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JUN 17 2009

HOUSING AND  
SCHOOL DEVELOPMENT

MT. PLEASANT CUD #23  
SCHOOL BOARD Policy  
Logan -

7:20

## Students

### Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, national origin, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

### Sexual Harassment Prohibited

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

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

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

**Nondiscrimination Coordinator:**

Phil Shelton, Superintendent

Name

119 N. Garden St.

Address

Mt. Pulaski, IL 62548

217-792-7222

Telephone

**Complaint Managers:**

Phil Shelton, Superintendent

Name

119 N. Garden St.

Address

Mt. Pulaski, IL 62548

217-792-7222

Telephone

Gene Newton, Grade School Principal

Name

119 N. Garden St.

Address

Mt. Pulaski, IL 62548

217-792-7220

Telephone

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

## Students

### Administrative Procedure - Harassment of Students Prohibited

Actor	Action
Building Principal or Designee	<p>Distribute and publicize School Board policy 7:20, <i>Harassment of Students Prohibited</i>, and School Board policy 2:260, <i>Uniform Grievance Procedure</i> using various methods. Take measures to prevent harassment of students, including:</p> <ol style="list-style-type: none"> <li>1. Conduct periodic harassment awareness training for all school staff, including administrators, teachers, and guidance counselors.</li> <li>2. Conduct periodic age-appropriate harassment awareness training for students.</li> <li>3. Establish discussion groups in which students can discuss what constitutes harassment and how to respond to it in the school setting.</li> <li>4. Survey students to determine if harassment is occurring at school.</li> <li>5. Conduct periodic harassment awareness training for parents/guardians.</li> <li>6. Work with parents/guardians and students to develop and implement age-appropriate, effective measures for addressing harassment.</li> <li>7. Determine when extra supervision and precaution should be taken, such as, when: two or more students seem to be in conflict with each other; there have been previous incidents of harassment, sexual assaults, threats, or bullying around perceived sexual orientation; or a specific student has had prior disciplinary violations.</li> <li>8. Have a process in place to: (1) inform all relevant staff members who are responsible for supervising a student with a history of violent or sexually inappropriate behavior, and (2) keep the student constantly supervised.</li> <li>9. Regularly train staff regarding: (1) their classroom and non-classroom supervisory responsibilities, e.g., during a school-sponsored event, before and after school, while students wait for the school bus, between classes, during lunch, and at recess, (2) behaviors that may be an indicator of sexual or physical violence against another student, and (3) what to do when they observe an unusual and disruptive student.</li> <li>10. Identify areas in the school building that are isolated (e.g., restrooms, locker rooms, hallways while classes are in session, stairwells, and empty rooms) and take extra steps to make them safe.</li> <li>11. Immediately notify the police and relevant parents/guardians when an assault or attempted assault has occurred.</li> </ol>
Nondiscrimination Coordinator and/or Grievance Complaint Manager	<p>Thoroughly and promptly investigate allegations of harassment by:</p> <ol style="list-style-type: none"> <li>1. Distributing Board policy 2:260, <i>Uniform Grievance Procedure</i>, to any person upon request;</li> </ol>

Actor	Action
	<ol style="list-style-type: none"> <li>2. Following Board policy 2:260, <i>Uniform Grievance Procedure</i>;</li> <li>3. Notifying a student's parents/guardians that they may attend any investigatory meetings in which their child is present;</li> <li>4. Keeping the complaining parents/guardians informed of any investigation's progress; and</li> <li>5. Keeping confidential all information about an investigation and the statements of students and other witnesses. The Superintendent shall be kept informed of an investigation's progress.</li> </ol>
All District Staff Members	Immediately report to the Illinois Department of Children and Family Services any situation that provides you with reasonable cause to believe that a child may be an abused child or a neglected child. Promptly notify the Superintendent and Building Principal that you made a report.

# Memo

RECEIVED

JUN 22 2009

EDUCATION AND  
SCHOOL DEVELOPMENT

**To:** Henri Fonville, ISBE  
**From:** Dr. Lane Abrell, Superintendent  
**CC:**  
**Date:** 6/18/2009  
**Re:** Dist. Bullying Policies

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Attached are the school board policies regarding bullying for Leland CUSD #1, 370 N. Main St., Leland, IL, 60531. We also have such language in our parent/student handbook.

If you have any questions, please contact me.



## **Instruction**

### **Curriculum Content**

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include classroom instruction on distracted driving as a major traffic safety issue. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In grades 4 through 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades kindergarten through 12, two hours of age appropriate Internet safety education is taught each school year.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. In addition, in all grades, bullying prevention and gang resistance education and training must be taught.
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policies 6:310, *Credit for Alternative Courses and Programs, and Course Substitution*, and 7:260, *Exemption from Physical Activity*.

9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) other components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance of abduction.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In grades 9 through 12, consumer education must be taught, including: financial literacy; installment purchasing; budgeting, savings, and investing; banking; simple contracts; income taxes; personal insurance policies; the comparison of prices; and the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics, Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

14. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
15. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
16. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
17. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.

LEGAL REF.: 5 ILCS 465/3 and 465/3a.  
 20 ILCS 2605/2605-480.  
 Public Law 108-447, Section 111 of Division J.  
 105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-5, 5/27-6, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-24.2, 435/0.01 et seq., and 110/3.  
 625 ILCS 5/6-408.5.

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 7:190 (Student Discipline); 7:260 (Exemption from Physical Activity)

Adopted: July 1993  
Revised: January 1994  
Revised: December 1994  
Revised: July 1999  
Revised: June 2002  
Revised: January 2003  
Revised: May 2003  
Revised: January 2004  
Revised: November 2005  
Revised: June 2007  
Revised: February 2008  
Revised: February 2009



## **Students**

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2. Has the purpose or effect of:
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**Nondiscrimination Coordinator:**

Kim Siemers  
\_\_\_\_\_  
Name  
370 N. Main St.  
\_\_\_\_\_  
Address  
Leland, IL 60531  
\_\_\_\_\_  
815-495-3821  
\_\_\_\_\_  
Telephone

**Complaint Managers:**

Kim Siemers  
\_\_\_\_\_  
Name  
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Leland, IL 60531  
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815-495-3821  
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Lane Abrell  
\_\_\_\_\_  
Name  
370 N. Main St., Leland, IL 60531  
\_\_\_\_\_  
Address  
Leland, IL 60531  
\_\_\_\_\_  
815-495-3821  
\_\_\_\_\_  
Telephone

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LEGAL REF.: Title IX of the Educational Amendments, 20 U.S.C. §1681 et seq.  
34 C.F.R. Part 106.  
105 ILCS 5/10-22.5, 5/27-1, and 5/27-23.7.  
775 ILCS 5/1-101 et seq.  
23 Ill.Admin.Code §1.240 and Part 200.  
Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999).  
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).  
Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).  
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Sexual Harassment), 7:10 (Equal Educational Opportunities), 7:190 (Student Discipline)

Adopted: July 1991  
Revised: August 1996  
Revised: July 1999  
Revised: August 1999

Revised: August 2000  
Revised: February 2008  
Revised: March 2009

## Students

### Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
  - b. 7:310, *Restrictions on Publications and Written or Electronic Material*. This policy prohibits students from: (i) accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
  - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

LEGAL REF.: 405 ILS 49/1 et seq.  
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:310 (Restrictions on Publications and Written or Electronic Material)

Adopted: March 2008

## Students

### Student Discipline

#### Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b)

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

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

#### Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study, provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

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

### Weapons

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

### Required Notices

A school staff member shall immediately notify the office of the Building 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 against any staff member. Upon receiving such a report, the Building 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.

### Delegation of Authority

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

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

### Student Handbook

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

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

- LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7151 et seq.  
Pro-Children Act of 1994, 20 U.S.C. §6081.  
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.  
23 Ill.Admin.Code §1.280.
- CROSS REF.: 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Preventing Bullying, Intimidation, and Harassment ), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications and Written or Electronic Material), 8:30 (Visitors to and Conduct on School Property)

Adopted: March 1994  
Revised: March 1995  
Revised: December 1995  
Revised: July 1999  
Revised: November 1999  
Revised: April 2001  
Revised: December 2001  
Revised: February 2003  
Revised: April 2004  
Revised: April 2005  
Revised: August 2007  
Revised: October 2008





## Township High School District 113

1040 Park Avenue West • Highland Park, IL 60035-2257  
224-765-1000 • Fax 224-765-1060

Lake

July 21, 2009

Mr. Patrick Murphy  
Illinois State Board of Education  
Educator & School Development Division  
100 N. 1<sup>st</sup> Street  
Springfield, IL 62777

RE: Filing of Copy of Bullying Policy

Dear Mr. Murphy:

At its regularly scheduled meeting of July 20, 2009, the Board of Education of Township High School District 113, approved Policy 6999 which includes our bullying policy. Enclosed is a copy for your records.

If you have any questions regarding this, please feel free to contact me.

Sincerely,

  
George V. Fornero  
Superintendent

Enclosures

pc: Ms. Roycealee Wood, Lake County Regional Office of Education



5 PUPIL DISCIPLINE POLICY 6999I. OVERVIEW

10 Individual rights and concerns are preserved only by the protection and preservation of the rights of others. Students are responsible for the exercise of individual rights, and must accept the consequences of personal actions and recognize the boundaries of individual rights. The Pupil Discipline Policy includes but is not limited to all interscholastic or extracurricular, academic, athletic, or other school related activities.

15 The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.

20 Students have a right and a duty to know the rules and regulations for which they are held responsible while under the jurisdiction of the school. **Ignorance of the rules** is not a legitimate excuse for violation. In the Parent/Student Guidebook, Highland Park and Deerfield High Schools publish these rules and distribute them to each student within fifteen days of the beginning of the academic year or upon a student's transfer to the school. Among the topics covered are general attendance, social conduct, lockers, lunchroom, health and safety, transportation and activities.

25 Students will be informed of their offense and the facts giving rise to the proposed discipline with an opportunity to state their views.

30 District 113 expectations for student behavior are developed in accordance with Federal, state and local statutes and Board of Education policies. Student behavior rules are reviewed annually by each school's Discipline Advisory Committee. This committee will be comprised of students, parents/guardians, teachers and administrators.

35 The Board's policy book is available in the Deans' and Principal's offices at each building and online at [www.dist113.org/Policies/Policy\\_Index.htm](http://www.dist113.org/Policies/Policy_Index.htm).

40 All students must sign the form, acknowledging their receipt of the student handbook, containing the Pupil Discipline Policy. In addition, students who participate in extracurricular sports and activities will also be subject to the consequences of the extracurricular code (Section V). Penalties associated with the Extracurricular Code will be cumulative beginning with the student's initial signing for the Student Handbook and continuing throughout the student's high school career, both in and out of season. All students are bound by the pupil discipline policy as set forth in Policy 6999 and the Student Handbook.

45 II. STUDENT RIGHTS AND RESPONSIBILITIES

A. FREEDOM OF EXPRESSION - STUDENT COMMUNICATIONS  
PROCEDURES (cf. 6505)

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1. Students are encouraged and are free to express individual or collective opinions in ways which are lawful, consistent with the rights of others and not disruptive to the school's educational process. (See Board Policy 6505).
2. Students and student groups may communicate with others by posting and/or distributing materials in designated areas of the school. Consideration must be given both to the quantity and quality of the materials. Students must assume responsibility for timely removal of all materials. Materials may be posted only on brick or tile surfaces, not on glass, wood or painted surfaces. Students may distribute materials in the following areas: HPHS bookstore foyer and north student parking lot entrance; DHS bookstore foyer and student union. Students will obtain approval to post or distribute materials. A copy of all such materials will be provided to an Assistant Principal not less than two (2) school days prior to such posting or distribution. District 113 administrators have been vested with the authority to prohibit student communication which is obscene, libelous or contains content which could substantially disrupt or materially interfere with school activities or with the rights of others.
3. Students are expected to familiarize themselves with Policy 6505. Questions related to this policy should be referred to the principal's office.

B. PERSONAL APPEARANCE

Students have the right to determine individual patterns of dress and grooming as they deem proper, provided that such dress and grooming do not interfere with the health and safety of themselves or others and do not interfere with the educational process of the school. The building principal or principal's designee is authorized to establish reasonable rules concerning student dress and grooming. Such rules will:

1. Encourage students to dress in good taste and present a general appearance which is commendable.
2. Prohibit clothing or adornment that disrupts the educational process.
3. Prohibit dress which constitutes a potential safety or health hazard.

Students may be prohibited from wearing certain color combinations or articles of clothing and displaying symbols or other insignia which are reasonably believed to represent or imitate gang affiliation. Further student attire determined by District 113 administrative staff to be obscene, indecent, offensive to any race, religion, ethnicity, gender, sexual orientation, or depicting illegal items or activity (included but not limited to alcohol, drugs, drug paraphernalia) will not be permitted.

Shoes or sandals must be worn at all times on school grounds unless exceptions are made by the building principal for designated activities or in designated areas.

C. SEARCHES/SEIZURES (cf. 6180)

100 In accordance with Illinois law, students have no right of privacy in school property.  
In order to provide for the safety and supervision of students in the absence of their  
parents or guardians, to maintain discipline and order in the schools; and to  
otherwise provide for the health, safety and welfare of all persons within the schools,  
105 the Board of Education authorizes reasonable searches of students, their property,  
student lockers, desks, cars parked in school parking lots and other property owned  
or controlled by the school. Personal effects left in lockers, desks, cars parked on  
school property or otherwise left on property owned or controlled by the school may  
be searched at any time for any reason without notice to, or the consent of, the  
student.

110 Searches of students and their personal effects will be conducted by duly authorized  
school personnel at any time for any reason. Such searches will be reasonable, both  
in their inception and in their scope.

115 The Superintendent may request the assistance of law enforcement officials for  
conducting reasonable searches of students and school property for controlled  
substances, illegal drugs, weapons or in response to other general threats to safety.  
In addition, he/she may also utilize trained dogs to determine the existence of  
weapons, bombs or other general threats to safety. Board of Education approval is  
120 required should school personnel or local law enforcement agencies wish to utilize  
trained dogs to determine the existence of controlled substances or illegal drugs.  
Searches conducted by authorized school personnel at the behest of the law  
enforcement agencies will be conducted in accordance with the standards applicable  
to such law enforcement agencies

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D. AGGRESSIVE BEHAVIOR, BULLYING, AND HARASSMENT

Using any form of aggressive behavior that may cause physical or psychological  
harm to someone else and/or urges other students to engage in such conduct is  
130 prohibited. Aggressive behavior includes behavior in which an individual student or  
a group of students, through the improper use of real or perceived power, or the use  
of threats, extortion, exclusion, or by any other method, inflicts, attempts, or intends  
to inflict, either physical or psychological suffering on another student or group of  
students.

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Bullying is defined as any harmful act where there is an imbalance of power. It may  
involve physical, verbal, or psychological attacks, intimidation, sexual harassment or  
sexual violence directed against another individual. Physical bullying includes but is  
not limited to punching, shoving, poking or hair pulling. Verbal or psychological  
140 bullying includes but is not limited to name calling, teasing, gossip, humiliation,  
threats, manipulating social relationships, engaging in social exclusion, or other  
similar behaviors, whether engaged directly toward the target of such behavior,  
through third parties or third party sites such as the internet.

145 Harassment is defined as creating a hostile educational environment for another  
student, through verbal, electronic or written communication, gestures and/or  
conduct directed at the student whether due to race, religion, sex, national origin,  
disability, sexual orientation, or other characteristic, or solely on an individual basis.  
150 Sexual harassment is further defined as unwelcome sexual advances, requests for  
sexual favors, and other verbal or physical conduct of a sexual nature in the  
educational environment. Sexual harassment is both against Board policy and may  
be a violation of the law. Students, both male and female, are prohibited from  
harassing fellow students, staff, or others on school property, during school  
activities, or in any situation which creates a nexus to school.

155 If the school becomes aware of aggressive behavior, bullying, or harassment, actions  
will be taken in response to situations that are likely to cause disruption in the  
school.

#### 160 Intervention Procedures

Aggressive behavior, bullying, or harassment, constitutes gross disobedience or  
misconduct leading to disciplinary action. Students who engage in aggressive  
behavior, bullying, or harassment, will be subject to discipline in accordance with  
165 the Board's general student discipline policy. Such discipline may include, but is  
not limited to, verbal or written reprimand, in-school suspension, change of  
placement, out-of-school suspension or expulsion, and/or consequences associated  
with the violation of the student activity code. Parental notification of discipline will  
be made in accordance with the District's disciplinary procedures and state law.  
170 Students who engage in aggressive behavior will be referred to the building  
intervention team (student support team) for assistance, such as counseling or other  
supportive services from school or community agencies. Parents will be advised of  
this referral and any action that is taken or suggested by the team.

175 Students who are victims of aggressive behavior, bullying or harassment may be  
referred to the building intervention team for assistance, such as counseling or other  
supportive services from school or community agencies. Parents will be advised of  
this referral and any action that is taken or suggested by the team.

180 In addition, school personnel will monitor and identify students who exhibit  
behaviors that indicate a tendency toward aggressive behavior, bullying or  
harassment. School personnel who identify students who have demonstrated  
behaviors that put them at risk for aggressive behavior, bullying or harassment will  
refer the students to the building intervention team. Parents will be advised of this  
185 referral and any action that is taken or suggested by the team.

Upon receipt of a referral for any of the above students, the building intervention  
team will monitor the student, review any non-school, community-based  
interventions available for the student and consider necessary school based  
190 interventions. If the student is currently receiving services as a student with a  
disability, the student's IEP or Section 504 team, when appropriate, may assume the  
functions of the intervention teams.

E. HAZING AND INAPPROPRIATE INITIATION

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Hazing and inappropriate initiation activities are inconsistent with District 113's mission and character education goals. As such, all forms of hazing and inappropriate initiation activities are prohibited.

200

- District 113 defines hazing and inappropriate initiation activity to be any act whether physical, mental, emotional or psychological which subjects a student to any situation or expectation that potentially abuses, mistreats, degrades, humiliates, harasses, harms, intimidates a student, denigrates either an individual or another group or compromises a student's inherent dignity as a person. The District's definition of hazing and inappropriate initiation activity includes actions directed toward any student whether or not the student joins or is affiliated with a student organization. The District considers hazing and inappropriate initiation activity to include a situation in which an older student subjects a younger student to rites of initiation or when any student subjects another student to rites of initiation. The fact that a student participates voluntarily in a hazing or inappropriate initiation activity does not alter the District's prohibition of such conduct.

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Upon receipt of either a complaint or report of hazing or inappropriate initiation activity, District 113 will conduct an investigation. Upon completion of the investigation, District 113 will take appropriate action. Such action will be designed to deter future violations and appropriately discipline students who have engaged in prohibited behavior. Disciplinary action will include consequences for the individual student. In addition, sanctions/suspensions may be imposed upon a team, squad or student organization. Such responsive actions will be consistent with the requirements and expectations of School District policies and regulations.

F. BLOGGING/SOCIAL WEBSITES

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If the school becomes aware of postings on websites outside the school computer network, students will be assigned consequences for postings that cause students or staff members to feel threatened or compromised. Such actions will be taken in response to postings containing threats, bullying, inappropriate pictures, allegations or inappropriate behavior, or such other content as is likely to cause disruption in the school. If such postings are made using school computer hardware or software, students are liable to consequences under the Computer Use policy stated elsewhere in the Student Handbook, as school owned hardware and software are intended only for school related work.

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If the school is presented with information that depicts a student engaging in illegal, unsafe or inappropriate behavior, a conversation will take place with the student and parents, and educational program support may be offered. The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.

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G. NETWORK AND INTERNET ACCEPTABLE USE POLICY

1. Authorization to Use Computer Network

a. General Provisions

To use District 113 computers, which includes: the district's local and/or wide area network and access to the Internet through District computers or the District's local and/or wide area network, students must obey the provisions of this Policy that governs their use. The provisions of the policy regarding use and unacceptable use will also apply to student's use of computers outside of the District 113 network, where those computers are used to access or communicate with the District 113 network, or to store, display or otherwise make materials available in such a way that they may be accessed from the District 113 network.

b. Student Authorization

To be authorized to use District 113 computers, students must:

- submit properly signed copies of the Computer Network Access forms when signing for the handbook;
- obtain computer validation on their Student ID Cards prior to using school computers (valid for school year);
- if asked, display their validated Student ID Cards when using any part of the District's Computer Network.

2. Use of Computer Network

a. Acceptable Use

The District computer network is to be used for educational or research purposes consistent with the District's educational mission. The Superintendent, Building Principals, or their designees will determine regulations for appropriate access rules and policies and will disseminate such regulations to those subject to this Policy.

b. Unacceptable Use

Unacceptable use is generally defined as any action that is inconsistent with the District's educational mission.

3. Violation of Terms

Violation of the terms of the Student Authorization Forms or of the Student Computer Use Policy may result in the suspension or revocation of computer network privileges, disciplinary action, and/or legal action. Disciplinary measures, if any, will be imposed consistent with District discipline policies. Disciplinary action can result in 20/40/60 day restriction from open computer labs, revocation on internet privileges, all computerized privileges, Saturday detentions, in-school suspensions and/or expulsion. If a student's computer network privileges are suspended or revoked, newly signed copies of the student and parental authorizations must be submitted before the student's access privileges can be restored.

4. Privacy

Users do not have a right of privacy with respect to any electronic communications or files created on, stored on, or sent to, from or via the computer network, subject to applicable law governing the privacy of certain student records and information. The Superintendent, Building Principal, and/or their designees may access, retrieve, review and copy any such electronic communications or files and use them as they deem appropriate in connection with the protection of the network or the implementation or enforcement of school policies or suspected violations of the law.

5. Security

The security and integrity of the District's computer network is a high priority. Users are to keep their account and password secure and confidential at all times. Users will neither exploit nor enable others to exploit any security gap, weakness, or breach on the District's computer network or on the Internet using the District computer network and will immediately report to a supervisory teacher or administrator any such gap, weakness or breach.

6. No Warranties

- a. The District will not be responsible for any damages users suffer, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by users' errors, omissions, or negligence. The District specifically denies any responsibility for the accuracy or quality of information obtained through the computer network.
- b. The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs, relating to, or arising out of, an individual user's use of the computer network.
- c. The District has acted in good faith and in a reasonable manner in selecting and implementing filtering software, blocking software, and other technology protection measures to prevent access to material, which is obscene or pornographic. The District assumes no responsibility for access gained or denied by the technology protection measures that have been implemented.

7. Cooperation with Investigations

The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.

H. AGE OF MAJORITY (cf. 6510)

Students who reach the age of eighteen will continue to be subject to school rules and regulations. Reports on academic performance, absences, and misbehavior are sent to the parents/guardians of those students who are living with or being supported by their parents/guardians, as are notices of student decisions made in lieu of parental consent. (Board Policy 6510).

Parents/guardians of students over age 18 are still required to call the Attendance Office to report an absence.

I. IDENTIFICATION CARDS

Each student is provided with an I.D. card to be used for library check-outs, as a bus pass, as a debit card, and for identification purposes both at school and at events away from school. Students are required to carry I.D. cards during the school day and while in attendance at school events. Students must present the I.D. card, upon request, to any school representative. Failure to produce an I.D. may result in disciplinary action in accordance with the District's disciplinary procedures.

J. RECIPROCAL REPORTING AGREEMENTS WITH LOCAL LAW ENFORCEMENT AGENCIES

Pursuant to section 5/10 – 20.14 of the Illinois School Code the Board of Education has established and maintains a reciprocal reporting system between the school district and its local law enforcement agencies regarding criminal offenses committed by students.

III. STUDENT ATTENDANCE/ABSENCE (cf. 6160)

A. ATTENDANCE

Both District 113 and state law require that students attend all regularly scheduled classes. Attendance is taken in every scheduled class by the teacher. This information is then used as an entry on a student's permanent record as well as the official record for financial aid from the state.

In order to participate in any school-sponsored activity scheduled on a school day, a student must attend at least one-half of his assigned classes (i.e., four consecutive instructional periods) on that day.

B. ABSENCES

Parents/guardians are responsible for notifying the school according to published procedures when a student will be absent. The School Code recognizes illness, death in the immediate family, family emergencies and situations beyond the control of the student to be valid cause for missing school.

Each attendance office has a set procedure for handling pre-arranged (e.g., family travel or other extended absence) and partial absences (e.g., doctor and dental appointments).

Attendance categories are: "authorized", "unauthorized" and "school-related." When parents call the school to authorize their child's absence, they do not need to state a reason for authorizing the absence. School-related absences are not part of the equation when determining interventions and/or consequences for excessive absences as defined below.

School-related absences are absences initiated by the school including but not limited to:

1. Field trips
2. Athletic or activity tournaments
3. Appointments with staff members (e.g., counselor, psychologist, social worker)

School-related absences are not included on student transcripts and do not count towards accumulating absences that result in consequences.

Parent questions regarding the classification of absences are to be referred to a dean.

If students know in advance that they will be absent, or anticipate a long-term absence, appointments must be made with teachers prior to the absence to obtain assignments due during the anticipated absence period. Upon return, the students are to make appointments with teachers to schedule a time to make up missed work.

Students with excessive absences are identified, and intervention will be initiated.

#### C. MAKE-UP POLICY

##### 1. Authorized Absences/School Related Absences

Students are expected to make up work after any authorized absence. Students are expected to take the initiative in asking the teacher how to recoup missed instruction. Upon return to class, students should make appointments with all teachers to obtain assignments and to schedule make-up activities. Teachers will give students the dates for make-up completion.

##### 2. Unauthorized Absences

Class "cutting" is not tolerated. Teachers may impose the following grade reduction procedure as a means for encouraging class attendance, subject to the stated limitations and conditions:

- a. In recognition of the fact that daily class participation is an important component of the learning process, a grade reduction of not more than three percentage points may be applied to a student's quarterly grade in a course for each unauthorized absence not to exceed one letter grade.
- b. If an unauthorized absence should occur on the day of a quiz, test, examination, or due date for a required paper or project, the teacher may give a "0" grade for such an absence. If a "0" grade is given, then a percentage reduction, as explained above, may not also be applied. If the teacher permits the student to make up the work missed, the three percentage reduction may be invoked.

- c. Teachers should post their policies regarding all absences in their classrooms and on their website. A teacher's failure to post his/her policy will not affect the enforcement of this policy. In no case may a penalty applied by the teacher exceed the limits as stated above. Additionally, deans, teachers and counselors may impose disciplinary consequences for unauthorized absences.

See student handbooks for each school's procedures.

#### D. TARDY PROCEDURE

##### 1. Definition

Students are considered tardy if they are not in their assigned area and ready to begin work when the second bell rings. A student presenting a valid pass is not considered tardy.

##### 2. Violations

Teachers will apply disciplinary consequences for tardy behavior as per each building's tardiness procedures.

#### IV. STUDENT CONDUCT

##### A. REMOVAL OF STUDENTS FROM CLASSROOMS

The Board recognizes that teachers have the primary responsibility for the maintenance of discipline in their classes.

1. A teacher may temporarily exclude a student from a class when, in the opinion of the teacher, the nature of the offense, the persistence of the behavior, the disruptive effect of the student or the continued presence of the student interferes with the education of other students.
2. Prior to excluding a student, the teacher must give the student reasonable warning of the possibility of exclusion and must advise the student of the reasons for the proposed exclusion and permit the student to explain his or her position on the possible exclusion as long as it does not further disrupt the educational environment.
3. If a student is so excluded, the student will report directly to the Deans' Office; and the problem will be referred for solution to the Dean.
4. The Deans will maintain records of all such exclusions, including the time, the date, the excluding teacher and the reasons for the exclusion, as well as the disposition of the problem by the Principal or the Principal's designate.
5. Nothing herein will be interpreted to limit the Building Principal's power to suspend a student.

B. BUS

490 Bus passes (designated on the I.D. card) are issued to eligible students. Passes are non-transferable, may be revoked on a temporary or permanent basis for cause, and must be shown upon request.

495 Smoking, vandalism, misbehavior, and inappropriate conduct of any kind will not be tolerated.

Students are required to obey the bus driver at all times.

500 In addition to other consequences, infractions of bus rules may result in restriction or loss of bus privileges.

C. HALL

505 Students are expected to obey rules which govern movement throughout the building.

D. STUDENT PARKING

1. Students are urged to use school transportation or walk to school.
- 510 2. Students must present evidence of successfully completing the Alive at 25 program prior to obtaining a parking permit.
3. Authorized student drivers are required to obtain and display a school parking permit as directed.
- 515 4. Student parking is not allowed in designated visitor or staff parking areas.
5. Students cannot re-enter the parking lot on the same day without administrative approval after leaving the parking lot before the completion of their school day.
- 520 6. Students are not permitted to sit in parked cars during any part of the school day.
- 525 7. Motorcycles and motor bikes must be parked in designated parking areas.
8. There is a charge for parking permits or replacement permits. All permits will be applied to the vehicle by a Security Officer. Any unauthorized transfer of a parking permit will render it invalid, and the vehicle will be considered illegally parked.
- 530 9. Student parking privileges will be suspended and/or revoked for 1) any non-school related incident involving alcohol, tobacco and/or other drugs as determined by school personnel and/or reported by the police, 2) any violation

- 535 of District Alcohol, Tobacco, and other Drugs policy. The Principal or  
Principal's designee will notify legal authorities of all evidence and reports of  
all illegal activity if warranted.
- 540 10. Student parking privileges may be suspended and/or revoked for any violations  
of the parking policy.
11. Student parking privileges may be suspended and/or revoked for any violation  
of the student discipline policy.
- 545 12. Vehicles are subject to search by school officials for any reason. Searches may  
include all vehicle compartments and all containers therein of any kind,  
whether locked or unlocked.

550 E. GAMBLING

Gambling, in any form, either on school property or while in attendance at any  
school sponsored activity is prohibited.

555 F. ELECTRONIC DEVICES

Inappropriate use of electronic devices on school property or at any school-  
sponsored activity is prohibited.

560 G. ACADEMIC HONESTY POLICY AND PROCEDURES (cf. 6235)

560 The District will seek to establish an atmosphere in each classroom which actively  
fosters academic honesty. It is the belief of the Board of Education of District 113  
that academic dishonesty degrades character and reputation and impedes the  
teaching-learning process. Teachers should be clear in their advocacy of academic  
565 honesty by discussing with their students the differences between honest and  
dishonest work, by employing teaching and testing strategies which reduce the  
opportunity for dishonesty to the maximum extent possible, and by following  
consistent procedures when dealing with dishonest behavior. The Board of  
Education enlists the active support of parents/guardians, students and staff to make  
570 this policy successful. Written procedures implementing the policy should include  
responsibilities for each of these constituencies. (Board Policy 6235)

H. DISCIPLINE OPTIONS

575 1. POTENTIAL CONSEQUENCES OF STUDENT CONDUCT VIOLATIONS

By way of example and not limitation, the consequences a student may expect to  
experience as a result of violation of a rule, regulation or policy are as follows:

- 580
- behavioral referral
  - verbal reprimand
  - problem solving conference
  - special assignment

- 585
  - behavioral contract
  - attendance contract
  - withdrawal of privileges
  - schedule change
  - parent conference
  - staffing
- 590
  - referral to outside agency
  - detention (Saturday or school day)
  - temporary removal from class
  - financial restitution
  - suspension of bus privileges
- 595
  - alternative programs
  - in-school suspension
  - out-of-school suspension
  - suspension from participation in/on athletic team and/or activity
  - removal from an athletic team and/or activity
- 600
  - expulsion
  - police department referral
  - loss of parking privileges

605 School personnel will not use corporal punishment as a disciplinary measure.

## 2. SUSPENSION AND EXPULSION

### a. Use of Suspension or Expulsion

610 The Board of Education, the Superintendent, a Principal, an Assistant Principal  
or a Dean may use out-of-school suspension as a disciplinary consequence with  
students determined to be guilty of gross disobedience or misconduct. In no  
instance will a single out-of-school suspension period exceed ten (10)  
consecutive school days. During the duration of the suspension, students are  
615 excluded from any school-related activity. Students who are suspended from  
school will be permitted to make up all assignments and examinations in each  
class and will be granted credit for this work. Repeat 10-day suspension for a  
student within the same semester require Superintendent approval and Board of  
Education notification. An expulsion requires Board action.

### b. Grounds for Suspension or Expulsion

625 Students will be subject to suspension or expulsion for gross disobedience or  
misconduct on school premises or while in attendance at school-sponsored or  
conducted activities or while riding school-provided transportation. In  
addition, the rules below will be in effect during the time that the student is  
traveling to and from the school.

630 Students may also be subject to suspension or expulsion from all school related  
activities for conduct that occurs other than on school premises or at school-  
sponsored or conducted activities, provided however, that a reasonable

relationship exists between the conduct of the student and the potential impact on the school, its processes or student environment.

635 By way of example and not by limitation, the following described conduct may constitute gross disobedience or misconduct:

- 1) Striking or threatening to strike other students or school employees;
- 640 2) Theft of school property or private property on school premises;
- 3) Unauthorized possession or use of school property or of private property on school premises;
- 645 4) Possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, "look alikes," and any other
- 650 object used or attempted to be used as a weapon;

655 A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school will be expelled for at least one year. The Principal or the Principal's designate will notify the appropriate criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school. The Superintendent may modify the expulsion requirement on a case-by-case basis. The Board of Education may further modify the Superintendent's

660 recommendation.

- 5) Damaging in an intentional or grossly negligent manner school property or private property on school premises;
- 665 6) Entry into unauthorized areas of the school campus or buildings;
- 7) Use of tobacco in school, on school grounds, at school sponsored activities, or on school provided transportation;
- 670 8) Sale, use, possession, transfer or being under the influence of alcoholic beverages, inhalants, illicit drugs, look alikes or controlled substances either while on school grounds or while in attendance at an off campus school sponsored activity;
- 675 9) Inappropriate use of electronic paging devices or cellular radio communications (e.g., cellular phones) during the school day;
- 680 10) Dress or appearance which presents a health or safety hazard or which materially or substantially disrupts the educational process;

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- 11) Failure to attend or failure to comply with the rules of a Saturday detention or suspension;
  - 12) Interference with school personnel in the performance of their duties;
  - 13) Conduct which materially and substantially threatens to disrupt, or which actually disrupts, the educational program or any part thereof or participants therein, including the use of slanderous, libelous, obscene or profane language or gestures;
  - 14) Refusal to comply with the reasonable and lawful instructions of school personnel;
  - 15) Setting false fire alarms;
  - 16) Unauthorized absences from school or unauthorized tardiness;
  - 17) Gambling;
  - 18) Academic dishonesty; (In accordance with the Board policy on Academic Honesty which is restated in Pupil Discipline Policy)
  - 19) Making of bomb threats or any other threat that would disrupt the school;
  - 20) Violation of duly adopted rules and regulations of the District;
  - 21) Intimidation or harassment of any nature, including but not limited to cyber bullying, or any electronic means that fit the definition of intimidation and/or harassment;
  - 22) Stalking of students or school employees as defined by Illinois law.
  - 23) Knowingly accesses the Internet, a computer or a computer program without authorization or exceeds authorized use;
  - 24) Chronic misbehavior – repeated violations of school rules and policies;
  - 25) Possession, use, control or transfer of fireworks or incendiary devices;
  - 26) Indecent exposure.

c. Special Education Students

- 725
- 1) Disciplinary Consequences in General

In developing an Individualized Education Plan (IEP) and/or a 504 Plan for a special education student, the IEP team may consider the disciplinary procedures to be used with the student. As a result, each

730 student's IEP may set out in written form whether the student is subject  
to the high school's regular disciplinary procedures or whether a  
behavior intervention plan will govern the disciplinary process for the  
student.

735 2) Out-Of-School Suspension

740 Questions regarding multiple suspensions of a special education  
student (i.e., students with an IEP or Section 504 Plan) which create an  
aggregate number of out-of-school suspension days in excess of ten  
(10) school days or a pattern of suspensions which would likely result  
in ten (10) days of suspensions in a school year will be addressed on a  
case-by-case basis by the student's MDC team and the administrative  
staff.

745 3) Expulsion

750 Students determined to be eligible for special education and related  
services pursuant to the Individuals With Disabilities Education Act  
will not be expelled for behavior determined to be a manifestation of  
their disability. In all cases, the student's IEP team will determine if  
the student's behavior is a manifestation of their disability.

3. DISCIPLINARY CONSEQUENCE/SUSPENSION/EXPULSION/CATEGORY III  
REVIEW/APPEAL PROCESS

755 The parent/guardian or student (if 18 years of age or older) may initiate a request for  
review of any disciplinary action. During the review process, the student continues  
to serve the disciplinary consequence unless and until it is overturned at one of the  
following steps. The steps in the review process are:

- 760
1. The Assistant Principal
  2. The Principal or designee
  3. The Superintendent or designee (for long-term suspensions, expulsions, or  
Category III violations and discipline)
  - 765 4. The Board of Education (for long-term suspensions, expulsions, or Category  
III violations and discipline)

770 A written request for a review of the disciplinary action must be submitted for each  
step within two (2) days of the administrator's decision at each level. All request(s)  
for review must state the reason for the review and the adjustments in discipline  
being requested. Reasons for review might include:

- 775
- Due process not followed
  - Discipline contradicts procedures/policies
  - Additional evidence surfaced
  - Evidence/issues/mitigating factors not considered

Only long term suspensions from school (exceeding ten (10) school days) and/or Category III code violations may be appealed beyond the Principal's level to the Superintendent's level and to the Board of Education. An appeal to the Board of Education must be submitted in writing to the Superintendent's Office within five (5) calendar days of the Superintendent or his/her designee decision.

The Board of Education will determine whether or not to hear the appeal. The Board of Education may refer a matter to an independent hearing officer; the Board may limit the jurisdiction of the hearing officer to the determination of whether a) due process has been afforded and/or b) policies and procedures were followed. The decision of the Board will be communicated in writing to all parties concerned by the Board Secretary.

Category III violations may be appealed beyond the Superintendent's level to the Board of Education. If the Board of Education determines the matter should be assigned to an independent hearing officer, the Board may limit the jurisdiction of the hearing officer to the determination as to whether a) due process has been afforded and/or b) policies and procedures were followed.

#### I. ALCOHOL, TOBACCO OR OTHER DRUG USE

##### 1. District Philosophy/Policy

The use of alcohol, tobacco and other prohibited substances is illegal and a health hazard to adolescents. Prohibited substances include unlawful drugs, prescription drugs not used or intended to be used in accordance with the prescription and over-the-counter drugs not used or intended to be used as directed.

Students are prohibited from possessing, using, being under the influence of or distributing alcohol, tobacco or other prohibited substances in school buildings, on school grounds, in school vehicles or at any school event or activity. Possession or distribution of drugs, look-alike drugs, or drug paraphernalia such as, but not limited to pipes, bongs, rolling paper, etc., in these locations is prohibited. In addition to instituting disciplinary proceedings, school officials will also deny attendance at any school program or function to students who appear to be under the influence of, or who are in possession of, alcohol or other prohibited substances. The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.

A student's eligibility to participate in Behind the Wheel portion of driver's education may be postponed if the student is found using or possessing alcoholic beverages, illegal drugs, or other controlled substances. The District will distribute regulations regarding eligibility for participation in driver's education to students at the beginning of the school year.

When, in the judgment of the Principal or the Principal's designate, it has not been established there was a violation, but there is reasonable basis to believe that a prohibited, alcohol, tobacco or other drug use and/or possession may have occurred:

- a. All information available will be given to the student's counselor and Student Assistance Program designee.
- b. Based on the counselor's knowledge of the student and in consultation with the counselor's supervisor, the counselor may set into motion a program deemed appropriate for the student and inform the Principal and parents/guardians of the program taken.
- c. The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.

2. Consequences

- a. Tobacco: If a student is suspected of using and/or possessing tobacco or any tobacco products, all information will be directed to the Principal by the Deans or an Assistant Principal. If it is determined that a student did use and/or possess a tobacco product in violation of school rules, then the following guidelines will be used:
  - 1) First Offense
    - a) Three-day in-school suspension reduced to one-day with Smoking Cessation/Information Program
  - 2) Second Offense
    - a) Three-day in-school suspension
    - b) Check Point
    - c) Loss of parking privileges for 20-days
  - 3) Third and Subsequent Offenses
    - a) Eight-day in-school suspension reduced to five-day with a choice of options related to smoking cessation education
    - b) Loss of parking privileges for 40-days
- b. Alcohol and other drugs: All information concerning a student suspected of using and/or possessing, alcohol, inhalants or other drugs, will be directed to the Principal by a Dean or an Assistant Principal. If it is determined that a student did use and/or possess alcohol or other drugs in violation of school rules (the use of a breathalyzer and/or an oral fluid test may be used to determine if a student is under the influence of alcohol and/or other drugs), then the following guidelines will be used:
  - 1) Where the prohibited alcohol, inhalant or other drug use and/or possession does not involve the transfer or intent to transfer alcohol, tobacco, or other drugs by the violator to another student:
    - a) The Principal or Principal's designee will notify the student, parents/guardians, appropriate school personnel, and law enforcement officials, as warranted. Possible consequences will be discussed with the parents/guardians.

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- b) The first instance of prohibited alcohol or other drug use and/or possession will result in the following:

880

1. Eight-day in-school suspension that may be reduced to a five days if the student and parent/guardian agree to complete the District 113 Check Point Program or another program approved by the Student Assistance Program designee at the parents'/guardians' expense.

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2. If Check Point or comparable, approved program is not successfully completed, the remaining three days of suspension will be served. Proof of completion of the next available Check Point must be submitted to the Student Assistance Program designee from the Check Point Facilitator within one (1) week of the Program completion or the remaining three days of the suspension will be served.

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3. If the Check Point Program has been previously completed, or determined inappropriate by the Student Assistance Program designee, the student and parent/guardian must complete an assessment from an approved outside agency/hospital at the parents'/guardians' expense in order to reduce the suspension from an eight-day to a five-day in-school suspension. Proof of the completed assessment must be submitted from the agency to the Student-Assistance Program designee prior to the end of the five-day suspension.

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900

4. Loss of parking privileges for 20 school days.
5. Violation of the conditions of the in-school suspension will result in student placement in out of-school suspension.

905

- c) The second instance of prohibited alcohol or other drug use and/or possession will result in:

910

1. Ten-day out-of-school suspension with the requirement for the student and parents/guardians to complete an assessment from an approved outside agency at the parents'/guardians' expense. Proof of a completed assessment must be submitted from the agency to the Student Assistance Program designee prior to the end of the ten-day suspension.

915

2. Loss of parking privileges for 40 school days.
3. A recommendation for expulsion may be made if deemed appropriate.

920

- d) Any further instance of prohibited alcohol, tobacco or other drug use and/or possession results in:

- 925
1. Ten-day out-of-school suspension.
  2. Loss of parking privileges for 180 school days.
  3. Possible recommendation for expulsion pursuant to the expulsion procedures which thereafter governs the case.
- 930
- e) Parking fees will not be refunded if parking privileges are revoked or suspended; or if the student is suspended or expelled.
- 935
- 2) Transfer: The transfer or intent to transfer alcohol, tobacco and/or other drugs by the violator to another student results in the following consequences.
- 940
- a) The Principal or Principal's designee notifies the student, parents/guardians, appropriate school personnel, and law enforcement officials, as warranted. Possible consequences are discussed with the parents/guardians.
- 945
- b) The first instance involving a transfer or intent to transfer results in:
1. Ten-day out-of-school suspension with the requirement for the student and parents/guardians to complete either Check Point or an assessment from an approved outside agency at the parents'/guardians' expense, whichever the Student- Assistance Program designee deems most appropriate. Proof of a completed assessment must be submitted from the agency to the Student-Assistance Program designee prior to the end of the ten-day suspension.
- 950
2. A recommendation for expulsion may be made if deemed appropriate.
  3. The student will lose parking privileges for 40 school days.
- 955
- 960
- c) Any further instance involving such transfer or intent to transfer results in a ten-day out-of-school suspension and a possible recommendation for expulsion.
- 965
- c. When, in the judgment of the Principal or the Principal's designee, it has not been established there was a violation, but there is a reasonable basis to believe that a prohibited alcohol or other drug use and/or possession has occurred:
- 970
- 1) All information available is given to the student's counselor and/or Student-Assistance Program designee or designee.

- 975                   2)    Based on the counselor's knowledge of the student and in  
                            consultation with the counselor's supervisor, the counselor may set  
                            into motion a program for the student and inform the Principal and  
                            parents/guardians of the action taken.
- 980                   d.    Prescription/non-prescription medications are to be registered with and  
                            dispensed in a manner consistent with the intended use of that medication  
                            by the school nurse. When the prohibited medication falls into one of the  
                            following categories, the first offense will be a warning and parents will be  
                            contacted. Medications in this category include but are not limited to  
                            acetaminophen (Tylenol, Midol), ibuprofen (Motrin, Advil), and calcium  
                            carbonate (chewable antacid).
- 985                   e.    Any possession, use, misuse (in a manner inconsistent with the intended  
                            use by the manufacturer) and/or distribution of prescription/non-  
                            prescription medications may result in a violation of this policy. Examples  
                            of these medications include, but are not limited to, Coricidin and Sudafed.
- 990                   f.    Upon a pupil's parents or guardians complying with the requirements set  
                            forth in 105 ILCS 5/22-30 and District Procedures:
- 995                         •    Pupils at risk of anaphylaxis are permitted the self administration  
                                    of an epinephrine auto-injector.
- 1000                    •    Pupils with asthma are permitted the self-administration of asthma  
                                    medication.
- Pupils with diabetes may possess and self-administer diabetic  
                                    medication.
- The Superintendent or the Superintendent's designee will draft  
                                    Procedures relative to the implementation and enforcement of this  
                                    policy.
- 1005                   g.    Nothing contained in this policy or guidelines limits the authority of any  
                            school staff member to remove a student immediately from a class or  
                            school property or activity in emergency circumstances.

#### V.   EXTRACURRICULAR CODE

- 1010               District 113 administrators, coaches, and activity sponsors, in conjunction with  
                    parents/guardians and students, believe that students who represent District 113 as athletic  
                    or activity members should conduct themselves as responsible representatives of their  
                    schools. Students who elect to participate in sports or student activities will be expected to  
                    exemplify high standards of behavior. Students whose actions or conduct create a negative  
                    image and whose behavior is determined to be detrimental to either the school or its  
1015               programs will be subject to disciplinary consequences, following the procedures outlined  
                    in this Extracurricular Code. As recognized by representatives of their schools, District  
                    113 athletes and participants in activities must demonstrate the character and behavior  
                    outlined in this Code. Behavior of student participants will be monitored by coaches and  
                    activity sponsors. All reports of suspected violations of the Code will be reported to the

1020 Athletic and/or Activity Director as appropriate at the student's high school and will be  
promptly reported to the principal and investigated by the Directors. After an alleged  
violation of the Code has been verified by either school personnel, judicial or law  
enforcement agency, the appropriate disciplinary consequence will be imposed by the  
Athletic and/or Activity sponsor, subject to review and final decision by the principal.

1025

General Implementation: Extracurricular Code Violations

1030 The District 113 Extracurricular Code acts to supplement, not to supplant, District 113  
school disciplinary policies. Student eligibility for participation in activities will remain  
consistent with policies and regulations adopted by the Illinois High School Association  
and conferences or associations of which its participants are members.

- 1035 1. The code applies to all activities/athletics in which a student participates. As a  
result, consequences will be assigned to every extra-curricular. A student  
leadership role will be evaluated upon each offense with the possibility of  
removal at any time.
- 1040 2. The term activity or athletic team encompasses all co- or extra-curricular  
organizations which are now operating or which may be created after this  
policy is in effect.
- 1045 3. The term "student" will refer to any person who is participating in Deerfield  
High School or Highland Park High School activities. This includes a student  
who elects to participate in a student activity during the summer following  
graduation from District 113.
- 1050 4. Consequences for multiple violations must be served consecutively. A  
suspension will be carried over from one sport or activity season into another,  
or from one academic year into the next. If a student cannot fulfill a  
suspension in the current sport or activity, the remaining consequences carry  
over to the next season/activity.
- 1055 5. School officials are not expected to monitor off-campus, non-school activities.  
However, violations of Categories II and III of the Extracurricular Code will  
be subject to the consequences stated in the Code regardless of the place or  
time of such violations throughout the calendar year, or whether such  
violations occurred at school, school-related or non-school related activities,  
provided that such violations are reasonably confirmed by a preponderance of  
facts including information from police reports. Unsubstantiated information  
1060 (i.e. rumors and/or hearsay) will be reported/shared with parents. The  
Principal or Principal's designee will notify legal authorities of all evidence  
and reports of all illegal activity if warranted.
- 1065 6. A student charged with any illegal activity by the police may face immediate  
consequences as outlined by the student extra-curricular code.

B. Student Extracurricular Behavioral Requirements

- 1070 District 113 students will adhere to the following requirements:
1. demonstrate respect for staff and students by interacting with others appropriately, exhibiting sportsman-like behavior, using acceptable, non-offensive language, and refraining from verbal abuse;
  - 1075 2. refrain from engaging in or being a party to acts of theft or vandalism at any time;
  - 1080 3. demonstrate respect for the environment in which they work by leaving all facilities and equipment in good condition;
  4. assume and abide by the responsibilities of membership in a particular group as established by the sponsor and leaders of that group;
  - 1085 5. maintain academic responsibilities as defined by the I.H.S.A.;
  6. conduct oneself in an appropriate and responsible manner;
  - 1090 7. refrain from engaging in or being a party to any act of gambling.

C. Category I

1095 General offenses not listed in Categories II and III, such as, but not limited to cheating, gambling, bullying, fighting, verbal abuse, theft, vandalism, unsportsmanlike behavior, or conduct which would constitute a misdemeanor under Federal or Illinois criminal law, and or failure to comply with the extracurricular behavior as outlined above in Section B while in school, on school property, or as a representative of a District 113 sport or activity.

- 1100 1. Category I consequences pertain to all offenses that occur during school or school related activities, or because of the student's affiliation with a school-sponsored athletic program or activity.

First Offense

1105 Students who do not meet the requirements of the Extracurricular Code are subject to the following:

- a. Notification to and/or a conference with the Activity and/or Athletic Director
- 1110 b. One or more of the following:
  - 1) conference with sponsor/coach;
  - 2) conference with student leaders and sponsor/coach;
  - 3) conference with sponsor/coach and parent;
  - 4) conference with sponsor/coach, Activities/Athletic Director and Dean;
  - 1115 5) removal from an athletic team and/or activity;

- 1120 6) suspension from participation in/on athletic team and/or activity;  
7) return home from field trip at parent(s)/guardian(s) expense;  
8) ineligibility for further field trips or contests (number to be determined);  
9) financial restitution;  
10) letter(s) of apology;  
1125 11) school/community service  
12) referral to school support personnel/group or program;  
13) referral to outside agency;  
14) behavioral contracts;  
15) attendance contracts;  
1130 16) other consequences deemed suitable for the situation;  
17) refusal to award service points for the Honor Society;  
18) decrease or deny responsibilities in activity;  
19) loss of parking privileges;  
20) nothing contained in this policy or guidelines limits the authority of any school staff member to remove a student immediately from a class or school property or activity.  
1135

2. Second and Subsequent Offenses

- 1140 Students who do not meet the requirements of the Student Extracurricular Code on a second or subsequent occasion are subject to any of the consequences applied to a first offense.

D. Category II

- 1145 Offenses related to alcohol, tobacco, and other drug violations.

Behavioral Requirements

- 1150 District 113 students must abstain from any act, attempt or intent to possess, use, obtain, manufacture, sell, or distribute any illegal, controlled or intoxicating substance, including alcohol, inhalants, and other drugs, anabolic steroids, or any substance purported to be, or presented as an illegal, controlled or intoxicating substance, or drug paraphernalia such as, but not limited to pipes, bongs, rolling paper, etc.  
1155

- 1160 District 113 students, regardless of age, must abstain from possession, smoking, and the use of tobacco products. "Tobacco products" include but are not limited to cigarette, cigar, pipe, or tobacco in any other form including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked.

- 1165 All coaches and/or sponsors of the student's extracurricular activities will be notified by the Athletic and/or Activities Director of a violation for the health and safety of the student. Category II offenses include student behavior at school, school related and non-school related activities at all times throughout the calendar year. The

Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.

1170 The code applies to all activities/athletics in which a student participates. As a result, consequences will be assigned to every extracurricular. A student leadership role will be evaluated upon each offense with the possibility of removal at any time.

1175 When, in the judgment of the Principal or the Principal's designee, it has not been established there was a violation, but there is reasonable basis to believe that a prohibited tobacco, alcohol, or other drug use and/or possession may have occurred:

1. All information available will be given to the student's counselor and Student Assistance Program designee.

1180 2. Based on the counselor's knowledge of the student and in consultation with the counselor's supervisor, the counselor may set into motion a program deemed appropriate for the student and inform the Principal and parents/guardians of the program taken.

1185 3. The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.

4. Students who do not meet these expectations regardless of place or time will be subject to the following consequences.

- 1190 a. First Offense Consequences
- 1) Conference with the Athletic and/or Activity Director.
  - 2) Conference with the Student Assistance Program-designee.
  - 1195 3) Successful completion of the Check Point Program (student and parent/s or guardian/s).
    - a. If the Check Point Program has been previously completed, the student and parent/guardian must complete an assessment from an approved agency/hospital and successfully complete the recommendations from the said assessment (at student/parent expense). Proof of the completed assessment and recommendations must be submitted to the Student Assistance Program-designee. Failure to complete the assessment and recommendations will result in the loss of eligibility until the assessment and recommendations have been completed.
  - 1200 4) A first tobacco offense will result in the successful completion of the Smoking Cessation/Information Program.
  - 1205 5) A twenty percent (20%) of the regular season suspension will result for students participating in extra-curriculars including athletics, fine art performances, and competitive club groups. If this cannot be fulfilled during the current season the consequences carry over to the following season.
  - 1210 6) Two six-hour Saturday detentions will result for students participating in extra-curriculars including special interest groups, multicultural groups, class boards, student government, communications, honor societies, and

- 1215 others not deemed competitive or performance in nature. Students may not return to club activities until the two Saturday detention requirement is fulfilled.
- 7) The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.
- 1220 8) Loss of parking privileges for 20 school days.
- 9) Voluntary admission
- a. Student admission to the violation of a Category II first offense acts to waive the twenty percent (20%) suspension or the two six-hour Saturday detention assignment and loss of parking privileges, but the admission serves as a first offense. In addition, the student and parents will successfully complete the District 113 Check Point Program. Failure to complete the Check Point Program as determined by the Activities/Athletic Director/s results in the loss of eligibility until the Check Point Program or other approved program has been completed. Student admission refers only to unsolicited and unreported information that is given directly to a school official by the student and/or parent(s)/ guardian(s). Student admission to the violation of any Category II offense is not used to waive the suspension if the school administration has been previously made aware/informed of the incident by other means including, but not limited to, notification by judicial or law enforcement agencies. Parents/guardians seeking help for their child involved in extracurricular activities from a school official will be required to complete Check Point or receive an assessment (as determined by the Student Assistance Program designee) and complete the recommendations from the assessment. This will result in a waiver of the first offense of the Extracurricular Policy.
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- 1230
- 1235
- 1240
- 1245 1. Assessment must be completed by an agency/professional that is approved by the Student Assistance Program designee.
2. This is a one-time opportunity. Any further contacts of this nature would result in a First Offense violation.
- 1250 b. Second Offense Consequences
- 1) Conference with Athletic and/or Activity Director.
- 2) Conference with the Student Assistance Program designee.
- 3) Obtain an assessment from an approved outside agency/hospital and successfully complete the recommendations made from said assessment (at parent/student expense).
- 1255 4) A second tobacco offense will require successful completion of the Check Point Program if not already completed (Students and Parents). Failure to complete the approved program as determined by the Athletic/Activities Director will result in the loss of eligibility until the approved program has been completed.
- 1260 5) A forty percent (40%) of the regular season suspension will result for students participating in extra-curriculars including athletics, fine art performances, and competitive club groups. If this cannot be fulfilled

- 1265 during the current season the consequences carry over to the following season.
- 1270 6) Four six-hour Saturday detentions will result for students participating in extra-curriculars including special interest groups, multicultural groups, class boards, student government, communications, honor societies, and others not deemed competitive or performance in nature. Students may not return to club activities until the four Saturday detention requirement is fulfilled.
- 1275 7) Loss of parking privileges for 40 school days.  
8) The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.

c. Third and Subsequent Offenses Consequences

- 1280 1) Upon confirmation of a third violation and subsequent violations, the student extra-curricular participant will lose eligibility for participation in all extra-curricular activities for one (1) full calendar year, commencing upon the date of such confirmation.
- 1285 a) Loss of parking privileges for 180 school days.  
b) Obtain an assessment from an approved outside agency/hospital and successfully complete the recommendations made from said assessment (at parent/student expense).  
c) A mandatory reinstatement conference with the Activities/Athletic Director/s and/or the Student Assistance Program designee, the parent(s) or guardian(s) and the student extra-curricular participant is required. Following such conference the Principal may, but will not be obligated, to reinstate such student's eligibility.
- 1290

E. Category III

- 1295 Severe offenses such as, but not limited to hate crimes, hazing, inappropriate initiation, criminal assault, sexual assault, harassment or such conduct which would constitute a felony under Federal or Illinois criminal law.

1300 1. Behavioral Requirements

- 1305 District 113 students must abstain from committing, participating in, assisting other persons in committing or participating in, or being a party to any of the following acts:

- 1310 a) A hate crime. A hate crime is any threat, intimidation, harassment, physical touching, vandalism, property damage, or any act which would constitute a violation of Federal or Illinois criminal laws, committed by reason of the actual or perceived race, color, creed, religion ancestry, gender, sexual orientation, physical or mental disability or national origin of another individual or a group of individuals;

- 1315                   b)   Hazing and/or inappropriate initiation (see definition contained in this policy) of any person or group of persons;
- 1320                   c)   Harassment (including, but not limited to harassment over the internet) against any person or group of persons, or directed against any person or group of persons. A student's first reported and confirmed act of harassment may, at the discretion of the principal and/or the principal's designee, be considered as a Category I or Category III activity code violation. Any and all subsequent acts of harassment shall be considered as Category III activity code violations subjecting the student to the Category III activity consequences;
- 1325                   d)   Any act committed with the intent to cause significant physical harm to persons or significant damage (exceeding \$500) to property;
- e)   Any act which would constitute a felony under Federal or Illinois criminal law.

1330                   2. Consequences

Students found to have committed a Category III-violation, will, without exception, be subject to all of the following consequences and other consequences deemed appropriate by the principal:

- 1335                   a)   Loss of parking privileges for 180 days.
- 1340                   b)   Upon confirmation of a violation, the student athlete/activity participant will lose eligibility for participation in activities and/or sports for one (1) full calendar year, commencing upon the date of such confirmation.
- 1345                   c)   The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.
- d)   After the student has served the one year suspension from participation eligibility, the student may obtain reinstatement by attending a conference with the Principal or the Principal's designee and the student's parent(s) or guardian(s). Following such conference, the Principal may, but will not be obligated to reinstate such student's eligibility.

1350                   Category III violations may be appealed beyond the Superintendent's level to the Board of Education. The Board of Education may refer the matter to an independent hearing officer; the Board may limit the jurisdiction of the hearing officer to the determination of whether a) due process has been afforded and/or b) policies and procedures were followed.

1355

Legal Reference: Pub.L.No.106-554 and 47 USC 254 (h)  
105 Illinois Compiled Statues 5/10-22.6(e)  
New Jersey v. T.L.O., 469 U.S. 325  
53 L.Ed.2d. 720, 105 S. Ct. 733 (1985)

1360

Adopted: 09-08-86

Amended: 07-27-87, 04-25-88, 05-23-88, 06-12-89, 07-24-89, 08-27-90, 06-17-91  
06-15-92, 05-10-93, 06-13-94, 06-26-95, 06-10-96, 06-23-97, 06-22-98  
12-14-98, 05-24-99, 06-12-00, 05-14-01, 05-29-01, 05-28-02, 06-11-02  
05-27-03, 04-26-04, 10-25-04, 05-23-05, 06-12-06, 05-07-07, 06-16-08,  
**07-20-09**

1365



**RECEIVED**

AUG 7 2009

EDUCATOR AND  
SCHOOL DEVELOPMENT

Lake  
Millburn Community  
Consolidated School 

DISTRICT 24

18550 MILLBURN ROAD, WADSWORTH, ILLINOIS 60083

PHONE (847) 356-8331

FAX (847) 356-9722

[www.millburn24.net](http://www.millburn24.net)

August 5, 2009

Mr. Patrick Murphy, Division Administrator  
Education and School Development Division  
Illinois State Board of Education  
100 North First Street  
Springfield, IL 62777-0001

Dear Mr. Murphy:

We were informed by the Lake County Regional Office of Education that we had not filed a bullying policy with ISBE. Enclosed please find Policy 7:180 as adopted at a Special Board of Education meeting on August 3, 2009.

Should you need any further information, please contact our superintendent, Dr. Ellen Mauer at 847-245-2900 or [emauer@millburn24.net](mailto:emauer@millburn24.net).

We apologize for the oversight.

Sincerely,



Bernadette L. Hanna  
Office Manager



**RECEIVED**

AUG 7 2009

EDUCATOR AND  
SCHOOL DEVELOPMENT Page 1 of 2**Preventing Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:

- a. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
- b. 7:310, *Restrictions on Publications and Written or Electronic Material*. This policy prohibits students from: (i) accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
- c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct,

- 2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment, this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
- 3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
- 4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation - and the State law requirement - that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involves students' parents/guardians in the remediation of the behaviors of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

LEGAL REF-- 405 ILS 49/1 et seq.  
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23:7.  
23 Ill. Admin. Code §L280.

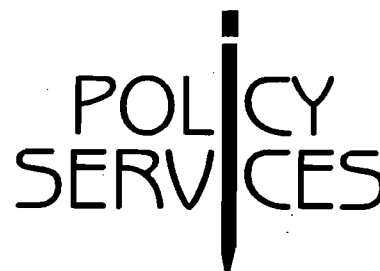
CROSS REF.: 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:310 (Restrictions on Publications and Written or Electronic Material)

ADOPTED: August 3, 2009

# **Board Policy Manual**

## **Gavin School District 37** **Lake County**

*This manual may be changed at any time at the sole discretion of the Board and/or the Superintendent, whichever has appropriate jurisdiction, subject only to mandatory collective bargaining requirements.*



**Illinois Association  
of School Boards**



## **Students**

### **Preventing Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. The Superintendent or designee shall develop and maintain a program that:

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  - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.
  - b. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
  - c. 7:310, *Restrictions on Publications and Written or Electronic Material*. This policy prohibits students from: (i) accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

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9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

LEGAL REF.: 405 ILS 49/1 et seq.  
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:310 (Restrictions on Publications and Written or Electronic Material)

ADOPTED: March 18, 2008

**Gavin School District 37  
Student/Parent Handbook  
SOUTH SCHOOL  
2008 - 09 School Year**

**MISSION STATEMENT**

**The Gavin School District promotes academic achievement and positive character development to enable our students to become life-long learners and responsible citizens.**

## **BULLYING/HAZING**

Bullying and Hazing are prohibited on school property, on the way to and from school and at school-sponsored activities or events.

Bullying may include but is not limited to aggressive or negative gestures, or written, electronically submitted, verbal or physical acts that place another student in reasonable fear of harm to person or property. Further, if a behavior has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational process it will not be tolerated. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to, another student. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature.

Hazing is meant to include any activity that physically or mentally injures any student through harassment, intimidation, or wrongful act. Disciplinary action will be taken in instances of violation of this policy.

(Reference 105 ILCS5/10-20.14)

## **GANG ACTIVITY POLICY**

The visibility of gangs and gang-related activities in the school setting could cause a substantial disruption of and/or material interference with school and school activities. Gangs, gang-related activities or wearing of any garments or insignia reflecting gang affiliation are prohibited on school property or at school-related activities. No student may intimidate or harass another student for the purpose of gang recruitment or gang retaliation. It is recognized that gangs or gang-related activity exist in Lake County.

"Gang" as used in this policy shall mean any individual who associates with others primarily for criminal, and/or other activities prohibited by law and/or by the district's rules and regulations.

### **No student on or about school property or at any school activity shall:**

1. Wear, possess, use, distribute, display, or sell clothing, jewelry, emblems, badges, symbols, signs or other items which is an indication of membership of affiliation in any gang;
2. Communicate either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) membership in or affiliation with a gang;
3. Commit any act that furthers gang activity, including, but not limited to,
  - a. Soliciting others for membership in any gangs;
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
  - c. Inciting other students to act with physical violence upon any other person;
  - d. Committing any other illegal act or other violation of school district policy.

# **Gavin School District 37**

## **Gavin Central Elementary School Student/Parent Handbook**

### **2009-10 School Year**

#### **Mission Statement**

**The Gavin School District promotes academic achievement and positive character development to enable our students to become life-long learners and responsible citizens.**

**Visit our Website at [www.gavin37.org](http://www.gavin37.org)  
for up-to-date information on Gavin Schools.**

**Absence Line: 1-847-973-3280  
(Leave a message)**

**Gavin Central School – Grades 1 – 5  
8:30 A.M.—3:00 P.M.  
36414 N. Ridge Avenue  
Ingleside, IL 60041  
847-973-3280  
Fax – 847-973-3285  
Principal – Dr. Jo Amburgey**

**Supervision is not available for students prior to 8:20 A.M.  
Please do not bring students to school before this time.**



**Harassment/Teasing/Taunting:** Student delivers disrespectful messages (verbal or gestural) to another person that include threats and intimidation; obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters. (This would include negative / harassing messages on the computer.)

**Lying/Cheating:** Student delivers message that is untrue and /or deliberately violates rules.

**Minor Warning:** All low intensity problem behaviors that are violations of behavioral expectations (rules) but not of sufficient intensity to warrant an office discipline referral.

**Other:** Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed. This includes, but is not limited to, spitting.

**Other Drugs:** Student is in possession of or is using illegal drugs/substances or imitations.

**Property Damage:** Student deliberately impairs the usefulness of property.

**Sexual Harassment:** This would involve harassment of a verbal or physical nature to “worry, tease or taunt, in a sexual way involving unwanted kissing, sexual taunts, and being touched or grabbed in a sexual manner.

**Skip Class/Truancy:** Student leaves class/school without permission or stays out of class/school without permission.

**Tardy:** Student is late to class or the start up of the school day.

**Tobacco:** Student is in possession of or is using tobacco.

**Vandalism/Property Damage:** Student participates in an activity that results in substantial destruction or disfigurement of property.

**Weapons:** Student is in possession of knives or guns (real or look alike) or other objects readily capable of causing bodily harm.

## **SCHOOL BOARD’S DISCIPLINARY POLICIES**

The School Board's disciplinary policies include, but are not limited to, the following measures:

1. Denial of privileges
2. Detention
3. Removal from class
4. Suspension (in-school or out-of-school)
5. Expulsion

### **BULLYING / HAZING**

Bullying and Hazing are prohibited on school property, on the way to and from school and at school-sponsored activities or events.

Bullying may include but is not limited to aggressive or negative gestures, or written, verbal or physical acts that place another student in reasonable fear of harm to person or property. Further, if a behavior has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school’s educational process it will not be tolerated. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to, another student. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature.

Hazing is meant to include any activity that physically or mentally injures any student through harassment, intimidation, or wrongful act. Disciplinary action will be taken in instances of violation of this policy. **(See page 22-23 for consequences for bullying and hazing.)**

### **GANG ACTIVITY POLICY**

The visibility of gangs and gang-related activities in the school setting could cause a substantial disruption of and/or material interference with school and school activities. Gangs, gang-related activities or wearing of any garments or insignia reflecting gang affiliation are prohibited on school property or at school-related activities. No student may intimidate or harass another student for the purpose of gang recruitment or gang retaliation. It is recognized that gangs or gang-related activity exist in Lake County.

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3. Commit any act that furthers gang activity, including, but not limited to,
  - a. Soliciting others for membership in any gangs;
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
  - c. Inciting other students to act with physical violence upon any other person;
  - d. Committing any other illegal act or other violation of school district policy.

### **Penalties for Violations**

Students violating the gang activity policy will be subject to the following:

1. Conference with school administration
2. Parent contact
3. Possibility of suspension or expulsion and/or referral to the proper law enforcement agency.

### **LUNCHROOM GUIDELINES**

Compliance with PBIS Guidelines is expected. These additional guidelines will help to create a respectful lunchroom environment.

1. **Students will eat their own food.** They can't share their food with others due to food allergies.
2. Students will talk in a normal tone.
3. Students will remain seated unless they have permission to leave their seats.
4. Students may not throw or play with their food.
5. Students are responsible for cleaning up the area where they eat. All garbage should be thrown away as directed by the lunchroom supervisors.