

***Oak Park and River Forest High School
District 200***

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education

FROM: Nathaniel L. Rouse

DATE: May 23, 2019

RE: 2019-20 Student Code of Conduct/ Student Handbook Approval

BACKGROUND:

19-20 Student Code of Conduct Approval:

- Each year, Illinois School Code requires that The Parent Teacher Advisory Committee (PTAC) annually review the Student Code of Conduct and make recommendations to the Board of Education. The D200 Culture, Climate, and Behavior Committee (CCB) has served the role of the PTAC for the last several years.

19-20 Student Handbook Approval:

- A few years ago, the Board of Education also asked that the administration submit the Student Handbook for approval with the Student Code of Conduct each year.

Therefore, we are requesting approval of the 19-20 Code of Conduct and 19-20 Student Handbook as presented.

SUMMARY OF FINDINGS:

19-20 Student Code of Conduct:

- Our CCB Committee did not make any substantive changes for the 19-20 school year. As part of the 19-20 Strategic Plan- OPRFHS Administration will partner with restorative justice professionals to transition our Student Code of Conduct to one that is aligned with Restorative Justice Practices. The progress of this work will be documented through the Strategic Plan and the CCB Committee next school year.

19-20 Student Handbook:

- The following are the 2019-20 Recommended Changes to the 2019-20 Student Handbook:
 - Pages 46-48 – Added Racial Equity Policy (7:12) to Handbook
 - Page 51 – Using or possessing pepper spray, Mace, or any other irritant or inflammatory agent.
 - Pages 50, 52, 54 - Removing Building Principal and replacing with Superintendent or designee.

RECOMMENDATION

Vote to approve The 19-20 Student Code of Conduct and 19-20 Student Handbook as presented.

Oak Park and River Forest High School
201 N. Scoville Avenue
Oak Park, IL 60302
(708) 383-0700
www.oprfhs.org

DIRECTORY

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Executive Cabinet

Superintendent	434-3211
Dr. Joylynn Pruitt-Adams	
Assistant Associate Superintendent	434-3215
Mr. Gregory Johnson	
Chief Financial Officer	434-3264
TBD <u>Ms. Cyndi Sidor</u>	
Chief Operations Officer	434-3220
Mr. Michael Carioscio	
Executive Director of Communications & Community Relations	434-3691
Ms. Karin Sullivan	
<u>Executive Director of Equity & Students Success</u>	
<u>Dr. LeVar J. Ammons</u>	

District Leadership Team (DLT)

Principal	434-3205
Mr. Nathaniel L. Rouse	
Senior Director of Human Resources	434-3214
Ms. Roxana Sanders	

Senior Director of Pupil Support Services	434-3106
Dr. Gwendolyne Walker-Qualls	
Coordinator of Assessment & Research	434-3373
TBD <u>Ms. Krystle Jones</u>	

Building Leadership Team (BLT)

Principal	434-3205
Mr. Nathaniel L. Rouse	
Interim, Assistant Principal <u>Interim Director</u> of Student Learning	434-3225
Mr. Matthew Kirkpatrick	
Assistant Principal <u>Director</u> of Student Services	434-3208
Ms. Lynda Parker	
Athletic Director	434-3000
Mr. John Stelzer	
Director of Student Activities	434-3174
Ms. Susan Johnson	

Administrative Collaboration Team (ACT)

English Division Head	434-3378
Ms. Helen Gallagher	
Fine and Applied Arts Division Head	434-3257
Ms. Sarah Roodhouse	
History Division Head	434-3379
Ms. Amy Hill	
Mathematics Division Head	434-3748
Dr. Julie Frey	
Physical Education and Driver Education Division Head	434-3250
Mr. Clay Reagan	
Science and Technology Division Head	434-3749
TBD	
Divisional Director of Special Education	434-3105
Dr. Kennedi Dixon	
World Languages Division Head	434-3884
Ms. Claudia Sahagun	

Deans of Students

Ms. Janel Bishop	434-3726
Mr. Brian Beyers	434-3724
Mr. Jonathan Silver	434-3725
Ms. Alisa Walton	434-3727
Mr. Jonathan Weintraub	434-3731

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Counselors

Ms. Meghan Cahill	434-3716
Ms. Julie Fuentes	434-3709
Ms. Jacqueline Hanson	434-3705
Mr. Joseph Herbst	434-3707
Ms. Kris Johnson	434-3714
Ms. Heidi Lynch	434-3715
Mr. Esteban Medina	434-3718
Mr. Peter Nixen	434-3712
Ms. Carolyn Ojikutu	434-3713
Mr. Darek Radziszewski	434-3708
Mr. Scott Sponsler	434-3717
Ms. Erica White	434-3710
Ms. Brandi Ambrose	434-3711
Mr. Thaddeus Sherman	434-3841
Mr. Darryl Hobson	434-3207

General Information

Bookstore Director	434-3140
Ms. Jacqui Charette-BassiriRad	
Director of Buildings and Grounds	434-3198
Mr. Fred Preuss	
Director of Campus Safety	434-3099
Mr. John Robinson, III <u>David Walksler</u>	
Food Services Director	434-3142
Ms. Micheline Piekarski	
Health Services	434-3234
Ms. Julee Terretta	
Registrar	434-3260
Ms. Toula Boznos	
Registrar and Residency Coordinator	434-3262
Ms. Gabriela Martinez	
School Resource Officer	434-3255
Oak Park Police Department	
Transition Specialist	434- 3107
Ms. Dominique Dial	

Excellence our Tradition

Diversity our Strength

MISSION:

Oak Park and River Forest High School provides a dynamic, supportive learning environment that cultivates knowledge, skills, and character and strives for equity and excellence for all students.

VISION:

Oak Park and River Forest High School will become an ever-improving model of equity and excellence that will enable all students to achieve their full potential.

VALUES:

1. We believe all students are capable of high levels of academic and social success.
2. We embrace our diversity and believe race, income, gender, and learning differences should not predict success.
3. We believe trusting, collaborative relationships and strong communication establish a safe and respectful school community.
4. We believe an excellent educational environment cultivates curiosity, imagination, character, leadership, critical thinking, and communication skills.
5. We believe in allocating resources in equitable, transparent, and purposeful ways.
6. We believe in adult learning and leadership that supports equity and excellence for all students.
7. We believe in providing academic and social supports.

School Mascot

The Siberian Husky

School Colors

Burnt Orange and Navy Blue

Athletic Affiliation

West Suburban Conference

Illinois High School Association

Accreditation

State of Illinois

North Central Association of

Colleges and Schools

An enthusiastic student body, dedicated and professional staff, and outstanding facilities have combined to create a school that lives up to its motto:

"Those Things That are Best"

School Spirit

S - Support of our school

P - Pride in our accomplishments

I - Improvement - our goal

R - Respect for each other

I - Integrity - our ideal

T - Tradition of excellence

Strong school spirit is characterized by:

- **A sense of belonging among all students, parents, and staff;**
- **Widespread student participation in all school activities;**
- **Good attendance at school functions by students, teachers, parents, and others;**
- **Pride in academic, athletic, and social accomplishments;**
- **Reaching high expectations for academic and extracurricular excellence;**
- **Understanding and appreciating the rich heritage of accomplishment;**
- **Broad acceptance of responsibility to maintain the reputation of the school and the physical appearance of the building and facilities;**
- **Respectful decorum in all class and extracurricular activities.**

School Hymn

**Grateful praises we sing
Oak Park High School to you,
Strong and clear our song will ring
Its cadence firm and true.
Ever changing, yet the same,
Alma Mater's quest:
We seek, ever in her name,
"Those things that are best."**

The Loyalty Song

**We're loyal to you Oak Park High,
We're orange and blue, Oak Park High.
We'll back you to stand against the best in the land,
For we know you've got sand, Oak Park High!**

**Go crashing ahead, Oak Park High!
Go smash that blockade, Oak Park High!
Our team is a fame protector, Run, team for we expect
A victory from you,
Oak Park High!**

Keys to Academic Success

Develop a positive approach to school

- √ Arrive to school and classes on time.
- √ Come prepared to class with appropriate books and materials.
- √ Get plenty of rest in order to be able to study efficiently.
- √ Write down assignments immediately in your daily planner.
- √ Notify your Counselor if you are going to be absent more than two days so that you may have homework sent to you.
- √ Take advantage of the variety of extra-curricular activities that the school offers.
- √ Leave time to relax.

Develop good study habits

- √ Take advantage of study halls and study time at home to get homework done.
- √ Study in a quiet location with plenty of room to work and sufficient light.
- √ Study at a regular time each day.
- √ Review the work of each subject regularly throughout the term.
- √ Keep an organized notebook or binder.
- √ Avoid cramming for test and exams.
- √ Devote extra time to difficult subjects.
- √ Keep records of your grades.
- √ Anticipate possible questions for tests and prepare answers.
- √ Use the tutoring center.

Begin to think about your future goals

- √ Visit the Career and College Center in Room 207 and become familiar with the resources that describe college and career options, including Naviance.
- √ Read the brochures and pamphlets that are available to you.
- √ Discuss your career interests with your Counselor and teachers.
- √ Check your school email regularly

Homework

Homework assignments are given with careful attention to the meaning and purpose of the homework activity and its contribution to significant learning experiences for each student. In general, an average of 40 minutes of homework per course should be anticipated each day. Specific homework expectations are described in each teacher's course syllabus. Reading assignments, projects, papers, written reports, and study for tests and quizzes should be considered homework. All students are expected to spend the appropriate amount of time on homework.

Student Rights and Responsibilities

General Behavior and Conduct Guidelines

Student Rights

Oak Park and River Forest High School exists for the welfare of its students. The identification and preservation of the rights and responsibilities of students is a major concern of the faculty, staff, and community. The success of a student's educational experience can be measured by the extent to which students fulfill their responsibilities and exercise their rights in a reasonable manner.

Welcoming Community/Safe Zone Resolution

OPRF has joined the growing number of cities, communities and villages in the *Building Welcoming Communities Campaign* and has passed a resolution declaring District 200 a Safe Zone. Please refer to our website for the full resolution which states OPRF will serve as a safe haven for immigrant/refugee students, faculty and staff.

Though this is a unique public institution, Oak Park and River Forest High School exists in the context of larger entities whose tenets must apply: The Constitution of the United States, the Constitution of the State of Illinois, the School Code of Illinois, and legal decisions of state and federal courts.

Each student has the right to:

- Freedom of speech and press, freedom of assembly, and freedom to petition. These rights are limited only by the restriction that the exercise of these rights does not present a clear and present danger to other persons nor does it materially or substantially disrupt the normal operations of the school;
- A comprehensive education commensurate with the student's abilities and the District's financial resources;
- Be free from discrimination based on race, religion, sex, sexual orientation, national origin or financial status;
- Be free from physical and verbal abuse;
- Due process and to equal protection of the law;
- Privacy of his/her personal student information except as approved by the BOE for school related purposes.

Students with Disabilities have the right to:

- Be treated as individuals;
- Not be excluded from activities or programs strictly because of a disability;
- Have access to all building facilities;
- Not be discriminated against.

Student Responsibilities

Diverse cultures are represented in the student body and the staff; such diversity is a valuable educational resource. Individual respect for one's own uniqueness as well as respect for the individuality and worth of others is emphasized in all aspects of the school program.

Each student has the responsibility to:

- Read, understand, and abide by the Code of Conduct in school and during any school-related activity;
- Respect others regardless of their differences;
- Utilize the learning resources provided;
- Attend all classes and be on time and be prepared for all classes;
- Be in possession of student IDs at all times and present the ID upon the request of any staff member;

- Reflect courtesy, decency, and a sensitivity to the rights and needs of others;
- Respond promptly and courteously to requests made by all faculty and staff members.
- Refrain from public displays of affection;
- Help keep the school and campus clean;
- Maintain appropriate dress;
- Store all beverages and lunch containers in lockers until lunchtime. Students are only permitted to possess open food or drink in the designated areas;
- Follow his or her assigned schedule; attend all classes and study halls. Failure to do so may result in being placed in restricted lunch and/or restricted co-curricular participation.

NOTE TO SENIORS: Senior year is a time of excitement, anticipation and preparation for the future. There are also many memorable events that occur during this year. Participation in these events is a wonderful privilege. Any violations to the Code of Conduct may jeopardize attendance at Prom, participation in the Commencement Ceremony and all other end-of-the-year activities for seniors. Senior pranks are prohibited and could result in police notification.

Student Support Services

The Computer Labs

Students who need access to a computer should use the Testing Center located in Room 276. The Testing Center is open (Monday -Thursday) from 7:15 a.m. - 3:45 p.m. and on Friday from 7:15 a.m. - 3:30 p.m.

The Tutoring Center

The Tutoring Center is a space where academic support is provided to students in all of the core content areas.

Student Expectations

Students should expect to:

- Utilize the Tutoring Center between the hours of 7:00 a.m. and 5:00 p.m. in the 2nd FL West Library;
- Receive support on a walk-in or scheduled basis;
- Arrive prepared to ask questions and receive guidance.

Attend during Study Hall if needed:

- Report immediately to assigned study hall on time;
- Ask for permission to go to a different area for academic support from the study hall supervisor or provide the study hall supervisor with a signed pass from the Tutoring Center to attend during the time of the scheduled study hall;
 - a. Request must be purposeful;
 - b. Attendance at the Tutoring Center will be monitored and verified by the study hall supervisor;
- Student should expect to remain in the Tutoring Center for the duration of the period.

Attend during Lunch and/or Modified Closed Campus:

- Report to lunch and request a hall pass from the designated member of the Safety and Support staff to attend the Tutoring Center after lunch is consumed;
- The Tutoring Center is not a designated eating space so students will need to consume lunch prior to arriving;
- Students should expect to remain in the Tutoring Center for the duration of the lunch period, after arriving.

Extra-Curricular Academic Support Program (Study Table) - Tutoring Center - 293 West

All students participating in activities or athletics that violate the C Pass to Play Policy (Rule) must attend the Academic Support Program for three (3) 50 minute sessions during that week or receive assistance from an OPRFHS teacher (approved tutor) for 150 minutes during that week. Failure to meet the time requirements (hours) for academic support will result in the student becoming ineligible for extra-curricular activities the following week. The Academic Support Program functions in alignment with our Tutoring Center and meets in the Tutoring Center (293 West) from 7:00 a.m. – 7:45 a.m. (Monday - Friday), 3:05 p.m. – 5:00 p.m. (Monday-Thursday) and 3:05 p.m. - 4:30 p.m. on Fridays. Students may also choose to receive academic support during our Late Start Wednesdays. On designated Wednesdays, students can receive academic support in the Tutoring Center from 7:00 a.m. - 9:45 a.m.

Motivational Mentorship

The Motivational Mentorship Program aims to draw on the experience of OPRFHS alumni and mentors to help current students successfully navigate their way through high school. The program aims to address organizational and life skills, conflict resolution and effective effort. The goals are to improve student attitudes towards school, increase self-esteem, improve grades, establish an ability to work collaboratively, improve attendance and make positive decisions.

F.R.E.E. (Females Reaching for Educational Excellence)

This group was created to provide support to female students. Establishing a safe and calm environment where students can co-exist in harmony under one roof is the driving force behind this program. The F.R.E.E. program promotes good decision-making and problem-solving skills.

Pupil Support Services

Pupil Support Services (PSS)

Every student is automatically assigned to a Pupil Support Services (PSS) Team. The PSS Team enhances the school's ability to work with students on behaviors that undermine their academic or social/emotional success. The PSS Team provides a formal, consistent opportunity for key staff members to share vital information that supports student success. The teams consist of three counselors, a dean of students, a student youth therapist and if applicable the substance abuse prevention coordinator. All teams are located in Rooms 207, 208, 272 and 308.

Counselors: Upon entering the high school, each student is assigned a Counselor who works with the student until graduation. While at OPRFHS, students and their families will have the opportunity to develop a close relationship with their Counselor. This continuous relationship is an essential element of our guidance and counseling program.

The Counselor functions as the student's personal, academic and college counselor. In addition to counseling and advising students, the Counselors have responsibilities in the college application process, four-year planning, career exploration, post-secondary planning, scholarships and financial aid, and scheduling.

Students may schedule appointments with their Counselor during their study halls, before or after school, or during their lunch periods.

Dean of Students:

Upon entering the high school, each student is assigned a Dean of Students. The Dean of Students assumes the responsibility of ensuring that the learning environment is safe for all students.

The Dean of Students will work with the student's family, counselor, teachers and social worker in an effort to assist students with behavioral issues, student conflicts, and any other issues that may interfere with the student's safety and success here at OPRF. The Dean of Students will hold each student accountable for daily attendance and for any violation of the Code of Conduct and will assign appropriate consequences.

School Social Workers: Students may receive individual or small group counseling for social/emotional issues which interfere with their education. Services include assessment and linkage to community agencies when appropriate, crisis intervention, drug/alcohol assessment, and small group problem solving. Students may be referred by teachers, counselors, Dean of Students, staff members, parents, classmates, or they may initiate their own referrals.

Prevention and Wellness Coordinator: Our Prevention and Wellness Coordinator works with the high school student population to provide effective drug and alcohol prevention; assessment, referral, and linkage to outside services; and short-term counseling and relapse-prevention services. The goal of these services are to provide educational awareness on effective drug and alcohol prevention programming that addresses the unique needs of the OPRFHS student population and is designed to become an integral part of the high school community.

Academic Learning Program

The Academic Learning Program is an in-house resource for students with specific learning needs and profiles. There are two components to the program that address some of the unique needs of students within the district.

In-School Credit Recovery (ISCR) - An online academic program designed to support students with credit completion. Students in the program demonstrate a need to accelerate their academic progress and/or demonstrate a need for a different learning venue and format. Students are typically referred through PSS Teams and must complete an in-take process before being enrolled. The credit recovery program is designed to support learners with the following profile:

- multiple failures
- limited options towards credit recovery
- ~~less than a full schedule needed to graduate OR~~
- ~~a full schedule for OPRFHS and can take In-School Credit Recovery (ISCR) during day or after school~~
- a proficient level of literacy skills (CP and Honors)
- the ability to work independently and to self-monitor academic progress
- desire or need to remain at OPRFHS
- a recommendation from PSS Team

Part-time Credit Recovery Option - Students who fit the program profile and who need to recover credits, due to multiple failures, can have credit recovery courses added to their schedule during study halls as a way of recovering credits. Students will participate in the in-take process and courses must be approved, prior to starting the program.

Full-time Credit Recovery Option - Students who fit the program profile, who need a full-time credit recovery option, can take ISCR between 8:00 a.m. – 3:04 p.m. Students will have a full course-load and will be released for lunch as assigned.

Academic Enrichment (AE) - This course is designed for students who have not fully maximized their success in school and who need daily hands-on mentoring support and skill development to better ensure their academic success. These are semester-long, credit bearing courses taught by certified teachers.

Academic Enrichment is a course designed for students with extensive needs in the following areas:

- executive functioning skills
- social emotional support to manage daily obstacles that interfere with learning
- mentoring, guidance and increased adult advocacy to better ensure success

(Please note: Academic Enrichment is a general education support and is accessed through PSS Team referrals and approval).

EXTRA-CURRICULAR ACTIVITIES

Numerous opportunities are provided for students to meet new people and to enrich their educational experiences through participation in clubs, activities and athletic competition. Questions regarding clubs and activities should be directed to the Director of Student Activities. Questions regarding athletics should be directed to the Athletic Director.

Clubs and Activities

A Place for All (Gay Straight Alliance)

Adventure Ed Club

Anime

Art Club

ASPIRA (Latin Leadership Club)

Astronomy Club

Best Buddies

Bioengineering

Black Leader's Union

Business Club

Charitable Crafting Club °

Chemistry Club

Chess Team

Chinese Cultural Society

Computer Programming Club °

Cosmetology Club

~~Creative Film Club °~~

Creative Writing Club

Crest (Literary Magazine) *

Debate Team

Dudes Makin' a Difference Service Club

Drama Club

Environmental/Biology Club

Ethics Bowl

FCCLA (Family, Career, and Community Leaders of America)

Fellowship of Christian Athletes (non-school sponsored) °

FREE

French Club

Freshmen Class Council

Friendship Bracelet Making Club

German Club

Gospel Choir and Gospel Dance (Harmony)

Graphic Design Club°

Healthy Youth Peer Educators (HYPE)

Hip Hop Club

History Club°

Huskie Athletic Council
Huskie Children °
Huskie Helpers
Huskie Spirit Council
International Club
Intramurals
Japanese Club
Jazz Band II *
Little Theatre Shows * (4 per year)
Make up, Theatrical
Marching Band & Flags
Math Team
Mock Trial
Model U.N.
Movie Critics Club
MSAN
Musical *
~~New Era~~ °
Music Review Club °
Next Up
One Acts
Orchesis *
Pep Band
Photography Club
Prom Planning Committee
Psychology Club
Robotics
Scholastic Bowl
Science Fiction and Fantasy Club
Science Olympiad
Shakespeare Performance and Competition Club
Show Choir (Note Worthy)
Sign Language Club
Snowball Leaders
Spanish Club
Speech Team
Spoken Word
Student Council
Student Advocating for Equity (SAFE)
Students for Peace & Justice (SPJ)
Studio 200 *
Synchronized Swim Team
Table Tennis Club
Table Top Gaming
Tau Gamma

Theatre Props/Crew
Vegetarian Club °
Video Game Club
Wheel Throwing/Empty Bowls Club
Women in Leadership
Youth, Action and Civics (YAC)
Youth Conference

Interscholastic IHSA Sports*

Girls:	Badminton	Boys:	Baseball
	Basketball		Basketball
	Cheerleading		Cross Country
	Cross Country		Football
	Drill Team		Golf
	Field Hockey		Lacrosse
	Golf		Soccer
	Gymnastics		Swimming
	Lacrosse		Tennis
	Soccer		Track and Field
	Softball		Volleyball
	Swimming		Water Polo
	Tennis		Wrestling
	Track and Field		
	Volleyball		
	Water Polo		

Intramurals and Open Gym

In addition to interscholastic sports, there are intramural and open gym programs. Students may participate in a variety of activities before and after school and should check the Student Bulletin for specific information.

* Tryouts, auditions or invitations required

° Non-school sponsored club

Frequently Asked Questions About Extra-Curricular Activities

HOW CAN I GET INVOLVED?

Q: Do I have to join a club?

A: No, it is not mandatory to join a club. However, it is our goal that every student be involved in at least one club, activity or athletic team. Most students are involved in more than one extra-curricular activity.

Q: What if I just want to assist with school-wide events and not commit to any one club or activity?

A: We encourage you to find a club that fits you; however, there are several opportunities to be on committees to plan all school events, or prom planning.

Q: How do I find out about clubs and activities, when they meet, and how to get involved?

A: There are many ways to get connected with activities at OPRF.

- First, you can always go to the Student Activity Center (Room 174) to ask for information about club meetings, times and dates.
- Many clubs inform students about upcoming meetings and events during daily announcements at the start of 2nd period.
- If you missed the announcements, or cannot hear them, they are posted each day at www.oprfhs.org/activities. They are also emailed to all students.
- Follow @oprfactivities on Instagram and Twitter to stay well informed!

Q: If I did not join a club in the fall or first semester, is it too late?

A: No! Most clubs and activities are open to students all year. Most clubs have open door policies, and welcome members at any time, even if you cannot be there every week.

Q: How do I make time to get involved in clubs and activities? I want to be sure to focus on my schoolwork.

A: Absolutely, schoolwork is number one, but getting involved fosters a sense of belonging, networking and time management that creates even better academic success. In fact, research shows that students who are engaged in extra-curricular activities actually do better in school. The benefits are many.

Extra-Curricular Information

General Information

Students involved in extra-curricular programs are visible representatives of Oak Park and River Forest High School. It is crucial that a strong link between good citizenship and opportunities for participation be maintained.

Students must follow the school's attendance policy or forfeit the right to participate in extra-curricular activities. If a student is absent from school for more than three (3) periods on the day of a competition or event, he or she is ineligible to participate.

Whenever two or more school events in which a student is a participant are scheduled for the same time, the student has an obligation to notify all teachers, coaches or sponsors affected by the conflict of his or her decision prior to the scheduled events. A student who receives a detention, ISS (in-school suspension), or OSS (out-of school suspension) for any violation of the Code of Conduct while an active member of any school organization or extra-curricular athletic team is ineligible to participate during the suspension period. The student may not participate in practice, competition, or student activities during the ineligibility period.

Extra-Curricular Code of Conduct

If a student is in violation of the extra-curricular code of conduct at any time during the calendar year, the student will lose eligibility as stated in the Extra-Curricular Handbook. Violation of the OPRF Code of Conduct may result in suspension or expulsion from a sport, club or activity. The OPRF Code of Conduct is expected to be followed 24/7, 365 days per year by the athletes and participants in clubs/activities.

WHO DOES IT APPLY TO?

The extra-curricular Code of Conduct applies to all athletic teams and all club/activity groups where students perform or represent the school in a public manner. We value our student commitments to their personal passions. We also value the role they play as an OPRF representative. As stated in the OPRF Code of Conduct Policy: "participation in the extra-curricular program is considered an extension of, although separate from, the regular school day. Participation in the extra-curricular program is considered a privilege and carries increased expectations on the part of the student participants. By electing to participate in the extra-curricular program, the student must fulfill the following rules and standards established by the Board of Education.

The Code of Conduct applies to athletics, performance activities, competitive activities, and leadership clubs as well as students in leadership positions of all clubs, sports and activities.

What Are The Consequences For Code Violations In Activities?

1st offense: The Director of Student Activities and/or Athletic Director, will make a determination on the appropriate consequences based upon each unique circumstance.

2nd offense: The student may be dismissed from the extra-curricular activity for the remainder of the season; additional consequences may include suspension from the extra-curricular Program for up to one year.

3rd offense: If a student commits a third violation he/she will be suspended from participating in extra-curricular activities for one year, and may be prohibited for the remainder of his/her high school career.

Who Does C-Pass To Play Apply To?

This policy only applies to groups that compete within IHSA. Those groups are:

- | | |
|--------|-------------------------|
| Chess | Scholastic Bowl |
| Math | Speech |
| Debate | All IHSA Athletic Teams |

School Information

Identification (ID) Procedure and Library Card

Each student attending Oak Park and River Forest High School will be given an identification (ID) card. Students are required to have their Student ID in their possession at all times during the school day and at school related activities. Lunch periods will also be shown on all IDs. This ID card also serves as your OPRFHS library card. Students will be required to show their Student IDs to enter the library, labs, tutoring center, college center, etc.) Juniors and Seniors that have the modified campus lunch option will be required to show their ID and have them scanned prior to leaving the building for lunch. If students are asked to show their ID to a staff member and they do not have their ID they will be sent to a member of the Safety and Support Team (SST, security guard) or to the Attendance Office (Room 104) to be issued a temporary ID or to purchase a replacement ID for \$5.00. Additional lanyards can also be purchased for \$1. The SST member will distribute the temporary IDs and a pass from the Hero device (formerly called PlascoTrac) they will be carrying. The temporary ID is adhesive and must be affixed to the students' shirt and visible at all times. Students must be wearing their temporary or the replacement ID in order to be allowed in to their desired location. Temporary IDs expire at the end of the day they are issued. Replacement IDs may be purchased in the Attendance Office before school, during lunches, and after school. Students are required to present their ID card for any of the following reasons:

- Upon the request of any OPRFHS faculty or staff member. Students are always expected to identify themselves. Failure to do so is a violation of the Code of Conduct.
- Checking out books from the library.
- Admission to all dances, athletic events, and all school related events.
- Upon being approached by a Police Officer when outside of the building during the school day.

Students will only be allowed to get four temporary IDs per quarter. Upon receipt of each of the four, the student will be given a Hero pass with a warning each time. These are given by the Attendance Office staff or the SST members in the hallways with the Hero devices. When a student is without an ID for the 5th time, they will be escorted to the Attendance Office by a member of SST and be required to purchase a replacement ID right away. If a student does not have the fee, it will be placed on the student's financial obligation record.

LOCKS AND LOCKERS

Locker Assignments and Lock Purchases

All students who enter the school for the first time receive a lock and locker assignment. Students will keep the same lock and locker from the time they enter the high school until graduation. Each fall, students with lock/locker issues can verify their lock and locker assignment at the Bookstore or with the Welcome Center. In addition, students are assigned a gym locker in their Physical Education class. Academic and P.E. locks can be purchased in the Bookstore. Students must bring their P.E. lock to their first Physical Education class in order to receive a gym locker assignment.

Lock and Locker Guidelines

Locks and lockers are provided for the safety and convenience of students. It is important to keep your locker locked at all times and follow the guidelines listed below:

- Push lock down until it clicks; then spin the dial.
- Blue combination locks are for hallway lockers and Gray combination locks are for P.E locker rooms.
- Keep the lock combination private and use only the assigned locker.
- Do not share lockers with other students.
- To prevent someone from switching your lock with theirs, do not leave your lock unattended at any time.
- Report any trouble with your lock or locker to the Welcome Center.
- Do not deface lockers.
- Clean out your contents at the end of the school year, **BUT KEEP YOUR LOCK ON YOUR LOCKER**. If this is not done, the contents will be removed by the school and may be discarded. **SENIORS** should take their locks home at the end of the school year.
- Hall lockers must have school-issued locks.
- Do not use hall lockers during summer school.

Note: All student lockers are the property of Oak Park and River Forest High School and are accessible to school authorities at any time. If there is suspicion that a locker contains unauthorized material, designated school personnel have the right to search it. In cases where dangerous or illegal materials are present, the police will be called and parents/guardians will be notified.

Student Deliveries

Mail for students that is delivered to school will not be accepted by the District. Mail for students will be returned to the USPS.

Bookstore - Room 140

General Information

- **Hours:** 7:30 a.m. - 3:45 p.m. Hours will vary during the opening days of each semester and the summer.
- **Payments:** Additional books and supplies beyond what is provided under the Instructional Material Fee will be available for purchase in the Bookstore. Payment may be made in cash, by credit card (Visa, Master Card, or Discover) or by personal check. There is a \$10 minimum purchase in order to use a bankcard. Personal checks must be commercially imprinted with a name and check number. Please write the phone number of the signer and the student ID number on the check. The Bookstore does not accept any business checks (including DBA).

Books/Supplies

The Instructional Materials Fee (IMF) of \$268 per student enrolled at OPRFHS both on and off campus, covers all instructional materials for all courses during both semesters of the school year. This mandatory fee should be paid online along with the mandatory District Fee, Technology Fee and Drivers Education Fee, if applicable.

The Instructional Material Fee includes the first set of:

- District-loaned textbooks (checked out to individual students). All textbooks must be returned at the end of the year (or semester, for semester long classes) by publicized deadlines to avoid replacement and late return charges.
- Paperback books and workbooks (students keep)
- Course article packet handouts (students keep)
- Initial art and photo supply kits (students keep)
- Lab kits (students keep)

The items NOT included in the fee are:

- PE uniforms
- Calculators
- Locks
- Purchase of additional art and photo supplies as needed throughout the year
- Lost or damaged books – always call the Bookstore before replacing or paying the replacement fee.
- Personal school supplies (notebooks, pens, pencils, binders, etc.)

If a family feels their fees would cause economic hardship, they can apply annually for a Fee Waiver by applying for the Free or Reduced Lunch Program with the current form by August 1. If a student qualifies for Free Lunch per the Federal Guidelines, then all fees would be waived. If a family qualifies for Reduced Lunch, then their student's fees would be reduced to equal 10% of each individual fee. Obligations that are not included in the Fee Waiver or Reduction Plans consist of those such as late or damaged book charges; ID replacement charges; unreturned library books; unreturned ice packs; etc. If a family does not qualify for a waiver or reduction, payment plans can be set up in the Bookstore. Call 708-434-3940 for more information.

Please note: Unpaid monetary obligations will stop a transcript from being sent to your next high school, college, university, or employer.

NOTE: Students may annotate paperback novels; HOWEVER, students will be billed the replacement cost of any textbook they annotate, highlight, or damage in any way. Students are strongly encouraged to keep a plastic bag in their backpack to cover their books in case of rain.

Lost and Found

Students are responsible for their belongings at all times. Care should be taken to lock hall and gym lockers securely. Lock combinations should never be shared. All items that are found should be taken directly to the Welcome Center. Items will only be stored for a short period of time prior to disposal; books and backpacks are taken to the Bookstore. Clothing is taken to room 264, and all other valuables are kept in the Welcome Center safe. If the student's name, ID # and the current year are listed, the Bookstore makes every attempt to inform the student that the book/backpack has been found.

Transportation

PACE and CTA are both using the Ventra system for student fare cards. *Ventra student permits can be applied for by mail.* Log into the Ventra website (www.ventrachicago.com), print out the application for a student permit, and mail to Ventra with a \$2 check, money order, or cashier's check. The student card will be mailed to the school and you will be notified when it arrives in approximately two weeks. While generally a reduced student fare is deducted from the card on school days during school hours, please refer to the Ventra website for specifics about the fare restrictions. *Cards must be renewed for each summer term, and again each fall for the new year.* To renew, one must fill out the RENEW Student Reduced Fare Riding Privileges form for that time period, which the student can pick up from the OPRFHS Bookstore as it has the necessary school signatures, and return it to Ventra by email, fax or mail. If your card is lost or stolen, you will need to use the REPLACEMENT Form and call Ventra to deactivate the lost or stolen card.

Library

Students are encouraged to take advantage of the many library resources available both on and off campus. The library maintains a collection of books, databases, eBooks, play scripts, and audiobooks. The library encourages students to participate in the Abraham Lincoln Illinois' High School Readers' Choice Award. The library catalog, eBook collection, LibGuides, Abe Lincoln Award Books, and databases (such as JSTOR and PsycARTICLES) are available at www.oprfhs.org under the Academics tab.

The student ID serves as a library card for checking out books. The library is open each school day from 7:30 a.m. until 3:30 p.m.

Students are encouraged to take responsibility for all materials they check out. While fines are not incurred for overdue books, students must pay for damaged or lost items.

Students will benefit from using the library and its resources during their years at OPRFHS. It is a place to read and research on their own, and to come with their teachers and classes for in-depth research and book talks. All are welcome.

2018-19 OPRF STUDENT DRESS CODE

Dress Code Philosophy

Similar to many districts that are rethinking dress codes based upon race and gender equity, the OPRF student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language including profanity, hate speech and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.

- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress Code

Oak Park and River Forest 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 health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweat pants, leggings, a dress or shorts), AND
- Shoes.

**Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

3. Students May Wear, as long as these items do not violate Section 1 above:

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops

- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. 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 based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- 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).

5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more 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 more 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.
 - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - kneeling or bending over to check attire fit;
 - measuring straps or skirt length;
 - asking students to account for their attire in the classroom or in hallways in front of others;

- calling out students in spaces, in hallways, or in classrooms about perceived dresscode violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
- accusing students of “distracting” other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Student Advocate or a Dean of Students.

**Many thanks to ETHS and Oregon Public Schools/Oregon Now for sharing their policies!*

Cafeteria

General Information

Two student cafeterias are available for lunch and afternoon snacks. Hot and cold breakfasts are served in the North Cafeteria and are available from 7:15 - 7:50 a.m. Lunch is served during periods 4, 5, and 6. Afternoon snacks are available in the North Cafeteria from 3:04 - 5:00 p.m.

Modified Campus Lunch Options

Freshman and Sophomore Lunch

All freshman and sophomore students are required to eat lunch in the South Cafeteria during their assigned lunch period. Gathering for lunch at lockers or in the halls is not permitted.

Junior and Senior Lunch Options

Junior and senior students will have the option of eating in the North Student Cafeteria or leaving the campus during their assigned lunch period. Students may leave campus provided that parent permission for open campus lunch is on file with the school, and the conditions set forth by the Administration to earn the privilege of open campus lunch are met. Eligible juniors and seniors who choose to leave the building must exit the building within the five-minute passing period. Gathering for lunch at lockers or in the halls is not permitted. Students who leave the building and wish to re-enter during the lunch period must use the North Cafeteria Exit 9. **STUDENTS ARE NOT PERMITTED TO LOITER AROUND THE PERIMETER OF THE BUILDING.**

Modified Closed Campus (MCC) Eligibility Requirements

Juniors and seniors who have been granted parent permission that is on file with the school and who meet the eligibility requirements set forth by the administration have the option of leaving campus for lunch.

Juniors and seniors may go off campus for their assigned lunch periods providing...

- They have parent approval documented in Family Access...

And... they meet these other conditions:

- Have their official picture IDs (no temporary IDs);
- Have five or fewer tardies in a given 4 ½ week period;
- Have no more than 1 unexcused absence in a given 4 ½ week period;
- Are passing all courses (i.e. no Fs) at the mid-quarter progress reporting or end-of-quarter time;

Additionally, any student involved in specific disciplinary infractions will lose off-campus lunch privileges for the remainder of the semester. Please refer to the Code of Conduct on pages 75-78.

Juniors and seniors who choose to stay at school for their lunch period will eat in the North Café. Students who leave campus for their assigned lunch period must exit and re-enter through the Mall doors by the North Cafeteria ONLY. Students will not be permitted to loiter around the building perimeter during off campus lunch.

A student will lose off-campus privileges for the remainder of the quarter if he/she fails to meet any of these conditions. We will reset the system every 4 ½ weeks (middle and end of each quarter) so that students have the opportunity to regain the privilege if it was lost due to any of the aforementioned conditions. ALL juniors and seniors who have parent approval documented in Family Access will begin the 2018-19 school year with the off-campus lunch privilege.

Passes and Lunch Time Supports-Frequently Asked Questions (FAQs)

Q: When does a student need a pass?

A: To ensure that students have a purpose for leaving the classroom or other designated areas, other than passing periods, students will need to have a pass written for them every time they are released from an area.

Q: Does this mean a student can't go to the Library or Tutoring Center during study halls or lunch?

A: Students may go to the Library or Tutoring Center., Students must check into the study hall first and obtain a pass from the study hall supervisor after attendance has been taken. During lunch periods, students may obtain passes to the Library to "Read or Research" or Tutoring Center simply by asking one of the lunch monitors to issue a pass.

Q: If a student wants to go to the Library or to the Tutoring Center during lunch, can they go?

A: Yes. There will be a designated member of the Safety and Support Team (SST) outside of the lunch room that will provide students with passes to these areas during the lunch periods.

Q: Why do students need to report to study hall first before going to a different location for support?

A: Since we are responsible for knowing where our students are and helping them identify supports, we think it is important for students to touch base with the study hall supervisor before going to other locations. Study hall supervisors will have an opportunity to input accurate attendance and to discuss with students possible options to obtain the support they are requesting. Since study halls are considered an academic

support area, students should know and feel that study halls are spaces for them to complete academic work and they are scheduled for this purpose.

Q: Will a student still be able to visit teachers/counselors/ Dean of Students/resource managers during study halls or lunch?

A: Students can still use their lunch or study hall periods to visit teachers and other staff members. To ensure a teacher, counselor, Dean of Students or other staff person is present and available; students should make an appointment and obtain a pass in advance from the faculty/staff person they plan to visit. The pre-signed study hall pass verifies for the study hall supervisor that the teacher is available and has agreed to use that time to support the student. This was the expectation in the past.

Q: If a student wants to eat lunch in their teacher's room, or other locations, can they?

A. As noted above, we are fortunate to have teachers, counselors, etc. who gladly meet with students during their own planning and lunch periods. We will continue to support and encourage those connections. However, we simply cannot meet the needs of students and staff with food allergies – nor can we keep mice and bugs at bay -- if we allow food consumption and disposal in our classrooms and instructional spaces. Food needs to stay in the cafeterias (and a few other designated areas with prior arrangement through Food Services). As outlined above, students can get a pass in advance from any staff member they hope to spend time with, thereby ensuring the person is expecting them. A student can use the pass to leave from the Cafeteria area, so they can eat lunch first.

Q: If a student does not have a pass, what will happen?

A: Students without a pass will be directed back to the location they last visited to obtain one.

Q: Why do students need to wait 5 minutes in their study hall room before being allowed to go to a different location?

A: Five minutes provides time for study hall supervisors to take attendance, check in with students regarding their needs and complete passes to go to other locations, if needed. This will also allow us to clear the halls after the bell rings and help deter tardies and unexcused absences.

Q. Can a student ask for a pass during the first 5 minutes of class?

A. We are discouraging any hallway movement during the first 5 minutes of each class period, as noted above. But certainly, teachers can give their students hall passes at any time to attend to any necessary personal care needs. This is at the teacher's discretion.

Q: What are the hours of the Tutoring Center?

A: The Tutoring Center is open from 7:00 a.m. – 5:00 p.m. Monday thru Thursdays, and 7:00 a.m. – 4:30 p.m. Fridays.

Q: Where is the Tutoring Center located?

A: The Tutoring Center is now located on the 2nd floor in the Library West.

Q: If a student needs support in an academic area and a teacher whose expertise in the area is not available during the time the student is available, what do you recommend?

A: Besides before school and after school, we will have two or more academic areas represented in the Tutoring Center. We recommend that students and staff consult the schedule that will be provided but we also recommend that students stop by the Tutoring Center to talk with the monitor. There are times when the needs of a student do not require a lot of content knowledge and any teacher assigned to the center can provide assistance. The monitor will help students match the need they have with the appropriate staff member for support.

Q. Are the lunch rooms crowded?

A. We have seating for 727 in the South Café and 433 in the North Café capacity. The South Café is designated for overflow. Typically, about 1,200 juniors and seniors have been given parent permission to go off campus for lunch.

Q. Can a student order lunch and have it delivered to school?

A. Students are not permitted to order lunch for delivery into the building.

Q: Can a student use the restroom during lunch?

A. Students are permitted to leave the cafeterias without passes to go to the restrooms. Our directive for our staff is to simply allow students who need to go to the bathroom during lunch to go.

Q: What about accessing lockers?

A. We do not take attendance at or record tardies in the lunchroom. Students are free to go to their lockers prior to heading down to the cafeteria. They are not marked tardy for arriving at the cafeterias after the bell rings. Once the period starts, students in the lunchroom may not leave to go to their lockers.

Places to Go During Lunch Periods

As indicated in the Modified Closed Campus procedures, after five minutes, students may leave the cafeteria to study in designated areas. A Safety and Support Team member will be stationed outside Room 174 in the Student Activities Center to write passes. Students may request a pass to the:

- Library**
- Tutoring Center**
- Huskie Hub**
- Studio Study Balcony Area**

No food or drink is allowed in any of these areas, with the exception of the balcony, where drinks are permitted as long as empty containers are disposed of properly. Sometimes these areas fill up and students will be told there is no longer any room. They can choose one of the other locations listed above or remain in the cafeteria until the period is over.

Restricted Lunch

Students who violate the Code of Conduct may be assigned to Restricted Lunch by a Dean of Students. Students will report to an assigned area during their lunch period for a period of time determined by their Dean

of Students. Students assigned to Restricted Lunch will be provided lunches for purchase delivered from the cafeteria or may bring their own lunch.

Food Deliveries

Students are NOT allowed to order food and have it delivered to the school. Students are welcome to purchase a lunch from the school or to bring a lunch from home. Students who order food to be picked up at the Welcome Center will not be permitted in the area and the delivery personnel will be turned away, which may possibly result in the student losing his/her money that was paid for the food.

Ten Steps to a Healthier Day

- Eat Breakfast;
- Drink water, not pop;
- Avoid sugar, salt and grease;
- Eat fresh, not fake;
- Eat more fruits and vegetables;
- Get plenty of sleep each night;
- Walk or bike to school;
- Join a sport or other physical activity;
- Take yoga or meditate to reduce stress; and
- Participate in outdoor activities.

Resources for Wellness

For an abundance of resources on eating healthy and being healthy visit: wellness.oprfhs.org.

For information on STDs, birth control or pregnancy, contact the Oak Park Public Health nurse at 708-358-5485 (Room 106).

- National Teen Dating Abuse Hotline: 866-331-9474
- Chicago Rape Crisis Hotline: 888-293-2080
- Community Mental Health Board of Oak Park, Network of Care: cmhb.networkofcare.org

Text Because You Care Hotline

This 24 hour hotline is available for students, staff, and parents/guardians who are aware of anything that may impact the safety of students and staff on campus. Confidential tips will be sent to a special team who will monitor and respond to the text message as quick as possible. Text the number (274637) and use keyword #OPRF at the beginning of your message, followed by a detailed text message. All tips are anonymous.

Events - School and Non-School Sponsored

Solicitation

Solicitation for activities, goods and services by non-school related individuals or for non-school related organizations is prohibited on school property. (Advertising in school-related publications is permitted.)

Solicitation of gifts from the community by students or school personnel to support specific school organizations or activities is also prohibited.

Advertising School Sponsored Events and Activities

All posters, banners and flyers (large and small) must be approved by the office of the Director of Student Activities (Room 174). Flyers, banners and posters must include:

- The name of the sponsoring organization;
 - The name of the activity or event;
 - The date and location of the activity or event.
1. The activity or event being advertised must be approved by sponsors before posters and flyers are submitted to the office of the Director of Student Activities.
 2. Once approved, bring the flyer, banner or poster to the Student Activity Office, Room 174, for approval (allow at least 24 hours to be approved).
 3. Once the flyer, banner or poster has been approved, the individual submitting the flyer or poster can make up to 20 copies.
 4. After copies are made, each flyer, banner and poster must be individually stamped by the Student Activity Office.
 5. Approved flyers, banners and posters may be posted on bulletin boards located above water fountains and other designated areas. Masking tape is available in the Student Activities Office.
 6. Flyers may NOT be posted in the washrooms, on doors, windows, posts, etc. Flyers that are posted incorrectly will be removed and the organization may lose posting privileges. Flyers may not be handed out.
 7. It is the responsibility of each organization to take down and recycle its dated flyers, posters and banners.

Non-School Sponsored Events

Posters, banners and flyers advertising non-school sponsored events, must also be approved in Room 174. If approved, posters, banners or flyers may be posted on the Community Bulletin board, located across from the Bookstore.

School Sponsored Dances, Games and Events

Participation in any activity outside of the school day is a privilege, not a right. All students must adhere to the guidelines below:

Guidelines for all Dances

- All students and guests who plan to attend a dance must arrive during the announced time that the doors will be open. No one will be permitted to enter a dance after the close of admittance unless prior arrangements are made with the dance supervisor. Allow ample time for parking.
- Students must present their school id and ticket to be admitted to dances.
- Students are expected to follow the dress code at all dances.
- Students and guests may not return to a dance after leaving.
- Students should not become involved in a problem or discussion between a supervisor and another student without being asked by the supervisor.
- Inappropriate and suggestive dancing is not permitted.

Homecoming and Prom Information

Oak Park and River Forest High School holds two official dances each year including Homecoming and Prom. Detailed information will be advertised in the Daily Bulletin well in advance of the event. Any questions can be directed to the Student Activity office in Room 174.

Homecoming Dance 20189: Saturday, ~~September 22, 2018~~ **October 12, 2019** in the OPRFHS Field House

Bring to buy tickets: Student Prom Permission form, Student ID, Guest Forms (if applicable)

Bring to the Dance: Student ID

**All students must enter by 7:45pm. There is no admittance after 7:45pm*

** Non-OPRF guests need to bring the same ID submitted with their paper work, only one Non-OPRF guest per OPRF Student.*

- 1) Ticket Sales: Prices will be advertised and determined before sales begin
 - a. All students must serve all detentions prior to purchasing tickets
 - b. Dates of Ticket Sales:
 - i. Tickets will be on sale in the BOOKSTORE ONLY from 7:30am-3:30pm Mon-Fri from Wednesday 9/25 to Wednesday ~~9/19~~ **10/9/19**
 - ii. No ticket sales in bookstore after 3:30pm on ~~9/19~~ **10/9/19**. However, there will be tickets for sale at the door for an increased price and *for OPRF students ONLY*
 - iii. Non-OPRF Student Guests paper work should be turned into the Dean of Student of the OPRF student by Monday, ~~9/17~~ **10/08/19** to guarantee approval to purchase tickets in time
 - iv. No non-OPRF student guests can be admitted with at-the-door tickets
 - c. OPRF Students must present a student ID and have no obligations (detentions) for ticket purchase
 - d. OPRF Students can only purchase a maximum of 2 tickets. *If the second ticket is for a non-OPRF student guest, extra paper work is required*
 - e. Non-OPRF student guests
 - i. Age Freshmen in High School – Age 20 (submit copy of ID)
 - ii. Paperwork must be completed before the OPRF student submits to their Dean of Student
 - iii. The Dean of Student needs 24 hours to guarantee paperwork processing
 - iv. No Non-OPRF student guests can purchase tickets at the door
 - f. At-The-Door tickets
 - i. For OPRF students only

- ii. Students must enter between 7:00pm – 7:45pm
- iii. Student must provide an OPRF Student ID Card
- g. Sales are final - *no trading tickets ever; reimbursement for extenuating circumstances may be considered*

2) Dance Night

- a. All detentions must be served prior to dance entry. Any detentions owed will result in the student being turned away at the door without reimbursement
- b. Doors are open from 7:00pm – 7:45pm. No students are admitted after 7:45pm
 - i. No reimbursement for your ticket if you are late. Please allow ample time for parking
- c. Attire
 - i. Homecoming is a semi-formal event. No jeans are allowed
 - ii. Behavior
 - iii. See the School Sponsored Dances, Game and Event guidelines

Prom 20192020

Prom is a special event open to Juniors and Seniors. A current OPRF Junior or Senior may bring another guest ages 14-20 with proper forms submitted. Please make note of ticket sale requirements and abide by the deadlines. There are no returns, exchanges, or exceptions for tickets or deadlines.

Prom, 20192020, is at the Hyatt Regency on Wacker Drive in Chicago on Saturday, May 18th, 2020. In March, a prom packet will be emailed out to all Junior and Senior parents with the detailed information.

Bring to buy/pick-up tickets: Student Prom Permission form, Student ID, Guest Forms

Bring to the Dance: Student ID

* Non-OPRF guest forms are due to OPRF Student host's Dean of Student by 3:30pm on Monday, May 6th, 20192020

* Non-OPRF guests need to bring the same ID submitted with their paper work only one Non-OPRF guest per OPRF Student.

1) Tickets

- a. All students must serve all detentions prior to purchasing tickets.
 - i. Tickets will be available both online and at the bookstore
 - ii. Pay attention to prom announcements and read the prom packet for ticket information
- b. Ticket Sale Dates have a hard deadline
 - i. No exceptions- no sales after the final date/time
- c. No at-the-door tickets for Prom
- d. Sales are final - *no trading ever; reimbursement for extenuating circumstances may be considered*

2) General Information

- a. Prom is open to OPRF Students
 - i. Must be Junior or Senior
 - ii. Freshmen and Sophomores can go as a guest to a Junior or Senior
- b. Non-OPRF Student Guests of a Junior or Senior OPRF Student:
 - i. Age Freshmen-20 years old the day of prom
 - ii. Submit a copy of current High School ID or State-Issued ID to confirm age
 - iii. OPRF Student should submit non-OPRF student paperwork to their Dean of Student at least 24 hours prior to the end of ticket sales to guarantee completion in time

- c. Students are not permitted to stay overnight at the Hyatt Regency, Wacker Drive
- d. Table Reservations can be made. *However, reservations aren't accepted until the ticket is purchased*
- e. Doors
 - i. All students must present their current student ID at the door and keep it in their possession at all times to show if requested
 - ii. Persons who are late (after 7:30pm) will not be admitted to prom. Any student denied entry to prom because they are late will NOT be issued a refund
 - iii. Backpacks and bags are NOT allowed, and there will be no coat check or place to store coats. Each student is responsible for his or her own personal belongings, so please DO NOT leave them unattended at your table. OPRFHS is not responsible for lost or stolen items
 - iv. *Be sure to allow extra time for parking and other emergencies to ensure that you and your guest arrive on time. Expect to pay for parking at the hotel*
 - v. Hotel rooms are off limits
 - vi. Students and guest may not return to prom after leaving
- f. All detentions must be served prior to attending Prom. Students will be turned away at the door if they owe any detentions without reimbursement
- g. Attire: Prom is a formal occasion. Students may be turned away due to Attire Violations and will NOT be issued a refund
 - DO wear: Dresses, dress skirts, Tuxedo, suit, dress shoes, and a collared shirt
 - DON'T wear: Denim clothing, T-shirts, tennis shoes, extreme slits; cut outs; exposed midriffs; low back outs or low plunging neck lines
- h. Behavior: See the School Sponsored Dances, Games and Event Guidelines
 - i. A Prom Packet is emailed and/or mailed around Spring Break. All guidelines provided in the packet must be followed

Penalties for Inappropriate Behavior at School-Sponsored Activities

1. Students and guests are expected to obey the Code of Conduct at all School-Sponsored Activities (on and off campus).
 - Individuals whose breath, actions or responses indicate that they have consumed alcohol or drugs may be subject to a breathalyzer or non-invasive drug test, detained and a parent or guardian will be contacted.
 - Infractions may result in police notification and/or arrest.
2. Students who violate the Code of Conduct at school sponsored extra-curricular activities will be:
 - Detained and a parent or guardian will be contacted;
 - Removed from the activity;
 - Assigned a consequence that is consistent with the Code of Conduct;
 - Placed on social probation and banned from all school dances for at least one calendar year and other activities if deemed appropriate.

NOTE TO SENIORS: Any violations to the Code of Conduct could jeopardize attendance at Prom, participation in the Commencement Ceremony and all senior end-of-the-year activities.

Regulations Governing Non-Student Attendance at School Dances

Students who do not attend Oak Park and River Forest High School are permitted to attend Homecoming or Prom dances as invited guests only. All invited guests are subject to the following guidelines:

- Guests may only attend dances for which tickets are sold in advance.
- Guests must be under 21 years of age.
- Guests must be in Grade 9 or above to attend school-sponsored dances.
- Guests must be accompanied by an OPRFHS student.

Note: Students who want to invite non-students to semi-formal or formal dances must complete guest permission forms (available in the Dean of Student's offices). An OPRFHS Dean of Student signature AND the signature of a school official from the guest's school (if applicable) are required before purchase of the ticket. The Dean of Student retains one copy of the form, one copy is turned in to the ticket-seller at the time of the ticket purchase, and the student delivers one copy to the invited guest. Upon arrival at the dance, the invited guest must present the form and a picture identification (driver's license or school ID). The guest must keep the form and ID with him or her at all times.

Non-OPRF-student Homecoming Guest Permission Form

This completed form is due with a copy of the guest's State or School ID for Ticket Purchase

One OPRF student may bring ONE non-OPRF-student guest. See parameters below.

Non-OPRF student guests must purchase tickets in advance; no at-the-door entry

See the Daily Bulletin for ticket sale dates and prices. No returns, exceptions, or exchanges.

OPRFHS Student's Name: _____ I.D. # _____

Guest Information

Guest's Name: _____ Age on day of dance: _____

Guest's Parent Name: _____ Email: _____

School (if applicable): _____

Home Address: _____ City: _____ Zip: _____

Home Phone: _____ Emergency Number: _____ Emergency

Contact: _____

****The Guest must make a copy of the front and back of their State ID and attach to this form****

The following must be observed by ALL dance participants and Guests:

- All OPRF students must present a ticket and a current ~~17-18~~ 19-20 OPRF school ID to enter the dance.
- Doors open at 7:00pm. Doors close at 7:45pm. *Students will not be given a refund if they arrive after doors close.*
- Once a student leaves prom they may not return.

Guests:

- Must be 9th grade or older AND under age 21
- For dance entry, all guests must present:
 - A copy of this completed Guest Permission Form
 - Their purchased-in-advance ticket(s)
 - The same *photo ID* as copied for ticket purchase
- No Guest will be allowed entry without showing the same photo ID.

Attire: Homecoming is Semi-Formal. School Dress Code is also enforced.

- *DO wear: Dresses, dress skirts, dress pants, khaki's, collared shirts, blouses, etc.*
- *DON'T wear: Denim clothing, T-shirt, tennis shoes, or extreme slits; cut outs; exposed midriffs; low back outs; low plunging necklines or overall inappropriate attire*
- Students who are denied entry due to inappropriate attire will NOT be given a refund.

Dance Expectations:

- Demonstrate appropriate behavior and respect to peers at all times, refrain from any physical contact or dance styles that are sexually explicit in its nature.
- Students who do not abide by the appropriate dance standards will be asked to leave the dance, and a refund will NOT be given. Parents/guardians will be contacted.

Behavior Expectations:

- ❖ *Students and guests are expected to obey the OPRFHS Code of Conduct for all school-sponsored dances/events (on and off campus). Students and guests who are suspected of alcohol or drug consumption or possession, weapon possession or other violations of the OPRFHS Code of Conduct before, during, or after any school-sponsored dance/event will be:*
 - Detained and a parent or guardian will be contacted;
 - Removed from the dance/event;
 - Restricted from attending future events;
 - Possibly referred to the Oak Park Police Department.
- ❖ *If school personnel reasonably suspect that a student is under the influence, they will employ the use of non-invasive drug tests (for marijuana) and breathalyzers (alcohol) to determine whether or not a student has used either substance. The use of such tests is in accordance with the Illinois School Code (see Student Handbook). Any dance attendee that has a positive test result or who refuses to submit to a test will be considered "under the influence" and removed from the dance and their parents will be called. Consequences will be administered according to the OPRF Code of Conduct*

Please sign below indicating you read and fully understand the expectations of attending OPRF

HOMEcomings DANCE

Guest Signature: _____

Guest Parent/Guardian Signature: _____

Guest's School Administrator's Signature: _____

Administrator Phone: _____

OPRF Student Signature: _____

OPRF Parent/Guardian Signature: _____

OPRF Dean of Students Signature: _____ Date: _____

****Attach copy of State-Issued Identification Card to this form****

Health Services - Room 234

Illness or Injury During School

Students who are too ill to remain in class or who have been injured are to inform their classroom teacher or other appropriate staff. The student will be issued a pass to go to the Health Services Office. If necessary, the nurse will call the student's parent or guardian to arrange and excuse the early dismissal. Otherwise the absence(s) will be unexcused. In an emergency medical situation, the nurse will obtain the appropriate medical treatment and contact the parent or guardian.

Administration of Medications

Pursuant to District Policy number 7:270, students may not possess or consume any medications, including over-the-counter medications, without the express written orders of a physician. Designated faculty and staff members will administer all medication to students during school hours and during school-sponsored activities. Parents should make every effort to give prescribed doses of medication at home. If medication is necessary to maintain the student in school, the District's "School Medication Authorization Form" must be completed by the student's physician and signed by a parent/guardian.

Elevator Use

Students must obtain a special permit from the school nurse in order to use the elevators. Permits are limited to students with temporary and permanent disabilities. Use of the elevator requires a physician's written order.

Defibrillator

The Board of Education provides automated external defibrillators (AED) in designated areas of the building for use in emergency situations. They are located at the following areas: 1st Floor at Exit 8, Health Services Office, Trainers Office, Student Center, East Pool, West Pool, Fieldhouse Corridor, Stadium (2), Monogram Room Corridor, Corridor of 3 East Dance Studio, Corridor outside of 3rd Floor Library, and 4th Floor SE Stairway.

Student Accidents and Injuries

Oak Park and River Forest High School provides accidental medical and dental insurance coverage for injuries incurred during school hours and during any school sponsored event. Students are covered while traveling to and from such events when transportation is provided by the District. Full coverage plans are offered to families through the District's plan administrator. Brochures are available at the Welcome Center, Health Service Center and the Business Office of the high school.

About the Registrar's Office - Room 260

The Registrar's Office serves students, staff, families and alumni of OPRFHS by performing a wide range of functions relating to student records and academic administration. The Registrar ensures the integrity, accuracy and security of all academic records of current and former students.

Registrar Services

Our office provides services related to student registration and enrollment, including:

- Processing student enrollments (for new, returning and transfer students)
- Student demographic changes (address, phone numbers, email addresses, guardianship, etc.
- Certifying students for graduation
- Processing student withdrawals and transfers to other schools
- Providing official transcripts for current students and alumni
- Verifying student attendance
- Providing education and employment verification for current students and alumni

To contact the Registrar's Office, please email registrar@oprfs.org

Student Records Policy – 7:340

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

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

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

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

Withdrawals and Transfers

In accordance with Section 2-3.13 (a) of the Illinois School Code, all public school districts must provide a student transfer form to any student who is moving out of the school district. This form verifies whether that student is in good standing and if his or her medical records are up-to-date and complete. "In good standing" means that the student is not being disciplined by an out-of-school suspension or expulsion, and is currently entitled to attend classes. No public school district is required to admit a new student unless he or she can produce this information from the student's previous public school.

Transcripts

- **Current Students** – Current OPRFHS students will submit a Transcript Request Form to your counselor's secretary for each college or scholarship for which you are applying for. You may pick-up copies of the Transcript Request Form from your counselor's office.
- **Alumni** – Former OPRFHS students may request a transcript from the registrar's office by calling 708-434-3260 or by requesting it at www.oprfhs.org.

Residency Requirements

According to the Illinois School Code, every student who attends Oak Park and River Forest High School must reside in Oak Park or River Forest with his or her legal guardian. It is against the law to:

- 1) Enroll or attempt to enroll a student on a tuition-free basis when the person enrolling the student knows that the student is not a resident of Oak Park and River Forest High School, District. 200.
- 2) Knowingly or willfully present to Oak Park and River Forest High School, District 200, any false information regarding the residency of a student for the purpose of enabling the student to attend on a tuition-free basis.

Note: Evidence of these crimes may be turned over to law enforcement authorities, and violations are punishable by up to 30 days in prison and a \$500 fine. District 200 will charge tuition beginning on the day the student was enrolled illegally in the District through the time the student is dropped.

Education Rights of Homeless Children and Youth

You have the right to:

- Enroll your child in school immediately even without school or medical records;
- Get help from the district liaison with immunizations and/or medical records;
- Choose your child's old school or school closest to where you are living now;
- Get transportation to school for your child;
- Dispute enrollment or transportation decisions;
- Participate in your child's education.

For help, contact Jonathan Silver your District 200 Homeless Education Liaison at 708-434-3725 or the Illinois State Board of Education at 800-215-6379.

Attendance

Attendance Line: (708) 434-3104 -- (24 Hour Voicemail is Available)

In accordance with the requirements of the School Code of Illinois and in recognition of the responsibilities of parents or guardians, it is the policy of District 200 that students must attend school on a regular basis. Regular class attendance increases the student's probability for academic success and fosters the development of self-discipline and responsibility. Students are expected to attend each class and study hall daily. Parents are obligated to contact the school when their student is absent. If a parent/guardian is leaving their student in the care of another adult for a short period of time, please call the Attendance Office ahead of time to provide the name and contact information of that adult.

Village Ordinance School Curfew

Under the School Code of Illinois, it is unlawful for any person over the age of five (5) and under the age of eighteen (18) who is enrolled in any public or parochial school to be present in any public place, building, street, or assembly in the Village of Oak Park, other than school, while school is in session during the regular school term. A police officer may stop and detain a person whom the officer reasonably suspects to be violating this section. Any student violating this section shall, if practical, be taken to school authorities or a parent/guardian and may be issued a notice to appear in the municipal court.

Visitors

For the protection of students, staff and school property, visitors are subject to administrator approval. In general, Oak Park and River Forest High School will not permit students to bring visitors to school. During the school day, visitors may enter the building only at the main front doors and must submit their photo ID and secure a pass from the Welcome Center (Room 105).

Transfer Student Tours

For incoming freshman families who are residents of Oak Park or River Forest, OPRFHS schedules Huskie Transition Tours and a Q & A parent program in the fall of the 8th grade year.

The high school does not provide other student shadowing or visitation opportunities with this exception: The high school will attempt to accommodate individual requests from international student visitors for up to a one-day visit with prior arrangement and permission. Requests should be forwarded to the Director of Student Activities at 708-434-3174 . This exception is made due to the educational value of such exchanges.

Full Day Absences

Failure to contact the Attendance Office before 9:00 p.m. the day of the student's absence will result in an unexcused absence and the student will be considered truant.

In order for a full day absence to be considered excused, the student's parent/guardian is required to make a telephone call to the Attendance Office before 9:00 p.m. on each day of the absence. Voice-mail is available to leave messages. Guardians will be asked to supply the following information:

- Student's name;
- ID number;
- Date(s) of absence(s);
- Reason for absence.

Partial Day Absences

For the safety of all students, advance notice from or contact with a parent/guardian is required to excuse any absence related to an early dismissal or late arrival. The phone number for the Attendance Office is 708-434-3104.

1. Parents/guardians are to call the Attendance Office in advance when the need for an early dismissal is anticipated. The call must be made by the end of the first period of missed class. When a student is excused to leave school early, he/she must report to the Attendance Office (Room 104) to receive an authorized early dismissal pass. This early dismissal pass must be presented to Safety and Support when leaving the building.
2. Students who return to class before the end of the day must report to the Attendance Office when re-entering the building. The Attendance Office will supply students with an admit pass to their next class.
3. Students who need to leave school due to illness or injury may be excused only by the OPRFHS Health Service Office/Nurse. The nurse will contact a parent/guardian to authorize the early dismissal. For safety reasons, students authorized by the school nurse to go home on their own are to call the Health Service Office when they arrive.
4. Students who need to leave school due to an emergency (not illness or injury) may be excused only by their Dean of Student, Counselor, or the Attendance Office.
5. Absences for students who leave school without proper authorization as outlined above will be unexcused. Parent/guardian calls after a student leaves school without following the above procedures will not excuse the absence(s) and will be subject to school consequences for unexcused absences.

Students are allowed full make-up privileges for excused absences:

- Illness and/or doctor's appointments
- Death in the immediate family
- Family emergency
- Pre-arranged absence
- Observance of a religious holiday
- School-sponsored field trips
- School-sponsored athletic/activity travel
- Nurse appointments for an entire period
- Hospitalization
- Guidance appointments
- Administrative reasons

Extended Pre-Arranged Absences

Absences for an extended period such as for medical purposes, college visits, and civic and religious programs must be arranged in advance. Whenever possible, activities should be planned during vacation periods. The student has the responsibility for making prior arrangements with his or her teachers to make-up homework and tests.

1. The student must obtain a pre-arranged Absence Form from the Attendance Office (Room 104).
2. The form must be signed by all of the student's teachers.
3. The form must be taken home, read, and signed by the student's parent.
4. The form must be signed by the student's Counselor.
5. The form must be returned to the Attendance Office prior to the absence.

Unexcused Absences

Failure to contact the Attendance Office before 9:00 p.m. will result in an unexcused absence and the student will be considered truant. In addition, any absence not covered by the reasons listed for excused absences will be considered unexcused. A tardy for more than 10 minutes will be considered unexcused. Single-period absences will only be excused if they are pre-arranged through the Attendance Office. Oak Park and River Forest High School does not recognize or condone "ditch days." Truancy is an infraction as described in the Code of Conduct. The Dean of Students handle all attendance related infractions.

Parent or Guardian Notification of Unexcused Absences

Unexcused student absences will be reported to the parent or guardian via the automated calling system. Calls will be made to the home phone number unless the parent/guardian requests a secondary number be contacted. It is extremely important that the parent/guardian promptly notify the school when there is a change in phone numbers.

The "NP or NF" Grade

NP = No credit – Passing. Student was passing at the time the NP was given.

NF = No credit – Failing. Student was failing at the time the NP was given.

Twelve (12) total absences during any semester, excused or unexcused, will result in the student receiving a NP or NF grade. The cumulative number of total absences will appear on the student's progress reports and grade reports.

Six (6) unexcused absences during any semester will result in an "NP" or "NF" grade. "NP" or "NF" grades will be documented on the student's grade report and receive no credit toward completion of graduation requirements. The Dean of Students and Counselor will communicate with teachers, students and parents/guardians regarding the receipt of the N grade. **IN ORDER TO REVERSE THIS DECISION, STUDENTS MUST REMAIN IN THE CLASS, CONTINUE TO DO THE WORK, REFRAIN FROM ACCUMULATING MORE UNEXCUSED ABSENCES, EARN A PASSING GRADE.** At the end of the semester, the Dean of Students will review the files of all students who received an N grade to determine whether or not credit should be awarded. This decision will be based on the student's fulfillment of the expectations above and feedback from the counselor and classroom teacher. Parents/guardians will be notified regarding the outcome of the decision on the student's report card. If credit is given, the grade will be changed to the grade the student earned in the class. If after receiving an "NP" or "NF", the student fails the class (earns an "F") the "NP" or "NF" will be removed and the failing grade (F) will remain.

Senior Ditch Days

Senior ditch days are not sanctioned at Oak Park and River Forest High School. Students who participate in this type of activity may jeopardize their participation in end of the year activities and will receive an unexcused absence for that day.

Tardy Procedures

The Hero Tardy System (formerly known as PlascoTrac) will be used by Safety and Support Team members (Security Staff) to issue tardy consequences to students. Safety and Support Team members will be standing in designated locations every period. When the tardy bell rings, teachers will close their doors. Tardy students will need to present their ID to the nearest Safety and Support Team member to be scanned using the Hero device. They will then be given a tardy pass which will have the appropriate consequence in accordance with the procedures listed below. Teachers will not allow tardy students to enter class if they do not show their tardy pass.

- 1- 4 = printed warning
- 5-11 = 1 hour detention
- 12 = hall privileges provoked during class time
- 13-15 = 1 hour detention
- 16 = Saturday detention
- 17-19 = 1 hour detention
- 20 = mandatory parent conference
- 21+ = Dean of Student Referral. Consequences may include but are not limited to: restricted lunch, social probation, parent conference, ISS.

The above tardy count refers to the overall number of tardies to all classes. A tardy for more than 10 minutes will be considered an unexcused absence. A student who has accumulated 12 tardies in an individual class, excused or unexcused, may receive no credit for that class.

Students must serve their Hero detentions by the end of the next school day. Detentions can be served before school, after school, and during all lunch periods. Students also have to option of serving detentions after school in the Tutoring Center, Room 298. Students that choose this option will receive an hour detention credit for each half hour that is served in the Tutoring Center.

Students should speak to their Dean of Student to make a different arrangement if they cannot serve their detention by the next school day.

District 200 encourages parents/guardians to schedule all necessary student appointments during times outside of the school day. We recognize, however, that this is sometimes difficult to avoid. They would only receive a warning from the Hero system. Even if students are late due to a legitimate appointment, they are still considered tardy and will have to get their warning slip from the Hero system. Call-ins to excuse a tardy for a student who has fewer than four (4) tardies will not be accepted by the Attendance Office. Beyond the 4th tardy, a student may only avoid a consequence by providing proper documentation to excuse the tardy. The documentation must be brought in by the student to the Attendance Office, Room 104, as soon as they arrive to school in order to excuse the tardy they just received. Acceptable documentation includes notes from doctors, dentists, therapists/counselors, court appearances and obituaries. Hand-written notes from parents/guardians will not be accepted. A copy of the documentation will be kept in a file by the Attendance Office staff.

Hero Passes (Formerly known as PlascoTrac)

When students are late to class, they need to find the nearest Safety and Support Team member to obtain a Hero (tardy) pass.* Team members with Hero scanners are located in the following areas:

1st Floor

- Welcome Center
- South Hall (in front of Fieldhouse-only during lunch periods)

2nd Floor

- 272 landing
- 229 (adjacent to Tutoring Center)

3rd Floor

- 344
- 373 landing

4th Floor

472 landing

*After 10 or more minutes beyond the beginning of the class period, a student is considered absent, not tardy. In this case, the student needs to report to the Attendance Office for an unexcused-absence Hero slip to be admitted to class.

Board of Education Policy – 7:12 Racial Equity

Oak Park and River Forest High School (OPRFHS) provides a dynamic, supportive learning environment that cultivates knowledge, skill, and character and strives for equity and excellence for all students. OPRFHS values the racial and ethnic diversity of its students and recognizes that an educational environment in which diversity is respected and valued contributes to successful educational outcomes for all students. OPRFHS also acknowledges that complex societal and historical factors, such as racism, contribute to inequities in our society. Institutional racism, cultural biases, and other societal factors can negatively impact a student’s sense of belonging and contribute to inequitable opportunity gaps as well as disparities in achievement and graduation rates between students of different races. OPRFHS aims to combat such concerns and provide all students the support and opportunity they need to succeed. This policy aims to address the systemic barriers to equity and access that disproportionately affect our students of color, who have experienced marginalization as shown through our historical data, and to take into account how race plays out in our daily lives and in our education system.

While this policy primarily and explicitly addresses racial equity, it does so with the declaration that racial inequities are often intertwined with and compounded by disparities tied to other identities and factors. In order to realize equitable opportunities and outcomes for everyone, equity must be applied across, including but not limited to, race, ethnicity, gender, gender identity, gender expression, sexual orientation, socioeconomic status, religion, national origin, foster status, involvement with the juvenile justice system, IEP status, disability, learning difference, immigration status, or language.

Educational equity and equality are not the same principles and should not be used interchangeably. Equality means treating all students the same regardless of differences. Equality can only succeed if all students start with the same needs and challenges. Equity rests on principles of justice and fairness and aims to remove barriers to provide each student the opportunity to benefit equally from the high-quality educational experience and outcomes that OPRFHS offers. OPRFHS recognizes that fostering educational equity may require allocating resources unequally to focus on barriers that may uniquely impact students of diverse backgrounds.

The Board of Education will follow this policy in conducting its business and exercising its responsibilities. The Board of Education believes that student success is broadly shared by District staff, families, our community, and our students’ own efforts. Every adult in the school community should have the moral imperative, collective ownership, and will to act to eliminate racial bias and disparities.

Definitions

For the purposes of this policy, the following terms shall have the following meanings:

“Bias” means prejudice in favor of or against a person or group relative to another, usually in a way considered to be unfair.

“Discrimination” refers to the unequal treatment of a person or group based on a protected characteristic such as race, gender, sex, sexual orientation, disability, or religion.

“District staff” includes all employees, consultants, and contractors of District 200.

“Diversity” or “Diverse” means variety in race or ethnicity; a range of races and ethnicities of people, as well as people with different beliefs.

“Ethnicity” is a social construct that divides people into smaller social groups based on characteristics such as shared sense of group membership, values, behavioral patterns, language, political and economic interests, history and ancestral geographical background.

“Implicit Bias” means biases of which people usually are unaware or which operate at the subconscious level. Implicit bias is usually expressed indirectly.

“Institutional Racism” means social policies, practices, procedures, and/or discourse that benefit people who are white at the exclusion of people of color, often unintentionally.

“Opportunity Gap” means the unequal or inequitable distribution of educational resources and opportunities on the basis of race and/or ethnicity; resources may include staffing, academic supports, social and emotional supports, high-quality curriculum, and other programs. This gap can contribute to or intensify lower educational aspirations, achievement, and attainment for members of affected groups.

“Racial Equity” means the systematic fair treatment of people of all races and ethnicities that allows equitable outcomes. Once racial and ethnic inequities are eliminated, race and ethnicity are not factors in outcomes.

“Racism” means the prejudice, discrimination, or antagonism directed against someone of a different race based on the belief that one's own race is superior.

Implementation, Accountability, and Monitoring

The Board directs the Superintendent to establish, in accordance with this policy, written procedures and other guidance to implement this policy. The written procedures and guidance shall include, but not be limited to, the following areas for action:

- **Accountability and Monitoring.** The administrative procedures shall include methods for accountability and metrics for evaluation of programs and plans therein. The Superintendent shall annually report to the Board and the community on the metrics and measures established to track implementation of this policy.
- **Equity Analysis.** The administrative procedures shall include the use of a racial equity impact assessment tool to help decision makers consider racial equity when assessing policies, procedures, professional development, and other practices and choose options that mitigate the risk of racial inequity, implicit bias, and other unintended consequences. The administrative procedures shall further address professional development regarding the tool and establish a written process to guide use of the tool.
- **Equitable Practices, Procedures, and Programs.** The administrative procedures shall include a process for review of OPRFHS practices, procedures, and programs to consider whether they result in over- or under-representation of any group of students on the basis of race. If such disparity is found, the District will consider revision or elimination of the practice, procedure, or program.
- **Resource Allocation.** The administrative procedures shall afford flexibility to differentiate resource allocation on the basis of student need in an effort to promote and provide equity in education while complying with all requirements of relevant state and federal law.

- **Stakeholder and Community Engagement.** The administrative procedures shall provide intentional, targeted outreach to community partners and families aimed at creating robust racially and culturally diverse stakeholder engagement, welcoming students and families, and educating stakeholders on services and resources available to them.
- **Diverse Workplace Initiatives.** The administrative procedures shall include a plan to recruit, employ, support, retain, and develop racially and linguistically diverse and culturally responsive administrative, instructional, and support personnel throughout its divisions and departments. The procedures shall further address a plan to provide leadership and mentoring opportunities to diverse employees, procedures to track and report on diverse teacher retention, and a plan to identify, analyze, and address causes of diverse employee turnover.
- **Professional Development.** The administrative procedures shall include a plan to provide professional development to strengthen employees' knowledge and skills of strategies for eliminating bias and disparities in student achievement and district hiring practices. The procedures shall further address required professional development regarding strategies to limit and/or mitigate the harm of such disparities; implicit bias in hiring practices; cultural responsiveness; the historical roots of institutional racism; and equitable, inclusive, and anti-oppressive methods.
- **Welcoming School Environment.** The administrative procedures shall include a plan to offer a welcoming, emotionally supportive, safe, inclusive culture that empowers all students and reflects and supports the diversity of its community, including students, parents, families, faculty, staff, and other community members.
- **Discipline Disparities.** The administrative procedures shall include a plan to provide alternatives to punitive discipline, including a focus on social-emotional learning and restorative practices. The procedures shall address the goal of keeping our students in the classroom and ensuring that they have equitable access to instruction.
- **Culturally Responsive and Relevant Teaching and Learning.** The administrative procedures shall include a plan to intentionally seek out and consider diverse perspectives of students, faculty, and staff when developing and implementing teaching and learning practices and curriculum. The procedures shall further address selection of classroom materials, assessments, and teaching that reflect diversity and encourage understanding and appreciation of unique cultures, classes, languages, and ethnicities.
- **Equity Leadership and Infrastructure.** The administrative procedures shall include a plan for funding and implementing activities to further the goals of this policy, including necessary leadership and infrastructure.
- **Racial Incident Protocol.** The administrative procedures shall address the District's robust enforcement of Board policies 7:10, *Equal Educational Opportunities*, and 7:20, *Harassment of Students Prohibited*, which prohibit discrimination and harassment on the basis of, among other characteristics, race. The procedures shall further outline the process for students or other members of the District community to file complaints regarding an alleged incident of discrimination, pursuant to Board policies 7:10, 7:20, or 2:260, whichever is applicable.

Board of Education Policy – 7:190 Student Discipline

Student Behavior

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

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored or school-sanctioned activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member, or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes, is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medication.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), 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. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the **Building Principal Superintendent or designee**, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission to use the electronic device; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

- 6.** Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 6.7.** Using or possessing pepper spray, Mace, or any other irritant or inflammatory agent.
- 7.8.** Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8.9.** Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 9.10.** Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- 10.11.** Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- 11.12.** Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
- 12.13.** Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- 13.14.** Entering school property or a school facility without proper authorization.
- 14.15.** In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
- 15.16.** Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
- 16.17.** Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
- 17.18.** Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- 18.19.** Violating any criminal law, including but not limited to, laws against assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- 19.20.** Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who

worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

20-21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

21-22. Engaging in any activity, on or off campus, that interferes with, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff or school property,

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at school-sponsored event.

Efforts, including the use of positive intervention and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

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

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

8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 54/), or firearm as defined in Section 24-1 of the Criminal Code of 1981 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the ~~office of the Building Principal~~ Superintendent or designee in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the ~~Building Principal~~ Superintendent or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

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

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

Student Handbook

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

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

Board of Education Policy 6:235 – Access to Electronic Networks

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

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

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

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

Acceptable Use

All use of the District's ~~electronic networks- digital resources~~ must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's ~~electronic networks- networks or cloud services~~ or District ~~computers devices~~. General rules for behavior and communications apply when using ~~electronic networks~~ district digital resources. The District's ~~Authorization for Electronic Network Access~~ Acceptable Use Policy contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, ~~including files deleted from a user's account but not erased,~~ delete test here may be monitored or read by school officials.

Internet Safety

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

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

Authorization for ~~Electronic Network~~ District Digital Resource Access

Each staff member must sign the District's ~~Authorization for Electronic Network Access~~ Acceptable Use Policy as a condition for using the District's ~~electronic network~~ digital resources. Each student and his or her parent(s)/guardian(s) must sign the ~~Authorization~~ Acceptable Use Policy before being granted unsupervised use.

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

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Board of Education Policy – 7:190 (continued) Electronic Devices

The use or possession of electronic devices, - cellular telephones, personal digital assistants (PDA), electronic paging devices, portable gaming systems, MP3 players, or other mobile electronic devices is permitted in designated areas during the school day. Acceptable use of these devices is limited to non-instructional time, which is defined as:

- in the hallways during passing periods
- in the cafeteria during lunch periods

Use of electronic devices for educational purposes during instructional time will be at the sole discretion of the classroom teacher. Failure to follow the directives of the classroom teacher or staff member will result in disciplinary action. Cell phones must always be kept on vibrate or silent.

Using or Possessing an Electronic Device Out of Compliance with this Section of Policy 7:190

The school administration is authorized to discipline students for gross disobedience or misconduct that occurs:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored or school-sanctioned activity or event;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct has a sufficient nexus to the school environment and causes or reasonably could be foreseen to cause a substantial disruption of or material interference with the educational environment or invasion of the rights of others.

Gross disobedience or misconduct includes but is not limited to:

Using or possessing an electronic paging device, cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that causes or reasonably could be foreseen to cause a substantial disruption of or material interference with the educational environment or invasion of the rights of others, including without limitation using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules and creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone (i.e., sexting). Unless otherwise authorized or banned by Board policy or by the ~~Principal~~Superintendent or designee, students may bring electronic devices to school and school-related functions but all electronic devices must be kept powered-off and out-of-sight during the regular school day unless:

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

Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures, commonly known as "sexting", is prohibited. Students violating this policy will be subject to disciplinary action.

Oak Park and River Forest High School is NOT responsible for lost or stolen electronic devices.

Board of Education Policy – 7:140 Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, including school electronic devices, as well as of students and their personal effects, including personal electronic devices. “School authorities” includes school liaison police officers.

School Property and Equipment and Personal Effects Left There by Students

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

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including inspections conducted through the use of specially trained dogs and metal detectors.

Students and Personal Effects in Student Possession

School authorities may search a student, the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, cell phones, tablet and laptop computers, etc.), and the student’s vehicle parked on school property where no general consent is on file, when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District’s policies or rules. The search must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student’s age and sex and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certified employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent or his/her designee.

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105ILCS 75/:

- 1 School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
- 2 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.

Board of Education Policy 2:260 - Uniform Grievance

Appointing Nondiscrimination Coordinator and District Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator: Ms. Roxana Sanders, Senior Director of Human Resources,
OPRFHS, Room 214, 708-434-3214

Complaint Managers: Ms. Roxana Sanders, OPRFHS, Room 214, 708-434-3214

and

Mr. Greg Johnson, OPRFHS, Room 215, 708-434-3215

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
4. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
5. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
6. Bullying, 105 ILCS 5/27-23.7
7. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
8. Curriculum, instructional materials, and/or programs
9. Victims' Economic Security and Safety Act, 820 ILCS 180
10. Illinois Equal Pay Act of 2003, 820 ILCS 112
11. Provision of services to homeless students
12. Illinois Whistleblower Act, 740 ILCS 174/.
13. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
14. Employee Credit Privacy Act, 820 ILCS 70/.

The District Nondiscrimination Coordinator will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Nondiscrimination Coordinator will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Nondiscrimination Coordinator will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Nondiscrimination Coordinator as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board Policy 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy.

Investigation

The Nondiscrimination Coordinator will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Nondiscrimination Coordinator shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Nondiscrimination Coordinator will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Nondiscrimination Coordinator will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Nondiscrimination Coordinator shall file a written report of his or her findings with the Superintendent. The Nondiscrimination Coordinator may request an extension of time. If a complaint of unlawful harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within five school business days after receiving the Nondiscrimination Coordinator report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail, as well as to the Nondiscrimination Coordinator. All decisions shall be based upon the preponderance of evidence standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Nondiscrimination Coordinator. The Nondiscrimination Coordinator shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

This grievance policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Parents Right-to-Know

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, District 200 is notifying every parent that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

5. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
6. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
7. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
8. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you. If you have questions, please feel free to contact Gregory Johnson at 708-434-3215 or at gjohnson@oprfs.org.

Board of Education Policy 7:20 – Sexual Harassment

Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national; origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment and Sexual Misconduct Prohibited

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

1. Is sufficiently serious, pervasive, and or persistent and denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Individuals shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature whether explicitly or implicitly and when such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile, or offensive environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort.

A hostile educational environment is created when conduct by an individual is so severe, pervasive or persistent that it denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the District's educational programs. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim's position, considering all the circumstances.

Consent is a clear and unambiguous agreement, through mutually understandable words or actions, to engage in a particular activity. Consent occurs when someone agrees, gives permission or says "yes" to sexual activity with other person(s). Consent is always freely given and may not be valid if a person is being subjected to actions or behaviors that elicit emotional, psychological, physical or reputational pressure or threats. Consent is also not valid if it is given under pressure, force, threat, coercion, or without the full and informed consent of all persons involved. Consent may not be given if the person is 1) a minor under certain circumstances that may result in a violation of State or federal law, 2) mentally disabled, 3) mentally incapacitated, 4) physically helpless, 5) under the influence of alcohol or drugs to the point of being unable to make rational decisions, or 6) unconscious or asleep. Consent can be withdrawn at any time. Consent of one sexual activity or past sexual activity does not imply consent to other sexual activities. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person.

Examples of sexual harassment include touching, crude jokes or pictures, sexting, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Sexual harassment does not include the: (a) expression of gender or sexual orientation or preference, or (b) consensual, non-disruptive display of affection during non-instructional time. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion, indecent exposure (including mooning), and child pornography.

The term "Sexting" is defined as the practice of sending nude or semi-nude pictures by cell phone or other electronic media, including sending or receiving a sexualized text ('sext') message from a minor. A minor who

engages in sexting, or a recipient of a sext message, may be in violation of Illinois law and subject to criminal penalties.

“Child pornography” In Illinois, a person commits the offense of child pornography by videotaping or photographing anyone he or she should know is under the age of 18 and who is engaged in any sexual act or in any pose involving lewd exhibition of unclothed or transparently clothed genitals, pubic area, buttocks, or female breast. There is no exception for taking pictures of oneself. Most alarmingly, a sexting minor, or a recipient of a sext message from a minor, may have committed one or more felonies under the Illinois Child Pornography Act (the “ACT” 720 ILCS 5/11-20.1).

Soliciting or enticing someone one should know is under the age of 18 to appear in such a picture or videotape is also a child pornography offense (720 ILCS 5/11-20.1[4]). Thus, a 16-year-old boy violates the Act if he asks his 16-year-old girlfriend to send him a semi-naked picture. If the youth is 17 or older and uses the Internet to solicit the sext message from a minor, he or she may also be charged with “indecent solicitation of a child,” a Class 4 felony (720 ILCS 5/11-6[c]).

Forwarding a sext message to others may also constitute the offense of child pornography. Reproducing or disseminating such pictures of a person one should know is under the age of 18 is an offense of child pornography. A teen who sends his or her own picture to another also violates this provision.

The Act dictates that cell phones used for sexting by minors must be seized and forfeited, allowing “law enforcement and persecuting officers” to possess offending materials as part of the “performance of [their] official duties (720 ILCS 5/11-20.1[b][3], [e]).

Jurisdiction

This policy applies to students, faculty, staff or third-parties, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:

- A. On District property; or
- B. Off District property if;
 - 1. The conduct was in connection with a District or District-recognized program or activity; or
 - 2. The conduct may have the effect of creating a hostile environment for a member of the District community.

Reporting Procedures

All members of the school community, including students, parents/guardians, school employees and community members are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, **Principal Superintendent or designee, Assistant Principal Director of Student Services**, Dean of Students, counselors, social workers, or a Complaint Manager or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate subject to the additional exceptions noted below. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Principal Superintendent or designee, Assistant Principal Director of Student Services, or Dean of Students, for appropriate action.

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

Nondiscrimination Coordinator: Ms. Roxana Sanders, Human Resources, Room 214, 708-434-3214

Complaint Managers: Ms. Roxana Sanders, Room 214, 708-434-3214 and Mr. Gregory Johnson, Room 215, 708-434-3215

Investigation

The District will follow its Uniform Grievance Procedure investigation process as outlined in 2:260 and as further detail below in investigating student sexual harassment and sexual misconduct complaints pursuant to this policy. The Superintendent, Principal, or designee will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The designated investigator shall ensure both parties have an equal opportunity to present evidence and witnesses during an investigation. If the Complainant is a student under 18 years of age, the designated investigator will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The designated investigator will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. Within 30 school business days of the date the complaint was filed, the designated investigator shall file a written report of his or her findings with the Superintendent. The designated investigator may request an extension of time. If a complaint of unlawful harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Interim Measures

During the course of an investigation, the District will remain ever mindful of the victim's well-being and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Students shall not be retaliated against by other students, teachers, administrators, or other school staff for filing a sexual harassment complaint, reporting sexual harassment, or participating in a sexual harassment investigation. The District will also:

- Assist the victim in accessing available community and school supports, such as victim advocacy services, academic support, counseling services, disability, health, or mental health services, and legal advocacy agencies. Examples of such resources are as follows:
- Provide other security and support, which could include the District implementing a no-contact order, changing class schedules (including for the alleged perpetrator(s) pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to law enforcement simultaneously with filing a complaint pursuant to this policy – and provide the victim with assistance if the victim wishes to do so.

The District may not require a victim to participate in any Title IX investigation or in a disciplinary proceeding against a student.

Because the District is under a continuing obligation to address the issue of sexual discrimination, harassment and misconduct, reports of such incidents (including non-identifying reports) will also prompt the District to consider broader remedial action – such as increased monitoring, supervision, or security at locations where the reported incident occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

Decision and Appeal

Within 5 school business days after receiving the designated investigator's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the designated investigator. All decisions shall be based upon the preponderance of evidence standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

This procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this investigation/grievance procedure shall not prejudice any party.

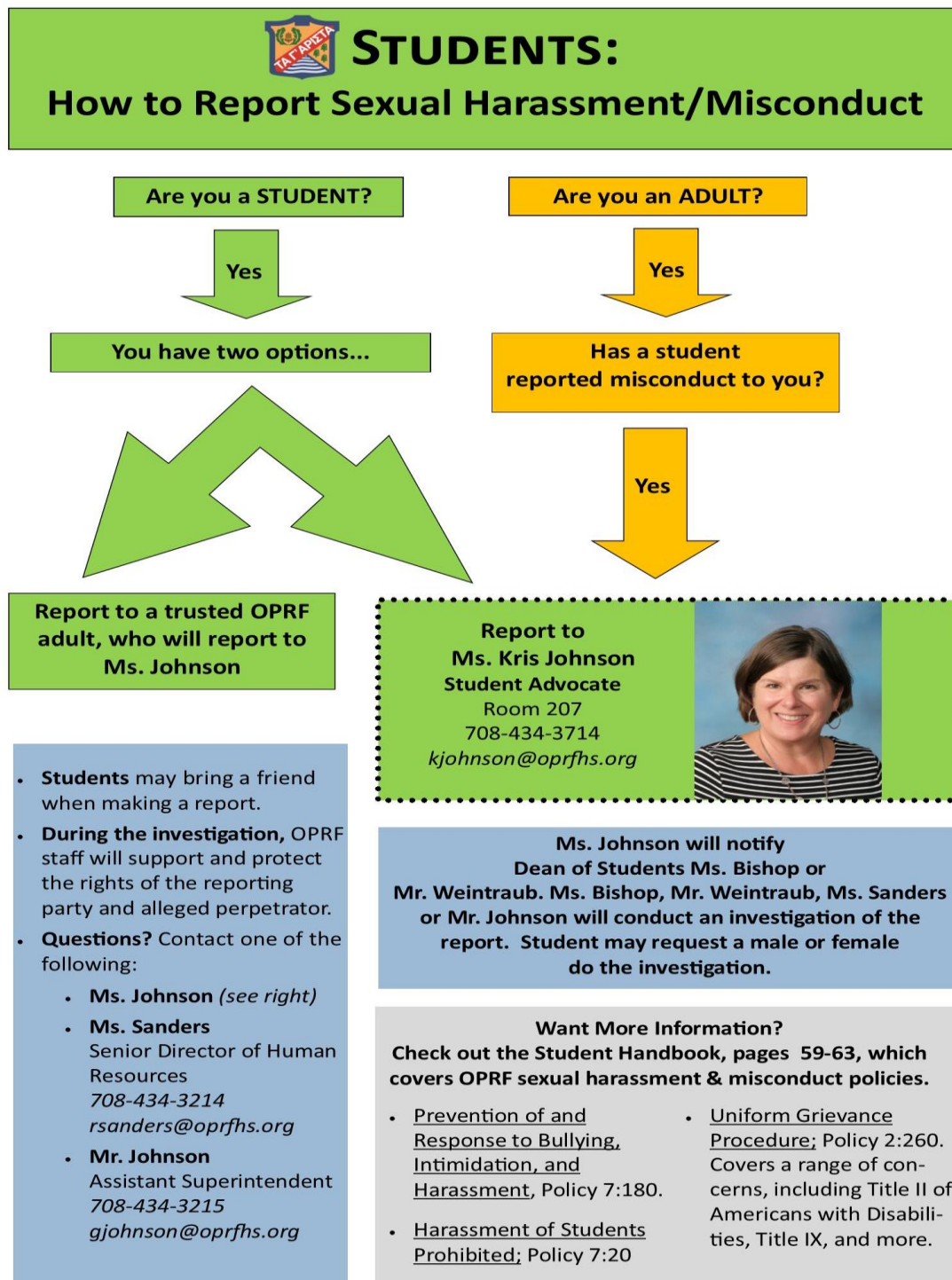
Notice of Policy

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

In response to the investigation, the District will take any and all appropriate actions to remedy violations of this policy. Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Such actions taken against an employee or student who, after an investigation, is determined to have engaged in conduct prohibited by this policy, shall be instituted in order to prevent the recurrence of any sexual harassment or sexual violence and to remedy the effects of such action on the Complainant or others. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or up to and including suspension and expulsion, with regard to students.

How to Report Sexual Harassment/Misconduct

Below is a copy of a flyer that appears in various locations throughout the building. This flyer indicates the process for students to report sexual harassment and/or sexual misconduct.



When a student reports an allegation of sexual harassment and/or sexual misconduct, the following will occur:

- The student will be interviewed by the Complaint Manager and possibly other staff such as a Dean of Students, a Counselor, or a Social Worker. If a student has a preference to be interviewed by someone of a different gender, that request may be made. A student may have a trusted friend or adult be with them during the interview as well. After the interview, the student will be asked to provide a written statement.
- An investigation will be conducted by the Complaint Manager in collaboration with a Dean of Students. The investigation will include interviews of the alleged offender and any witnesses. All interviewed students will be asked to provide a written statement.
- While the investigation is occurring, supports will be put in place to ensure the victim feels physically and emotionally safe. These accommodations can include schedule adjustments, connection with a Social Worker, referral to an outside agency, an “Anytime Hall Pass” to see support personnel, or any other measures needed.
- All investigations will begin as soon as possible after the report is made and the victim and his/her parents/guardians will be communicated with regularly along the way. Every effort will be made to complete investigations as quickly as possible.
- If there is a need for police involvement, police interviews will not occur until parental consent has been given first for any student under 18 years of age. An exception to this is any case that involves sexually inappropriate images which could be considered child pornography. If there is a suspicion that there are sexually inappropriate images in a student’s possession, school officials are legally required to immediately involve the School Police Liaison. In this situation, parents will still be notified of any police involvement.
- A determination of sexual harassment or sexual misconduct will be made by the Complaint Manager in collaboration with the Dean of Students. The victim and parents/guardians will be notified of the outcome of the investigation.
- If necessary, at the conclusion of the investigation, additional supports can be put into place for any involved students who need them. Support staff will regularly check-in with the victim and other involved students throughout and after the investigation.

Board of Education Policy 7:180 – Students

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored, school-sanctioned or school-related events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a 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 a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

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

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

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

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

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

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

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The District uses the definition of bullying as provided in this policy. Staff of the District will be expected to reinforce the plan and the commitment that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students.
2. Bullying is contrary to State law and the policy of the District. However, nothing in the District's bullying prevention and response plan is intended 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 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, ~~Building Principal, Assistant Building Principal~~ Superintendent or designee, Director of Student Services, Dean of Students, a Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Complaint Manager: Human Resources, Room 214, 708-434-3214,
Anonymous Reporting call: 708-434-3214

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved

in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

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

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

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

- c. Identification of areas of a school where bullying occurs,
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

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

12. District staff will be expected to: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying. 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.

Academic Honesty Guidelines

Staff, parents and students are responsible for maintaining the academic integrity of the school. The atmosphere in each classroom, gymnasium, laboratory, library or support center should actively foster academic honesty, as should the atmosphere in the home of each student. Staff should be clear in their advocacy of academic honesty by discussing this topic with their students. Faculty will attempt to employ strategies that reduce the opportunity for dishonesty. Parents should continually emphasize academic honesty and integrity to their children.

Any action intended to obtain credit for or recognition for work that is not one's own is considered academic dishonesty. These actions include, but are not limited to, the following:

- Submitting another's work as one's own work.
- Sharing or accepting a copy of a test or scoring device.
- Sharing quiz/test questions with students in the same or other classes.
- Copying from another student's homework or class project.
- Cheating on a quiz/test by copying from another student or using unauthorized sources of information.
- Plagiarizing.
- Fabricating data or sources of information.
- Copying materials in violation of the copyright laws.
- Using technology to commit academic fraud.
- Using technology in violation of the district Acceptable Use Policy.
- Accessing restricted computer files without authorization.

Procedures Related to Academic Honesty Policy:

1. If a student is suspected of violating the academic honesty policy, the faculty member will alert the student and take appropriate action to eliminate the opportunity to cheat. Following the class, the student and faculty member will meet and attempt to resolve the issue. Consequences may include, but are not limited to, the following:
 - Requirement to re-do the assignment.
 - Grade reduction for the assignment.
 - Grade reduction for the quarter.
 - Grade reduction for the semester.
2. If a student denies committing academic fraud or if a student and teacher cannot mutually resolve the issue, the teacher will refer the suspected incident to the Division Head for further review.
3. The Division Head will determine if there is sufficient evidence to substantiate the allegation of Academic Dishonesty. If so, then the procedures below will be followed. If not, the matter will be dropped.
4. For documentation purposes, the teacher will submit an electronic referral for violation of Academic Honesty Policy via Skyward and notify the parent of the suspected academic fraud.
5. In the event that an appeal is requested by the parent, a meeting will be convened within 10 school days of the request. The meeting should include the student, parent, teacher, Division Head, and **Assistant Principal-Director** of Student Learning.

6. The **Assistant Principal-Director** of Student Learning will issue a final decision within 10 school days of the meeting. Examples of appropriate consequences are listed above. If the incident occurs at the end of a grading period a student will be given an incomplete (I) grade until the final ruling is rendered.
7. Final decision can be appealed to the **Principal-Superintendent or designee** for review.

Note: A record of the student's violation will be kept as part of a student's temporary file. Any student who is found guilty of academic dishonesty is not eligible for membership in the District's honors societies. Current members of the societies found guilty of academic fraud are subject to removal from the academic societies.

Guidelines for Behavior in Specific Areas

Cafeteria

- Food purchased in the cafeteria is to be eaten there.
- Before leaving the cafeteria, students must clean up their tables and deposit waste material in the containers provided.
- Students must use tables and chairs appropriately. Sitting on tables or putting feet on chairs is not permitted.
- Food is not permitted in classrooms.

Mall

- Containers provided for disposal of paper and waste products must be used to dispose of trash.
- The use of tobacco in any form by students on school property is prohibited. Students who choose to smoke must be off school grounds.
- Skateboarding on the mall is prohibited.

Field Trips

- The standards of behavior and conduct that apply to students in school also apply when students are on field trips.
- Infractions of the Code of Conduct on a field trip will be reported immediately to the Dean of Students.

Media Center

- Students must conduct themselves in a manner that allows other students to use the facility.
- Conversations must be brief and restricted to schoolwork.
- Running, shouting, and disturbing others is not permitted.

Athletic Contests

- The standards of behavior and conduct that apply to students in school also apply at athletic contests.
- Possession or use of mechanical noisemakers is prohibited at all contests, in all sports.
- Signs may not be displayed by visiting teams at football or basketball games. The home team may only display signs that refer to OPRFHS
- Throwing objects of any kind onto the playing area is prohibited.
- Students are not permitted to reenter athletic events.
- Radios and CD players are not permitted at athletic events.
- Students must have a valid school ID in their possession at all times.

The Illinois School Code charges that teachers and other licensed and educational employees have the authority to maintain discipline. It states that in all matters relating to the discipline in and conduct of the school and the students, they stand "in loco parentis," or in the place of parents and guardians to the pupils. A teacher or staff member may remove a student from any area of the building at any time for disruptive behavior. The student will be sent to the ~~Student Intervention Director~~ Dean.

Expectations Regarding Written Assignments

For any assignment given in any class, if there is a concern about a student's writings (i.e. suicidal, homicidal references or allusions, involvement in dangerous activities, etc.) the teacher who made the assignment will refer the situation to the student's PSS team for further review and intervention if necessary. Parents will be notified.

Note: A student who is suspended for any Code of Conduct violation while an active member of any school organization will lose eligibility to participate during the suspension. The ineligibility period commences with the first day of suspension and continues until the last day.

Social Probation

Students may be placed on Social Probation for certain violations of the Code of Conduct. Students on Social Probation are excluded from attending all activities and extra-curricular events at OPRF and all activities or extra-curricular events that are away from school where OPRF is a participant.

Any complaints or inquiries concerning the application and the implementation of the Title IX regulations should be referred to the Senior Director of Human Resources.

Responsibilities in the Code of Conduct

Students are expected to:

- **Respect parents, fellow students, school staff, and the public;**
- **Attend school on a regular basis and be on time for classes;**
- **Read and be familiar with school rules and regulations detailed in the Code of Conduct and in the Academic Catalog;**
- **Accept and abide by the Code of Conduct which is designed to maintain order for effective learning at Oak Park and River Forest High School;**
- **Accept consequences for violations of the Code of Conduct;**
- **Assist in communication between school and home;**
- **Help develop a sense of community within the school.**

Parents are expected to:

- **Respect their children and impart respect for other students, school staff and the public;**
- **Accept the overall responsibility for the actions of their children and consequences of those actions;**
- **Teach their children respect for school rules and for local, state and federal laws; for school property and the property of others; and for their fellow students and school personnel;**
- **Respond to any school communication when a reply is requested;**
- **Help develop a sense of community within the school.**

Teachers are expected to:

- **Respect students, parents, school personnel and the public;**
- **Help students feel that they belong and to provide assistance to students when it is needed;**
- **Explain, maintain and enforce school rules and regulations consistent with the Code of Conduct;**
- **Communicate as necessary with students and as appropriate with parents and school personnel when possible violations of the Code of Conduct are observed;**
- **Discuss and refer students' problems that require special attention to appropriate school personnel and share in planning a program to help students live by the Code of Conduct;**
- **Help develop a sense of community within the school.**

Administrators are expected to:

- **Respect students, parents, school staff and the public;**
- **Exercise and/or properly delegate authority and responsibility under Federal and State laws and the Board of Education in regards to the Code of Conduct;**
- **Establish, explain, maintain and enforce school building rules consistent with the Board of Education policy and in the Code of Conduct;**
- **Communicate as necessary with students and as appropriate with parents and school personnel when possible violations of the Code of Conduct are observed;**
- **Discuss and refer students' problems that require special attention to appropriate school staff and community agencies;**
- **Lend appropriate support to school staff in the performance of their professional responsibilities;**
- **Help develop a sense of community within the school.**

2018-19-2019-2020 CODE OF CONDUCT

~~(LEK1)~~ A student may be subject to discipline for gross disobedience or misconduct, which includes but is not limited to the 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-Superintendent or designee or Dean of Students, may warrant discipline, up to and including a suspension or a recommendation for expulsion to the School Board, in accordance with Board Policy. School authorities are also authorized to impose other measures for gross disobedience or misconduct, such as peer mediation, a behavioral agreement, referral to student support services, parent conference, and/or social probation and other consequences allowed by the District's policies and guidelines on student discipline. Students on Social Probation are excluded from attending all athletic and co-curricular events at OPRF and all athletic and co-curricular events that are away from school where OPRF is a participant.

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, identified as Level 1, 2 and 3 offenses. This list is not all-inclusive, and students may be subject to discipline other than what is articulated below based on the individual facts and circumstances of a particular matter, and in accordance with Board Policy. A student committing an act of misconduct not listed may still be subject to disciplinary action. A Dean of Students, Administrator or the Board may also determine that additional interventions are necessary, including but not limited to the following: behavioral agreement, counseling services (school or outside agency), peer mediation, or a drug and alcohol program.

Some Board policies and further explanations appear in the Student Handbook. Definitions of terms appear in the glossary of the Code of Conduct.

~~2018-2019~~ 2019-2020 Code of Conduct – Offenses

The Code of Conduct is in effect at all school related activities; on or off campus; and on the way to or from school

Dear OPRF Students & Families,

In an effort to provide as much proactive communication to you as possible, we are providing this insert to the ~~2018~~2019-19-20 Code of Conduct to support positive decision making and highlight the seriousness of Sexual Harassment, including sexting and child pornography, and its prohibition. For additional resources on sexting and child pornography, please review Board Policy 7:20, Harassment of Students Prohibited, and the District website for more information. Sexual Harassment, including sexting and child pornography, are expressly prohibited by Board Policy 7:20 and may result in criminal liability under the law.

Oak Park & River Forest High School takes these issues very seriously. We will view instances of sexual harassment, including sexting and child pornography as a LEVEL 3 OFFENSE in the ~~2018~~2019-19-20 Code of Conduct and involve our Police Liaison and/or the local police department IMMEDIATELY.

Categories of Offenses

As set forth above, the following should not be interpreted as being the only offenses for which disciplinary actions may be taken. Any behavior or attempt of any of the prohibited activities, whether or not on school property, that is not conducive to a healthy school environment or could pose a danger to oneself or others will be dealt with accordingly.

LEVEL 1

Level 1 infractions may include, but are not limited to, the infractions identified below.

Inappropriate Attire

Violation of Cell Phone Policy (in class or in hallways)

Violation of ID Procedures

Violation of Tardy Procedures

Violation of Academic Honesty Policy

Disruptive Behavior

Failure to Identify Self

Passive Defiance of Authority

Truancy

Unauthorized Area

Verbal Abuse

Potential Consequences: School officials will respond based on the circumstances and actions of the student(s). Infractions in Level 1 may result in, but are not limited to, verbal warnings, detentions and loss of privileges.

LEVEL 2

Level 2 infractions may include, but are not limited to, the infractions identified below.

Active Defiance of Authority (i.e. failure to report to Dean of Student's Office)

Aggressive Physical Behavior

Failure to Serve Detention/ASD

Filing a False Report/Deceptive Practice

Forgery

Gambling

Gross Misconduct I

Harassment

Possession of Drug Paraphernalia

Technology Policy Misconduct

Violation of the Electronic Devices Policy

Violation of Modified or Closed Campus

Potential Consequences: School officials will respond based on the circumstances and actions of the student(s). Infractions in Level 2 may result in, but are not limited to, in school suspension, up through out of school suspension and expulsion in accordance with Board Policy.

LEVEL 3

Level 3 infractions may include, but are not limited to, the infractions identified below.

Arson/Bomb Threat/False Alarm/False 911 Call

Battery

Bullying/Cyber/Electronic Bullying

Child Pornography

Distribution/Intent to Deliver an Illegal Substance

Endangering the Safety of Self and Others

Fighting

Gang Activity

Gross Misconduct II

Hazing/Initiating Rites

Mob Action

Possession of Fireworks

Possession of Illegal Substance

Possession of Controlled Substance

Possession of Stolen Property or Theft

Possession of Weapon

Sexting

Sexual Harassment, including Sexual Violence

Sexual Misconduct

Threats/Intimidation to Students/Faculty/Staff

Under Influence of Controlled/Illegal Substance

Vandalism

Vaping or Smoking/E-Cigarette (Paraphernalia) or Tobacco Possession

Potential Consequences: School officials will respond based on the circumstances and actions of the student(s). Infractions in Level 3 may result in, but are not limited to, in-school suspension, out of school suspension, up to and including expulsion in accordance with Board Policy.

Chronic Disobedience

The repeated violation of school policies and procedures is prohibited. If a student repeatedly violates school policies and procedures, the student may be disciplined. The Dean of Student may also refer the matter to the PSS Team who may recommend discipline.

Student Searches

In accordance with state and federal law, students and their personal belongings are subject to search whenever school authorities have a reasonable suspicion that the search will produce evidence that the student has violated a school rule or the law.

Other property and areas are subject to search in accordance with the Illinois School Code (10-22.6): "To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities." (Reference BOE Policy 7:140)

Personal Property

School is not the place for valuable personal items like expensive jewelry. These items become easy targets for theft when students are careless about locking them up or when they leave them lying around the school. Students must carefully secure their items. Leaving book bags unattended in public areas, leaving regular and PE lockers unlocked are all invitations to theft.

Use of Breathalyzers and Non-Invasive Drug Tests

The use of non-invasive drug tests (for marijuana) and breathalyzers (alcohol) is considered a search under the U.S. Constitution. Therefore, if school personnel reasonably suspect that a student is under the influence at school or at a school-sponsored function, they will employ the use of such tests to determine whether or not a student has used marijuana or alcohol. The use of such tests is in accordance with the Illinois School Code referenced above.

Gangs, Secret Societies, Fraternities or Sororities

Any form or organized group activity not approved by the school, or which is disruptive to the school environment in any way, will not be tolerated.

Detentions

For certain infractions of the Code of Conduct, classroom attendance will be maintained, and consequences will be served outside the normal school day. The detentions are one, two or three hours long. Detention hours are from 7:10 - 7:50 a.m., during all lunch periods, and 3:10 to 5:50 p.m. Monday through Friday. Students who fail to serve detentions will be placed on Social Probation and may be ineligible to participate in or attend extra-curricular or other after school activities. Any junior or senior student who fails to serve detentions may also lose their off-campus lunch privilege.

Saturday Detentions

Saturday detention begins promptly at 8 a.m. and ends at 11 a.m. Students assigned to Saturday detention must bring appropriate work and/or reading material. Students who do not come prepared, arrive late, sleep, talk, or otherwise disrupt detention will be sent home and/or assigned additional consequences. Failure to report to detention may result in additional disciplinary consequences. Students must bring a photo ID to be admitted. Students will be required to obtain their own transportation to Saturday detention.

Suspensions and Expulsion

In-School Suspension (ISS): For certain infractions of the Code of Conduct, students will be assigned all or part of a day in Room 483. Credit will be given when the student successfully completes the work assigned by the teacher during the period of the in-school suspension. Students are expected to work on classroom assignments while serving their suspension. As an added support for students who are assigned a full day of ISS, each student will receive an additional intervention that investigates the reason(s) for the consequence and a determination of additional supports that may be needed for the student to change this behavior.

Out-of-School Suspension (OSS): This type of suspension is used in the more serious discipline situations. During the suspension period, the student is not permitted on school property and may not attend or participate in school-sponsored activities. The absences that occur while a student is suspended out of school are considered excused. Each teacher will inform students of their rules regarding make-up work.

Out-of-School Suspensions will be administered in the following manner:

1. 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.
2. Out-of-school suspensions for four 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.

3. Students who are suspended out of school for longer than four 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.
4. 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.

Suspension Procedures

1. The Dean of Students will notify the student of the charge and obtain the student's version of events before a consequence is assigned.
2. The Dean of Students will inform the student's parent or guardian when a decision is made to assign an out-of-school suspension. Such report will contain a full statement of the reasons for the suspension and a notice to the parents or guardians of their right to review.
3. In the event of an out-of-school suspension, the Dean of Students will make every effort to contact a parent or legal guardian before releasing the student from school. If a parent or legal guardian cannot be reached before the end of the school day or if the parent or legal guardian so requests, the school will attempt, if practical, to keep the student in the building under supervision until the end of the school day.
4. The School District will facilitate the re-engagement of students who are suspended out-of-school.

Gross Misconduct is defined as the following:

Gross misconduct should include any behavior that a reasonable person would consider inappropriate, but is not otherwise described in the Code of Conduct.

Gross misconduct should include any combination of currently defined infractions in one incident and/or behavior that a reasonable person would consider seriously inappropriate but is not otherwise described in the Code of Conduct.

The Board of Education delegates authority to suspend a student guilty of gross disobedience and misconduct, for not more than 10 days, to the **Principal Superintendent or designee**, or his or her designee, Dean of Students ~~SIDs~~, and other certified staff members serving in the capacity of Dean of Students in special programs. Students will be suspended or recommended for expulsion in accordance with Board Policy.

Note: A student who is suspended for any Code of Conduct violation while an active member of any school organization will lose eligibility to participate during the suspension. The ineligibility period commences with the first day of suspension and continues until the last day.

Due Process

Some violations of the Code of Conduct can lead to a referral for a disciplinary hearing Policy 7:200 and 7:210 are designed to ensure that a student's due process rights are not violated, that rights of students with special needs are respected, and that a safe and orderly environment is maintained. Parents will be advised of their right to request a formal hearing if the allegations against their student could lead to the student's suspension or expulsion.

Appealing an Out of School (OSS) Suspension

When a parent or legal guardian is advised of a student's suspension, he or she can exercise the right of due process by making a written request for a review of the suspension to the **Principal Superintendent or designee**. The written request must be received within three (3) calendar days after receiving notification of the suspension and must state specific reasons for making the request. Upon request of the parent(s)/guardian(s) request for a review, a hearing on the suspension shall be conducted by the Board of Education or at the Board's option, it's Hearing Officer. At the hearing, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its Hearing Officer and may be represented by counsel. If a Hearing Officer is used, the Hearing Officer shall prepare for the Board a written summary of the evidence and other pertinent information presented at the hearing. After the presentation of the evidence or receipt of the Hearing Officer's report of the hearing, the Board shall review the matter and 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 of greater than 3 days, whether it was determined that no other appropriate interventions were available; and (4) for suspensions of greater than 4 days, whether appropriate and available support services were provided during the suspension or whether no appropriate services were available.

Student Discipline Hearing

Some violations of the Code of Conduct can lead to a disciplinary hearing according to the procedures in Board of Education Policy 7:210. This policy is designed to ensure that a student's due process rights are not violated, that rights of students with special needs are respected, and that a safe and orderly environment is maintained.

If the Administration determines that a violation of the Code of Conduct is serious enough to be considered for expulsion, the following procedure will occur:

1. The student's PSS team (see page 9 for PSS team description) will review the case and make a recommendation regarding the appropriate consequences.
2. If the recommendation is an expulsion, the following procedures will apply:
 - a. 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.

- b. Expulsion shall take place only after the student's parent or guardian has been provided with written notice of the charges and the parent or guardian has been requested to appear at a meeting of the Board, or with a hearing officer appointed by it to discuss the student's behavior. This request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The Board, or a hearing officer appointed by it, at such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the Board, s/he shall report to the Board a written summary of the evidence heard at the meeting, and the Board may take such action thereon as it finds appropriate.**
- c. During the expulsion hearing, the student and the student's parent/guardian may be represented by counsel, present witnesses, other evidence, and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.**
- d. If the Board acts to expel the student, the written decision will detail the specific reasons why removing the student from the learning environment is in the best interest of the school and will be submitted to the parents. The expulsion decision will also include a rationale as to the specific duration of the expulsion. The Board may refer students who are expelled to appropriate and available support services.**
- e. The School will facilitate the re-engagement of students who are expelled.**

Glossary of Terms found in the **2018-19-2019-2020** Code of Conduct

- √ **Active Defiance of Authority:** Refusal to obey school rules; refusal to obey direct, clear and specific directions of a person in a position of authority.
- √ **Aggressive Physical Behavior:** Any act having the potential to cause injury to another person.
- √ **Arson:** Malicious, intentional attempt to burn any property.
- √ **Battery:** Unlawfully causing physical injury to another; knowingly touching another with intent to injure.
- √ **Behavioral Expectation Agreement:** Students who commit specific infractions to the Code of Conduct are required to sign a Behavioral Expectation Agreement. The Agreement is reviewed and signed by the student, parents and Dean of Students. The purpose of the Agreement is to establish guidelines and consequences for rule violations and to stipulate positive and proactive interventions to assist the student.
- √ **Bomb Threat:** Written, verbal or physical threats falsely suggesting the presence of a bomb in the building.
- √ **Bullying:** Any aggressive or negative gesture or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
- √ **Child Pornography:** In Illinois, a person commits the offense of child pornography by videotaping or photographing anyone he or she should know is under the age of 18 and who is engaged in any sexual act or in any pose involving lewd exhibition of unclothed or transparently clothed genitals, pubic area, buttocks, or female breast. There is no exception for taking pictures of oneself.
- √ **Consent:** Consent is a clear and unambiguous agreement, through mutually understandable words or actions, to engage in a particular activity. Consent occurs when someone agrees, gives permission or says "yes" to sexual activity with another person(s). Consent is always freely given and may not be valid if a person is being subjected to actions or behaviors that elicit emotional, psychological, physical or reputational pressure or threats. Consent is also not valid if it is given under pressure, force, threat, coercion, or without the full and informed consent of all persons involved. Consent may not be given if the person is 1) a minor under certain circumstances that may result in a violation of State or federal law, 2) mentally disabled, 3) mentally incapacitated, 4) physically helpless, 5) under the influence of alcohol or drugs to the point of being unable to make rational decisions, or 6) unconscious or asleep. Consent can be withdrawn at any time. Consent of one sexual activity or past sexual activity does not imply consent to other sexual activities. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person.
Controlled/Illegal Substance: Possession, being under the influence, and the sale or distribution of the following substances during the school day, en route to or from school, at any school sponsored event or activity, or adjacent to the school is prohibited:
 - Any alcoholic substance
 - Drugs
 - Glue, paint or intoxicating substances
 - Any other potential mind-altering substance capable of producing a change in behavior
- √ **Cyber/Electronic Bullying:** Computer generated images, symbols, or text that is duplicated, sent via the internet, or sent via text messaging that places another student in reasonable fear of harm to his or her person or property, or

has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or education of any student.

- √ **Disruptive Behavior:** Inappropriate behavior that disturbs the regular or normal functions of the school.
- √ **Distribution/Intent to Deliver an Illegal Substance:** Transfer or attempt to transfer an illegal/controlled substance to another individual or possession of an illegal/controlled substance whose packaging and quantity indicate the intent to transfer that substance.
- √ **Drug Paraphernalia:** Any object and/or material intended to assist in the use of drugs.
- √ **Due Process:** The procedure that protects the rights of individuals.
- √ **Electronic Cigarette/E-Cigarette:** Handheld electronic device that simulates the feeling of smoking. It works by heating a liquid to generate an aerosol, commonly called a “vapor”, that the user inhaled.
- √ **Endangering the Safety of Self and Others:** Any aggressive or negative gesture, written, verbal, or physical act that endangers or has the potential to endanger the safety of self and/or others.
- √ **Expulsion:** Removal from school by the Board of Education for a period longer than ten (10) school days and up to two school years.
- √ **Failure to Identify Self:** Lack of current school ID, refusal to present an ID upon request, failure to present one’s own ID to identify self upon request, or failure to correctly identify self.
- √ **False Alarm:** Activating a fire alarm for other than the intended purpose of the alarm.
- √ **Fighting:** Engaging in physical contact for the purpose of inflicting harm to another person.
- √ **Forgery:** Signing another person’s name to any document; falsifying records; falsification of information.
- √ **Gambling:** Illegal participation in games of chance for money and/or other items of value.
- √ **Gang Activity:**
 - Possessing or wearing articles of clothing (hats worn at an angle, pant legs worn at different lengths, etc.) jewelry, and/or possessing or displaying other materials or wearing objects that depict gang symbols or indicate gang involvement.
 - Drawing, displaying, or promoting gang and/or look-alike graffiti/symbols.
 - Flashing gang signs.
 - Recruiting individuals.
 - Gang membership.
 - Engaging in any activity or conduct that may indicate gang involvement.
- √ **Gross Misconduct:** See page [84??](#)
- √ **Harassment:** See page [59-64??](#)

- √ **Hazing/Initiation Rites:** Any intentional or reckless act directed against a student that endangers the mental or physical health or the safety of a student; or coercing, compelling, or instructing a student to perform any act that endangers his or her mental or physical health or safety; for the purpose of or as a condition of being initiated into, holding office in or maintaining membership in any formal or informal student organization/group or in any fraternity, sorority, gang, or other prohibited secret society as defined in the School Code of Illinois.
- √ **Illegal Organizations:** Clubs, organizations, fraternities, sororities, and secret societies (including gangs) that are not approved by the Board of Education or School Code of Illinois (Violation of Article 31).
- √ **Inappropriate Attire:** Wearing coats, hats, headbands, or any form of head-coverings (religious headwear is allowed) in the building; inappropriate shoes clothing or jewelry displaying offensive language, or reference to gangs, drugs, or alcohol, or possessing any subject matter that may be considered distasteful.
- √ **Mob Action:** Two or more persons disturbing the public peace and/or committing violence or inflicting injury to the person or property of another person or persons.
- √ **Operation Bag-It:** Upon the request of a staff or faculty member, a student using or wearing an item that is not permitted or appropriate in the building will be asked to put that item in a plastic bag. A student and/or parent can retrieve the item at an appropriate time.
- √ **Passive Defiance of Authority:** Includes but not limited to the failure to comply with an agreed upon directive, e.g., repeatedly failing to serve assigned detentions, repeatedly failing to properly wear one's ID, or repeated failure to comply with other level one or two infractions.
- √ **Possession of Stolen Property or Theft:** No person may steal personal or public property, be in possession of stolen property, or be in possession of property the student is not authorized to have.
- √ **Restitution/Restoration:** Appropriate financial reimbursement for damage to or loss of school or personal property. Restoration will include work or financial restitution necessary to restore or replace damaged property.
- √ **Sexting:** The practice of sending nude or semi-nude pictures by cell phone or other electronic media; it is a sexual text ('sext') message. A sexting minor, or a recipient of a sext message from a minor, may have committed one or more felonies under the Illinois Child Pornography Act (720 ILCS 5/11-20.1).
- √ **Sexual Harassment:** Unwelcome sexual advances, request for sexual favors or other unwelcome verbal or physical conduct of a sexual nature.
- √ **Sexual Misconduct:** Engaging in sexual activity on school property and/or at school-sponsored functions.
- √ **Smoking/ Tobacco Possession or Use:** Possession or use of tobacco on school property in any form is prohibited by section 10-20.5b of The School Code of Illinois. School policy prohibits possession, control, distribution, transfer or use of tobacco or tobacco products during the school days, at all school-related activities and in related areas and at related events.
- √ **Social Probation:** Students may be placed on Social Probation for certain violations of the Code of Conduct. Students on Social Probation are excluded from attending all athletic and extra-curricular activities at OPRF and all athletic or extra-curricular activities that are away from school where OPRF is a participant.

- √ **Suspension:** Temporary removal from school by the **Principal Superintendent or designee, Assistant Principal Director for of** Student Services or Dean of Students for a period not to exceed ten (10) school days.
- √ **Technology Policy Misconduct:** Users may access technology for educational purposes only. Exercising this privilege requires that users accept responsibility for all material viewed, downloaded, and/or produced. Users will need to evaluate the validity of materials accessed through technology and cite their sources when appropriate. (See Access to Electronic Networks - Policy 6:235).
- √ **Threats/Intimidation:** Written, verbal or physical threats directed to any individual with the potential to intimidate, or inflict fear, injury or damage.
- √ **Truancy:** Absence from school, class, study hall or other assignments without permission.
- √ **Unauthorized Area:** Presence in an area to which the student is not assigned, presence in an area without permission (including elevators), presence in an area that is not supervised by a staff member, or presence in the building during the time that the building is considered closed.
- √ **Vandalism:** Destroying, mutilating and defacing objects or materials belonging to the school, school personnel or another person, littering any area of the building (including food fights) or littering in the school neighborhood. Restitution or restoration is required for any resulting damage.
- √ **Vaping:** Inhaling and exhaling the vapor produced by an electronic cigarette or similar device.
- √ **Verbal abuse:** The use of offensive, repulsive or profane language, materials, expressions or actions, or debasing the dignity of another person. Name calling, racial or ethnic slurs or derogatory statements addressed to others which precipitates disruption of the school program, incites violence or places another person in apprehension of imminent physical injury.
- √ **Weapons:** Weapons may include the following: chemical substances, guns, knives, look-alike weapons, any object that may be used as a weapon or any object altered to become a weapon. These items are not permitted on school property or at any school-sponsored event.

Drill/Evacuation Procedures

Fire

The fire drill/evacuation procedure for leaving the building is available in each area of the building. Specific instructions regarding the route to be followed and the location of the assembly area outside the building is provided. It is extremely important that these specific routes are followed and that groups assemble far enough away from the building so the fire department has access to the school. Teachers should periodically review the procedures with their students throughout the school year.

Whenever the fire alarm sounds, everyone must evacuate the building immediately. It is unsafe and illegal for anyone to delay the evacuation process by getting coats or other forms of outerwear before leaving the building. Students are not permitted to go to their lockers for any reason.

- Students must leave classrooms immediately after attendance is taken and form a double line close to the wall outside of the classroom. They will remain in the hall until everyone has vacated their classroom and all windows and door(s) have been closed.
- The teacher or supervisor will lead the students along the designated route to the designated area outside of the building. Groups must be taken far enough away from the building to permit easy access by the fire department.
- Order and quiet must be maintained at all times.
- State law prohibits smoking during a fire drill/evacuation.
- Stay with the class. Ensure that the private property of school neighbors is protected and that all school rules are respected. All school rules are in effect during a fire drill. All streets, alleys and drives must be kept clear so that fire department equipment can move around the building.
- The teacher will check attendance upon arrival at designated area using the red/green card system. If a student violates the code of conduct (smoking, leaving the area, etc.), the teacher will refer the student to the Dean of Students after the drill is over.
- When the signal is given to re-enter the building, everyone must return to their rooms via the reverse route used to exit the building. If a significant change in the schedule is necessary, a modified schedule will be announced on the emergency speaker system and/or distributed to all rooms.

NOTE: If an alarm sounds at a time when students are not in designated classes (i.e. passing periods, assemblies, etc.) all students must evacuate the building in an orderly fashion and wait outside until the signal is given to re-enter the school.

Tornado

When the school has been notified that a “warning condition” exists or a Tornado Drill should commence, a special alarm will be sounded throughout the school building and the outside campus.

- Everyone is to remain in the building. Those individuals that are outside of the building at the time the alarm sounds must move into the building immediately.
- Students will proceed to the designated shelter area after attendance is taken. Some classes are assigned to remain in their rooms while others are assigned to move into interior corridors. Students should check the attached shelter area assignments for their classroom’s location.
- Order and quiet must be maintained at all times.
- Upon arrival at the assigned shelter location, students are expected to crouch down on their knees and cover their head. Students will practice this posture for at least one minute during the drill. They should remain in this posture during a real emergency.

- Everyone must remain in the assigned location until the “all clear” announcement is given on the P.A. Once this announcement is given, classes assigned to the interior corridors may return to their classrooms. In case of an actual emergency, an emergency announcement may be given with additional instructions.

Hard Lockdown

A Hard Lockdown Condition means that a substantial conflict/disturbance has begun or is imminent, i.e. hostage, gunman or an explosive device. A Hard Lockdown Condition requires a tight lockdown response. Anyone can initiate a Hard Lockdown if he or she observes an extremely dangerous situation: call the emergency line 2222. They will call 911.

Once the P.A. System notifies the school of a Hard Lockdown Condition, staff will assume the lockdown position.

- All doors and windows will be locked.
- Lights will be turned off.

Everyone will be instructed to move away from the doors and windows and sit quietly on the floor.

- Order and quiet must be maintained at all times.
- Students and staff should remain in their classroom/offices until notified by a uniformed Police Officer that it is safe to leave the room. The Police will give instructions regarding what to do next.

Note: no one will be allowed to leave his/her area during a hard lockdown drill/ condition.

Soft Lockdown

A Soft Lockdown Condition means there is a need to keep everyone in their rooms, e.g. protest, threat outside of the school but nearby, etc.

- Students in the nearby hallway and bathrooms should be brought into the classroom or office.
- All doors and windows will be locked, but leave all window coverings open unless otherwise advised.
- Take attendance
- If outside the building, immediately return to your classroom or office areas.
- Remain in classroom or office areas and continue with normal activities until further notice.

Note no one will be allowed to leave or enter the building during a soft lockdown without authority of administration.

Emergency Closing of School

If it becomes necessary to close the high school because of inclement weather or other emergencies, metropolitan radio and television stations will be notified. Watch and/or listen for periodic announcements relative to the closing. The school district will be identified as Oak Park and River Forest High School, Cook County, District No. 200. Information will also be posted on the school's website, www.oprfhs.org.