

Glenbrook High School District #225

BOARD POLICY: OPERATIONAL SERVICES

4200

Section A - Purchases and Contracts

The Superintendent or designee shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable School Board policies.

Section B - Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with State law.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability of both the product and provider, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law.

Section C – Budget Authorization

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items or an aggregate of items in any one contract that exceed \$25,000 require prior Board approval. It is the expectation of the Board that administration will consult with the Board Attorney as needed regarding the legal requirements for purchases or contracts.

Section D – Reporting and Website Publishing

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

Approved:

PROCEDURES FOR IMPLEMENTING BOARD POLICY: ESP MANAGERS

Section A - Fringe Benefits

1. All Educational Support Personnel (ESP) Managers, during the term of their employment, shall be accorded the following fringe benefits:
 - 1) Single health insurance or family health insurance consistent with insurance benefits provided to all educational support personnel of the district.
 - 2) \$75,000 of term life insurance and accidental death and dismemberment.
 - 3) Income protection insurance based on the prevailing insurance policy available to all District employees.
 - 4) Reimbursement for membership in professional organizations up to \$100 per individual per year.
 - 5) Emergency/personal leave up to two days per year. Annually, all unused personal leave days will be transferred to the employee’s emergency/personal leave bank. Any days, in excess of four, in the employee’s personal leave bank will be transferred to sick leave, subject to the limitations provided in Board Policy 6330.
 - 6) Sick leave of 15 days per year. Earned and unused vacation days up to 15 at the end of any fiscal year may be carried over for use during the following year. In addition, after August 1 any earned and unused vacation days in excess of 15 shall be converted to sick leave and added to the employee’s accumulated sick leave subject to the limitations provided in Board Policy 6330.
 - 7) Participation in the sick leave bank as provided in Board policy 6330.
 - 8) Auto mileage reimbursement, in accordance with prevailing Internal Revenue Service regulations.
 - 9) Vacation for 12-month personnel only; as indicated below:

Number of Years of Experience in the District	Number of Days of Vacation per Year
1st year through 4th year	10 days
5th year through 9th year	15 days
10th year and beyond	20 days

Vacation is earned and accrued on a monthly basis

Section A - Fringe Benefits (continued)

- 10) District-recognized legal and granted holidays.
- 11) In lieu of the family health and dental insurance, individuals may select the then current individual health and dental insurance plan plus receive a \$700 tax-sheltered annuity.
- 12) Tuition reimbursement in accordance with Board Policy 6070.
- 13) An additional \$600 IRS Code Section 125 reimbursement benefit allocation to be used as authorized by appropriate Board of Education policies and procedures.
- 14) Voluntary termination benefits as provided in Board Policy 6432, except as follows: ~~in~~ In lieu of Section D, Paragraph 7 of Board Policy 6432, participants shall have their last four ~~year's~~ years' annual salary increased by an amount equal to 6% of their previous year's annual base salary. The 6% increase shall be in lieu of any salary increase, which the retiree would otherwise receive. Salary shall be defined as base salary, paid for the performance of regular duties as an educational support staff member. The salary shall not include any stipends or compensation for any extra-curricular activities. Salary payments shall be paid as follows: For the first year, payments will be made over the employee's remaining paychecks. For the second, third and fourth years, payments will be added to the employee's base salary and paid equally throughout the year.

Section B - Vacations

1. ESP Managers may make application for vacations by:
 - 1) ~~S~~ S submitting a request at least 10 days prior to the requested vacation time to their immediate supervisor through the process outlined by the Human Resources Department.
 - 2) The immediate supervisor will approve or disapprove the request.

Section C - Employees to be Covered Under ESP Managers Policy

Executive Assistant to the Director of Business Affairs
HR Specialists
Executive Assistant to the Assistant Superintendent of Ed Services
Executive Assistants to the Principals
Executive Assistant to the Assistant Superintendent for Business Affairs
Executive Assistant to the Superintendent
Head Athletic Trainers
Plant Operators
Assistant Plant Operators
Security Supervisors
Chief Technology Officer
Public Relations Coordinator
Auditorium Supervisors
All Level V Technology Positions
All Level IV Exempt Technology Positions

Adopted: August 31, 2009
Revised: April 26, 2010
Revised: September 9, 2013

BOARD POLICY: VOLUNTARY TERMINATION BENEFITS FOR EDUCATIONAL 6432
SUPPORT PERSONNEL RETIRING UNDER IMRF Page 1 of 3 pages

Section A

It shall be the policy of the Board of Education of District #225 to recognize services of its full time educational support personnel, (“Employee(s)”) who have provided long and effective service to the youth of our community through a program of voluntary termination benefits.

Section B - Eligibility for Retirement

Employees who satisfy the following requirements, may apply for voluntary termination benefits under this policy as “Retirees”:

1. Have been full time employees of District 225 for a minimum of ten (10) years immediately preceding their voluntary termination or for an aggregate minimum of fifteen (15) years, of which a minimum of five years are immediately preceding their voluntary termination. A “year” is considered to be the employee’s regularly scheduled work year. A newly hired employee must have worked no less than 50% of their scheduled work days from July 1 to the following June 30 in their first year of employment in order for that work year to count toward the requirement in this Section 1.
2. Will be at least 60 years of age by the effective date of their voluntary termination and eligible to retire under IMRF, or will be at least 55 years of age by the effective date of their voluntary termination and have completed 35 years of creditable service with IMRF.
3. Are not represented by GESSA, GESPA, or any other bargaining unit.
4. Has not retired, nor is receiving retirement benefits, under any other District 225 retirement plan.
5. Have requested to retire on either June 30 or December 31 of any given year.

Section C – Benefits Available to Retirees Who Satisfy the Eligibility Requirements of Section B of This Policy

1. The Board of Education shall provide the Retirees with individual medical insurance coverage under the District’s High Deductible Health Care Plan or the District’s Blue Advantage HMO, at the Retiree’s election, for up to five years after retirement or age 65, whichever occurs first. The Board shall pay an amount equal to 95% of the premium; the Retiree shall be responsible for the remaining premium.
2. Retirees, who elect those insurance allowance benefits contained in Paragraph 1 of this Section C, shall be allowed to maintain family medical insurance coverage under the District’s High Deductible Health Care Plan or the District’s Blue Advantage HMO, (provided they had family coverage on the effective date of their retirement). Retirees shall be responsible for the full premium, therefor, less the Board’s contribution referred to in Paragraph 1 of this Section C.

Section D – Other Benefits Available to Retirees Who Satisfy the Eligibility Requirements of Section B of This Policy

1. The Board of Education shall contribute \$2,500, annually, in the Glenbrook VEBA Health Savings Plan, (a health reimbursement account), on behalf of the Retiree for each of five years after retirement.
2. Retirees who elect to continue coverage, past Medicare eligibility must enroll in a health insurance policy coordinated with Medicare, if one exists. Such policy may also provide for a reduction in benefits and premiums. Retirees shall be responsible for the full premium of these plans.
3. The Board of Education shall allow Retirees to maintain the dental coverage they had in effect at the time of retirement, or as such plan may be amended from time to time for current district employees, until age 65 or until the Retiree is eligible for Medicare, whichever occurs first. Retirees shall be responsible for the full premium of these plans.
4. The Board of Education shall provide Retirees with \$10,000 of term life insurance until the Retiree reaches age 65 or the age of Medicare eligibility, whichever shall occur first. The term life insurance shall be provided by the Board at no cost to the Retiree.
5. Retirees shall be allowed to convert any term life insurance, bought or provided for by the Board of Education and in effect on their last date of employment, to any alternative policy approved by the insurance carrier. After such conversion, Retirees shall be responsible for full payment of any premium.
6. Retirees shall be allowed to continue to participate in the Employee Assistance Program provided by the Board for regularly employed educational support personnel.
7. Participants eligible for benefits under this Section D shall have each of their last two year's annual salary increased by an amount equal to 6% of their previous year's annual base salary. The 6% increase shall be in lieu of any salary increase, which the Retiree would otherwise receive. Salary shall be defined as base salary, paid for the performance of regular duties as an educational support staff member. The salary shall not include any stipends or compensation for any extra curricular activities. Salary payments shall be paid as follows: For the first year, payments will be made over the employee's remaining paychecks. For the second year, payments will be added to the employee's base salary and paid equally throughout the year.

Section E – Required Procedures for Participation and Receipt of Benefits

1. All requests for participation in this plan must be submitted in writing to the Assistant Superintendent for Human Resources prior to April 1 of the Employee’s next-to-last year of employment. The request shall include a copy of the Employee’s latest statement from the IMRF system indicating the Employee’s service credit information, if that information is necessary to qualify the Employee’s for this plan.
2. Participation in the benefits of this plan are dependent upon unconditional and irrevocable resignation from employment by the Board of Education, effective at the end of the school year identified in the Employee’s notice. Any Retiree who does not fulfill his/her contract, for whatever reason, shall be ineligible for any of the benefits contained in this Policy, and then notice under this Policy will be deemed void.

Section F - Special Incentive Programs

Retirees, who participate in any special incentive program such as IMRF’s Early Retirement Incentive program or any other retirement enhancement or incentive program not contained in this Policy, shall be ineligible for the benefits contained in Section D of this Policy.

Section G - Vacation

In addition to those benefits contained in Section D, Retirees who were employed by the district on a full-time, twelve-month basis, may choose to have the Board of Education directly contribute to the Glenbrook VEBA Health Savings Plan, the value of up to ten (10) days of unused vacation days, at their then current annual base salary per diem rate for the first year of retirement. Any other vacation days accrued and earned, must be used or they will convert to sick leave on the Retiree’s last day of work.

Section H – Miscellaneous Provisions

1. For purposes of this Policy, the school year shall begin on July 1 and end on June 30.
2. If IMRF regulatory changes occur, which result in an increase in the cost of this Policy to the Board, the Policy shall be revised in such a manner so that the benefits to be provided shall result in no additional cost to the Board relative to the current Policy.

Revised: September 16, 1996
Revised: September 25, 2000
Revised: December 6, 2000
Revised: February 13, 2006
Revised: September 10, 2007
Revised: July 30, 2012

**BOARD POLICY: PRIVATE MUSIC INSTRUCTION
ON SCHOOL PREMISES**

7340

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Section A - Introduction

The Board of Education of District #225 recognizes the advantages gained by students who participate in private music instruction when such instruction is not available in the existing educational program. The Board has, therefore, authorized a program of private music instruction in the schools which should be designed to complement the regular instructional program. Enrollment in private music instruction must not be a precondition for participation in any school-sponsored program, and the use of school facilities for school-sponsored programs must always have priority over use for private music instruction. Since public schools must provide programs which are accessible to all students, private music instruction must be provided for students who cannot afford it.

Section B - Facilities Rental Fee

1. ~~_____ A facilities rental fee shall be paid by each private music teacher.~~
2. ~~_____ The rental fee shall be established annually in conjunction with all other facility rental fees in accordance with Board Policy 5030: Community Use of School Facilities.~~

Section C - Tuition Rates

1. The Board of Education authorizes the superintendent to establish tuition rates for private music lessons conducted on school premises. The ~~music~~ Fine Arts ~~Instructional s~~Supervisors shall recommend rates to the superintendent. The rates shall be sufficient to attract and retain quality private music instructors and shall be comparable to those rates charged in contiguous high school districts.
2. Private music instructors may choose to lower their rates when more than one student from the same family are participating in the program.
3. Fees are to be collected in advance by the private music instructor on a weekly or monthly basis. Collecting fees in advance on a semester or annual basis is not recommended. The schools assume no responsibility for financial transactions between the students or their families and the private music instructors.

Section C B- Tuition Rates (Continued)

4. Except in the case of sudden illness, private music instructors shall be notified at least 24 hours in advance whenever a student is not able to take a lesson. Unless this stipulation is met, the student shall be charged for the lesson missed. The student shall not be ~~asked~~ required to pay for a lesson if it is documented that the student becomes ill on the day of the lesson or if 24-hour notice is given. Make-up lessons shall be provided whenever possible. If not possible, a refund shall be granted when applicable. When there is a question regarding the validity of the illness, the private music instructor has the authority to request a parental note of explanation. In the event of a dispute between student and private music instructor regarding refunds or responsibility for payment for unused lessons, the Fine Arts Instructional Supervisor shall be the final arbiter of the dispute.
5. When an instructor is absent from a lesson, refunds shall be given when applicable or the lesson shall be made up at a mutually convenient time.

Section D C - Reporting to Parents

1. The music education staff shall send a letter ~~annually~~ at the commencement of the school year to parents or guardians of students enrolled in the private music instruction program. This letter shall contain the policies and procedures relating to private music instruction in the Glenbrook High Schools, including the tuition rate to be charged in the program.
2. A ~~semiannual~~ progress report on each student shall be ~~made~~ communicated to parents or guardians by the private music instructor through the classroom instructor or the Fine Arts Instructional Supervisor. This report should indicate the progress of the student and objectives and recommendations for the future.

Section E D - Scholarship Program for Private Music Students

1. A scholarship student is one who shall be asked to pay a part of the established tuition or no tuition. A ~~review~~ determination of the student's financial need shall be made by the assistant principal for student services, ~~student personnel services.~~
2. ~~For every ten, one half hour individual or group lessons taught, a private music instructor shall be required to teach one lesson to a recommended scholarship student. For example, if a private music instructor teaches twenty lessons a month, the instructor shall be asked to teach two lessons to scholarship students. If the number of scholarship lessons exceeds the needs of qualified scholarship students, then the extra lessons shall be allocated as directed by the music instructional supervisor.~~
3. Students wishing to apply for scholarship lessons should contact the ~~music~~ Fine Arts Instructional Supervisor.

Section FE - Selection and Qualifications of Private Music Instructors

1. The ~~music~~ Fine Arts ~~i~~Instructional ~~s~~Supervisor shall be responsible for the selection, evaluation, and release of private music instructors.
- ~~2.~~ Although they are not officially employees of the district, all private music instructors selected to work with Glenbrook students must complete all formal processes and qualifications as outlined in Board Policy 6000.
- ~~2. 3.~~ The following factors shall be considered by the instructional supervisor when evaluating applicants for music instructor positions:
 - 1) Demonstrated mastery of the medium. An audition may be requested, but a candidate's performance in a recognized musical aggregation may also be considered mastery.
 - 2) A resume of professional qualifications and background, including three references.
 - 3) Ability to work with, or experience in, teaching secondary school students.
 - 4) The private music instructor shall not be an employee of the district or otherwise compensated by the district except as set forth herein. However, in extraordinary circumstances, the Board of Education authorizes the superintendent to make exceptions to this provision when, in the superintendent's judgment, such exceptions would be of benefit to the district's music students and the district's music programs.
- ~~3. 4.~~ When it is determined that an instructor has an optimal number of students, every effort shall be made to secure another instructor with that skill or expertise. To determine the number and types of private music instructors to be engaged during a particular school year, an annual survey of music students shall be made by the Fine Arts Department.
- ~~4.~~ ~~To assist parents or guardians and students in selecting an appropriate private music instructor, a directory of private music instructors and their qualifications shall be maintained by the music education staff of each school.~~
5. The ~~music~~ Fine Arts ~~i~~Instructional ~~s~~Supervisor shall be responsible for conducting ongoing informal evaluations of the private music instruction program and of the program's instructors, and shall utilize student, staff, and parent experiences in the evaluation process. Such evaluations shall be utilized to determine continued instructor participation in the program. However, nothing shall preclude the release of an instructor at any time should, in the Fine Arts Instructional Supervisor's opinion, unsatisfactory performance so warrants.

Revised: November 9, 1987
Revised: May 29, 2001
Revised: November 10, 2003
Revised:

Section A – Introduction

The school administration is authorized to suspend, and/or refer or recommend to the Board for consideration of disciplinary action, including, but not limited to, expulsion of a student for violation of any of the following policies:

- Policy 7220: Purpose and Use of Computer and Network Resources
- Policy 8400: Student Behavior, Misconduct, Rights and Responsibilities
- Policy 8420: Student Attendance
- Policy 8430: Student Smoking and Tobacco Use
- Policy 8440: Academic Dishonesty
- Policy 8450: Weapons Possession
- Policy 8460: Illegal Substances and Paraphernalia
- Policy 8470: Harassment - Students
- Policy 8480: Hazing, Bullying, or Aggressive Behavior.

Section B – Disciplinary Action Relative to Student Misconduct

1. Students whose misconduct is determined to violate Board policy may be subject to a range of consequences as stated in this policy and in the policies related to student conduct.
2. The Board of Education directs the Superintendent/~~Administration~~ or designee to develop procedures for administering the cases of student misconduct. These procedures will include:
 - a. Intervention Programs – The Board of Education directs and authorizes the Superintendent or designee to develop intervention programs aimed at assisting students who manifest an inability to adjust to the demands of school life as evidenced by violations of any of the above policies. Such intervention programs may include, but are not limited to: modifying the educational placement of the student, (consistent with the requirements of ~~f~~Federal and State laws relative to students with disabilities, where applicable) recommending community support services, and providing in-school support services.
 - b. Major Disciplinary Review Committee (MDRC) – Each school shall establish a Major Disciplinary Review Committee. The MDRC shall be chaired by the ~~Associate~~ Assistant Principal for Student Services and shall be comprised of ~~the Associate Principal~~, a Dean of Students, a social worker and/or counselor who ~~have~~ is not the ~~been~~ assigned counselor to the student facing discipline, ~~the~~ a school psychologist, the Director of Special Education, and other staff members as assigned on a case by case basis by the principal. However, any employee or administrator who ~~receives notice of, or~~ investigates an infraction shall not be a member of that school’s MDRC for purposes of review of such alleged infraction. The purpose of the MDRC will be to review each case to: (1) determine if a violation of policy has occurred; (2) assure due process procedures have been followed; (3) assemble documentation relevant to the student and the alleged violation to be used in consideration of the matter; and (4) recommend appropriate action. ~~Such action may include~~ The MDRC review shall be forwarded to the school Principal and referred to the Superintendent, who may make a referral to the Board of Education for review and possible expulsion.

- c. Alternative Discipline Plan (ADP) – The Board of Education directs and authorizes the Superintendent to cause to be developed an ADP for violations of Section D.2. (second offense) of Policy 8460: Illegal Substances and Paraphernalia.
- d. Suspension – Suspension is the removal from school for a period not to exceed 10 school days. Due to gross disobedience or misconduct, the Board authorizes the ~~administration school Principal, Associate Principal, or Dean of Students~~ to suspend students from school for a period not to exceed 10 school days. Students may also be assigned to an in-school suspension or a Saturday detention at the discretion of the ~~administration Principal, Associate Principal, or Dean of Students~~. A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program by the Superintendent or Board of Education as permitted by State law.
- e. Expulsion – Expulsion is the removal from school for a period longer than 10 school days. Acts of gross disobedience, egregious conduct, or gross misconduct or repeated violations as enumerated in the policies listed above may result in a referral to the Board of Education for consideration of expulsion. Only the Board can expel a student from school. A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program by the Superintendent or Board of Education as permitted by State Law.
- f. Review Procedures – The Board authorizes the Administration to develop informal and formal review procedures for students who are suspended, and/or may be considered for expulsion from school.
- g. Hearing Procedures – Students referred to the Board of Education for review ~~or extension~~ of a student’s suspension, or for possible expulsion, will be entitled to a hearing before the Board, or a hearing officer designated by the Board. Unless otherwise directed by the Board, the Superintendent is authorized to engage a hearing officer for the purpose of hearing evidence and providing a written summary of the evidence to the Board for its consideration and final action.
- h. Waiver of Discipline Hearing – The Board authorizes the Superintendent ~~administration~~ to develop a waiver procedure as an option to students and parent(s)/guardian(s) in lieu of a hearing when a major disciplinary infraction may result in a consideration of expulsion and a hearing before the Board of Education or a hearing officer as authorized by Board policies.
- i. No disciplinary action shall be taken against any student where the student’s conduct is based totally or in part on the refusal of the student or the student’s parent(s)/guardian(s) to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Section C - Education of the School Community

Information about the District's discipline policies shall be included in the Student/Parent Handbook and the faculty shall review the discipline policies with students within fifteen (15) days after the beginning of each school year or when a student transfers into the District. A summary document will be developed for distribution to students and parent(s)/guardian(s) and for publication to the school community.

Section D-Staff Training and Education

The District, at least once per academic year, shall conduct appropriate training sessions for all administrators, faculty, and staff responsible for implementing disciplinary procedures.

Section E - Board Decision Not Precedential

The Board's decision in any case involving this policy shall be made on a case-by-case basis and shall not be deemed precedential in effect.

Approved: August 26, 1996
Reviewed: August 25, 1997
Revised: August 21, 2000; August 11, 2003
Adopted: April 11, 2005 (Replaced Policy 8140: Major Disciplinary Problems and Policy 8120: Student Suspensions)
Revised: June 26, 2006
Revised:

PROCEDURES FOR IMPLEMENTING BOARD POLICY: **DISCIPLINARY ACTION RELATIVE TO STUDENT MISCONDUCT 8410**

Page 1 of 11 pages

Section A – Introduction

It is the intention of the School Board of District 225 to discourage and deter student gross misconduct, egregious conduct, and or gross disobedience as ~~they said conduct~~ detracts from the safe and harmonious climate conducive to learning. The Board of Education authorizes the Superintendent to administer the following procedures for disciplinary action in cases of gross misconduct, egregious conduct, or gross disobedience ~~or misconduct~~ by students.

Section B – Suspension

The school Principal ~~Associate Principal or Dean of Students~~ or designee is authorized by the Board of Education of District 225 to suspend students guilty of disobedience, gross disobedience or misconduct, gross misconduct, or egregious conduct for a period not to exceed ten school days, as ~~gross disobedience or, gross misconduct, or egregious conduct~~ is described in these policies for a period not to exceed ten school days, ~~or in Section IV of the statement of Student Rights and Responsibilities included in the Student/Parent Handbooks.~~

1. Notice and Informal Hearing

In all cases involving a possible suspension, the Principal, ~~Associate Principal or Dean of Students~~ or designee shall follow the procedures below:

- a. Investigate the allegations before commencing with the suspension procedures.
- b. Provide the student with an informal hearing by:
 - i. Notifying the student orally, if the student is present, or in writing, of the allegations against the student and explaining the evidence substantiating the allegations and specifically stating the section or policies violated.
 - ii. Providing the student with an opportunity to respond to the allegations.
- c. Suspend the student if sufficient ~~cause is~~ evidence of the violation has been found.
- d. The notice and informal hearing shall precede the student's removal from school. However, when, in the opinion of the Principal, ~~Associate Principal, or Dean of Students~~ or designee, the student's presence would endanger persons or property or threatens to disrupt the academic process, removal of the student may precede the notice and informal hearing.

2. Suspension Procedures and Documentation

In all cases of suspension and following the informal hearing, the Principal, ~~Associate Principal, or Dean of Students~~ or designee shall:

- a. Notify the student of the nature and the section(s) of the district's policy(ies) allegedly violated by the student's actions and inform the student that the student is suspended for a specific period of time.
- b. Notify the parent(s)/guardian(s) of the suspension and provide a written statement of the reasons for the suspension, the policy section(s) violated, and the options available to the parent(s)/guardian(s) in discussing the suspension, including their right to a formal review. Notification is to be by telephone and in written form either by ~~conventional~~ first class mail or electronically.
- c. Notify the parent(s)/guardian(s) orally ~~or~~ and in writing that, if they wish to have an informal review to discuss the suspension, they should contact the ~~designated school review officer~~ building Principal in writing within three (3) school days after the date of suspension.

3. Informal Suspension Review

- a. If the student or parent(s)/guardian(s) requests an informal review, the Principal, ~~Associate principal or Dean of Students~~ or designee shall meet with the student and parent(s)/guardian(s) to review the suspension.
- b. The Principal, ~~Associate Principal or Dean of Students~~ or designee shall notify the student and parent(s)/guardian(s) by telephone or in writing within two (2) school days after the informal review meeting as to whether there will be any change in the suspension as a result of the informal review.
- c. If the suspension is reversed or commuted upon the informal review, the student shall immediately be reinstated and the ~~school administration~~ Principal or designee shall notify the student's teachers that the student is entitled to make up all work missed during the period of suspension-related absence without penalty to the student.
- d. The ~~school administration~~ Principal or designee shall notify the parent(s)/guardian(s) orally or in writing if the school requires an informal discussion with the parent(s)/guardian(s) prior to the reinstatement of the suspended student.

4. Formal Suspension Review

- a. If the parent(s)/guardian(s) wish to appeal the suspension to the Superintendent and Board of Education, the parent(s)/guardian(s) must file a written request for an appeal of the informal review within five (5) school days after the Principal, ~~Associate principal or Dean of Students~~ or designee provides the results of the informal review to the parent(s)/guardian(s). In the event the parent(s)/guardian(s) does not prevail at the informal review, the parent may request a formal suspension review by the Board of Education to the Principal no later than fifteen (15) days after the date of the informal review decision. Alternatively, if the parent(s)/guardian(s) do not request an appeal of the informal suspension review, but elect to proceed directly to a formal suspension review by the Board of Education, a written request must be made to the Principal no later than fifteen (15) days after the date of the suspension notice. The failure to file ~~an any~~ appeal within such ~~timelines~~ deadlines shall be deemed a waiver of the right to all appeals. In the event of an appeal, the Principal or designee shall forward the parent(s)/guardian(s)' request to the Superintendent, together with all supporting documents.
- b. The Superintendent shall analyze the school staff's recommendations and if the Superintendent does not uphold that suspension, the Superintendent shall direct the Principal to immediately reinstate the suspended student and to notify the student's teachers that the student is entitled to make up all work missed during the period of suspension-related absence without penalty to the student.
- c. If the Superintendent concurs with the staff's actions, the Superintendent shall forward the request for a suspension review to the Board of Education and advise the parent(s)/guardian(s) in writing of the time, place, and nature of the suspension review and indicate to the parent(s)/guardian(s) that written evidence may be presented, and witnesses with personal knowledge of the incident leading to the suspension may be present to provide testimony before the Board of Education or a hearing officer appointed pursuant to Board policy. If the Superintendent forwards the request for a suspension review to the Board, the Board or its appointed hearing officer shall hear the evidence within thirty (30) ~~working~~ school days and the Board shall make a decision based upon its evaluation of the evidence.
- d. The Superintendent shall advise the parent(s)/guardian(s) and the Principal in writing of the decision of the Board of Education and, if the Board upholds the suspension, no further action shall be required. However, if the Board does not uphold the suspension, the Superintendent shall notify the Principal of the Board's determination and the Principal shall take the appropriate action, ~~and the Superintendent shall direct the Principal to immediately reinstate the suspended student and to notify the student's teachers that the student is entitled to make up all work missed during the period of suspension-related absence without penalty to the student.~~

5. Procedures for Saturday Detention Sessions

- a. The Dean of Students shall schedule a Saturday detention session whenever there are at least five students scheduled to attend the session.
- b. The Dean of Students may schedule a session for the last Saturday of the month, regardless of the number of student participants, provided that no other session has been held during the month.
- c. Saturday detention sessions shall be conducted in a manner similar to sessions of in-school suspensions; student participants are expected to bring their school materials and to perform school work during the detention session.
- d. Saturday detention sessions shall operate from 8:00 a.m. to 2:00 p.m.
- e. Students participating in the Saturday detention program shall provide their own lunch and their own transportation.
- f. Students who are absent from a Saturday detention session, shall begin their assigned suspension on the school day following the missed Saturday detention session or as otherwise determined by the Dean of Students.
- g. Reasonable and prudent exceptions to the above Saturday Detention procedures may be made by the principal of the building upon good cause shown.

Section C - Violations: Category I Infractions

Category I comprises acts of gross disobedience, egregious conduct, or gross-or-misconduct such that a single violation results in removal of the student from school. Examples of these acts could include, but are not limited to, striking or causing harm to another person or damage to property, using explosives, sounding a false fire alarm, violations of Policy 8450: Weapons Possession, or violations of Policy 8460: Illegal Substances and Paraphernalia. In these cases the student ~~does not~~ may not have an option of withdrawing from school to avoid discipline. ~~However, this does not mean that the school's interest in the student ceases.~~ The procedures for treating cases in Category I are as follows:

1. The ~~Dean of Students~~ Principal or designee shall notify the student's parent(s)/guardian(s) of the offense, the policy section(s) violated, and proposed actions by telephone and by mail.
2. The ~~Dean of Students~~ Principal or designee shall immediately suspend the student utilizing the procedures contained in Section B of this policy.
3. The ~~Dean of Students~~ Principal or designee shall notify the ~~Associate~~ Assistant Principal for student services of the actions taken and reasons therefore.

PROCEDURES FOR IMPLEMENTING BOARD POLICY: **DISCIPLINARY ACTION RELATIVE TO STUDENT MISCONDUCT**
8410

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4. The ~~Dean of Students~~ Principal or designee shall compile all disciplinary reports on the concerned student and submit them to the Principal if compiled by the designee.
5. The ~~Associate Principal for Student Services~~ Principal or designee shall compile all relevant data contained in the ~~Guidance Department~~ Student Services and submit it to the Principal if compiled by the designee.
6. The Principal shall convene the Major Disciplinary Review Committee (MDRC) for the purpose of analyzing the case and making recommendations. The MDRC may convene independent of, or concurrently with, any informal suspension review.
7. The MDRC shall review the circumstances of the case and determine whether a violation of a Category I infraction has occurred and whether due process has been followed. The MDRC may recommend any one or more of the following actions to the Principal:
 - a. Expulsion upon terms, conditions, offering of services, and assessment of costs as determined by the Board. When a case is referred to the Board for consideration of expulsion, the MDRC shall prepare a document to be transmitted to the Board containing all reports of the subject incident, relevant background information, and academic and disciplinary history of the student.
 - b. Other actions deemed appropriate by the MDRC, including, but not limited to, a determination that a violation did not occur and/or that due process was not followed.
8. The Principal shall analyze the findings and recommendations.
 - a. If the Principal concurs with the findings and recommendations of the MDRC, the Principal shall forward to the Superintendent the Principal's response to the recommendations of the MDRC along with all the supporting documentation.
 - b. If the Principal does not concur, or if there is additional information that should be considered, the Principal shall return the findings and recommendations to the MDRC for further deliberation.
 - c. If after further deliberation by the MDRC, the Principal still does not concur with the recommendations, the Principal shall forward to the Superintendent the Principal's response based on the recommendations, along with all supporting documentation and recommendations from the MDRC.
 - d. The Principal shall notify the appropriate law enforcement authorities if the behavior may be a criminal offense.

9. The Superintendent shall ~~analyze~~ review the findings, conclusions, and recommendations.
 - a. If the Superintendent concurs with the Principal regarding the findings and recommendations of the MDRC, the Superintendent shall advise the Principal and the student's parent(s)/guardian(s) of the findings and recommendations as specified in paragraph #10 below.
 - b. If the Superintendent does not concur with the Principal regarding the findings and recommendations of the MDRC, the Superintendent shall advise the Principal accordingly and provide suggestions to the Principal for alternative actions.
 - c. Upon a finding by the Superintendent that the issue involves the determination and application of Board policies that merit Board review, the Superintendent shall refer the matter, without recommendation, to the Board for such action as the Board deems appropriate.

10. If 1) the Superintendent's recommendation is for referral to the Board for consideration of expulsion under Section C 9(a), or if 2) the Superintendent makes a finding under Section C 9(c):
 - a. The Superintendent shall notify the student's parent(s)/guardian(s) by certified or registered letter of the time and place of the expulsion hearing and of the student's and parent(s)/guardian(s)' rights at the hearing before the Board of Education or a hearing officer appointed pursuant to Board policy.
 - b. The Superintendent shall provide to the Board of Education supporting documents, recommendations and reports; and shall inform the Board of the consideration for expulsion; or the Superintendent shall inform the Board of the finding under Section C: 9(c).
 - c. The student and parent(s)/guardian(s) may meet with ~~building administrator~~ the Principal or designee and shall have the opportunity to waive their right to a hearing before the Board of Education or its designated hearing officer. In situations deemed appropriate by the ~~school~~ Principal or designee, and provided an Alternative Discipline Plan (ADP) is authorized under this Policy, an ADP may be offered to the student or the student's parents/guardian (if the student is under age 18). In waiving the rights to a hearing, the student, with the parent(s)/guardian(s)' consent if the student is under age 18, must:
 - i. Admit to violating school board policy(ies).
 - ii. Agree to all the terms defined in the ADP within 5 school days, if offered, and ~~recognize~~ acknowledge that violation of the terms therein could result in further sanctions that could include a recommendation to the Board of Education for consideration of expulsion.

- iii. In the event that an ADP is not offered or not accepted, agree to have the matter referred to the Board of Education for consideration of expulsion.
11. If the student, and if necessary the parent(s)/guardian(s) on behalf of the student, waive their right to a hearing to consider the facts of the case and the student and parent(s)/guardian(s) stipulate to the facts, the Board shall review the evidence presented by the ~~school administration~~Superintendent, as well as the recommendations of the MDRC and/or the ~~administration~~Superintendent, and make a determination of discipline. The Board shall not be bound by the recommendations of the MDRC or the ~~administration~~Superintendent.
12. The Board's determination will be presented by the Superintendent to the student and/or parent(s)/guardian(s). If the student and/or parent(s)/guardian(s) accept the ~~duration~~ decision and conditions determined by the Board, ~~these conditions~~ said Board decision shall be implemented immediately. If the student and/or parent(s)/guardian(s) do not accept the ~~duration~~ decision and conditions determined by the Board, they may proceed with a hearing before the Board of Education, or ~~with~~ before a hearing officer assigned pursuant to Board policy, regarding the issues of punishment only.
13. If the student, and/or parent(s)/guardian(s) on behalf of the student, exercise their right to a hearing, the Board shall make a determination based upon its evaluation of the evidence and/or the written summary of the evidence prepared by the hearing officer. If a violation is found by the Board to have occurred, the Board shall make a determination of punishment, but shall not be bound by the recommendations of the MDRC or the administration.
14. Whether offering an ADP, or in the event an ADP is not offered or accepted, the Board's decision in any case involving this policy shall be made on a case-by-case basis and shall not be deemed precedential in effect.

Section D - Violations: Category II Infractions

Category II comprises an act or acts which either a) establishes a pattern of student behavior that fails to conform to minimal school expectations including, but not limited to two or more violations of Policies 8450 and 8460; or b) constitutes disobedience, gross disobedience, misconduct, gross misconduct, egregious conduct or includes violations of Policy 8470: Harassment-Students or 8480: Hazing, Bullying, and Aggressive Behavior. The procedures for treating these cases are as follows:

1. The ~~Dean of Students~~Principal or designee shall notify the student's counselor of the nature and frequency of the disciplinary problems ~~being~~ attributed to the student as soon as evidence indicates a serious behavior problem is developing.
2. The counselor, in conjunction with other student services staff as may be appropriate, shall continue to work with the student and parent(s)/guardian(s) in an effort to modify the behavior pattern and to help the student overcome the student's behavioral difficulties.

3. The counselor, social worker, or school psychologist may suggest a referral to consider if the student may require an evaluation to determine whether the student has a disability related to the student's misconduct.
4. The Principal may convene the Major Disciplinary Review Committee (MDRC) for the purpose of ~~analyzing~~ reviewing the case and making recommendations. The MDRC may convene independent of, or concurrently with, any informal suspension review.
5. The MDRC shall review the circumstances of the case and determine whether a violation of a Category II infraction has occurred and whether due process has been followed. The MDRC may recommend any one or more of the following actions to the principal:
 - a. Expulsion upon terms, conditions, offer of services, and assessment of costs as determined by the Board. When a case is referred to the Board for consideration of expulsion, the MDRC shall prepare a document to be transmitted to the Board containing all reports of the subject incident, relevant background information, and academic and disciplinary history of the student.
 - b. Other actions deemed appropriate by the MDRC, including, but not limited to, a determination that a violation did not occur, and/or that due process was not followed.
6. Procedures in Section C, paragraphs 8-14 will then be followed.

Section E - Students with Disabilities

If the student involved in the disciplinary incident or incidents has a disability, the student's IEP or Section 504 Team will be convened to determine whether or not the behavior in question is a manifestation of the student's disability prior to any long-term disciplinary removal and pursuant to the requirements of federal and State law.

1. If the IEP Team determines that the misconduct in question is not a manifestation of the student's disability, the matter will be referred back to the MDRC for review and determination in accordance with the procedures of this policy. Students whose behavior is not a manifestation of a disability shall be subject to the disciplinary actions applicable to non-disabled students.
2. If the IEP Team determines that the student's misconduct is a manifestation of the student's disability, the IEP or Section 504 Team will report their finding along with any changes made in the IEP to the MDRC as well as to the building Principal.

Revised: July 14, 1986; July 28, 1986; August 26, 1996; August 25, 1997;
August 21, 2000; August 11, 2003

Adopted: May 9, 2005 (Replaced Policy 8140: Major Disciplinary Problems and Policy
8120: Student Suspensions)

Revised: June 26, 2006, July 9, 2007

ALTERNATIVE DISCIPLINE PLAN

We, student and parent(s)/legal guardian(s), admit that (insert name of student + ID#) has violated Board Policy(ies) (insert policy(ies)), and that the violation is an expellable offense under said Board Policy(ies), and under Section 5/10-22.6 of the Illinois School Code, 105 ILCS 5/10-22.6. We acknowledge we are aware the student is entitled to a due process hearing before the Board or its designated hearing officer to determine whether Board Policy(ies) have been violated, and expressly waive the right to a hearing on those issues, and agree to accept the proposed Alternative Discipline Plan (ADP).

We further agree and acknowledge (a) that in the event of a failure to comply with the terms outlined in the ADP according to the timeline provided for in the ADP (each a “Failure to Comply”), the Board may impose sanctions, including expulsion under the applicable Board Policy(ies), to the same extent as if this ADP had not been entered into, and (b) that in the event of a Failure to Comply, the Board may be entitled to reimbursement for all costs otherwise assumed by the District under this ADP, along with all costs, expenses and attorneys’ fees incurred by the District in connection with enforcement of its rights herein.

We certify that we have read this document, we and have had the opportunity to discuss its contents with a representative and/or attorney of our choosing, or have waived that opportunity and we have freely and voluntarily signed this document with the intention to be bound by its terms.

This ADP will remain available for acceptance and must be accepted by both student and parent(s)/guardian(s) by (insert date 5 school days beyond offering date). Parent(s)/guardian(s) and the student must commence compliance with all terms, provisions, and requirements of the ADP by (insert date 10 school days beyond offering date), and demonstrate that compliance to the Assistant Principal for Student Services or the SAP Coordinator. Active participation in the prescribed program, as reported by the provider, is required. Failure of both student and parent(s)/guardian(s) to agree to these terms by the above date will result in the revocation of the offer of this ADP and in the matter being remanded to the MDRC for further review and possible referral to the Board of Education for consideration of expulsion.

(Insert ADP provisions here.)

Student _____ Date _____

Parent/Legal Guardian _____ Date _____

Parent/Legal Guardian _____ Date _____

School Official _____ Date _____

VOLUNTARY WAIVER OF HEARING

1.) WAIVER OF HEARING ON VIOLATION OF BOARD POLICY(IES):

We, student/parent(s)/legal guardian(s), admit that (insert name of student + ID#) has violated Board Policy(ies) (insert policy(ies)), and that the violation is an expellable offense under Board Policy and Section 5/10-22.6 of the Illinois School Code, 105 ILCS 5/10-22.6. We acknowledge ~~that~~ we are aware the student is entitled to a ~~due process~~ hearing before the Board to determine whether Board Policy(ies) have been violated.~~;~~ However, we expressly waive the right to a hearing on that issue and agree that the ~~Board~~ Board may impose disciplinary sanctions, which may include expulsion.

2.) WAIVER OF HEARING ON PENALTY IMPOSED FOR VIOLATION OF BOARD POLICY(IES):

We further acknowledge ~~that~~ we are aware the student/parent(s)/legal guardian(s) may request and receive a ~~due process~~ hearing before the Board ~~on the issue of to determine~~ the duration and conditions of the disciplinary action. However, we expressly waive the right to that hearing regarding the duration and conditions of the disciplinary action, and agree to allow the Board to review the evidence and recommendations of the administration and determine the duration and conditions of the disciplinary action. ~~We reserve the options at our sole discretion of either: (a) agreeing to the duration and conditions the Board indicates it imposes; or, (b) proceeding with a due process hearing as to the duration and conditions of the disciplinary action.~~

3.) APPEAL OF THE BOARD'S DECISION ON PENALTY IMPOSED FOR VIOLATION OF BOARD POLICY(IES)

Notwithstanding the Board's final determination on the duration and conditions of the disciplinary action, we understand that we have the right to appeal the duration and conditions imposed before a hearing officer of the Board's choice.

If we exercise the option to appeal the Board's determination on the duration and conditions of the disciplinary action, we acknowledge that the Board has, with our permission, already reviewed the evidence and recommendations. Therefore, we agree that such prior review shall not constitute a violation of due process.

We agree that the Board may consider all evidence relating to the violation of Board Policy, as well as recommendations and case review of the Major Disciplinary Review Committee, the Administration's recommendation, and the student's grades, and disciplinary record. We further acknowledge ~~that~~ we are aware the Board may accept, reject or modify the recommendations of the Major Disciplinary Review Committee and Administration, and is not bound thereby.

~~If we exercise the option to proceed with a due process hearing, we acknowledge that the Board has with our permission already reviewed the evidence and recommendations, and we agree that such prior review shall not constitute a violation of due process or a basis for requesting a hearing before another entity.~~

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We further agree the student's suspension shall continue until there is a final decision by the Board, or until the conclusion of the due process hearing, if requested, as to the duration and conditions of the expulsion.

We certify we have read this document, we have had the opportunity to discuss its contents with a representative and/or attorney of our choosing, and we have freely and voluntarily signed this document with the intention to be bound by its terms.

Student _____ Date _____

Parent/Legal Guardian _____ Date _____

Parent/Legal Guardian _____ Date _____

School Official _____ Date _____

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BOARD POLICY: STUDENT SMOKING AND TOBACCO USE

8430

Section A – Prohibition of Smoking

The use of Tobacco, as defined in the Procedures implementing this Policy, is prohibited when it occurs:

1. In any physical area attendant to school or District-sponsored or related activities, whether or not such area is on school or District property (including but not limited to, school buildings and lands, District offices), or at any school-sponsored or related activities, performances, extracurricular and athletic events, school-sponsored travel at other venues; and
2. On means of school-supplied or sanctioned transportation to or from any of the above; and
3. During activities or events at other locations, if the administration determines that the incident bears a nexus (i.e. impact or connection) to the school, safety at school, or is disruptive to the educational environment.

In addition to the above jurisdiction, the administration is authorized to establish a Code of Conduct that imposes progressive loss of privileges by reason of any conduct by a student in violation of these policies wherever the conduct or event occurs. Students who participate in extracurricular activities such as inter-scholastic athletic, drama, fine arts and other competitions or who participate in clubs and activities are representatives of our schools, and as such are expected to conform their behavior to these policies as a condition to continued enjoyment of these privileges.

Section B – Consequences

The principal or designee is authorized to suspend students who violate the Board of Education policy prohibiting smoking and tobacco use.

Section C – Procedures

The Board of Education directs the superintendent and staff to develop and implement procedures intended to achieve the aim of this policy.

Section A – Jurisdiction

The use, possession, or distribution of Tobacco or an alternative nicotine product, is prohibited when it occurs:

1. In any physical area in, or attendant to school or District-sponsored or related activities, whether or not such area is on school or District property (including but not limited to, school buildings and lands, District offices), or at any school-sponsored or related activities, performances, extracurricular and athletic events, school-sponsored travel to other venues; and
2. On school-supplied or sanctioned transportation to or from any of the above; and
3. During activities or events at other locations, if the administration determines that the incident either bears a nexus (i.e. impact or connection) to the school, safety at school, or is disruptive to the educational environment.

In addition to the above jurisdiction, the administration is authorized to establish a Code of Conduct that imposes progressive loss of privileges by reason of any conduct by a student in violation of these policies wherever the conduct or event occurs. Students who participate in extracurricular activities such as interscholastic athletic, drama, fine arts and other events or competitions or who participate in clubs and activities are representatives of the District's schools, and as such are expected to conform their behavior to these policies as a condition to continued enjoyment of these privileges.

Section B - Definitions

1. "Tobacco," and/or "tobacco product" as used in this Policy, shall mean cigarettes, tobacco products, cigars, pipes, and tobacco in any other form, whether or not lit or smoked, including smokeless tobacco which is loose, cut, shredded, ground, powdered, compressed, and leaf tobacco that is intended to be placed in the mouth without being smoked.
2. "Alternative nicotine product" as used in this policy shall mean a product or device not consisting of or containing tobacco that provides for the ingestion into the body of nicotine, whether by chewing, smoking, absorbing, dissolving, inhaling, snorting, sniffing, or by any other means. "Alternative nicotine product" excludes cigarettes, smokeless tobacco, or other tobacco products and any product approved by the United States Food and Drug Administration as a non-tobacco product for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for that approved purpose.

Section C – Violations

A student shall be considered in violation of this policy, hereafter referred to as the "Smoking Policy," when the student is observed:

1. Holding a lit or unlit cigarette, tobacco product, or alternative tobacco product or any cartridge or component of an alternative tobacco product;
2. Throwing away a cigarette; or
3. Exhaling smoke or vapor from the mouth or nose; or,
4. Placing any tobacco or alternate tobacco products in the mouth or nose; or
5. Occupying or exiting a bathroom cubicle, vehicle, space or area from which smoke or vapor is emanating.
6. Possessing a tobacco product, an alternative tobacco product or any cartridge or component of an alternative tobacco product.

Section D – Procedures

The dean of students will review incidents of violations of the Student Smoking and Tobacco Policy. If the charges are found to be valid, the dean of students shall follow the procedures below:

1. First Offense and Second Offense
 1. Assign the student a one-day Learning Adjustment Center (LAC) placement, or as an alternative to the LAC, the student may elect to attend a six-hour Saturday
 2. Detention; and
 3. Counsel the student concerning the harmful effects of smoking and/or tobacco use and inform the student of the provisions of the Student Smoking and Tobacco Policy and Procedures; and
 4. Telephone the student's parents and inform them of the infraction, the penalty, and of the potential penalties for future infractions; and

5. Mail or email (when an email address has been provided by the parent) a copy of the referral form and a copy of the smoking policy to the student's parents.
 6. Referral to Student Resource Officer for enforcement of village ordinance.
2. Third Offense
1. Assign the student to an out-of-school suspension for one day.
 2. Counsel the student.
 3. Conduct a telephone conference with the student's parents, inform them of the infraction and the penalty, or request that they come to the school for a conference, if the dean believes such a conference is desirable.
 4. Mail a copy of the referral form to the student's parents.
 5. Referral to Student Resource Officer for enforcement of village ordinance.
3. Fourth Offense
1. Assign the student to an out-of-school suspension for two school days.
 2. Counsel the student.
 3. Conduct a telephone conference with the student's parents, inform them of the infraction and the penalty, or request that they come to the school for a conference, if the dean believes such a conference is desirable.
 4. Mail a copy of the referral form to the student's parents.
 5. Referral to Student Resource Officer for enforcement of village ordinance.
4. Fifth Offense
1. Assign the student to an out-of-school suspension for three school days.
 2. Counsel the student.
 3. Conduct a telephone conference with the student's parents, inform them of the infraction and the penalty, or request that they come to the school for a conference, if the dean believes such a conference is desirable.
 4. Mail a copy of the referral form to the student's parents.
 5. Referral to Student Resource Officer for enforcement of village ordinance.
5. Each Additional Offense
1. Assign the student to an out-of-school suspension for five school days.
 2. Counsel the student in a manner deemed appropriate to prevent future violations of this policy.
 3. Telephone the student's parents, inform them of the infraction and the penalty, and request that they come to the school for a conference, if the dean believes such a conference is desirable.
 4. Mail a copy of the referral form to the student's parents.
 5. Referral to Student Resource Officer for enforcement of village ordinance.

Section E - Enumeration of Offenses

Offenses shall be cumulative during a school year and shall not be cumulative over the student's high school years.

Approved: May, 7, 1973

Revised: April 15, 1980; June 9, 1997

Reviewed: October 9, 2001

Revised: August 11, 2003

Revised: April 11, 2005 (Renumbered from 8070)

Revised:

PROCEDURES FOR IMPLEMENTING BOARD POLICY:
STUDENT SMOKING AND TOBACCO USE

Section A—Introduction

The use of Tobacco, as defined in the Procedures implementing this Policy, is prohibited when it occurs:

1. In any physical area attendant to school or District sponsored or related activities, whether or not such area is on school or District property (including but not limited to, school buildings and lands, District offices), or at any school-sponsored or related activities, performances, extracurricular and athletic events, school-sponsored travel at other venues; and
2. On means of school-supplied or sanctioned transportation to or from any of the above; and
3. During activities or events at other locations, if the administration determines that the incident bears a nexus (i.e. impact or connection) to the school, safety at school, or is disruptive to the educational environment.

In addition to the above jurisdiction, the administration is authorized to establish a Code of Conduct that imposes progressive loss of privileges by reason of any conduct by a student in violation of these policies wherever the conduct or event occurs. Students who participate in extracurricular activities such as inter-scholastic athletic, drama, fine arts and other competitions or who participate in clubs and activities are representatives of our schools, and as such are expected to conform their behavior to these policies as a condition to continued enjoyment of these privileges.

Section B—Definitions

“Tobacco,” and/or “tobacco product” as used in this Policy, and in these Procedures, shall mean cigarettes, tobacco products, cigars, pipes, and tobacco in any other form, whether or not lit or smoked, including smokeless tobacco which is loose, cut, shredded, ground, powdered, compressed, and leaf tobacco that is intended to be placed in the mouth without being smoked.

Section C—Violations

A student shall be considered in violation of this policy, hereafter referred to as the “Smoking Policy,” when the student is observed:

1. Holding a lit or unlit cigarette or tobacco product;
2. Throwing away a cigarette; or
3. Exhaling smoke from the mouth or nose; or,
4. Placing any tobacco products in the mouth or nose; or
5. Occupying or exiting a bathroom cubicle, vehicle, space or area from which smoke is emanating.

Section D—Procedures

The dean of students will review incidents of violations of the smoking policy. If the charges are found to be valid, the dean of students shall follow the procedures below:

~~1. First Offense and Second Offense~~

- ~~1. Assign the student a one-day Learning Adjustment Center (LAC) placement, or as an alternative to the LAC, the student may elect to attend a six-hour Saturday~~
- ~~2. Detention; and~~
- ~~3. Counsel the student concerning the harmful effects of smoking and/or tobacco use and inform the student of the provisions of the smoking policy and procedures; and~~
- ~~4. Telephone the student's parents and inform them of the infraction, the penalty, and of the penalties for future infractions; and~~
- ~~5. Mail or email (when an email address has been provided by the parent) a copy of the referral form and a copy of the smoking policy to the student's parents.~~
- ~~6. Referral to Student Resource Officer for enforcement of village ordinance.~~

~~2. Third Offense~~

- ~~1. Assign the student a one-school-day out-of-school suspension.~~
- ~~2. Counsel the student.~~
- ~~3. Conduct a telephone conference with the student's parents, inform them of the infraction and the penalty, or request that they come to the school for a conference, if the dean believes such a conference is desirable.~~
- ~~4. Mail a copy of the referral form to the student's parents.~~
- ~~5. Referral to Student Resource Officer for enforcement of village ordinance.~~

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~~3. Fourth Offense~~

- ~~1. Assign the student a two school day out of school suspension.~~
- ~~2. Counsel the student.~~
- ~~3. Conduct a telephone conference with the student's parents, inform them of the infraction and the penalty, or request that they come to the school for a conference, if the dean believes such a conference is desirable.~~
- ~~4. Mail a copy of the referral form to the student's parents.~~
- ~~5. Referral to Student Resource Officer for enforcement of village ordinance.~~

~~4. Fifth Offense~~

- ~~1. Assign the student a three school day out of school suspension.~~
- ~~2. Counsel the student.~~
- ~~3. Conduct a telephone conference with the student's parents, inform them of the infraction and the penalty, or request that they come to the school for a conference, if the dean believes such a conference is desirable.~~
- ~~4. Mail a copy of the referral form to the student's parents.~~
- ~~5. Referral to Student Resource Officer for enforcement of village ordinance.~~

~~5. Each Additional Offense~~

- ~~1. Assign the student a five school day out of school suspension; and~~
- ~~2. Counsel the student in a manner deemed appropriate to prevent future violations of this policy; and~~
- ~~3. Telephone the student's parents, inform them of the infraction and the penalty, and request that they come to the school for a conference, if the dean believes such a conference is desirable; and~~
- ~~4. Mail a copy of the referral form to the student's parents.~~
- ~~5. Referral to Student Resource Officer for enforcement of village ordinance.~~

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~~Section E – Enumeration of Offenses~~

~~Offenses shall be cumulative during a school year and are not cumulative over the student's high school years.~~

~~Revised: October 9, 1979; September 22, 1980; June 9, 1997; October 9, 2001;~~

~~August 11, 2003~~

~~Revised: April 11, 2005 (Renumbered from 8070)~~

~~Revised: July 9, 2007~~

~~Deleted:~~

I. General

In accordance with the *State Officials and Employees Act*, it is the policy of Northfield Township High School District #225 to adhere to the legal requirements set forth below regulating the ethical conduct, political activities, and the solicitation and acceptance of gifts by school officials and employees.

The Superintendent is authorized to establish rules and regulations to implement this policy.

II. Definitions

- A. ***“Campaign for elective office”*** means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or vice-presidential electors, but does not include activities: (1) relating to the support or opposition of any executive, legislative, or administrative action; (2) relating to collective bargaining; or (3) that are otherwise in furtherance of the person’s official duties.
- B. ***“Compensated time”*** means any time worked by or credited to an employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Policy, does not include any designated holidays, vacation periods, personal time, compensatory time off, or any period when the employee is on leave of absence. With respect to employees or officers whose hours are not fixed, “compensated time” includes any period of time when the officer or employee is executing his or her employment or official duties, regardless of location.
- C. ***“Employee”*** means any person employed (except for independent contractors) in this District, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of the District with regard to the material details of how the work is to be performed. Employees include both certificated and non-certificated personnel, but do not include independent contractors.
- D. ***“Employer”*** means the Board of Education of Northfield Township High School District #225.
- E. ***“Gift”*** means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value, including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to employment by the District or the official position of an officer or employee.

- F. **“Officer”** means a person who holds, by election or appointment, an office created by statute, regardless of whether the officer is compensated for service in his or her official capacity. The term “officer” includes Board of Education members.
- G. **“Political activity”** means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (1) relating to the support or opposition of any executive, legislative, or administrative action; (2) relating to collective bargaining; or (3) that are otherwise in furtherance of the person’s official duties.
- H. **“Political organization”** means a party, committee, association, fund, or other organization that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the *Election Code* (10 ILCS 5/9-3), but only with regard to those activities that require such filing.
- I. **“Prohibited political activity”** means the activities and the conditions set forth in Section III below.
- J. **“Prohibited source”** means any person or entity who:
- (1) is seeking official action by an officer, an employee, or by the officer or another employee directing that employee;
 - (2) does business or seeks to do business with the officer, an employee, or with the officer or another employee directing that employee;
 - (3) conducts activities regulated by the officer, an employee, or by the officer or another employee directing that employee; ~~or~~
 - (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee;
 - (5) Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
 - (6) Is an agent or business affiliate of, a spouse of, or an immediate family member living with a prohibited source.

III. Prohibited Political Activities

- A. No officer or employee shall intentionally perform any prohibited political activity (see III.E below) during any compensated time (see II.B above). No officer or employee shall intentionally use any property or resources of the School District in connection with any prohibited political activity.
- B. At no time shall any officer or employee intentionally require or solicit any other officer or employee to perform any prohibited political activity as part of that officer's or employee's duties, as a condition of employment or otherwise, or during any compensated time off (such as holidays, vacation, or personal leave).
- C. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
- D. Nothing in this Policy prohibits activities that are otherwise appropriate for an officer or employee to engage in as part of his or her official duties or activities that are undertaken by an officer or employee on a voluntary basis that are not prohibited by this Policy.
- E. For purposes of this Policy, "prohibited political activity" means:
 - 1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
 - 2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
 - 3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
 - 4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office (see II.A above) or on behalf of a political organization for political purposes or for or against any referendum question.
 - 5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization (II.H above) for political purposes or for or against any referendum question.

6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

Nothing contained herein shall restrict any employee from engaging in any political activity during the employee's personal time, provided that the employee shall not receive any benefit as set forth herein.

IV. Gift Ban

- A. Except as authorized under this Policy, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as “recipients”), shall intentionally solicit or accept any gift from any prohibited source, as defined in II.E and J above, or which is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this gift ban provision.
- B. The following are *exceptions* to the ban on gifts:
1. Opportunities, benefits, and services that are available on the same conditions as for the general public;
 2. Anything for which the employee, officer, or his or her spouse or immediate family member pays the fair market value;
 3. Any (1) contribution that is lawfully made under the *Election Code* or (2) activities associated with a fundraising event in support of a political organization or candidate;
 4. Educational materials and missions;
 5. Travel expenses for a meeting to discuss school district business;
 6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual’s spouse and the individual’s fiancé or fiancée;
 7. Anything provided by an individual on the basis of a personal friendship, unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of a personal friendship.

In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:

- a. the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; and
 - b. whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
 - c. whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (1) consumed on the premises from which they were purchased or prepared or (2) catered. "Catered" means food or refreshments that are purchased ready to consume which are delivered by any means;
 9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of the officer or employee), of the officer or employee or his or her spouse if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances;
 10. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an employee or an officer by an officer or employee of another governmental entity;
 11. Bequests, inheritances, and other transfers at death;

12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the gift ban exceptions listed in this Section IV.B is mutually exclusive and independent of every other.

- C. An officer or employee, his or her spouse, or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the *Internal Revenue Code*, as amended.

V. Inquiries, Complaints, and Penalties

- A. Anyone who believes that an individual covered by this Policy has violated its prohibitions may submit a written report detailing the incident to the Superintendent. If the Superintendent is the subject of the complaint, the report may be submitted to the Board of Education.
- B. Upon receipt of a complaint, the Superintendent, or the Board of Education if the complaint is against the Superintendent, will implement any appropriate discipline consistent with existing board policy if the complaint involves an employee, or refer the matter to the state's attorney if the complaint involves a non-employee.

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