I ACKNOWLEDGE RECEIPT OF THE 
ARGO COMMUNITY HIGH SCHOOL 
CALENDAR BOOK.

I AM AWARE OF THE SIGNIFICANT CHANGES IN 
THE REGULATORY POLICY REGARDING 
ATTENDANCE, FIGHTING, AND HAZING.

THIS BOOK PROVIDES A FULL DESCRIPTION OF 
SCHOOL POLICIES, RULES, REGULATIONS AND 
SERVICES.

IF YOU HAVE ANY QUESTIONS CONCERNING 
ANY 
INFORMATION IN THIS BOOK, PLEASE 
CONTACT A SCHOOL OFFICIAL.

________________________________
________________________________
________________
PARENT SIGNATURE

________________________________
________________________________
________________
STUDENT SIGNATURE

__________________________________________

I.D. #

__________________________________________

DATE

ACCEPTABLE USE OF TECHNOLOGY POLICY
(AUP) AUTHORIZATION FORM

****The following section must be completed by all employees, students, and users of District electronic resources ****

By signing below, I acknowledge that I have received, read, and understand Policy 6:235, the Acceptable Use of Technology Policy (AUP), and any implementing administrative procedures, handbooks, and guidelines. I agree to all terms of the AUP, the relevant handbook provisions, and all other related materials. I understand that it is my responsibility to become acquainted with the AUP, the relevant handbook provisions, and all other related materials, and to keep up-to-date on any changes that may be implemented from time to time. I understand that I am expected to comply by the AUP, the relevant handbook provisions, and all other related materials, that I may not be notified immediately by the District of changes to these materials, and that my ignorance of these materials is not an excuse for a violation or other misconduct. I understand that I may be disciplined (up to and including suspension and expulsion, for students, and dismissal, for employees) and/or subject to other legal action for violations of the AUP, the relevant handbook provisions, and all other related materials.

<table>
<thead>
<tr>
<th>Student’s Full Name</th>
<th>Grade</th>
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<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date</th>
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</table>

****The following section must be completed by each student user’s parent/guardian ****

As the parent/guardian of the student signing above, I acknowledge that I have received, read, and understand Policy 6:235, the Acceptable Use of Electronic Resources (AUP), and any implementing administrative procedures, handbooks, and guidelines. I agree to all terms of the AUP, the relevant handbook provisions, and all other related materials for myself and for my student. I understand that it is my responsibility to make sure my student and I are acquainted with the AUP, the relevant
handbook provisions, and all other related materials and keep up-to-date on any changes that may be implemented from time to time. I understand that my student is expected to comply with the AUP, the relevant handbook provisions, and all other related materials, that my student and I may not be notified immediately by the District of changes to these materials, and that my or my student’s ignorance of these materials is not an excuse for a violation or other misconduct. I understand that my student may be disciplined (up to and including suspension and expulsion) and/or subject to other legal action for violations of the AUP, the relevant handbook provisions, and all other related materials.

<table>
<thead>
<tr>
<th>Parent/Guardian’s Full Name</th>
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<table>
<thead>
<tr>
<th>Parent/Guardian’s Signature</th>
<th>Date</th>
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ARGO COMMUNITY
HIGH SCHOOL
7329 WEST 63RD STREET
SUMMIT, IL 60501
WWW.ARGOHS.NET
STUDENT HANDBOOK
2020-2021
BOARD OF EDUCATION
Dr. Daniel Kozal, President
Mr. Nicholas Caprio, Vice-President
Dr. Jennifer Grenier, Secretary
Mr. William A. Parra, Jr.
Ms. Diane Ponce
Ms. Rhonda Regep-Hyde
Mr. Paul Zwijack
Welcome to Argo Community High School. The students attending ACHS are from the communities of Summit, Bedford Park, Bridgeview, Justice, Willow Springs and a portion of Hickory Hills. These students have the opportunity to select from over 180 courses, participate in 27 sports for both boys and girls, and enjoy over 30 clubs and organizations.

Last year, in addition to regular school activities such as dances, field trips, Homecoming, athletic contests, and club activities, Argo also ran invitational, regional and sectional tournaments for the Illinois High School Association and SSC Conference. Many of our graduating seniors won academic as well as athletic scholarships.

Both the curricular and co-curricular programs are here for the students’ advantage and enjoyment. The benefits one receives at ACHS will depend on the efforts put into the available opportunities. The faculty, staff and administration welcomes and extends best wishes for the upcoming year.

**ADMINISTRATION**

Dr. William C. Toulios, Interim Superintendent  
Dr. Brandon Cotter, Principal  
Mr. John Dagres, Assistant Principal of Teaching and Learning  
Mr. Brian Grider, Assistant Principal for Student Services  
Ms. Nicole Wasko, Assistant Principal of Student Experiences and Community Engagement  
Mr. Joe Murphy, Chief School Business Official  
Mr. Mark Croeger, Director of Building & Grounds  
Mr. Gary Nothnagel, Director of Custodial Services  
Ms. Bijal Patel, Director of Educational Support Services  
Mr. Ryan Skendzel, Director of Athletics  
Mr. Nikolai Simov, Director of Technology  
Ms. Denise Ghaowi, Dean  
Mr. Vincent Loizzo, Dean  
Mr. Chris Kelly, Dean  
Officer Angel Sarabia, School Resource Officer

**DEPARTMENT CHAIRS**

Mr. Mike Cognetti, Career & Technical Education  
Mr. Jon Leonard, English  
Mr. Michael Napleton, ESS  
Mr. Brett Lettiere, Humanities  
Mr. Tommy Jankowicz, ELL and Languages  
Mr. James Kantzavelos, Mathematics  
Mr. Russell Nowak, Physical Education  
Mr. Dan McCarthy, Pupil Personnel Services  
Ms. Jill Alexander, Science
ARGO COMMUNITY HIGH SCHOOL

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

VISION STATEMENT
We embrace traditions, create opportunities, empower future generations.

PUBLIC NOTICE
It is the policy of Argo Community High School District 217, to provide equal educational and extracurricular opportunities for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy. Inquiries regarding compliance or grievance procedures shall be directed to the office of the Superintendent.

INSTRUCTIONAL STAFF

<table>
<thead>
<tr>
<th>ENGLISH</th>
<th>Family</th>
<th>Patricia Kotsiovos</th>
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</thead>
<tbody>
<tr>
<td>Jon Leonard, Dept. Chair</td>
<td>Consumer Science</td>
<td>Matthew LeVan</td>
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<tr>
<td>Mary Jo Brown</td>
<td>Francine Blake</td>
<td>Justin Malec</td>
</tr>
<tr>
<td>Sharon Cognetti</td>
<td>Jennie Maggiore</td>
<td>Felicia Minnito</td>
</tr>
<tr>
<td>Zachary Collins</td>
<td>Erica Resedean</td>
<td>Kathryn Mohler</td>
</tr>
<tr>
<td>Aimee Guldin</td>
<td>Technology and</td>
<td>Jessica Rys</td>
</tr>
<tr>
<td>Dr. Laura Martensen-Jervis</td>
<td>Engineering Education</td>
<td>Mary Kate Shaughnessy</td>
</tr>
<tr>
<td>Greg Krikava</td>
<td>Andrew Corbin</td>
<td>Adam Tinken</td>
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<tr>
<td>Jennifer Krikava</td>
<td>Kris Kowalski</td>
<td>Jennifer Turn</td>
</tr>
<tr>
<td>Matt Malloy</td>
<td>Tom McEntee</td>
<td>Beth Whittinghill</td>
</tr>
<tr>
<td>Tom Mamminga</td>
<td>Bernice Schopf</td>
<td>Margie Wyroba</td>
</tr>
<tr>
<td>Joy Schmit</td>
<td>Jason Smith</td>
<td>Allison Bean, Social Worker</td>
</tr>
<tr>
<td>Brian Schutz</td>
<td>PHYSICAL EDUCATION</td>
<td>Anna Ziaja Castillo, Psychologist</td>
</tr>
<tr>
<td>Dr. Heather Seigel-Hickman</td>
<td>Russell Nowak, Dept. Chair</td>
<td>Janet Costello, Social Worker</td>
</tr>
<tr>
<td>Name</td>
<td>Name</td>
<td>Position</td>
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<tr>
<td>Timothy Strzechowski</td>
<td>Elaine Eliadis</td>
<td>Marissa Connolly, Social Worker</td>
</tr>
<tr>
<td>Erin Walsh</td>
<td>Todd Evans</td>
<td>Sandra Truell, Social Worker</td>
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<tr>
<td></td>
<td>Lauren Evoy</td>
<td>HUMANITIES</td>
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<tr>
<td>SCIENCE</td>
<td>Andrew Gripp</td>
<td>Brett Lettiere, Dept. Chair</td>
</tr>
<tr>
<td>Jill Alexander, Dept. Chair</td>
<td>Brandon Hills</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>Kristiana Bailey</td>
<td>Jennifer Holmbeck</td>
<td>Nicole Durkin</td>
</tr>
<tr>
<td>Nick Borowicz</td>
<td>Jason Korkosz</td>
<td>Alexa Edwards</td>
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<tr>
<td>Kori Bowns</td>
<td>Milosh Lukovic</td>
<td>Megan Fitzgerald</td>
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<tr>
<td>Tim Connelly</td>
<td>Matthew McMurray</td>
<td>Lisa Garrett</td>
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<tr>
<td>Jeremy Daugherty</td>
<td>Shelley Picha</td>
<td>Jeanette Soebbing</td>
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<tr>
<td>Betsy Keller</td>
<td>Phillip Rossberg</td>
<td>Donna Zadlo</td>
</tr>
<tr>
<td>Erica McClure</td>
<td>Ryan Skendzel</td>
<td>Social Science</td>
</tr>
<tr>
<td>Vicky Maslowski</td>
<td>Jane Zack</td>
<td>Jennifer Allison</td>
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<tr>
<td>Ladislava Rose</td>
<td></td>
<td>LANGUAGES/ELL</td>
</tr>
<tr>
<td>Andrew Garcia</td>
<td>T. Jankowicz, Dept. Chair</td>
<td>Taylor Loux</td>
</tr>
<tr>
<td>Shannon Sundberg</td>
<td>Maggie Debski</td>
<td>Patrick Maietta</td>
</tr>
<tr>
<td>Kiera Vizza-Milligan</td>
<td>Graciela Drobny</td>
<td>Robert Markatos</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>Nadia Elkhatib</td>
<td>Bryan McCormack</td>
</tr>
<tr>
<td>James Kantzavelos, Dept. Chair</td>
<td>Federico Garcia</td>
<td>Eugene Poull</td>
</tr>
<tr>
<td>Scott Ball</td>
<td>Albert Hasan</td>
<td>James Rodriguez</td>
</tr>
<tr>
<td>Lucian Bogdan</td>
<td>Rocio Hernandez</td>
<td>Brandon Strelow</td>
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<tr>
<td>Molly Dinnon</td>
<td>Jennifer Julius</td>
<td>Paul Thompson</td>
</tr>
<tr>
<td>Jacqueline Finley</td>
<td>Karen Lesnicki</td>
<td>Cara Weinberg</td>
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<td></td>
<td></td>
<td>Susy Macedo</td>
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<td>PUPIL PERSONNEL SERVICES</td>
</tr>
<tr>
<td>Melissa McCormack</td>
<td>Jacqueline Marek</td>
<td>Dan McCarthy, Dept. Chair (D-F)</td>
</tr>
<tr>
<td>Lindsay Murray</td>
<td>Vanessa Perez</td>
<td>Mary Bergman (A-C)</td>
</tr>
<tr>
<td>Eduardo Padilla</td>
<td>Emily Sawyer</td>
<td>Tammy Defazio (Ko-N)</td>
</tr>
<tr>
<td>Jason Reiter</td>
<td>Concepcion Van Wazer</td>
<td>Cynthia Haack (O-Se)</td>
</tr>
<tr>
<td>Assurim Rosete-Sanchez</td>
<td></td>
<td>Christian Johnson (G-Kn)</td>
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</table>
GRADING SYSTEM AND PROCEDURES

Grades are issued every six weeks and are considered grades in progress. The quality and quantity of work completed and the degree of mastery of the objectives of the subject are expressed as follows:

**Grade Coding:**
- **Code:** Alphabetical - A to F
- **Range:** 0 - 4.0
- **Weights:**
  - +.5 Honors
  - +1.0 A.P
  (Exception Pre-Calculus = +1.0)

Students earning below a C in an Honors or AP course **do not** receive the weighted grade for that course for the semester.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Superior</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>Outstanding</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Exceeds Requirements</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
<td>Passing: Below Average</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Passing: Unsatisfactory</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure: No Credit</td>
</tr>
<tr>
<td>WF</td>
<td>0.0</td>
<td>Student withdrawn for failure</td>
</tr>
</tbody>
</table>

**Honor Roll**
Recognizing that reward promotes motivation and achievement and that success deserves reward, the Board authorizes a three-tier honor-roll as a unique and distinct form of recognition for high student achievement:

- **High Honors**: Grade Point Average (GPA) 3.75 - 4.0+ (including weighting)
- **Honor Roll**: GPA 3.5 - 3.74
- **“B” Honor Roll**: GPA 3.0 - 3.49

**GRADUATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>GENERAL DIPLOMA</th>
<th>HONORS DIPLOMA*</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH – 3 credits</td>
<td>MATH – 3 credits</td>
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<tr>
<td>SCIENCE – 2 credits</td>
<td>SCIENCE – 3 credits</td>
</tr>
<tr>
<td>ENGLISH - 4 credits</td>
<td>ENGLISH - 4 credits</td>
</tr>
<tr>
<td>SOCIAL SCIENCE – 2 credits</td>
<td>SOCIAL SCIENCE – 3 credits</td>
</tr>
<tr>
<td>American History – 1</td>
<td>American History – 1</td>
</tr>
<tr>
<td>Government – 0.5</td>
<td>Government – 0.5</td>
</tr>
<tr>
<td>Elective – 0.5</td>
<td>Elective – 1.5</td>
</tr>
<tr>
<td>CONSUMER EDUCATION/ECONOMICS – 0.5 credit</td>
<td>CONSUMER EDUCATION/ECONOMICS – 0.5 credit</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION, HEALTH, DRIVER EDUCATION – 4 credits</td>
<td>PHYSICAL EDUCATION, HEALTH, DRIVER EDUCATION – 4 credits</td>
</tr>
<tr>
<td>FOREIGN LANGUAGE, FINE ARTS, CAREER &amp; TECHNICAL EDUCATION (CTE) – 3 credits</td>
<td>FOREIGN LANGUAGE – 2 credits</td>
</tr>
<tr>
<td>ELECTIVES – 3.5 credits</td>
<td>ELECTIVES – 4.5 credits</td>
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<tr>
<td>TOTAL – 22 credits</td>
<td>TOTAL – 24 credits</td>
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</tbody>
</table>

*Students who earn a total of 24 credits, including a minimum of at least three honors classes per year (or two honors classes and a foreign language), will be eligible for an “Honors” diploma.

**PARENTAL RESPONSIBILITY**

Parents play a vital role in their children's education. They need to establish a home environment which allows for a time and place to study. They also need to monitor their students’ progress and activities. To this end, parents and teachers are encouraged to contact each other concerning student progress. Formal parent-teacher conferences are scheduled during the school year. Also, progress reports are issued during each grading period near the mid-term, or as needed. Parents are urged to contact the teachers, counselors or administration about any situation that concerns their youngsters.
INSTRUCTIONAL SUPPORT PROGRAMS

RESOURCE CONSULTATION/EDUCATIONAL SUPPORT SERVICES
Ms. Bijal Patel, Educational Support Services Director
Ms. Ellen Pauley, Secretary (708) 467-5856
Ms. Helen Petrizzo, Secretary (708) 467-5839
ESS Office - Room 147
Program open to: Special Education students
Referrals by: Teachers, pupil personnel staff, parents
Program Provides:
- Instructional support for programmed courses.
- Classroom assistance regarding alternative learning techniques.
- Study skills strategies.
- Behavior management assistance.
- Transition counseling.

ARGO AFTER HOURS (AAH)
Morning and after school study help in the LRC
Monday, Tuesday, Wednesday, Thursday
7:00 am – 8:00 am
3:00 pm - 4:30 pm
Program open to all students
Tutoring, Homework Help in ALL SUBJECTS
- Late buses available.

ELL RESOURCE
Room 211- Monday, Tuesday, Wednesday, Thursday, Friday, 3:00 – 4:00 p.m.

MATH RESOURCE
Monday, Tuesday, Thursday, Friday 7:00 – 8:00 a.m.
Monday, Tuesday, Wednesday, Thursday, 3:00 – 4:00 p.m.
Room 343
Math tutoring, Test Preparation, Homework Help, Make-Up Tests

SCIENCE RESOURCE
Monday, Tuesday, Thursday, Friday 7:00 – 8:55 a.m.
Monday, Tuesday, Thursday, Friday 3:00 – 4:30 p.m.
Room 259
Science Tutoring, Test Preparation, Homework Help, Make-Up Tests

SAT PREP:
Please contact Brett Lettiere at blettiere@argohs.net

LEARNING RESOURCE CENTER

STAFF
Mr. Nick Berrios
Ms. Danyra Herrera, Clerk
Hours
Daily 7:00 a.m. - 3:00 p.m.
The LRC is located on the second floor, above the main offices. It provides a pleasant atmosphere, conscientious service, and a wide variety of materials appropriate to the instructional needs and interests of the students and school staff. In the fall, a helpful orientation program is presented to freshmen students and new teachers.

Teachers are offered assistance in designing instructional units and assignments that expand students’ awareness and use of pertinent resources. The staff assists individual students and visiting classes, joining teachers in a team effort within the LRC setting.

In addition to the current references and instructional resources, there is a well-maintained collection of career and college materials and a variety of recreational reading offerings. Daily newspapers, current magazines, teen novels, videos, and music offer worthy leisure-time activities. **LRC Materials Check out**

The LRC has a lending policy that permits almost all materials to be checked out. However, students must present their school I.D. cards to take out materials. A student who has materials long overdue may be refused further service. To use the computers or other equipment, students should seek staff approval and assistance.

**PUPIL PERSONNEL SERVICES**

Mr. Dan McCarthy, Chairman
Ms. Vickie McAlpine, Registrar
Ms. Dawn Barrera, Secretary

Argo Community High School Pupil Personnel Services include the following student services: counseling and guidance, health, and social work services, and student records, in addition to special programs. Specialized guidance services are provided for gifted as well as at-risk students. These services are integrated for students, teachers and parents to help students achieve appropriate academic, personal, social and career goals based on their individually defined needs.

**GUIDANCE OFFICES (ROOM 146)**

Mary Bergman, Counselor (A-C)                                       Tammy Defazio, Counselor (Ko-N)
  Counselor (Ko-N)                                                    Cynthia Haack,

Dan McCarthy, Department Chair (D-F)                                Evelyn Sanchez,
  Counselor (O-Se)                                                    Counselor (Sf-

Brandon Johnson, Counselor (G-Kn)                                   Counselor (Sf-
  Counselor (Sf-

Counselors are responsible for helping students with overall educational planning and for providing services and resources which assist students to attain their academic, personal-social and career goals. Each student is assigned a counselor in the fall. Specific services which counselors offer include but are not limited to four-year course planning, group and individual counseling, parent and teacher consultation, test administration and interpretation, graduation credit checks, and referrals to both in-school and community agencies. Counselors help students to be more responsible, self-directed and satisfied so they can be as successful as possible in school. Each year counselors zero in on a specific theme with each class: Freshmen - Making Positive Choices for High School; Sophomores - Career Planning; Juniors - Pre-College or Pre-Occupational Planning; and Seniors-Immediate Post High School planning.

**SCHEDULE CHANGES**

Schedule changes will not be permitted after Registration in August. Additionally, schedule changes will not be accommodated for reasons of teacher preference or lunch/study
preference. Exceptions to this rule include but are not limited to:

1. Level changes in English, Math, Science, and Social Sciences.
2. Administrative errors in PowerSchool course requests.
3. Seniors who need a required course for graduation.

COURSE DIFFICULTY

Students experiencing difficulty in a course should utilize the following Academic Support Programs:

- Argo After Hours
- ELL Resource
- Math Resource
- Science Resource
- SAT Prep

For program schedules see: INSTRUCTIONAL SUPPORT PROGRAMS

TEACHER RELATED CONCERNS

Parents/Guardians and their student are encouraged to follow these steps:

- The student speaks with the teacher before or after school.
- The student’s parent/guardian contacts the teacher.
- Parent/Guardian contacts Department Chair for resolution.
- The student makes an appointment with his/her Guidance Counselor.
- A conference is facilitated with the student, parent/guardian, guidance counselor and teacher.
- The Guidance Chair evaluates the situation and directs the counselor to change the schedule if appropriate.
- If no agreement is reached, a written appeal may be made to the Principal.

HEALTH SERVICES (ROOM 142)

Ms. Katherine Stout, R.N.

Ms. Jennifer Konow, Nurse’s Aide

Health services are available to students who become ill. Student prescription medications are kept in the nurses’ office. Physician and parental consent is required for dispensing over the counter and prescription medication; and when it is necessary for a student to leave school early for medical reasons.

We comply with the Illinois Department of Public Health medical immunization requirements. We do vision and hearing screening on students as requested by faculty.

PEER MEDIATION PROGRAM

Argo Social Work Team

Students who wish to reduce conflicts in their life related to name calling, dirty looks, rumors, relationship problems and fights may request a peer mediation to resolve the conflict. Students understand they are responsible for finding solutions to their problems before formal regulatory rules are applied.

Students are referred for mediation by deans, counselors, administrators, teachers and students. The students are provided a choice to be part of a mediation with student mediators.

SOCIAL WORK TEAM

Ms. Anna Ziaja-Castillo, Psychologist
Add Second Psych
Ms. Allison Bean, Social Worker
Ms. Janet Costello, Social Worker
Ms. Marissa Connolly, Social Worker
Ms. Sandra Truell, Social Worker
The staff provides specialized services for students with social/emotional needs. In addition to individual and group counseling with students and parents, consulting with teachers and other Pupil Personnel Staff, the staff participates in student staffing, make home visits, conduct individual assessments and make referrals to outside agencies such as mental health agencies, physicians and other community resources.

STUDENT INTERVENTION PROGRAM (SIP)
Ms. Allison Bean, Social Worker
Ms. Janet Costello, Social Worker
The Student Intervention Program was developed to address substance use issues that interfere with a student’s ability to be successful academically and continue in their personal/social development. Students can be referred to the Student Intervention Team by faculty members, peers or family members. The Student Intervention Team provides a variety of services to students including prevention activities, assessments and interventions.

STUDENT RECORDS
In order to comply with the Illinois School Student Records Act, Sections 50-2 through 50-4 of the Illinois School Code, the Family Education Rights and Privacy Act, and the Freedom of Information Act of the State of Illinois, Argo Community High School has established certain procedures in connection with the retention or destruction of student records.

Under provisions of the Student Records Act, information and materials in a student’s folder are classified as either “Permanent Record” or “Temporary Record”. Permanent Record information will be maintained in the folder for no less than sixty (60) years; however, Temporary Record information will be deleted from the folder one year after graduation or upon a student’s 21st birthday, with some exceptions as provided for compliance with the Individuals with Disabilities Education Act.

The “Student Permanent Record” consists of:
1. Basic identifying information, including students’ and parents’ legal names and addresses, birth date and place, and gender;
2. Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations;
3. Attendance records;
4. Accident reports and health records;
5. Record of release of permanent record information;
6. Student test scores.

The “Student Temporary Record” consists of:
1. Family background information;
2. Intelligence test scores - group and individual;
3. Aptitude test scores;
4. Reports of psychological evaluation, including information of intelligence, personality and academic information obtained through test administration, observation or interviews;
5. Elementary and secondary achievement level test results;
6. Teacher anecdotal records;
7. Disciplinary information;
8. Special education files including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records or tape recordings relating to special education hearings and appeals;
9. Any verified reports of information from non-educational persons, agencies or organizations;
10. Other verified information of clear relevance to the education of the student;
11. Record of release of temporary record information.

SECTION 504 OF THE REHABILITATION ACT OF 1973
“No otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, as defined in section 706(8) of this title, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination upon any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service.” Accommodations will be made in the regular educational environment, to address those identified as handicapped. Questions regarding procedures for referral and identification of any students should be directed to Dan McCarthy at dmccarthy@argohs.net or 708-467-5808.

ACCESS TO RECORDS
Parents and/or students shall have the right to review those student records pertaining to the student who is the subject of the request.

If the student is under age eighteen, the request should normally come from the parent(s) or legal guardian of the student. However, any rights of students to inspect their records under school practice or state law will be honored.

If the student is age eighteen or over, the request should normally come from the student.

Records may be copied for the person making the request and a reasonable fee charged. The charge for transcripts is $5.00 each. (Cash or money order only.)

School officials do not release information from records, in any form, without written consent specifying the information or material to be released, and opportunity is available for the parent or student to obtain a copy of the records released with a reasonable fee charged with the exception of directory information.

DIRECTORY INFORMATION
The District may release personally identifiable general directory information regarding students to the general public, including the local media, military, and higher education institutions, and publish such information in a school directory. Directory information includes identifying information such as name, address, telephone number, gender, grade level, birth date and place, and parents’ names and addresses, as well as information relating to academic honors, degrees, school-related activities and athletics and period of attendance in the District. Each year upon enrollment, each student’s parents/guardians will be given the opportunity to object to the release of such directory information to the general public. Parents/guardians will be notified by a District form of the categories of information which the District considers to be directory information. If parents/guardians object to release of all or some of the categories of information to the general public, they must return the form to the District indicating their objections. Failure to return the form will be deemed consent to the release of all directory information.
OBJECTIONS TO MATERIAL, STATEMENTS OR INFORMATION IN THE RECORDS SUBJECT TO INSPECTION

Any objections to any material, statements or information contained in student records, subject to inspection, shall be discussed by the person(s) making the request and the custodian of student records, the Principal.

If the objections are not resolved at this point, procedures will be outlined to the parent(s) or student by the Principal for means by which objections may be presented to the Superintendent for his review. A formal hearing may be had to resolve the matter if a mutually satisfying decision is not concluded between the parent(s)/student and superintendent.

PERSONAL REVIEW OF RECORDS

Counselors, as designees of the Principal, will make available records for inspection and review for those students or their parent(s)/guardians assigned them as counselees. Graduates or students not currently enrolled are to contact the Assistant Principal or the Principal for inspection and review of their records.

PROCEDURES FOR REVIEW OF RECORDS

All requests to review, inspect, or obtain copies of records shall be made in writing (dated and signed) and submitted to the Registrar. These requests will be processed in accordance with the “Public Records Procedures” of District 217, in compliance with the Freedom of Information Act of the State of Illinois. There will be a .25¢ charge per page for temporary records and $3.00 for permanent records.

Generally, such requests can be granted, and the review of inspection completed within seven (7) working days. If additional time is needed, or if the request is denied for reasons specified in the “Public Records Procedures” of District 217, the person making the request will be notified by letter within seven (7) working days, with the reasons stated.

The person reviewing the record shall have the opportunity to review or inspect the complete record unless the request was for a specific part or parts of the record.

STUDENT REGULATORY POLICY 2020-21

DEANS – ATTENDANCE (708) 467-5800

Ms. Denise Ghaowi: Dean (A-F) (708)467-5805
TBD: Dean Secretary (A-F) (708)467-5801
Mr. Chris Kelly: Dean (G-N) (708)467-5806
Ms. Claudia Gonzalez: Dean Secretary (G-N) (708)467-5802
Mr. Vincent Loizzo: Dean (O-Z) (708)467-5804
Ms. Janet Caprio: Dean Secretary (O-Z) (708)467-5803

DISCLAIMER

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

STUDENT HANDBOOK

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

GENERAL INFORMATION

Students, as citizens and residents of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers and administrators have a responsibility to respect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing rights of the individuals with the rights of society is as valid in the educational community as it is in the larger community. There are certain special responsibilities required of a citizen who is a student in school and these responsibilities can be achieved in a harmonious way by subscribing to the six pillars of character outlined below.

Six Pillars of Character (as defined by the Josephson Institute of Ethics)

These are six pillars of character that all people should strive to live by. These pillars represent discrete ethical concepts that function as moral truths and act as guidelines for desired social behavior and for making sound decisions. These pillars help people to see what unites our diverse and multicultural society. Finally, these principles act as filters through which to process our decisions and hence improve our character.

1. **Trustworthiness**: this concept requires honesty, integrity, reliability and loyalty. Honesty in communication requires truthfulness (an obligation not to lie), sincerity/non-deception (an obligation not to mislead or be deceptive) and candor (an obligation to volunteer information that another person needs to know). Honesty in conduct prohibits stealing, cheating, fraud, subterfuge and other trickery. Integrity implies personal rules of conduct that are based on acceptable social morals and behavior that do not vary with different situations. Reliability creates the responsibility of making all reasonable efforts to fulfill our commitments. Loyalty is a moral responsibility to promote and protect the interests of certain people, organizations or affiliations.

2. **Respect**: this concept requires civility, courtesy, decency, autonomy and tolerance. Civility, courtesy and decency refer to treating others with consideration and not to resort to intimidation. Autonomy requires an ethical person to provide information so other people can make informed decisions about their own lives. Tolerance requires an ethical person not to pre-judge people and accepts them without prejudice.

3. **Responsibility**: means being in charge of our choices and thus, our lives. It means being accountable for what we do and recognizing that what we do or not do matters. Accountability requires leading by example and not shifting blame to others or claiming credit of others. Pursuit of excellence requires a willingness to do our best through diligence, perseverance (finish what we start), and continuous progress (constantly looking for ways to do the job better). Self-restraint requires us to exercise self-control, restrain appetites (i.e. lust, hatred, gluttony, greed and fear) to set a good example.

4. **Fairness**: involves issues of equality, impartiality, proportionality, openness, and due process. Refers to making decisions without favoritism or prejudice and correcting mistakes promptly and voluntarily.

5. **Caring**: this is the heart of ethics and means to be genuinely concerned with the welfare of others.

6. **Citizenship**: includes civic virtues and duties that show us how to behave as part of a community, exercising responsibilities of a member of a self-governing democratic society and doing our “fair share” to make society work now and in the future.

ENROLLMENT

Residency: Only resident pupils are entitled to tuition-free enrollment in ACHS. The District will verify residency of students each school year. The District will presume a child to be a resident of
the District if the person who has legal custody of the student resides within District boundaries on a full-time basis. Information establishing residency and legal custody must be presented to the District at registration.

Required Records: In addition to the records required to establish student residency, a person enrolling a student for the first time in a District school must provide (i) a certified copy of the student’s birth certificate or (ii) other reliable proof, as determined by the State Police, of the student’s identity and age. If a person enrolling a student fails to produce a birth certificate, he or she must provide an affidavit explaining the inability to produce a copy of the birth certificate. The District will notify the police if a person enrolling a student fails to comply with the requirement within 10 days of enrollment or submits an affidavit that appears inaccurate or suspicious in form or content.

All students enrolling in ninth grade or enrolling for the first time in Illinois schools must also provide proof of a health examination and immunizations against communicable diseases and any required physical examinations. If a student’s parent/guardian objects to any or all of the health or immunization requirements on religious grounds or if the student is exempt from these requirements on medical grounds, proper documentation must be provided. For religious objections, the parent/guardian must present a signed statement detailing the grounds for the objection, including the specific religious belief with which the health or immunization requirement conflicts. For medical exemptions, the examining physician must provide written endorsement of the contraindication on the Health Examination Form. If necessary, the form will be forwarded to the Illinois Department of Public Health for review and approval/disapproval, and the District will honor the recommendation of the Department.

Homeless Students: Homeless students are protected under state and federal law. A homeless student is one who:
1. lacks a fixed, regular and adequate nighttime place of abode;
2. is abandoned in a hospital or awaiting foster care placement; or
3. has a primary nighttime place of abode that is:
   a. shared with others due to loss of housing, economic hardship, or a similar reason (e.g., motels, hotels, trailer parks, or camping grounds);
   b. a supervised publicly or privately-operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
   c. an institution that provides a temporary residence for individuals intended to be institutionalized;
   or
d. a public or private place not designated for or ordinarily used as a regular sleeping accommodation, i.e. cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Homeless students may be enrolled, even if they lack the records normally required to establish residency, if the student was a resident of the District immediately before the student became homeless, if the student was last enrolled in the District, or if the student’s temporary residence is located within District boundaries. No homeless student is required to attend a separate school for homeless students. Homeless students shall be provided equal access to all education programs and services for which they are eligible and that non-homeless students enjoy including transportation services,
educational services, and meals through school meals programs. Homeless students will not be stigmatized by school personnel.

For more information regarding the educational rights of homeless students, contact the District’s Homeless Student Liaison, Mr. TBD, at 708-467-5825 or bcotter@argohs.net.

**Transfer Students**: A person enrolling a transfer student must provide evidence that the student is in “good standing” and that the student’s medical records are up to date. Students who transfer to ACHS and who are currently on suspension, enrolled in an alternative placement, or expulsion from another school will not be admitted to ACHS until the suspension or expulsion is complete. Students who transfer to ACHS while placed at an alternative school may be admitted to ACHS but continue with an alternative placement.

**STUDENTS WITH DISABILITIES**
The District provides a free appropriate public education in the least restrictive environment and necessary related services to all enrolled students with disabilities eligible for such services under the Individuals with Disabilities Act (IDEA), the School Code, Section 504 of the Rehabilitation Act of 1973, and/or the Americans with Disabilities Act (ADA). The District also complies with the Care of Students with Diabetes Act, 105 ILCS 145/et seq., including providing diabetes care plans to eligible students as required by state law. Inquiries regarding the identification, assessment, and placement of such children should be directed to Mr. Dan McCarthy, Department Chair for Pupil Personnel Services, at 708-467-5808 or dmccarthy@argohs.net.

**ENGLISH LANGUAGE LEARNERS**
The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. For further information, please contact Mr. Tommy Jankowicz, Languages Department Chair, at 708-467-5622 or tjankowicz@argohs.net.

**PRIVACY AND THIRD PARTY SURVEYS**
Surveys
Third party student surveys and questionnaires are those that are created by a person or entity other than a district official, staff member or student. Third party student surveys and questionnaires will be administered at the discretion of the superintendent and only when they serve to advance the district’s educational objectives. Notice will be provided to parents prior to the administration of third party surveys or questionnaires, and parents will, upon their request, be permitted to inspect the survey or questionnaire within a reasonable time of their request. The District will obtain prior written parent consent prior to administering any survey by the district, student or third-party, that reveals the following information regarding:

- Political affiliations or beliefs of the student or his/her parent/guardian;
- Mental or psychological problems of a student or his/her family;
- Behavior or attitudes about sex;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
- Religious practices, affiliations or beliefs of the student or his/her parents/guardians; or
• Income (other than required to determine eligibility for participation in a program or for receiving financial assistance under such program)

• Prior to giving consent, parents will be given an opportunity to review the survey upon request. School staff will not disclose the identity of any student who, upon written consent of the parent/guardian, completes any survey or evaluation regarding the above items.

**Selling or Marketing Student Personal Information**

Selling or marketing students’ personal information is prohibited, and under no circumstances may a school official or staff member provide a student’s “personal information” to a business organization or financial institution that issues credit or debit cards.

**Instructional Material**

A student’s parent(s)/guardian(s) may inspect, within a reasonable time of a request, any instructional material used as part of their child/ward’s educational curriculum. The District may provide classes and courses providing instruction in recognizing and avoiding sexual abuse. Parents may object to their child’s participation in such classes, and refusal to take or participate in such class or course after a written objection is made will not be reason for failing, suspending, or expelling such a pupil. Objection to this or any other instructional material should be made in writing to Ms. Jessica Nall, Asst. Principal for Teaching and Learning at 708-467-5503 or jnall@argohs.net.

**Student and Family Privacy Rights**

Please refer to Board of Education Policy 7:15, Student and Family Privacy Rights, for the District’s comprehensive policy regarding student and family privacy rights. A copy of the policy is available on request from Dr. William C. Toulios, Superintendent, at 708-467-5510 or jToulios@argohs.net.

**Argo Academic Honesty Policy**

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

**All of the following are considered acts of academic dishonesty:**

- Sharing answers from a graded assignment with other students
- Turning in the same work to two different classes or for two different graded assignments
- Presenting someone else’s words, thoughts, work, images, ideas as one’s own
- Providing another student access to graded assessments, including but not limited to sharing passwords and login information.
- Completing academic work for another student.
- Taking graded assignment information from another student, with or without his or her knowledge.
- Falsifying or inventing any information or citation for a graded assignment
- Using materials or resources which are not permitted, including but not limited to online translator and conversion applications, previous years’ quizzes or tests, websites, or cell phones
- Changing grades in a gradebook – electronic or printed
• Providing test questions or answer to other students or receiving test questions or answers from another student
• Unauthorized possession (physical or digital) of graded assignments

Collaboration
Collaboration is an essential 21st century skill and is encouraged in many classrooms. Certain coursework and assignments such as team projects, papers, and laboratory work may involve collaboration. However, unless expressly permitted or prescribed by the faculty member, students shall not engage in collaboration on graded assignments. It is the student’s responsibility to ask for clarification from the faculty member to what extent, if at all, collaboration with others is allowed. If you have questions about academic dishonesty, please consult your instructor. *Ignorance of this policy does not excuse any of the behaviors listed above.*

Process for assigning consequences and reporting academic dishonesty:
1. The Instructor informs the student (verbally), parent (phone), and Department Chair and Dean (Log entry and email) that the student has violated the Academic Honesty Policy.
2. The Instructor uses the Consequence Chart below to assign an academic consequence to the student. The academic consequence should be part of the initial communication to the parent.
3. Within two school days, the Dean will meet with the student to assign behavioral consequences. These consequences will be communicated with the parent by the Dean. Additionally, the Dean will log the infraction in PowerSchool.

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

<table>
<thead>
<tr>
<th></th>
<th>Minor Assignment</th>
<th>Major Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>Zero for the assignment, a behavioral consequence(s) assigned by Dean, Parent</td>
<td>Opportunity to redo for no more than 90% of the original credit and behavioral</td>
</tr>
<tr>
<td></td>
<td>Contact/Behavior Contract</td>
<td>consequence(s) assigned by Dean, Parent Contact/Behavior Contract</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>Zero for the assignment, a behavioral consequence(s) assigned by Dean, Parent</td>
<td>Zero for the assignment, loss of Honors Diploma option, and behavioral</td>
</tr>
<tr>
<td></td>
<td>Contact/Behavior Contract and social suspension for one semester.</td>
<td>consequence(s) assigned by Dean, Parent Contact/Behavior Contract</td>
</tr>
<tr>
<td>3rd Offense (and beyond)</td>
<td>Same as Major Assignment 2nd Offense</td>
<td>Consequence will be assigned by an Academic Discipline Committee</td>
</tr>
</tbody>
</table>

Minor and Major assignments will generally be defined as
• Minor Assignment: Participation, Homework, Practice
• Major Assignment: Labs, Essays, Quizzes, Tests, Products, Presentations

Minor and Major assignments will be specifically defined by each course team and will be indicated on the course syllabus.
Potential behavioral consequences for academic dishonesty include, but are not limited to:

<table>
<thead>
<tr>
<th>Consequence</th>
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</thead>
<tbody>
<tr>
<td>Social Suspension (includes Homecoming and Prom)</td>
</tr>
<tr>
<td>Campus Service – Bus Cleanup, Campus Cleanup, etc.</td>
</tr>
<tr>
<td>Loss of NHS option</td>
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<tr>
<td>Loss of field trip privileges</td>
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<tr>
<td>Loss of walking at graduation</td>
</tr>
<tr>
<td>Loss of opportunity for Argo-sponsored scholarships</td>
</tr>
</tbody>
</table>

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

**Additional Information:**
- Deans will apply additional behavior consequences when academic consequences cannot be applied.
- Unless approved by a school administrator, the Academic Honest Policy, and the consequences assigned when violated, supersede student obligations to athletic teams and activities.

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

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

**DANCE RULES**
Students must present a current school ID card to be admitted to an ACHS dance. Guests will be admitted only if:
1. the student submits a signed approved guest request form to the Dean’s office no later than 48 hours before the day of the event.
2. the guest presents appropriate identification, such as a state-issued photo identification or school identification card, at the door; and
3. the guest is not an elementary school student or 21 years old or older.

Student guests may be refused entrance to a dance at the discretion of school officials. Students and guests must follow all rules and regulations of the school while in attendance at the dance and are subject to the rules (including the dress code) and consequences of the disciplinary
code. Dancing which is provocative in nature or sexually suggestive is not allowed. Students may not enter a dance later than one hour after the dance starts. The “one time in” rule will be enforced, which means that once you are in the dance and you leave, you will not be allowed to come back in. Students must attend school for the entire day on the day of the dance or the previous attendance day if the dance occurs on a non-attendance day if they are attending a school dance (ex. Senior Banquet, Prom, etc.). Behavior at dances may affect participation and/or attendance at other school events including Prom and graduation.

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

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

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

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

EATING
Students are allowed to have covered drinks in the halls and are responsible for proper disposal of all garbage. Teachers will have the discretion to prohibit food/drinks in their classroom.
SALE, DELIVERY OR DISTRIBUTION OF GOODS
Students may not sell any items during school or at any school related event without prior written approval of school administration or the appropriate governing body which approves such sales. Approval will be given only to school sponsored groups for food items for fundraising purposes consistent with federal and State law. Food items intended for celebrations should not be brought into the school for distribution. Food items are not be delivered during school hours. If items are delivered by a parent/guardian, they must be dropped off at the main entrance, and students can pick up these items during their passing periods. Students will not be called out of class to get these items, unless it is an emergency.

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

STUDENTS LOCKS/LOCKERS
Lockers are the property of the school and students have no expectation of privacy in their personal property left in lockers. Officials, local police, and administrative designees may search lockers at any time, without notice or consent, including with specially trained dogs/canine units. At all times, lockers are to be treated with care. School Students are responsible for damage done to their lockers. Students are not allowed to share lockers. All students must use school issued locks on their hall lockers and PE lockers.

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

School Property and Equipment as well as Personal Effects Left by Students
School authorities may inspect, and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left by a student within them, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The administration may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained canine units.

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

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

**STUDENT ASSISTANCE TEAM**

Students who are referred to the Deans’ Office for use and/or possession of illegal substances will be referred to the Student Assistance Team for review. For further information contact Mr. TBD, Director of ESS at (708) 467-5825.

**PEER MEDIATION**

Students involved in conflicts may be referred to Peer Mediation or may request to participate in Peer Mediation. Peer Mediation is a proactive means of students resolving differences. Students requesting Peer Mediation should contact Ms. Allison Bean, Social Worker, at 708-467-5819 or abean@argohs.net.

**ELECTRONIC DEVICES**

Argo Community High School encourages the responsible and appropriate use of technology including cell phones, iPods, iPads, tablets, laptops, smartwatches, etc. within the school setting. **School issued devices must only be used for educational purposes.** Students may use electronic equipment, including cell phones, at school until the beginning of first period, during passing periods, during lunch, and after last period unless directed otherwise by a staff member. Use of any electronic device, besides the device provided by Argo Community High School, is not allowed in the classroom unless authorized by an individual instructor (including cell phones and smartwatches). Use of such items are not to interfere with classroom instructional time. Individual teachers may provide guidelines for usage in classroom settings. **However, these devices must be turned off and put away prior to entering the classroom, Athletic/P.E., locker room or bathrooms.** The following is a non-exhaustive list of rules regarding student use of electronic devices. Violation of these rules or this policy will result in school-assigned discipline and may cause the items to be confiscated and delivered to an administrator to be returned at the discretion of the administrator.

1. Unauthorized Electronic Devices and Cell phones, including headphones and earbuds must be turned off and put away before entering ALL classrooms.
2. Improper use of an electronic device such as a cell phone may result in confiscation by a school administrator or SRO (school resource officer).
3. Devices can be used in common areas including the cafeteria and LRC.
4. Ringers must be set to “silent” or “vibrate”. Speaker mode cannot be used.
5. Students are NOT allowed to talk or video chat on an electronic device during the school day.
6. Ear buds/Headphones are not permitted in classrooms unless authorized by and instructor. All students must remove earbuds and headphones in common areas when requested by a staff member.
7. Wireless speakers are prohibited.
8. Students must comply with staff directives related to use of electronic devices, including but not limited to: ending conversations, reducing volume, and/or issues of appropriate usage/language.
9. Devices must be off and out of sight in locker rooms, bathrooms, detention/in-school suspension areas as well as in halls during class periods
10. Using a cell phone, video recording device, smartwatch or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is prohibited. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, or receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cell phone.

11. Any cell phone may be confiscated and/or searched upon reasonable suspicion of sexting and/or criminal activity. A student’s cell phone may be confiscated and searched upon reasonable suspicion that the search will produce evidence that a student has violated or is violating the law or the District’s student conduct rules. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the SRO (school resource officer), police and reporting suspected child abuse or neglect when appropriate.

12. Students may not be in possession of electronic communication devices/cell phones while taking any test. Use during after school extra-curricular activities may be prohibited or restricted by the activity supervisor. Students are personally responsible for the security of their electronic communication devices.

13. Students are prohibited from using personal cell phones or other electronic devices to record (video or audio) any school activity, event, or school-related work without the consent of the supervising teacher/sponsor/coach.

14. Students are prohibited from posting or sharing pictures or video taken in school without the consent of the supervising teacher.

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

<table>
<thead>
<tr>
<th>Offense</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>Detention issued and parent notified</td>
</tr>
<tr>
<td>2nd offense</td>
<td>Extended detention issued and parent notified</td>
</tr>
<tr>
<td>3rd offense</td>
<td>In-school suspension issued and parent notified. Student cell phone is confiscated for the day during ISS.</td>
</tr>
</tbody>
</table>

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

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

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

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

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

STUDENT IDENTIFICATION CARDS ID’s
For the safety and security of the school community, all members of the Argo community must wear an ID on them at all times in the building and must carry their ID at school related events. Students may be required to scan their ID to gain entrance to the school building, to check into a common location in the building (IT Help, LRC, Nurse, etc.), to attend school events, to board a school bus, or to pay for a meal in the Cafeteria. Consequences for not wearing an ID will be determined on a case by case basis. Students with no incidents of failing to carry an ID may be eligible for incentives.
● Students are required to present an ID to any staff member who asks for it.
● Students without IDs must report to the Main Entrance to receive a temporary ID for the day.
● A fee will be assessed for a new ID after a student has requested 5 temporary IDs.
STUDENT VEHICLES AND PARKING

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

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

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

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

ATTENDANCE

A. Purpose
Regular attendance and application in classes are critical to success in school. ACHS attendance policies are designed to promote an effective learning climate for students and an efficient use of teacher time.

B. Definitions
1. Absence: Any class missed for any reason other than a field trip, in-school suspension, suspension, or other administratively excused absence.
2. Excused Absence: An absence accompanied by a telephone call from the parent or guardian to 467-5800 before 3:00 p.m. on the day of the absence for one of the following reasons:
   a. Illness;
   b. Death in the immediate family;
c. Family emergency;
d. Observance of a religious holiday

or

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

Voice Mail is available 24 hours a day for your convenience. A call from the parent/guardian should include the following information: student’s name, student ID number, reason for absence, name of person calling, and contact number.

In the case of an extended illness, notification on the first day of absence is sufficient. However, the school may require subsequent re-verification from a physician.

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

3. Any absence after 12 will be considered UNEXCUSED unless medical documentation is received within two school days of absence to validate the absence(s) and/or is deemed excused by Administration.

4. Unexcused Absence: Any absence that is not an excused absence. Unexcused absences may result in consequences including, but not limited to, detention and in-school suspension.

Invalid Reasons for Absence:
- a. Oversleeping
- b. Missing the bus
- c. Car problems
- d. Work
- e. Babysitting
- f. Completing work for class

5. Tardy to Class or Study Hall: A student is tardy if the student is not physically present in the classroom when the bell stops ringing without written authorization. Excessive tardiness to class, study hall or lunch may result in disciplinary action. Consequences will be as follows:
- 3 tardies will result in a digital parent/student warning from PowerSchool
- 5 tardies will result in a detention, (see Dial Back option below)
- 7 tardies will result in an extended detention or alternative consequence
- 9 tardies will result in an ISS or alternative consequence
- 12 tardies will result in further disciplinary consequences including but not limited to social suspension, and a parent meeting with the teacher, dean and counselor or an alternative consequence.

“Dial Back”: Any student with 5 tardies on their record, who is on time for five (5) consecutive days to the class to which they were tardy, can have their tardy total “dailed back” by one (1) tardy for that class. Subsequent five (5) consecutive days on time, will result in one (1) day “dial back”. The “dial back” will stop at four (4) tardies per semester. Students should submit their dial back request the same day that they complete their five (5) consecutive days on time. They still are required to serve any after school detentions they have been assigned.
6. Cut of Class: Any student more than five (5) minutes late to class without written authorization is considered to have cut class. A cut of class may result in consequences including, but not limited to, detention and in-school suspension. Any student reporting more than five (5) minutes late to class must remain in class or face additional disciplinary action.

7. Absence due to medical condition: If a student misses school due to a medical condition, the parent/guardian should contact the Attendance Office to report the absence and the student’s counselor to secure all coursework assignments. Upon the student’s return to school, they must bring a doctor’s note to the Nurse’s Office. Medical documentation must be received within 48 hours of the student returning to school. All medical documentation for a one-day absence must be time stamped with the time the student entered the doctor’s office and the time the student left the doctor’s office.

8. Closed Campus: ACHS is a closed campus. Students may not leave the school building during the day without authorization from the Deans’ Office. The nurse is the only individual that can send a student home sick. Parents are required to sign out of the building before they leave the campus. Violation of the closed campus rules may result in consequences including, but not limited to, detention and in-school suspension.

C. Consequences Related to Poor Attendance

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

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

D. Truancy

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

Consequences for unexcused absences are:

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

Argo Community High School believes that in order to fulfill our mission, regular and punctual attendance is essential. The ACHS Deans’ Office will work in conjunction with the Summit Police Department to notify, warn, and enforce ORDINANCE NO. 10-0-11, Section 6-1-84 which states
that it is unlawful for any parent, guardian, or person having custody or control of a minor enrolled in any school located in the Village of Summit to cause, permit, or encourage that minor to be truant or engage in chronic truancy. For more information regarding truancy, please contact the Deans’ Office at 708-467-5800.

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

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

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

DISCIPLINE (GENERAL)
A student may be subject to discipline for gross disobedience or misconduct, which includes but is not limited to the minor and major infractions listed below. Any serious misbehavior or behavior that impairs a positive school climate and an optimum learning environment can be gross disobedience or misconduct which, at the discretion of the principal or deans, may warrant discipline, up to and including a suspension or a recommendation for expulsion to the School Board. School authorities are also authorized to impose other disciplinary measures for gross disobedience or misconduct, such as peer mediation and other consequences allowed by the District’s policies and guidelines on student discipline.

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

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

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

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

Examples of minor Infractions are:
- Insubordination toward staff
- Use of profanity/obscenity and/or inappropriate language
- Academic Dishonesty/Deception
- Leaving campus or class without permission
- Failure to wear ID around neck at all times
- Intentionally misusing a locker or use of a locker not assigned
- Inappropriate public displays of affection
- Inappropriate/unacceptable dress
- Eating outside of the school cafeteria (e.g. in the hallways, locker room, and field house). Students are allowed to carry covered drinks in the halls and are responsible for proper disposal of all garbage. (Teachers will have the discretion to prohibit food/drinks in their classroom).
- Selling of unauthorized items in school
- Possession and/or use of a laser pointer on school property
- Using or possessing an electronic device or other technology in a manner contrary to school policy.
- Jaywalking (students not utilizing the designated crosswalks to cross 63rd St.)

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

- Fighting
- Multiple fights may result in an expulsion hearing
- Verbal altercations
- Aggressive, physical behavior, and/or dangerous conduct
- Gambling on ACHS premises at any time
- Gross insubordination
- Gross misconduct
- Any verbal or physical threat directed toward a staff member
- Any Incident, which is racially, ethnically or religiously motivated and could be considered a hate crime
- False fire alarms
- Bomb threats
- Use of profanity/obscenity and/or inappropriate language to staff
- Theft/possession of stolen property
- Vandalism/defacing property (tagging is considered destruction to state property)
- Extortion
- Smoking, use, and/or possession of any tobacco products (ex. lighters, rolling papers, electric cigarettes, vape pens and vape cartridges, smoking paraphernalia etc.)
- Possession/use/distribution of fireworks, other explosives, or hazardous materials
- Sexual / Gender Harassment
- “Sexting,” which is defined as a minor under the age of 18 to electronically distribute or disseminate any material that depicts another minor nude or engaged in any sexual or lewd conduct (Electronic transfers include transfers via computer or any other electronic communication device)
- Inciting mob action/disruptive behavior
- Assault
- Behavior/acts, which threaten the safety of others or self in school
- Commission or abetting commission of any crime
- Intimidation, bullying, cyber-bullying, harassment, threats against another student and hazing of any kind
- Possession, use, control or transfer of any weapon, which is any object that can be used to cause bodily harm, and which includes but is not limited to firearms, knives, box cutters, guns (including BB guns), brass knuckles, pepper spray and billy clubs, and sticks, baseball bats, pipes, bottles, locks, pencils, etc. if possessed or used with the intent to cause bodily harm
- Gang activity, which includes but is not limited to any gang related fighting, gang recruitment, gang involvement, graffiti, or display of gang signs
- Possession of any controlled substance (including look-a-likes), with or without the intent to distribute
- Being under the influence or possession of drugs, including intoxicants or alcohol, and including look-a-likes and drug paraphernalia.

C. TOBACCO AND VAPE POLICY
It is against school policy to be in possession of or use of any tobacco products (cigarette, e-cigarettes/vape pens, vape cartridges loose tobacco, chewing tobacco, liquid tobacco, and vape paraphernalia) or paraphernalia (lighters, matches, and rolling papers), regardless of the age of the student, on school grounds, on property adjacent to the school, or at any school function. Tobacco products and paraphernalia will be confiscated and not returned. In addition, the village ordinance of Summit requiring a fine for students who are seen smoking or who have tobacco in their possession, will be strictly enforced.

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

BULLYING, TEEN DATING VIOLENCE, INTIMIDATION AND HARASSMENT
Bullying, teen dating violence, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental or emotional abuse to control an individual in the dating relationship, or uses or threatens to use sexual violence in the dating relationship. The District will fully implement and enforce board policies prohibiting bullying, teen dating violence intimidation and harassment, including Policy 7:180, Preventing Bullying Intimidation, and Harassment; Policy 7:190, Student Discipline; 7:310, Restrictions on Publications and Written or Electronic Material; 7:20 Harassment of Students Prohibited, and 7:185 Teen Dating Violence Prohibited. Copies of those policies are available by request from Mrs. Allison Bean, Social Worker, at 708-467-5819 or abean@argohs.net. The District’s Policy on Bullying (7:180) is as follows: Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from military services, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, or actual or potential marital status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited. No student shall be subjected to bullying: 1. During any school sponsored education program or activity. 2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities. 3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. 4. Through the transmission of information from a computer that is accessed at non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (#4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program. For purposes of this policy, the term bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: 1. Placing the student in reasonable fear of harm to the student’s person or property; 2. Causing a substantially detrimental effect on the student’s physical or mental health; 3. Substantially interfering with the student’s academic performance; or 4. Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying, intimidation, and/or harassment may take various forms, including without limitation one or more of the following: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of
bullying. For purposes of this policy, the term *bullying* includes harassment, intimidation, retaliation, and school violence.

**Bullying Prevention and Response Plan**

1. The Superintendent or designee shall develop and maintain a program that fully implements and enforces each of the following Board policies:

   a. 2:260, *Uniform Grievance Procedure*. This policy contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably. After an investigation, the Complaint Manager shall file a written report of his or her findings with the Superintendent for his or her action. The student may appeal any decision to the Board.

   c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.

   d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

11. The Superintendent or designee will encourage all members of the school community, including students, parents, volunteers, and visitors, to report: (a) alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence, and (b) locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.

12. The Superintendent or designee will communicate the District’s expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.

13. The Superintendent or designee will annually communicate this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.

14. The District will engage in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District’s schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness. The District will post this information on the website.

15. The District will ensure that this policy complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

Bullying is contrary to State law and the policy of the District. This policy is not intended, however, to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

LEGAL REF.:
DETENTION/SUSPENSION/EXPULSION PROCEDURES

A. Detention: Detentions are held after school Monday and Wednesday from 3:10 p.m. to 4:10 p.m. and Wednesdays from 7:00 to 8:00 a.m. and 8:00 a.m. to 9:00 a.m. Parents must notify the school by 8:00 a.m. the following day if students were unable to attend. Unexcused absence from detention will result in an extended detention. Students who miss more than five detentions in a semester without an acceptable excuse may receive additional disciplinary consequences.

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

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

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

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

ISS is held during the day on Monday through Friday from 8:00 a.m. to 2:55 p.m. All students in ISS will turn off and put away their cell phone for the entire duration of ISS. If a student in ISS violates this policy, they will be required to place their cell phone in a secure cell phone locker. Students who fail to comply with all ISS policies will receive an additional ISS day.

*Students serving detention, extended detentions or ISS are not permitted to ride the late activity bus (6:15pm) unless attending an approved Argo extra-curricular activity or if such transportation is provided in a student’s IEP for section 504 plan.

D. Suspension: Illinois Rev. Stat. Ch. 122, 10-22.6(a) authorizes the Superintendent, the Principal, Assistant Principal, or the Dean to suspend from school and all school functions a student guilty of gross disobedience or misconduct for a period not to exceed ten (10) school days. Students are responsible for securing assignments from their teachers and will have as many days
as they are suspended to complete their coursework. The student and/or parents or guardian are due the following procedural protection:

1. Suspensions will be administered in the following manner:

   a. 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.

   b. 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.

   c. 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.

2. 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.

3. Prior to suspension, the student will be provided oral or written notice of the charges. If the charges are denied the student will be given an explanation of the evidence against him and an opportunity to present his/her version of the incident.

4. Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student’s presence poses a continuing danger to persons or property, or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing will follow as soon as practical.

5. Any suspension will be reported as soon as possible to the parents or guardian of the student. Such reports will contain a full statement of the reasons for the suspension and a notice to the parents or guardian of their right to review.
6. Upon written request of the parents or guardians, within 2 calendar days of receipt of a suspension notice, a hearing officer appointed by the school board will review the suspension. At the review, parents/guardians of the pupil may appear and discuss the suspension with the hearing officer and may be represented by counsel. The hearing officer will report to the board a written summary of the evidence heard at the meeting. Upon receipt of the written report of the hearing officer, the Board may take such action as it finds appropriate. The Board will provide the parents or guardians a written decision that includes 1) the specific act of gross disobedience or misconduct that results in the suspension; 2) a rationale as to the duration of the suspension; 3) for suspensions greater than 3 days, whether it was determined that no other appropriate interventions were available; and 4) for suspensions greater than 4 days, whether appropriate and available support services were provided during the suspension or whether no appropriate services were available.

7. The school will facilitate the re-engagement of students who are suspended out of school.

E. Social Suspension: Social suspension is the suspension of the right to attend activities (dances, games, etc.) conducted on an extra-curricular basis at Argo Community High School due to disciplinary issues.

1. Social Suspension: Students may be placed on social suspension for a period of time to be determined by the Administration when either of the following disciplinary sanctions have occurred:

a) Two suspensions of any length in the same semester

b) Major infractions and/or suspension of at least five days.

c) Missing more than five detentions/extended detentions

d) Accumulating five ISS's in the same semester

e) Seniors that do not meet the graduation requirements for their graduating year. (Ex. A student that has not earned sufficient credits to graduate in May of their graduation year). This section acknowledges that students with Individual Education Plans may have an alternate timeline for graduation.

f) Excessive absences and tardies

g) Administration holds the right to place a student on social suspension on their discretion

Students who are placed on social suspension may not attend any extra-curricular activities during this suspension period. These include senior privileges, games, and dances (fees associated with attendance at events are non-refundable). Social suspension may be assigned for up to one semester and may be continued to the following semester at the discretion of administration. It shall only be extended beyond one semester if the problem(s) continue and the student and parent are notified. It may be reduced if the student and parent enters into and meets the provisions of an agreement to improve behavior as determined by the principal or his/her designee.

Participation in athletics and activities will be governed by the ACHS athletic and activity code of conduct.
F. Expulsion: Illinois Rev. Stat. Ch. 12, 10-22.6(b) authorizes the Board of Education to expel students guilty of gross disobedience or misconduct. The following procedures will apply:

1. 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.

2. Prior to expulsion, the student will be provided written notice of the charges and the time and place of hearing. The student will have an opportunity for a hearing, at the time and place designated in the notice, conducted by a hearing officer appointed by the Board of Education. The hearing officer will report to the Board the evidence presented at the hearing and the Board will take such final action as it finds appropriate.

3. During the expulsion hearing, the student and his/her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence on his/her behalf and cross-examine adverse witnesses. The expulsion hearing will be a two-part proceeding. First, the hearing officer will gather evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as charged. The hearing officer will summarize the evidence in a report submitted to the Board of Education. The Board will determine whether the student committed the misconduct charged and submit a report to the student’s parents detailing the specific reasons why removing the pupil from the learning environment is in the best interest of the school and providing a rationale as to the specific duration of the expulsion.

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

4. The School will facilitate the re-engagement of students who are expelled.

G. Driver Education

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

a) Demonstrate academic progress (students must have earned at least 8 credits during the previous two semesters prior to enrolling in Driver’s Education)

b) Demonstrate responsible behavior:

1. Refrain from excessive acts of inappropriate behavior or acts of unacceptable behavior as defined by the student regulatory policy

2. Successfully complete consequences when assigned

3. Follows attendance policy
4. Does not receive excessive numbers of detentions, extended detentions, ISS days or suspensions.

H. Substance Abuse Referral

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

I. Alternative Consequences

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

BEHAVIOR ON BUSES

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

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

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

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.

2. Do not move from one seat to another while on the bus.

3. Keep all parts of the body and all objects inside the bus.

4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.

5. Enter and exit the bus only when the bus is fully stopped.

6. All school rules apply while on the bus, at a bus stop, waiting for the bus, and portal to portal.

7. Use emergency door only in an emergency.

8. In the event of emergency, stay on the bus and await instructions from the bus driver.

9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.

10. Do not open windows.

11. Do not throw any objects on or off the bus.
12. Keep the bus neat and clean.

13. Athletic footwear equipped with cleats or spikes are not allowed on the bus.

14. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.

15. Be waiting at your bus stop on time.

16. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.

17. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.

18. Eating is not permitted on the bus.

19. Parents will be liable for any defacing or damage students do to the bus.

20. Students taking the activity bus must have a bus pass or athletic/activity sticker for the appropriate season. For example, a student who is staying after school for a detention, ISS, or AAH, or tutoring can only take the 4:30p.m. activity bus and must have a pass to do so.

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

**DISCIPLINE (DISABLED STUDENTS)**

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

A student with a disability may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that the student receives educational services to the extent required by the IDEA during such removals. No student with a disability will be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Any student with a disability whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that a special education student under the IDEA and the Illinois School Code will continue to receive educational services as provided in the IDEA during such period of expulsion.

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

POLICY AGAINST DISCRIMINATION

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

Any student may file a discrimination grievance by contacting Ms. Denise Ghaowi, Dean of Students, (Title IX Coordinator) at 708-467-5805 or dghaowi@argohs.net or Mr. Dan McCarthy, Department Chair for Pupil Personnel Services, (Section 504 Coordinator) at 708-467-5808 or dmccarthy@argohs.net. The grievance procedure includes the following steps:

a. After receiving the initial complaint, information will be collected about the alleged incident. All reasonable efforts will be made to resolve the complaint, and provide a prompt and equitable resolution.

b. Disciplinary action may be taken depending on the seriousness and pervasiveness of the complaint.

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

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

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

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

POLICY AGAINST SEXUAL HARASSMENT AND MISCONDUCT

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

Retaliation by school employees against any student who makes a complaint under this policy is prohibited. Accordingly, a student’s good faith action in reporting alleged sexual harassment will not adversely affect the student’s education, grades, curriculum or record. However, if a student or witness is found to have been intentionally dishonest in making a report, the student or witness will be subject to discipline. Any student who feels he or she is the victim of retaliation should report the retaliation in the manner described above.

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

a. Such conduct has the result in creating an intimidating, hostile, or offensive school environment for another person.

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

HARRASSMENT OF STUDENTS PROHIBITED

a. No person, including a District employee or agent or student, may harass or intimidate another student based upon a student’s sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidated conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates
intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

a. The policy against harassment of students prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.

b. This policy prohibits students from: (1) accessing, and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written or electronic material, including Internet material, blogs and electronic messaging that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

c. Complaints alleging a violation of this policy should be reported to the Deans’ Office or the Office of the Principal. Violations of this policy will be reviewed by the school administration for appropriate disciplinary action up to expulsion and possible referral to the police.

NOTICE OF DISABILITY ACCOMMODATION

The District does not discriminate on the basis of disability in the provision of or access to any of its programs or services by students, parents, or community members. If you require accommodation to attend or participate in any board meeting, parent-teacher meeting, or other District activity or event, please contact Mr. TBD, the Director of Educational Support Services, at 708-467-5825. If you feel that you have been discriminated against on the basis of disability in the District’s provision of programs or services, please contact the Director of Educational Support Services, Mr. TBD, at 708-467-5825.

COMPUTER USE AND INTERNET INFORMATION

SECTION I: ACCEPTABLE USE OF THE DISTRICT’S ELECTRONIC RESOURCES

Access to the District’s electronic resources is intended for educational and extra-curricular purposes and District business. Students may only use the District’s electronic resources for incidental personal use during non-instructional times if the student is authorized to use the particular electronic resource at the time used, the use complies with the other parameters of the District’s policies and procedures governing use of District electronic resources, and the use does not violate any other District policy or state or federal law, including Policy 7:190, Student Discipline and related procedures.

Users must take reasonable steps to protect the security of the District’s electronic resources. Among other things, users may not share passwords or allow others to access electronic resources using the user’s password or profile. Any user who becomes aware of a security breach must notify a District representative immediately.
Users are responsible for appropriately using the District’s electronic resources. If a user has questions about whether a particular use is acceptable, the user is expected to speak to or teacher or administrator (for students and all other users) before engaging in the particular use.

The Opportunities and Risks of Technology Use

The District has the ability to enhance its students’ educations through the use of the District’s electronic resources, including technology devices and the Internet. The District’s goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Parental authorization is required before a student may use such resources.

Although electronic resources offer great opportunity, they also bring responsibility. For just a few examples, the access of inappropriate material, use of inappropriate language, or violation of copyright laws may result in the loss of the privilege to use the District’s electronic resources or other consequences. Parents/guardians must remember that they may be legally responsible for their child’s actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. No precautions can ever be 100% effective, however, and parents/guardians must understand and agree that ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow when using technology. To that end, the District supports and respects each family’s right to decide whether or not to authorize access to electronic resources, including the Internet.

Parents/guardians must read and discuss the policies and procedures relating to the use of the District’s electronic resources and other technology related to school and, if they agree to allow their child(ren) to participate in such technology programs, must complete and return an Authorization Form for each child to their school.

Acceptable Use – District-Issued Technology (Including One-To-One Programs)

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

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

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

**Unacceptable Use – General**

Users are expected to conform to general expectations of norms outlined in District policies and procedures governing District electronic resources and other District policies and procedures when using the District’s electronic resources. This handbook sets forth some general examples of unacceptable use but does not attempt to set forth all prohibited uses. The following are examples of uses of the District’s electronic resources that are strictly prohibited:

- Any use at a time or in a manner that is not authorized or approved, or in a manner that causes or reasonably could be foreseen to cause a substantial and material disruption to the educational environment or invasion of the rights of others;

- Knowingly or recklessly causing a security breach or disruption of service to an individual or system;

- Damaging District electronic resources or the electronic resources of others via District electronic resources, including accessing or attempting to access any content to which the user is not authorized, including “hacking”;

- Misrepresenting one’s identity or using another person’s password, user profile, or technology or allowing another to use one’s identity, password, or technology without authorization;

- Any use in a manner that violates State or federal law including using materials that are subject to intellectual property laws, such as copyright and trademark laws, without authorization;

- Any use that violates any Board policy, including policies addressing bullying, harassment, and hazing, and student and employee discipline policies or codes of conduct;

- Publishing or transmitting private information, including photographic, video, and audio depictions of others, without authorization;

- Any transmission, access, creation, or transmission of material that is sexually graphic or explicit, obscene, threatening, intimidating, abusive, harassing, or otherwise indecent, or that reasonably could be interpreted as promoting illegal activity, including illegal drug use;

- Any use for a commercial purpose where the user does not have the express written authorization of the Superintendent or designee;

- Uploading or downloading material, including software, without express authorization of a member of the District’s technology staff;
• Accessing or participating in any games without the express authorization of a supervisor (for employees) or teacher or administrator (for students and other users), or using the District’s electronic resources for more than incidental personal use;

• Providing personal information, including photographs, about themselves or another; and

• Any attempt to do any of the above.

A user should notify the District’s Complaint Manager or Nondiscrimination Coordinator immediately under Board Policy 2:260 upon receipt of a communication through the District’s electronic resources that the user believes is inappropriate or that makes the user feel threatened or uncomfortable.

Network Etiquette – All students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

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

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

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

d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

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

f. Consider all communications and information accessible via the network to be private property of District 217.

Disclaimer, Limitation of Liability, and Indemnification

The District does not guarantee the quality of the services provided through its electronic resources. The District makes no guarantees about the accuracy of information accessed through its electronic resources. The District is not responsible for: (i) any loss or damages resulting from the unavailability or failure of its electronic resources; (ii) any information that is rendered unavailable because of its electronic resources or lack thereof; or (iii) any inaccurate information accessed through its electronic resources.

All users assume full responsibility for any costs, liabilities, or damages arising from their use of the District’s electronic resources, and must reimburse the District for any loss, including reasonable attorney’s fees, incurred as a result of their use to the extent allowed by law. The District is not liable for the actions of users of its electronic resources.

No Expectation of Privacy

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

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

Telephone Data, and Other Charges – The District assumes no responsibility for any unauthorized charges or fees, incurred by users when using District electronic resources, including telephone charges, long-distance charges, per-minute surcharges, equipment or line costs, data charges, or other charges incurred on the Internet. Users will be required to pay for and/or reimburse the District for any such charges due.

Copyright Web Publishing Rules - Copyright law and District policy prohibits the republishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission. All users are expected to abide by the following requirements with respect to publications:

a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail – The District’s E-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an
educational tool. No user of district e-mail has an expectation of privacy in the e-mail account, and the account may be searched by the District at any time without warning to the user. The following guidelines govern use of the email system:

a. The school and district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

c. Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.

e. Use of the electronic mail system constitutes consent to these regulations and to all policies, procedures, and guidelines governing the use of the District’s electronic resources.

Internet Safety
The District has implemented filtering devices for each District computer with Internet access as required by law. If a user wishes to request that a filter be disabled for bona fide research or other lawful purposes, he or she should complete a form available at [insert name of office or department or online – need to determine a method for doing this anonymously]. Options to make such a request anonymously are available.

In addition to the filtering requirements discussed above, staff members shall reasonably supervise students while students are using District Internet access to determine that the students abide by these procedures, the AUP, and other policies, procedures, and guidelines governing the use of technology. The system administrator and Building Principals shall also regularly monitor student Internet access.

Non-School-Sponsored Publications/Websites
Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:
1. Will cause or could reasonably be foreseen to cause a substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds.

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

COMPUTER USE AND INTERNET INFORMATION
Section I: Acceptable Use of the District’s Electronic Resources
Access to the District’s electronic resources is intended for educational and extra-curricular purposes and District business. Students may only use the District’s electronic resources for incidental personal use during non-instructional times if the student is authorized to use the particular electronic resource at the time used, the use complies with the other parameters of the District’s policies and procedures governing use of District electronic resources, and the use does not violate any other District policy or state or federal law, including Policy 7:190, Student Discipline and related procedures.

Users must take reasonable steps to protect the security of the District’s electronic resources. Among other things, users may not share passwords or allow others to access electronic resources using the user’s password or profile. Any user who becomes aware of a security breach must notify a District representative immediately.

Users are responsible for appropriately using the District’s electronic resources. If a user has questions about whether a particular use is acceptable, the user is expected to speak to or teacher or administrator (for students and all other users) before engaging in the particular use.

The Opportunities and Risks of Technology Use
The District has the ability to enhance its students’ educations through the use of the District’s electronic resources, including technology devices and the Internet. The District’s goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Parental authorization is required before a student may use such resources. Although electronic resources offer great opportunity, they also bring responsibility. For just a few examples, the access of inappropriate material, use of inappropriate language, or violation of copyright laws may result in the loss of the privilege to use the District’s electronic resources or other consequences. Parents/guardians must remember that they may be legally responsible for their child’s actions.
The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. No precautions can ever be 100% effective, however, and parents/guardians must understand and agree that ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow when using technology. To that end, the District supports and respects each family’s right to decide whether or not to authorize access to electronic resources, including the Internet. Parents/guardians must read and discuss the policies and procedures relating to the use of the District’s electronic resources and other technology related to school and, if they agree to allow their child(ren) to participate in such technology programs, must complete and return an Authorization Form for each child to their school.

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

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

Students may only use or access District-issued technology outside of school with parental or guardian supervision. The District is not responsible for unacceptable use of District-issued technology by students at any time, including outside of school, although students may face consequences for such misuse under this and other District policies.

Privileges - The use of the District’s electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Academic Video and Audio Recordings
Teachers may create academic assignments that require students to video or audio record themselves. These assignments will only be viewed by the teacher or school administration unless the student’s parent or guardian has completed a written release to disseminate the student work product elsewhere. All school disciplinary policies apply to student recordings.

Unacceptable Use – General
Users are expected to conform to general expectations of norms outlined in District policies and procedures governing District electronic resources and other District policies and procedures when using the District’s electronic resources. This handbook sets forth some general examples of unacceptable use but does not attempt to set forth all prohibited uses. The following are examples of uses of the District’s electronic resources that are strictly prohibited:

- Any use at a time or in manner that is not authorized or approved, or in a manner that causes or reasonably could be foreseen to cause a substantial and material disruption to the educational environment or invasion of the rights of others;
• Knowingly or recklessly causing a security breach or disruption of service to an individual or system;
• Damaging District electronic resources or the electronic resources of others via District electronic resources, including accessing or attempting to access any content to which the user is not authorized, including “hacking”;
• Misrepresenting one’s identity or using another person’s password, user profile, or technology or allowing another to use one’s identity, password, or technology without authorization;
• Any use in a manner that violates State or federal law including using materials that are subject to intellectual property laws, such as copyright and trademark laws, without authorization;
• Any use that violates any Board policy, including policies addressing bullying, harassment, and hazing, and student and employee discipline policies or codes of conduct;
• Publishing or transmitting private information, including photographic, video, and audio depictions of others, without authorization;
• Any transmission, access, creation, or transmission of material that is sexually graphic or explicit, obscene, threatening, intimidating, abusive, harassing, or otherwise indecent, or that reasonably could be interpreted as promoting illegal activity, including illegal drug use;
• Any use for a commercial purpose where the user does not have the express written authorization of the Superintendent or designee;
• Uploading or downloading material, including software, without express authorization of a member of the District’s technology staff;
• Accessing or participating in any games without the express authorization of a supervisor (for employees) or teacher or administrator (for students and other users), or using the District’s electronic resources for more than incidental personal use;
• Providing personal information, including photographs, about themselves or another; and
• Any attempt to do any of the above.

A user should notify the District’s Complaint Manager or Nondiscrimination Coordinator immediately under Board Policy 2:260 upon receipt of a communication through the District’s electronic resources that the user believes is inappropriate or that makes the user feel threatened or uncomfortable.

Network Etiquette – All students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the network in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the network to be private property of District 217.

Disclaimer, Limitation of Liability, and Indemnification

The District does not guarantee the quality of the services provided through its electronic resources. The District makes no guarantees about the accuracy of information accessed through its electronic resources. The District is not responsible for: (i) any loss or damages resulting from the unavailability or failure of its electronic resources; (ii) any information that is rendered unavailable because of its electronic resources or lack thereof; or (iii) any inaccurate information accessed through its electronic resources.

All users assume full responsibility for any costs, liabilities, or damages arising from their use of the District’s electronic resources, and must reimburse the District for any loss, including reasonable
attorney’s fees, incurred as a result of their use to the extent allowed by law. The District is not liable for the actions of users of its electronic resources.

No Expectation of Privacy

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

Security

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Telephone Data, and Other Charges

The District assumes no responsibility for any unauthorized charges or fees, incurred by users when using District electronic resources, including telephone charges, long-distance charges, per-minute surcharges, equipment or line costs, data charges, or other charges incurred on the Internet. Users will be required to pay for and/or reimburse the District for any such charges due.

Copyright Web Publishing Rules

Copyright law and District policy prohibits the republishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission. All users are expected to abide by the following requirements with respect to publications:

a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail

The District’s E-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an educational tool. No user of district e-mail has an expectation of privacy in the e-mail account, and the account may be searched by the District at any time without warning to the user. The following guidelines govern use of the email system:
a. The school and district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

c. Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.

e. Use of the electronic mail system constitutes consent to these regulations and to all policies, procedures, and guidelines governing the use of the District’s electronic resources.

**Internet Safety**

The District has implemented filtering devices for each District computer with Internet access as required by law. If a user wishes to request that a filter be disabled for bona fide research or other lawful purposes, he or she should complete a form in the Main Office. Options to make such a request anonymously are available.

In addition to the filtering requirements discussed above, staff members shall reasonably supervise students while students are using District Internet access to determine that the students abide by these procedures, the AUP, and other policies, procedures, and guidelines governing the use of technology. The system administrator and Building Principals shall also regularly monitor student Internet access.

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

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

1. Will cause or could reasonably be foreseen to cause a substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds.

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

**One-2-One Technology Program**

The District has established a One-2-One Learning program pursuant to Board Policy. Under this program, the District shall provide students with a mobile computing device for use inside and outside of the classroom. For example, appropriate use of the device may include classroom instruction and extracurricular activities or personal social media websites of students. For social media accounts, students must meet qualifications for holding an account from the social media website and must be authorized by a parent/guardian to utilize a particular social media website before using that website for educational purposes.
Students may use One-2-One devices on District property or at related events and activities only at times, at places, and for purposes expressly permitted by school personnel. When a student uses One-2-One technology at a time, at a place, in a manner, or for a purpose authorized by the One-2-One program, the student’s use of technology is governed by District policies, administrative procedures, handbooks and guidelines governing use of the District’s electronic resources, and the District’s Student Discipline policy. At all other times while on District property or at related events and activities, students must comply with requirements for the use of technology on District property or at related events and activities outlined in policies, procedures, and guidelines governing use of technology on District property and at school related events and activities, even if the technology device used is one that is authorized for use in a One-2-One program.

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

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

**What is “One-2-One”?**

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

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

- Students may only use a One-2-One device in the classroom for educational purposes when instructed to do so by their teacher.
- Students may only use a One-2-One device outside of the classroom for educational or extracurricular purposes when instructed to do so by their teacher or another supervising school employee.
- Students may not use a One-2-One device to update a personal social media site/account during school hours.
- Students may not call, text message, or electronically communicate with others, including other students, parents, guardians, friends, and family, from a One-2-One device during the school day unless instructed by their supervising teacher or another supervising school employee.
- Students may not use headphones/earbuds without permission from the supervising teacher or another supervising school employee.
- The use of any electronic devices, including One-2-One devices, is strictly prohibited in locker rooms, bathrooms, study halls, and common areas such as cafeteria and hallways.

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

- Students must always use the school’s wireless network, not personal data plans, to access the web when using a One-2-One device at school. One-2-One privileges will be revoked for students found to be visiting or attempting to visit websites which are blocked by the District’s content filter, whether the student’s access is through the school’s wireless network or a personal data plan.
- Instructions on how to connect to the school’s wireless network will be provided at Student Registration and available on the school’s website.
- Students should bring devices fully charged to school. At this time, opportunities for students to recharge their devices will be limited and not guaranteed.
Who is Responsible for Charges, Theft, Loss, Damage, or Other Problems With a Device?
• The District is not responsible for any charges incurred on a student’s One-2-One device caused by the student’s negligence or misuse.
• The District’s staff, including Technology staff, will not configure, troubleshoot, or repair One-2-One devices unrelated to use at District facilities.

Who May Access the One-2-One Device?
• The device must be maintained and in good working condition when returned. The student may be asked to return the device for any reason, with or without prior notice. The device must be returned within a week of notification if the student is dropped, expelled, transfers out, or graduates. After this one-week period, the device will be considered stolen property and a police report will be filed.
• Argo Community High School maintains ownership of the device. District 217 has authorized students to possess and use the Property under the One-2-One Learning program so long as they comply with the policies contained in this document and in the student handbook. Under no circumstances does ownership of the device transfer to the student or parents/guardians.
• Students have no expectation of confidentiality or privacy with respect to any usage of a school-issued device, regardless of whether that use takes place on campus or off, occurs during school hours or on the student’s own personal time, or relates to school-related purposes, to the extent allowed by law. ACHS may, without prior notice or consent, log, supervise, access, view, monitor, and document use of a student device, including by use of monitoring software that allows ACHS employees to view the screens and activity on the computers, at any time for any reason related to the operation of the district, as long as such conduct complies with relevant law. The camera devices on the computers cannot be accessed remotely by the District.

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

STUDENT USE OF PERSONAL TECHNOLOGY ON DISTRICT PROPERTY AND AT SCHOOL RELATED EVENTS AND ACTIVITIES
Students may bring personal technology on District property and to school related events and activities but must keep such technology powered off at all times except during an emergency. Student use of technology, including District electronic resources and personal technology, on District property and at school related events and activities must comply with policies, procedures, handbook provisions, and other guidelines governing use of the District’s electronic resources, as well as the District’s Student Discipline policy.

INTERNET PUBLICATIONS AND DISTRICT SOCIAL MEDIA PAGES
In some circumstances, students may be authorized to create and/or operate Internet publications and/or social media webpages for educational, extra-curricular, or other purposes related to District business. Such publications and webpages must comply with relevant District policies and procedures governing such use. Contact Nick Simov, Director of Technology, 708-467-5527 or nsimov@argohs.net for more information.

SOCIAL NETWORKING PASSWORDS
The District may not request or require a student to provide a password or other account information in order to gain access to the student’s social media account or demand access to the student’s account. The District may, however, 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 so that the District may make a factual determination.

**ADMINISTRATIVE SUPPORT SERVICES**

**Bookstore**
The bookstore hours are posted outside the Bookstore. Textbooks, physical education uniforms and miscellaneous items are sold in the bookstore. The “lost and found” is located in the bookstore.

**School Fees and Fee Waivers**
The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials. The first bill or notice of each school year sent to parents who owe fees will state: (i) that the District waives fees for persons unable to afford them in accordance with District policy; and (ii) the procedure for applying for a fee waiver, or the name, address and telephone number of the person to contact for information concerning a fee waiver. Fees for textbooks, other instructional materials, and driver education are waived for students who (1) live in a household that meets the free lunch or breakfast eligibility guidelines under the National School Lunch Act or (2) receives or lives in a household that receives aid under Article IV of the Illinois Public Aid Code. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. A fee waiver may also be granted, at the discretion of the Superintendent or designee, for (1) illness in the family; (2) unusual expenses such as fire, flood, storm damage, etc.; seasonal unemployment; emergency situations; or when one or more of the parents/guardians are involved in a work stoppage. Verification of eligibility for a fee waiver may be required as allowed under state and federal law. Parents/guardians whose application for a fee waiver is denied will be notified by the Superintendent or designee promptly, and the denial may be appealed by a request in writing to the Superintendent within 14 days of the denial. Questions or requests for more information regarding the fee waiver request process should be addressed to Dr. Brandon Cotter, Principal, at 708-467-5501 or cCotter@argohs.net.

**Food Services**
Argo Community High School offers, through outside contractual food services, a hot lunch program every regular school day. In the morning, breakfast items are available. If a family is applying for a free or reduced lunch, an application should be picked up and returned to the Main Office West. An evaluation of that application will be made, and the results mailed home. Various ala carte items may also be purchased. Menus are posted in the cafeteria and the Main Office West one week in advance of serving.

**Transportation**
Students may only ride the bus to which they are assigned. Students who live more than one- and one-half miles from school are eligible to be assigned to a school bus provided by outside contractual bus services. Students who live less than one- and one-half miles from school may request to be assigned to a school bus for a fee and may obtain information on making such a request in the Attendance Office. Bus routes are established before the school year begins based on student schedules. Transportation is also provided for after-school activities. Schedules and number of buses vary with the different sport and activities seasons. If there is a question regarding a bus route, please contact the Deans’ Office. If there is a problem with the transportation itself, please contact Mrs. Denise Ghaowi, Dean of Students, at 708-467-5805 or dghaowi@argohs.net.

**ADMINISTRATION OF MEDICATION**
It is the primary responsibility of a student’s parent/guardian to administer prescription and non-prescription (or “over-the-counter”) medications to the student. Whenever possible, prescription and non-prescription medications are to be administered by parents/guardians prior to or after the conclusion of the school day. A student will only be administered prescription or non-prescription
medication during the school day if the student’s parent/guardian and prescribing physician have completed and submitted to the District the required forms, which are available in the school Nurse’s office. All prescription and non-prescription medications must be in their original container and will be kept in the school Nurse’s office. Students may not carry prescription or non-prescription medication on their person, other than with prior approval pursuant to the procedures for self-administration of medication, below. For medications that must be taken for more than one school year, new forms must be completed at the beginning of each school year before medication will be administered.

District rules governing self-administration of medications (including asthma medications, glucagon, and EpiPen’s (designated and undesignated)) will be substantially based on the Recommended Guidelines for Medication Administration in the Schools published by the Illinois Department of Public Health and the State Board of Education and Section 5/22-30 of the Illinois School Code. Before a student may carry medication for self-administration at school, the student’s parent/guardian and prescribing physician must complete the required form, which is available in the Nurse’s Office.

Exceptions: Medical cannabis - may be administered by designated caregiver on school grounds. Registered qualifying students may self-administer in the presence of an administrator or school nurse, with the proper form(s), located in the Health Office. As with any other medication, medical cannabis must be kept in the Health Office.

EVERY STUDENT SUCCEEDS ACT (ESSA)
In accordance with the ESSA, you have the right and may request information regarding the professional qualifications of your child’s classroom teacher. Such information will include, at a minimum:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. 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.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

Students enrolled in a school identified by the Board for school improvement, corrective action, or restructuring as defined by federal law may request to transfer to another school. The Superintendent or designee, to the extent practicable, will establish a cooperative agreement with other districts in the area for such a transfer. A student who transfers to another school under this policy may remain at that school until the student completes the highest grade at that school. The District will provide transportation only until the end of the school year in which the transferring school ceases to be identified for school improvement or subject to corrective action or restructuring. All transfers and notices provided to parents/guardians and transfer requests are governed by State and federal law.

Students from low-income families will be provided supplemental educational services as provided in federal law if they attend any District school that: (1) failed to make adequate yearly progress for 3 consecutive years, or (2) is subject to corrective action or restructuring. The District will maintain programs, activities, and procedures for the involvement of parents/guardians of students receiving Title I services.

Please contact Dr. William C. Toulios, Superintendent, at 708-467-5510 or wtoulios@argohs.net for more information about any of this information or the District’s policies under the Every Student Succeeds Act (ESSA)
STUDENT RECORDS

School student records are confidential and personally identifiable information from them will not be released without consent of the parent or guardian of the student, or the student if he or she has reached the age of majority, other than as provided by law. Any record concerning a student that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher; (2) records kept by law enforcement officials working in the school; 3) video or other electronic recordings created and maintained for security or safety reasons or purposes, provided the information was created at least in part for law enforcement or security or safety reasons or purposes; and 4) electronic recordings made on school buses. Pupil records are divided into two categories: (a) the student permanent record, which consists of basic identifying information, academic transcript, attendance record, health record, record of release of permanent information, and scores received on all State assessment tests administered at the high school level and other basic information and which will be kept for sixty years after graduation or permanent withdrawal; and (b) the student temporary record, which consists of all information not required to be in the student permanent record including a record of release of temporary record information, health-related information, accident reports, family background information, completed home language survey form, test scores, psychological evaluations, special education records, teacher anecdotal records, and disciplinary information and which will be destroyed entirely five years after graduation or permanent withdrawal.

State and federal law grant students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. A non-custodial parent has the right to inspect, copy, and challenge student records unless there is a specific court order to the contrary. A request to review records must be in writing to the official records custodian, Dr. William C. Toulios, Superintendent, at 708-467-5510 or wtoulios@argohs.net.

Parent(s)/guardian(s) also have the right to challenge the contents of records by notifying the principal or records custodian in writing of an objection to information contained in the record. An informational conference will be scheduled to discuss the matter within fifteen (15) school days. If the dispute is not resolved at this informal meeting, a formal hearing will be scheduled with an impartial hearing officer who will be selected by the school district but who may not be employed in the attendance center in which the student is enrolled. Challenges are not allowed concerning (1) academic grades, or (2) references to expulsions or suspensions if the challenge is made at the time the student's records are being forwarded to another school district. A parent may only challenge records on the basis that the record is inaccurate, misleading, irrelevant, improper or otherwise violates the student’s privacy rights. After an informal conference, if the District agrees with the challenge, it may remove the challenged material from the student record. If the District rejects the parent’s challenge, the parent may request a hearing. The hearing officer will conduct the hearing within a reasonable time, but no later than fifteen (15) school days after the informal conference unless the parties agree to an extension of time. The hearing officer will issue a written decision within ten (10) school days after the conclusion of the hearing. The decision of the hearing officer may be appealed to the Regional Superintendent of Education within twenty (20) school days after the decision is transmitted. A final decision by the Regional Superintendent may be appealed to the circuit court of the county in which the school is located. Parents/guardians also have the right to insert a written statement of reasonable length into their child’s school student record describing their position on disputed information. The District will include a copy of the statement in any release of the information in dispute.
School student records can and will be released, with or without parental consent, as allowed by law. One situation in which records may be released without parental consent is where the records are disclosed to other school officials, including teachers, within the District who have a legitimate educational interest in the student, which means that they need to review the record to fulfill their professional responsibilities, as reasonably determined by the person releasing the record. The District will also 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.

Disclosure is also permitted with or without consent to any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

District personnel may release “directory information” concerning students to members of the general public at various times throughout the school year and summer without parental consent. The following information regarding the student is directory information: name; address; gender; grade level; birth date and place; parents'/guardians' names, mailing addresses, electronic mail addresses, and telephone numbers; academic awards, degrees, and honors; information in relation to school-sponsored activities, organizations, and athletics; period of attendance in the school; and photographs, videos, or digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting of fine arts programs.

In accordance with the provisions of the No Child Left Behind Act of 2001 and Section 10-20.5a of the Illinois School Code, the District will also release student directory information, consisting of student names, addresses and phone numbers, to military recruiters and institutions of higher education upon their request. Information received by official recruiting representatives shall be used only for the purpose of providing information to students about career and educational opportunities available.

Photographs or videotapes that do not feature your student but where your student appears in the background may be released or published without parent authorization. In addition, videotapes, audiotapes, or photographs of students participating in extracurricular activities (e.g., athletic events, theatrical productions), which by their very nature involve exposure to the public, may also be released or published without authorization from parents. With respect to all other photographs, audio and/or video recordings, or works of your child, including those considered directory information, the District may use those photographs, audio and/or video recordings, and works in District or District-related publications, including without limitation school and District publications and the District website, and may also release them for other authorized non-District uses.

If a parent objects to the release of any directory information, military recruitment information, higher education information, or photographs, videotapes or works of a student, he or she should contact Dr. Brandon Cotter, Principal, at 708-467-5501 or cCotter@argohs.net in writing to request that such information not be released within fifteen (15) days after the start of the school year, or within fifteen (15) days of initial registration in the District.

ACCESS TO DISTRICT RECORDS

Pursuant to the Illinois Freedom of Information Act (FOIA), the District will respond to all written requests to copy and/or inspect public records to the extent required by law. The District expects such written requests to be addressed to the District's FOIA Officer Dr. William C. Toullos, Superintendent, at 708-467-5510 or wtoullos@argohs.net. More information, including copies of the District's policy and procedures governing responses to FOIA requests, may be obtained by request from the FOIA Officer.
VISITORS
Parents/guardians are welcomed and are encouraged to visit the school. All visitors must present a valid driver's license, state identification card, passport or matricula to obtain approval to enter the school. All visitors' photo identification cards are scanned through our Raptor system. Each visitor will receive a photo sticker to be displayed on the front of their clothing and is to be worn at all times while in the building.

The District will afford a parent/guardian reasonable access to educational facilities, personnel, classrooms, and buildings to observe his or her child in the school setting or to visit an educational placement or program proposed for his or her child. The School District will also provide an independent educational evaluator, or a qualified professional retained by or on behalf of a parent/guardian or child, reasonable access to the District's educational facilities, personnel, classrooms, and buildings and to the student in order to conduct an evaluation of the child, the child's performance, the child's current educational program, placement, services, or environment, or any educational program, placement, services or environment proposed for the child. All individuals who visit a District school for these purposes must abide by administrative procedures governing such visits.

SEX OFFENDERS
The Board of Education has adopted a policy and a set of procedures designed to safeguard students with regard to the issue of convicted child sex offenders.

Information about sex offenders is available to the public. The Illinois Sex Offender Registry is available through a link on the Illinois State Police website, at http://www.isp.state.il.us/. Individuals may search the database by name, zip code or county. Access is free.

A child sex offender is prohibited from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present unless specifically permitted by statute. In addition, individuals being hired to work in the District have a fingerprint background check. All completed Volunteer Information and Liability Forms are checked against this registry.

Please contact Dr. Brandon Cotter, Principal, at 708-467-5501 or cCotter@argohs.net with questions about the laws or procedures being implemented in your child’s school.

CONCEALED CARRY LAW (430 ILCS 66/1 ET SEQ.)
Under the Illinois Firearm Concealed Carry Act, individuals with concealed carry licenses are prohibited from knowingly carrying firearms on or into any building, real property, and parking area under the control of Argo Community High School District 217, except that the Act permits a concealed carry license holder to carry a concealed firearm within a vehicle into a parking area controlled by a school or District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area.

SCHOOL PEST MANAGEMENT POLICY STATEMENT
Structural and landscape pests can pose significant problems to people, property, and the environment. Pesticides can also pose risks to people, property, and the environment. It is therefore the policy of Argo Community High School District 217 to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests.
INTRODUCTION
In maintaining a “home away from home” atmosphere, ACHS provides an array of activities tailored to the talents, interests and needs of its students. ACHS adheres to the belief that Academics + Activities = Excellence. Since involvement, fun, and excitement are the keys to spirit at Argo, all students are encouraged to be involved in at least one activity. Any student interested in joining a club or activity should see the activity sponsor or stop in the Student Activities Office. All students in activities must be eligible according to IHSA, SSC and school guidelines.
The audio-visual production and equipment center is located in the LRC. The wide range of services available to students and school staff includes provision of audio-visual equipment and instruction in its use, and video taping of curriculum-related television programs. Classroom learning is further assisted by the production of posters, flyers, video programs, photographs, and other instructional...
aids. Individual help with design and production techniques is available to students, as well as to teachers. Student inquiries about alternatives to traditional reports are welcome. Students are charged only for the cost of materials they use.

ATHLETICS

Mr. Ryan Skendzel, Athletic Director (708) 467-5520
Ms. Paris Townsell, Secretary (708) 467-5521

PHILOSOPHY

Argo Community High School District 217 views the student extracurricular program as providing a worthwhile and rewarding learning experience for the participants. Participation is considered an extension of, but separate from, the regular school day educational program. The curriculum program is a right afforded every student, however participation in the extracurricular program is a privilege and carries certain requirements and expectations beyond those of the regular classroom setting.

The goal of the extracurricular program is to allow all students the opportunity to grow athletically, but also in the following areas: self-discipline, academic commitment, citizenship, responsibility, teamwork and competitiveness. We strive to provide a safe learning environment to challenge and support all students to perform at their best at all times. The skills and characteristics gained through participation in athletics will better prepare all students for life after high school.

Requirements for Participation in Athletics/Activities

1. Written consent of parent or guardian.
2. Compliance with all rules and regulations of the Illinois High School Association, SSC and Argo Community High School District #217.
3. School attendance is required on the day of an extra-curricular event in order for a student to participate in that event. Events include practices, games, meetings, dances, the prom, dinners, field trips and all school sponsored activities and athletic events. Under special circumstances the Activities Director and/or Athletic Director can waive this requirement.

ACTIVITIES/ATHLETIC CODE OF CONDUCT

Activities/Athletic Code of Conduct

Argo CHSD 217 is proud of the young men and women who represent the school in interscholastic competition. They represent the district to other high schools and the community at large. Because of their unique position, our students are always in the public eye and must constantly uphold the highest standards of behavior and decorum. For these reasons, participating students agree to abide by the following rules seven days a week, twelve months a year, whether or not school is in session. The following policy was developed jointly by parents, students, coaches, sponsors and
CODE OF CONDUCT

1. PURPOSE – Participating in student athletics/activities is considered an extension of but separate from the regular high school program. While the regular curricular program is a right afforded to each student, participation in the extracurricular program is a privilege and as such carries certain expectations beyond those found in the normal classroom situation. The intent of the Code of Conduct is to provide students a reason to resist peer pressure and make good decisions when drugs, alcohol, tobacco or dangerous situations are involved. Additionally, the Code provides students and their families an opportunity to seek help when poor choices are made.

2. EXPECTATIONS – Each athletic team/activity may establish approved additional expectations.
   a. Attend school, practice and contests.
   b. All athletic and SSC activities participants must pass at least 25 credit hours (five classes) the semester prior to participation and maintain passing 25 credit hours while an IHSA/SSC activity is in progress.
   c. Travel on school arranged transportation for all away from school events.
   d. Be responsible for all equipment and/or clothing issued for the athletic event/activity and the return of such at the end of the athletic event/activity.
   e. Attend Awards Night.
   f. Carry the school ID at all times.
   g. Submit an annual physical exam for participation in athletic activities.
   h. Adhere to all rules set forth in the CHSD 217 Handbook and beware of all possible consequences for inappropriate and unacceptable behavior.
   i. Attend all school consequences assigned by the Dean's Office.
   j. Display conduct becoming a CHSD 217 representative including respect of persons and property at all times.
   k. Students are expected to adhere to the following guidelines:
      i. Do not question the authority of the officials,
      ii. Know and adhere to the rules of the sport,
      iii. Do not engage in verbal abuse,
      iv. Report violations to the coach,
      v. Respect the school’s property and facilities,
      vi. Walk away from trouble. If trouble occurs, report it to the coach.

CONSEQUENCES FOR NOT MEETING EXPECTATIONS ON AND/OR OFF CAMPUS – Any objectionable behavior will be reviewed by the building administrative team to determine the category of the offense. This may result in both an athletic suspension as well as school discipline.

- Violations are cumulative throughout a student’s high school career.
- If a student violates the Code of Conduct during an athletic or activity season, the consequence will be calculated on the total number of contests in that current season.
• If a student violates the Code of Conduct during the off-season or the summer, the consequence will be served in the next athletic or activity season the student participates in.

• To be fully served, the student must fulfill all requirements of the sport or activity season in which the suspension is served.

• If a consequence cannot be fulfilled in one season, the remaining percentage will be applied to the next sport or activity season.

Consequences are established for violations to hold students accountable to the expected behaviors of students participating in athletics and activities. In the event a violation occurs, it is the hope of CHSD 217 that a lesson is learned from the mistakes. Students have the opportunity to reduce a suspension by completing a CHSD 217 approved program intended to support student decision making.

If a student comes forward and admits to an Athletic/Activity Code of Conduct violation before CHSD 217 has knowledge of the incident, the consequence will be reduced by ½. This provision is written with the express intent to encourage students to seek treatment for substance abuse or other struggles.

Level 1 Offenses
   a. Three career “Minor Infractions” per CHSD 217 Handbook
   b. Academic dishonesty/deception; minor based on review by administration
   c. Being present at an occasion unsupervised by your parent where minors are in illegal possession, consumption, purchase or sale of alcohol, steroids, illegal drugs, look-a-like drugs or paraphernalia
   i. Students who make an immediate attempt to leave such an event will not be in violation of this offense
   d. Smoking, use, and/or possession of any tobacco products; including but not limited to lighters, rolling papers, electronic cigarettes, vaporizers, smoking paraphernalia

Level 2 Offenses
   a. Academic dishonesty/deception; major based on review by administration
   b. Vandalism, theft, or possession of stolen property
   c. Possession, consumption, or purchase of alcohol, steroids, illegal drugs, look-a-like drugs or drug paraphernalia
   d. Reckless acts that endanger the health, safety or welfare of others
   e. Harassment; minor based on review by administration
   f. “Major infractions” per CHSD 217 Handbook which are not defined as a “Level 3 Offense”

Level 3 Offenses
   a. Sale or distribution of illegal alcohol, steroids, drugs, look-a-like drugs or drug paraphernalia
   b. Any incident, which is racially, ethnically or religiously motivated and/or could be considered a hate crime
   c. Severe acts that endanger the health, safety or welfare of others
d. Hazing/Bullying

e. Harassment; major based on review by administration

f. Act of violence involving a weapon

<table>
<thead>
<tr>
<th>Offense Number</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10% suspension of season</td>
<td>50% suspension of season</td>
<td>One calendar year, 25% reduction if complete program</td>
</tr>
<tr>
<td>2</td>
<td>50% suspension of season</td>
<td>One calendar year, 50% reduction if complete program</td>
<td>Career</td>
</tr>
<tr>
<td>3</td>
<td>100% suspension of season</td>
<td>Career</td>
<td></td>
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</tbody>
</table>

**S.S.C. CONFERENCE**

The conference is made up of 14 schools from the southwestern suburbs of Chicago. There are two divisions of the South Suburban Conference based on student population, geographic location, and activity participation.

**SSC RED**

Argo  
Eisenhower  
Evergreen Park  
Oak Lawn  
Reavis  
Richards  
Shepard

**SSC BLUE**

Bremen  
Hillcrest  
Lemont  
Oak Forest  
TF North  
TF South  
Tinley Park

The sports program at Argo Community High School offers students the opportunity to compete in 26 different sports, and on multiple levels for each sport. A quality coaching staff works with the young men and women, developing their interest and ability in the sport or sports of their choice. Sports at ACHS have become a tradition as well as an honor. Good sportsmanship and spirit are a must. Over the years, teams have achieved more than their share of league and tournament championships. Individuals have also set records and won all-state and all-conference honors. ACHS athletes contribute much to the spirit of the school and the community through their efforts, hard work and dedication.

The sports offered are:

**BOYS**

FALL: cross-country, football

**GIRLS**

FALL: cross-country, golf
ATHLETIC/ACTIVITIES ELIGIBILITY RULES

When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic sports participation. The IHSA’s rules have been adopted by the high schools which are members of IHSA as part of the Association’s constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but may not be less stringent than these statewide minimums.

The principal of your school is responsible to see that only eligible students represent the school in interscholastic athletics. Any question concerning your athletic eligibility should be referred to your principal, who has a complete copy of all IHSA eligibility rules, including the Association’s due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal has questions or wishes assistance in answering your questions, the principal should contact the IHSA Office.

Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic athletic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic athletics. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You will lose eligibility for interscholastic athletics if you violate IHSA by-laws. Therefore, it is extremely important that you review this material with your parents, your coaches, your athletic director and your principal to thoroughly understand the IHSA eligibility by-laws and how they relate to you.

ATTENDANCE

1. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.

2. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.

3. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have athletic eligibility.

4. If you have a lapse in school connection for ten (10) or more consecutive school days during a
semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

**SCHOLASTIC STANDING**

1. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) "full credit" courses.
2. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

**RESIDENCE**

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

1. You attend the public high school in the district in which you live full time with both of your parents; or
2. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, and you continue to pay tuition as a high school student in that same district; or
3. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents or court appointed legal guardian; or
4. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
5. You attend the private/parochial high school which one or both of your birth parents attended; or
6. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents.

**TRANSFER**

1. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office.
2. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transferred and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
3. If you transfer attendance from one high school to another high school, you will be ineligible unless:
   a. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district.
   b. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer.
c. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer.

d. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer.

e. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer.

4. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA office.

5. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

6. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

7. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal of the school into which you transfer before you participate in an interscholastic athletic contest.

PARTICIPATION LIMITATIONS

1. After you enroll in ninth grade, you may be eligible for no more than the first eight semesters you attend school. If you attend school for ten or more days in a semester, that counts as a semester of attendance. You are not guaranteed eight semesters of eligibility, but that is the maximum number of semesters of high school attendance during which you may have eligibility.

2. Your 7th and 8th semesters of high school attendance must be consecutive.

3. After you enroll in ninth grade, you will not be eligible for more than four years of competition in any sport. You are not guaranteed four years of competition, but that is the maximum amount of competition you may have.

AGE

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

USE OF PLAYERS

You may not appear at a contest in the uniform of your school while you are ineligible. This means that you may not dress or sit on the bench if you are not eligible to play. Also, you may not compete as an “exhibition” contestant if you are not eligible.

PARTICIPATING UNDER A FALSE NAME

If you compete under a name other than your own, your principal will immediately suspend you from further competition and you and any other person(s) who contributed to the violation of this by-law will be subject to penalties.

PHYSICAL EXAMINATION

You must annually have placed on file with your principal a certificate of physical fitness, signed by a licensed physician, in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician’s report must be on file with your high school principal.
CONCUSSION

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

<table>
<thead>
<tr>
<th>• Headaches</th>
<th>• Amnesia</th>
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</thead>
<tbody>
<tr>
<td>• “Pressure in head”</td>
<td>• “Don’t feel right”</td>
</tr>
<tr>
<td>• Nausea or vomiting</td>
<td>• Fatigue or low energy</td>
</tr>
<tr>
<td>• Neck pain</td>
<td>• Sadness</td>
</tr>
<tr>
<td>• Balance problems or dizziness</td>
<td>• Nervousness or anxiety</td>
</tr>
<tr>
<td>• Blurred, double, or fuzzy vision</td>
<td>• Irritability</td>
</tr>
<tr>
<td>• Sensitivity to light or noise</td>
<td>• More emotional</td>
</tr>
<tr>
<td>• Feeling sluggish or slowed down</td>
<td>• Confusion</td>
</tr>
<tr>
<td>• Feeling foggy or groggy</td>
<td>• Concentration or memory problems (forgetting game plays)</td>
</tr>
<tr>
<td>• Drowsiness</td>
<td>• Repeating the same question/comment</td>
</tr>
<tr>
<td>• Change in sleep patterns</td>
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</tbody>
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Signs observed by teammates, parents and coaches include:

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<tr>
<th>• Appears dazed</th>
<th>• Slurred speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Vacant facial expression</td>
<td>• Shows behavior or personality changes</td>
</tr>
<tr>
<td>• Confused about assignment</td>
<td>• Can’t recall events prior to hit</td>
</tr>
<tr>
<td>• Forgets plays</td>
<td>• Can’t recall events after hit</td>
</tr>
<tr>
<td>• Is unsure of game, score, or opponent</td>
<td>• Seizures or convulsions</td>
</tr>
<tr>
<td>• Moves clumsily or displays incoordination personality</td>
<td>• Any change in typical behavior or personality</td>
</tr>
<tr>
<td>• Answers questions slowly</td>
<td>• Loses consciousness</td>
</tr>
</tbody>
</table>

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students...
is the key to student-athlete’s safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child’s coach if you think that your child may have a concussion. Remember it’s better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to: http://www.cdc.gov/ConcussionInYouthSports/

AMATEUR STATUS

1. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost.
2. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed $20 fair market value. There is no limitation on the value of your school letter.
3. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
4. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

RECRUITING OF ATHLETES

1. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
2. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
3. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
4. You may not receive an “athletic scholarship” or any other special benefit from your school, provided because you participate in athletics.
5. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
6. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school. Note: If you are interested in finding out more information about a school,
contact the principal or an administrator at the school, not a member of the coaching staff.

SCHOOL TEAM SPORTS SEASONS
1. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
   a. During the school year you may not participate on a non-school team coached by any member of your school’s coaching staff unless it meets specific criteria established by the by-laws.
   b. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
2. Violation of the sport season by-laws will result in penalty to you and/or your school's coaching personnel.

PLAYING IN NON-SCHOOL COMPETITION
1. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
2. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
3. If you wish to participate in a competition sponsored and conducted by the National Governing Body for the sport, your principal must request approval in writing from the IHSA prior to any such participation.
4. You may try out for a non-school team while you are on your school’s team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school’s team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
5. You will become ineligible if you participate on, practice with, or compete against, any junior college, college, or university team during your high school career.

ALL-STAR PARTICIPATION
1. After you have completed your high school eligibility for football, basketball, soccer or volleyball, you may participate in one (1) all-star contest in any of these sports and still play for other school teams, provided:
   a. The high school season in that sport has been completed;
   b. The all-star contest has been approved by the IHSA.
      You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
2. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

COACHING SCHOOLS
1. A coaching school camp or clinic is defined as “any program sponsored by an organization or individual which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than 2 persons from the school which the student attends.”
2. During the school year, you may not attend a coaching school or clinic for any interscholastic sport.

3. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
   a. You may not attend a coaching school, camp or clinic for any sport(s) after Saturday of week #4 in the IHSA standardized calendar.

MISBEHAVIOR DURING CONTESTS
1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.

2. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team’s next contest. You are also subject to other penalties.

3. Any other person(s) found to be in violation of the ethics of competition or principles of good sportsmanship may also be barred from interscholastic athletic contests.

INFORMATION TECHNOLOGY

Mr. Nikolai Simov, Director of Technology
Mr. Robert Wilkerson, Computer Systems Specialist
Mr. Esteban Carillo, Computer Technician
Mr. Jose Serrano, Computer Technician
Mr. Michael McPhail, PowerSchool Administrator

Parent and Community Access to All School Information
Website Address: www.argohs.net

USE OF TECHNOLOGY

PURPOSE OF TECHNOLOGY USE
Through technology, District 217 provides access to resources from around the world for students and staff. Expanding technologies take students and staff beyond the confines of the classroom, provide tremendous opportunities for enhancing, extending, and rethinking the learning process and assist in preparing each student to be a productive citizen. This new capability requires guidance for students and staff.

THE OPPORTUNITIES AND RISKS OF TECHNOLOGY USE
The Board believes that the value of information and interaction that technology offers outweighs the hazards of its misuse. Making network access available, however, carries with it the potential that some network users will encounter sources that some consider controversial or inappropriate. Because information on networks is transitory and so diverse, District 217 cannot completely predict or control what users may or may not locate. Technology provides a conduit to information; the users must be wary of the sources and content and be responsible in choosing information to be accessed.

No technology is guaranteed to be error-free or totally dependable. Among other matters, the District
is not liable or responsible for: 1) any information that may be lost, damaged, or unavailable due to technical, or other, difficulties; 2) the accuracy or suitability of any information that is retrieved through technology; 3) breaches of confidentiality; or 4) defamatory material.

**ADMINISTRATIVE REGULATIONS**

**PRIVILEGES AND RESPONSIBILITIES**

Users may access technology only for educational purposes. Exercising this privilege requires that users accept the 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.

The actions of users accessing networks through the District reflect on the School District; therefore, users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines.

Users will:
- Adhere to the rules of copyright and assume that any software that they did not create is copyrighted (unless it is labeled “freeware” or “public domain”).
- Adhere to the licensing agreements governing the use of shareware.
- Note that E-mail is not guaranteed to be private. People who operate the system do have authorized access to mail; others may have access.
- Be responsible at all times for the proper use of their access privileges and for avoiding impersonations, anonymity, or unauthorized sharing of security measures.
- Take responsibility for any activities using technology that is borrowed by them or under their account or password.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Respect the right of others to use equipment and therefore not use it for non-school activities.
- Abide by the policies and procedures of networks and systems linked by technology.
- Protect the privacy of other users and the integrity of the system by avoiding misuse of passwords, others’ files, equipment, and programs.

Users will not:
- Use offensive, obscene, inflammatory or defamatory speech.
- Harass other users.
- Use the account of another user.
- Misrepresent themselves or others.
- Violate the rights of others, including their privacy.
- Access, download, and/or create pornographic or obscene material.
- Use the network for personal business or financial gain.
- Vandalize data, programs, and/or networks.
- Depgrade or disrupt systems and/or equipment.
- Damage technology hardware and/or software.
- Spread computer viruses.
- Gain unauthorized access to resources or entities.
- Violate copyright laws.
- Use technology for illegal activities.
- Reveal their personal address or phone number, or those of other users.

**DISCIPLINARY ACTIONS**

Failure to comply with this policy and any administrative regulations and guidelines governing the use of technology will result in disciplinary action by administration and/or the Board of Education.

**Students:**

Minimum Action:
- Administrative conference or reprimand.

Additional Actions as Deemed Appropriate:
- Staff/parent contact (for student misuse).
- Referral to the administrator for student discipline (for student misuse).
- Loss of access to specific technology and/or designated area for a minimum of three school days up to 10 school days. Note: Multiple infractions or egregious misuse may result in extended or permanent loss of privileges.

**CONFIDENTIALITY**

Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside, the District. Also, the District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed; therefore, users cannot expect absolute privacy from District personnel as to their use of technology.

**TITLE 1 SCHOOL PARENT COMPACT**

(Included in Curriculum Guide & Student Handbook)

**SCHOOL-PARENT COMPACT**

Argo Community High School and the parents of the students participating in activities, services and programs funded by Title I, Part A of the Elementary and Secondary Education act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and their students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.

**REQUIRED SCHOOL-PARENT COMPACT PROVISIONS**

**School Responsibilities**

Argo Community High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
   - Curriculum will be reviewed on a yearly basis and guides will be developed and shared with students and parents. Instruction is provided in a variety of forms (team taught and direct taught) and at a variety of levels, based on student achievement levels.

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held at least once during the year (in the fall).

3. Provide parents with frequent reports on their children’s progress. Specifically, the school will provide reports as follows: At six-week intervals and more frequently by teachers and counselors.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows: via email, PowerSchool access, Open House and Parent-Teacher conferences, phones.

5. Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows: upon request.

**PARENT RESPONSIBILITIES**

We, as parents, will support our children’s learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Participating, as appropriate, in decisions relating to my children’s education.
- Promoting positive use of my child’s extracurricular time.
- Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on advisory groups.

**Additional Required School Responsibilities** (requirements that schools must follow, but optional as to being included in the school-parent compact)

Argo Community H.S. will:

1. Involve parents in the planning, review, and improvement of the school’s parental involvement policy, in an organized, ongoing, and timely way.

2. Hold an annual meeting to inform parents of the school’s participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.

3. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.

4. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school’s curriculum, the forms of academic assessment used to measure children’s progress, and the proficiency levels students are expected to meet.

5. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.

6. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.

7. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).
SERVICES AVAILABLE TO CHILDREN
AGES BIRTH TO 3 YEARS

FAMILY RIGHTS
All families with a child age birth to 3 years who is eligible for early intervention services in Illinois are guaranteed rights by federal law.

1. **Families Have the Right to an Evaluation.**
   Eligibility is decided by an evaluation of the child within 45 days of referral, unless the family requests more time. The evaluation is done by a multidisciplinary team of professionals who examines the child’s medical history, development and current abilities. If the child is eligible for services, the child and family also have the right to ongoing assessments of the child’s strengths, skill levels, progress and needs.

2. **Eligible Families Have the Right to a Coordinated Plan.**
   Also, within 45 days of being determined eligible for services, each eligible child and family should have a written Individualized Family Service Plan for providing early intervention services that include the family’s resources, priorities and concerns for their child. The Individualized Family Service Plan is written and then reviewed every six months.

3. **Families Have the Right to Consent.**
   Consent or permission must be obtained in writing from the family before conducting an evaluation, assessment, or beginning or ending an early intervention service. Parents can choose to refuse a particular service without jeopardizing any other services. Parents may also refuse a service at any time, even after accepting it, without it affecting other early intervention services.

4. **Families Have the Right to Prior Notice.**
   Parents must receive written notice ten (10) working days prior to any changes in their child’s early intervention services. This notice, which must also inform parents of their rights, must give details of the decision and any reasons for the action. The notice must be in plain language and easily understood by the parents. Parents must indicate that they have received and understand this prior written notice.

5. **Families Have the Right to Privacy.**
   The law provides for your protection at all times. Any information that personally identifies you, your child or your family cannot be shared with any other agency without first receiving your permission. If the early intervention services providers feel it would be beneficial to share information, they must contact you, explain the situation and ask for your written permission. You don’t have to give your permission and refusing will not affect your services.

6. **Families Have the Right to Review Records.**
   Parents may inspect, review and amend records relating to their child and family. They may also request a copy of any records.

7. **Families Have the Right to Understand.**
   All families have the right to receive early intervention information in a manner they can understand. Notices must be written in a way that is understandable to the general public. If English is not the primary language of the family, that family has the right to receive information in their primary language, unless it is clearly impossible to do so. If a family uses another method of communication, such as sign language or Braille, they have the right to receive information that way.
8. **Families Have the Right to Disagree.**

You have the right to file a complaint and have it resolved. If parents and the early intervention service providers disagree, the law provides for a timely resolution with three methods: file a complaint; request mediation at no cost to participants; or request an impartial due process hearing. While the disagreement is being resolved, the child must continue to receive early intervention services unless the parents and services providers agree otherwise.

**ARGO PHYSICAL EDUCATION & DRIVERS EDUCATION GUIDELINES**

**P.E. UNIFORMS**

All students are required to wear official Argo P.E. shirt and shorts. Students can also wear official Argo P.E. sweatpants and/or sweatshirt in place of shirt and shorts. All students should have their last name on both the top and bottom. Any other writing or designs on the uniform is inappropriate and unacceptable. Students are not allowed to wear uniforms that do not have the proper name. Students are not allowed to wear any shorts over their P.E. uniform. Students also may not wear any street clothes under the uniforms. The P.E. uniform also consists of athletic footwear with laces. Flip flops, sandals, clogs, slippers, heels, flats, boots, etc. will not be accepted. A student cannot earn credit if they are not dressed for class properly, since proper dress is required for participation due to safety concerns.

**LOST OR STOLEN P.E. UNIFORMS**

A student that has his or her P.E. uniform stolen or lost must report it to their teacher. Teachers will check the designated areas for uniforms that have been found. Every effort will be made to return suits to the proper owners. If the uniform is not found, it is the responsibility of the student to obtain a new one.

A student may rent a P.E. uniform for the class period in the event they lose or forget their personal uniform. A rental uniform can be obtained in the locker room by presenting their current student ID and $1. Any student that abuses the rental policy (i.e. gives his ID or the rental suit to someone else, fails to return it at the end of the period, etc.) may be denied future renting privileges and/or dealt with by the Dean’s office.

**LOCKER ROOM**

All students are required to have their own school issued lock. Each student will be assigned their own personal locker. It is the responsibility of the student to ensure their belongings are locked up at all times. It is imperative that students do not share lockers or combinations with other students. It is advised that book bags be left in hallway lockers if they do not fit in P.E. locker. Items of value such as jewelry, cell phones, iPods, cash, etc. should not be brought into the locker room. Coats, food, and drinks are also prohibited in the locker room and in P.E. areas. Any student throwing an object over the top of the lockers will be referred to the dean’s office. The locker room should be kept clean at all times.

**MAKE-UP P.E.**

All absences, nurse excuses, etc. must be made up during Make Up P.E. Students can make up all absences and medical excuses in Make Up PE which is held in Room 111/Wellness Room. Make Up PE will be offered after the second week of each semester on regular attendance Tuesdays and Thursdays from 3-4 p.m. All students attending Make Up PE must have a current school ID and gym shoes. A P.E. uniform is not required, but athletic clothing is recommended. All students attending
Make Up PE must be in Room 111 by 3:05 p.m. Make Up PE will also be offered on various Saturdays throughout the school year. Refusal to participate in PE class cannot be made up in Make Up PE. Access to the locker room will not be available for Make Up PE.

MEDICAL EXCUSES
Parents may medically excuse their child from physical education for only two (2) consecutive days. The excused day starts the day the note is brought and cannot be counted for prior dates. These excused days must be made up during Make Up P.E. A doctor must write medical excuses from P.E. for a longer period of time. If a student receives a doctor’s excuse for over two (2) weeks, every effort will be made to modify the student’s P.E. program. It is important that the doctor clearly note what the student can or cannot do. The department chair will assign written work if appropriate. Those students excused by a doctor for less than two (2) weeks will be given the option of making up missed classes during Make Up P.E. or with written work. All notes from the nurse excusing a student from P.E. must be made up in Make Up PE. Prior to obtaining a Nurse excusal, the student must check in with their P.E. teacher. Any injury that occurs during class must be reported to the P.E. teacher by the end of the class period, this includes incidents in the locker room.

During SWIMMING, students that are excused must have their note before or on the first day of swimming. Delay in providing the note could result in No-Dresses, make-up sessions, or written work. Students that are excused from swimming are required to do alternate activities.

Students with asthma are strongly encouraged to have their inhalers present during P.E. activity classes. Students with asthma that do not have inhalers present during activity may participate in an alternate activity. P.E. teachers may exclude asthmatic students without inhalers from certain activities. Non-participation days may need to be made up in Make Up PE.

P.E. AREAS
Students should meet in their assigned areas; they will stay with their class at all times. All students should be seated in their assigned area for attendance directly after leaving the locker room. All students must report to the locker room before and after class. The first floor is the ONLY level that students may be on. This means to and from class, as well as the dean’s office.

ACHS P.E. GRADING
The semester grade of each student will be an accumulation of points based on daily participation, wearing of proper P.E. uniform, and attendance. The points will be based primarily on the number of school days in the semester. (i.e. 83 days in the semester x 6 points/day = 498 participation points)

*Written tests, fitness testing, and any other assignments graded may be dependent upon the specific P.E. teacher

In accordance with the No Dress Policy, described below grading is as follows:

-6 for a parent, nurse’s note but can be made up

Regardless of the excusal note, all students are expected to properly dress

-3 for wearing a P.E. uniform with other people’s names or not properly dressed. No shoes = No Dress

*Lack of participation = no opportunity to make up in Make Up P.E.

NO DRESS POLICY
A student receives a no dress (ND) when they fail to dress for P.E. without a proper note.

2nd ND = A phone call home is made by the P.E. teacher & a letter is sent home explaining the policy. A referral is also submitted to the student’s counselor.

4th ND = A phone call home is made by the P.E. teacher alerting of a potential semester failure & a letter is sent home explaining the policy. Parents are encouraged to contact the P.E. teacher immediately. A referral is also submitted to the student’s counselor.
6th ND = Physical Education department chair is notified and student may be removed from the P.E. class, and may receive a failing grade for the semester. The student may be placed in a study hall. If a student is in the Driver Education classroom during the semester, the No Dress Policy will be modified. The steps above will be taken for the 2nd, 3rd, & 4th No Dress. A student that gets a 4th No Dress in the same semester as Driver Education will automatically receive a failing grade for the semester.

ABSENCE/ZERO GRADING POLICY

<table>
<thead>
<tr>
<th>ND</th>
<th>Points lost</th>
<th>Able to earn back</th>
<th># of Make Up P.E.</th>
<th>Ab HS</th>
<th>Points lost</th>
<th>Able to earn back</th>
<th># of Make Up P.E.</th>
</tr>
</thead>
<tbody>
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<td>36</td>
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</tbody>
</table>

IN SCHOOL SUSPENSION (ISS)

Students in P.E. activity classes scheduled into ISS should complete a written report/article review obtained from the ISS supervisor. This must be completed the day the student is assigned to ISS and turned into the ISS supervisor. No late work will be accepted by the student’s teacher.

GENERAL P.E. AREA SAFETY REMINDERS

* All students should sit in their assigned attendance spot upon entrance to attendance area (alphabetically) – not seated in proper spot results in student being marked tardy
* When class is being dismissed, all students should wait for teacher to allow them to leave area, this should be done once all equipment has been returned to proper area
* If whistle blows, teacher says “time to go” EVERYONE stops what they are doing and either lines up at exit area and/or collects/returns equipment
* Take care of equipment – no pulling on nets, no kicking of balls that should not be kicked (volleyballs/basketballs), no throwing/slamming of rackets, no reason for any ball to get close to the ceiling (Swanson gym, field house), no reason any equipment should be in the Swanson bleachers, if for some unseen reason, this does in fact occur, make sure it is immediately
retrieved.
Just wearing a uniform everyday will not guarantee students a passing grade in physical education. Students are graded at all times through effort, participation, attitude, and interaction with other

**WHERE TO GO FOR WHAT!**

<table>
<thead>
<tr>
<th>I just want to talk to someone. Counselor (146) or Social Worker (145)</th>
<th>I want information about summer school. Room 306 – Brett Lettiere</th>
</tr>
</thead>
<tbody>
<tr>
<td>I need information on colleges and trade schools. Career Information Center (146) or LRC</td>
<td>I need information about school organizations and activities. Student Activities Office LRC</td>
</tr>
<tr>
<td>I need to send out a copy of my transcript. Student Records/Registrar (146)</td>
<td>I need help in selecting a major course of study in college and/or help with making future plans. Counselor (146)</td>
</tr>
<tr>
<td>I want to know how many credits I have. Counselor (146)</td>
<td>I want confidential counseling or information with personal questions about topics such as sex, drugs, family, friends, etc. Counselor (146), Social Worker (145) or SIP Coordinator (146)</td>
</tr>
<tr>
<td>I need a work permit. Student Activities Secretary (LRC) with a parent, social security card, birth certificate, and letter from employer.</td>
<td>I need information on athletic eligibility, parent consent or insurance forms. Athletic Office (Swanson Gym)</td>
</tr>
<tr>
<td>Lost and Found Bookstore</td>
<td>I think I’m being ill-served or mistreated by the school rules. Assistant Principal (Main Office East) or Deans’ Office (148)</td>
</tr>
<tr>
<td>I think something was stolen. Deans’ Office (148)</td>
<td>I need information on financial aid and scholarships. Counselor (146)</td>
</tr>
<tr>
<td>I want to withdraw from school. Counselor or Attendance Office (146)</td>
<td>I need my car insurance “Good Student” Discount Form signed. Counselor or Registrar (146)</td>
</tr>
<tr>
<td>I will be needing homebound instruction. Counselor (146)</td>
<td>I feel sick or have been injured. Ask your teacher for a pass to Health Services (142)</td>
</tr>
<tr>
<td>I am going to be out of school for three or more days and want my homework sent home. Counselor (146)</td>
<td>I need to talk with someone about gangs. Social Worker (145) or Dean (148)</td>
</tr>
<tr>
<td>Problem</td>
<td>Contact</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>I need to visit about graduation requirements.</td>
<td>Counselor (146)</td>
</tr>
<tr>
<td>I think I am being treated unfairly by a teacher. Have parent call teacher.</td>
<td></td>
</tr>
<tr>
<td>I need to get a grade corrected.</td>
<td>Registrar or Counselor (146)</td>
</tr>
<tr>
<td>I have a question that’s not on this list.</td>
<td>Ask anyone! We’re always glad to help!</td>
</tr>
<tr>
<td>I need help with a locker problem.</td>
<td>Deans’ Office (148)</td>
</tr>
</tbody>
</table>

**AWAY SCHOOL DIRECTORY**

<table>
<thead>
<tr>
<th>School</th>
<th>Directions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bremen</td>
<td>Take Harlem Ave. south to Route 83. Turn left on Rt. 83 to Cicero Ave. Turn right to 141st Street. Turn left and go to Pulaski Rd., turn right to school</td>
</tr>
<tr>
<td>Cog Hill Golf Course</td>
<td>(Argo Home Golf Course) Take Archer Ave. south to course.</td>
</tr>
<tr>
<td>Eisenhower</td>
<td>Take Harlem Ave. south to 127th Street. Turn left onto 127th Street, go east to Sacramento and school.</td>
</tr>
<tr>
<td>Evergreen Park</td>
<td>Take Harlem Ave. south to 95th Street. Go east on 95th Street to Kedzie Ave. Turn right on Kedzie to 99th Street to school.</td>
</tr>
<tr>
<td>Hillcrest</td>
<td>Take Harlem Ave. south to Route 83, turn left on Rt. 83 to Cicero Ave., turn right and take Cicero to 175th Street. Turn left on 175th and go east to Pulaski Rd. to school.</td>
</tr>
<tr>
<td>Lemont</td>
<td>Take Archer Ave. south to McCarthy Rd. (123rd St.). Turn right on McCarthy to Julia Street. Turn right to Porter Street and school.</td>
</tr>
<tr>
<td>Oak Forest</td>
<td>Take Harlem Ave. south to 151st Street. Turn left to Central Ave. Turn right on Central to school.</td>
</tr>
<tr>
<td>Oak Lawn</td>
<td>Take Harlem Ave. south to 95th Street east exit. Go east on 95th Street to Southwest Highway and school.</td>
</tr>
<tr>
<td>Reavis</td>
<td>Take Harlem Ave. south to 79th Street, turn left on 79th to Austin Ave., left on Austin to school.</td>
</tr>
<tr>
<td>Richards</td>
<td>Take Harlem Ave. south to 95th Street east exit. Go east on 95th Street to Central Ave., turn right on Central to school.</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td>Shepard</td>
<td>Take Harlem Ave. south to 127th Street, turn left to Ridgeland, right on Ridgeland, go south to school.</td>
</tr>
<tr>
<td>Tinley Park</td>
<td>Take Harlem Ave. south to 159th Street. Turn left on 159th and go east to Oak Park Ave. Turn right on Oak Park to 175th Street. Turn left onto 175th St. and go 1 mile to school.</td>
</tr>
</tbody>
</table>