to access and review such files consistent with this paragraph.

Security

If a security problem on the Technology Network is identified, the user shall notify the instructor, system administrator(s) or building principal and not divulge this problem to other users. Account and password information shall be kept confidential except users must provide account and password information to the system administrator(s) as appropriate.

Enforcement

Technology Network privileges may be suspended or revoked by the Superintendent or Building Principal. Disciplinary measures, if any, will be considered and imposed consistent with District

discipline policies. Suspected criminal conduct may be referred to law enforcement authorities.

Charges

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per minute surcharges, and/or equipment or line costs. The user (or parent/guardian of minor user) assumes full responsibility for any unauthorized charges or fees incurred by such user, including, but not limited to, telephone charges, long distance charges, per minute surcharges, and/or equipment or line costs.

Bring Your Own Technology (BYOT)

The District provides a primary device for students to engage in the academic program. The District does not support a BYOT program for students. The District provides a primary device for staff to engage in their work. If staff chose to bring their own privately owned device to work, all aspects of the Acceptable Use Policy are in effect. Moreover, the District Technology Department will not be responsible for providing support for the use of this privately-owned device. In the event that a privately-owned device is lost, stolen, or damaged, District 27 is not responsible for any financial or data loss.

Policy Review

This policy is reviewed annually by the Technology Department. Recommendations for policy revision are presented to the Board of Education as appropriate.

LEGAL REF.:	Every Student Succeeds Act, ESSA. Children’s Internet Protection Act, 47 U.S.C. §254(h) and (l). Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq. 47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries. 720 ILCS 135/0.01.
CROSS REF.:	4:190 (Operational Services: Technology), 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Restrictions on Publications)
REVIEW HIS:	1996, 2007, 2010, February 2017