

# STUDENT BEHAVIOR/DISCIPLINE

## APPENDIX

### 2020-2021 PARENT HANDBOOK

#### **FACE COVERINGS**

Consistent with guidance from the Illinois State Board of Education and the Illinois Department of Public Health, students must wear face masks at all times while in school buildings (except when eating or if necessary to play an instrument), on school buses, and outside when social distancing of six feet or more cannot be maintained. Students are expected to wear a face mask to school each day. Students who arrive at school without a face mask will be provided a disposable face mask at no cost.

The only exemptions to the face covering requirement are for students who are younger than two years of age, who have trouble breathing, who have medical conditions that make it difficult for them to wear a face mask, or who are otherwise unable to remove the face mask without assistance. Students who are exempt from wearing a face mask may also be provided with appropriate accommodations to ensure the safety of that student and the rest of the school community (e.g. wearing a face shield or remote learning). To request an exemption to the face mask requirement and an appropriate accommodation in lieu of a face mask for your student, please contact [Kristin Swanson, Administrator for Student Services, [swansonk@wilmette39.org](mailto:swansonk@wilmette39.org)]. Documentation from the student's physician explaining the need for the exemption will be required for a student requesting an exemption from the face mask requirement. District personnel will contact the parent(s)/guardian(s) of all students requesting exemptions to discuss whether appropriate accommodations can be provided.

Students who refuse to wear face coverings may be subject to disciplinary consequences consistent with the Student Code of Conduct and Board Policy 7:190, *Student Behavior*.

#### **STUDENT BEHAVIOR**

As citizens of District 39, all students have rights to an education, basic security, and due process. The basic elements of due process are a part of the day-to-day relationship among administrators, staff, and students. The legal rights of the students, staff, and administrators will be protected. If disruptive, destructive, or dangerous behavior threatens the educational

process, mental and/or physical well-being of students, staff, and/or property, action will be taken. The primary consideration in the implementation of any consequences will be the least extreme action that may solve the immediate problem and teach appropriate behaviors. The age and maturity of the student must be taken into consideration in the event that further disciplinary action is necessary. Law enforcement personnel will be involved, as needed. Communication with parents is basic to the resolution of discipline problems. All discipline will be governed by Board of Education Policies, which are included below for reference. Student behavior is addressed through [Board Policy 7:190, Student Behavior](#).

**Suspension:** According to District policy, if removal from school is necessary to address serious disciplinary problems, [Board Policy 7:200, Suspension Procedures](#) will be followed. Disciplinary measures may include, but are not limited to: removal from the classroom; notification of parent(s)/guardian(s); counseling; and withholding of privileges. Detention is an additional option, 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. Corporal punishment shall not be used. 911 will be called if students leave school property without the permission of school authorities. Students are not allowed to bring any type of weapon (real or toy) to school, for any reason (play, costume). This includes guns and knives, and any other device which could be used in a threatening way. Matches, lighters, and dangerous substances are also not allowed. Please see [Board Policy 7:190, Student Behavior](#) for additional information about banned items and substances.

**NO SMOKING:** To promote the safety, health, and well-being of all employees and students in the District, smoking is not permitted in District buildings or on District property.

**DRUG FREE SCHOOLS:** In accordance with the federal Drug Free Schools and Communities Act of 1989, and according to District 39 policy, parents, students, and employees will be given this information about local drug and alcohol counseling, treatment, and rehabilitation or re-entry programs. [Local resources](#) are linked below.

**Search and Seizure:** In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. The building administrator(s) may request the assistance of law enforcement officials to conduct inspections and searches, if needed. The search will be conducted in a manner that is reasonably related to its objective of the search. If a search produces dangerous items, school authorities may seize the evidence. If this occurs, the student's parents are contacted, as is the Superintendent. Disciplinary measures will be communicated to the parents and the student. Searches are governed by [Board Policy 7:140 Search and Seizure](#), please review the specific policy for additional information.

**Bullying:** Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other

distinguishing characteristic is prohibited. Specific information regarding bullying can be found in [Board Policy 7:180 Preventing Bullying and Other Aggressive Behaviors](#). Board Policy provides the definition of bullying as well as descriptions, prohibitions, and the steps for investigation.

**Teen Dating Violence:** District 39 [Policy 7:185 Teen Dating Violence Prohibited](#) prohibits teen dating violence at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation. This includes use or threat to use physical, mental, or emotional abuse to control an individual in a dating relationship; or use or threaten to use sexual violence in a dating relationship.

**Bus Conduct:** Rules for student behavior on the bus are the same as school rules. All infractions will be referred to the school office using school's discipline system. Behavior on the bus is governed by [Board Policy 7:220 Bus Conduct](#), and specific information can be found in the District 39 Transportation Handbook. Students are expected to do the following:

- Take a seat promptly and remain in that seat for the remainder of the route.
- Follow the bus driver's instructions at all times.
- Wait for driver's/teacher's instructions as to how to proceed in the event of an emergency.
- Use emergency exits only for emergencies.
- Keep all body parts in the bus at all times.
- Engage in normal conversation: Excessive noise diverts the driver's attention.
- Refrain from eating or drinking.

**Misconduct by Students with Disabilities:** District 39 has adopted a policy on behavioral interventions for students with disabilities receiving special education services in accordance with their Individual Education Program (IEP). The Department of Student Services can provide additional details, and the Board of Education [Policy 7:230 Misconduct by Students with Disabilities](#) provides additional information.

**Gender Equity/Sexual Harassment:** No student in District 39 schools shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity offered by the District. District 39 is committed to having a community in which every individual has an equal opportunity to work, learn, and develop to his or her full potential in an atmosphere free from all forms of harassment. District 39 students and staff shall not be subject to discrimination on the basis of race, color, nationality, ancestry, sex, sexual orientation, gender identity, age, religion, physical or mental disability, status of being home- less, immigration status, order of protection status, or actual or potential marital or parental status including pregnancy. Students or their parents should notify the District Complaint Managers, Kristin Swanson or Tony DeMonte if they believe that the School Board, its employees, or agents have violated their rights under Federal or State Law or Board of Education policy. The Assistant Superintendent serves as the District Complaint Manager. The grievance procedures are part of Board of Education policy (2:260) and are available from the Department of Human Resources. Please see Policy 7:10 Equal Educational Opportunities for more information.

**Personal Appearance And Dress:** While establishing acceptable standards of dress is a parental responsibility, the school must ensure the health and safety of each student and provide a proper learning environment. Therefore, District 39 expects children to be

appropriately dressed, in a safe manner, to wear shoes while on school property, and to dress in such a way as not to distract students or disrupt the educational process. Students not adhering to their school's guidelines may be asked to change their clothing or call a parent for appropriate clothing. Elementary students should have a change of clothing, including dry socks, in their lockers. Students often get wet or muddy playing outdoors at recess, and a change of clothing will help them learn comfortably for the remainder of the day. Footwear should be safe for running and active recess play. Please see [Board Policy 7:160 Student Dress](#) for more information.

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## **Policy 7:10 Equal Educational Opportunities**

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, nationality, ancestry, sex, sexual orientation, gender identity, age, religion, physical or mental disability, status of being homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education Policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board of Education Policy 2:260, *Uniform Grievance Procedure*.

### **Sex Equity**

No student shall, based on sex, sexual orientation, or gender identity, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using Board of Education Policy 2:260, *Uniform Grievance Procedure*. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of *The School Code*) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of *The School Code*).

Adopted: April 6, 1998

Revised: June 27, 2016

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## **Policy 7:140 Search and Seizure**

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **School Property and Equipment As Well As Personal Effects Left There By Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, electronic devices, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent or designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and gender, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same gender as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

### **Seizure of Property**

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

### **Notification Regarding Student Accounts or Profiles on Social Networking Websites**

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Adopted: March 16, 1998

Revised: February 27, 2017

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## **Policy 7:160 Student Dress**

A student's appearance including 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. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Parent/Student Handbook.

Adopted: November 10, 1997

Revised: January 23, 2017

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## **Policy 7:180 Preventing Bullying and Other Aggressive Behaviors**

Bullying is contrary to Illinois law and District policy. Bullying and other aggressive behaviors diminish a student's ability to learn and a school's ability to educate. Deterring students from engaging in these disruptive behaviors and providing all students access to a safe, non-hostile learning environment are important District goals.

The District prohibits and will not tolerate aggressive student behavior, including bullying conduct of any type or on any basis, as defined below. Students are expected to act respectfully towards their peers and to avoid bullying and aggressive behaviors in their interactions with other students.

In addition, bullying that is based on actual or perceived race, color, national origin, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, military status, unfavorable discharge status from the military service, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited and may amount to a violation of a student's civil right and of Board policy 7:20 *Harassment*.

For purposes of this policy, the term *bullying* includes cyber-bullying, and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward, or intended to specifically target a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property.
2. Causing a substantially detrimental effect on the student's or students' physical or mental health.
3. Substantially interfering with the student's or students' academic performance.
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Bullying* may take various forms including, without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Aggressive conduct towards other students that is not severe or pervasive shall not be deemed as bullying but may constitute gross disobedience or misconduct leading to discipline under Board policy

7:190 *Student Behavior*, of any student engaging in such behavior. Students who engage in bullying conduct shall also be disciplined under Board policy 7:190.

*Cyber-bullying means* bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and/or restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in the school, including without limitation, school administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non- school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require school personnel members to monitor any non-school related activity, function, or program.

The Superintendent or designee shall develop and maintain a bullying prevention and response program that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment, based on the engagement of a range of school stakeholders, including students and parents/guardians. This plan must be consistent with the following requirements:

1. Defines bullying as provided in this policy.
2. Fully implements and enforces all applicable Board policies by including provisions that address the following:
  1. conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct,
  2. making reasonable efforts to complete the investigation within ten (10) school days after the report of the alleged incident was received, taking into consideration additional relevant information received during the course of the investigation of the reported bullying incident,



3. involving appropriate school support personnel and other school personnel with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process,
  4. providing each student who is determined as a result of investigation to have violated this or other Board policies with disciplinary consequences and appropriate remedial actions consistent with this and other Board policies,
  5. protecting students against retaliation for reporting such bullying conduct,
  6. ensuring consistency with federal and state laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying, and
  7. notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
3. The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction. The District shall provide both the victim and the aggressor with information regarding services that are available within the District and community, such as counseling, support services, and other programs. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this may include taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
  4. Includes the use of interventions to address bullying, that may include, but are not limited to: school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, community-based services, 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*.
  5. Fully informs school personnel of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes:
    1. Communicating the District's expectation and the state law requirement that teachers and other certificated employees maintain discipline, and
    2. Establishing a clear process for school personnel to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence, and
    3. Requiring school personnel to notify the Building Principal or designee of the reported incident of bullying as soon as possible after the report is received.
  6. Encourages all members of the school community, including students, parents/guardians, District personnel, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence to the Complaint Manager(s), any Building Principal or any District employee. A student may make a complaint to any staff member whom the student is comfortable speaking. The District-named officials and all its staff members are available to help with a bully or to make a report about bullying. A report may be made orally or in writing. Anonymous reports are accepted. No disciplinary action will be taken solely on the basis of an anonymous report.

1. **Complaint Managers:**

**Name:** Kristin Swanson

**Email:** [swansonk@wilmette39.org](mailto:swansonk@wilmette39.org)

**Address:** 615 Locust Road, Wilmette, IL 60091

**Telephone:** (847) 512-6004

**Name:** Tony DeMonte

**Address:** 615 Locust Road, Wilmette, IL

60091



7. 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. The building principal or designee shall, consistent with federal and state laws and rules governing student privacy rights, promptly inform parents/guardians of all students involved in the alleged incident of bullying and discuss, as appropriate, the availability of services within the District and community, such as social work services, counseling, school psychological services, other interventions, and restorative measures.
8. 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.
9. Prohibits reprisal or retaliation against any person who reports an act of bullying. A student's act of reprisal or retaliation will be met with disciplinary consequences and appropriate remedial actions consistent with this and other Board policies.
10. Does not punish a student for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be met with disciplinary consequences and appropriate remedial actions consistent with this and other Board policies.
11. Posts this policy on the District's website, includes it in the student handbook, and, where applicable, posts it where other policies, rules, and standards of conduct are currently posted. This policy must be distributed annually to students and their parents/guardians, and school personnel, including new employees when hired, and must also be provided periodically throughout the school year to students and faculty. This includes annually disseminating information to all students, parents, and guardians explaining the serious impact caused by bullying, intimidation, or harassment, and that these behaviors will be taken seriously and are not acceptable in any form.
12. Complies with state and federal law and is consistent with all other Board policies, including without limitation, the following:
  1. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  2. 6:60, *Curriculum*. Bullying prevention and character instruction is provided in all grades in accordance with state law.
  3. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by state law.
  4. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  5. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  6. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  7. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

8. *7:310, Restrictions on Publications.* This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
13. This includes prompting the Board to conduct a review and re-evaluation of the policy to make any necessary and appropriate revisions every 2 years, and file the policy with the Illinois State Board of Education after the Board adopts or updates it.
14. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  1. The frequency of victimization;
  2. Student, school personnel, and family observations of safety at a school;
  3. Identification of areas of a school where bullying occurs;
  4. The types of bullying reported; and
  5. Bystander intervention or participation.
15. The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

Adopted: January 23, 2012

Revised: November 17, 2014; January 25, 2016; February 26, 2018; June 18, 2018; December 16, 2019

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## **Policy 7:185 Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

"Dating" or "dating relationship" means an ongoing social relationship of a romantic or intimate nature between two persons. "Dating" or "dating relationship" does not include a casual relationship or ordinary fraternization between two persons in a school or social context.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces all applicable Board policies including but not limited to Board Policy 7:20, *Harassment of Students*, and Board Policy 7:180, *Preventing Bullying and Other Aggressive Behaviors*.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  1. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  2. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in Board Policy 7:20, *Harassment of Students*.
3. Incorporates age-appropriate health education and social-emotional instruction in grades 7 and 8, in accordance with the District's comprehensive health education program in 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. Incorporates education for school staff on teen dating violence.
5. Notifies students and parents/guardians of this policy.

Adopted: January 27, 2014

Revised: January 23, 2017

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## **Board of Education Policy 7:190 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.
4. 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. 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.
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, or electronic cigarettes or other similar devices, 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; June 17, 2019

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## **Policy 7:200 Suspension Procedures**

This policy becomes effective and replaces the policy on Suspension Procedures on the first student attendance day of the 2016-2017 school year.

### **In-School Suspension**

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit

### **Out-of-School Suspension**

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
  1. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  2. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  3. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  4. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  5. Depending upon the length of the out-of-school suspension, include the following applicable information:
    1. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      1. A threat to school safety, or
      2. A disruption to other students' learning opportunities.
    2. For a suspension of 4 or more school days, an explanation:
      1. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      2. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      3. That the student's continuing presence in school would either:
        1. Pose a threat to the safety of other students, staff, or members of the school community, or
        2. Substantially disrupt, impede, or interfere with the operation of the school.
    3. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

4. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
5. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

Adopted: March 2, 1998

Revised: May 23, 2016

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## **Policy 7:220 Bus Conduct**

All students must follow the District's School Bus Safety Rules.

### **School Bus Suspension**

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in the Student Discipline Policy.
2. Willful injury or threat of injury to a bus driver or another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

### **Academic Credit for Missed Classes During School Bus Suspension**

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

### **Electronic Recordings on School Buses**

Electronic visual and audio recordings may be used on school buses as necessary in order to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school-related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

Adopted: April 6, 1998

Adopted: November 14, 2016

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## **Policy 7:230 Misconduct by Students with Disabilities**

### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### **Discipline of Special Education Students and Students with Section 504 Plans**

The District shall comply with the provisions of the Individuals with Disabilities Education Act Section 504 of the Rehabilitation Act of 1973 and the Illinois State Board of Education's Special Education regulations when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Adopted: April 6, 1998

Revised: February 18, 2003, November 14, 2016

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## **Drug Free Schools - Local Resources**

- Advocate Addiction Treatment Program (847) 795-3900
- Alexian Brothers Behavioral Health Hospital (847) 882-1600
- Highland Park Hospital - Chapman Center, Chemical Dependency Unit (847) 480-3720
- Northwest Community Hospital Youth Center (847) 618-2700
- Peer Services Evanston (847) 492-1778 Glenview (847) 657-7337
- Resurrection Behavioral Health (847) 493-3575
- Resurrection Healthcare/St. Francis Hospital, Mental Health Center (847) 316-6253