

2020-2021 STUDENT CODE OF CONDUCT**TABLE OF CONTENTS**

PROMOTION AND GRADUATION	2
GRADING POLICY	3
ATTENDANCE POLICY	4
SNOW DAYS/SCHOOL CANCELLATION	6
STUDENT CODE OF CONDUCT (SCC) AND DISCIPLINE POLICY	6
UNACCEPTABLE BEHAVIOR & CORRECTIVE DISCIPLINARY CONSEQUENCES	11
ANTI-BULLYING POLICY	16
INTRINSIC SCHOOLS DRESS & UNIFORM POLICY CODE	18
SCHOOL FEES	21
PARKING	21
NO SOLICITATION	21
ACADEMIC DISHONESTY	21
TECHNOLOGY ACCEPTABLE USE POLICY	22
SUPERVISION OF STUDENTS	23
PERSONAL SAFETY OUTSIDE THE BUILDING	23
FIRE DRILL	23
SPORTS ELIGIBILITY	24
GUESTS	25
DIRECTORY INFORMATION	25
PARENT SQUARE	26
STUDENTS RIGHTS	26
SUPPORTING TRANSGENDER AND GENDER NONCONFORMING STUDENTS	27
STUDENT INITIATED GROUPS	29
MEDICAL POLICIES	30
POLICY ON MANDATED REPORTING OF ABUSE/NEGLECT	31
POLICY ON STUDENT RECORDS	32
PROCEDURAL SAFEGUARDS FOR DISCIPLINE OF STUDENTS WITH DISABILITIES/IMPAIRMENTS[1]	34
INTRINSIC SCHOOLS SEXUAL MISCONDUCT POLICY AND PROCEDURES	35

2020-2021 STUDENT CODE OF CONDUCT**PROMOTION AND GRADUATION**

Students must meet requirements in all of the applicable areas to be promoted to the next grade or to graduate: academics, attendance, discipline, advisory, community service, and Learn.Plan.Succeed. Only students who have completed all graduation requirements are eligible to receive a diploma and participate in graduation ceremonies. **Note: Students who do not meet the applicable academic, discipline, attendance, advisory, community service, and postsecondary plan requirements must repeat the entire grade.**

1. Academics: Students must pass all classes in order to promote to the next grade level or to graduate.
 - a. Students must earn the appropriate credits from all courses in which they are enrolled during the regular school day and school year. Students who fail a class are expected to enroll in credit recovery courses at the earliest available opportunity. The cost of credit recovery courses is \$140. Students unable to make up all credits at least one week before the school year starts will not be promoted to the next grade level or graduate.
2. Attendance: Students who have more than 15 days of absence during any school year for any reason, including excused medical absences, will be required to attend an enrichment summer school class in order to be promoted to the next grade level or to graduate. This includes absences earned as a result of tardies (see below). The only exceptions are for seniors who have verifiable medical conditions that prevent their attendance. Regular, non-emergency visits to the doctor will count as absences. Tardy to school four (4) times counts as an unexcused absence from school and counts towards a student's absences total for the school year.
 - a. Students who earn more than 15 absences due to medical absences or extenuating family circumstances will have an opportunity to appeal the summer school course in June.
3. Discipline: Students must demonstrate discipline and maturity to be promoted or to graduate. The following are requirements for promotion or graduation:
 - a. **0-15 detentions** earned in one school year. Students must serve all detentions in order to be promoted or graduate.
 - b. **16-29 detentions** earned in one school year: Students must attend all sessions and pass the Bridge Sessions and serve all detentions in order to be promoted or graduate.
 - c. **30-36 detentions** earned in one school year: Students must attend all sessions and pass **both** sessions of Bridge (2 sessions total) and serve all detentions in order to be promoted or graduate.
 - d. **More than 36 detentions** earned in one school year: Students must take and pass Summer Academy course in order to be promoted or graduate.
4. Advisory: Advisory is a Pass/Fail class. Pass/Fail classes are issued "P" or "F; however, they do not factor into grade point averages. Students must earn a 90% to pass advisory to promote to the next grade level.
5. Community Service: In order to graduate from Intrinsic, high school students must complete a minimum of 40 community service hours and/or service learning projects. Starting in the 2020-2021 school year, all high school students will be required to complete 10 hours of service learning projects per year.
6. Postsecondary Plan: Learn.Plan.Succeed. is a CPS high school graduation requirement that starts with the Class of 2020. Every 12th grade student must have evidence of their next step after high school in the form of a concrete postsecondary plan.

2020-2021 STUDENT CODE OF CONDUCT

GRADING POLICY

Grading Periods

- There are two semesters per year.
- Students will receive progress reports every two weeks of the semester.
- Parents must attend Student Led Conferences during the first, second, and third quarters and must attend Report Card Pick Up at the conclusion of the fourth quarter.
- High School students receive credits at the end of each semester for classes they have passed.

Grading Scale

LETTER GRADE	%	UNWEIGHTED	HONORS	AP/ EARLY COLLEGE
A+	97 - 100	4.4	5.4	6.4
A	92 - 96	4.0	5.0	6.0
A-	90 - 91	3.7	4.7	5.7
B+	87 - 89	3.4	4.4	5.4
B	82 - 86	3.0	4.0	5.0
B-	80 - 81	2.7	3.7	4.7
C+	77 - 79	2.4	3.4	4.4
C	72 - 76	2.0	3.0	4.0
C-	70 - 71	1.7	2.7	3.7
D*	60 - 69	1.4	2.4	3.4
F**	0 - 59	0	0	0

*All Ds earned by **high school students** can be recovered in summer school and will be free of cost.

Students transferring in from other high schools: Students transferring to an Intrinsic campus from another high school may have a semester's worth of successfully completed classes count as a semester of Intrinsic credit. However, transfer students must take and pay for any classes they have failed at another school.

Make-up Assignments

High School:

- Quizzes/Tests: Must be taken within 1 week of the student's return to school.
- Extra credit can only be made available to the whole class and not to individuals.
- No extra credit assignments can be given or accepted during the last two weeks of any semester. However, there can be extra points available on assignments or assessments at any time.

Late Work

High School:

2020-2021 STUDENT CODE OF CONDUCT

- Late work should be recorded as 70% of the grade that the student would have earned for on-time work if it is turned in no later than the day after which the work was due

Library Book

Students are required to have an assigned Independent Reading book at all times. This book can be obtained from ELA classrooms.

*Please see the Intrinsic Schools Academic Guide for additional information about academics.

ATTENDANCE POLICY

Attendance: Absences may be excused only for illness or a verifiable family emergency. **Absences can be excused only if a written note from the legal guardian is received in the main office within 48 hours of the student's return to school. A doctor's note or other official documentation is required for an absence period of more than 2 consecutive days.** Notes from the doctor must come from the doctor on letterhead. If a student is to be out, the parent/guardian should inform the main office before 8:00am if possible. It is important to note that excused absences still count for a student's total number of absences.

Students who are absent for all or part of any day may not attend or participate in any extra-curricular event or sporting event on that day or night except with written permission of the principal.

Students who are absent for all or part of the day may not be present on school grounds.

Students who are absent for all or part of any day for "cut days," "senior cut days," "skip days," "ditch days," or any similar events may be denied participation in any extra-curricular event or sport events such as prom, luncheon, or graduation and/or given multiple detentions.

Students who have more than 15 days of absence during any school year, for any reason, including excused medical absences, will be required to attend an enrichment summer school class in order to be promoted to the next grade level or to graduate. This includes absences earned as a result of tardies. The only exceptions will be for seniors who have verifiable medical conditions that prevent their attendance as approved by the Principal. Regular, non-emergency visits to the doctor will count as absences. Tardy to school four (4) times counts as an unexcused absence from school and counts towards a student's absences total for the school year.

If a student is tardy to school, they may be required to participate in an intervention program that will help them improve their attendance.

For excused absences and absences due to suspension, make up work must be allowed and generally, students are given as many days to turn in work as they were absent. For example, if a student is absent for two days, they would have to turn in make-up work by the second day they are back. Community Service Hours are not counted if done during the school-day hours that students are suspended.

For unexcused absences, make-up work does not have to be given.

2020-2021 STUDENT CODE OF CONDUCT

Early dismissals or late arrivals: If at all possible, students must make medical or other appointments after school hours or on weekends. In the rare event that a student needs an early dismissal or late arrival, the following procedures must be followed:

1. The legal guardian must come and sign the student in or out of the school. The legal guardian must show identification. Only parents/guardians listed on the student’s emergency contact form will be allowed to pick up the student from school.
2. The student must make up all missed work.
3. Only early dismissals or late arrivals for verified doctor’s appointments, observance of a religious holiday, death in the immediate family, or verifiable family emergency will count as excused absences. All others are considered unexcused. Doctor’s notes should be brought upon arrival to school.

Late arrivals and early dismissals will have the following impact on a student’s attendance record:

Length of Time Missed in a School Day	Late Arrival	Early Dismissal
0-24%	Tardy time; 0.25 day absent	0.25 day absent
25-50%	Tardy time; 0.5 day absent	0.5 day absent
51-75%	Tardy time; 0.5 day absent	0.5 day absent
76-100%	Tardy time; 1 day absent	1 day absent

Leaving campus (school): Students are not permitted to leave campus once they are inside the building unless they have off-campus lunch as designated by the Dean or designee. If high school students have the off campus lunch designation, they are required to have parent/guardian permission and must abide by the Intrinsic Student Code of Conduct while off campus. If students leave the building for off campus lunch, they must remain off campus until their lunch period is over. If students or parents/guardians bring an outside lunch, the student may be required to eat in a separate space. Students may not order food to be delivered to school. This designation can be revoked if students violate these policies. Leaving the campus (school) without authorization will result in a suspension and/or a detention. Students with off campus lunch privileges will receive more specific guidelines upon receiving the designation.

Dual Enrollment (high school students only): Students will also have the opportunity to enroll in Dual Enrollment courses at City Colleges of Chicago. If students meet the requirements, they will be allowed to leave Intrinsic before the end of the school day. Parent/guardian permission is required to participate in this program.

Residency Policy: All Intrinsic students must reside in the city of Chicago. Please see the CPS student residency policy for more details.

SNOW DAYS/SCHOOL CANCELLATION

Intrinsic campuses follow the Chicago Public Schools (CPS) with respect to snow days or other weather related issues. If CPS cancels school because of weather, so will the Intrinsic campuses. Call CPS at 773-553-1000 to find out if they have cancelled school.

STUDENT CODE OF CONDUCT (SCC) AND DISCIPLINE POLICY

2020-2021 STUDENT CODE OF CONDUCT

Similar to academic growth, self-discipline is a skill that develops over time and requires a deliberate community approach of both support and accountability. Every Intrinsic student receives social and emotional development from dedicated staff advisors who guide students through the Intrinsic experience.

Advisors provide important feedback and encouragement to students along with consistent communication to parent(s)/guardian(s). We assume the best in every student and seek to provide positive reinforcement at every opportunity, whether in the hallways, in the classroom, or at extracurricular events. Student leadership is also developed through a variety of campus-specific programs such as peer mentorship programs, student clubs, and a host of other student leadership opportunities in extra-curricular activities.

Finally, with dedicated social workers and culture staff, students have access to emotional care and support. With the rigors of our academic curriculum, we encourage students to communicate when facing obstacles and to utilize the available support. When conflict and tension between students is known, we implement restorative strategies to de-escalate conflict and actively provide mediation with staff and/or social workers. We use restorative practices proactively and responsively to address conflict and repair harm. We also utilize structured behavioral interventions to teach students coping skills and provide social and emotional instruction to teach appropriate behaviors and avoid the occurrence of misbehavior.

The expectations of Intrinsic are high and the Student Code of Conduct is designed to give students the best chance to be prepared for postsecondary success. The purpose of the SCC is to a) instill habits of self-discipline, b) protect the learning environment, and c) to promote a strong and supportive sense of community in our schools.

The SCC is not intended to address the entire spectrum of student misbehavior; instead it outlines a range of appropriate consequences proportionately related for certain inappropriate behaviors. While school officials retain the discretion to create campus specific policy and address student misconduct that is not specifically included in this discipline policy as long as it is consistent with this policy, Intrinsic will establish and consult with parent and staff advisory committees to annually review this SCC policy. This code applies to actions of students 1) during school hours and before and after school, while on school property, 2) while traveling on school vehicles to or from a school activity, team or function, or event, 3) off school grounds at all school-sponsored activities or events or events that bear a reasonable relationship to the school, and 4) while using the school network or any electronic devices. This code also applies to actions of students before or after school hours and off school property if those actions pose a substantial likelihood of disruption to the learning environment in the school.

Prior to being subject to any exclusionary discipline, students shall be provided appropriate due process, while consistently following the policies outlined below.

When determining any disciplinary consequence for misconduct by a student with a disability which may result in a suspension for more than 10 cumulative school days or will result in a change of placement, the 504 or IEP team will consider all relevant information in the student's file, including the student's 504 Plan or IEP, any teacher observations and any relevant information provided by the parent to determine if the conduct was a manifestation of the student's disability.

EPIC Points: In alignment with our mission and vision, students will be recognized for displaying the core values of Empathy, Perseverance, Identity, and Curiosity and will receive EPIC points. Students will be honored at community meetings, weekly lunch celebrations, and grade level celebrations.

Interventions: The following interventions will be used with all students to ensure success:

Daily Advisor Check-Ins: Students will have a bi-weekly check in with their advisor in both morning and afternoon advisory. These check-ins serve as a starting and ending point to the day as well as a place to set goals and action plans regarding academics and student behavior. Students will work with their advisor to ensure completion of high school.

2020-2021 STUDENT CODE OF CONDUCT

Classroom Removal Reflection: If a student is removed from class because they are a disruption to the learning environment, they will complete a reflection about their actions in class and a plan for future success. A member of the Culture Team will review the reflection with the student and will share the information with the classroom teacher and advisor. The classroom teacher will call the parent/guardian to discuss the classroom removal and set up a plan for success.

Classroom Removal Mediation: If a student is removed from class because they are a disruption to the learning environment, the Dean or designee will host a mediation session between the student and teacher to ensure a successful return to class. This mediation session will occur before the student returns to the classroom space.

Culture Team Check-Ins: Students will have the opportunity to check in with a member of the Culture Team throughout the school day to discuss any situations that may arise throughout the school day.

Parent Conference—Parent informed by phone or in person with conference documented, incident explained, and future consequences reviewed. The conference notification and notes should become part of the student's permanent record.

Parent/Guardian and Student Re-Entry Meetings: A re-entry meeting with the student and parent/guardian will be scheduled upon the return of the student to school from a suspension. A member of the Intrinsic Culture Team will facilitate this meeting to ensure the student's successful return to the school setting. The conference will be documented, incident explained, and future consequences reviewed. The conference notification and notes should become part of the student's permanent record.

Social Worker Meetings: Students will have the opportunity to meet with the social worker before or after school, as well as during specific office hours. Students can work with a social worker to ensure completion of high school.

Social Work Groups: Students will have an opportunity to participate in small group sessions with the social worker to discuss topics like self-esteem, anger management, and attendance.

Culture or Social Worker Group Meditation Sessions: The Culture Team or Social Worker will host group mediation sessions between students. Students will agree to a foundation of ground rules and then share their perspectives. A Culture Team member or the Social Worker will help students define the problem and generate and evaluate potential solutions and come to an agreement.

Clean/Exemplary Weeks: If a student earns three or fewer infractions over the course of five days present, a student earns a "Clean Week" and is able to remove one detention from his/her/their total number of detentions. A "Clean Week" may also be used to reduce detention time by 30 minutes if the detention is served the week immediately preceding the week that the clean week is earned. If a student earns zero infractions over the course of five days present, a student earns an "Exemplary Week" and is able to remove two detentions from his/her/their total number of detentions. An "Exemplary Week" may also be used to reduce detention time by 45 minutes if the detention is served the week immediately preceding the week that the "Exemplary Week" is earned. Students are eligible for clean and honor weeks starting at one detention. Students cannot bank clean weeks and exemplary weeks. All earned detentions must be served by the end of the year.

Bullying Prevention Course: Students that violate the Intrinsic anti-bullying policy will have the opportunity to take an online anti-bullying course to reflect upon their actions and create goals for a successful return to the learning environment.

Social Media Awareness Course: Students that violate the Intrinsic social media policy will have an opportunity to take an online course to learn more about online safety.

Community Resources: Parents and guardians can be provided with community resources, including individual and family counseling and rehabilitation services.

Infractions: The infraction system addresses student behavior that is in violation of classroom, campus, extracurricular, or transportation rules. Intrinsic students are held to these expectations to ensure campus remains a safe place where students can focus on learning and are all treated with kindness and respect. Failure to adhere to these expectations may result in consequences. Infractions are the primary method to apply responsive discipline and reinforce clearly stated expectations. More serious infractions may earn more severe consequences as outlined in the SCC. Infractions will be weighted based on a tier-system. Tier 1 infractions earn 1 infraction point each. Tier 2 infractions earn 2 infraction points,

2020-2021 STUDENT CODE OF CONDUCT

and Tier 3 infractions carry an automatic detention. High school students who earn 3 infraction points in a week will earn a detention. Any infraction points earned after the initial 3 will be calculated towards the next detention.

Tier 1 (1 infraction point)

- Tardy to class less than 1 minute
- Foul language
- Disruptive behavior anywhere in the school.
- Dress Code that can be corrected immediately (such as untucked shirt, no belt, ID)
- Littering within the school or on school grounds

Tier 2 (2 infraction points)

- Tardy to class 1-3 minutes
- Talking during school-wide drill
- Inappropriate use of technology
- Inappropriate Public Displays of Affection (no kissing, making out, sitting on laps)
- Dress code that cannot be corrected in a timely fashion (such as dress pants, school shirt, PE uniform)
- Eating or drinking outside of lunch or snack time. Water in clear bottles is permissible.
- Eating or drinking pop, energy drinks (such as Red Bull Monster), or eating hot chips, or Takis anywhere.

Tier 3 (3 infraction points automatic detention)

- Tardy to class more than 3 minutes
- Academic dishonesty, cheating or plagiarism on classwork.
- Initiating or participating in any unacceptable minor physical actions
- No computer
- Disciplinary removal of a student from class.
- Having, using or evidence of using, a cell phone, I-Pod, or other electronic devices visible (whether or not in use) or audible anywhere, anytime in school or without staff permission at any school event
- Unexcused absence from a class or school-mandated function such as mandatory Study Hall, community service event, tardy time, etc.
- Entering classroom, POD space, or storage without permission, or unescorted in the hallway.
- Vandalism or misuse of school furniture outside of its intended purpose
- Chewing gum
- Walking across the street without proper crosswalk signal
- Walking or hanging out in alley behind 79 West Monroe

Infraction Appeal: Students may, at the appropriate time and process, communicate and advocate for their behalf if they feel infractions were inappropriately issued.

A student's IEP and/or 504 Plan may impact the implementation of the above.

Detentions: Detentions may take the form of a silent study period, behavior improvement work, cleaning or maintenance work, physical fitness work or a combination of these. Parents who object to cleaning or maintenance work, or physical fitness as part of detention should request in writing that their child only have silent study period or written behavior work during detention. All record of detentions to be kept in student's permanent record file along with all parent notifications.

Bridge Program: Students who earn more than 15 detentions or have a violation of the SCC related to fighting, bullying, harassment, gang activity or drug use or distribution will be required to take discipline classes that teach behavior improvement strategies in order to be promoted or to graduate. The student may be able to take this course during the school year or in the summer. The student will also have to serve any detentions or suspension days earned for violations in addition to taking the discipline class(es).

2020-2021 STUDENT CODE OF CONDUCT

In-School Suspension: For certain offenses, students may earn in-school suspension. In-school suspension is a disciplinary consequence that seeks to build productive habits and personal self-discipline in students. Students may earn an in-school suspension for any offense listed below in the “Unacceptable Behavior & Corrective Disciplinary Consequence” table. In-school suspension can be issued for a maximum of 3 consecutive school days and can be issued in conjunction with out of School Suspension. However, the consecutive amount of days a student can be removed from the classroom for any one offense is 8 days. Student with IEPs assigned to in-school suspension will have additional supports reflecting the needs of their IEPs provided. Intrinsic is committed to only offering this program when resources and staffing allow for quality student supervision and development. Therefore, in-school suspension is only offered by campuses and is subject to staff availability and resources. Additionally, misbehavior while assigned to in-school suspension may result in further discipline.

Exclusionary Discipline: Intrinsic strives to maximize instructional time and protect the learning environment for all students. Intrinsic employs a host of behavior interventions and restorative practices to limit the number and duration of exclusionary discipline, resolve threats and address disruptions– including consistent student advisors, fully staffed culture teams, and conflict resolution practices– to ensure students meet the high expectations for behavior with ample support when they struggle. Intrinsic uses exclusionary discipline practices, such as suspensions, as a last resort. Students who are subject to exclusionary discipline, will be provided notices consistent with legal requirements for all exclusionary discipline and upon the student’s return, the campus will facilitate a re-entry plan. Exclusionary discipline will only be used for legitimate educational purposes under the following conditions:

1 to 3 day Suspensions: When a student’s (who commits an act of gross misconduct) presence poses a threat to school safety, and/or disruption to other students’ learning opportunities. In the written suspension decision notifying the family of the suspension of one to three days, Intrinsic will explain the specific act of gross disobedience or misconduct and the rationale for the specific duration of the suspension. The decision to suspend will be done so on a case by case basis.

4 or more days Suspension: When other appropriate and available behavioral and disciplinary interventions have been exhausted and a student’s (who commits an act of gross misconduct) presence in school poses a threat to the safety of other students, staff or the school community or substantially disrupts, impedes or interferences with the operation of the school. The decision to suspend a student for four days or more will be determined on a case by case basis. In the written suspension decision for a suspension of four days or more, Intrinsic will explain the specific act of gross disobedience or misconduct, explain the rationale for the specific duration of the suspension, and will document whether other behavioral and disciplinary interventions were attempted or whether the school determined there were no other appropriate and available interventions.

Suspension Process: Students who have been suspended may not appear on campus nor attend any school functions (before school, after school, during the evening, or over the weekend) while suspended. Violators of this policy will be considered trespassing. They may, however, enter the school to take or prepare for certain assessments or present their Student Led Conference. Suspended students must be given the opportunity to make-up missed assignments, quizzes, or tests for equivalent credit. Students suspended for 4 days or longer are provided with appropriate and available support services during his/her suspension. A student can be suspended for up to 10 school days.

In the event, a student is subject to exclusionary discipline, such a student will receive all legal required notices. Students will be provided a suspension conference (unless student’s presence poses danger) during which time the student will be informed of the alleged misconduct against him/her and will be given the opportunity to respond. Parents will be called and informed of the suspension as well as provided with a misconduct report and suspension letter (via email, mailed home, or given to the parent).

A parent or student may request a review before a hearing officer to appear and discuss a suspension within five days of the notice of the suspension. The request and reason for the review of the suspension must be put into writing to the suspension hearing officer, hearingadvisor@intrinsicsschools.org.

2020-2021 STUDENT CODE OF CONDUCT

If you fail to make a request for review during this time frame, it shall be considered a waiver of your right to a review hearing. After the review, the hearing officer will provide a written summary of the evidence provided and make a recommendation to the Principal, who will take such action as he/she finds appropriate. An appeal does not halt a student's suspension. If the suspension is overturned, the suspension will be removed from the student's record and any remaining days will not have to be served.

A quarterly summary report of suspensions will be given to the Board.

Expulsions not to exceed 2 years: When other appropriate and available behavioral and disciplinary interventions have been exhausted and a student's (who commits an act of gross misconduct) presence in school poses a threat to the safety of other students, staff or the school community or substantially disrupts, impedes or interferences with the operation of the school. In the written expulsion decision, Intrinsic will explain the specific act of gross disobedience or misconduct, explain the rationale for the specific duration of the expulsion, document whether other behavioral and disciplinary interventions were attempted or whether it was determined there were no other appropriate and available interventions and will document whether appropriate and available support services are to be provided or whether it was determined that no such services exist for the student.

No expulsion shall occur until after a hearing before a hearing officer appointed by the board. The hearing officer shall draft a hearing report consistent with the law.

Expulsion Process: When a campus determines that a student has committed an offense(s) which is (are) grounds for expulsion, has exhausted other appropriate and available behavioral and disciplinary interventions, and believes the continued presence of the student poses a threat to the safety of other students, staff, or members of the school community and/or substantially disrupts, impedes, or interferes with the operation of the school, the Assistant Principal or designee will forward to the hearing officer the appropriate misconduct report. The student may be suspended for up to 10 school days pending an expulsion hearing conducted by a hearing officer. Upon conclusion of the hearing, the hearing officer will draft a hearing report and make a recommendation to Principal. The Principal may take action regarding the referral for expulsion as he/she finds appropriate. The maximum length for an expulsion is two calendar years. A written expulsion decision shall be required in which Intrinsic details the specific reasons why removing the student from the school is in the best interest of the school, states a rationale with respect to the specific duration of time for the expulsion, documents whether other behavioral and disciplinary interventions were attempted (or whether the school determined that there were no other appropriate and available interventions).

Expulsion steps in order:

1. Assistant Principal or designee recommends student for expulsion with a misconduct report to the hearing officer. Principal or designee contacts (minimum three attempts) parent to schedule expulsion hearing, and documents that contact in Illuminate, and notifies parent of the expulsion hearing via first class mail, certified mail and email, if available. The written request to appear to the parent/guardian shall include the time, date and place for the hearing, briefly describe what will happen during the hearing, detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion, state the recommended length of expulsion (not to exceed 2 years), state that expulsions are determined on a case by case basis, and ask whether the student will be represented by an attorney.
2. The campus schedules an expulsion hearing.
 - a. Designated hearing officer will conduct expulsion hearing.
 - b. Assistant Principal or designee may present evidence and/or witnesses.
 - c. Parent is strongly urged to attend
 - d. The campus representative and/or student or his/her representative may cross examine campus witnesses and present evidence.

2020-2021 STUDENT CODE OF CONDUCT

- e. If an advocate or if legal counsel is obtained (or if any member attending is an attorney), the school must be notified 24 hours prior to the expulsion hearing and the contact information of the advocate and/or legal counsel must be shared.
- 3. Hearing officer makes recommendation, including summary of evidence, to the Principal.
- 4. The Principal makes expulsion decision and notifies parent within 5 school days of the expulsion hearing.
- 5. A parent may appeal Intrinsic’s final determination of expulsion within 3 school days of the notice of expulsion. The reasons for the appeal of the expulsion must be put in writing to the CEO. The CEO will make a decision on the appeal within 3 school days of receipt of the appeal and notify the parent of the determination.
- 6. For placement information for your student after an expulsion, please contact the Chicago Public Schools, Department of Student Adjudication at 773-553-2249. Any student expelled from an Intrinsic campus must have prior consent from the principal to be on school grounds or attend any school sponsored event.

Re-engagement of students removed from school setting: students who have been previously suspended out of school, expelled, or are returning from an alternative school setting will be provided with support in the form of a re-entry meeting with the family, communication with that student’s advisor, and social work support.

UNACCEPTABLE BEHAVIOR & CORRECTIVE DISCIPLINARY CONSEQUENCES

Please note, while the ranges in the table below allow for exclusionary discipline as a consequence, a suspension or expulsion will only occur consistent with the policy stated earlier on a case by case basis.

Behavior	Minimum Consequence	Maximum Consequence
2-4 Improper use of technology	Parent conference and/or participation and completion of Juvenile Justice Online Course	3 day in-school suspension
2-6 Exhibiting or publishing any profane, obscene, indecent, immoral, libelous, or offensive materials, or using such language or gestures	Detention, Parent conference and/or participation and completion of Juvenile Justice Online Course	3 day in-school suspension
2-7 Possession (physical control over, such as contained in clothing, lockers, or bags) and/or use of tobacco or nicotine products, matches, or cigarette lighters, including vaporizer devices that contain nicotine products or vaporizer components that do not contain substances	Detention, Parent conference and/or participation and completion of Juvenile Justice Online Course	3 day in-school suspension
3-2 Gambling – participating in games of chance or skill for money or things of value	Item/money confiscated	3 day suspension
3-3 Leaving school grounds without permission of school official	Double detention, parent conference	3 day suspension
Behavior	Minimum Consequence	Maximum Consequence
3-4 Profane, obscene, indecent, and immoral or seriously	Detention, Parent conference	3 day suspension

2020-2021 STUDENT CODE OF CONDUCT

offensive language and gestures, propositions, behavior, or harassment based on race, color, national origin or immigration status, sex, gender, sexual orientation, age, religion, gender identity, gender expression or disability	and/or participation and completion of Juvenile Justice Online Course	
3-7 Forgery – false and fraudulent making or altering of a document or the use of such a document	Parent conference; no credit given on assignment	3 day suspension
3-8 Plagiarizing, cheating and/or copying the work of another student of other source	Parent conference; no credit given on assignment	3 day suspension
3-10 Bullying Behaviors—Conduct directed towards a student that can be reasonably predicted to cause fear of physical or mental harm, harm to property, and/or interfere with a student's ability to participate in school or school activities.	Detention and/or participation and completion of Juvenile Justice Online Course or Bullying Prevention Course and/or parent conference	Referral for expulsion
3-11: Use of cellular telephones or other information technology device to harass, incite violence or interrupt other students' participation in school activities, including use of device to record others without permission or unauthorized distribution of recordings	Detention and/or participation and completion of Juvenile Justice Online Course or Bullying Prevention Course	Referral for expulsion
4-2 Gross Disrespect - disrespectful behavior to a staff member, student, or visitor, including verbal disrespect, written disrespect, obscene gestures, and disrespect on the internet	Detention and/or participation and completion of Juvenile Justice Online Course or Bullying Prevention Course and/or parent conference	2 day suspension
4-3: Assault – an attempt or reasonable threat to inflict injury on someone with a show of force that would cause the victim to expect an immediate battery	1 day suspension	5 day suspension
4-4: Vandalism (willful or malicious destruction or defacing of the property of others) or criminal damage to property at a cost less than \$500	Detention, completion of service learning project	3 day suspension
4-5 Battery (unwanted bodily contact with another person without legal justification) or aiding or abetting the commission of a battery which does not result in a physical injury	1 day suspension	8 day suspension
4-7: Theft (unauthorized control over the physical property of another) or possession (physical control over, such as contained in clothing, lockers or bags) of stolen property that costs less than \$150	Completion of service learning project, detention, parent conference	3 day suspension
Behavior	Minimum Consequence	Maximum Consequence

2020-2021 STUDENT CODE OF CONDUCT

4-14: Use or possession of alcohol, drugs, controlled substances, "look-alikes" of such substances, contraband (including all devices that contain substances for the purposes of intoxication or any unknown substances), or use of any other substance for the purpose of intoxication in or before school or a school-related function	Referral for counseling services, parent conference, completion of service learning project	8 day suspension
4-15: Initiating or participating in inappropriate physical contact with school personnel, such as pushing school personnel out of the way in order to physically fight with another student, with no intent to harm school personnel	Referral for counseling services, parent conference, completion of service learning project, detention	3 day suspension
4-16 Voluntary sex acts that occur on CPS property or during CPS-sponsored activities. This includes any voluntary action that includes genital contact, including fondling, digital penetration, sexual intercourse, and oral sex	Referral for counseling services, parent conference, completion of service learning project, detention	3 day suspension
5-1 Aggravated assault - assault with a deadly weapon or done by a person who conceals his/her identity, or any assault against school personnel	3 day suspension	Referral for expulsion
5-3: Theft (obtaining or exerting unauthorized control over) or possession (physical control over, including in clothing, lockers, or bags) of stolen property that costs more than \$150	1 day suspension	3 day suspension
5-4 Use of intimidation, credible threats of violence, coercion, or persistent severe bullying. Intimidation is behavior that prevents or discourages another student from exercising his/her right to education, or using force against students, school personnel and school visitors. For severe bullying, see the Anti-Bullying Policy before assigning an intervention or consequence	1 day suspension and/or Meeting with Social Worker and/or Participation and completion of Juvenile Justice Online Course or Bullying Prevention Course	Referral for expulsion
5-5: Fighting – physical contact between more than two people with intent to harm, or physical contact between two people with intent to harm that results in injury	2 days out of school suspension and 1 day in-school suspension	Referral for expulsion
5-6: Gang activity or overt displays of gang affiliation	Detention, parent conference, and/or completion of Juvenile Justice Online Course or Bullying Prevention Course	Referral for expulsion
Behavior	Minimum Consequence	Maximum Consequence

2020-2021 STUDENT CODE OF CONDUCT

5-7 Inappropriate sexual conduct, including unwelcome sexual contact, indecent exposure, transmitting sexually suggestive images through information technology devices, or other sexual activities which do not involve the use of force	Detention, parent conference, and/or completion of Juvenile Justice Online Course or Bullying Prevention Course	Referral for expulsion
5-9 Persistent or severe acts of sexual harassment – unwelcome sexual or gender-based conduct (either physical or verbal) and/or conduct of a sexual nature which is sufficiently severe, persistent, or pervasive to limit a student’s ability to participate in or benefit from the educational program or which creates a hostile or abusive school environment	3 day suspension and/or completion of Juvenile Justice Online Course	Referral for Expulsion
5-14 Use of any information technology device, including social networking websites, or use of any computer, to threaten, stalk, harass, bully or otherwise intimidate others	1 day suspension and/or meeting with social worker and/or participation and completion of Juvenile Justice Online Course or Bullying Prevention Course	Referral for expulsion
5-15: Vandalism (willful or malicious destruction or defacing of property) or criminal damage to property that results in damage exceeding \$500 or that is done to personal property belonging to any school personnel	3 day suspension	Referral for expulsion
6-1: Use, possession, and/or concealment of a firearm/destructive device or other weapon or “look-alikes” of weapons as defined in the Reference Guide, or use or intent to use any other object to inflict bodily harm	1 day suspension, item confiscated	Referral for expulsion (1 year)
6-2: Intentionally causing or attempting to cause all or a portion of the Intrinsic network to become inoperable	4 day suspension, parent conference, referral to counseling services	Referral for expulsion
6-3: Arson – knowingly damaging, by means of fire or explosive, a building and/or the personal property of others	4 day suspension, parent conference, referral to counseling services	Referral for expulsion
6-4: Bomb threat – false indication that a bomb, or other explosive of any nature, is concealed in a place that would endanger human life if activated	4 day suspension, parent conference, referral to counseling services	Referral for expulsion
6-5: Robbery – taking personal property in the possession of another by use of force or by threatening the imminent use of force	4 day suspension, parent conference, referral to counseling services	Referral for expulsion
Behavior	Minimum Consequence	Maximum Consequence

2020-2021 STUDENT CODE OF CONDUCT

6-6: Sale, distribution, or intent to sell or distribute alcohol, illegal drugs, narcotics, controlled substances, vapes, "look-alikes" of such substances, contraband, or any other substance used for the purpose of intoxication	4 day suspension, parent conference, referral to counseling services	Referral for expulsion
6-7: Sex acts which include the use of force	4 day suspension, parent conference, referral to counseling services, meeting with social worker	Referral for expulsion
6-8: Aggravated battery (battery that causes great harm, is done with a deadly weapon, is done by a person who conceals his/her identity, or the use of physical force against school personnel) or aiding and abetting in the commission of an aggravated battery	4 day suspension, parent conference, police report/citation	Referral for expulsion
6-11 - Use or attempted use of a firearm/destructive device or other weapon or "look-alikes" of weapons as defined in the Reference Guide, or use or intent to use any other object to inflict bodily harm	8 day suspension and referral for expulsion (1 year)	Referral for expulsion (2 years)
6-12: Theft (obtaining or exerting unauthorized control over) or possession (physical control over, including in clothing, lockers, or bags) of stolen property that costs more than \$1,000	4 day suspension, parent conference, police report/citation	Referral for expulsion

Good Standing: Students who break school rules or fail to serve the penalty for breaking them may lose their good standing status at school. For those who are not in good standing, this could result in not eating lunch with classmates and in not being eligible for sports, dances, prom, camp, activities, field trips.

Social Media/Networking: The principal (or designee) may investigate or require a student's cooperation in an investigation if there is specific information about an activity on the student's social networking account that violates the SCC. A student may be required to share the reported conduct during the investigation. The school may not request password or account information.

Searches: Students or personal property of students can be searched with reasonable suspicion the student has broken the law or has violated the SCC and the search will turn up evidence of that wrongdoing. Each search must be reasonable in scope and justified in its inception. Student personal property can be seized if a search produces evidence that the student has violated the law or the SCC. The search must be done by a staff member who is the same gender as the student identifies and there must always be a second staff member present as a witness.

Police Report: If there is reason to believe that a student may be, or was involved in any illegal activity on school grounds or at any school sponsored activity or event, school personnel may contact the police to report the incident. This standard applies to all violations of the SCC. A campus official will take reasonable actions to inform parents prior to or shortly thereafter the police are called. A school staff member shall immediately notify the office of the principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed

2020-2021 STUDENT CODE OF CONDUCT

against any staff member. Upon receiving such a report, the principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Weapon Definition: For the purposes of the SCC, weapon is defined as any object which may be used, is intended to be used, or is attempted to be used for bodily harm including, but not limited to a firearm or firearm "lookalike," a stick, brass knuckles, a knife, box cutters, bullets, screw drivers, saws, metal pipes, b.b. guns, toy guns, slingshots, mace/pepper spray, billy clubs, or broken bottles.

ANTI-BULLYING POLICY

Purpose

The Illinois General Assembly has found that a safe and civil school environment is necessary for students to learn and achieve and that bullying causes physical, psychological, and emotional harm to students and interferes with their ability to learn and participate in school activities. Bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping and fping out of school, fighting, using drugs and alcohol, sexual harassment, and violence. It is the goal of the Chicago Board of Education ("Board") to create a learning environment in all its school communities where students are protected from bullying so they feel safe and supported in their efforts to succeed academically and develop emotionally into responsible, caring individuals.

The Board asks every Chicago Public School ("CPS") student, with the support of his/her parent(s), guardian(s) and the adults at school, to commit to the following principles, which will apply to everyone on school property and at school-related activities:

- I will not bully others.
- I will try to help anyone I suspect is being bullied.
- I will work to include students who are left out.
- If someone is being bullied, I will tell an adult at school and an adult at home.

Scope

Bullying is contrary to Illinois law and this Policy is consistent with the Illinois School Code. This Policy protects CPS students against bullying and harassment on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The Board recognizes the particular vulnerability of students with actual or perceived disabilities and those who identify as or are perceived to be lesbian, gay, bisexual or transgender. Nothing in this Policy is intended to infringe upon any expression protected by the First Amendment to the United States Constitution or Section 3 of Article I of the Illinois Constitution.

Anti-bullying policy

This Policy is based on the engagement of a range of school stakeholders, including students and parents/guardians. The Board or its designee will re-evaluate this Policy every two (2) years based on an assessment of its outcomes and effectiveness, including, but not limited to, factors such as the frequency of victimization; student, staff and family observations of safety at school; identification of areas of a school where bullying occurs; the types of bullying utilized; and bystander intervention or participation. The information developed will be made available on the District's website.

Bullying is prohibited:

- 1) during any school-sponsored or school-sanctioned program or activity;
- 2) in school, on school property, on school buses or other Board-provided transportation, and at designated locations for students to wait for buses and other Board-provided transportation ("bus stops");

2020-2021 STUDENT CODE OF CONDUCT

- 3) through the transmission of information from a CPS computer or computer network, or other electronic school equipment;
- 4) when communicated through any electronic technology or personal electronic device while on school property, on school buses or other Board-provided transportation, at bus stops, and at school-sponsored or school-sanctioned events or activities;
- 5) when it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with intent to carry them out during any school-related or sponsored program or activity or on Board- provided transportation;
- 6) when it is a Student Code of Conduct ("SCC") Group 5 or 6 behavior that occurs off campus but most seriously disrupts any student's education.

Definitions

Bullying means any severe or pervasive (repeated over time) 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 one or more of the following effects:

- 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.

Anti-bullying policy

Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive. Bullying behaviors may also qualify as other inappropriate behaviors listed in the SCC. When deciding whether inappropriate behavior constitutes bullying, administrators should consider the student's intent, the frequency or recurrence of the inappropriate behavior, and whether there are power imbalances between the students involved. While bullying is often characterized by repeated acts, sometimes a single incident constitutes bullying depending on the student's intent and power imbalances.

Cyberbullying

means using information and communication technologies to bully. This definition includes cyberbullying by means of technology that is not owned, leased, or used by the school district when an administrator or teacher receives a report that bullying through this means has occurred. This Policy does not require a district or school to staff or monitor any non school-related activity, function, or program.

Retaliation

means any form of intimidation, reprisal including but not limited to the submission of knowingly false bullying allegations, or harassment directed against a student who reports bullying, provides information during an investigation, or witnesses or has reliable information about bullying. Retaliation is prohibited and will result in the imposition of appropriate interventions/ consequences according to this Policy and the SCC.

Peer Conflict

means disagreements and oppositional interactions that are situational, immediate and developmentally appropriate. When school employees are aware of peer conflict, they are expected to guide students in developing new skills in social competency, learning personal boundaries and peaceably resolving conflict, and to model appropriate social interactions. These interventions are designed to prevent Peer Conflict from escalating to Bullying.

2020-2021 STUDENT CODE OF CONDUCTRestorative Measures

means a continuum of school-based alternatives to exclusionary discipline that are adapted to the particular needs of the school and community, contribute to maintaining school safety, protect the integrity of a positive and productive learning climate, teach students the personal and interpersonal skills they will need to be successful in school and society, serve to build and restore relationships among students, families, schools, and communities, and reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs.

INTRINSIC SCHOOLS DRESS & UNIFORM POLICY CODE

Dress Code: The dress code is in effect whenever students are in the school building. Warnings are not issued. Students not in school uniform may be put in a silent study hall for the day or until they can get in the correct dress code. During summer school, at school events and sporting events outside of the school building or on dress down days, students may not be required to wear the school uniform, however the rest of the dress code still applies.

1. Shirts and outerwear

- A. Students must wear unaltered school shirts each day.
- B. Shirts may wear any color t-shirt under their Intrinsic Polo as long as it does not distract from the uniform. Intrinsic sweatshirts or Intrinsic sweaters may only be worn over the top of the school polo.
- C. Students may wear solid color long sleeve shirts under their Intrinsic polo.
- D. Coats, non-school sweatshirts, or any other outerwear, including scarves, are not permitted to be worn in the school and must be left in the coatroom or in a backpack all day.
- E. Shirts must be tucked during the school day.

2. Pants

- A. All students must wear navy pants. Capri pants, shorts, jeans, and spandex material are not permitted.
- B. All students, grades 9-12, must wear pants with interior back pockets.
- C. No pockets, loops or straps on pants can be below the hip level. Rubber bands or elastic material are not permitted around the ankles. Students may not roll their pants.
- D. Pants must not be too baggy or too tight nor torn or frayed. Pants must be worn at waist level. Other clothing must not be visible under pants.

3. Shoes

- A. Flip flops, stilettos, stacks, wedges, platform shoes, sandals, moccasins, slippers or house shoes are not permitted.

4. Intrinsic Identification Card

- A. Students must wear their Intrinsic Identification Card at all times on their Intrinsic lanyard as part of the uniform. Students will receive correctable and non-correctable infraction points for not wearing their Intrinsic ID.
- B. Students cannot alter their Intrinsic ID card. If their ID card is altered via marker, stickers, etc, a new ID card must be purchased.
- C. Students will earn one infraction point when issued a temporary ID.
- D. Replacement ID: Can be purchased from the main office for \$5.

5. Gym Uniform

2020-2021 STUDENT CODE OF CONDUCT

- A. Students must wear school gym shirts and school gym shorts or pants. Students may not cut off or alter the gym shirts or gym shorts/sweatpants in any way.
- B. Students must wear gym shoes.
- C. Students must change in their assigned locker room.

6. Belts

- A. Black or brown belts must be worn at all times. Belts may not hang down. Pants must be purchased that allow for belts.

7. Jewelry and Make-Up

- A. Earrings cannot have any inappropriate wording or phrasing.
- B. Make-up, perfume, lotion or any other cosmetics are never to be applied anywhere but bathrooms.

8. Head Coverings

- A. No hats or other head coverings are permitted, including scarves, hairnets, and bandanas anywhere inside the building at any time, except where mandated by legitimate religious requirements.

9. Hair

- A. Hair designs cannot have implied or expressed obscenities or sexual vulgarities, promote the use of drugs, alcohol, or tobacco products, promote or incite violence, gang activity, or other illegal acts, or convey other messages that impact the emotional and physical safety of the school community. Hair designs will need to be covered if they have any of the above language or pictures.

10. Tattoos

- A. Tattoos (permanent or non permanent) cannot have implied or expressed obscenities or sexual vulgarities, promote the use of drugs, alcohol, or tobacco products, promote or incite violence, gang activity, or other illegal acts, or convey other messages that impact the emotional and physical safety of the school community. Tattoos will need to be covered if they have any of the above language or pictures.

11. Inappropriate Clothing

- A. Clothing cannot have implied or expressed obscenities or sexual vulgarities, promote the use of drugs, alcohol, or tobacco products, promote or incite violence, gang activity, or other illegal acts, or convey other messages that impact the emotional and physical safety of the school community.

12. Computers

- A. Computers are treated as a piece of the uniform. If a student's computer is missing from the school day, the student will incur the same consequences as a non-correctable uniform.

2020-2021 STUDENT CODE OF CONDUCT**SCHOOL FEES**

Students may apply for a payment plan for any fees and families who demonstrate financial hardship may apply to have fees waived, including restitution requirements, so that promotion or graduation will not be denied on the basis of inability to pay fees.

School fees must be paid in the front office before 8am or after school hours. School fees cannot be paid by students during the school day. All mandatory school fees (Student Fee, Graduation Fee) must be paid in full before any optional fees (prom, 8th grade trip) are paid.

PARKING

Only Intrinsic staff members with an Intrinsic parking pass may park in the Intrinsic parking lot. Students are NOT allowed to park in the Intrinsic parking lot or turnaround. Cars without the Intrinsic parking pass are subject to tow.

NO SOLICITATION

No Solicitation: Students may not sell any good or services for any fundraiser or other reason while in the school building unless they are doing so for a school-sponsored club or organization.

ACADEMIC DISHONESTY

Students must learn that in order to grow academically, they will be judged on their own work. We expect students to honor other people's work by giving credit in the form of reference and/or footnote for any borrowed words, ideas, or opinions, and by including quotation marks when copied exactly. When working on a team project, credit must be given to each person who contributes.

Students must understand that copying words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered plagiarism. Whether deliberate or accidental, plagiarism is a serious and punishable offense. Students must always be responsible for their own work and not engage in any manner of cheating.

Deliberate Plagiarism:

1. Copying of a phrase, sentence or a longer passage from a source and passing it off as one's own.
2. Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own.
3. Obtaining a paper and handing it in as one's own.

Accidental Plagiarism:

1. Forgetting to place quotation marks around another writer's words.
2. Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea.

Cheating:

1. Obtaining a copy of tests or scoring devices, or altering scores/grades.
2. Copying another student's answers during a test.

2020-2021 STUDENT CODE OF CONDUCT

3. Providing another student questions or answers to, or copies of, actual test questions.
4. Having or using non-permitted materials during tests.
5. Duplicating another student's project or work for submission as one's own work.
6. Having someone other than the student prepare the student's homework, paper, project, laboratory report or take-home test.
7. Permitting another student to copy one's own homework, paper, project, laboratory report, or take-home test.

The following consequences will occur for students who engage in acts of academic dishonesty:

1. Automatic 0 on the assignment
2. Detention
3. Teacher/student/Dean/parent conference

The following consequences may occur for more severe or repeat violations of academic dishonesty:

1. Removal or disqualification from NHS or summer programs
2. Suspension
3. Homework must be handed in to the office

TECHNOLOGY ACCEPTABLE USE POLICY

This document outlines what constitutes acceptable use while connected to the Intrinsic Schools network and using Intrinsic-owned equipment, as well as addressing what it means to show positive behavior as an Intrinsic student.

Intrinsic Schools provides a variety of information and communication technologies to our students and staff. These tools, when used properly, become an essential resource to ensuring the success of all members of the Intrinsic family. This document details best practices and standards that all are expected to follow.

Access and Content Filtering

Intrinsic owned computers and wireless infrastructure have content filtering software to ensure that all resources accessed are age appropriate as defined by the federal Children's Internet Protection Act (CIPA). Student Chromebooks utilize this software both inside and outside of the Intrinsic network. Students are prohibited from installing any tools/software that try to bypass these filters. If students are found to have tampered with a chromebook to install or remove any of the software to help keep them safe, students will be issued with the appropriate consequences outlined by the student code of conduct relating to the misuse of technology. If there is damage done to the chromebook, there will be a fee associated with the damages. It will be put on the student's account and a parent(s)/guardian(s) will be notified.

Accounts and User Information

Every student is assigned a username and password to access resources where necessary. These accounts are to be used solely for work pertaining to Intrinsic Schools. Passwords are not to be shared between users. Users should only access their files and resources.

Digital Citizenship

Students are expected to demonstrate the values of Intrinsic both offline and online. This means remembering that you are a representative of Intrinsic and are expected to show empathy in all online spaces. Students are not to participate in cyber-bullying, gossip, or other unkind actions. Please see an Intrinsic staff member if you feel bullied in any way.

2020-2021 STUDENT CODE OF CONDUCT**Staying Safe Online**

In a world of Social Media and online communication it can be tempting to not represent oneself authentically and to communicate with people who you may not know. We ask that all Intrinsic students represent themselves responsibly and to only communicate with people they can verify as being a part of their community. If you wouldn't tell your parents about them, you should not be talking to them. If you find yourself in a situation with a person online whom you do not know, please reach out to a trusted Intrinsic staff member for advice.

Responsibility

Students are expected to bring their assigned Chromebook to school everyday, fully charged. If a student arrives without their Chromebook, a parent and/or guardian will be contacted immediately to bring the device to the school. A student's Chromebook is an integral piece of their school day, they will be given a loaner chromebook for the day and a lost chromebook fee will be added to their account until the loaner chromebook is returned to the front office.

Students and staff have a responsibility to treat all Intrinsic owned equipment with respect. If a device is damaged in any way, the Technology Department should be notified immediately. A student will be assessed for damages and given a correlated damage fee. In the event of fire or theft of a device, a police report must be filed. A copy of the police report must be provided to Intrinsic Schools.

Student Devices

Students are provided with all necessary tools and resources while at Intrinsic Schools. Intrinsic will handle all necessary repairs and support to ensure the devices are operating properly. Physical damage is not covered, associated costs are the responsibility of the student.

Cell phones are not allowed to be used, heard, or seen on school grounds. If parents need to communicate with their students they are encouraged to email students or call the main office.

SUPERVISION OF STUDENTS

Students are not to be in the building or on the school grounds after the regular school day unless under the direct supervision of a school staff member.

PERSONAL SAFETY OUTSIDE THE BUILDING

To maximize personal safety outside the building, it is recommended that students stay in groups if possible and not talk on cell phones or count money while walking down the street. Also, do not engage in conversation, tough talk, or taunting with individuals. If students are threatened, they should go to a business or public area as quickly as possible and ask to call the police.

FIRE DRILL

A map detailing the evacuation protocol is required to be posted in every room. Students are to follow their teacher according to that map and to stay with their class. In the event of a fire drill or fire, students must not stop at the bathrooms. They must go directly to their exit door and stay as a class in the designated outside location until given

2020-2021 STUDENT CODE OF CONDUCT

further instruction. Any student violating this procedure is jeopardizing the safety of the school and will face consequences, including possible suspension. **There is to be no talking during a school wide drill.**

SPORTS ELIGIBILITY

All Intrinsic campuses are members of the Illinois High School Association (IHSA). Intrinsic Athletics aim to create multi-generational change through sport and is committed to excellence in all endeavors. Intrinsic Athletics values experiential learning, character education, and the positive impact of sport on college graduation. Intentional sportsmanship, 100% commitment to practice, and high academic values are the expectation of all Intrinsic student athletes.

Students are eligible to be official members of a school sports team only if:

- High school students have a cumulative GPA of at least 2.0 or a current GPA of at least 2.5.
- All students maintain a passing grade in all classes.
- They meet additional requirements that an individual coach requires, if any.

Redemption: After meeting IHSA requirements, students under a cumulative 2.0 GPA may redeem eligibility by obtaining a current 2.5 GPA through campus-designed academic intervention.

Sport Physicals: Students who choose to try-out for and/or participate in a sport are required to have an annual physical on file with the campus. The physical must be current within 395 days preceding any date of participation in any such practice, contest, or activity.

Fees for Sport Participation: Campuses may charge a reasonable fee for participation in sports. Fees may help cover costs associated with operating an athletic program.

Equipment and Uniforms

Campus-Issued: Campuses may issue uniforms and equipment for their sport. Campus-issued uniforms and equipment must be returned in similar condition as originally issued minus regular wear and tear at the end of a season. Students who do not return issued equipment and uniforms, or who return damaged materials, may be required to reimburse the school for replacement costs.

Non Campus-Issued: Students may be required to purchase personal items essential for sport (i.e. socks, under shirts or shorts, athletic shoes, protective gear).

Conduct within Athletics: Student-athlete or student-spectator misconduct at sporting events is subject to consequences aligned with the Intrinsic Schools Student Code of Conduct and the IHSA. Intrinsic Schools may remove parent-guardians, family members or other supporters from athletic contests temporarily or permanently if behavior is detrimental to the experience of the student-athletes and student-spectators. This includes but is not limited to negative verbal interactions with coaches, referees, opposing student-athletes and opposing spectators. Campuses may temporarily or permanently remove a student-athlete from an athletic team if the behavior of the parent-guardian, family members, or other supporters is detrimental to the experience of the team.

Risk of Injury: There is risk of injury in PE classes, athletic competition, training, and practices. Intrinsic Schools and employees are not liable for any accidental harm that may occur. Coaches, teachers, trainers may provide first-aid to your child in case of injury to your child is sustained in connection with these activities.

2020-2021 STUDENT CODE OF CONDUCT

Concussion Policy: Intrinsic Schools takes the well-being of its students seriously. It has developed a program to manage student concussions and head injuries consistent with the Youth Sports Concussion Safety Act.

Each student and the student's parent/guardian must sign a concussion information form each school year before participating in an interscholastic athletic activity acknowledging that they have received and read written information that explains concussion prevention, symptoms, treatment, and oversight and that includes guidelines for safely resuming participation in an athletic activity following a concussion. The form is included in this Handbook Appendix and must be turned in to your designated campus staff member prior to participation in the activity. In addition, all student athletes must view the Illinois High School Association's video about concussions.

GUESTS

Guests must always sign in and obtain a visitor's pass from the Main Office and must be authorized by a staff member. Guests should be greeted politely in the hallways or when visiting classrooms.

DIRECTORY INFORMATION

Intrinsic Schools has designated the following as "Directory Information:" the student's name, address, email address, grade level, date and place of birth, telephone number, and his/her parents' names, mailing addresses, email addresses, telephone numbers, and Facebook profile name and other social media handles (such as Twitter and Instagram); participation in officially recognized activities and sports, awards and honors received, photographs and videos of students participating in school or school-sponsored activities that have appeared in school publications, and dates of attendance. Student social security number or student identification or unique student identifier will not be designated as Directory Information.

Intrinsic Schools may disclose Directory Information from time to time to the general public, including to military recruiters, the media, colleges and universities, and prospective employers. In addition, Intrinsic Schools may reach out to parents to inform them of, and/or connect them with, opportunities to advocate for educational issues that impact their student and Intrinsic Schools. Intrinsic Schools may release Directory Information, namely parent names and contact information (mailing addresses, email addresses, and telephone numbers), to contractors and partners involved in those efforts. Intrinsic Schools does not engage directly in any electoral activities, including to support or oppose any political party or candidate for public office, or otherwise engage in activity not permissible for a 501(c)(3) organization.

Parents can object to the release of Directory Information regarding their student. Please contact the school office within 10 days of provision of this notice if you do not wish for your student's Directory Information to be released.

Consent to Contact

Intrinsic Schools needs your permission to inform you about important opportunities to advocate for your child and other students, including attending community meetings, public hearings, and other events. To that end, Intrinsic Schools is asking your permission to contact you via email, phone, and/or text message in order to support Intrinsic Schools. Please sign this form and return this form to the main office by September 30th.

2020-2021 STUDENT CODE OF CONDUCT

By sharing my email address and phone number, I agree to receive emails, phone calls and/or text messages authorized by SCHOOL related to school activities and political advocacy opportunities, including auto-dialed or prerecorded calls or announcements.

Phone number(s) for all parents/guardians in household:

Name:

Phone Number(s) (please list all applicable):

Email(s) (please list all applicable):

Name:

Phone Number(s) (please list all applicable):

Email(s) (please list all applicable):

PARENT SQUARE

Intrinsic Schools use ParentSquare for school communication, primarily with email, text and app notifications. ParentSquare automatically generates an account for each parent, using their preferred email address and phone number that was given and entered into PowerSchool. We encourage parents to access their accounts by going to <https://www.parentsquare.com/signin> and using their Email or Cell Phone Number that is in PowerSchool. You can also find the link on our website under our Parent Tab. If you are unsure of what email or number you have shared with us, please contact our Director of Technology, Meg Albera - malbera@intrinsicschools.org

Here's what you can do with ParentSquare:

- Receive messages from the school via email, text or app notification
- Choose to receive information as it comes or all at once at 6pm daily
- Communicate in your preferred language
- Comment on school postings to engage in your school community
- Direct message teachers and staff
- Sign up for parent-teacher conferences with smart online technology
- Send payments, sign forms & permission slips, receive report cards, sign up to volunteer and more all from your phone or web portal

STUDENTS RIGHTS

The right of students to freedom of expression shall not be abridged, **provided that such right shall not cause any disruption or disorder within the school.** Freedom of expression shall include without limitation, the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish, and disseminate their views, and to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the Principal (or designee).

2020-2021 STUDENT CODE OF CONDUCT

No expression made by students in the exercise of such rights shall be deemed an expression of school policy, and no school officials shall be held responsible in any civil or criminal action for an expression made or published by students.

Freedom of Speech. Students' right to free speech comes with the following restrictions:

- What a student says may not disrupt the work and discipline of the school in a material or substantial way.
- A student's words may not incite others to disrupt the work or discipline of the school or disobey the laws.
- No students may be obscene.
- Students may not say (slander) or write things about (libel) another person that damages that person's reputation and are not true, if they know the statement to be false or don't care where it is true or false.
- Students may not use fighting words, that is, words which when spoken are likely to produce a violent action. Included in this category would be racial, sexual, ethnic, or religious slurs.

Freedom of Press. Students may express their opinions in publication and other written materials as long as it follows standards of good taste. Unofficial or underground publications distributed at school will not be censored as long as they are signed by the author(s), and are not disruptive, defamatory, obscene, or containing "fighting words." Intrinsic Schools reserves the right to regulate the content of "school sponsored express activities." A sign posted must be signed by the person who puts it up and must be posted in the designated area in the school.

Freedom of religion. Students have the right to be absent from school for observance of the holy days of their religion. Parents/guardians must notify the Advisor and the school office in writing **prior** to the absence. An absence for religious reasons does not count as an official absence from school.

Search and Seizure. Any searches of lockers *will* be conducted solely for the safety and well being of the Intrinsic community. Mass searches of lockers are permitted when the Principal (or designee) deems that a threat to the safety of the school exists.

Ownership of lockers is maintained by Intrinsic Schools and student use is subject to the right of the school administration to have access to the lockers at any time for cleaning or to search for illegal or dangerous materials.

Right to equal education. Intrinsic School students cannot be prevented or discouraged from participating in any school activity because of race, gender, sexual preference, religious, national origin, or handicap.

Right to access. All public events for parents, students and community members for whom an announced site for a school program or event is not usable may request 10 days in advance that they program be relocated into a site which would meet their needs to the extent it is possible. Requests should be made to the Principal of the campus.

What to do if rights are violated. Students are encouraged to take to their advisor, their teachers, their Principal, or someone else in the School. Any member of the school community who believes he/she has been subject to or bears witness to discrimination on the basis of race, gender, age, sexual orientation, religion, national origin, disability, or handicap may file a complaint with the school Principal. The Principal will make a determination in the matter.

SUPPORTING TRANSGENDER AND GENDER NONCONFORMING STUDENTS**Privacy**

All students have a right to privacy. In addition, transgender and gender nonconforming students have

2020-2021 STUDENT CODE OF CONDUCT

the right:

- To keep their transgender, non-binary, or gender nonconforming identity private at school.
- To openly discuss and express their gender identity and expression at school and school activities.
- To decide when, with whom, and how to share private information.

School staff shall not disclose information that may reveal a student's transgender or gender nonconforming identity to others without the student's consent.

Names/Pronouns

Students have the right to be addressed by the name and pronoun that correspond to the gender identity they consistently assert at school. The following is not required for students to be addressed by their preferred name and pronouns:

- Court-ordered name change
- Medical or psychological documentation
- Consent from Parent(s)/guardian(s)

Official Records

The district maintains a permanent student record that includes the legal name of the student and the student's sex assigned at birth. The district shall change a student's official records to reflect a change in legal name or legal gender upon receipt of a court order that such legal name and/or gender have been changed pursuant to Illinois legal requirements.

District Electronic Databases

Students are NOT required to obtain a court-ordered name change and/or submit medical or psychological documentation to have their preferred name and/or gender included in the district's student information system. In the case where a student has not obtained a court-ordered name or gender change, the student's preferred name and/or gender should only be entered into the preferred name field. No information should be entered in the legal alert field. Schools shall also provide a method for a student to change their name and/or gender marker anywhere that it may appear publicly, including (but not limited to) the following:

- School website
- Technology resources
- Student identification cards
- Yearbooks
- Graduation
- Other events

Restroom and Locker Room Accessibility

Students must be allowed to use facilities in a manner that makes them feel safest and most included in the school. All students are allowed to use restrooms and locker rooms that correspond with their gender identity. No student will be forced to use a private facility because of their transgender identity, nonbinary identity, or gender expression.

The following accommodations should be assessed on a case-by-case basis, ensuring that these students feel supported, safe, and affirmed:

- An alternative request may be made by the student for privacy, safety, or other reasons. Reasonable alternative arrangements may include, but are not limited to, the use of a private area, separate changing schedule, or use of a single-stall restroom.

2020-2021 STUDENT CODE OF CONDUCT

- Supports and accommodations must also be provided to gender non-binary students and students questioning their gender identity.
- Schools shall make the requested restrooms and locker rooms available immediately upon consultation with the student. Any alternative arrangement shall be provided in a way that protects the student's privacy and is consistent with the student's individual support plan.

P.E., Sexual Health Education, Sports, Clubs, School Events

Transgender and gender nonconforming students shall be provided the same opportunities to participate in physical education as all other students. When gender segregation does occur (physical education class activities, clubs, school events, intramural and non-competitive sports), transgender and gender nonconforming students are allowed to participate in accordance with their gender identity, or in a manner that makes them feel safe and included.

Participation in competitive Illinois High School Association (IHSA) and Illinois Elementary School Association (IESA) athletic activities and contact sports will be resolved in accordance with IHSA and IESA rules, which are available on their respective websites.

Dress Code

Transgender and gender nonconforming students have the right to dress in a manner consistent with their gender identity or expression, within the constraints of the dress codes adopted for all students at their schools. In general, schools shall not adopt dress codes that restrict students' clothing or appearance on the basis of gender. Gender neutral dress code applies to regular school days as well as any special events, including graduation ceremonies and prom. School staff shall not enforce a school's dress code more strictly against transgender and gender nonconforming students than other students.

Overnight School Trips

Students shall be permitted to participate in accordance with their gender identity or in a manner that makes them feel safe, affirmed, and included. Accommodations shall be provided to gender non-binary students and students questioning their gender identity, regardless of whether the student is consistently asserting their identity at school. The principal or designee shall work with the student to determine the accommodations that will be provided, including hotel and room-sharing arrangements, based on the particular circumstances of the trip. Accommodations for overnight school trips shall be made clear to the student prior to their departure for the trip. Notification of accommodations is not required to either the parent(s)/guardian(s) of the transgender student or those of their peers.

STUDENT INITIATED GROUPS

Non-curriculum related student groups can meet on school premises for purposes of religious, political, or philosophical discussion during non-instructional time if approved by the building Principal, subject to the following:

- Attendance at the meeting must be voluntary and student initiated;
- The meeting will not be school-sponsored;
- One or more school employees shall be present in a non-official capacity only;
- Non-school persons may not direct, conduct, control or regularly attend meetings; and
- All school rules, applicable laws and the constitutional rights of other persons must be observed.

2020-2021 STUDENT CODE OF CONDUCT

Approval by the Principal may not be denied on the basis of religious, political, philosophical or other content of the speech at a meeting unless the meeting does, or is likely to, materially and substantially interfere with educational activities within the school, is unlawful or is in violation of any applicable School District policies or school rules.

Non-curriculum related student groups shall also be granted the following:

- Access to classrooms in the school for meetings and events during non instructional time;
- Access to designed bulletin boards, upon which student groups may post written materials that have been reviewed and signed by a faculty member or administrator at the school (a disclaimer of school sponsorship may be required on such written materials);
- The ability to submit student group announcements to be made during advisory periods;
- The opportunity to hold fundraising activities and engage in community service;
- Access to scrolling video screens where announcements and events are communicated; and
- Inclusion of the group in the school yearbook.

Non-curriculum related student groups cannot participate in or make presentations as a group to community meetings held in the school. In addition, the school shall not expend public funds to non-curriculum related student groups for transportation, teacher/sponsor salary, textbooks, equipment, uniforms, activity accounts, and anything else beyond the cost of activities and opportunities listed above.

MEDICAL POLICIES

Immunizations and health exams: All students entering 7th, 9th, and 12th grade or transferring into an Intrinsic campus for the first time must submit proof of a health examination and immunizations by campus deadline. Students who fail to submit the required health examination and immunization documentation (and who are not otherwise exempt from such requirements under Illinois law) will be excluded from school until such time as the student presents proof of the health examination and required immunizations.

Allergies: If a student has an allergy that would limit participation in school activities or the food program, please provide the school with medical documentation of such.

Students who become ill or injured should be sent to the main office via security escort. All illnesses, incidents and injuries must be reported to the main office so that they can be properly documented. It is the policy of Intrinsic Schools that students not be in possession of any medication, with the exception of asthma inhalers, EpiPens, and/or insulin, during the regular school day or on campus premises. Staff, except the school nurse, is also not permitted under any circumstances to administer any medication to a student (prescription, over-the-counter or otherwise) except to use an EpiPen. In the absence of the school nurse, the social worker or designee, are authorized as the primary person and back-up person to administer medication.

Students who are on medications must adhere to the medicine distribution policy established in the student handbook. When required, students taking medication will do so in the main office and teachers are asked to cooperate in ensuring that students are in compliance with their medicines by allowing them access to the main office at designated times.

If a student requires medication during school hours, the supervision of the medications will be done by the Office Manager or his/her designee. At no time should a student be allowed to have medication in their possession or in their lockers, with the exception of asthma inhalers, EpiPens, and/or insulin. In order to supervise any student's self-administration of prescribed medication (including asthma inhalers,

2020-2021 STUDENT CODE OF CONDUCT

EpiPens, and/or insulin), we must have a completed Physician Request form on file (form available in the Main Office). For any over the counter medication, we must have a completed parent/guardian request for self-administration (form available in the Main Office). Students are responsible for coming to the main office to take their medications at the appropriate time with the permission of their instructor.

Furthermore, a paper log will be kept on file that indicates the following: Name of student, name of medication, date, time, and who supervised the student's self-administration of medicine. All medications, with the exception of asthma inhalers, EpiPens, and/or insulin, must be placed in a locked box in the main office. If you have any questions, contact the office.

2020-2021 STUDENT CODE OF CONDUCT**POLICY ON MANDATED REPORTING OF ABUSE/NEGLECT**

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment **immediately** when they: “have reasonable cause to believe that a child who is under 18 years old known to them in a professional or official capacity has been harmed or is in danger or being harmed-physically, sexually, or through neglect and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.”

1. Once any staff member becomes aware that a student may be the victim of abuse or neglect, they must:
 - A. Call the DCFS hotline at (800)-25-ABUSE,
 - B. Notify the Assistant Principal or Social Worker, and
 - C. Complete an Intrinsic incident report
2. When calling the hotline, the staff member must have the following information (or as much as is known): the name, birthdate, and address of the alleged victim; the name, address, age or birth day, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm). The staff member should also have the names and ages of other children in the household, information as to whether or not English is fluently spoken by the parents and the work phone number of the alleged perpetrator.
3. While these steps are taking place, the social worker will assist both the faculty member and the student in understanding the ramifications of the call. The social worker will debrief the student, and, when appropriate, will contact the parent(s)/guardian.
4. No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.
5. Physical abuse is defined as occurring when a parent or person responsible for the child’s welfare “inflicts or allows to be inflicted upon such child physical injury, by other than accidental means.” Common injuries include bruises, human bite marks, bone fractures, and burns. Physical abuse also occurs when the caregiver or parent creates a substantial risk of physical injury by shaking, throwing, choking, smothering, or pushing the child into fixed objects. Acts of torture are defined as “deliberately inflicting cruel or unusual punished which results in physical or mental suffering.” When reporting physical abuse, it is important to document the presence of any injuries.
6. Sexual abuse is defined as occurring when a person responsible for the child’s welfare commits sexual penetration, sexual exploitation, sexual molestation, or when a young child contracts a sexual transmitted disease. A child’s disclosure of sexual abuse will be handled sensitively. When a student attempts to disclose sexual abuse, the teacher or staff member will listen attentively while maintaining a calm demeanor. The mandatory reporter will pay very careful attention to the disclosure of sexual abuse, but will not encourage the student to disclose information in addition to what is being given voluntarily. Staff will take very careful notes, writing the student’s words verbatim as much as possible. The student will be referred immediately to the school social worker.
7. Neglect occurs when a person responsible for the child “deprives or fails to provide the child with adequate food, clothing, shelter, or medical treatment,” or when an adult “provides inadequate supervision of a child (particularly small children).”

2020-2021 STUDENT CODE OF CONDUCT**POLICY ON STUDENT RECORDS**

The following policies and procedures were developed in compliance with the Illinois School Student Records Act and the rules and regulations to govern school student records, effective March 24, 1976, issued by the Illinois State Board of Education.

Definition of Student Records

1. "Student Records" shall mean any written or recorded information concerning a student by which a student may be individually identified and which Intrinsic Schools maintains.
2. Recorded information maintained by a staff member for his or her exclusive use, or his or her substitute, shall not be considered a part of the student records.

Student Permanent Record

The Student Permanent Record shall consist of:

1. Basic identifying information, including student's name and gender
2. Academic transcript, including grades, class rank, graduation dates, grade level achieved and scores on college entrance examinations
3. Attendance records
4. Health records and accident reports
5. Honors and awards received
6. Record of release of permanent record information

Temporary Records

The Student Temporary Records shall consist of all information not required to be in the student's permanent record and may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations including information on intelligence, personality and academic information through test administration, observation or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities
7. Teachers' anecdotal records
8. Disciplinary records
9. Special education files, including the reports on which placement or non-placement was based on all records and tape recordings to special education hearings and appeals
10. Any verified reports or information from non-educational persons, agencies, or organizations
11. Other verified information of clear relevance to the education of the student
12. Record of release of temporary record information to individual not on the school staff

Inspection of Student Records

1. Parents shall have the right to inspect, challenge and copy student records of that parent's child until one of the following events occurs:
 - a. The student attains 21 years of age; or

2020-2021 STUDENT CODE OF CONDUCT

- b. The student attains 18 years of age-and declares himself or herself financially independent of his or her parents.
2. Students shall have the right to inspect and copy their permanent record. Students shall not have access to their temporary records until they:
 - a. Attain 18 years of age,
 - b. Graduate or,
 - c. Assume financial independence.
3. Student records shall be made available to parents and eligible students within fifteen (15) school days of the time a written request for review is submitted to the records custodian.
4. Whenever access to student records is granted to parents or students, a qualified staff member shall be present to interpret information contained in these records.
5. Copies of student records shall be provided to eligible parents or students at a cost of 25 cents per page. No parent or student shall be denied a requested copy of student records due to inability to bear the cost of such copying.
6. Whenever a parent or student desires a copy of information contained in the student's records, he or she shall:
 - a. Submit a written request to the administrative team; and
 - b. Pay the school 25 cents per page of copy.

Right to Control Access of Student Records

School officials shall release records to the official records custodian of another school in which the student has enrolled or intends to enroll upon the written request of such official or student, provided that the parent receives prior written notice of the nature and substance of that information. Parents may, upon written request, inspect, copy and challenge such information.

Once parents have been notified of their right to inspect, copy and challenge information to be transferred to another school and the parents do not respond within ten (10) school days, the records shall be forwarded to the requesting school.

Access to Records without Parent Consent

1. School staff members who have a current and legitimate educational interest in the student records shall have access as needed for professional purposes to both the student's permanent and temporary records.
2. School officials shall release student records without parent permission pursuant to a valid court order or subpoena presented by local, state or federal officials. However, the school officials shall notify the parents in writing the judicial order and the information so provided.
3. Student records may be made available to researchers for statistical purposes, provided that: a) Permission has been received from the State Superintendent of Education; and b) No student or parent shall be personally identified from the information released.
4. Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
5. If student is 18 years of age and the student is financially independent or parents, the student may request the parents be denied access to his or her records.

2020-2021 STUDENT CODE OF CONDUCT

6. A student who desires to declare himself or herself financially independent of his or her parents shall submit a request in writing to the school's records custodian.

Challenge Procedures

1. A parent shall have the right to challenge the accuracy, relevance or propriety of any entry in the student records of his or her child, exclusive of grades. A request to challenge the contents of a student record shall be made in writing to the school by the parents and shall state in specific terms what entries in their child's record are being challenged.
2. The Principal shall conduct an informal conference with the parents within fifteen (15) school days of the receipt of the written challenge.

Maintenance of School Records

1. Student permanent records and the information contained therein shall be maintained for a period of sixty (60) years after the student has transferred, graduate, or permanently withdrawn from school.
2. Student temporary records shall be maintained until August 1st of the year the student transfers, graduates or permanently withdraws from school. The records of special education students shall be maintained for a period of three (3) years. Information maintained by staff members for their exclusive use shall be destroyed by the staff member maintaining the information no later than the student's transfer, graduation, or permanent withdrawal from the school.

The Principal shall be responsible for having all student records verified and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information on all students' files.

Please note that this handbook is subject to change. Changes will be provided in writing. Intrinsic may have addendums that are distributed with this handbook. The teachers and staff at Intrinsic Schools work hard to prepare students well for post-secondary success, and the high academic and behavior expectations help make that possible. Staff members pledge to communicate well with parents and will return all parent emails and phone calls within two business days.

PROCEDURAL SAFEGUARDS FOR DISCIPLINE OF STUDENTS WITH DISABILITIES/IMPAIRMENTS[1]

School officials may suspend students with disabilities/impairments and cease educational services for a total of up to 10 consecutive or 10 cumulative school days in one school year without providing procedural safeguards. Saturday, and before- and after-school detentions do not count toward the 10-day limit. Additionally, if students with disabilities continue to participate in the general education curriculum, continue to receive their IEP services, and continue to participate with non-disabled peers to the same extent as specified in the IEPs, in-school suspensions and lunch detentions do not count toward the 10-day limit. Federal regulations offer some flexibility in suspending students with disabilities in excess of 10 school days in the school year in certain circumstances. In order to determine whether the circumstances permit a suspension in excess of 10 days per school year, consultation by the school with the Department of Procedural Safeguards and Parental Supports (773/553-1905) is absolutely necessary. **Without such consultation and approval from the Department of Procedural Safeguards and Parental Supports, the 10 school day limit on out of school suspensions will continue to apply.**

When school officials anticipate a referral for expulsion, the following apply:

1. School must provide written notice to the parent/guardian or surrogate parent of the request for an expulsion hearing and the date of an Individualized Education Program (IEP) Manifestation Determination Review (MDR)

2020-2021 STUDENT CODE OF CONDUCT

meeting, which must be held within 10 school days of the date of the decision to request the expulsion hearing. School must also provide parent/guardian/surrogate with a written copy of the Notice of Procedural Safeguards.

2. The IEP team must:
 - a. Determine whether the misconduct is related to the student's disability by reviewing all current and relevant information, including evaluation and diagnostic results, information from the parent/guardian, observations of the student, and the student's IEP. The behavior is a manifestation of the student's disability if:
 - i. the conduct in question was caused by the student's disability or has a direct and substantial relationship to the student's disability; and/or
 - ii. the conduct in question was the direct result of the school's failure to implement the student's IEP.
 - b. Review, and revise if necessary, the student's existing behavior intervention plan or develop a functional behavior assessment and behavior intervention plan (FBA/BIP) to address the misconduct. The behavior intervention plan must address the misconduct for which the student is being disciplined.

If the student's behavior is not a manifestation of the disability, school officials may apply the code of conduct, taking into consideration the student's special education and disciplinary records. In no event, however, may the student be suspended for more than 10 consecutive or cumulative school days in a school year without providing appropriate educational services.

If the student's behavior is a manifestation of the disability, a disciplinary change in placement (expulsion) cannot occur. Students with disabilities, even if expelled, must be provided with an appropriate education in an alternative educational setting.

All MDRs are subject to legal review by the Department of Procedural Safeguards and Parental Supports.

[1] All procedural safeguards contained in the SCC and this Appendix are equally applicable to those students with 504 plans.

INTRINSIC SCHOOLS SEXUAL MISCONDUCT POLICY AND PROCEDURES

Intrinsic Schools ("Intrinsic") are committed to establishing and maintaining a safe and nondiscriminatory educational and work environment that is free from discrimination, including sexual harassment, sexual violence, and gender-based harassment ("sexual misconduct"). Pursuant to Title IX of the Education Amendments of 1972, Intrinsic does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment.

This Policy applies to all students, employees and third parties who visit or otherwise interact with Intrinsic, and the Policy applies to all employment functions and all educational programs of Intrinsic. This Policy may also apply to conduct that occurs off school grounds, including online or electronic conduct, if Intrinsic finds that the conduct occurred in the context of an employment or education program or activity of Intrinsic, or had continuing adverse effects on any member of the Intrinsic community.

Intrinsic will take prompt, equitable and remedial action within its authority on complaints alleging sexual misconduct that come to the School's attention either formally or informally in order to eliminate the misconduct, prevent its recurrence, and address its effects on any individual or the community. Students found to have been subjected to sexual misconduct will have appropriate Intrinsic services made reasonably available to them.

2020-2021 STUDENT CODE OF CONDUCT**I. Prohibited Conduct****A. Sexual Harassment** is unwelcome conduct of a sexual nature where

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress, or is made a term or condition of an employee's terms and conditions of work;
2. Submission to or rejection of the conduct by a person is used as the basis for academic or employment decisions affecting the person;
3. Submission to or rejection of the conduct by the person is used as the basis for and decision affecting the person regarding benefits and services, honors, programs, or activities available at or through any Intrinsic program or activity, or
4. The conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, i.e. it is sufficiently serious, pervasive, or persistent as to create an intimidating, hostile or offensive environment for working or learning under both an objective (a reasonable person's view) and subjective (the complainant's view) standard.
 - a) In determining whether conduct is "sufficiently serious" as to unreasonably interfere with, deny, or limit education so as to rise to the level of sexual harassment, Intrinsic will examine all the circumstances, including: the type of harassment (whether it was verbal or physical); the frequency and severity of the conduct; the age, sex and relationship of the parties; the setting and context in which the harassment occurred; whether other incidents have occurred at the school; and any other relevant factors. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment.

B. Definitions Related to Sexual Harassment

1. **Conduct** includes, but is not limited to:
 - a) Verbal comments, including unwelcome sexual advances, requests for sexual favors, and derogatory remarks;
 - b) Nonverbal conduct, such as graffiti, text/social media messages, or notes; and/or
 - c) Physical conduct such as sexual touching, fondling, sexual assault, rape and other forms of sexual violence.
2. **Of a sexual nature** is a broad term that includes conduct or comments that are about sexual activity, based on sex (a person's sex), based on gender, or based on gender nonconformity or gender-based stereotyping.
3. **Sufficiently serious:** In determining whether conduct is "sufficiently serious" as to unreasonably interfere with, deny, or limit education so as to rise to the level of sexual harassment, Intrinsic will examine all the circumstances, including: the type of harassment (whether it was verbal or physical); the frequency and severity of the conduct; the age, sex and relationship of the parties; the setting and context in which the harassment occurred; whether other incidents have occurred at the school; and any other relevant factors. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment.

C. Examples of sexual harassment may include the following unwelcome behaviors:

2020-2021 STUDENT CODE OF CONDUCT

- Physical contact, such as touching, bumping, grabbing, or patting
 - Comments or speculation about another student's sexual history or experiences
 - Bragging about sexual prowess for others to hear
 - Intimidating hallway behavior, which can include demeaning nicknames, homophobic name calling, cat calls, rating, or embarrassing whistles
 - Graffiti with names written on walls or desks; a common example is: "for a good time, call..."
 - Being followed around by another student
 - Starting or spreading sexual rumors
 - Sending text messages, emails or other communications of a sexual nature, writing sexual graffiti on bathroom walls
 - Photographing or video-recording sexual activity
 - Sharing nude photos or videos of oneself or others
 - In return for a higher grade, a position on a school team, or access to a school activity, being requested to engage in sexual activity
- D. **Sexual Violence** is a form of prohibited sexual harassment that involves actual or attempted sexual contact with another person without that person's consent or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). Rape, sexual assault, sexual battery and sexual abuse all fall into the category of sexual violence.
- E. Definitions Related to Sexual Violence
1. Consent is an outward demonstration indicating that a person (with actual and legal capacity to consent) has freely chosen to engage in sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in a specific sexual activity. Consent may not be inferred from silence, passivity, lack of verbal or physical resistance or lack of active response alone. In the absence of an outward demonstration, consent does not exist.
 2. **Evaluating consent:** In evaluating whether consent was present, the inquiry is whether a reasonable person in the respondent's circumstances should have been aware of the complainant's lack of consent.
- F. **Stalking** is a form of prohibited sexual harassment that entails engaging in a course of conduct (i.e., two or more acts) directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or to suffer substantial emotional distress.
- G. Gender-based harassment is another form of prohibited harassment under this Policy and refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature.
- H. Sex discrimination is a category of conduct prohibited by Title IX of the 1972 Education Amendments. Sexual harassment, sexual violence, and gender-based harassment are all forms of sex discrimination prohibited by Title IX.

II. Intrinsic Reporting Procedures

2020-2021 STUDENT CODE OF CONDUCT

- A. Any person who believes they have been the victim of sexual misconduct should provide an oral or written report of the alleged acts to the Title IX Coordinator or designee. Intrinsic encourages individuals to report such acts as soon as possible after the act has occurred.
- B. All Intrinsic employees are required to promptly report to the Title IX Coordinator or designee any sexual misconduct that they observe or learn about. The internal reporting responsibility to the Title IX Coordinator or designee does not relieve Intrinsic employees of their mandatory legal obligations to immediately report suspected child abuse or neglect to law enforcement/DCFS under Illinois state law.
- C. The **Title IX Coordinators for Intrinsic Schools** is:
 - Tiara Jordan
tjordan@intrinsic-schools.org
Phone: 708 887-2810
 - Rana Madi
rmadi@intrinsic-schools.org
Phone: 708 887-2810
- D. Upon review of the incident, Intrinsic Schools will notify Chicago Public Schools Office of Student Protections and Title IX as appropriate.

III. Reporting Criminal Acts

- A. A person who believes they have experienced sexual misconduct that also constitutes a violation of the criminal law may choose to report sexual harassment to the School, to law enforcement, or to both. Individuals who report matters to law enforcement are also entitled and encouraged to make a complaint to Intrinsic under this Policy.
- B. Reports to law enforcement should be made to the law enforcement agency that has jurisdiction over the location where the incident(s) occurred.
- C. For incidents occurring on the Intrinsic campus, reports should be made to the Chicago Police Department, 17th District, by calling 911 or by contacting them at 312-742-4410; Susan E. Moss, Commander, 4650 North Pulaski Rd., Chicago, IL 60630; Email: CAPS.017District@chicagopolice.org; Twitter: ChicagoCAPS17

IV. Confidentiality

- A. Intrinsic values and respects the privacy of all parties and witnesses to complaints brought under this Policy. However, because an individual's right to confidentiality must be balanced with Intrinsic's obligations to maintain a safe environment; to investigate claims; to eliminate if found, a hostile environment; and to cooperate with police investigations or legal proceedings, Intrinsic retains the right to disclose the identity of parties and witnesses in appropriate circumstances.

2020-2021 STUDENT CODE OF CONDUCT

- B. In situations where a complainant requests that Intrinsic not disclose their name, Intrinsic will take all reasonable steps to investigate and respond to the complaint consistent with that request. However, such requests for confidentiality may limit the School's ability to adequately investigate and respond to the allegations raised.
- C. Where a complaint involves allegations of child abuse, the complaint shall be immediately reported to appropriate law enforcement/child welfare authorities by Intrinsic pursuant to applicable Illinois law.

V. Resources

- A. The following resources are available to individuals who have experienced sexual harassment:

<https://www.c4chicago.org/services/sexual-assault>

<https://www.rapevictimadvocates.org/>

<https://www.rainn.org/>

<http://www.icasa.org/>

<https://nomore.org/>

<http://www.alongwalkhome.org/programs.php>

VI. Initial Assessment and Interim Measures

- A. Upon receipt of information alleging sexual misconduct, the Title IX Coordinator or designee will conduct an initial assessment. The assessment will consider the nature of the report, the safety of the individual and the school community, the complainant's expressed preference for resolution, the necessity for any interim measures, and any other factors deemed relevant by the Title IX Coordinator or designee.
- B. Where applicable and warranted in the discretion of the Title IX Coordinator or designee, the Title IX Coordinator or designee will provide information regarding Intrinsic's policy, procedures, and resources to the complainant.
- C. Interim measures are individualized supports to help those who may have experienced incidents of sexual misconduct participate in Intrinsic activities and programs. Interim measures may be implemented at any time. Interim measures are available even if Intrinsic does not undertake a formal investigation.
 - 1. Interim measures may include, but are not limited to, the following: referrals to counseling services, provision of resources/consultation with Intrinsic's social worker, school-based directives of no contact, honoring an order of protection or no contact order entered by a state civil or criminal court; and changes to academic, extracurricular, and work situations.
- D. The specific interim measures implemented and the process for implementing those measures will vary depending on the circumstances of each matter. The Title IX Coordinator or designee may consider a number of factors in determining what interim measures to take, including, for example, the specific need expressed by the complainant; the age of the individuals involved; whether the relevant individuals are involved in Special Programming within Intrinsic; the severity or pervasiveness of the allegations; any

2020-2021 STUDENT CODE OF CONDUCT

continuing effects on the complainant; and whether the complainant and alleged perpetrator share employment context, a class, transportation, or extra-curricular activities.

- E. For each matter presented to the Title IX Coordinator throughout the procedures outlined in this Policy, the Title IX Coordinator or designee shall have the discretion to determine whether and to what extent a student's parents/guardians should be notified and involved in the processes described in this Policy, consistent with Illinois minors law, Illinois education law, and all other Intrinsic policies and procedures.

VII. Informal Resolution Process

- A. Informal resolution may be an appropriate choice when the conduct involved is not of a serious or repetitive nature and disciplinary action pursuant to this Policy is not required to remedy the situation. The determination of whether informal resolution is appropriate is made by the Title IX Coordinator or designee.
- B. Methods for informal resolution may include, but are not limited to, individual coaching for interpersonal and communication skills; mediating the dispute with the parties; developing written behavior expectations of the alleged offender to redirect conduct; assisting the resolution of a real or perceived problem; or arranging a documented meeting with the alleged offender that involves a discussion of this Policy and requirements for compliance. In addition, informal resolution may include any other means the Title IX Coordinator or designee determines are appropriate.

VIII. Formal Investigation

- A. If the Title IX Coordinator or designee determines a formal investigation is warranted, Intrinsic will commence a prompt, thorough and impartial investigation into the complaint.
- B. A formal investigation may be conducted by Intrinsic or by the Chicago Public Schools Office of Student Protections and Title IX (OSP).
- C. OSP has the authority to take over the formal investigation from Intrinsic Schools at any time. Intrinsic will comply with OSP's investigation and any guidelines set forth by OSP. If OSP conducts the formal investigation, OSP will follow OSP's investigative procedures. If Intrinsic conducts the formal investigation, Intrinsic will follow the procedures set forth below.
- D. If the Title IX Coordinator or designee determines that a formal investigation into the complaint is warranted, the Title IX Coordinator or designee will notify the parties involved promptly. The notification will include the following: a brief summary of the allegation being investigated, the name of the Intrinsic staff member or external person conducting the investigation, an invitation to each party to provide an oral or written statement, and an invitation to each party to provide witness names and other relevant evidence.
- E. A formal investigation may consist of personal interviews or written statements of the parties, interviews of others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint, and any other information-gathering deemed pertinent by the investigator.

2020-2021 STUDENT CODE OF CONDUCT

- F. In determining whether the alleged conduct constitutes sexual misconduct as defined by this Policy, Intrinsic will review the information collected, consider the totality of the circumstances, and determine whether the preponderance of the evidence establishes that the reported harassment occurred.
- G. Intrinsic will comply with law enforcement requests for cooperation, and such cooperation may require Intrinsic to temporarily suspend the fact-finding aspect of the investigation while the law enforcement agency is in the process of gathering evidence. Intrinsic will promptly resume its investigation as soon as notified by the law enforcement agency that it has completed the evidence-gathering process.
- H. Intrinsic will provide both parties with the written outcome of the School's investigation. If Chicago Public Schools Office of Student Protections and Title IX (OSP) conducts a formal investigation, OSP will determine if a report is given to each party.
- I. If a student respondent is found responsible for violating this Policy, the written outcome will also include a recommended sanction.
- J. Intrinsic will provide this written outcome to the parties within 30 business days of the Title IX Coordinator's receipt of the complaint. If circumstances cause the investigation timeframe to exceed 30 business days, Intrinsic will notify the parties in writing of the delay and the cause of the delay.

IX. Corrective Action for Employees and Other Non-Students as Respondents

- A. Regardless of which entity conducts the formal investigation, Intrinsic retains the authority to issue corrective action for employees and other non-student respondents in accordance with applicable Intrinsic policies.
- B. For an investigation with a finding of no Policy violation involving an employee or other non-student respondent, the finding is deemed final.
- C. For an investigation with a finding of a Policy violation involving an employee respondent, the Finance and Operations Manager, in consultation with the respondent's supervisor, shall determine the appropriate corrective action. The finding and corrective action are deemed final.
- D. For an investigation involving a non-student/non-employee respondent with a finding of responsibility, the Title IX Coordinator or designee, in consultation with the Principal, shall determine the appropriate response from Intrinsic. The finding and response are deemed final.

X. Disciplinary Action for Student Respondents

- A. Regardless of which entity conducts the formal investigation, Intrinsic retains the authority to issue any disciplinary action for student respondents in accordance with applicable Intrinsic policies.
- B. For an investigation with a finding of no responsibility, the finding is deemed final.
- C. For an investigation with a finding of responsibility and a recommended sanction up to 10 days of suspension:

2020-2021 STUDENT CODE OF CONDUCT

1. The finding of responsibility is deemed final and there shall be no further action with respect to the finding of responsibility.
 2. The process for implementing the suspension shall follow the procedures set forth in the "Suspension" section of the Intrinsic Schools Student Code of Conduct (SCC) and Discipline Policy.
- D. For a finding of responsibility with a recommended sanction of expulsion:
1. The finding of responsibility is deemed final and there shall be no further action with respect to the finding of responsibility.
 2. The process for implementing the expulsion shall follow the procedures set forth in the "Expulsion" section of the Intrinsic Schools Student Code of Conduct (SCC) and Discipline Policy.
 3. For students with an IEP, the Procedural Safeguards for Students with Disabilities, as set forth in the Intrinsic Schools High School Student Code of Conduct, shall be followed, as well as contact with the Intrinsic Schools assigned Special Education Administrator.

XI. Retaliation

- A. Retaliation is prohibited under this Policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment or adverse action against a person for participating in the processes set forth in this Policy.
- B. Anyone who believes they are a victim of prohibited retaliation under this Policy is encouraged to report the conduct to the Title IX Coordinator or designee.
- C. Intrinsic will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who participates in an investigation or Intrinsic proceeding related to a sexual harassment complaint, even if the complaint is ultimately determined not to constitute prohibited sexual harassment.

XII. Office for Civil Rights

- A. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX at www2.ed.gov/about/offices/list/ocr/complaintintro.html. Contact information for the regional enforcement office of the Department of Education's Office for Civil Rights is:

U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: (312) 730-1560
Facsimile: (312) 730-1576
Email: OCR.Chicago@ed.gov