

# **ARGO COMMUNITY HIGH SCHOOL**

**7329 WEST 63RD STREET  
SUMMIT, IL 60501  
WWW.ARGOHS.NET**

## **STUDENT HANDBOOK 2025-2026**

### **MISSION STATEMENT**

We inspire, educate, and empower students to envision and achieve a positive future for themselves and their community.

### **VISION STATEMENT**

We embrace traditions, create opportunities, empower future generations.

### **EQUITY STATEMENT**

Argo Community High School affirms in our actions that each student can, will, and shall learn. We are committed to a culture that provides equitable educational opportunities to all students regardless of disability, race, national origin, ethnicity, gender, sexual identity, religion, socio-economic status, home or first language, immigration status, or physical appearance. Educational equity is the intentional allocation of resources, instruction, and opportunities according to need, requiring that discriminatory practices, prejudices, and beliefs be identified and eradicated.

### **PUBLIC NOTICE**

It is the policy of Argo Community High School District 217, to provide equal educational and extra- curricular opportunities 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, order of protection status, or actual or potential marital or parental status, including pregnancy.

## STUDENT REGULATORY POLICY 2024-2025

### DEANS – ATTENDANCE (708) 467-5801 and (708) 467-5800

Mrs. Denise Ghaoui: Dean (A-Ga)	(708)467-5805
Mrs. Eva Luna: Dean Secretary	(708)467-5884
Mr. Chris Kelly: Dean (Gb-N)	(708)467-5806
Mrs. Kelly Esparza: Dean Secretary	(708)467-5802
Mr. Vincent Loizzo: Dean (O-Z)	(708)467-5804
Ms. Janet Caprio: Dean Secretary	(708)467-5803
Ms. Helen Petrizzo: Attendance Secretary	(708)467-5801

### DISCLAIMER

Argo Community High School District 217 provides this Student Regulatory Policy, which includes a summary of some School Board policies, and revises it annually. However, the Student Regulatory Policy does not contain all Board policies, and changes may be made to Board policies throughout the year without notice. Accordingly, the authoritative source for understanding student rights and responsibilities is the current District Board Policies available online. To access those searchable policies, please go to [argohs.net](http://argohs.net) and click the “Board Info” link. From the next page, click the “School Board Policy” link.

### STUDENT HANDBOOK

We believe that in order to fulfill our mission students need to learn organizational skills. We have created a student planner that is not only a resource of information, but also a calendar, a tool to track a student's location, and an assignment notebook. Inside the student planners are weekly hall passes that allow students to use all the academic and physical functions of the school. ACHS students are always required to carry their planners while at school.

### Argo Academic Honesty Policy

Academic honesty is an essential component of the educational process. Plagiarism, cheating, collusion and misrepresentation are among many forms of scholastic dishonesty; all of which are incompatible with the principles and values of Argo Community High School. Students engaging in the activities listed below are subject to academic and behavioral consequences, as outlined below. The classroom instructor will determine when the academic honesty policy has been violated. Students have the right to appeal the Instructor's decision to the Assistant Division Chair/Division Chair. A second and final appeal can be made to either the Principal or the Academic Discipline Committee. Academic dishonesty will be enforced by the student's guidance counselor.

All of the following are considered acts of academic dishonesty:

- Sharing answers from a graded assignment with other students
- Turning in the same work to two different classes or for two different graded assignments
- Presenting someone else's words, thoughts, work, images, ideas as one's own

- Providing another student access to graded assessments, including but not limited to sharing passwords and login information.
- Use of AI programs (such as ChatGPT, Bard) to create content that is then submitted as the student's work
- Completing academic work for another student.
- Taking graded assignment information from another student, with or without his or her knowledge.
- Falsifying or inventing any information or citation for a graded assignment
- Using materials or resources which are not permitted, including but not limited to online translators and conversion applications, previous years' quizzes or tests, websites, or cell phones
- Changing grades in a gradebook – electronic or printed
- Providing test questions or answers to other students or receiving test questions or answers from another student
- Unauthorized possession (physical or digital) of graded assignments

### **Collaboration**

Collaboration is an essential 21st-century skill and is encouraged in many classrooms. Certain coursework and assignments, such as team projects, papers, and laboratory work, may involve collaboration. However, unless expressly permitted or prescribed by the faculty member, students shall not engage in collaboration on graded assignments. It is the student's responsibility to ask for clarification from the faculty member to what extent, if at all, collaboration with others is allowed.

If you have questions about academic dishonesty, please consult your instructor.

*Ignorance of this policy does not excuse any of the behaviors listed above.*

### **Process for assigning consequences and reporting academic dishonesty:**

1. The teacher will speak to the student; the teacher will inform the Division Chair / Assistant Division Chair to review the incident; the teacher will inform and receive an acknowledgement from the student's parent/guardian; and the teacher will create an Academic Dishonesty Referral that includes the guidance counselor.
2. The teacher, division chair/assistant division chair, and guidance counselor use the Consequence Chart below to assign an academic consequence to the student. The academic consequence should be part of the initial communication to the parent.
3. Within two school days, the guidance counselor will meet with the student to discuss the academic dishonesty policy. The policy will be communicated via phone to the parent with the student present. The guidance counselor will log the conversation in PowerSchool.

Consequences are cumulative across a student's high school career:

	<b>(Formative) Minor Assignment</b>	<b>(Summative) Major Assignment</b>
<b>1st Offense</b>	Zero for the assignment, teacher phone call home, log contact in PowerSchool, notify guidance counselor and notify Asst. Division Chair/Division Chair.	Zero for the assignment and the opportunity to redo for no more than 80% of the original credit and meeting with guidance counselor, teacher to contact parent and log in PowerSchool, notification of Asst. Division Chair/Division Chair.
<b>2nd Offense</b>	Zero for the assignment, teacher phone call home, log contact in PowerSchool, notify guidance counselor and notify Asst. Division Chair/Division Chair.	Zero for the assignment, loss of Honors Diploma option, and meeting with guidance counselor, teacher and parent. Log in PowerSchool, log of parent meeting and notification of Asst. Division Chair/Division Chair. Guidance counselor will notify athletic director and/or Asst. Principal of Student Engagement (if applicable).
<b>3(+ Offenses)</b>	Same as Major Assignment 2nd Offense	Consequence will be assigned by Division Chair and PPS Coordinator. Zero for the assignment and no option to redo. The guidance counselor will notify Naviance for college admissions.

**Minor and Major assignments will generally be defined as**

- Minor Assignment: Participation, Homework, Practice
- Major Assignment: Labs, Essays, Quizzes, Tests, Products, Presentations

Minor and Major assignments will be specifically defined by each course team and will be indicated on the course syllabus.

**Consequences for academic dishonesty include, but are not limited to:**

Zero for assignment/assessment
Social Suspension (includes Homecoming, senior events, Prom, etc.)
Loss of Honors Diploma
Loss of NHS option
Loss of field trip privileges
Loss of walking at graduation

Loss of opportunity for Argo-sponsored scholarships
---

Report incident to colleges and/or Naviance
---

Additional behavioral consequences may be implemented where appropriate and approved by District Administration.

## **VIDEO SURVEILLANCE**

To assist in maintaining security and to deter inappropriate conduct, Argo Community High School District 217 may position video cameras and/or monitors in public areas of school property, such as in hallways, stairwells, the gymnasium, the cafeteria, school buses, computer labs, LRC and exterior locations of school buildings. Appropriate disciplinary action may be taken for misconduct which is recorded or observed from the camera.

## **SCHOOL SPONSORED EVENTS/DANCES**

Attendance at school sponsored social and sporting events is a privilege for our students. Students must attend school for at least four class periods on the day of the event, or the previous attendance day if the event occurs on a non-attendance day, to be eligible to attend that event. Students must attend school for the entire day on the day of the event or the previous attendance day if the event occurs on a non-attendance day if they are attending school dances (ex. Senior Banquet, Prom, homecoming, etc.) The administration reserves the right to deny this privilege to students who display unacceptable or inappropriate behavior (as defined in our student regulatory policy) that may be counterproductive to these events. A student cannot attend a school event while on suspension. Students' transportation must pick up the student(s) within 30 min of the event ending.

## **DANCE RULES**

Students must present a current school ID card to be admitted to an ACHS dance. Guests will be admitted only if:

- the student submits a signed approved guest request form to the Dean's office
- the student and guest presents appropriate identification, such as a state-issued photo identification or school identification card, at the door; and
- the guest is not an elementary school student or 21 years old or older.
- Student guests may be refused entrance to a dance at the discretion of school officials.

Students and guests must follow all rules and regulations of the school while in attendance at the dance and are subject to the rules (including the dress code) and consequences of the disciplinary code. Dancing which is provocative in nature or sexually suggestive is not allowed. Students may not enter a dance later than one hour after the dance starts. The "one time in" rule will be enforced, which means that once you are in the dance and you leave, you will not be allowed to come back in. Students must attend school for the entire day on the day of the dance or the previous

attendance day if the dance occurs on a non-attendance day if they are attending a school dance (ex. Senior Banquet, Prom, etc.). Behavior at dances may affect participation and/or attendance at other school events including Prom and graduation.

### **CAFETERIA**

All students will eat their meals in the cafeteria, whether they bring them from home or purchase them at school. Good manners and respect for others are expected, so that the meal period can be enjoyed by all students. The following cafeteria rules must be observed:

1. Deposit paper and plastic products in the containers provided.
2. Place trays on the shelf of the containers provided; do not leave trash behind on the table.
3. Restrict eating to cafeteria only.
4. Students must be seated while eating.
5. Throwing food, drink or other items is strictly prohibited.
6. Students shall not save seats for other students.
7. Loud talking, yelling, screaming, and other disruptions are prohibited.
8. Students shall not trade food or allow another student to use their ID to purchase food or drink.
9. Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machines, and must wait in line to use the machines.
10. Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
11. Students shall not leave the cafeteria until the appropriate tone rings or otherwise directed by staff.
12. Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
13. In order to hear important information, students should pay attention when staff or presenters make announcements in the cafeteria.
14. Students shall report spills and broken containers to cafeteria staff immediately.
15. All other school rules will apply.

Students must follow reasonable requests of the cafeteria staff and supervisors. Violations of any of the above may result in appropriate disciplinary action.

### **LOITERING**

Students may not be in unauthorized areas of the building or grounds at any time. Students are expected to exit the building at the conclusion of their last class and/or school event unless they are under the supervision of staff members. Any student not abiding by these rules may be deemed insubordinate and subject to disciplinary action including possible social suspension, or other consequence as deemed necessary by school authorities.

### **EATING**

Students are allowed to have covered drinks in the halls and are responsible for proper

disposal of all garbage. Teachers will have the discretion to prohibit food/drinks in their classroom.

### **SALE, DELIVERY OR DISTRIBUTION OF GOODS**

Students may not sell any items during school or at any school related event without prior written approval of school administration or the appropriate governing body which approves such sales. Approval will be given only to school sponsored groups for food items for fundraising purposes consistent with federal and State law. Food items intended for celebrations should not be brought into the school for distribution. Food items are not to be delivered during school hours. If items are delivered by a parent/guardian, they must be dropped off at the main entrance, and students can pick up these items during their passing periods. Students will not be called out of class to get these items, unless it is an emergency.

### **REPORTING STOLEN PROPERTY**

STUDENTS ARE NOT TO BRING VALUABLES OR LARGE SUMS OF MONEY TO SCHOOL unless prearranged through the Deans' Office. ***Argo Community High School is not responsible for lost or stolen property and will not investigate the theft of items that do not support a student's education (for example: cell phones, iPods, air pods, MP3 players, cameras, etc.).*** Any student who suffers property loss in school and has reason to believe (s)he is a victim of theft should report the loss immediately to the Deans' Office. Theft of cash or property in excess of \$100.00 in value will be reported to the local police.

### **STUDENTS LOCKS/LOCKERS**

Lockers are the property of the school and students have no expectation of privacy in their personal property left in lockers. Officials, local police, and administrative designees may search lockers at any time, without notice or consent, including with specially trained dogs/canine units.

At all times, lockers are to be treated with care. School Students are responsible for damage done to their lockers. Students are not allowed to share lockers. All students must use school issued locks on their hall lockers and PE lockers.

### **SEARCH AND SEIZURE**

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, students, and their personal effects. Reasonable seizures may be affected where warranted. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left by Students  
School authorities may inspect, and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left by a student within them, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their

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

## **Students**

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

## **Seizure of Property**

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

## **STUDENT ASSISTANCE TEAM**

Students who are referred to the Deans' Office for use and/or possession of illegal substances will be referred to the Student Assistance Team for review.

## **PEER MEDIATION**

Students involved in conflicts may be referred to Peer Mediation or may request to participate in Peer Mediation. Peer Mediation is a proactive means of students resolving differences.

## **ELECTRONIC DEVICES**

- **School issued devices must only be used for educational purposes.**
- Argo Community High School encourages the responsible and appropriate use of technology including cell phones, iPods, iPads, tablets, laptops, smartwatches, etc. within the school setting.
- Students may use electronic equipment, including cell phones, at school until the beginning of first period, during passing periods, during lunch, and after last period unless directed otherwise by a staff member.
- Use of any electronic device, besides the device provided by Argo Community High School, is not allowed in the classroom unless authorized by an individual instructor (including cell phones and smartwatches). Use of such items are not to interfere with classroom instructional time. Individual teachers may provide guidelines for usage in classroom settings (Ringers must be set to "silent" or "vibrate". Speaker mode cannot be used). **However, these devices must be turned off and put away prior to entering the classroom, Athletic/P.E.,**

### **locker room or bathrooms.**

- The following is a non-exhaustive list of rules regarding student use of electronic devices. Violation of these rules or this policy will result in school assigned discipline and may cause the items to be confiscated and delivered to an administrator to be returned at the discretion of the administrator.
- Unauthorized Electronic Devices and Cell phones, including headphones and earbuds must be turned off and put away before entering ALL classrooms.
- **Improper use of an electronic device such as a cell phone may result in confiscation by a school administrator or SRO (school resource officer).**
- Devices can be used in common areas including the cafeteria and LRC.
- Students are NOT allowed to talk, take pictures, use social media or video chat on an electronic device during the school day.
- Students are not allowed to use phones (take pictures/videos, text, access social media, etc.) in bathrooms or locker rooms.
- Ear buds/Headphones are not permitted in classrooms unless authorized by instructor. All students must remove earbuds and headphones in common areas when requested by a staff member.
- Wireless speakers are prohibited.
- Students must comply with staff directives related to use of electronic devices, including but not limited to: ending conversations, reducing volume, and/or issues of appropriate usage/language.
- Devices must be off and out of sight in locker rooms, bathrooms, detention/in-school suspension areas, as well as during class periods
- Using a cell phone, video recording device, smartwatch or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is prohibited. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, or receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cell phone.
- Any cell phone may be confiscated and/or searched upon reasonable suspicion of sexting and/or criminal activity. A student's cell phone may be confiscated and searched upon reasonable suspicion that the search will produce evidence that a student has violated or is violating the law or the District's student conduct rules. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the SRO (school resource officer), police and reporting suspected child abuse or neglect when appropriate.
- Students may not be in possession of electronic communication devices/cell phones while taking any test. Use during after school extra-curricular activities may be prohibited or restricted by the activity supervisor. Students are personally responsible for the security of their electronic communication devices.
- Students are prohibited from using personal cell phones or other electronic devices to record (video or audio) any school activity, event, or school-related work without the consent of the supervising teacher/sponsor/coach.

- Students are prohibited from posting or sharing pictures or video taken in school without the consent of the supervising teacher.
- Students are prohibited from using their personal devices to record altercations, etc.

**Cell Phone/Smart Watch/Ear Bud/Electronic Device Bag Policy:**

Students will comply with electronic usage expectations in classrooms. When a student is not compliance with the expectations, a staff member will provide them a “bag.” The student is responsible for putting the electronic device into the bag. The bag will remain on the student’s desk for the entire period. If a student refuses to bag the electronic device, the Deans’ Office will be contacted to remove the student from the classroom. The teacher should log the incident under “deans”, so a referral can be generated.

Below is a progression of consequences for a student who does not follow the outlined cell phone policy. These are general guidelines, all infractions/offenses are subject to review by school administrators and may receive consequences not listed below, up to and including the confiscation of a student’s Cell Phone.

<b>1<sup>st</sup> offense</b>	Detention issued and parent notified by teacher
<b>2<sup>nd</sup> offense</b>	Extended detention issued and parent notified by teacher
<b>3<sup>rd</sup> offense</b>	In-school suspension issued and parent notified. Student cell phone is confiscated for the day during ISS.

**DRESS CODE PHILOSOPHY**

Argo Community High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District’s intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student’s attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the educational environment, health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere. Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, and religion.

**Students must** be dressed fully from the shoulder to the mid-thigh, this clothing cannot be see-through or reveal undergarments. Slits or splits in clothing should be modest and appropriate for an academic setting. Students shall not wear halter tops, garments with spaghetti straps, or strapless garments. Garments that are “see-through”, cut low, or expose one’s midriff or undergarments, are not acceptable. Sleeveless garments must extend from the neck to the end of the shoulder cap and fit closely under the arms. Undergarments must not be visible, when either standing or sitting. Sleepwear and/or pajamas are not to be worn unless on designated spirit days.

## **STUDENTS CANNOT WEAR**

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment.
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance) including hoods, baseball caps, and do-rags. Headbands are permitted as long as they do not obscure the face or ears.
- Outwear (coats, gloves, hats, scarves, jackets and sunglasses)
- Any item of clothing or accessory which suggests or reflects gang affiliation.

## **DRESS CODE ENFORCEMENT**

- Students in violation of this policy will be provided options to be dressed to code during the school day:
- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed to code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.

\*These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

## **STUDENT IDENTIFICATION CARDS (ID's)**

For the safety and security of the school community, all members of the Argo community must wear an ID on them at all times in the building and must carry their ID at school related events. Students may be required to scan their ID to gain entrance to the school building, to check into a common location in the building (IT Help, LRC, Nurse, etc.), to attend school events, to board a school bus, or to pay for a meal in the Cafeteria. Consequences for not wearing an ID will be determined on a case-by-case basis. Students are required to present an ID to any staff member who asks for it. Students without IDs must report to the Main Entrance to receive a temporary ID for the day. A fee will be assessed for a new ID after a student has requested 5 temporary IDs

## **STUDENT VEHICLES AND PARKING**

Students in school parking areas, using motor vehicles on and near school property and using motor vehicles while going to and from school during the school day are subject to the rules and regulations of Argo High School. The school accepts no liability for loss of property or damage to vehicles while on school grounds, including in designated parking lots.

Students that qualify for parking passes are required to park in the designated student

parking lot(s). Bus transportation to and from school is provided, so there is no right to a parking pass to allow a student to drive to or from school. Parking passes will only be issued to senior students who meet the Deans' Office criteria and will be entered into a lottery, subject to the approval by their Dean. Students who consistently violate the rules and regulations in the student regulatory policy will not be issued a parking pass. Senior students who wish to apply for a parking pass should apply with the Deans' Office. Parking permits are valid for the entire school year but may be revoked if students do not maintain passing grades and/or receive multiple disciplinary consequences and/or an out of school suspension. Students who have had their parking privileges revoked and continue to park on school property may be guilty of gross insubordination and subject to disciplinary consequences.

**Students can only park in the area designated for student parking.** No vehicles may be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Student cars parked in the teachers' lot or visitor parking spaces and any cars parked in bus and fire lanes are subject to ticketing and/or removal at the owner's expense. Students are not allowed to park on residential streets and are subject to a parking ticket by the Village of Summit (Ordinance 10-13-10B). Other disciplinary consequences may also be assigned for failure to park in designated areas.

**Students have a limited expectation of privacy in cars parked on or near school grounds.** School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

## **ATTENDANCE**

- Purpose
  - Regular attendance and application in classes are critical to success in school. ACHS attendance policies are designed to promote an effective learning climate for students and an efficient use of teacher time.
- Definitions
  - Absence: Any class missed for any reason other than a field trip, in-school suspension, suspension, or other administratively excused absence.
  - Excused Absence: An absence **accompanied by a telephone call from the parent or guardian to 708-467-5800** before 3:00 p.m. on the day of the absence for one of the following reasons:
    - Illness;
    - Death in the immediate family;

- Family emergency;
- Observance of a religious holiday
- **OR** a prearranged absence from school must be presented to a Deans' secretary, at 708-467-5800 **at least five (5) days prior to the student's expected absence** for one of the following reasons:
  - Scheduled/non-emergency medical appointment, with written proof from a doctor or hospital;
  - Court appearance;
  - College visit (2 per year w/ appropriate documentation from the counseling office);
  - Family vacation days.

**Voice Mail is available 24 hours a day for your convenience.** A call from the parent/ guardian should include the following information: student's name, student ID number, reason for absence, name of person calling, and contact number. In the case of an extended illness, notification on the first day of absence is sufficient. However, the school may require subsequent re-verification from a physician.

AN ABSENCE FOR ONE OF THE ABOVE-MENTIONED REASONS WILL BE CONSIDERED AN UNEXCUSED ABSENCE IF THE PARENT OR GUARDIAN FAILS TO CALL THE SCHOOL BY THE REQUIRED DEADLINES.

- Any absence after 12 will be considered UNEXCUSED unless medical documentation is received within two school days of absence to validate the absence(s) and/or is deemed excused by Administration.
- Unexcused Absence: Any absence that is not an excused absence. Unexcused absences may result in consequences including, but not limited to, detention, social suspension and in-school suspension.
  - Invalid Reasons for Absence:
    - Oversleeping
    - Missing the bus
    - Car problems
    - Work
    - Babysitting
    - Completing work for class
- Tardy to Class or Study Hall: **A student is tardy if the student is not physically present in the classroom when the bell stops ringing without written authorization.** Excessive tardiness to class, study hall or lunch may result in disciplinary action.

Consequences will be as follows:

- **10 tardies** in one semester (cumulative/total per semester)= detention
- **15 tardies** in one semester (cumulative/total per semester)= extended detention

- **20 tardies** in one semester (cumulative/total per semester)=ISS
  - **30 tardies** in one semester (cumulative/total per semester)=Tier 1 social suspension. A student can be removed from Tier 1 social suspension if the student is not tardy for 10 consecutive school days AND is passing all classes.
  - **40 tardies** in one semester (cumulative/total per semester)=Tier 2 social suspension. A student can be reduced from Tier 2 social suspension to Tier 1 social suspension if the student is not tardy for 10 consecutive days AND is passing all classes.
  - **50 tardies** in one semester (cumulative/total per semester)=Tier 3 social suspension
- Absence due to medical condition: If a student misses school due to a medical condition, the parent/guardian should contact the Attendance Office to report the absence and the student's counselor to secure all coursework assignments. Upon the student's return to school, they must bring a doctor's note to the Nurse's Office. *Medical documentation must be received within 48 hours of the student returning to school. All medical documentation for a one-day absence must be time stamped with the time the student entered the doctor's office and the time the student left the doctor's office.*
  - Closed Campus: ACHS is a closed campus. Students may not leave the school building during the day without authorization from the Deans' Office. The nurse is the only individual that can send a student home sick. Parents are required to sign out of the building before they leave the campus. Violation of the closed campus rules may result in consequences including, but not limited to, detention and in-school suspension.

### **Consequences Related to Poor Attendance**

Students are expected to attend school every day. Consequences for absences are:

- 5 absences will result in parent/guardian notification by mail from an administrator
- 7 absences will result in parent/guardian notification from the counselor
- 9 absences will result in the teacher contacting the parent/guardian or further disciplinary consequences.
- 12 absences may result in the student being dropped from class and teacher contact. If a student is dropped from class, the student's parent or guardian may appeal to the principal for possible reinstatement.

### **Truancy**

In accordance with the School Code, the District will take no punitive action against a chronic or habitual truant for truancy (including out of school suspensions, expulsions or court action) unless available supportive services and other school resources have been provided to the student. Students who are identified as chronic or habitual truants will be reported to the office of the South Cook Intermediate Service Center. A "chronic or habitual truant" is a child subject to compulsory school attendance who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

Consequences for **unexcused absences** are:

- Students who are chronically truant may receive truancy citations issued through the Village of Summit by the school's SRO.
- Absent from school all day without a parent/guardian phone call may result in, but not limited to, detentions/other consequence.
- Absent from one class may result in, but not limited to, one detention.

Argo Community High School believes that in order to fulfill our mission, regular and punctual attendance is essential. The ACHS Deans' Office will work in conjunction with the Summit Police Department to notify, warn, and enforce ORDINANCE NO. 10-O-11, Section 6-1-84 which states that it is unlawful for any parent, guardian, or person having custody or control of a minor enrolled in any school located in the Village of Summit to cause, permit, or encourage that minor to be truant or engage in chronic truancy. For more information regarding truancy, please contact the Deans' Office at 708-467-5800.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

### **Make Up Work**

Make-up work is defined as work assigned during a student's excused absence. It is the responsibility of the student to contact the teacher(s) upon the student's return to school to inquire about make-up work. The following procedures are minimum guidelines:

- A reasonable length of time for students to complete make-up work for full credit is 1 day for each day of excused absence unless there are extenuating circumstances.
- A reasonable length of time to complete course work for a lab, project, performance, essay or demonstration is based upon a mutually agreed upon time set by the teacher following a conversation (digital or in person) with the student.
- Coursework is required to be made up at full credit for any excused absence, including absences resulting from suspension.
- Coursework missed due to an unexcused absence cannot be made up unless express permission is granted by the teacher.
- Parents/guardians of any student who is absent due to hospitalization or extended illness should inform the attendance office and contact the student's counselor. A 48-hour notice is required to obtain any make-up work.

### **DISCIPLINE (GENERAL)**

A student may be subject to discipline for gross disobedience or misconduct, which includes but is not limited to the minor and major infractions listed below. Any serious misbehavior or behavior that impairs a positive school climate and an optimum

learning environment can be gross disobedience or misconduct which, at the discretion of the principal or deans, may warrant discipline, up to and including a suspension or a recommendation for expulsion to the School Board. School authorities are also authorized to impose other disciplinary measures for gross disobedience or misconduct, such as peer mediation and other consequences allowed by the District's policies and guidelines on student discipline.

Gross disobedience or misconduct includes, but is not limited to, misconduct that occurs:

- on or within sight of school grounds, before, during, or after school hours, or at any other time when the school is being used by a school group or for a school or school-sponsored activity, function, or event;
- off school grounds at a school-sponsored activity, function, or event, or at any activity, function, or event that bears a reasonable relationship to school;
- while traveling to or from school, a school-sponsored activity, function, or event, or any activity, function, or event that bears a reasonable relationship to school;
- anywhere, if the conduct (1) creates a risk of substantial disruption of the school environment, school operations, or an educational function of the school; or (2) invades the rights of others, including, but not limited to, conduct that may reasonably be considered to be a threat to another student or staff member or a threat to the safety of students, staff, or school property.

The following is a list of minor and major infractions. This list is not all-inclusive, and any serious misbehavior or behavior that impairs a positive school climate and an optimum learning environment not included on this list can lead to discipline.

**Minor Infractions** of the following kinds will generally be dealt with by assignment of detentions and/or in-school suspension. The principal and deans also have discretion to assign a suspension or recommend an expulsion to the Board of Education.

Examples of minor Infractions are:

- Insubordination toward staff
- Use of profanity/obscenity and/or inappropriate language
- Academic Dishonesty/Deception: academic consequences only
- Leaving campus or class without permission
- Failure to wear ID around neck at all times
- Intentionally misusing a locker or use of a locker not assigned
- Inappropriate public displays of affection
- Inappropriate/unacceptable dress
- Eating outside of the school cafeteria (e.g. in the hallways, locker room, and field house). Students are allowed to carry covered drinks in the halls and are responsible for proper disposal of all garbage. (Teachers will have the discretion to prohibit food/drinks in their classroom).
- Selling of unauthorized items in school

- Possession and/or use of a laser pointer on school property
- Using or possessing an electronic device or other technology in a manner contrary to school policy.
- Jaywalking (students not utilizing the designated crosswalks to cross 63rd St.)
- Class cut

**Major Infractions** of the following kinds may be dealt with by suspension and/or recommendation for expulsion to the Board of Education. The principal or deans may also contact legal authorities and criminal charges may be instituted. Students may also be transferred to an alternative school.

- Fighting and/or Mob Action
- Multiple fights may result in an expulsion hearing
- Verbal altercations
- Aggressive, physical behavior, and/or dangerous conduct
- Recording and/or distribution of content without consent from district administrators
- Gambling on ACHS premises at any time
- Gross insubordination
- Gross misconduct
- Any verbal or physical threat directed toward a staff member
- Any Incident, which is racially, ethnically or religiously motivated and could be considered a hate crime
- False fire alarms
- Bomb threats
- Use of profanity/obscenity and/or inappropriate language to staff
- Opening exterior doors to allow a person or multiple people into the building (this includes staff). Every staff member has a key to enter the building.
- Theft/possession of stolen property
- Vandalism/defacing property (tagging is considered destruction to state property)
- Extortion
- Smoking, use, and/or possession of any tobacco products (ex. lighters, rolling papers, electric cigarettes, vape pens and vape cartridges, smoking paraphernalia etc.)
- Possession/use/distribution of fireworks, other explosives, or hazardous materials
- Sexual / Gender Harassment
- "Sexting," which is defined as a minor under the age of 18 to electronically distribute or disseminate any material that depicts another minor nude or engaged in any sexual or lewd conduct (Electronic transfers include transfers via computer or any other electronic communication device)
- Inciting mob action/disruptive behavior
- Assault and/or Battery
- Behavior/acts, which threaten the safety of others or self in school
- Commission or abetting commission of any crime
- Intimidation, bullying, cyber-bullying, harassment, threats against another student

and hazing of any kind

- Possession, use, control or transfer of any weapon, which is any object that can be used to cause bodily harm, and which includes but is not limited to firearms, knives, box cutters, guns (including BB guns), brass knuckles, pepper spray, billy clubs, sticks, baseball bats, pipes, bottles, locks, pencils, etc. if possessed or used with the intent to cause bodily harm
- Gang activity, which includes but is not limited to any gang related fighting, gang recruitment, gang involvement, graffiti, or display of gang signs
- Possession of any controlled substance (including look-a-likes), with or without the intent to distribute
- Being under the influence or possession of drugs, including intoxicants or alcohol, and including look-a-likes and drug paraphernalia.

### **TOBACCO AND VAPE POLICY**

It is against school policy to be in possession of or use of any tobacco products (cigarette, e-cigarettes/vape pens, vape cartridges loose tobacco, chewing tobacco, liquid tobacco, vape paraphernalia, etc.) or paraphernalia (lighters, matches, and rolling papers, etc.), regardless of the age of the student, on school grounds, on property adjacent to the school, or at any school function. Vape detectors are used on school grounds. Tobacco products and paraphernalia will be confiscated and not returned.

### **ACADEMIC/DISCIPLINE REVIEW COMMITTEE**

This committee will convene, when necessary, to consider the academic performance, attendance and/or discipline of a student. Mandatory, individual plans (Behavior Contracts) will be developed for the student with input from the parents/guardians and the committee. Continued academic, attendance or discipline problems, or failure to follow recommendations of the plan, may result in alternative learning opportunities, **denial of enrollment for one semester (if age 17 or older)**, withdrawal from classes with a W/F grade, withdrawal from school activities for the student, and/or possible expulsion.

### **BULLYING, TEEN DATING VIOLENCE, INTIMIDATION AND HARASSMENT**

Bullying, teen dating violence, 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 is an important District goal. Teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental or emotional abuse to control an individual in the dating relationship, or uses or threatens to use sexual violence in the dating relationship. The District will fully implement and enforce board policies prohibiting bullying, teen dating violence intimidation and harassment, including Policy 7:180, Preventing Bullying Intimidation, and Harassment; Policy 7:190, Student Discipline; 7:310, Restrictions on Publications and Written or Electronic Material; 7:20 Harassment of Students Prohibited, and 7:185 Teen Dating Violence Prohibited. Copies of those policies are available on the Argo website.

The District's Policy on Bullying (7:180) is as follows:

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 is an important District goal.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from military services, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, or actual or potential marital status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited. No student shall be subjected to bullying:

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 non-school-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 (#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 non-school-related activity, function, or program.

For purposes of this policy, the term *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 in reasonable fear of harm to the student's person or property;
2. Causing a substantially detrimental effect on the student's physical or mental health;
3. Substantially interfering with the student's academic performance; or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
5. Bullying, intimidation, and/or harassment may take various forms, including without limitation one or more of the following: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term *bullying* includes harassment, intimidation, retaliation, and school violence.

- The Superintendent or designee shall develop and maintain a program that fully implements and enforces each of the following Board policies:
  - 2:260, *Uniform Grievance Procedure*. This policy contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably. After an investigation, the Complaint Manager shall file a written report of his or her findings with the Superintendent for his or her action. The student may appeal any decision to the Board.
  - Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
  - Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.
- The Superintendent or designee will encourage all members of the school community, including students, parents, volunteers, and visitors, to report: (a) alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence, and (b) locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- The Superintendent or designee will communicate the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
- The Superintendent or designee will annually communicate this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
- The District will engage in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness. The District will post this information on the website.
- The District will ensure that this policy complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

Bullying is contrary to State law and the policy of the District. This policy is not intended, however, to infringe upon any 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 or 4 of Article 1 of the Ill. Constitution.

405 ILS 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 Discipline), 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)

## DETENTION/SUSPENSION/EXPULSION PROCEDURES

- **Detention:** Detentions are held after school Monday and Wednesday from 3:05 p.m. to 4:05pm and Wednesdays from 8:00 to 9:00am. Parents must notify the school by 8:00am the following day if students were unable to attend. Unexcused absence from detention will result in an extended detention. Students who miss more than five detentions in a semester without an acceptable excuse may receive additional disciplinary consequences.

\*If a student fails to serve a consequence, the student cannot attend any events after school on that day. If a student misses a consequence on a Friday, the student cannot attend any events on that Friday and weekend.

- **Extended Detention:** Extended detentions are held after school on Tuesday and Thursday from 3:05 pm to 4:40 pm and Wednesdays from 7:40am to 9:10am. An unexcused absence from an extended detention will result in an ISS. Students who miss more than five extended detentions in a semester without an acceptable excuse may receive additional disciplinary consequences.

\*If a student fails to serve a consequence, the student cannot attend any events after school on that day. If a student misses a consequence on a Friday, the student cannot attend any events on that Friday and weekend.

- **In-School Suspension (ISS):** ISS is held during the day on Monday thru Friday from 8:00 a.m. to 2:55 p.m. Students are responsible for securing assignments from their teachers the day before or at the beginning of the ISS school day. The student will receive credit for the work completed. ISS days do not count as student absences.

All students in ISS will turn off and put away their cell phone for the entire duration of ISS. If a student in ISS violates this policy, additional consequences may be issued. Students who fail to comply with all ISS policies will receive an additional ISS day.

- **Suspension:** Illinois Rev. Stat. Ch. 122, 10-22.6(a) authorizes the

Superintendent, the Principal, Assistant Principal, or the Dean to suspend from school and all school functions a student guilty of *gross disobedience or misconduct* for a period not to exceed ten (10) school days. Students are responsible for securing assignments from their teachers and will have as many days as they are suspended to complete their coursework. The student and/or parents or guardian are due the following procedural protection:

Suspensions will be administered in the following manner:

- Out-of-school suspensions of 3 days or less will only be used if a student's continuing presence in school poses a threat to school safety or a disruption to other students' learning opportunities. A "threat to school safety or a disruption to other students' learning opportunities" will be determined on a case-by-case basis by the school board or its designee. School officials will make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of suspensions to the greatest extent possible.
- Out-of-school suspensions for 4 days will only be used if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community, or (ii) substantially disrupt, impede, or interfere with the operation of the school. A "threat to the safety of other students, staff, or members of the school community" and "substantially disrupt, impede, or interfere with the operation of the school" will be determined on a case-by- case basis by school officials. The determination of whether "appropriate and available behavioral and disciplinary interventions have been exhausted" will be made by school officials. School officials will make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of student exclusions to the greatest extent practicable. School officials will document whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.
- Students who are suspended out-of-school for longer than 4 days will be provided appropriate and available support services during the period of their suspension, and the same requirements set forth above for four day suspensions will be applied. "Appropriate and available support services" will be determined by school authorities. School officials will document whether such services are provided and whether it is determined that there are no such appropriate and available services.
- Suspended students, including those students suspended from the school bus who do not have alternate transportation to school, will be given the opportunity to make up work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify school officials that a student suspended from the school bus does not have alternate transportation to school.
- Prior to suspension, the student will be provided oral or written notice of the charges. If the charges are denied the student will be given an explanation of the evidence against him and an opportunity to present his/her version of the incident.

- Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property, or an on-going threat of disruption to the educational process. In such cases, the necessary notice and hearing will follow as soon as practical.
- Any suspension will be reported as soon as possible to the parents or guardian of the student. Such reports will contain a full statement of the reasons for the suspension and a notice to the parents or guardian of their right to review.
- Upon written request of the parents or guardians, within 2 calendar days of receipt of a suspension notice, a hearing officer appointed by the school board will review the suspension. At the review, parents/guardians of the pupil may appear and discuss the suspension with the hearing officer and may be represented by counsel. The hearing officer will report to the board a written summary of the evidence heard at the meeting. Upon receipt of the written report of the hearing officer, the Board may take such action as it finds appropriate. The Board will provide the parents or guardians a written decision that includes 1) the specific act of gross disobedience or misconduct that results in the suspension; 2) a rationale as to the duration of the suspension; 3) for suspensions greater than 3 days, whether it was determined that no other appropriate interventions were available; and 4) for suspensions greater than 4 days, whether appropriate and available support services were provided during the suspension or whether no appropriate services were available.
- The school will facilitate the re-engagement of students who are suspended out of school.

**Social Suspension:** Social suspension is the suspension of the right to attend activities (dances, games, etc.) conducted on an extra-curricular basis at Argo.

- **Tier 1 Social Suspension:** The student is unable to attend school events as a spectator. Student will not be eligible for field trips.
- **Tier 2 Social Suspension:** The student is unable to attend school events as a spectator, participate in clubs/activities/athletics nor stay after school for any reason. Student will not be eligible for field trips.
- **Tier 3 Tardy Exclusion:** The student is unable to attend school events as a spectator, participate in clubs/activities/athletics, nor stay after school for any reason. Student will not be eligible for field trips.
- **Social Suspension:** Students may be placed on social suspension for a period of time to be determined by the Administration when either of the following disciplinary sanctions have occurred:
  - Two suspensions of any length in the same semester
  - Major infraction and/or suspension of at least five days.
  - Missing more than five detentions/extended detentions
  - Accumulating five ISS's in the same semester
  - Seniors that do not meet the graduation requirements for their graduating year. (Ex. A student that has not earned sufficient credits to

graduate in May of their graduation year). This section acknowledges that students with Individual Education Plans may have an alternate timeline for graduation.

- Excessive absences and tardies
  - If a student is failing two or more classes and/or credit deficient
  - Students attending any alternative educational placements
  - Students failing two or more classes
  - Administration holds the right to place a student on social suspension on their discretion
- Students who are placed on social suspension may not attend any extra-curricular activities during this suspension period. These include senior privileges, games, and dances (fees associated with attendance at events are non-refundable).
  - Social suspension may be assigned for up to one semester and may be continued to the following semester at the discretion of administration. It shall only be extended beyond one semester if the problem(s) continue and the student and parent are notified. It may be reduced if the student and parent enters into and meets the provisions of an agreement to improve behavior as determined by the principal or his/her designee.
  - Participation in athletics and activities will be governed by the ACHS athletic and activity code of conduct.

**Expulsion:** Illinois Rev. Stat. Ch. 12, 10-22.6(b) authorizes the Board of Education to expel students guilty of *gross disobedience or misconduct*. The following procedures will apply:

- In order to expel a student, school officials must find that the student's continuing presence in school poses a threat to the safety of other students, staff, or members of the school community or would substantially disrupt, impede, or interfere with the operation of the school. School officials will take reasonable steps to resolve such threats, address such disruptions, and minimize the length of any removal from school. Moreover, school officials will make the determination that other appropriate and available behavioral and disciplinary measures have been exhausted.
- Prior to expulsion, the student will be provided written notice of the charges and the time and place of hearing. The student will have an opportunity for a hearing, at the time and place designated in the notice, conducted by a hearing officer appointed by the Board of
- Education. The hearing officer will report to the Board the evidence presented at the hearing and the Board will take such final action as it finds appropriate.
- During the expulsion hearing, the student and his/her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence on his/her behalf and cross-examine adverse witnesses. The expulsion hearing will be a two-part proceeding. First, the hearing officer will gather evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as charged. The hearing officer will summarize the evidence in a report submitted to the Board of Education. The Board will determine whether the student committed the

misconduct charged and submit a report to the student's parents detailing the specific reasons why removing the pupil from the learning environment is in the best interest of the school and providing a rationale as to the specific duration of the expulsion.

- If the student is found guilty of gross disobedience or misconduct, the Board will then hear evidence on the appropriate level of discipline to be meted out, up to and including expulsion. The Board may refer students who are expelled to appropriate and available support services.
- The School will facilitate the re-engagement of students who are expelled.

### **Driver Education**

Driver's Education will be provided to students who demonstrate responsible behavior. Students may be restricted from or removed from Driver's Education if they do not

- Demonstrate academic progress (students must have earned at least 8 credits during the previous two semesters prior to enrolling in Driver's Education)
- Demonstrate responsible behavior:
- Refrain from excessive acts of inappropriate behavior or acts of unacceptable behavior as defined by the student regulatory policy
- Successfully complete consequences when assigned
- Follows attendance policy
- Does not receive excessive numbers of detentions, extended detentions, ISS days or suspensions.

### **Substance Abuse Referral**

Students who demonstrate behaviors in school, at school-related activities, or on school property, that suggest or indicate possible substance use/abuse may be required to participate in a district approved substance abuse program for an initial screening. Students who fail to comply with the initial screening may be subject to disciplinary action.

### **Alternative Consequences**

Should it be deemed appropriate by the dean or an administrator, alternatives to standard consequences may be issued.

### **BEHAVIOR ON BUSES**

Illinois Rev. Stat. Ch. 122, 10-22.6 authorizes the Superintendent, Principal, Assistant Principal, or the Dean to suspend pupils guilty of gross disobedience or misconduct on the school bus from riding the school bus. The same procedures set forth above for expulsion and suspension will apply to the school bus.

Gross insubordination or misconduct on the school bus may result in a suspension from school and/or loss of bus privileges for a period of time not exceed one school year.

The following rules and regulations have been adopted with the students' safety in mind. Violations may constitute gross disobedience or misconduct:

- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus, at a bus stop, waiting for the bus, and portal to portal.
- Use emergency door only in an emergency.
- In the event of emergency, stay on the bus and await instructions from the bus driver.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Do not open windows.
- Do not throw any objects on or off the bus.
- Keep the bus neat and clean.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- Be waiting at your bus stop on time.
- Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
- Eating is not permitted on the bus.
- Parents will be liable for any defacing or damage students do to the bus.
- Students taking the activity bus must have a bus pass or athletic/activity sticker for the appropriate season. For example, a student who is staying after school for a detention, ISS, or AAH, or tutoring can only take the 4:45p.m. activity bus and must have an Argo student ID.

Video and audio cameras are active on buses to record student conduct and may be used for purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: Mrs. Denise Ghaoui at 708-467-5805 or [dghaoui@argohs.net](mailto:dghaoui@argohs.net).

### **DISCIPLINE (DISABLED STUDENTS)**

A student with a disability under the IDEA, the Illinois School Code, or § 504 of the Rehabilitation Act must comply with all Argo rules and regulations unless otherwise specified in an Individual Educational Program (IEP) or a 504 Plan. Where a student's IEP or 504 plan addresses behavior, consequences for student misconduct will be determined by the plan.

A student with a disability may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that the student receives educational services to the extent required by the IDEA during such removals.

No student with a disability will be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Any student with a disability whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that a special education student under the IDEA and the Illinois School Code will continue to receive educational services as provided in the IDEA during such period of expulsion.

### **BEHAVIORAL INTERVENTIONS**

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

### **POLICY AGAINST DISCRIMINATION**

No student at ACHS will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity, on the basis of race, color, religion, sex, national origin, ancestry, age, order of protection status, physical or mental disability, military status, sexual orientation, unfavorable discharge from military service, status as homeless, or actual or potential marital or parental status, including pregnancy, or actual or perceived association with an individual who is a member of such a protected status. Further, the district will not knowingly enter into any agreement with any entity or individual that discriminates against students on the basis of any protected status.

The grievance procedure includes the following steps:

- After receiving the initial complaint, information will be collected about the alleged incident. All reasonable efforts will be made to resolve the complaint, and provide a prompt and equitable resolution.
- Disciplinary action may be taken depending on the seriousness and pervasiveness of the complaint.

Argo Community High School, in keeping with the letter and the spirit of due process, protects the right of students to fair treatment. If a student feels a teacher or other district employee has treated him/her unfairly, the following steps must be followed to resolve the problem.

The student should schedule a conference with his/her counselor. The student has the right to have a parent or guardian present at the conference. The counselor will try to resolve the conflict by contacting the teacher and/or the department head or the appropriate supervisor and by setting up a conference, if necessary.

If the situation cannot be satisfactorily resolved by the counselor and department chair or supervisor, the student must complete a "Student Grievance Form" describing the conflict in detail. The "Student Grievance Form" must be submitted to Dr. Brandon Cotter, Principal, at 708-467-5501 or cCotter@argohs.net.

Retaliation by school employees against any student who makes a complaint under this policy is prohibited. Any student who feels he or she is the victim of retaliation should report the retaliation in the manner described above.

### **POLICY AGAINST SEXUAL HARASSMENT AND MISCONDUCT**

The school has a responsibility to provide students with a learning environment free from sexual harassment and misconduct, which includes, but is not limited to, sexual violence, sexual advances, requests for sexual favors, demeaning or insulting sexual remarks, and conduct based on sex, gender or sexuality by fellow students or by school staff members. Students who feel they have been sexually harassed should report their complaint by (1) directly telling the alleged harasser to stop his or her offensive behavior, if they feel comfortable doing so and (2) communicating their report to a teacher, counselor or administrator, who will report the matter immediately to a dean. Complaints will be kept confidential to the extent possible, given the need to investigate the claim. Appropriate remedial and disciplinary action will be taken against employees known to have committed or engaged in sexual harassment.

Retaliation by school employees against any student who makes a complaint under this policy is prohibited. Accordingly, a student's good faith action in reporting alleged sexual harassment will not adversely affect the student's education, grades, curriculum or record. However, if a student or witness is found to have been intentionally dishonest in making a report, the student or witness will be subject to

discipline. Any student who feels he or she is the victim of retaliation should report the retaliation in the manner described above.

**Sexual harassment means any conduct of a sexual nature by a person directed toward another person when:**

- Such conduct has the result in creating an intimidating, hostile, or offensive school environment for another person.
- Such conduct is continued by the person after either (i) the request of the other person to stop such conduct because it is intimidating, hostile, or offensive or (ii) actions, word, or other conduct on the part of the other person indicating that the conduct is unwanted. The determination of whether the conduct of a person is intimidating, hostile, or offensive is to be made by the school administration. Sexual harassment prohibited by this policy includes verbal, written or physical conduct. The terms intimidating, hostile, or offensive as used above include conduct, which has the effect of humiliation, embarrassment, or discomfort. Complaints alleging a violation should be reported to the Deans' Office immediately.

**HARRASSMENT OF STUDENTS PROHIBITED**

- No person, including a District employee or agent or student, may harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidated conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.
- The policy against harassment of students prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
- This policy prohibits students from : (1) accessing, and/or distributing at school any written 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 or electronic material, including Internet material, blogs and electronic messaging that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
- Complaints alleging a violation of this policy should be reported to the Deans' Office or the Office of the Principal. Violations of this policy will be reviewed by the school administration for appropriate disciplinary action up to expulsion and possible referral to the police.

## **COMPUTER USE AND INTERNET INFORMATION**

### **Acceptable Use of the District's Electronic Networks**

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

#### **Terms and Conditions**

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

#### **Acceptable Use for District-Issued Technology (Including One-To-One Programs)**

The District may issue technology to students for educational or extracurricular purposes and/or District business, including through a one-to-one program. Use of District-issued technology is governed by the policies and procedures governing the use of District electronic resources, regardless of when, where, or for what purpose the use occurs. This includes use that occurs outside of normal school hours, for personal purposes, and/or off District property or away from related events or activities.

The student is responsible for the reasonable care of District-issued technology at all times during which the technology is issued to the user, regardless of whether the technology is on school property or at related events or activities. This includes the requirement that the student not allow others to use the technology without authorization from an administrator. Costs associated with the repair or replacement of technology damaged as a result of a user's failure to exercise reasonable care will be the responsibility of the student and his/her parents/guardians, including any fees for insurance premiums and deductibles, regardless of whether the damage is caused by the user or a third party. Students may be required to obtain and/or pay for insurance for District-issued technology in order to be issued such technology by the District.

Students may only use or access District-issued technology outside of school with parental or guardian supervision. The District is not responsible for unacceptable use of District-issued

technology by students at any time, including outside of school, although students may face consequences for such misuse under this and other District policies.

**Privileges** - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;

q. Misrepresenting the user's identity or the identity of others; and

r. Using the electronic networks while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.

b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.

e. Do not use the networks in any way that would disrupt its use by other users.

f. Consider all communications and information accessible via the electronic networks to be private property.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

### **Non-School-Sponsored Publications/Websites**

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

- a. Will cause or could reasonably be foreseen to cause a substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- b. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;

- c. Is socially inappropriate or inappropriate due to the maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
- d. Is primarily intended for the immediate solicitation of funds.

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

**Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

## **Internet Safety**

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

### **No Expectation of Privacy**

Users of the District's electronic resources have no expectation of privacy with respect to use of the District's electronic resources, including access to the District's Internet or Wi-Fi using personal technology, or with respect to any material created, transmitted, accessed, or stored via District electronic resources. This includes material created, transmitted, accessed, or stored for personal use, including incidental personal use, on or through the District's electronic resources. The District reserves the right to monitor users' activities on District electronic resources at any time for any reason without prior notification; to access, review, copy, store, and/or delete any electronic information accessed or stored therein; and to disclose such information to others as it deems necessary and/or as required by law. Users should be aware that information may remain on the District's electronic resources even after it has been deleted by the user. This section of this policy may only be altered through amendment of this policy and may not be altered or diminished by the verbal or written assurances of any employee or representative of the District.

### **Student Use Of Personal Technology On District Property And At School-Related Events And Activities**

Students may bring personal technology on District property and to school-related events and activities, but must keep such technology powered off at all times except during an emergency.

Student use of technology, including District electronic resources and personal technology, on District property and at school-related events and activities must comply with policies, procedures, handbook provisions, and other guidelines governing use of the District's electronic resources, as well as the District's Student Discipline policy.

### **Internet Publications And District Social Media Pages**

In some circumstances, students may be authorized to create and/or operate Internet publications and/or social media webpages for educational, extracurricular, or other purposes related to District business. Such publications and webpages must comply with relevant District policies and procedures governing such use. Contact Nick Simov, Director of Technology, 708-467-5527 or [nsimov@argohs.net](mailto:nsimov@argohs.net) for more information.

## **Access to Student Social Networking Passwords & Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **Use of Artificial Intelligence**

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI-generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission from a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

## **ONE-2-ONE TECHNOLOGY PROGRAM**

The District has established a One-2-One Learning program pursuant to Board Policy. Under this program, the District shall provide students with a mobile computing device for use inside and outside of the classroom. For example, appropriate use of the device may include classroom instruction and extracurricular activities or personal social media websites of students. For social media accounts, students must meet qualifications for holding an account from the social media website and must be authorized by a parent/guardian to utilize a particular social media website before using that website for educational purposes.

Students may use One-2-One devices on District property or at related events and activities only at times, at places, and for purposes expressly permitted by school personnel. When a student uses One-2-One technology at a time, at a place, in a manner, or for a purpose authorized by the One-2-One program, the student's use of technology is governed by District policies, administrative procedures, handbooks and guidelines governing use of the District's electronic

resources, and the District's Student Discipline policy. At all other times while on District property or at related events and activities, students must comply with requirements for the use of technology on District property or at related events and activities outlined in policies, procedures, and guidelines governing use of technology on District property and at school related events and activities, even if the technology device used is one that is authorized for use in a One-2-One program.

A student may not participate in the One-2-One program unless his/her parent/guardian has signed and returned an Authorization form for participation in the One-2-One program to the student's school.

The following are additional guidelines regarding student participation in a One-2-One Learning Program.

What is "One-2-One"?

One-2-One Learning Program refers to a program in which students are provided with a District owned mobile computing device for their use inside and outside of school. The District's One-2-One program for students is governed by numerous Board of Education Policies, including Policies 6:220, BYOT Program, Responsible Use and Conduct; 4:140, Waiver of Student Fees; 5:125, Personal Technology and Social Media, Usage and Conduct; 5:170, Copyright; 6:120, Education of Children with Disabilities; 6:235, Access to Electronic Networks; 7:140, Search and Seizure; 7:180, Preventing Bullying, Intimidation, and Harassment; 7:190, Student Discipline; and 7:340, Student Records. It is the responsibility of students who participate in the One-2-One program, and their parents, to review, understand, and abide by all relevant policies. These procedures and guidelines provide additional specifics that students and their parents must review, understand, and abide by, as well.

Where and When May One-2-One Devices Be Used?

- Students may only use a One-2-One device in the classroom for educational purposes when instructed to do so by their teacher.
- Students may only use a One-2-One device outside of the classroom for educational or extracurricular purposes when instructed to do so by their teacher or another supervising school employee.
- Students may not use a One-2-One device to update a personal social media site/account during school hours.
- Students may not call, text message, or electronically communicate with others, including other students, parents, guardians, friends, and family, from a One-2-One device during the school day unless instructed by their supervising teacher or another supervising school employee.
- Students may not use headphones/earbuds without permission from the supervising teacher or another supervising school employee.

- The use of any electronic devices, including One-2-One devices, is strictly prohibited in locker rooms, bathrooms, study halls, and common areas such as the cafeteria and hallways.

#### What Rules Apply Regarding Internet Access and Charging of Devices?

- Students must always use the school's wireless network, not personal data plans, to access the web when using a One-2-One device at school. One-2-One privileges will be revoked for students found to be visiting or attempting to visit websites that are blocked by the District's content filter, whether the student's access is through the school's wireless network or a personal data plan.
- Instructions on how to connect to the school's wireless network will be provided at Student Registration and available on the school's website.
- Students should bring devices fully charged to school. At this time, opportunities for students to recharge their devices will be limited and not guaranteed.

#### What Rules Apply Regarding Loaner Devices?

As part of the One2One agreement, students are expected to bring their devices to school fully charged each day. Additionally, students should bring their stylus and charger. Since the Technology Department has only a limited number of loaner devices, styluses, and chargers, ACHS is implementing the following policy to ensure fairness:

- a. **Loaner Devices:** For students who come to school with an uncharged device or forget their device at home, the Technology Department will maintain a stock of loaner devices. These loaners will be issued on a first-come, first-served basis.
- b. **Loaner Limit:** Each student is allowed to obtain a loaner five times throughout the school year. After the fifth time, the student will no longer be eligible to check out a loaner.
- c. **Chargers and Styluses:** The Technology Department will no longer check out chargers or styluses. However, a low-cost loaner stylus will be available from the classroom teacher.
- d. **Exemptions for Repairs:** Loaners checked out due to the repair of a school-issued device will not count towards the five-times limit per year.

#### Who is Responsible for Charges, Theft, Loss, Damage, or Other Problems With a Device?

The District is not responsible for any charges incurred on a student's One-2-One device caused by the student's negligence or misuse.

The District's Technology staff will only configure, troubleshoot, or repair One-2-One devices that are used at District facilities. They will not assist with issues unrelated to school use.

The device must be maintained and in good working condition when returned. The student may be asked to return the device for any reason, with or without prior notice. The device must be returned within a week of notification if the student is dropped, expelled, transfers out, or graduates. After this one-week period, the device will be considered stolen property and a police report will be filed.

Argo Community High School maintains ownership of the device. District 217 has authorized students to possess and use the Property under the One-2-One Learning program so long as they comply with the policies contained in this document and in the student handbook. Under no circumstances does ownership of the device transfer to the student or parents/guardians.

Students have no expectation of confidentiality or privacy with respect to any usage of a school-issued device, regardless of whether that use takes place on campus or off, occurs during school hours or on the student's own personal time, or relates to school-related purposes, to the extent allowed by law. ACHS may, without prior notice or consent, log, supervise, access, view, monitor, and document use of a student device, including by use of monitoring software that allows ACHS employees to view the screens and activity on the computers, at any time for any reason related to the operation of the District, as long as such conduct complies with relevant law. The camera devices on the computers cannot be accessed remotely by the District.

#### What Can Happen if a Student Uses a One-2-One Device Inappropriately?

Violation of these procedures and guidelines, or any other policy, procedure, guideline, or rule governing student use of technology, can lead to discipline and other consequences, including (a) the loss of access to the District's electronic network and/or the student's One-2-One privileges; (b) disciplinary action pursuant to Board Policies 7:190, Student Discipline; 7:200, Suspension Procedures; or 7:210, Expulsion Procedures; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal acts to appropriate law enforcement agencies.