



# Community Unit School District # 20

..... Helping Students Achieve Their Dreams .....

Knox

District Website:

www.galesburg205.org

Lincoln Education Center:

932 Harrison Street, P.O. Box 1206, Galesburg, IL 61402-1206

Phone: (309) 343-1151

Fax: (309) 343-1319, 343-7757

## FAX COVER SHEET

DATE: July 7, 2009

TIME:

TO: Mrs. Bonnie Harris

PHONE:

FAX:

FROM: Diane VanHootegem,  
Director for Human Resources

PHONE:

RE: Bullying Policy

Number of pages including cover sheet: 3

### Message:

Dear Superintendent Harris:

Forthcoming is the District's policy on bullying which is listed in the Elementary Student Code of Conduct on page 11 and in the Secondary Student Code of Conduct on page 7. The Board re-adopted both Codes on Monday, June 30, 2009 which they do on an annual basis.

If you have any questions, please give me a call.

Diane VanHootegem, Director for Human Resources

# Governing Regulations (Continued)

## Intimidation/Bullying/Harassment

Incidents of students who intimidate, bully, or harass others are taken very seriously by the District. Such incidents may be considered Category II or III Misconduct depending on the severity of the incident.

Such acts may include, but not limited to:

- ♦ Making threats.
- ♦ Promoting hate groups and/or drawing or displaying hate symbols.
- ♦ Making remarks about ethnic background, physical attributes, sexuality, or disabilities.
- ♦ Using electronic devices to intentionally demean, intimidate or humiliate another individual or a group.

## Safe Schools

District #205 Schools are considered Safe School Zones. Breaches of discipline which are also violations of the laws pertaining to Safe School Zones will be pursued through school disciplinary procedures and referred to legal authorities. Conviction under the Safe School laws may include enhanced legal penalties. Safe School Zones are in effect 24 hours a day, year round, and include buses.

## Cellular Phones/Electronic Devices

Cellular phones, pagers, or other personal electronic entertainment devices are not to be used or on a student's person in District #205 buildings during school hours. School hours are defined as starting bell to dismissal bell.

## Dress and Appearance

The principal or designee will determine the appropriateness of student dress. Restrictions include, but are not limited to, the following:

- ♦ Dress and appearance must not present health or safety problems or in any way disrupt the educational process.
- ♦ Dress should be modest and conducive to a school environment. No bare midriffs/belly shirts, see-through garments, or revealing clothing, which includes but may not be limited to, tube tops, halter tops, spaghetti strap tops, or tank tops with a low-cut neck and arm holes. Undergarments are not to be exposed.
- ♦ Hats and other head wear are not to be worn in the building.
- ♦ Hats, sunglasses, pocket chains, and outerwear are to be left in lockers during the school day.
- ♦ Dress which violates principles of the Code of Conduct is prohibited, including clothing which advocates the use of drugs, alcohol and/or tobacco; advocates gangs, satanic cults, hate groups, or violence; or is sexually suggestive or offensive. Students whose dress is determined to be inappropriate will be given the opportunity to change clothes or face disciplinary action.
- ♦ Grills are not allowed.
- ♦ Shoes with wheels are not allowed.

# Disciplinary Options & Procedures

## Administration of School Discipline (In loco parentis)

The Illinois School Code, Section 24-24 establishes the legal responsibility and authority for school officials to maintain discipline. The statute states: "In all matters relating to the discipline in and conduct of the schools and the school children, they (school personnel) stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extra-curricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians."

Because school officials are legally required to maintain discipline in the schoolhouse, and because they stand in place of the parent while students are in school or at school activities, the same rules of evidence and guilt that apply in the civil arena do not apply in the school. In the schoolhouse, "probable cause" and "guilt beyond a reasonable doubt" are replaced by "reasonable suspicion".

## Governing Regulations (continued)

### Equal Educational Opportunities - Sex Equity

In accordance with federal and state laws, no student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. Students who believe they have been discriminated against due to their gender may file a discrimination grievance with the District's Title I C/Sex Equity Coordinator. An investigation of any such complaints will be undertaken immediately. The District #205 Title I C/Sex Equity Coordinator is Mrs. Diane VanHooft, Director of Human Resources, (309) 343-7832.

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Incidents of students who intimidate, bully, or harass others are taken very seriously by the District. Such incidents may be considered Category II or a Zero Tolerance Offense depending on the severity of the incident.

Such acts may include, but not limited to:

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- ♦ Pajamas and bedroom slippers are not proper school attire.
- ♦ Skirts and shorts are to be of modest length.
- ♦ Hats and other head wear are not to be worn in the building.
- ♦ Hats, sunglasses, pocket chains, and outerwear are to be left in lockers during the school day.
- ♦ Dress which violates principles of the Code of Conduct is prohibited, including clothing which advocates the use of drugs, alcohol and/or tobacco; advocates gangs, satanic cults, hate groups, or violence; or is sexually suggestive or offensive. Students whose dress is determined to be inappropriate will be given the opportunity to change clothes or face disciplinary action.
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When a child has broken a parent's rule in the home, it is the parent who judges the evidence and determines the guilt, sometimes (if not often) contrary to their child's plea of innocence. So it is in the school. Thus, in sorting out a discipline infraction, it is the principal (or his/her representative) who reviews the evidences and determines the guilt and as in the home often over the pleas of innocence by the student.

## R.O.W.V.A. SCHOOL DISTRICT NO. 208

KNOX

## COMMUNITY UNIT

RIO - ONEIDA - WATAGA - VICTORIA - ALTONA

DISTRICT OFFICE

ONEIDA, ILLINOIS 61467

TELEPHONE 309-483-3711

R.O.W.V.A. JR. HIGH &amp; ELEMENTARY

Oneida, Illinois 61467

309-483-6378

R.O.W.V.A. HIGH SCHOOL  
Oneida, Illinois 61467

309-483-6371

FACSIMILE TRANSMITTAL COVER SHEET

FACSIMILE: (309) 483-6123

DATE: 7-6-09 TIME: 1:00 P.M.TO: Henri Forville & Bonnie HARRISRECIPIENT FAX NUMBER: 217-557-8392FROM: T. Lloyd LittleCLIENT: Rowva CUSD #208MATTER: Bullying policies

REMARKS: \_\_\_\_\_

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PAGES INCLUDING COVER PAGE: 9VERIFICATION OF RECEIPT

RECIPIENT PHONE NUMBER: \_\_\_\_\_

NAME OF PERSON VERIFYING RECEIPT: \_\_\_\_\_

TIME OF RECEIPT: \_\_\_\_\_

**R.O.W.V.A. SCHOOL DISTRICT NO. 208**  
**Community Unit**  
Rio-Oneida-Wataga-Victoria-Altona

R.O.W.V.A. High School  
Joe Peters, Principal  
346 E. ROVA Drive  
Oneida, Illinois 61467  
Phone: 309-483-6371  
FAX: 309-483-8223

District Office  
T. Lloyd Little, Superintendent  
335 N. Joy Street  
Oneida, Illinois 61467  
Phone: 309-483-3711  
FAX: 309-483-6123

R.O.W.V.A. Jr. High & Elementary  
Nancy Hroziencik, Principal  
303 N. Joy Street  
Oneida, Illinois 61467  
Phone: 309-483-6376  
FAX: 309-483-6378

7/06/2009

Illinois State Board of Education  
Attn: Henri Fonville  
FAX: 217557-8392

To Whom It May Concern:

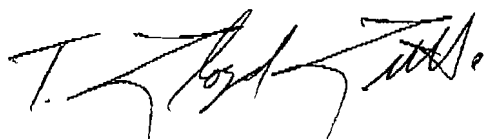
I have enclosed with this fax transmission a copy of the ROWVA School District's Anti-Bullying policy 7:180, as well as a copy of our curriculum policy, 6:60. In addition I have enclosed the cover sheet of the current curriculum which the district has adopted. All administrators have been trained on identifying and addressing bullying.

The policies were adopted in October 2007 and October 2008 by the ROWVA Board of Education.

The district communicates its policy on bullying to our students and their parents on an annual basis in the student handbook publication. I have enclosed, pages 34 & 35 of the student handbook, which has our bullying statement, along with a citation of our current policy.

If you have any questions, please contact my office.

Thank you,



T. Lloyd Little  
ROWVA Superintendent

**Mission Statement**

The mission of R.O.W.V.A. District NO. 208, with the support of our communities, is to educate students in a safe and nurturing environment, through a challenging, relevant curriculum that cultivates life-long learning, problem-solving, self-esteem, and personal responsibility resulting in confident, self-sufficient, and productive citizens.

2009/JUL/06/MON 12:20 PM ROWVA CUSD #208

FAX No. 3094836123

P. 003/009

**R.O.W.V.A. SCHOOL DISTRICT NO. 208****COMMUNITY UNIT**

RIO - ONEIDA - WATAGA - VICTORIA - ALTONA

DISTRICT OFFICE

R.O.W.V.A. HIGH SCHOOL

Oneida, Illinois 61467

309-483-8371

ONEIDA, ILLINOIS 61467

TELEPHONE 309-483-3711

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7/06/2009

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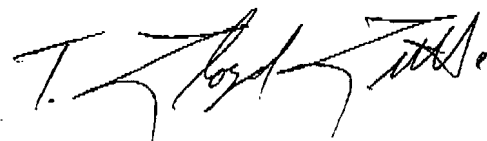
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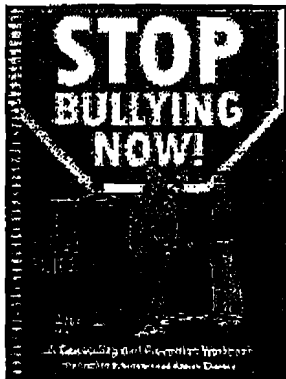
***Mission Statement***

The mission of R.O.W.V.A. District NO. 208, with the support of our communities, is to educate students in a safe and nurturing environment, through a challenging, relevant curriculum that cultivates life-long learning, problem-solving, self-esteem, and personal responsibility resulting in confident, self-sufficient, and productive citizens.



, Middle School

Page 2 of 7

**Stop Bullying Now!: A Counseling and Prevention Workbook**

*by Franklin Rubenstein &  
Andrea Chorney (2006,  
Instant Help Publications,  
29.95/spiral)*

*[Check/Credit Card  
Price...Less 21% = 23.66]*

This workbook contains reproducible activities that can help you design a complete bully prevention program for middle school students. The workbook is divided into four sections: getting along with others; understanding bullying, understanding the targets of bullying, and understanding the role of bystanders. Each section contains a dozen or more activities that challenge kids to think about their behavior and develop better coping and social skills. Includes a CD for printing the activities. Grades 5-10. [8.5" x 11"...108 pages]

All use of the Internet shall be consistent with the Districts goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users, however, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### Terms and Conditions

- 1 **Acceptable Use**—Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
- 2 **Privileges**—The use of the Districts Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The building administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.
- 3 **Unacceptable Use**—You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:

A. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;

B. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused.

### Cooperation

Students will obey the reasonable direction of school officials.

### Cooperation with Dept. of Children and Family Services (DCFS)

The school has a legal obligation to cooperate with the DCFS. This cooperation takes several forms. First, al-

If the child is below the age of 7 or above the age of 17 but enrolled in school, the person in custody of that child is also responsible for regular attendance of the child during the regular school term.

Truancy is defined as an unexcused absence from school for part or all of the school day. If a student is chronically or habitually truant, action may be taken against the student or the parent of the student. If the parents do not make the student attend school after they have been notified of the truancy, the parents may be found guilty of a misdemeanor. As required by law (Section 26-12 of Code), no punitive action shall be taken against chronic truants for such truancy, unless available supportive services and other school resources have been provided to the student.

### Bullying

Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, cyber bullying, or other comparable conduct. (Board policy 7:180)

### Bus Rules

Bus rules and regulations and the School Discipline Policy will be in effect on the buses.

### Cell Phones and other Electronic Devices

Student are discouraged from bringing cell phones, radio/tape/CD/MP3 players and/or game players to school. If these are brought to school, they are to be left in the locker for the entire school day. **Cell phones are to be turned off and placed in lockers or left in vehicles. Phones not properly stored will be confiscated and a parent will be required to pick up the device.**

### Computer Usage

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. School Board members and administrators are treated like teachers for purposes of this Authorization. Please read this document carefully before signing.

October 2007

7:180

## 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.

7:180

Page 1 of 2

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: October, 2007

October 2008

6:60

## 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, age-appropriate instruction for Internet safety. Beginning with the 2009-2010 school year, the curriculum in grades 3 or above shall contain a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.
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

6:60

Page 1 of 3

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; homeownership; 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.

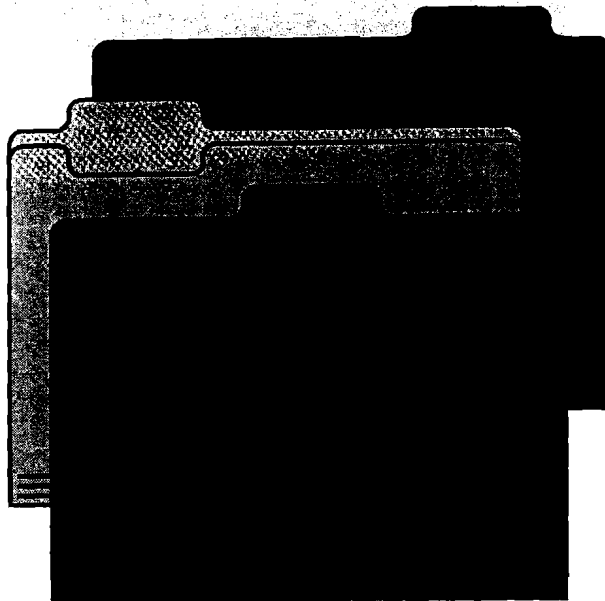
In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during 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.  
23 Ill.Admin.Code §§1.420, 1.430, and 1.440.

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: OCTOBER, 2008



Lake Knox  
County

RECEIVED

6/10/02

2009-2010

**2009 - 2010**

**CUSD #210**

325 Kentucky Avenue  
Williamsfield, IL 61489

School Office 639-2216  
Superintendent's Office 639-2219  
Website: [www.billtown.org](http://www.billtown.org)  
Fax: 639-2618/ 639-4307

## **Mission Statement**

*The mission of the Williamsfield Community Unit School District is to make every child's education priority 1.*

*Williamsfield District #210 (6/2002)*



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**What To Do:** Let the harasser know you are not receptive. If you are harassed a second time, politely and firmly let that person know you are not interested. Write down what happened to you; include when it happened, who else was there, and what was said or done. Share this information with a teacher, guidance counselor, and/or the Principal.

The Superintendent shall use reasonable measures to inform staff members and students that the District will NOT tolerate sexual harassment. The Superintendent serves as Compliant Manager.

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 student of the District 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.

**BULLYING:** Our school community will not tolerate bullying behavior of any kind. The school district shall respond promptly and appropriately to address behaviors such as teasing, frightening, or hurting others. In the event School official identify bullying behavior occurring at school, parents and/or legal guardians shall be notified.

**DAMAGE TO SCHOOL PROPERTY:** Students willingly or intentionally damaging school property shall be held accountable for the cost of replacing such property including materials and labor involved. Administration will file a police report. If a parent or guardian requests a payment plan and time line for repair may be established. Failure to pay restitution or make timely payments will result in the student losing the privilege to attend or participate in any extracurricular activities, athletic events, or school programs (with the exception of church when a student is invited for the activity) after school or evening until payments are received or the plan is followed.

**ACADEMIC INFORMATION:** The number of credits needed to graduate from #210 is highlighted in another area of the Handbook. The number of credits to be classified at a grade level in the high school is as follows:

**SOPHOMORE** Status: 7 credits must have been earned;

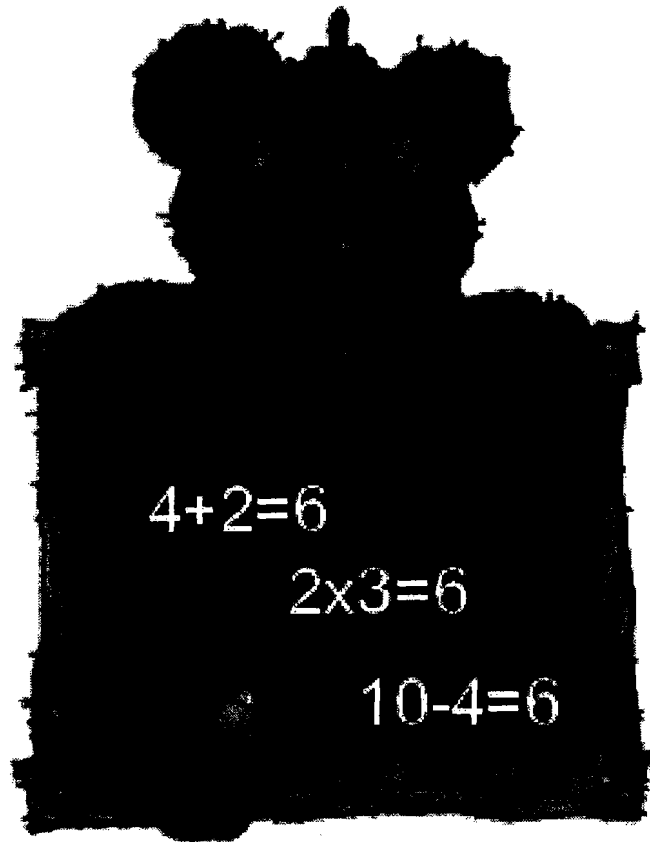
**JUNIOR** Status: 14 credits must have been earned;

**SENIOR** Status: 21 credits must have been earned.

*Mrs. Bush*

2009 - 2010

WILLIAMSFIELD



Mary Bush, Principal

Patrick Hise, Assistant Principal

ELEMENTARY

STUDENT HANDBOOK

## Toys

In the interest of safety and concern for personal property, students in grades PreK through 5 are not to bring toys to school. This includes heeleys. Balls and other playground equipment for recess have been provided by the parent club.

**ELECTRONIC ENTERTAINMENT DEVICES/CELL PHONES:** In order to maintain a quiet and orderly learning environment, students are not allowed to use, possess, or have turned on electronic entertainment devices/cell phones. E.E.D.'s/cell phones are not allowed from the first bell of the day until the final bell of the day. Williamsfield school district encourages students to keep these devices at home as it is not responsible for loss or stolen articles. If you must bring such devices, make sure they are securely locked in your car or locker. Students may be in possession and also use a cellular telephone on extracurricular buses (return trips only) for the express purpose of contacting a parent to acquire a ride home from school when the buses arrive back at school. The following guidelines will be followed:

- 1) Warning, E.E.D./cell phone taken to office, student pick up after school
- 2) E.E.D./cell phone taken to office, parent must pick up
- 3) E.E.D./cell phone taken to office, parent must pick up, 1 hour detention as per handbook
- 4) E.E.D./cell phone taken to office, parent must pick up, 4 hour Saturday school
- 5) E.E.D./cell phone taken to office, device kept until the end of school year, 4 hour Saturday school

\*This does not pertain to approved calculators, laptop computers or cameras for assigned school projects.

# Bullying

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## Damage to School Property

[illegible]

## 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 sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects 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, 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, 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:*

Name Dr. Magie Roberts  
Address Abingdon Board Office  
201 W. Lower Street  
Abingdon, IL 61410  
Telephone No. 309-462-2301

*Complaint Managers:*

Name	<u>Chad Cox</u>	<u>Michelle Andrews</u>
Address	<u>Abingdon High School</u>	<u>Hedding Elementary</u>
Telephone No.	<u>309-462-2338</u>	<u>309-462-2363</u>

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.

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.  
23 Ill.Admin.Code §200.10 et seq.  
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: January 09, 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 marihuana 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 a cellular telephone, electronic signaling device, a two-way radio, and/or other telecommunication device, unless authorized and approved by the Building Principal.
6. Using or possessing a laser pointer unless under a staff member's 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 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.
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 Board policy on truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by:
  - Being a member;
  - Promising to join;
  - Pledging to become a member; or
  - 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, such as assault and battery, arson, theft, gambling, 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 where 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 school grounds before, during, or after school hours or at any other time ;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which 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. Notification of juvenile authorities 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. Detention or Saturday school, provided the student's parent(s)/guardian(s) have 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 enhance 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(s)/guardian(s) the choice.

A student who is subject to suspension or expulsion may be eligible for a 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 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.

### Required Notices

A school staff member shall immediately notify 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(s)/guardian(s).

#### 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, which 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, 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 of Education may suspend a student from riding the bus in excess of 10 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, 5/10-20.35, 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, and 5/31-3.  
23 Ill.Admin.Code §§1.210 and 1.280.

CROSS REF.: 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School), 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), 7:200 (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), 8:30 (Conduct on School Property)

ADOPTED: May 9, 2007

# WINTHROP HARBOR SCHOOLS

DISTRICT NUMBER ONE - LAKE COUNTY  
500 NORTH AVENUE, WINTHROP HARBOR, ILLINOIS 60096  
PHONE: 847.731.3085 ♦ FAX: 847.731.3156

*Lake*

**RECEIVED**

AUG 17 2009

EDUCATOR AND  
SCHOOL DEVELOPMENT

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## Board of Education

Sydney Nugent, President  
Christine Thompson, Vice President  
Gene Ellison, Secretary  
Tim Hall, Jr., Treasurer  
Kristin Heiny  
Rick Lambert  
Julie Leech

August 13, 2009

Patrick Murphy  
Illinois State Board of Education  
Educator and School Development Division  
100 N. 1<sup>st</sup> Street  
Springfield, IL 62777-0001

Dear Patrick:

Enclosed is a copy of Policy 7:190 on student discipline which has provisions for bullying. Winthrop Harbor School District #1 Board of Education adopted the policy with revisions including bullying on February 23, 2009.

Please keep this bullying policy on file with ISBE for Winthrop Harbor School District #1. If you have any questions or comments, please feel free to contact me.

Sincerely,

  
Dan Stanley  
Winthrop Harbor School District #1



## **Students**

### **Student Discipline** <sup>1</sup>

#### **Prohibited Student Conduct**

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
2. Using any form or type of hazing, bullying, or aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. <sup>2</sup>
3. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
4. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia. <sup>3</sup>
5. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
6. Using, possessing, distributing, purchasing, or selling tobacco materials. <sup>4</sup>
7. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
8. Using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, "look-alike" drugs, or drug paraphernalia. A "look-alike" drug is defined as 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

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<sup>1</sup> All districts must have a policy on student discipline, including corporal punishment (105 ILCS 5/10-20.14; 23 Ill. Admin. Code §§1.210 and 1.280). Teachers and other certificated employees must maintain discipline (105 ILCS 5/24-24).

<sup>2</sup> 105 ILCS 5/10-20.14, as amended by P.A. 92-0260, requires school boards, in consultation with their parent-teacher advisory committees and other community-based organizations, to include provisions in their student discipline policy to address aggressive behavior, including bullying. Implementing procedures must include a method for informing parent(s)/guardian(s) when their child or ward engaged in aggressive behavior as well as early intervention procedures based upon available community and district resources. See 7:190-E, *Aggressive Behavior Reporting Letter and Form*.

<sup>3</sup> 20 ILCS 2640/1 *et seq.* allows a school district to bring a civil suit against a gang, gang officers, or gang members for losses it suffers due to their criminal activity.

<sup>4</sup> Federal law prohibits smoking within schools by anyone (Pro-Children Act of 1994, 20 U.S.C. §6081). Districts failing to comply risk a civil penalty of up to \$1,000 per violation per day. See policy 8:30 for more information.

controlled substance. <sup>5</sup> Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or paraphernalia, as applicable, in their possession.

9. Unexcused absenteeism; State law and Board policy on truancy control will be used with chronic and habitual truants (see Policy 7:70 regarding excused and unexcused absences and attendance standard) <sup>6</sup>
10. Using or possessing electronic signaling devices (e.g. pocket pagers) and two-way radios, unless authorized and approved by the Building Principal.<sup>7</sup>
11. Using a cellular telephone, or other electronic device that is otherwise not banned by this policy, in any manner that disrupts the educational environment, including using the device to cheat, signal others, or otherwise violate student conduct rules. Unless otherwise banned under this policy, all electronic devices must be kept 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 IEP, or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. <sup>8</sup>
12. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
13. Being involved with any public school fraternity, sorority, or secret society, by
  - Being a member,
  - Promising to join,
  - Pledging to become a member, or
  - Soliciting any other person to join, promise to join, or be pledged to become a member. <sup>9</sup>
14. Violating the building specific dress code.
15. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.
16. Using or creating images of a person that is derogatory or intimidating in nature.
17. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

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<sup>5</sup> "Look-alike" drugs should be defined; an unpublished Ill. Court of Appeals decision in 2000 found a board policy prohibiting possession of "look-alikes" to have vagueness problems.

<sup>6</sup> 105 ILCS 5/26-2a, 5/26-9, and 5/26-12. See policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School*, and 7:70, *Attendance and Truancy*.

<sup>7</sup> 105 ILCS 5/10-21.10 prohibits student possession of electronic paging devices.

<sup>8</sup> State law no longer prohibits student possession of cellular phones (105 ILCS 5/10-20.28, as amended by P.A. 92-793). A board may, however, ban the possession of all electronic devices by replacing #5 and #6 with this alternative: "Using or possessing electronic signaling and cellular radio/telecommunication devices, unless authorized and approved by the Building Principal."

<sup>9</sup> State law prohibits this activity (105 ILCS 5/31-3).

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is: (a) on the student's person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile, or (c) in a school's student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event.

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. <sup>10</sup>

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 school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which 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 may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

#### Disciplinary Measures

With the exception of items 1 through 3 below, all disciplinary measures require parent/guardian notification. Disciplinary measures may include:

1. Warning (verbal or written).
2. Removal from classroom.
3. Disciplinary conference.
4. Withholding of privileges (including bus riding privileges and participation in extracurricular activities).
5. Seizure of contraband.
6. Detention, night school, or Saturday school, <sup>11</sup> provided the student's parent(s)/guardian(s) have 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.

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<sup>10</sup> Mandated by 105 ILCS 5/10-20.35, as added by P.A. 92-663.

<sup>11</sup> Teachers may not be required to teach on Saturdays (105 ILCS 5/24-2).

7. 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. <sup>12</sup>
8. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. <sup>13</sup> A suspended student is prohibited from being on school grounds. <sup>14</sup>
9. 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. <sup>15</sup> An expelled student is prohibited from being on school grounds. <sup>16</sup>
10. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program. <sup>17</sup>

Corporal punishment shall not be used. Corporal punishment is defined as hitting, slapping, shaking, paddling, throwing of objects, 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. <sup>18</sup> Reasonable use of force does not include any physical contact to the head and neck area unless a life threatening situation exists.

### Weapons

A student who uses, possesses, controls, or transfers a weapon, or any 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. <sup>19</sup> The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. <sup>20</sup> 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

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<sup>12</sup> State law does not cover in-school suspensions. Generally, an educational program must be included in an in-school suspension; otherwise, it may become a regular suspension with procedural requirements.

<sup>13</sup> 105 ILCS 5/10-22.6.

<sup>14</sup> Optional (105 ILCS 5/10-22.6).

<sup>15</sup> 105 ILCS 5/10-22.6.

<sup>16</sup> Optional (105 ILCS 5/10-22.6).

<sup>17</sup> 105 ILCS 5/10-22.6.

<sup>18</sup> This paragraph paraphrases 105 ILCS 5/24-24.

<sup>19</sup> School boards must expel a student for at least one calendar year who brings a firearm to school (105 ILCS 5/10-22.6; see also the Gun-Free Schools Act, 20 U.S.C. §3351 *et seq.*). Boards may expel a student for a definite time period up to 2 calendar years (*Id.*). Districts must report their school-by-school, weapons-related expulsions to the State Board of Education (20 U.S.C. §7151 *et seq.*).

<sup>20</sup> Federal law allows the "chief administering officer" to modify expulsions (Gun-Free Schools Act, 20 U.S.C. §7151 *et seq.*). 105 ILCS 5/10-22.6 allows the superintendent to modify the expulsion duration and the board to modify the superintendent's determination. Analyzing the student's circumstances on a case-by-case basis may avoid a judicial finding that an expulsion is too severe. See *Washington v. Smith*, 618 N.E.2d 561 (Ill.App. 3rd Dist., 1993).

(3) "look-alikes" of any weapon as defined above. <sup>21</sup> 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. <sup>22</sup> The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, provided the item is not equipped, nor intended, to do bodily harm. <sup>23</sup>

#### Required Notices

A school staff member shall immediately notify 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. <sup>24</sup> Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s). <sup>25</sup>

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(s)/guardian(s) of a student who engages in aggressive behavior are 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.

#### 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, or in-school suspension, which 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

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<sup>21</sup> 105 ILCS 5/10-22.6.

<sup>22</sup> While State law does not specify these examples, they are permissible according to 105 ILCS 5/10-22.6. When preparing for a due process hearing, a principal should have a copy of any State or federal law - not just The School Code - that they will refer to.

<sup>23</sup> Optional.

<sup>24</sup> 105 ILCS 5/10-27.1A, 5/10-27.1B, and 5/10-21.7. "School grounds" includes the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground.

<sup>25</sup> Id. State law imposes this duty to report firearm possession only on school officials; this duty may be also imposed on volunteers and community members. Only staff members, however, are vulnerable to committing a petty offense for their failure to report, and only staff members are protected from civil or criminal liability that might arise as a result of making a report (although the liability potential for anyone making a report is remote).

The principal must notify the student's parents/guardians only when the alleged offense is firearm possession. The policy expands this notification duty; a board disinclined to do this should substitute the following sentence:

Upon receiving such a report, the Building Principal or designee shall immediately notify the applicable local law enforcement agency, State Police, and, if a student is reportedly in possession of a firearm, also the student's parents/guardians.



needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. <sup>26</sup> Reasonable use of force does not include any physical contact to the head and neck area unless a life threatening situation exists. Teachers may remove students from a classroom for disruptive behavior. <sup>27</sup>

The Superintendent and Building Principal 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. <sup>28</sup> The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons. <sup>29</sup>

### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, <sup>30</sup> 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 and guardians within 15 days of the beginning of the school year or at student's enrollment.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §8921 et seq.  
20 U.S.C. §6081.  
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.35, 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,  
and 5/31-3.  
23 Ill. Admin. Code §§1.210 and 1.280.

CROSS REF.: 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School), 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), 7:200 (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), 8:30 (Conduct on School Property)

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<sup>26</sup> Required by 105 ILCS 5/24-24 and 23 Ill. Admin. Code §1.280.

<sup>27</sup> Id.

<sup>28</sup> Required by 105 ILCS 5/10-22.6.

<sup>29</sup> Id.

<sup>30</sup> The school board must establish and maintain a parent-teacher advisory committee to develop guidelines on pupil discipline. See policy 2:150, *Committees*. This policy's dissemination requirements are from 105 ILCS 5/10-20.14.

A comprehensive student handbook can provide notice of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board.

**Students****Student Discipline****Prohibited Student Conduct**

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials;
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence 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 illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. A "look-alike" drug is defined as 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. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or paraphernalia, 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 electronic signaling and cellular radio telecommunication devices, unless authorized and approved by the building principal; electronic signaling devices include pocket and all similar - electronic paging devices.
6. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct;
7. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.
8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
9. Unexcused absenteeism; (state law and board policy on truancy control will be used with chronic and habitual truants).
10. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
11. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.

12. Bullying, which shall be defined as physical or verbal conduct, by one or more students, which serves to harass, demean, humiliate, abuse, victimize, deny, or exclude one or more students of this School District, or any other school district, from or in connection with the pursuit of, participation in, and/or enjoyment of any program or activity, including academic and nonacademic classes and extracurricular activities, offered or sponsored by the School District or in any facility operated by the Board of Education. Such conduct includes, but is not limited to, direct behaviors (e.g. teasing, taunting, intimidating, threatening, name-calling, ridiculing, belittling, extorting, hitting, physical attacks and/or violence) and indirect behaviors (e.g. spreading rumors, causing social or psychological isolation).

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities including, but not limited to conduct occurring:

1. On school grounds before, during, or after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or attempted intimidation of a staff member, or an interference with school purposes or an education function.

#### Disciplinary Measures

Disciplinary measures may include, but are not limited to, the following:

1. Seizure of contraband;
2. Notification of parent(s)/guardian(s);
3. Withholding of privileges;
4. Personal counseling;
5. Removal from classroom;
6. Detention or Saturday school, provided the student's parent(s)/guardian(s) have been notified, and the student must be supervised by the detaining teacher, building principal, or a designee;
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons;
8. Alternative classroom assignment that is properly supervised by the building principal or designee;
9. Suspension of bus-riding privileges provided that appropriate procedures are followed;
10. Suspension from school and all school-sponsored activities and from school grounds for up to 10 days per occurrence provided that appropriate procedures are followed;

11. Expulsion from school and all school-sponsored activities and from school grounds for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed.

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

Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, intentional infliction of bodily harm or pain. However, members of the school staff may use reasonable force when necessary to maintain safety, protect the student and other individuals from bodily harm, or avoid damage to school property.

#### Weapons

A student who uses, possesses, distributes, purchases, or sells an explosive, firearm, or any other object that can reasonably be considered a weapon shall be expelled for a definite time period of at least one calendar year but no more than two calendar years. The school Board, however, may modify the expulsion requirement on a case-by-case basis.

A "weapon" means possession, use, control, or transfer of any object which may be used to cause bodily harm, including, but not limited to, firearms, knives, guns, rifles, shotguns, brass knuckles, and billy clubs or "look-alikes" of these objects. Other items such as baseball bats, pipes, bottles, locks, sticks, pencils, pens, and scissors may be considered weapons if used or attempted to be used to cause bodily harm.

The building principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

#### 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, which 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 of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, building principal, assistant building principal and building assistant with appropriate certification 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 of Education may suspend a student from riding the bus in excess of 10 days for safety reasons. The Board of Education may also expel students guilty of gross disobedience or misconduct provided appropriate procedures are followed.

#### Development of Procedures for Students At Risk for Aggressive Behaviors and/or Bullying

The Board of education authorizes the Superintendent of Schools to develop procedures which address the needs of students who engage in conduct that demonstrates that they are at risk for aggressive behaviors including, but not limited to, bullying. The Superintendent is additionally di-

rected to identify available community-based and/or District resources which may provide appropriate early intervention for such conduct.

The procedures developed by the Superintendent shall include the provision of written notice to the parents/legal guardians of such students regarding the following:

- A. A description of the conduct that demonstrates that a student is at risk for aggressive behaviors; and
- B. A description of the available community-based and/or District resources which may provide appropriate early intervention for such conduct.

#### Student-Parent Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the district's disciplinary policies.

A student-parent handbook, including the district disciplinary policies and rules, shall be distributed to the student's parent(s)/guardian(s) 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. § 8921, et seq.  
20 U.S.C. § 6081  
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, and 5/31-3.  
23 Ill. Admin. Code, § 1.210 and 1.280.

CROSS REF.: 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Dropping Out of School), 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), 7:200 (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), 8:30 (Conduct on School Property)

ADOPTED: August 9, 1999

REVISED: January 14, 2002

REVISED: January 10, 2005

**Zion ESD #6**  
**JOHN ANGLIM Superintendent 847.872.5455**  
 x119

## 7:180 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: *(Lake City)*

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: September 15, 2008

ZION ELEMENTARY SCHOOL DISTRICT NO. 6

# FAX Transmittal

## Zion Elementary School District 6

Superintendent's Office  
847-872-5455  
FAX 847-746-1280  
2200 Bethesda Blvd.  
Zion, IL. 60099

To: HENRI

Company: ISSE

Fax: 217.557.8392

From: JOHN ANGLER, Superintendent

Contact Number: 847.872.5455 x119

Number of Pages (including cover) 3

### COMMENTS

Zion District 6 Bullying Policy  
Submission.



## **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 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, 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, 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.

## **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 have 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 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 IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

1. On, or within sight of, school grounds before, during, or after school hours or at any other time ;
2. Off school grounds at a school-sponsored activity or event, or any activity or event which 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(s)/guardian(s) have 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 enhance 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(s)/guardian(s) the choice.

A student who is subject to suspension or expulsion may be eligible for a 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

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), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: June 26, 2008

Grass Lake School  
Grass Lake School District #36  
www.grasslakeschool.com



26177 W. Grass Lake Road  
Antioch, IL 60002

(847) 395-1550  
fax: (847) 395-8632

RECEIVED

JUL 13 2009

COMM. DIVISION

July 9, 2009

Patrick Murphy  
Division Administrator  
Educator and School Development Division  
Illinois State Board of Education  
100 N. First St.  
Springfield, IL 62777

Dear Mr. Murphy,

Below is the bullying policy for **Grass Lake Elementary District #36** in Lake County.

*Any conduct which could cause or create a disruption in, or material interference with, any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, well-being, or the rights of the other students, is prohibited. The following is a list of some of the main areas of conduct, which may lead to disciplinary action, including possible suspension for a period of time, or expulsion for the balance of the school year:*

- 1) *No student should be subject to bullying, aggression, or violence. Bullying in all forms is prohibited on school grounds, on a school bus, at any school-sponsored activity/event, or at any activity/event which bears a reasonable relationship to school. Bullying includes, but is not limited to, punching, shoving, poking, hair-pulling, name-calling, malicious teasing, malicious gossip, humiliation, intimidation, and other similar behaviors.*

Please let me know if you need any additional information.

Sincerely,

Terry O'Brien, Ed.D.  
Superintendent/Principal

Cc: Roycelee Wood, Lake County Regional Superintendent of Schools

Inspiring Lifelong Learning Together!

## **Students**

### **Bullying**

Bullying behavior will not be tolerated in Antioch C.C. District 34. Bullying is defined as any behavior that does physical, emotional, or social harm to others and/or urging others to engage in such conduct. A person is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons.

Employees shall intervene when they observe students engaged in such behaviors and are encouraged to take steps to either prevent such behavior from occurring or terminate such behavior transpiring between and among students.

Prohibited bullying behavior includes, but is not limited to the use of violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct, including the items listed on the Bullying Behavior Chart contained in the District Procedures Manual and/or the student handbook.

Any students who shall violate this policy shall be subject to appropriate discipline under the district's disciplinary code.

Any parent or any other member of the public who shall violate this policy may be restricted from entering upon district property (including school buses) without the prior written consent of the appropriate building principal or superintendent. In addition, the district may reserve the right to refer any bullying to appropriate law enforcement agencies for such actions as they shall deem appropriate and necessary.

### **LEGAL REFERENCE:**

REVISED: December 14, 2004

ADOPTED: March 19, 2002

lake

**BIG HOLLOW SCHOOL DISTRICT #38**

33335 N. Fish Lake Rd – INGLESIDE, IL 60041

Phone (847) 740-5320 FAX (847) 740-3490

WEB SITE: [www.bighollow.us](http://www.bighollow.us)

RONALD D. PAZANIN, Superintendent

Mary Taylor, Financial Coordinator

Christine Arndt, Principal  
Big Hollow Primary School (K-1)  
(847)740-5320  
(847)740-3490 Fax

Dawn Smith, Asst Principal  
Big Hollow Elementary (2-4)  
(847) 740-1490  
(847) 740-3795 Fax

Margaret Webb, Principal  
Deborah Coolidge, Asst. Principal  
Big Hollow Middle School (5-8)  
(847) 740-1490  
(847) 740-9021 Fax

RECEIVED  
JUL 15 2009  
BIG HOLLOW SCHOOL DISTRICT #38

July 13, 2009

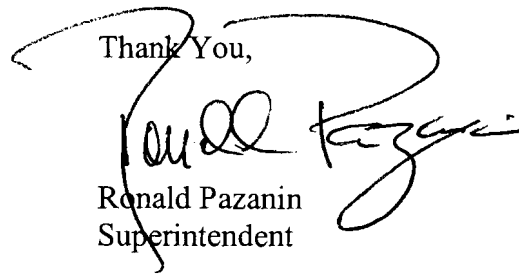
Mr. Patrick Murphy  
Illinois State Board of Education  
100 North First Street  
Springfield, IL 62777-0001

Dear Mr. Murphy,

Enclosed is a copy of "bullying policy" for Big Hollow School District #38.

Thank You,

Ronald Pazanin  
Superintendent



## 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: June 23, 2008

# Community Consolidated School District 46

*Lake*

565 Frederick Road • Grayslake • Illinois • 60030

(847) 223-3650

FAX (847) 223-3695

RECEIVED

JAN 5 2010

EDUCATOR AND  
SCHOOL DEVELOPMENT

Ellen L. Correll  
Superintendent

## Fax Cover Sheet

Date: 1-5-10

To: Ms. Henri

From: Louise Shipley

Number of Pages (including cover sheet): 3

Comments:

Bullying policy for CCSD #46.

Thank you.

If there is a problem in the transmission of this document, please contact the District Office at 847-223-3650.

Community Consolidated School District 46

7:180

Students

JAN 5 2010

Student DisciplineEDUCATOR AND  
SCHOOL DEVELOPMENTPreventing 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.

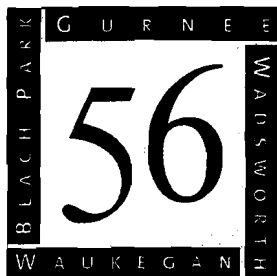
2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character 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: May 19, 2008



*Education that inspires... Opportunities for all Lake*

# GURNEE SCHOOL DISTRICT 56

900 Kilbourne Road • Gurnee, IL 60031 • 847-336-0800 • [www.d56.org](http://www.d56.org)

July 9, 2009

**RECEIVED**

AUG 26 2009

EDUCATOR AND  
SCHOOL DEVELOPMENT

Mrs. Roycealee Wood, Regional  
Superintendent of Schools  
Lake County Regional Office of Education  
800 Lancer Lane, Suite E-128  
Grayslake, IL 60030

Dear Mrs. Wood:

I received your memorandum dated July 7, 2009, in regards to the filing of a copy of the District's bullying policies with ISBE and have enclosed Gurnee School District 56 Board policies 7:20 and 7:180 to comply with your request.

Please contact my office if you need further documentation.

Sincerely,

John Hutton, Ph.D.  
Superintendent of Schools

Enclosures

**RECEIVED**

AUG 26 2009

7:20

**Students**EDUCATOR AND  
SCHOOL DEVELOPMENT**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 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, bullying, or intimidation 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:**

Sheila Peckler

900 Kilbourne Rd.

Gurnee, IL 60031

847/336-0800

Telephone

**Complaint Managers:**

Sheila Peckler

900 Kilbourne Rd.

Gurnee, IL 60031

847/336-0800

Telephone

John Hutton

900 Kilbourne Rd.

Gurnee, IL 60031

847/336-0800

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.

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: November 19, 2008

## **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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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.



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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: December 19, 2007

## **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 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.
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 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 School 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, 5/10-20.35, 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, and 5/31-3.  
23 Ill.Admin.Code §1.280.

CROSS REF.: 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), 7:200 (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), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May 22, 2007



Community High School District 115  
Lake Forest Elementary School District 67

Dr. Harry Griffith  
*Superintendent of Schools*



Date: July 16, 2009

To: Roycealee J. Wood  
Regional Superintendents of Schools

From: Dr. Harry Griffith, Superintendent  
Lake Forest School District 67

Re: **Filing a copy of Bullying Policy with ISBE**

**RECEIVED**  
AUG 26 2009  
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District 67 will be working with IASB to revise our District Policy Manual in 2009-10. At that time a Bullying Policy will be created and forwarded to your attention. We are enclosing our current procedure/policy regarding bullying.

**Bullying Policies:**

Harassment of Students Prohibited	7:20
Student Handbook	P 26-29

If you have any further questions before then, please contact my assistant Pam Burke at 847-604-7425.

Enclosures

**RECEIVED**

AUG 26 2009

7:20

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Page 1 of 2

## Students

### Harassment of Students Prohibited

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

Complaints of harassment or intimidation are handled according to the provisions on sexual harassment, below. The Superintendent shall use reasonable measures to inform staff members, parents and students that the District will not tolerate harassment, such as 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, parent or student engages in sexual harassment whenever he/she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sexual-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:*

Name Dr. Dennis Morgan  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_

*Complaint Managers:*

Name	<u>Kyle Schumacher</u>	<u>Bridget Booker</u>
Address	_____	_____
Telephone No.	_____	_____

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 employee making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge. Any student making a knowingly false accusation regarding sexual harassment will be subject to suspension or expulsion.

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 and 5/27-1.  
23 Ill. Admin. Code § 200.10 et seq.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20, 7:10

ADOPTED: November 10, 1999  
REVISED: September 7, 1999



# **Student & Athletic Handbook**

## **2007-2008**

### **Deer Path Middle School**



# **Student Expectation & Discipline**

The school environment of District 67 encourages students to develop self-control and self-respect for the rights of all other students, to show courtesy to all, and to properly care for school and personal property. Discipline actions, when required, shall be reasonable and considerate of the needs and rights of each student as well as for the needs and rights of all other students and adults in District 67.

## **CODE OF CONDUCT**

Students/Parents/Guardians are responsible for all rules and information contained in this handbook. Students will receive a copy of this document via Advisory to share with their parents/guardians and other family members. It may be necessary at times to add or to edit school guidelines or information. Students will be notified through Advisory and/or through the school's electronics newsletter – *Friday Flyer*.

### **Student Conduct**

Deer Path Middle School places increasing responsibility upon the student in regard to discipline. Self-discipline is one of the most important lessons in education. We encourage and expect students to conduct themselves in a manner that demonstrates responsible citizenship, that reflects a concern for the health, safety, rights and well being of all students and staff, and that enhances the educational climate of the school. Students are expected to use common sense and common courtesy at all times.

There is a direct connection between student conduct and the ability of students to learn. An effective instructional program requires an orderly school environment. The Board requires that each student adhere to district and school rules of conduct and comply with corrective action as a result of conduct violations. Rules of conduct apply during the school day, while on school grounds, at all school-sponsored activities, and while riding a school bus.

#### **We expect all students to:**

- conform to reasonable standards of socially acceptable behavior;
- respect the rights, person, and property of others;
- preserve the degree of order necessary for a positive climate for learning; and
- abide by the authority of school employees and respond accordingly.

School staff will devote time and energy recognizing, promoting, and sustaining the positive and productive elements of our program. Our system of maintaining a good learning environment involves progressive corrective action; consequences are imposed by the teacher before students are referred to the office unless the seriousness of the situation dictates immediate office intervention.

Suspension or expulsion from school is a last resort. When a student repeatedly disrupts a class and prevents a teacher from teaching or students from learning, the school has a responsibility to remove the disruptive student.

### **Roles of the Stakeholders in the School Community**

The Code of Conduct recognizes the need for a cooperative relationship among students, parent, and educators. This relationship is exemplified as follows:

#### **Students Who:**

- exhibit respect for all partners and property in the school community;
- attend all classes daily and arrive on time;
- arrive prepared for all classes with appropriate materials;
- are responsible for their own work;
- conduct themselves in a safe and responsible manner;
- abide by the rules and regulations set forth by the school and individual classroom teachers;
- learn to self-advocate appropriately;
- communicate with parents about the school day;
- promptly transmit written communications between school and home; and
- are well-groomed and dressed appropriately for school activities.

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**Parents Who:**

- exhibit respect for all partners and property in the school community;
- assume major responsibility for their child's behavior;
- attend school conferences;
- encourage their child to maintain acceptable behavior in their homes, community, and school;
- maintain regular communication with the school concerning their child;
- ensure that their child is in daily attendance, barring any illness or injury-related absences, and promptly report and explain any absence or tardiness to the school;
- assist their child in maintaining good health and grooming;
- bring to the attention of school authorities any problem or condition which affects their child or other children of the school community; and
- discuss report cards, progress reports, and work assignments with their child, and provide an up-to-date list of home, work, and emergency telephone numbers for the school.

**School Personnel Who:**

- exhibit respect for all partners and property in the school community;
- maintain communication with parents concerning students' progress in a timely manner;
- provide a safe and inviting learning environment;
- refrain from profane, sarcastic, or inflammatory statements;
- are in regular attendance and on time;
- are prepared to perform their duties with appropriate working materials;
- are professionally attired;
- problem-solve in a professional manner; and
- abide by the rules and regulations set forth by the school district.

**School Administrators Who:**

- exhibit respect for all partners and property in the school community;
- maintain a safe and inviting atmosphere conducive to appropriate behavior for all students;
- plan a flexible curriculum and foster instruction that meets the needs of all students;
- promote effective discipline of all students;
- develop productive working relationships among all partners in the school community;
- invite active exchanges between school and community stakeholders;
- invite parents to maintain regular communication with the school;
- invite parent participation in school activities;
- promote parent education; and
- enforce board policies under state and federal guidelines

**BULLYING****Definition**

The act of "bullying" can be described as the persistent, repeated and/or chronic pattern of physical, verbal, psychological harassment and the continual harming of another person within an unequal power relationship. Bullying behaviors are often times conducted in covert and secretive ways so as to be out of the view of figures of authority. Bullying can also be viewed as any behavior that has an unreasonable affect on another student's ability to learn during school hours.

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According to Illinois General Assembly Public Act 92-0260 (effective 1/1/02), "The school board in consultation with the parent-teacher advisory committee and other community based organizations must include provisions in the student discipline policy to address students who have demonstrated behaviors that put them at risk for aggressive behavior, including without limitation **bullying**, as defined in the policy. These procedures must include procedures for notifying parents or legal guardians and early intervention procedures based upon available community based and district resources."

School District 67 has a statutory obligation to develop and implement a response to bullying behavior, and parental objection or disagreement with this response and subsequent intervention plan, either in whole or in part does not relieve the school district of its responsibility to allow school personnel to exercise their authority.

#### **District 67 Acknowledgment**

District 67 acknowledges that bullying behavior has a negative effect on the social and educational environment of schools, and can create a climate of fear among students. Bullying can also inhibit the ability of students to learn, and can lead to other anti-social behaviors. The act of bullying will be addressed by way of a two-pronged approach:

1. Prevention and education
2. Disciplinary program

Prevention programs will focus on positive support systems to reduce the following:

1. Intimidation
2. Physical harassment
3. Verbal harassment
4. Damage to property
5. Harassment via electronic device(s)

If a situation involving bullying behavior is brought to the attention of a District 67 staff member, the following procedure shall be followed.

1. The individual/student(s) will be interviewed by the Dean of Students or other Administrator.
2. The offending student(s) will be interviewed and the extent of their involvement will be determined.
3. The student(s) will be referred to participate in a Tier I, Tier II, or Tier III program.

The goal of the District 67 program shall be to change behavior in all students involved in a bullying situation. This goal will not however prevent appropriate consequences from being used to address different situations.

#### **Tier I (First Incident)**

- Conference with school personnel / administration (required)
- Self reflection activity (required)
- Social learning activity
- Restorative activity
- School consequences
- Parent contact (required)

#### **Tier II (Second Incident)**

- Conference with school personnel / administration (required)
- Parent contact (required)
- Self reflection activity (required)
- Social learning activity (required)
- Letter to parents to confirm parent contact (required)
- School consequence

### **Tier III (Third incident) <sup>1</sup>**

- Conference with school personnel / administration (required)
- Self reflection activity (required)
- Social learning activity (required)
- Restorable activity (required)
- School consequences (required)
- Loss of privileges (required)
- Restriction of access to other students / places within building (required)
- Development / implementation of formal bullying intervention plan (required)
- Parent contact/conference (required)

<sup>1</sup> A Tier III referral can follow a Tier I / II incident, or can be initiated immediately depending upon the severity of the incident and other mitigating factors

### **CELL PHONE / ELECTRONIC DEVICE USE POLICY**

Cell phones, iPods, and other electronic devices are not permitted in the school setting. Students must secure these items in their locker until they leave the school building.

There will be three levels of consequences for students who are found using these items during school.

#### **Level I**

- Phone / Device confiscated
- Conference with administrator / Dean of Students
- Verbal warning issued
- Phone / device returned to student at the end of the school day

#### **Level II**

- Phone / Device confiscated
- Conference with administrator / Dean of Students
- Verbal warning #2 issued
- Phone / Device turned over to parents / Parent notification

#### **Level III**

- Phone / Device confiscated
- Conference with parents, student and administrator / Dean of Students
- Formal consequence assigned (detention, etc.)
- Student prohibited from bringing device to school for remainder of school year.

### **DRESS CODE POLICY / STUDENT APPEARANCE** (Board of Education Policy 7:160)

“Student’s dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching / learning climate, or compromise reasonable standards of health, safety and decency.”

The following is a list of prohibited clothing items for student dress during school hours that includes but is not limited to:

#### **Not Allowed:**

- Clothing with suggestive or inappropriate writing or pictures
- Clothing that depicts alcohol, drugs, tobacco or violence
- Oversized pants
- Clothing that exposes undergarments
- Hats or head coverings during school hours (8:35 am-3:35 pm)
- Shorts or skirts that are too short

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page 1 of 2

**Students**

EDUCATOR AND  
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**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.: 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: July 28, 2008



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## 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 function. 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. 7:20, *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.
3. Includes bullying prevention and character instruction in accordance with Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Fully informs staff members of the District's commitment 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 (See Policy 7:190-E).

5. Encourages all members of the school community, including students, parents, and volunteers to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Ensures that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior. (See Policy 7:190-E)
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students.
8. Annually communicates this policy to students and their parents/guardians.
9. Prohibits students from: (a) 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 (b) 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.
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), 7:310 (Publications)

ADOPTED: December 17, 2007

Lake

Rondout Elementary School District #72

#72  
RECEIVED

AUG 26 2009

7:180

EDUCATOR AND  
SCHOOL DEVELOPMENTStudentsPreventing 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.

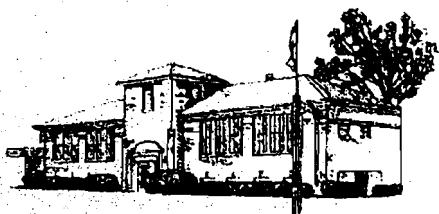
2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character 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 18, 2008



## Rondout School District 72

28593 N. Bradley Rd.  
Lake Forest, Illinois 60045  
Fax Transmission

Date:

8-4-09

To:

Linda Nikutin

Organization:

Fax Number:

847-543-7832

From:

J. Wojcik

Our Phone:

(847) 362-2021

Our Fax:

(847) 816-2067

Number of pages including this cover page: 3

If you do not receive all pages or if they are not legible, please call us.

Message:

NOTE: This message sent by electronic facsimile transmission ("The Message") is intended and restricted for the use of addressee only. The message may contain confidential and privileged information, exempt from disclosure under Federal and / or State law. In the event some other person or entity receives the message, said recipient is hereby notified that any dissemination regarding transmission, distribution or duplication of the message is prohibited. In the event the message is received by a person or entity other than the specified recipient or the recipient's agent, please notify us immediately by telephone, collect, and return the entirety of the message by U.S. mail.



Roycealee J. Wood  
Regional Superintendent of Schools

800 Lancer Lane Suite E-128  
Grayslake, Illinois 60030-2656  
Phone 847 543 7833  
Fax 847 543 7832  
www.lake.k12.il.us

5

## Immediate Action Required

RECEIVED  
JUL 28 2009  
EDUCATION  
FOR CLERK/ADMIN

DATE: July 7, 2009

TO: Dr. Susan Zook, Superintendent  
Hawthorn Elementary District 73

FROM: Roycealee J. Wood *Roycealee J. Wood*  
Regional Superintendent of Schools  
Lake County, Illinois

RE: Filing a copy of Bullying Policy with ISBE

State law requires each district to create and maintain a bullying policy, to file the bullying policy with the State Board of Education, and to communicate the bullying policy annually to its parents, guardians and students, per 105 ILCS 5/27-23.7(d).

**Your district has been identified as one of the districts that has not filed a bullying policy with ISBE. Please file your policy with the ISBE by no later than August 14, 2009. Failure to do so may subject your district to a lower recognition status until such time that you become compliant with the law.**

If you have any questions or require assistance, please call me at 847-543-7491.

Thank you for your cooperation and immediate attention to this matter.

C: Patrick Murphy  
Division Administrator  
Educator and School Development Division  
Illinois State Board of Education

*817-782-2948*

*100 N. First St  
Springfield 62777*

## **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. 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, 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 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:*

Name	<u>Dr. Youssef Yomtoob</u>
Address	<u>841 West End Ct.</u> <u>Vernon Hills, IL 60061</u>
Telephone No.	<u>847/990-4210</u>

*Complaint Managers:*

Name	<u>Dr. Sue Zook</u>	<u>Mr. Alan Hahn</u>
Address	<u>841 West End Ct.</u> <u>Vernon Hills, IL 60061</u>	<u>841 West End Ct.</u> <u>Vernon Hills, IL 60061</u>
Telephone No.	<u>847/990-4210</u>	<u>847/990-4210</u>

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.

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: March 23, 2009



## 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 or using a cellular telephone, video recording device, personal digital assistants (PDAs), 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 everywhere within school grounds, including, but not limited to locker rooms or bathrooms, cheat, signal others, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept 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 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 Board policy on truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by:
  - Being a member;
  - Promising to join;
  - Pledging to become a member; or
  - 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, such as assault and battery, arson, theft, gambling, 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 where 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 other time ;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which 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.
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.
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(s)/guardian(s) have 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 enhance 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(s)/guardian(s) the choice.

A student who is subject to suspension or expulsion may be eligible for a 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 drama, cooking, 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 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(s)/guardian(s). "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, which 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 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 of Education may suspend a student from riding the bus in excess of 10 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), 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), 8:30 (Conduct on  
School Property)

ADOPTED: March 23, 2009

lake



March 2, 2009

RECEIVED

MAR 5 2009

EDUCATOR AND  
SCHOOL DEVELOPMENT

Henri Fonville  
Accountability Division  
Illinois State Board of Education,  
100 N. First Street  
Springfield, IL 62777

Dear Ms. Fonville,

Enclosed is a copy of our policy 7:180 Preventing Bullying, Intimidation, and Harassment.

Sincerely,

Kim Andes  
Administrative Assistant to the Superintendent

## **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: May 19, 2008

REVISED: February 9, 2009