

**DEPARTMENT OF HUMAN RESOURCES
Wilmette Public Schools**

ACTION ITEM

Date: May 20, 2019

To: Raymond Lechner, Ph.D.

From: Heather Glowacki, Ed.D., Assistant Superintendent

Subject: **First Reading of Board of Education Policies 3:30 *Organizational Chart*; 4:150 *Community Use of Buildings*; 4:160 *Hazardous and Infectious Materials*; 4:164 *Forecasting Enrollments*; 4:165 *Evaluating Existing Buildings*; 4:166 *Determining Extent of New Construction*; 4:170 *Safety*; 4:175 *Facility Planning*; 4:185 *Property Control and Valuation*; 4:190 *Monies in School Buildings*; 4:200 *Use of Personal Property*; and 7:190 *Student Behavior***

PROPOSED ACTION BY THE BOARD OF EDUCATION

Motion to approve as first reading of Board of Education Policies 3:30 *Organizational Chart*; 4:150 *Community Use of Buildings*; 4:160 *Hazardous and Infectious Materials*; 4:164 *Forecasting Enrollments*; 4:165 *Evaluating Existing Buildings*; 4:166 *Determining Extent of New Construction*; 4:170 *Safety*; 4:175 *Facility Planning*; 4:185 *Property Control and Valuation*; 4:190 *Monies in School Buildings*; 4:200 *Use of Personal Property*; and 7:190 *Student Behavior*.

BACKGROUND

It is recommended that policies 4:164 *Forecasting Enrollments*; 4:165 *Evaluating Existing Buildings*; 4:166 *Determining Extent of New Construction*; 4:185 *Property Control and Valuation*; and 4:190 *Monies in School Buildings* be deleted as their contents are either incorporated in other policies or they are not required.

It is recommended that Policy 4:150 *Community Use of Buildings* be renamed *Facility Management and Building Programs*; policy 4:160 *Hazardous and Infectious Materials* be re-named *Environmental Quality of Buildings and Grounds*; and policy 4:170 *Safety* renamed *Safety and Security*.

The content of existing policy 4:175 *Facility Planning* is now contained in policy 4:150 *Community Use of Buildings*. Revised policy 4:175 should be named *Convicted Child Sex Offender; Screening; Notification*.

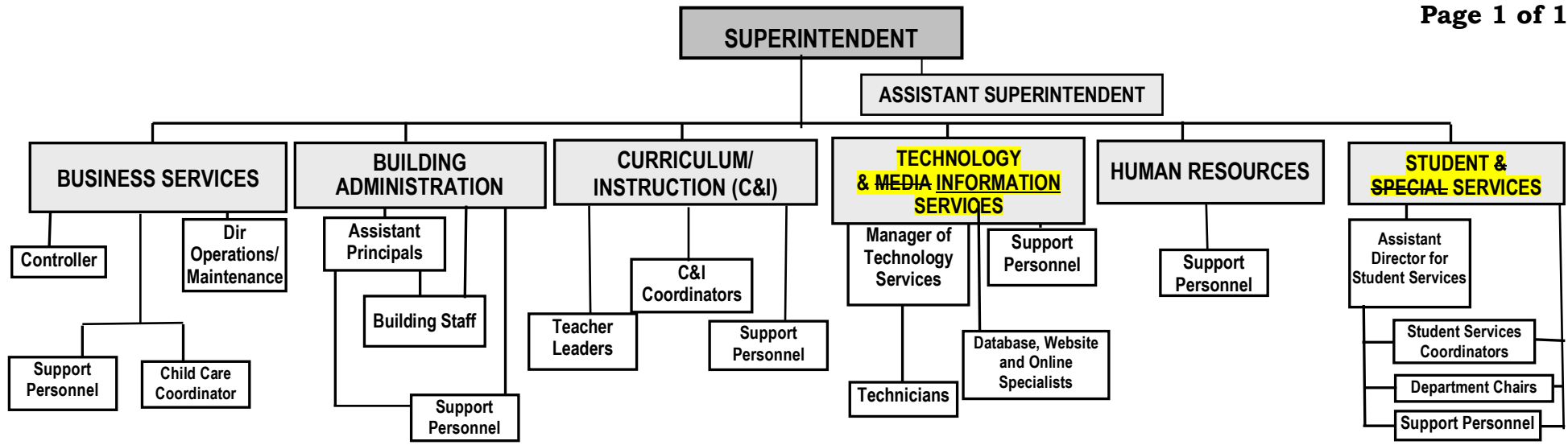
The remaining policies have been reviewed/revised based upon new legal requirements as well as to reflect current practices.

HG/hg

Recommended for approval by the Board of Education



Dr. Raymond Lechner, Superintendent



**ADMINISTRATIVE FUNCTIONS
Superintendent**

The administrative functions of the superintendent can be found in Policy 3:40 *Superintendent*

Business Manager	Principals and Assistant Principals	Administrator for Curriculum/Instruction	Director of Administrator for Technology and Information Media Services	Administrator for Human Resources	Administrator for Student & Special Services
<ul style="list-style-type: none"> ◆ Accounting/Auditing ◆ Accounts Receivable/Payable ◆ Before School Child Care ◆ Budget Management ◆ Building and Grounds ◆ Food Services ◆ Investments ◆ Life/Safety Management ◆ Payroll ◆ Purchasing ◆ Rentals ◆ Risk Management/Insurance ◆ Transportation 	<ul style="list-style-type: none"> ◆ Building Level Public Relations ◆ Coordination of Building Special Services ◆ Coordination with PTA/PTO ◆ Home/School Communications ◆ Oversight of Instruction ◆ School-Improvement Planning ◆ Selection of Employees ◆ Site-based Facility Operations ◆ Student Safety ◆ Staff Evaluation 	<ul style="list-style-type: none"> ◆ Assessment Programs <ul style="list-style-type: none"> ▪ State (ISBE-Mandated) ▪ District Curriculum ▪ Students ◆ Curriculum Development and Review ◆ Differentiated Instruction ◆ Grant Coordination ◆ New Staff Orientation and Mentoring ◆ Strategic Planning Facilitation ◆ Staff Development ◆ Assessment and Data Management 	<ul style="list-style-type: none"> ◆ Instructional Technology ◆ Technology Infusion ◆ Library and Learning Commons Services ◆ Mobile Learning Coordination ◆ District Website, Email, and Communication Services ◆ Erate, Library and Technology Grants ◆ Information Systems ◆ Data Management & SIS ◆ Technology Infrastructure and Operations ◆ Hardware/Software Evaluation & Support ◆ District & Building Technical Support ◆ Cyber Security 	<ul style="list-style-type: none"> ◆ Contract Management ◆ Employee Discipline/Due Process ◆ Employee Evaluation ◆ Grievance, Arbitration ◆ Personnel Planning ◆ Policy Revision ◆ Recruitment/Selection ◆ Retirement/Recognition ◆ Substitute Services 	<ul style="list-style-type: none"> ◆ ISBE Special Education Director ◆ Health Services ◆ English Learners ◆ Social Emotional Learning ◆ Home/Hospital Services ◆ Private/Parochial School Services ◆ Student Registration and Records ◆ Student Discipline and Truancy ◆ ADA/504 Compliance Monitor ◆ Safe Schools ◆ Special Education Finance ◆ McKinney Vento and Foster Care Liaison ◆ Staff Evaluation ◆ Assessment and Data Management ◆ New Staff Orientation and Mentoring ◆ Assessment Program <ul style="list-style-type: none"> ▪ State (ISBE-Mandated) ▪ District Curriculum ▪ Students ◆ Coordinate with PASS39

Business and Non-Instructional Operations

Facility Management and Building Programs

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable Board of Education policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the appropriate Intermediate Service Center and State Fire Marshal or designee, (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district, and (3) compliance with the 10-year safety survey process required by the School Code.

Community Use of Buildings

The Board of Education may make the school buildings available for community organizations and other kinds of activities provided the use of such facility does not interfere with the proper operation of the school, interfere with the educational program, affect the safety of students or employees, or affect the property or liability of the District.

The use of school facilities for school purposes has precedence over all other uses.

The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups.

The use of school facilities requires the prior approval of the Superintendent or designee. The Board shall adopt a rental fee schedule and shall, with recommendations submitted by the Business Office, periodically revise such schedule.

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning

The superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the Board of Education will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

Facility Planning

The Board's Facility Development Committee will annually review capital and maintenance projects for all school facilities. In addition, the Illinois State Board of Education and local fire department annually inspect all schools. The District's ten year life safety plan is annually reviewed and updated by the Board Facility's Development Committee.

Facility planning is an ongoing process that should reflect the complex and dynamic nature of educational programs. In planning facilities, it is necessary to maximize flexible space so that the existing program can be accommodated while anticipating future needs.

The Superintendent or his or her designee shall direct a facility planning process that takes into account current and future educational needs, safety, and efficiency. Through the facility planning process the district building needs are identified and prioritized, then plans are developed, reviewed and revised. Additionally, construction and maintenance timelines need to be developed and monitored until the finished product is accepted.

The Superintendent or his or her designee may draw upon a wide range of resources including the District staff, architects and educational consultants as well as the area utility, commercial, industrial, and governmental entities. All plans and specifications shall be in compliance with the *Life Safety Code* and all other mandatory codes.

~~In any new building project or remodeling project of existing facilities that incurs District expense of more than \$10,000, the Board shall employ the services of a licensed architect who practices in the State of Illinois. The Board shall approve the retention of an architect, in compliance with the Local Government Professional Services Selection Act, as applicable. The Superintendent or Superintendent's designee shall be responsible for the project and shall act as the Board's representative in working with the architect on said project.~~

The following aspects should also be considered as facility needs are projected and planned:

1. Safety and welfare of students and staff
2. Financial ability of the School District, including present and projected budgetary limitations
3. Changes in student population and organization of schools
4. Community planning and zoning as well as relationship to the total community
5. Plant and site aesthetics

6. Relationship between projected new facilities/additions and those already in existence
7. The extent of new construction shall be determined by the increase or decrease in enrollment, by student-teacher ratios, by changing educational programs, and by the condition of existing facilities.

Adopted: September 8, 1997

Revised: September 29, 2014;

Business and Non-Instructional Operations

Hazardous and Infectious Materials Environmental Quality of Buildings and Grounds

The superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

Hazardous Materials

The Superintendent or a designee shall prepare a list of toxic substances used by District employees and develop procedures for their proper and safe containment and use. The list of toxic substances must include those contained in the definition of "toxic substance" in the *Toxic Substances Disclosure to Employees Act* as well as those listed in Illinois Department of Labor regulations.

The Superintendent is directed to provide District personnel with procedures and training on the purchase, storage, use, transportation, and disposal of hazardous materials. Emergency response and evacuation plans will be a part of the procedures.

District staff shall substitute non-hazardous material for hazardous substances whenever possible and minimize the quantity of hazardous substances stored in school facilities. No art or craft material containing a toxic substance shall be ordered or purchased for use in kindergarten through grade 6; material containing toxic substances may be used in grades 7 through 12 only if properly labeled according to State law.

The Superintendent or a designee shall ensure that before the staff member begins a position requiring work with hazardous or toxic materials on a regular basis, he or she attends an approved training course on safe handling and use of such materials as required by 105 ILCS 5/10-20.17a.

Infectious Materials

The Superintendent or a designee shall make available an Occupational Exposure Control Plan to eliminate or minimize occupational exposure to potentially infectious materials. The Plan shall be reviewed and updated by the Superintendent at least annually. The Plan shall address the following issues:

- exposure determination;
- implementation schedule;
- procedures for evaluating an exposure incident.

Adopted: April 20, 1998

Revised:

Business and Non-Instructional Operations

Forecasting Enrollments

~~Enrollment forecasts shall be prepared as necessary under the direction of the Superintendent or his or her designee utilizing current enrollment information supplemented with data furnished by the county planning office or studies and reports of other organizations.~~

Adopted: September 8, 1997

Revised: November 28, 2011

Business and Non-Instructional Operations

Evaluating Existing Buildings

~~All existing school facilities will be evaluated periodically for their safety, spatial, thermal, visual, sonic, and aesthetic requirements in terms of the desired educational programming.~~

~~In addition to the inspections provided by other District personnel, planning for major rehabilitation and remodeling will be incorporated in the school facilities master plan on a scheduled basis.~~

~~All plans and specifications shall be in compliance with the *Life Safety Code* and all other mandatory codes.~~

Adopted: September 8, 1997

Business and Non-Instructional Operations

Determining Extent of New Construction

~~The extent of new construction shall be determined by the increase or decrease in enrollment, by student-teacher ratios, by changing educational programs, and by the condition of existing facilities, and within present and projected budgetary limitations.~~

Adopted: September 8, 1997

Business and Non-Instructional Operations

Safety

Safety Program and Security

The District shall strive to conduct all operations, including the education program, in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, and implement, and maintain a comprehensive safety and crisis security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

Crisis Plan

The District shall maintain a incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically includeing provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program, tornado protection; instruction in safe bus-riding practices;, fire safety and prevention; emergency aid; post-crisis management; and responding to medical emergencies at an indoor physical fitness facility.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district;
2. one bus evacuation drill;
3. one severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents; and

4. one law enforcement drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators or school support personnel.

During each academic year, each school building must conduct a minimum of:

- 1.—Three school evacuation (“fire”) drills;
- 2.—One bus evacuation drill; and
- 3.—One severe weather/shelter-in-place drill.
- 4.—One lock-down drill

~~Additionally, the Superintendent or appropriate designee must conduct a lock-down drill with law enforcement present in at least one of the District’s school buildings during the academic year. Any appropriate local law enforcement agency may conduct and participate in this law enforcement drill. The law enforcement drill must be conducted according to the District’s comprehensive safety and crisis plan and it may be conducted on days and times that students are not present in the building.~~

~~A school bus driver is prohibited from operating a school bus while using a cellular telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical problem, (3) where a cellular telephone is owned by the School District and used as a digital two-way radio, and (4) when the school bus is parked.~~

Annual Review

The superintendent or designee will annually review each school building’s emergency operations and crisis response plan(s), protocols, and procedures, as well as each building’s compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE). 29 Ill.Admin.Code Part 1500.

Emergency Closing

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

Student Insurance

The Board of Education may designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage and any contract is between the parents/guardians and the company. Students participating in athletics, cheerleading, or pompons must have school accident insurance or a parent/guardian statement in writing that the student is covered under a family health insurance plan.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

Convicted Child Sex and Violence Offender Notification Laws

~~State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender:~~

- ~~1.—is a parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; and in all the foregoing cases, the offender notifies the Building Principal of his or her presence at the school, or~~
- ~~2.—has permission to be present from the Board of Education, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.~~

~~In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex or violent offender against youth whenever the offender is in a child's vicinity on school grounds.~~

~~If a student is a sex offender or violent offender against youth, the Superintendent or designee shall develop guidelines for managing his or her presence in school.~~

~~The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the *Sex Offender Community Notification Law* and the *Child Murderer and Violent Offender Against Youth Community Law*. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the *Sex Offender Community Notification Law*. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.~~

All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a fingerprint-based criminal history records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

Adopted: April 20, 1998

Revised: February 20, 2007, March 19, 2012;

Business and Non-Instructional Operations

Facility Planning

~~The Board's Facility Development Committee will annually review capital and maintenance projects for all school facilities. In addition, the Illinois State Board of Education and local fire department annually inspect all schools. The District's ten year life safety plan is annually reviewed and updated by the Board Facility's Development Committee.~~

~~Facility planning is an ongoing process that should reflect the complex and dynamic nature of educational programs. In planning facilities, it is necessary to maximize flexible space so that the existing program can be accomodated while anticipating future needs.~~

~~The Superintendent or his or her designee shall direct a facility planning process that takes into account current and future educational needs, safety, and efficiency. Through the facility planning process the district building needs are identified and prioritized, then plans are developed, reviewed and revised. Additionally, construction and maintenance timelines need to be developed and monitored until the finished product is accepted.~~

~~The Superintendent or his or her designee may draw upon a wide range of resources including the District staff, architects and educational consultants as well as the area utility, commercial, industrial, and governmental entities. All plans and specifications shall be in compliance with the *Life Safety Code* and all other mandatory codes.~~

~~In any new building project or remodeling project of existing facilities that incurs District expense of more than \$10,000, the Board shall employ the services of a licensed architect who practices in the State of Illinois. The Board shall approve the retention of an architect, in compliance with the Local Government Professional Services Selection Act. The Superintendent or Superintendent's designee shall be responsible for the project and shall act as the Board's representative in working with the architect on said project.~~

~~The following aspects should also be considered as facility needs are projected and planned:~~

- ~~1. Safety and welfare of students and staff~~
- ~~2. Financial ability of the School District, including present and projected budgetary limitations~~
- ~~3. Changes in student population and organization of schools~~
- ~~4. Community planning and zoning as well as relationship to the total community~~
- ~~5. Plant and site aesthetics~~

6. ~~Relationship between projected new facilities/additions and those already in existence~~
7. ~~The extent of new construction shall be determined by the increase or decrease in enrollment, by student-teacher ratios, by changing educational programs, and by the condition of existing facilities.~~

(Information below on convicted sex offenders was previously in policy 4:170- safety. Recommending its own policy, policy 4:175 Convicted Child Sex Offender; Screening; Notification)

Convicted Child Sex Offender; Screening; Notifications and Violence Offender Notification Laws

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender:

1. is a parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; and in all the foregoing cases, the offender notifies the Building Principal of his or her presence at the school, or
2. has permission to be present from the Board of Education, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex or violent offender against youth whenever the offender is in a child's vicinity on school grounds.

If a student is a sex offender or violent offender against youth, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Screening

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the *Sex Offender Community Notification Law* and the *Child Murderer and Violent Offender Against Youth Community Law*. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

~~All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following:~~

~~The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a fingerprint-based criminal history records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.~~

(The section above is no longer needed given our Visitor Management System)

Adopted: September 8, 1997

Revised: November 28, 2011

Business and Non-Instructional Operations

Property Control and Valuation

~~An inventory of equipment shall be maintained and shall serve the functions of property control and determination of necessary insurance coverage. Equipment shall be defined as indicated in the *Illinois State Board of Education Requirements for Accounting, Budgeting, Financial Reporting and Auditing*.~~

Adopted: September 8, 1997

Revised: March 19, 2012

Business and Non-Instructional Operations

Monies in School Buildings

~~Monies collected by School District personnel shall be handled with good and prudent business procedures.~~

~~All monies collected shall be receipted and accounted for and directed without delay to the Business Office.~~

~~In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables. All schools shall maintain procedures for depositing money after regular banking hours in order to avoid leaving funds in a school overnight.~~

Adopted: September 8, 1997

Business and Non-Instructional Operations

Use of Personal Property

It is the policy of the Wilmette Public School to provide all essential basic equipment and supplies to implement the approved educational program. The Board of Education recognizes that on occasion the use of personal property by employees, agents or students provides enrichment and enhances the instructional program. On such occasions, when use of personal property is deemed to be advisable to enhance the instructional program, it is understood that state laws, Illinois State Board of Education Policy and guidance, Board policy and procedures, and District protocols ~~the *Life Safety Code*~~ shall govern the type of equipment and/or supplies that will be used on the school premises.

The School District shall not assume any responsibility for maintenance, housekeeping, repair, or replacement of any personal property that is brought onto the School District premises.

Employees, students or agents using personal property shall do so at their own risk. This risk shall include liability, property damage and personal property loss.

Adopted: September 8, 1997

Revised: _____

Students

Student Behavior

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

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

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

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

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

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

4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), smart watch, 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 or make recordings or transmissions in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, 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 consistent with Board policy and District programs permitting use of electronic devices; (c) use of the device is provided in a student's individualized education program (IEP); or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying a reasonable directive from a staff member or school official and/or rules and regulations governing student conduct.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, (as described in Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*), bullying using a school electronic device or a school network, or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. ~~This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.~~
12. 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.
13. 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.
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by
 - a. being a member,
 - b. promising to join,
 - c. pledging to become a member, or
 - d. soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
19. 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.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 21. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*
 22. Entering school property or a school facility without proper authorization.
 23. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
 24. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

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.

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

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

Disciplinary Measures

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

1. Temporary removal from classroom.
2. Notification of parent(s)/guardian(s).
3. Disciplinary conference

4. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
5. Withholding of privileges.
6. In-school suspension. The Building Principal or a designee shall ensure that the student is properly supervised.
7. Detention provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Out- of School suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*, for acts of gross disobedience or misconduct. A student who has been suspended may also be restricted from being on school grounds and at school activities.
9. Suspension of bus riding privileges, in accordance with Board Policy 7:220, *Bus Conduct*.
10. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
11. Notifying of juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to illegal drugs (controlled substances), "look-alikes", alcohol, electronic cigarettes or other similar devices, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.
12. After school study or Saturday school provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
13. Return of property or restitution for lost, stolen, or damaged property.
14. 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.
15. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.

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

Corporal punishment 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. Certificated personnel are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school, shall be expelled for at least one calendar year, but no more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1)
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

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

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

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the 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 the student's parent(s)/guardian(s). School grounds "includes modes of transportation to and from school, 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, or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) 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 remove students from a classroom for disruptive behavior.

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

Parent Handbook

The Superintendent or his/her designee, 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 parent handbook, including the District disciplinary policies and rules, shall be distributed to the students' parent(s)/guardian(s) within 15 days of the beginning of the school year on a student's enrollment. Administration will establish procedures that provide annual notification to parents about student disciplinary procedures and behavioral expectations in the parent handbook.

Adopted: March 2, 1998

Revised: February 19, 2008, January 23, 2012, November 18, 2013, November 14, 2016;