

# Glenbrook Principals

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**To:** Dr. Mike Riggle

**From:** Dr. Paul Pryma & Dr. Brian K. Wegley

**Re:** Student Rights & Responsibilities

**Date:** July 8, 2013

The Student Rights and Responsibilities Section of the Student Parent Handbook for the 2013-2014 school year is attached and contains no substantive changes. Therefore, we recommend approval by the Board.

# STUDENT RIGHTS AND RESPONSIBILITIES

Adopted by Board of Education  
Northfield Township High School  
District 225 on May 17, 1971  
Revised July 2013

The statement of Student Rights and Responsibilities represents the combined efforts of students, staff, parents and members of the Board of Education who worked together over a period of two years in its development. Much credit must be given to the students whose refreshing ideas and convincing arguments were a source of inspiration to all who participated. Even more important than the final document was the process by which it evolved, each group representing a particular point of view, sharing its ideas and working compatibly toward a common goal.

The Glenbrook statement of Student Rights and Responsibilities has been approved by all of the participating groups and will serve as a guideline for all members of the school family. It is not, however, intended to serve without change for all time. It is a basic document which must be altered and revised as the needs of the time and the changing relationships demand.

**Please Note:** All board policies are subject to revision. For the most current version of the board policies contained within this document, reference the Glenbrook High School District 225 board policies at: <http://www.glenbrook225.org/board/policies>.

## FOREWORD

The Board of Education of Glenbrook High School District 225 believes that the primary function of its schools must be the preparation of all students for meaningful, rewarding participation in a democratic society. Each student has the right to an education which includes those educational experiences which will enable him to meet his present and future needs and to realize his full individual potential for participation. That right will be respected and protected for each student so long as it does not result in behavior which denies to others the self-same right. This is a basic concept of democracy which must be progressively nurtured in all our students during their high school years as a part of their normal physical, social and emotional maturation.

Throughout this period students will be developing their own personal value system, guided not only by the existing values of our society but also by ideas they think will bring about improvements in our society. To facilitate this development, it is imperative that our schools provide an environment where open discussion, free discourse, spirited debate and individual decision are encouraged. Within the bounds of community acceptance, free inquiry, free expression and free association are essential parts of this environment and must be protected as a matter of individual right. However, the Board of Education will not permit anyone, regardless of moral impetus, sincerity or conviction, to limit this right or to obstruct in any way the educational pursuits of any student.

Every school has the inherent right to require the cooperation of its staff and students in the performance of its educational function and to take appropriate action when the conduct of any of its staff and students impedes, obstructs or threatens the harmony of the institution or the realization of its educational objectives.

The relationship between schools and their students is a unique, educational relationship involving rights and responsibilities, considerations and procedures somewhat distinct from those of political, social or judicial institutions. While schools do not and should not exist in a vacuum detached from the realities of life, the very nature of their activities requires special expectations in terms of student rights, responsibilities and behavior standards. Both substantive standards and procedural processes related to these special expectations must be reasonable, realistic, equitable and just.

In order to provide an equitable and just basis upon which to work toward the accomplishment of educational goals free from the obstruction of disruptive or inhibitive influences, either from within or without the school, the Board of Education has adopted specific policies clarifying the individual rights and responsibilities between the schools and their staffs and students.

## SECTION I

### PROTECTED STUDENT RIGHTS

The Board of Education of Glenbrook High School District 225 guarantees all students who legally attend the Glenbrook Schools certain protected rights and freedoms, subject only to the general procedures and guidelines herein provided in Section II.

#### A. SCHOOL ATTENDANCE

Every student will be assured the protected right to attend scheduled classes, to participate in authorized school functions and to utilize school facilities for legitimate purposes.

#### B. PERSONAL APPEARANCE (Board Policy 8100)

It is the intention of the Board of Education to provide a learning environment which promotes self-respect, balances social responsibility with self-expression, and is free of distracting, disruptive, threatening, or offensive diversions from the educational process. **Clothing worn during the school day must provide reasonable coverage.**

Student's personal appearance must meet the following criteria:

1. It is not in violation of any statute.
2. It does not constitute a threat to the safety or health of self or others.
3. It does not reference alcohol, drugs, tobacco, or violence.
4. It is not offensive by the wording or design, or suggestive of a double meaning.
5. It is not gang related in any form or manner.

#### C. PARTICIPATION IN THE GOVERNANCE OF THE SCHOOL

The Board of Education and the school administration cannot abdicate their legal responsibility for the direction, control and operation of the schools. However, students, both as school citizens and as consumers of an educational product, do have the right to be involved in certain matters pertaining to their rights and responsibilities. This involvement may take the form of specific recommendations emanating from official school organizations, or it may be exercised by a single student or by a group of students who wish to express school-related concerns to the school administration. For purposes of discussing these concerns, any student or group of students may request a meeting with the building principal. The building principal will take corrective action if an investigation of the concern proves it legitimate and valid. The decision of the principal may be subsequently appealed to the superintendent. Appeals to the Board of Education may be made through the superintendent only in those cases where the appeal deals specifically with Board policy.



#### D. FREEDOM OF EXPRESSION, PETITION AND DISSEMINATION OF INFORMATION

Every student will be assured of the protected right to freedom of expression, petition and dissemination of information through the use of bulletin boards, through the distribution of written materials and the circulation of petitions and through the use of signs and symbols.

##### 1. Use of Bulletin Boards:

At least one bulletin board shall be provided in each school for use of approved student groups and individual students. Other bulletin boards may be designated for official school announcements only.

- a. Materials placed by students on bulletin boards designated for official school announcements may be removed by the school.
- b. Bulletin boards designated for students may be used for school activities, out-of-school activities or matters of general interest to students.
- c. Prior approval by school officials is not required for the posting of notices or other communications on assigned bulletin boards. All such materials, however, must conform to the General Guidelines herein provided.
- d. Any posted material deemed to violate the General Guidelines herein provided may be removed immediately by the school administration. At the request of interested students or of the sponsoring student organization, the school official responsible for removing the materials will explain the nature of the violation.
- e. All student-posted notices or communications shall be subject to reasonable size limitations and shall be dated and may be removed by the school after seven days to assure full access to bulletin boards for all students.

##### 2. Distribution of Written Material and Circulation of Petitions:

Subject to the procedures and General Guidelines herein provided, students may exercise their protected rights through (i) the distribution of handbills, leaflets and other written materials and (ii) the collection of signatures on petitions concerning either school or non-school matters or issues.

- a. The time for the conduct of any activities under this Section may be restricted by the school administration to certain designated times, such as periods before school begins, after dismissal or during lunch periods, to the extent that such restrictions are deemed necessary to prevent interference with the school program.
- b. The places for the conduct of such activities may be reasonably restricted by the school administration to permit the normal flow of traffic within the school or on school premises.
- c. The manner of conducting such activities may be reasonably restricted by the school administration to prevent undue levels of noise or to prevent the use of coercion or unreasonable interference with any person.
- d. Prior approval by school officials is not required for the distribution of printed materials and the circulation of petitions on school premises within the intent and purpose of this policy. All such materials, however, must conform with the General Guidelines herein provided.
- e. School officials shall not prohibit the distribution of printed material or circulation of petitions unless there is contained therein matter which violates one or more of the General Guidelines. When any such prohibitive decision is rendered, the school official shall specify the manner in which it is deemed that this policy would be violated by the distribution or circulation. Subject to the right of appeal herein provided, the student will abide by the initial decision until the decision is either suspended or an appeal is upheld.

##### 3. Use of Signs and Symbols:

Subject to the General Guidelines herein provided, students may carry or wear placards, buttons, badges or armbands on school premises.

#### E. LOCKERS

The Board of Education has provided school lockers for the purpose of providing students with convenient receptacles for clothing, books and other articles necessary or convenient for their use during the school day. The ownership of the locker is maintained by the school district, and the student is granted a limited use of the locker solely in accordance with the following policy:

1. The only items that may be placed in the lockers are articles of clothing, school books or supplies relating to school use, lunches and personal items which the student is legally entitled to have in his or her possession.
2. The assignment of a locker to a student and the use thereof by the student is made subject to the right of the school administration to have access to the locker at any time for any of the following reasons:
  - a. for periodic cleaning of lockers;
  - b. when in the opinion of the school administration a clear danger to health or safety exists;
  - c. when the school administration has good reason to believe that a locker contains material that a student would not be legally entitled to have in his or her possession.
  - d. at the end of the school year, any items left in lockers will be discarded.

#### F. SCHOOL ORGANIZATIONS

No student will be denied the protected right to membership in any school-chartered student organization because of his religion, race, creed, color, economic status, sex or handicap. Critical examination and the balance presentation of differing views on controversial issues are encouraged. It is expected that student organizations will remain free from advocacy of religious, political or ideological partisanship.

#### G. GUEST SPEAKERS

It is the responsibility of the school to assist students in the critical examination of various issues and topics that are of contemporary importance. Such investigation and evaluation of controversial issues are deemed essential if the school is to achieve its purpose of educating students as thinking and discriminating individuals.

To this end, the school provides opportunities for such examination through the planned academic program, extracurricular clubs and activities, guest speakers and forums. In this process, it is incumbent upon the school and its staff to recommend and facilitate a balanced presentation of not only the positions of the extreme, but those of the moderate point of view as well. It is further expected that all such discussions and presentations will be conducted within the bounds of good judgment and proper decorum and with full consideration of their rights and sensibilities of others. Profanity or obscenity, libel, slander or disruption are not considered legitimate means of implementing the intent of this policy. This policy statement shall apply equally to those guest speakers invited by staff or students to address school groups. All invitations to outside speakers shall be reviewed by the school principal or his designated representative. The principal or his representative may refuse to permit the appearance of persons or organizations whose presence may be reasonably expected to result in violence or disruption or those who are known to engage in efforts to incite others to violence, disruption or other breach of law. In addition, all such presentations must conform to the General Guidelines herein provided.



## H. STUDENT RECORDS (Excerpts from Board Procedures 8280)

### A. Confidentiality

1. The school student records of all students shall be maintained confidentially in accordance with the requirements of the Illinois School Student Records Act, the Illinois School Code, the Illinois Mental Health and Developmental Disabilities Confidentiality Act, the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act, the Local Records Act, USA Patriot Act of 2001, and their respective implementing regulations. The following procedures are in compliance with the above named state and federal laws. In the event of a conflict between this policy and any statute, rule, or regulation cited herein, the statute, rule, or regulation shall govern.
2. For purposes of these procedures, school student record means any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school regardless of how or where the information is stored.

The following are not school student records and are not subject to disclosure:

- a. Writings or other recorded information maintained by an employee of District 225 or other person at the direction of the District for his/her exclusive use, provided that all such writings and other recorded information are destroyed not later than the student's graduation or permanent withdrawal from the school, and provided further that no such records or recorded information may be released or disclosed to any person except a staff member designated by the school as a substitute unless they are first incorporated in a school student record and made subject to all of the provisions of federal and State law.
  - b. School student records do not include information maintained by law enforcement professionals working in the school.
3. The assistant principal for student services shall serve as the Records Custodian and will take all reasonable measures to comply with the confidentiality requirements of the Illinois School Code, the Illinois School Student Records Act, the Illinois Mental Health and Developmental Disabilities Confidentiality Act, the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act, the Local Records Act, and their respective implementing regulations.
  4. Each school principal or designee shall take all action necessary to assure that each person collecting or using personally identifiable information receives training or instruction regarding the policies and procedures governing confidentiality of personally identifiable information.
  5. All rights and privileges accorded to a person under these procedures and the Student Records policy shall become exclusively those of the student upon his or her 18th birthday, graduation from secondary school, marriage, or entry into military services, whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record.
  6. District 225 will notify the parent(s)/guardian(s) of their rights under federal and State law.
    - a. The school will annually notify the parent(s)/guardian(s) of their rights with respect to school student records, including the following:
      - (1) The types and location of information contained in the permanent and temporary school student records;
      - (2) The right and procedures for inspecting and copying permanent and temporary school student records and the cost of copying such records;
      - (3) The right to control access to and release of school student records and the right to request a copy of information released;
      - (4) The rights and procedures for challenging and/or amending the contents of school student records that may be inaccurate, misleading or improper;
      - (5) The persons, agencies or organizations having access to the school student records without parental consent;
      - (6) The right to copy any school student record or information contained therein which is proposed to be destroyed or deleted and the school's schedule for reviewing and destroying such information;

- (7) The categories of information the school has designated as "directory information" and the right of the parent(s)/guardian(s) to prohibit the release of such information;
  - (8) That no person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act; and
  - (9) The right to file a complaint with the Department of Education regarding alleged failures by the educational agency or institution to comply with Family Educational Rights and Privacy Act and/or its regulations.
- b. Notice will be delivered by the means most likely to reach the parent(s)/guardian(s), including direct mail, parent-teacher conferences, delivery by the child to the parent, or incorporated in a "parent-student" handbook or other informational brochure for children and parent(s)/guardian(s) disseminated by the school.

### B. Inspection and Review of School Student Records

1. District 225 shall permit parent(s)/guardian(s) and any other authorized persons the opportunity to inspect, review, and copy all school student records.
2. The Assistant Principal for Student Services shall respond to and grant any written request to inspect and to copy school student records to a parent(s)/guardian(s) or authorized representative within 15 school days (or during the summer, 20 calendar days) after the date of receipt of such written request by the Assistant Principal for Student Services.
3. If requested by an authorized person, the Assistant Principal for Student Services shall provide a copy of the school student record if he/she determines that the parent(s)/guardian(s) will be effectively prevented from exercising his/her right to inspect and review school student records at the location where such records are normally maintained (or at any other location where the District offers to produce such records). The District may charge a reasonable fee for copies of records, however, a fee shall not be charged when the Assistant Principal for Student Services determines that a parent(s)/guardian(s) is unable to bear the cost of such copying.

### C. Release of Personally Identifiable Information

1. District 225 shall obtain written parental consent before permitting personally identifiable information to be released or used except as otherwise authorized by law.
2. District 225 may not release, transfer, disclose or otherwise disseminate information maintained in the school student records except as follows and as provided by law:
  - a. To a parent(s)/guardian(s) or child or person specifically designated as a representative by a parent; or
  - b. To an employee or official of the school or State Board of Education with current demonstrable educational or administrative interest in the student, in furtherance of such interest.
  - c. To the official Records Custodian of another school within Illinois or an official with similar responsibilities of a school outside Illinois in which the child has enrolled, or intends to enroll, upon the written request of such official or student.
  - d. To any person for the purpose of research, statistical reporting or planning, provided that no child or parent(s)/guardian(s) can be identified from the information released and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
  - e. Pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice upon receipt of such order of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order, and an opportunity to inspect and copy the school student records and to challenge their contents. However, the Records Custodian shall review the terms of any court order requiring the disclosure of student records issued pursuant to the USA Patriot Act of 2001, P.L. 107-56, and determine whether such order permits or prohibits notice to the parent(s)/guardian(s), as is otherwise required by this subsection.
  - f. To any person as specifically required by state or federal law.



- g. To juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the child and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of the court. For purposes of this Section, a juvenile authority means:
  - (1) A judge of the circuit court and members of the staff of the court designated by the judge;
  - (2) Parties to the proceedings under the Juvenile Court Act of 1987, and their attorneys;
  - (3) Probation officers and court-appointed advocates for the juvenile authorized by the judge hearing the case;
  - (4) Any individual, public or private agency having custody of the child pursuant to court order;
  - (5) Any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor;
  - (6) Any potential placement provider when such release is authorized by the court for the limited purpose of determining the appropriateness of the potential placement;
  - (7) Law enforcement officers and prosecutors;
  - (8) Adult and juvenile prisoner review boards;
  - (9) Exclusively authorized military personnel; and
  - (10) Individuals authorized by court.
- h. Subject to regulations of the State Board, in connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the child or other persons.
- i. To any person, with the prior specific-dated written consent of the parent(s)/guardian(s) designating the person to whom the records may be released, provided that at the time any such consent is requested or obtained, the parent(s)/guardian(s) shall be advised in writing that he/she/they has the right to inspect and copy such records, to challenge their contents, and to limit any such consent to designated records or designated portions of the information contained therein, as provided by law and as described herein.
- j. Directory information may be released to anyone as permitted by law unless a parent requests in writing that any or all such information shall not be released on his or her child. Directory information may include:
  - (1) identifying information such as name, address, gender, grade level, date and place of birth, and parents names and addresses;
  - (2) academic awards, degrees, and honors;
  - (3) information regarding participation in school-sponsored activities, organizations and athletics;
  - (4) major field of study; and
  - (5) period of attendance in school.
- k. Receipt of a subpoena shall not be treated as a court order, but shall require the Records Custodian to report receipt of the same to the superintendent and parent or guardian.

#### ***D. Transfer of Records***

District 225 shall forward, within 10 days of receipt of notice of the student's transfer to any other private or public elementary or secondary school located in this or any other state, a copy of the student's unofficial record of the student's grades to the school to which the child is transferring. The District at the same time shall forward to the school to which the child is transferring the remainder of the student's school student record and a Certification of Good Standing form. "In good standing" means that the student's medical records are up-to-date and complete and the child is not currently being disciplined by a suspension or expulsion.

- 1. Prior written notice must be provided to the parent(s)/guardian(s) regarding the nature and substance of the information being released/transferred. Prior written parental consent is required to transfer the student's school student record to the receiving public School District if such school student records contain mental health and or developmental disabilities information protected by the Illinois Mental Health and Developmental Disabilities Confidentiality Act.

- 2. District 225 shall send to the parent(s)/guardian(s) notice that the record is being forwarded to the new School District. The notice shall advise the parent(s)/guardian(s) of their right to inspect the record being transferred.
- 3. The District shall maintain a copy of the transferring student's temporary record for a period of not less than 5 years. The transferring student's temporary record will be destroyed not later than July 1 after the end of the fifth year after the student's transfer. The District shall maintain for 60 years the transferring student's permanent record.
- 4. Upon transfer, graduation or permanent withdrawal, psychological evaluations, special education files and other information contained in the student temporary records which may be of continued assistance to the child may, after 5 years, be transferred to the custody of the parent(s)/guardian(s). District 225 shall explain to the parent(s)/guardian(s) the future usefulness of these records.

#### ***E. Amendment of School Student Records***

- 1. A parent(s)/guardian(s) who believes that information in the school student records is inaccurate or misleading or violates the privacy or other rights of the student, exclusive of grades of the child and references to expulsions or out-of-school suspensions, may if the challenge is made at the time the student's records are forwarded to another school which the child is transferring, challenge the specific entry in question.
- 2. The request for a hearing must be submitted in writing and contain notice of the specific entry or entries to be challenged and the basis of the challenge.
- 3. The school principal, or principal's designee, upon receiving a written request from a parent(s)/guardian(s), shall hold an informal conference with the parent(s)/guardian(s) within 15 school days from the date of receipt of the request.
 

The school principal, or principal's designee, will amend or delete information he or she determines to be inaccurate, irrelevant or improper. If the school principal, or principal's designee, refuses to amend the information, he or she shall inform the parent(s)/guardian(s) of the refusal and advise the parent(s)/guardian(s) of his/her right to proceed with a hearing.
- 4. If the dispute is not resolved by the informal conference, formal procedures shall be initiated:
  - a. A hearing officer, who shall not be employed in the attendance center where the child is enrolled, shall be appointed by the District.
  - b. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless the parent(s)/guardian(s) and school officials agree upon an extension of time. The hearing officer shall notify the parent(s)/guardian(s) and the school officials of the time and place of the hearing.
  - c. A verbatim record of the hearing shall be made by a tape recorder or a court reporter.
- 5. The written decision of the hearing officer shall, no later than 10 days after the conclusion of the hearing, be transmitted to the parent(s)/guardian(s) and the District. It shall be based solely on the information presented at the hearing and shall be one of the following:
  - a. To retain the challenged contents of the student record;
  - b. To remove the challenged contents of the student record; or
  - c. To change, clarify or add to the challenged contents of the student record.
- 6. Any party shall have the right to appeal the decision of the local hearing officer to the Regional Superintendent within 20 school days (or if during the summer, 20 calendar days) after such decision is transmitted. If the parent(s)/guardian(s) appeals, the parent(s)/guardian(s) shall so inform the school and within 10 school days, the District shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The District may initiate an appeal by the same procedures. Upon receipt of such documents, the Regional Superintendent shall examine the documents and records to determine whether the District's proposed action in regard to the student's record is in compliance with the Illinois School Student Records Act, make findings and issue a written decision to the parent(s)/guardian(s) and the District within 20 school days of the receipt of the appeal documents. If the subject of the appeal involves the accuracy,

relevance, or propriety of any entry in special education records, the Regional Superintendent should seek advice from special education personnel:

- a. Who were not authors of the entry; and
  - b. Whose special education skills are relevant to the subject(s) of the entry in question.
7. District 225 shall implement the decision of the Regional Superintendent.
8. If, as a result of the appeal process, it is determined that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, District 225 shall amend the information and inform the parent(s)/guardian(s) in writing.
9. If, as a result of the appeal process, it is determined that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, District 225 shall inform the parent(s)/guardian(s) of his/her right to place in the record a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the District.
10. The District shall ensure that a statement placed in an education record as described above:
- a. Is maintained by District 225 as part of the record of the child as long as the record or contested portion is maintained by the District; and
  - b. Is disclosed by District 225 to any party to whom the records of the child are disclosed.

#### **Section F. Retention and Destruction of Records**

1. District 225 maintains two types of school student records: permanent and temporary.
  - a. The permanent record shall include:
    - (1) Basic identifying information;
    - (2) Academic transcripts;
    - (3) Attendance record;
    - (4) Accident and health reports;
    - (5) Scores received on the Prairie State Achievement Examination;
    - (6) Information pertaining to release of this record.
  - b. No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the child has graduated, withdrawn, or transferred.
  - c. The temporary record may include:
    - (1) Family background;
    - (2) Intelligence and aptitude scores;
    - (3) Psychological reports;
    - (4) Achievement test results, including scores on the Illinois Standards Achievement Test;
    - (5) Participation in extracurricular activities;
    - (6) Honors and awards;
    - (7) Teacher anecdotal records;
    - (8) Disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another;
    - (9) Special education files;
    - (10) Verified reports or information from non-educational persons, agencies or organizations;
    - (11) Other verified information of clear relevance to the student's education;
    - (12) Information pertaining to releases of the record; and
    - (13) Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act.
  - d. Information in the temporary record will indicate authorship and date.
  - e. District 225 will maintain the student's temporary record for at least 5 years after the child transfers, graduates, or permanently withdraws.
2. District 225's destruction of school student records shall be pursuant to prior notice to the parent(s)/guardian(s) and in accordance with federal and State law, including the Local Records Act.

#### **Rights Conditioned on Securing Information from Temporary Records**

Any inquiries concerning these procedures should be addressed to:

**School Records Custodian**

**Glenbrook South High School**

**4000 West Lake Avenue**

**Glenview, Illinois 60026**

#### **I. PREGNANT STUDENTS**

Students are allowed to attend regular classroom instruction until they are unable to attend school because of pregnancy. Homebound instruction, correspondence courses or other courses of instruction will be provided to pregnant students consistent with Board Policy: Home/Hospital Instruction (7160) and the provisions set forth in the School Code.

#### **J. PERSONAL PROPERTY**

The school district does not cover, in any way, personal items brought on school grounds.

#### **K. STUDENT IMAGES**

The school reserves the right to use images, photographs, or likenesses of students, while engaged in school activities, in electronic, video, or printed form. The school also reserves the right to allow members of the press and media into the school to cover non-public events, accomplishments, and news stories; and to use images, photographs, or likenesses of students, while engaged in school activities, in electronic, video, or printed form.

Unless parent or guardian requests in writing to the Assistant Principal Student Services that identifiable images of his or her child not be used, the school has the right to participate in publicity actions as stated above.

#### **L. BUSES**

Students are expected to behave while riding the school bus and at bus stops. The bus driver is in legal charge of student's actions and will enforce all observed school rules. Student misbehavior which may distract the bus driver is considered a major offense. Students and parents are urged to report to the Dean's Office any actions by a student and/or driver which violate safety considerations. Rules are in effect on all school-sponsored trips. Damage to the bus, any property of the bus company, or any other violations involving misbehavior will result in the loss of ridership privileges and the forfeiture of any fee.

#### **M. RECIPROCAL REPORTING AGREEMENT**

District 225 maintains reciprocal reporting agreements with the villages of Glenview and Northbrook. Students and parents are to recognize that information regarding student behavior will be shared between the high schools and the village police departments and may be used in student discipline matters.

#### **N. PUBLIC NOTICE - Discrimination, Disability, Equal Access**

The Board of Education of Glenbrook High School District 225 will comply with all federal and state statutes, laws, rules, and regulations which prohibit discrimination in the employment of personnel or in the provision of programs, services, activities or benefits on the basis of race, color, religion, national origin, ancestry, age, sex, marital status mental or physical disability, unfavorable discharge from military service or any other unlawful basis. It is the further policy of the Board of Education that both sexes shall be provided equal access to educational and extracurricular programs and activities, and that students with disabilities who are residents of the School District will be provided a free appropriate public education regardless of the nature or severity of the student's disability.

Comments or questions about the Board's policy of nondiscrimination should be directed to Dr. Steven Caliendo, Director of Human Resources at 3801 West Lake Avenue, Glenview, Illinois 60026, Phone 847-486-4704.

Comments, questions or concerns relative to these policies at Glenbrook South should be directed to Mr. Gary Freund, Associate Principal, 4000 West Lake Avenue, Glenview, IL 60026, Phone 847-486-4402.

#### **DIRECTORY INFORMATION AND THE MILITARY**

In accordance with the U.S. Patriot Act of 2002, the Board of Education has authorized the school to release student directory information upon request to branches of the United States Armed Forces. Release of this information may be denied by the parent by submitting a request in writing to the Assistant Principal for Student Services.

## SECTION II

### GENERAL GUIDELINES REGARDING STUDENT RIGHTS

In order to ensure the orderly and efficient operation of the schools, all protected activities shall be subject to the following General Guidelines:

- A. No activity which materially or substantially interferes with appropriate student discipline on or off school premises shall be deemed protected activity.
- B. No activity which materially disrupts or may disrupt normal operation of the school or provokes any substantial disorder shall be deemed protected activity.
- C. No activity which invades the lawful rights of other persons shall be deemed protected activity.
- D. No activity shall be deemed protected activity which involves the use of (i) obscenities, or (ii) any lewd or prurient themes where, given the particular context, content and manner of communication, such use or expression may reasonably be expected to be substantially harmful to the normal development of younger, more impressionable and less mature students in the school.
- E. No activity involving the use of false statements or innuendos which may subject any person to hatred, ridicule or contempt, or which may injure the reputation of any person, shall be deemed protected activity.
- F. No activity involving the use of statements grossly offensive to the reasonable sensibilities of school personnel, or unfairly or unduly injurious to their professional reputation, shall be deemed protected activity. Nothing herein, shall be deemed to prohibit legitimate criticism for the purpose of redressing grievances actually deemed to exist.
- G. No activity involving statements grossly offensive to the reasonable sensibilities of any racial, religious or ethnic group, or any members thereof, shall be deemed protected activity.
- H. No activity involving the use of printed materials to advocate that any religious denomination, sect or point of view is preferable to any other religious denomination, sect or point of view shall be deemed protected activity.
- I. No activity involving the advocacy of the use of any substance or materials which may reasonably be believed to constitute a direct and substantial danger to the health of students, or providing any information as to the availability of such substances or materials, shall be deemed protected activity.
- J. No activity involving advocacy of the violation of existing statutes, ordinances or other established laws or official school policies, rules or regulations shall be deemed protected activity. Nothing herein, however, shall prohibit criticism of any law or policy, including suggestions for its change or elimination.
- K. No activity involving the distribution of written materials which has as its primary purpose advertising commercial products or services for sale by profit-making organizations shall be deemed protected activity.
- L. No materials may be sold, circulated or distributed in exchange for any payment whether in the form of a price or voluntary contribution; nor shall any student receive payment for his services in the distribution or circulation of any material; nor shall any student solicit funds for any reason. No solicitation or distribution in violation of this paragraph shall be protected activity. Nothing herein, however, shall apply to those activities approved by the principal or his representative or school chartered organizations as being in accordance with the purposes of those organizations.
- M. No printed material published in connection with a protected activity shall be prepared by use of school equipment or property without specific prior approval by appropriate school personnel.
- N. All copies of any written materials, whether posted on bulletin boards or circulated and distributed on school premises, shall bear the names of approved student organizations or of other sponsoring student groups or students. In the case of a student group, the names of at least two students principally involved in the posting, circulation or distribution shall be included.
- O. Any activity not school-sponsored, but which bears reasonable nexus with the school, is subject to disciplinary consequences.

## SECTION III

### VIOLATION OF GUIDELINES

Any violation by any student of the procedures or General Guidelines, or any administrative rules, decisions or action adopted or taken in pursuance of this policy, will subject the student to disciplinary action, including suspension or expulsion in accordance with such procedures as may be provided by law and rules and regulations adopted by, or pursuant to, the authority of this Board of Education: provided, that except in cases involving gross and intentional violations, the first violation of this policy by any

student shall be followed by a warning, oral or written, to cease and desist such alleged violation, which warning shall explain in what way the action violated this policy. A copy of any written warning shall be immediately transmitted to such student's parents. Any further violation of this policy by such student may be deemed gross disobedience subject to the discipline procedures hereinabove provided.





## SECTION IV

### RELATIONSHIP BETWEEN THE SCHOOL AND ITS STUDENTS AND STAFF

#### STUDENT BEHAVIOR, CONTROL, AND ACCOUNTING

The Board of Education subscribes to the theory that a democratic society can function successfully only when there is an intelligent citizenry, when individual freedoms are accepted as relative rights, and when there is a willingness to compromise issues in a non-violent manner. It further believes that our Glenbrook Schools, as educational institutions created by a democratic state, have an obligation to provide living experiences in these basic theories of democracy. Emphasis upon individual student responsibility for both learning and behavior is essential, but it is also essential that rules and regulations imperative in governing the relationship between the school and its members, be communicated in clear, concise policies. Therefore, the Board of Education approved the policies relative to Student Behavior, Control, and Accounting, hereinafter provided.

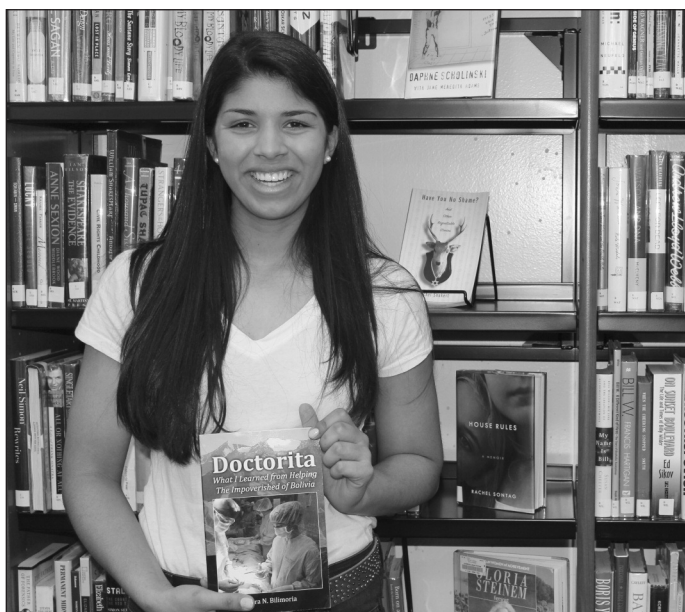
**A. The school administration is authorized to suspend and/or recommend expulsion in cases of gross disobedience or misconduct that occurs on or off campus, including such conduct that occurs on school buses, at bus stops, and while students are traveling to or from school or school bus stops; at school sponsored events and activities connected with the school program; any event having a nexus with the school; and at any other time such action is necessary for the safety and supervision of students. Misconduct includes, but is not limited to the following:**

1. Violation of public law, such as theft, arson, assault and battery, destruction of property, gambling and hazing.
2. Possession of dangerous weapons, including firearms, ammunition, knives, blackjacks, chains, chemicals, chemical sprays, explosives and other dangerous objects or offensive substances.
3. Threats of harm to persons or property, or speech or action clearly inciting to immediate physical violence including aggressive behavior/bullying.
4. Willful refusal to present the school identification card or other proper identification upon a reasonable request by a member of the administration and/or other staff members working within their areas of responsibility.
5. Failure to comply with reasonable directions or request of members of the staff in the performance of their duties while on school premises or at school affairs off school premises.
6. Sales, distribution, possession, or under the influence of, any illegal substance while on school premises or at any school-sponsored event. The term "illegal substance" as used herein is defined to include all alcoholic liquor (235 ILCS 5/1-3.05); all controlled substances under the Controlled Substances Act (720 ILCS 570/100603) except when prescribed for the student by a licensed prescriber; cannabis under the Cannabis Control Act (as defined in 720 ILCS 550/1-19, Illinois Revised Statutes); any "look-alike" substance (as defined in 720 ILCS 570/102; drug paraphernalia as defined in board policy and any anabolic steroid (as described in 720 ILCS 570/102). A student shall be considered under the influence of an illegal substance whenever the student's conduct gives evidence of consumption of an illegal substance on or prior to arrival on school premises or any school sponsored event.
7. Forgery, alteration, as well as use, receipt or possession of school documents without proper authority.
8. Engagement in academic dishonesty such as intentional plagiarism, giving or receiving help during an achievement examination, obtaining copies of tests or scoring devices prior to an examination, or impersonating another student to assist him academically.
9. Knowingly making a false fire alarm or any other false and disruptive rumor or report.
10. Smoking or tobacco use while on school premises.
11. Not adjusting to the demands of school life as evidenced by continuing misconduct.

**B. The school administration is authorized to take necessary action to prevent activities which in its judgment cause a disruption in the learning environment or interfere with the protected rights, safety, health or reputation of any school member. Procedures for carrying out this action are described below:**

1. Means for establishing communications among students, staff and administration will be clearly defined and operating. All students at all times are to use these established channels of communication in order to obtain answers to questions or to seek action which aims to improve the institution and all of its members. Such channels shall be subject to revision if it is the consensus of all members of the institution that they fail to achieve the goals for which they were established.
2. Rules and regulations designed to protect the rights of all students to a quality education within an environment conducive to learning will be established and enforced.
3. Any individual student who engages in any disruption of the learning environment will be ordered by any staff member to cease the disruption and be subjected to disciplinary action including that of losing rights to the education provided by the school.
4. All members of any group of students engaged in any activity such as picketing, boycotting, unauthorized meetings during school hours or unauthorized use of school facilities will cease such action upon the immediate order of any staff member and be subject to suspension and expulsion from school.
5. All members of any groups of students engaged in any activity of a violent nature such as rioting, fighting or vandalism which involves the school and/or its facilities will cease such action upon immediate order of any staff member and be subject to suspension or expulsion from school.
6. If any individual acting alone or as a member of a group fails to cease a disruptive activity on or off campus immediately upon the request of a staff member, the local law enforcement agency will be called upon to end the disruption and the particular individual or individuals will be dealt with as legal offenders.
7. During such time that any disruption might occur, all students not at the scene of the disruption will be ordered to remain in the area in which they are located at the time of the disruption, until the activity has ceased. Failure to abide by this order will subject any student to the same disciplinary action as that of the students involved in the activity.

**C. The school administration is authorized to prescribe procedures for general accounting and control.**





## ADDENDA

### GENERAL POLICIES REGARDING STUDENT BEHAVIOR

The following District 225 Board policies are included in whole or in part to reflect the needs of students and parents. Actual Board policies may be downloaded in PDF format from the district website at [www.glenbrook225.org](http://www.glenbrook225.org) or may be obtained from the school upon request.

#### A. STUDENT BEHAVIOR, MISCONDUCT, RIGHTS AND RESPONSIBILITIES (Board Policy 8400)

##### *Section A - Introduction*

These policies have been developed by the Board to provide a safe and positive educational environment for all students and staff in order to foster academic success, social responsibility and healthy social development. The board recognizes the important role of parents in the management of student behavior. Therefore, these policies and procedures provide opportunities and notifications to involve parents in the discipline process.

##### *Section B - Jurisdiction as to Students' Rights and Responsibilities and Code of Conduct*

District discipline policies will apply:

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. With respect to 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.

##### *Section C - Additional Jurisdiction as to Code of Conduct*

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 D - Student Behavior*

The Board expects all students to behave in a way that enhances academic growth and social maturity. This includes academic honesty, civility, respect for others, tolerance, inclusiveness, responsible citizenship, and fair play.

##### *Section E - Misconduct*

Behaviors that are wholly untenable, in that they cause harm or threaten to cause harm to the safety of others, or harm or offer the threat of harm to property or persons attending school or district-sponsored events, and/or interfere with or disrupt the educational process and educational environment, are subject to disciplinary action. Such unpermitted behavior includes, but is not limited to:

1. Theft and destruction of property, hazing, gambling, dishonesty, theft, harassment, bullying, and infliction or threats of harm to persons or property, failure to comply with reasonable directions, actions which provoke any substantial disruption of normal school operation, patterns of behavior that fail to conform to minimal school expectations; and

2. Gang related activity or behavior, which shall include, but shall not be limited to, the wearing or displaying of gang apparel or colors, the communication of gang signs or signals, engaging in actions or conduct indicating membership or participation in, or endorsement of, a gang, or engaging in any actions or conduct defined as gang-related activity or conduct in any applicable federal, state or local statute, ordinance, rule or regulation; and
3. Such other conduct as in Policy 7220: Purpose and Use of Computer and Network Resources; 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; and Policy 8480: Hazing, Bullying, or Aggressive Behavior.

##### *Section F - Implementation and Notification as to Rights and Responsibilities/Code of Conduct*

1. The Board directs the superintendent to establish Student Rights and Responsibilities for inclusion in the Student/Parent Handbook which will inform parents and students of expected student behavior and prohibited misconduct and will define the rights and responsibilities of the student.
2. The Board offers a wide variety of extracurricular and athletic opportunities for students and recognizes that participation in these activities is a privilege and not a part of the right to education. The Board directs the superintendent to establish a Code of Conduct for student participants in athletics and student activities for inclusion in the Student/Parent Handbook with progressive loss of these privileges for violations.
3. The Board directs the superintendent and staff to develop, publish, and implement procedures for disciplinary actions to achieve the aims of this policy, and for appropriate parental notification.
4. In cases when student misconduct and related consequences are not specifically addressed in Board policies or procedures, the administration is authorized to take such action as it deems appropriate, provided that all such action shall be consistent with the School Code and these policies.
5. The Student Rights and Responsibilities, Code of Conduct, and procedures, as described in the Student Handbook, will be reviewed and adopted by the Board annually.
6. The Board acknowledges the importance of parental cooperation in the implementation of these policies and has provided for procedures which, when supported by parents, can minimize the adverse educational impact from prescribed discipline.

#### B. DISCIPLINARY ACTION RELATIVE TO STUDENT MISCONDUCT (Board Policy 8410)

##### *Section A - Introduction*

The school administration is authorized to suspend, modify the educational placement, and/or refer or recommend to the Board for consideration of 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 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 administration to develop intervention programs aimed at assisting students who manifest an inability to adjust to the demands of school life. Such intervention programs may include, but are not limited to: modifying the educational placement of the student, 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 assistant principal for student services and shall be comprised of the assistant principal-dean of students, a social worker and/or counselor, the school psychologist, the director of special education, and other staff members as assigned on a case by case basis by the principal. The purpose of the MDRC will be to review each case, determine if a violation of policy has occurred, assure due process procedures have been followed, assemble documentation relevant to the student and the alleged violation to be used in consideration of the matter, and recommend appropriate action. Such action may include a referral to the Board of Education for review and action.
  - c. Alternative Discipline Plan (ADP) – The Board of Education directs and authorizes the superintendent to develop an ADP for violations of Section D.2 of Policy 8460: Illegal Substances and Paraphernalia.
  - d. Suspension – Suspension is the removal from school for a period not to exceed 10 school days, unless a longer period is approved by the Board of Education. In cases of gross disobedience or misconduct, the Board authorizes the school principal or designee to suspend students from school for a period not to exceed 10 school days. Students may also be assigned to an in-school suspension in the Learning Adjustment Center (LAC) or a Saturday detention at the discretion of the principal or designee.
  - e. Expulsion – Expulsion is the removal from school for a period longer than 10 school days. Untenable acts of gross disobedience or misconduct may result in a referral to the Board of Education for consideration of expulsion. Only the Board can expel a student from school.
  - 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 consideration of disciplinary action will be entitled to a hearing before 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 report of facts and recommendations to the Board in its consideration of any discipline matter that would otherwise be brought directly before the Board.
  - h. Waiver of Discipline Hearing – The Board authorizes the administration to develop a waiver procedure as an option to students and parents 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.

### **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 at the beginning of each school year.

### **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.

## **DISCIPLINARY ACTION RELATIVE TO STUDENT MISCONDUCT (Board Procedures 8410)**

### **Section A - Introduction**

It is the intention of the School Board of District 225 to discourage and deter student misconduct and gross disobedience as it 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 misconduct and gross disobedience by students.

### **Section B - Suspension**

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

#### **1. Notice and Informal Hearing**

In all cases involving a possible suspension, the principal 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 when sufficient cause is found.
- d. The notice and informal hearing shall precede the student's removal from school. However, when, in the opinion of the principal, or the principal's 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 or designee shall:

- a. Notify the student of the nature and the section of the district's policy 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 parents of the suspension and of the nature of the infraction, the policy section violated, and the options available to the parents in discussing the suspension. Notification is to be by telephone and in writing.
- c. Notify the parents orally or in writing that, if they wish to have an informal review to discuss the suspension, they should contact the designated school review officer within three (3) school days after the date of suspension.

#### **3. Informal Suspension Review**

- a. If the student or parent requests an informal review, the associate principal or designee shall meet with the student and parents to review the suspension.
- b. The associate principal or designee shall notify the student and parent 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 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 shall notify the parents orally or in writing if the school requires an informal discussion with the parents prior to the reinstatement of the suspended student.

4. Formal Suspension Review
  - a. If the parent wishes to appeal the suspension to the superintendent and Board of Education, the parent must file an appeal of the informal review within five (5) school days after the associate principal or designee provides the results of the informal review to the parent. The failure to file an appeal within such timeline shall be deemed a waiver of the right to appeal. In the event of an appeal, the principal or designee shall forward the parent'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 advise the parents of the time, place, and nature of the suspension review and indicate to the parents 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 appeal to the Board, the Board or its appointed hearing officer shall hear the evidence within 30 working days and the Board shall make a decision based upon its evaluation of the evidence.
  - d. The superintendent shall advise the parent and the principal 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 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 the Learning Adjustment Center; 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 following the missed Saturday detention session.
  - g. Reasonable and prudent exceptions to the above procedures may be made by the principal of the building upon good cause shown.

**C. STUDENT SMOKING AND TOBACCO USE (Board Policy 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.

**STUDENT SMOKING AND TOBACCO USE**  
**(Board Procedures 8430)**

**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 - Definition**

"Tobacco," and/or "tobacco product" as used in this Policy, and in these Procedures, shall mean cigarettes, tobacco products, cigars, pipes, nicotine delivery device, 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 Detention; and
  - 2) 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
  - 3) Telephone the student's parents and inform them of the infraction, the penalty, and of the penalties for future infractions; and
  - 4) 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.
  - 5) Referral to Student Resource Officer (SRO) 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 SRO for enforcement of village ordinance.
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 SRO 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 SRO 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 SRO for enforcement of village ordinance.

### Section E - Enumeration of Offenses

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



## D. ILLEGAL SUBSTANCES AND PARAPHERNALIA (Board Policy 8460)

### Section A - Introduction

The Board of Education of District 225 views the presence and use of illegal substances as a significant impediment to student learning, positive social development, responsible citizenship, and safety. Furthermore, the Board believes that parents and students should expect a school environment free of illegal substances and influences of illegal substances and of the attendant paraphernalia, which environment is conducive to teaching and learning. The purpose of this policy is to foster an environment that is conducive to learning and free of illegal substances within the jurisdiction of the school.

### Section B - Jurisdiction

The provisions of this policy shall be in force:

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. With respect to 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 interscholastic 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 C - Definition of Terms

1. The term "illegal substance" as used herein is defined to include:
  - a) all alcoholic liquor (as defined in 235 ILCS 5/1-3.05),
  - b) all controlled substances under the Controlled Substances Act (as defined in 720 ILCS 570/100-603) except when prescribed for the student by a licensed prescriber, provided said prescription drugs are used consistent with the prescriber's instructions,
  - c) all drugs, when such drug is sold, distributed, purchased, possessed, and/or consumed by the student in a manner inconsistent with the prescription and/or the prescribed purpose (including situations where a student sells, or distributes his or her prescription drugs to another and/or where a student sells, distributes, possesses or consumes another individual's prescription drugs),
  - d) cannabis under the Cannabis Control Act (as defined in 720 ILCS 550/1-19),
  - e) any "look-alike" substance (as defined in 720 ILCS 570/102),
  - f) any drug paraphernalia (The term "drug paraphernalia," as used herein, is defined to include, but is not limited to, devices which are, or can be, used or are peculiar for use to ingest, inhale or inject cannabis or controlled substances into the body. Also, included are all devices which are, or can be, used or are peculiar for use in growing, processing, possessing, storing or concealing cannabis or controlled substances.),
  - g) any anabolic steroid (as defined in 720 ILCS 570/102) not administered under, or consistent with, a physician's care and supervision, and
  - h) any non-prescribed compound, liquid, or chemical that is ingested, breathed, inhaled, or consumed and induces a condition of intoxication, stupefaction, depression, giddiness, paralysis, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, or mental process (as defined in 720 ILCS 690/1).
2. The term "possession" as used herein is also defined to include any presence of an illegal substance in any amount on the student's person, or in clothing, personal property supplies, automobile, school lockers, desks, or other parts of the school environment for the storage of illegal substances, including vehicles on school property or at school events.

3. The term “consumption” as used herein is defined as within the Jurisdiction, having used or consumed, exhibited any evidence of use or consumption, or participated in a plan to use or consume (whether or not consumed in the school environment) any illegal substance, as defined in Paragraph #1 of this Section.
4. The term “Illegal Substance Transaction” as used herein includes the sale, purchase, or distribution of, or participation in a plan or intent to sell, purchase, or distribute, any illegal substance as defined in Paragraph #1 of this Section.

#### **Section D - Violations and Consequences**

The administration is directed to take the following action regarding substance abuse violations:

1. First Offense for Consumption or Possession of Illegal Substances, Alcohol, or Paraphernalia
  - a. Suspension for ten (10) school days.
  - b. Counseling for the student and parents as developed by the school and the school-designated agency is required, and a failure to comply will result in the MDRC’s referral to the Board of Education for consideration of expulsion.
  - c. A failure of any student and/or parent to sign all releases required under this Section D will result in the MDRC’s referral to the Board of Education for consideration of expulsion.
  - d. Full substance abuse assessment and compliance with all recommendations from such assessment, including random drug testing is required. The results of such testing must be negative for the use of illegal drugs, and a failure to comply will result in the MRDC’s referral to the Board of Education for consideration of expulsion. (Note: The parents and student will be required to sign any necessary releases to allow for the coordination and delivery of services and/or assessments and the sharing of recommendations among parents, school officials and the provider. The cost of the counseling, assessment, treatment plans, and drug testing will be the responsibility of the student or parent/guardian, unless otherwise determined by the Board in its discretion.
    - i. In cases involving minor children, parents, by signing the necessary releases, are waiving their rights, and their child’s rights, to the confidentiality of the assessments.
    - ii. In cases involving students who are 18 years of age or older, students, by signing the necessary releases, are waiving their rights to the confidentiality of the assessments and are allowing parental access to the assessment(s) results.
  - e. Loss of privileges for a probationary period beginning upon completion of the suspension.
    - i. Loss of open lunch for nine weeks.
    - ii. Loss of driving privileges for nine weeks.
    - iii. Restricted study hall in lieu of unscheduled time for nine weeks.
    - iv. Loss of participation in extracurricular activities according to the prescribed action for a violation of the Glenbrook Code of Conduct.
    - v. Loss of attendance at school sponsored events and activities that are in addition to the student’s participation in extracurricular activities for nine weeks.
  - f. Failure to comply with the provisions outlined in section D.1.d above as outlined by the MDRC will result in the MDRC reconvening to consider any additional sanctions that may include referral to the Board of Education for consideration of expulsion.
  - g. Agreement to comply with the above provisions will result in a reduction of the suspension to five days.
  - h. In situations of egregious conduct, the school administration may refer the matter to the School Board for consideration of additional sanctions, including expulsion. A violation under this policy may also constitute a violation under Policy 8410: Disciplinary Action Relative to Student Misconduct.
2. Second Offenses for Consumption or Possession of Illegal Substances, Alcohol, or Paraphernalia
  - a. Suspension for ten (10) school days.
  - b. Referral by the MDRC to the Board of Education for consideration for expulsion; or
  - c. Recommendation by the MDRC, upon mutual agreement of the principal, superintendent, student, and parents (for students under the age of 18), for the completion of an Alternative Discipline Plan (ADP), the provisions of which shall include, but shall not be limited to, the following:
    - i. Counseling for the student and parents as developed by the school and the school-designated agency.

- ii. Full substance abuse assessment and compliance with all recommendations from such assessment, including random drug testing. The results of such testing must be negative for the use of illegal drugs. (Note: The parents and student will be required to sign any necessary releases to allow for the coordination and delivery of services and/or assessments and the sharing of recommendations among parents, school officials, and provider.
    - a. In cases involving minor children, parents, by signing the necessary releases, are waiving their rights, and their child’s rights, to the confidentiality of the assessments.
    - b. In cases involving students who are 18 years of age or older, students, by signing the necessary releases, are waiving their rights to the confidentiality of the assessments and are allowing parental access to the assessment results.
  - iii. The cost of the counseling, assessment, treatment plans, and drug testing will be the responsibility of the student or parent/guardian. Failure of any parent or student to sign any release necessary for participation in the ADP will result in an ineligibility to qualify for the ADP and will result in the MDRC’s referral to the Board of Education for consideration of expulsion.
  - iv. Loss of privileges for a probationary period beginning upon completion of the suspension.
    1. Loss of open lunch for one calendar year.
    2. Loss of driving privileges for 18 weeks.
    3. Restricted study hall in lieu of unscheduled time for 18 weeks.
    4. Loss of participation in extracurricular activities as prescribed by the Glenbrook Code of Conduct.
    5. Loss of attendance at school sponsored events or activities that are in addition to the student’s participation in extracurricular activities for 18 weeks.
  - d. A re-entry meeting upon completion of the ADP to review academic progress and to review the need for additional transition services.
  - e. Failure to comply with the provisions outlined in sections D.2.c.i and D.2.c.ii above according to the timeline provided by the MDRC or the Board will result in referral to the Board of Education for consideration of expulsion.
  - f. Failure to comply with the provisions outlined in section D.2.c.iii above as outlined by the MDRC will result in the MDRC reconvening to consider additional sanctions that may include referral to the Board of Education for consideration of expulsion.
  - g. In situations of egregious conduct, the school administration may refer the matter to the Board of Education for consideration of additional sanctions, including expulsion. A violation under this policy may also constitute a violation under Policy 8410: Disciplinary Action Relative to Student Misconduct.
3. First and Subsequent Offenses for Illegal Substance Transaction and Third and Subsequent Offenses for Possession of Illegal Substances, Alcohol, or Paraphernalia
    - a. Suspension for ten (10) school days.
    - b. Referral by the MDRC to the Board of Education for consideration for expulsion.

#### **Section E - Procedures and Interventions**

1. The administration is authorized by the Board to develop intervention procedures and procedures for administering penalties for violations for consumption, possession, and Illegal Substance Transactions in accordance with the procedures of Policy 8410: Disciplinary Action Relative to Student Misconduct.
2. The administration will advise the Board each time an ADP has been commenced for a student, including providing (i) a description of the violations and circumstances for which the ADP was prescribed; (ii) a description of the terms of the ADP, and (iii) a copy of the ADP agreement entered into by the student, parents and district.

#### **Section F - Cumulative Offenses**

Offenses shall be cumulative during the entirety of the student’s high school years.

#### **Section G - Substance Abuse Education**

The Board of Education directs and authorizes the administration to develop programs of education on the subject of illegal substance use and to establish procedures for their implementation.

### ***Section H - Reporting of Substance Abuse***

Members of the school administration and staff who have reasonable suspicion of, or who witness, an act of illegal substance possession or use on or off school premises or at school-sponsored events shall immediately report the incident with the name of the student or students involved to the dean of students.

### ***Section I - Cooperation with Law Enforcement Agencies***

The staff and administration are directed to communicate and cooperate with law enforcement agencies in matters relating to the sale, distribution, use or possession of illegal substance in accordance with Reciprocal Reporting Agreements approved by the Board and respective Villages, so long as the sharing of such information does not deny rights guaranteed by existing laws or court decisions and does not conflict with the protected rights of students as contained in the law or Board policies.

## **E. WEAPONS POSSESSION (Board Policy 8450)**

### ***Section A - Introduction***

It is the policy of the Board of Education to provide a safe environment for the students and staff. To that end, any student who has been determined to be in possession of a weapon shall be recommended for expulsion.

### ***Section B - Jurisdiction***

The provisions of this policy shall be in force:

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. With respect to 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 interscholastic 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 C - Possession of a Weapon***

For the purposes of this policy a student in possession of a weapon includes any student who is:

1. Determined to have brought a weapon within the Jurisdiction; or
2. Determined to be or have been in possession of a weapon within the Jurisdiction; or
3. Determined to be or have been in possession of a weapon which was brought within the Jurisdiction by another student, which weapon was given or possessed by the student to be expelled.

### ***Section D - Definition of a Weapon***

The term "weapon" means possession, use, control or transfer of:

1. Any gun, rifle, shotgun, firearm, or weapon as defined by Section 921 of Title 18, United States Code; Firearm as defined in Section 1.1 of the Firearm Owners Identification Act [430 ILCS 65/1.1]; or use of a weapon as defined in Section 24-1 of the Criminal Code [720 ILCS 5/24-1]; or
2. Knives, brass knuckles, or billy clubs; or
3. Any other object possessed, used, or attempted to be used to cause bodily harm, or modified in a manner which is peculiar for use in causing bodily harm; or
4. "Look-alikes" of any weapon as defined in this section.
5. Objects such as automobiles, baseball bats, pipes, bottles, locks, sticks, pencils, pens, needles, pins, ice picks or other pointed or blunt objects for purposes of this section if used, intended or attempted to be used, or threatened to be used to cause bodily harm.

### ***Section E - Violations and Administration***

A student who is determined to have violated this policy shall be referred to the School Board for consideration for expulsion for a period of not less than one year, except that expulsion period may be modified by the Board on a case-by-case basis. Expulsion or suspension shall be construed in a manner consistent with the federal Individuals With Disabilities Education Act [20 U.S.C. Section 1400 et seq.].

Violations of this policy will be referred to the Major Disciplinary Review Committee for disposition as a Category I offense in accordance with Procedures for Board Policy 8410: Disciplinary Action Relative to Student Misconduct.

## **F. STUDENT ATTENDANCE (Board Policy 8420)**

### ***Section A - Introduction***

In accordance with the requirements of The School Code of Illinois and in recognition of the responsibilities imposed upon parents therein, it is the policy of the Board of Education of District 225 that students shall attend school on a regular basis and be on time for classes. Student attendance in class is not optional; it is a requirement of every class unless specifically otherwise authorized. The Board believes that regular class attendance fosters successful academic performance and development of punctuality, self-discipline, and responsibility. A substantial failure to attend classes seriously prejudices the entire educational program and creates problems for the teacher and other students in the classroom, in addition to the offending student. The Board further believes that the school administration and staff have a duty to rigorously and consistently enforce school regulations dealing with class attendance and punctuality. Those regulations shall require that all student absences shall be verified by telephone by the student's parents or legal guardian. Excessive absences that are non-school related may require further documentation as reasonably requested by the school.

### ***Section B - Classification of Student Absences***

Student absences from class shall be classified as follows:

#### **Excused Absence**

Reasons for an excused absence shall include illness of the student, death in the family, religious holidays, participation in election day activities, school-sponsored activities, medical appointments, family emergencies, and Learning Adjustment Center (LAC) placement. (The LAC is an in-school placement used for attendance violations and other offenses as determined by the dean.) An excused absence shall enable a student to receive credit for work which is made up. The teacher shall make a reasonable effort to assist the student to meet the student's make-up assignments.

#### **Explained Absence**

Other parent-approved absences, such as vacations, and college visits and interviews shall be considered by the building administrator for approval as an explained absence if the request is made by the parent prior to the absence. An explained absence shall enable a student to receive credit for work which is made up, but the time and place of any make-up sessions shall be solely at the initiative of the student and at the reasonable convenience of the teacher.

#### **Unexcused Absence**

"Unexcused absence," as used in this policy, shall refer to any unauthorized absence from any class, study hall, homeroom, or activity required by the school.

#### **Tardiness**

"Tardiness," as used in this policy, shall refer to any unexcused appearance of a student during the first 5 minutes of a class, study hall, or homeroom. Students who are more than 5 minutes late shall be considered "absent" from that class period unless otherwise excused by the teacher.

### ***Section C - Credit for Class Work***

Students who are assigned to the LAC are expected to complete missed work and will receive credit for work made up. Students who are suspended will also be expected to complete missed work, but will not receive credit for such work.

### ***Section D - Flagrant and Repeated Violations***

The principal is authorized to recommend an alternate educational placement for a student who fails to adjust to the day school by failing to retain at least five classes on the student's schedule. The principal is also authorized to approve a student's continuing enrollment in the day school, even though the student may be enrolled in less than five regular classes.



### **Section E - Exceptions**

Either the principal or dean of students is authorized to make reasonable and prudent exceptions to the foregoing student attendance policies.

### **Section F - Instructional Staff Responsibilities for Student Attendance**

The instructional staff of each department, under the leadership of the instructional supervisor, is directed to develop instructional strategies which shall encourage student attendance and promptness. Teachers shall be required to maintain an accurate daily register of student attendance. These attendance registers shall be periodically reviewed by the instructional supervisors and in-service training sessions shall be conducted for those staff members whose classes experience an inordinate number of unexcused absences. Effective administration and management of student attendance regulations shall be considered one of the factors in the evaluation of members of the instructional staff.

### **Section G - Procedures**

The superintendent, in consultation with the superintendent's staff, shall set forth the rules and procedures governing the administration of this policy and shall distribute copies of this policy and its related rules and procedures to all parents, students, and staff members on an annual basis.

## **STUDENT ATTENDANCE (Board Procedures 8420)**

### **Section A - Introduction**

The superintendent, in consultation with his staff, is authorized to develop procedures to govern the administration of the Board policy on student attendance. These procedures are indicated below and are to be followed by all staff members in all cases involving student truancy (unexcused absence) or excessive excused/explained absences that are non-school related.

### **Section B - Unexcused Absences**

1. First Offense - On the first unexcused absence, the following procedure will be followed:
  - a. The teacher shall:
    - i. report the student's truancy (unexcused absence) to the teacher's instructional supervisor and shall make the appropriate entry in the teacher's attendance register.
    - ii. talk to the student to emphasize the importance of class attendance and to explain the provisions of the Board policy on attendance.
    - iii. contact the student's parents/guardians explaining the importance of class attendance and explaining the provisions of the Board policy on attendance.
  - b. The instructional supervisor shall send a copy of the referral form to the dean of students and to the student's counselor.
2. Second Offense - On the second unexcused absence, the following procedure shall be followed:
  - a. The teacher shall report the student truancy (unexcused absence) to the teacher's instructional supervisor by the use of a Referral Form and shall make the appropriate entry in the teacher's attendance register.
  - b. The instructional supervisor shall review the Referral Form, sign it, and send it to the dean of students by the end of the school day on which the form is received.
  - c. The dean of students shall:
    - i. assign the student to the Learning Adjustment Center (LAC) for two days or one day of Saturday detention or impose another appropriate disciplinary action.
    - ii. notify the student and the student's parents of the dean's action. The parents shall be informed of the dean's action by telephone and either by letter or email when an email address has been provided by the parent.
    - iii. notify the student's teachers of the student's assignment to the LAC and obtain LAC assignments and a student progress report from each teacher.
    - iv. notify student's counselor of the student's assignment to the LAC.
    - v. provide a copy of the completed Referral Form to the student's teacher, instructional supervisor, counselor, and parents.
    - vi. The student's counselor shall review which resources of the school can best be utilized to assist the student in improving attendance.

3. Third Offense - On the third unexcused absence, the following procedure shall be followed:
  - a. The teacher shall report the student truancy (unexcused absence) to the teacher's instructional supervisor by the use of a Referral Form and shall make the appropriate entry in the teacher's attendance register.
  - b. The instructional supervisor shall review the Referral Form, sign it, and send it to the Dean of Students.
  - c. The Dean of Students may:
    - i. remove the student from the class register, assign the student a withdrawn - failing (WF) grade for the course and assign the student to a restricted study hall.
    - ii. If the Dean of Students removes the student from class then the student and parents shall be notified by telephone and letter.
    - iii. The Dean of Students must send a copy of the completed Referral Form to the student's teacher, instructional supervisor, and counselor.
    - iv. The Dean of Students must notify the principal if the removal of the student from the class has resulted in the student being enrolled in less than five classes.
    - v. If the removal of the student from the class has resulted in the student being enrolled in less than 5 classes, then:
      - 1) The principal may recommend to the superintendent that the student be assigned to an appropriate alternative educational placement.
      - 2) The superintendent shall review the recommendation of the principal and determine the appropriate placement.

### **Section C - Tardiness**

1. After each occurrence of three unexcused tardies, notification shall be made to the parent by telephone, departmental letter, or email when an email address has been provided by the parent. The student shall be given a departmental detention of 30 minutes in length or other similar departmental discipline.
2. With the accumulation of the ninth tardy, the Office of the Dean of Students shall be notified. Parents and student shall be contacted by telephone and/or conference and the student shall be given the option of the student attending a Saturday detention for six hours or dropping the class with a "WF" grade and being assigned to a restricted study hall for the balance of the semester.
3. In the event the student elects to attend the Saturday detention, the student and parents shall be informed that three additional tardies or failure to serve Saturday detention shall be grounds for removal from class with a "WF" grade for the semester and assignment to restricted study hall for the balance of the semester.
4. The parents and student shall be informed of the school's action by telephone and letter.

### **Section D - Intervention**

1. Excessive Class Absences - In instances of excessive excused/explained class absences that are non-school related the following procedures will be followed.
  - a. First Intervention - Due to differences in the schedules followed in the two schools the number of classes constituting a first circumstance requiring intervention will be five (5) classes at Glenbrook North and eight (8) classes at Glenbrook South in a semester. A letter will be sent home to the parents/guardians expressing concern regarding the number of excused/explained class absences that are non-school related and indicating further excused/explained class absences that are non-school related may require documentation or a doctor's note.
  - b. Second Intervention - At Glenbrook North seven (7) classes missed and at Glenbrook South twelve (12) classes missed in a semester constitutes a second circumstance requiring intervention. A phone call from the Dean's office and a registered letter will notify the parents/guardians that further class absence will be unexcused until documentation is provided.
2. A review committee consisting of representation of the Dean's Office and the Student Services Department will determine when it is appropriate to invoke this intervention.

### **Section E - Records**

The Dean of Students shall keep appropriate records of student truancy for reporting purposes.

**G. HARASSMENT – STUDENTS (Board Policy 8470)**

Harassment questions or concerns should be directed to:  
Mr. Jeffrey Rylander, 847-486-4631 or Ms. Susan Levine-Kelley,  
847-486-4501.

**Section A - Introduction**

It is the policy of the Board of Education of District 225 to foster an environment which maximizes student learning and employee performance, and a climate of civility among students and employees of the district. Harassment by any student or employee of any other student or employee for whatever reason is inimical to the environment and climate desired by the Board and therefore will not be permitted.

No person, including a district employee or agent, or student, shall harass or intimidate another employee, student, or another person based upon a person’s sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual or gender orientation, other legally protected group status or, pertaining to students, based upon their class standing, activities, or affiliations. The district will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects material benefits of employment or education, that interferes with a student or employee’s educational or work performance, that denigrates the reputation of the individual or school district, or that creates an intimidating, hostile, or offensive educational or work environment.

**Section B - Jurisdiction**

The provisions of this policy shall be in force:

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. With respect to 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 C - Definition of Harassment**

Harassment is defined as any unwelcome and personally offensive conduct (including, but not limited to, advances, gestures, or words of a sexual, intimidating, or threatening nature) which:

1. Unreasonably interferes with an individual’s work or performance; or
2. Creates an intimidating, hostile, or offensive work/school environment; or
3. Implies that submission to such conduct is made an explicit or implicit term of employment; or
4. Implies that submission to, or rejection of, such conduct will be used as a basis for decision-making affecting the individual.

Examples of prohibited conduct include, but are not limited to, name calling, using derogatory slurs, wearing or possessing items depicting or implying hatred, ridicule, or prejudice of one of the characteristics or protected classes stated in Section A.

Examples of sexual harassment include, but are not limited to, unwelcome, or unpermitted touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, demands or requests for sexual favors, spreading rumors related to a person’s alleged sexual activities, and subjecting individuals to embarrassment, hostility, humiliation, or intimidation because of their gender.

**Section D - Complaint Procedure**

1. The superintendent is directed to develop and implement complaint procedures consistent with this policy.
2. Any student who alleges harassment by a student or employee, or any third person with knowledge of conduct which may constitute harassment, should report the alleged harassment promptly to the building or district complaint coordinators designated by the superintendent as set forth in the procedures of this policy.

**Section E - Education and Information Program**

1. The superintendent is directed to develop and implement an education and information program for all students and employees which shall be intended to familiarize students and employees with the contents of this policy and the prevention of harassment within the district.
2. As part of the education and information program, the subject of harassment and its prevention shall be included in the curriculum of the district's required health education course.
3. The superintendent is directed to publish this policy in the district's policy manual and student and employee handbooks. The publication shall include the names of the designated school and district harassment complaint coordinators.

**Section F - Disciplinary Action**

1. A student who violates the terms of this policy shall be considered guilty of gross disobedience or misconduct and shall be subject to disciplinary action in accordance with the procedures of Policy 8410: Disciplinary Action Relative to Student Misconduct. Disciplinary action may include, but is not limited to, suspension from school, and in those instances of repeated or flagrant gross disobedience or misconduct, expulsion from school.
2. The superintendent shall be informed by the building and district complaint coordinators of any activity which may constitute criminal conduct, and if the superintendent concurs that such conduct may constitute criminal conduct, the superintendent shall report that conduct to the appropriate law enforcement authorities.

**Section G - Responsibilities of District Employees**

All district employees who receive complaints of harassment from students or staff members are required to notify the building complaint coordinator regarding such complaints.

**Section H - Miscellaneous**

1. False Reports. Any individual who makes a report of alleged harassment which is later found upon investigation to be completely lacking credible evidence, shall be subject to disciplinary measures under the provisions of this policy.
2. Confidentiality. The rights of confidentiality of both the complainant and the respondent shall be respected consistent with the district’s legal obligations, with the necessity to investigate allegations, and to take corrective action. In all cases, however, only those individuals who have a “need to know” shall be provided only that information required by the investigation and corrective action, or required by the individual’s professional responsibilities.
3. Abused and Neglected Child Reporting Act. The district shall report instances of sexual harassment of students who are under eighteen years of age to the Illinois Department of Children and Family Services, under circumstances required by the provisions of the Illinois Abused and Neglected Child Reporting Act.
4. Status of Complainant. Filing of a harassment complaint, except in those complaints found upon investigation to be completely lacking credible evidence, shall not adversely affect the employment status of an employee filing the complaint, or the student status of a student filing a complaint.

## **HARASSMENT – STUDENTS (Board Procedures 8470)**

### ***Section A - Introduction***

It is the policy of the Board of Education of District 225 to prohibit harassment of any student for whatever reason. The Board has directed the superintendent to develop implementation procedures consistent with the Board's policy, which will be included in the student/parent handbooks. The procedures are outlined below.

### ***Section B - Harassment Complaint Coordinators***

1. Each school principal shall appoint two school harassment complaint coordinators, one of each sex. The school principals shall notify all employees, parents, and students of the names of the school harassment complaint coordinators.
2. The superintendent shall appoint two district harassment complaint coordinators, one of each sex. The superintendent shall notify all employees, parents, and students of the district of the names of the district harassment complaint coordinators.
3. At the superintendent's discretion, an independent harassment complaint coordinator may be appointed on an "as needed" basis, having jurisdiction as designated by the superintendent.

### ***Section C - Complaint Procedures***

#### **Level 1 -- Initial Complaints**

1. Any student who alleges harassment, or any third person with knowledge of conduct which may constitute harassment, should report the alleged harassment promptly to one of the harassment complaint coordinators or an administrator at the building where the alleged harassment occurs. However, complainants may report an incident to any complaint coordinator or to any district administrator. As a general rule, complaints involving harassment among students will be referred by the complaint coordinator to dean's office personnel, and complaints involving harassment between a student and an employee will be referred to the building complaint coordinator.
2. The complaint coordinator or dean will require that the complaint be placed in writing. If the report is presented orally, the complaint coordinator or dean shall prepare a written report based on the complainant's oral report, which shall be signed by the complainant. A report alleging harassment should contain the following elements:
  - a. Names of individuals involved in the incident(s) including the names of any witnesses.
  - b. Date, time, and location of the incident.
  - c. A description of the incident.
  - d. Submission date of the incident report.
3. If a dean receives the complaint, a copy will be forwarded to the building complaint coordinator.
4. The complaint coordinator or dean will attempt to resolve the complaint without resorting to the Level 2 procedures. The resolution of student complaints may include the use of peer mediation, discussion, investigation, referral to guidance counselors, social workers, police liaison officer, parents and/or community agencies. Prior to the final resolution of the complaint, the dean and the building complaint coordinator will confer regarding the proposed resolution.
5. A complaint will only be deemed resolved if both complainant and respondent have signed a statement to the effect that the complaint has been resolved to their respective satisfactions.
6. If the complaint is resolved, a written summary of the resolution will be created and maintained by the building complaint coordinator. If handled by the dean, a copy will be forwarded to the building complaint coordinator.

#### **Level 2 -- Unresolved Complaints**

1. The Dean's Office shall refer unresolved student complaints to a building coordinator. For unresolved Level 1 complaints, the complaint coordinator shall promptly begin a formal investigation to determine the validity and severity of the allegations. The complaint coordinator shall interview the individual filing the complaint, the individual being accused of harassment, and may interview other individuals having knowledge of the alleged harassment. The complaint coordinator shall keep written notes of the interviews.

2. As part of the investigation process, the complaint coordinator may consult with other members of the faculty or staff (to the extent that they may have relevant information), including the dean of students, the principal, the Director of Human Resources, the superintendent, and the school board attorney, as necessitated by the circumstances or severity of the allegations.
3. The complaint coordinator shall attempt to complete the investigation and inform the complainant of the coordinator's findings and recommendations for resolution within ten working days of receipt of the complaint.
4. The complaint coordinator shall provide a written response to the complainant of the disposition of the case and forward a copy to the district coordinator. A copy of same will be forwarded to the superintendent.

### ***Section D - Appeal to a District Harassment Complaint Coordinator***

1. If the complainant and/or respondent is not satisfied with the response from the school complaint coordinator, the complainant or respondent may file a written appeal to one of the district's complaint coordinators within ten working days of receipt of the response from the school complaint coordinator. If the district complaint coordinator is handling the case, the matter will be appealed to an independent complaint coordinator designated by the superintendent.
2. The complaint coordinator conducting the appeal shall conduct a hearing within ten working days after receipt of the notice of appeal at which time the complainant and respondent shall be given an opportunity to present testimony and documents relevant to the complaint. Detailed minutes of the hearing shall be maintained. The district complaint coordinator or independent complaint coordinator, if appointed, shall provide a written response to the complainant and respondent within fifteen working days following the completion of the hearing. The Board of Education shall be provided a copy of the written response and relevant supporting documentation.
3. The Board of Education may, at its discretion, bypass the complaint coordinator's appeal hearing and have the appeal brought directly to the Board or its appointed hearing officer for a hearing.
4. Upon a hearing, the Board of Education shall take such action as it deems appropriate.

### ***Section E - Appeal to Board of Education***

1. If the complainant or respondent is not satisfied with the district complaint coordinator's decision, or if the coordinator fails to provide the complainant and respondent with a written decision within the time limits specified in Section D above, the complainant or respondent may file a written appeal with the Board of Education.
2. The complainant or respondent must file a written appeal within ten working days of the receipt of the district complaint coordinator's or independent complaint coordinator's decision.
3. The Board may, at its discretion, convene a hearing to hear testimony regarding the complaint, or appoint a hearing officer to so act.
4. Within thirty working days of the filing of the appeal, or, in the case of a hearing officer, thirty working days from the receipt of the report, the Board shall provide the complainant and respondent with a written decision.
5. Upon a hearing, the Board of Education shall take such action as it deems appropriate.

### ***Section F - Appeal to the Superintendent to the Educational Service Region***

If the complainant is a student and the complainant or respondent is not satisfied with the final disposition of the complaint by the Board of Education, or if the Board fails to issue a timely decision, the complainant or respondent may appeal the decision to the superintendent of the Educational Service Region pursuant to Section 3-10 of the School Code. (105 ILCS 5/3-10)

### ***Section G - Appeal to the State Superintendent of Education***

If the complainant is a student and the complainant or respondent is not satisfied with the disposition of the complaint by the superintendent of the Educational Service Region, the complainant or respondent may appeal the decision to the state superintendent of education pursuant to Section 2-3.8 of the School Code. (105 ILCS 5/2-3.8)



### **Section H - Miscellaneous**

Nothing in these procedures are intended to deny the right of any individual to pursue other avenues of relief as may be provided for in various state and federal statutes regarding harassment.

### **Section I - Harassment Complaint Coordinators and Dean's Office Personnel**

The school administration will publish the names and office phone numbers of the designated harassment complaint coordinators and the Dean's office personnel at start of each school year. These names will be published in the Student/Parent Handbook and posted for access by students and employees.

## **H. HAZING, BULLYING OR AGGRESSIVE BEHAVIOR (Board Policy 8480)**

### **Section A - Introduction**

It is the policy of the Board of Education to foster an environment which maximizes student learning and employee performance, and a climate of civility among students and employees of the district. The Board recognizes that there are certain behaviors and types of conduct that, if tolerated, would have a significant negative impact upon the learning environment and to complete effective teaching and learning. These behaviors, characterized as hazing, bullying, or aggressive behavior, will not be tolerated.

### **Section B - Jurisdiction**

The provisions of this policy shall be in force:

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. With respect to 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 interscholastic 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 C - Definitions**

1. Hazing shall be defined as:
  - a. Any form of initiation and/or right of passage, whereby the perpetrator(s) applies physical, psychological, emotional, and/or mental threats or actions against another, customarily in an initiation setting, which often self perpetuates. The intent of such behavior is to aggrandize the perpetrator(s) within a vertical authoritarian hierarchy, and to degrade, humiliate, harass, harm, or intimidate the recipient; or
  - b. When any student is subjected to verbal or physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying, or demeaning activity by any individual, student or staff member, or by a group of students.
2. Bullying shall be defined as:

When one or more individuals inflict physical, verbal, or emotional abuse on another individual or individuals, including, but not limited to: physical violence and attacks; verbal taunts, name calling and putdowns; threats and intimidation; extortion or unpermitted taking of money or possessions; ostracization and exclusion from the peer group.
3. Aggressive Behavior shall be defined as:

Any expression, direct or indirect, verbal or behavioral, of intent or threat to inflict harm, injury, or damage to persons or property.

### **Section D - Violations**

Any single act of hazing, bullying, or aggressive behavior will be considered a Category II infraction in accordance with Policy 8410: Disciplinary Action Relative to Student Misconduct. Violations will be subject to the procedures of Policy 8410 and may include suspension, expulsion, and/or referral to law enforcement authorities.

## **I. ACADEMIC DISHONESTY (Board Policy 8440)**

### **Section A - Introduction**

The Board of Education of District 225 believes that academic dishonesty by students degrades character and reputation and impedes individual learning.

### **Section B - Staff Responsibility**

The Board of Education believes that the staff has a professional obligation to encourage honesty, to instruct students in the distinction between honest and dishonest work, to create conditions which hinder attempts to cheat, to utilize instructional strategies which encourage honesty, and to penalize dishonest behavior.

### **Section C - Penalties**

Students found guilty of cheating may receive a failing grade for the quiz, test project, laboratory report, or paper; or may be given a failing grade for the course for the grading period or for the entire semester. Students found guilty of cheating may be denied or lose academic honors or privileges attendant thereto. Cases involving flagrant violations of this policy may be referred to the Major Disciplinary Review Committee for disposition and handled in accordance with the Procedures for Policy 8410: Student Misconduct and Disciplinary Action.

### **Section D - Implementation**

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

## **ACADEMIC DISHONESTY (Board Procedures 8440)**

### **Section A - Introduction**

The Board of Education has directed the staff to instruct students in the distinction between honest and dishonest work, to encourage honest work, and to penalize dishonest behavior. The following procedures are intended to accomplish these aims.

### **Section B - Definition of Academic Dishonesty**

Academic dishonesty includes such infractions as:

1. Obtaining a copy of tests or scoring devices.
2. Accepting a copy of tests or scoring devices.
3. Copying another student's answers during an examination.
4. Providing another student answers to or copies of examination questions.
5. Having another person impersonate the student to assist the student academically.
6. Impersonating another student to assist the student academically.
7. Representing as one's own work the product of someone else's creativity.
8. Using, or having available for use, notes, electronic or telecommunication devices, or other unpermitted materials during "closed book" examinations.
9. Duplicating any portion of another student's homework, paper, project, laboratory report, take-home examination, electronic file or application for submission as one's own work, other than for a teacher-approved collaborative effort.
10. Having someone other than the student prepare any portion of the student's homework, paper, project, laboratory report, take-home examination, electronic file or application, other than for a teacher-approved collaborative effort.
11. Permitting another student to copy any portion of another student's homework, paper, project, laboratory report, take-home examination, electronic file or application other than for a teacher-approved collaborative effort.
12. Using any portion of copyrighted or published material, including but not limited to electronic or print media, without crediting the source.
13. Any other action intended to obtain credit for work not one's own.

### ***Section C - Informing Students and Parents About the Academic Dishonesty Policy and Procedures***

1. The principals will include a copy of the Academic Dishonesty Policy and Procedures in the Student Handbook and in the Faculty Handbook.
2. Thereafter, within ten days of the start of the school year, the principals will have Appendix A of these procedures read to each student enrolled in their schools.

### ***Section D - Administering Policy Infractions***

1. Teachers who discover an act of dishonesty by one of their students will:
  - a. Inform their instructional supervisor of the nature of the infraction.
  - b. Assign the student a failing grade for the assignment involved in the infraction.
  - c. Inform the student of the penalty for the infraction, the seriousness of the offense, the potential consequences of future infractions, and the procedures for appealing the penalty.
  - d. Complete a Referral Form and distribute copies of the form to the student, the student's parents, the student's counselor, and the dean of students.
  - e. Telephone the student's parents and inform them of the infraction, the penalty, and the appeals procedure (the telephone call may be made by the instructional supervisor).
2. In those cases involving flagrant or repeated offenses, including revocation of privileges under the Code of Conduct, the teacher will complete a Referral Form and will submit the form, through the teacher's instructional supervisor, to the office of the dean of students. The Referral Form will include a recommended penalty. The dean will review the incident and make a decision concerning the alleged infraction. If the charges are found to be valid, the dean will:
  - a. Assign the student one or more of the following penalties:
    - i. A failing grade for the assignment,
    - ii. A failing grade for the grading period,
    - iii. A failing grade for the semester,
    - iv. Removal of academic honors and privileges.
    - v. In some cases of flagrant or continuing infractions, the Dean may recommend the case to the Multi-Disciplinary Review Committee for disposition in accordance with the Procedures of Policy 8410: Disciplinary Action Relative to Student Misconduct.
  - b. Notify the teacher, instructional supervisor, student, the student's counselor, and the student's parents of the infraction, the penalty, and the procedures for appealing the penalty. The dean will also arrange for a conference with the student and the student's parents to apprise them of the seriousness of the offense and the potential consequences of future infractions.
  - c. If the infraction is discovered by a staff member other than the student's teacher, that staff member will inform the student's teacher of the nature of the infraction. The student's teacher will follow the procedure described in Section D of these Procedures.

### ***Section E - Appeal Procedures***

1. Should the parents or the student desire to appeal a decision by the student's teacher, they must submit to the dean of students a request in writing within three school days following the receipt of notice of the teacher's decision. The appeal may contain a request to the principal to suspend the penalty pending the resolution of the appeal.
2. Should the parents or the student desire to appeal a decision by the dean of students, they must submit to the chairman of the Academic Dishonesty Hearing Committee a request in writing within three school days following the receipt of notice of the dean's decision. The appeal may contain a request to the principal to suspend the penalty pending the resolution of the appeal.
3. An Academic Dishonesty Hearing Committee will be appointed by the principal and will consist of one student, one teacher, and one associate principal, who will chair the committee. Committee members will be appointed at the start of each school year and will serve for one school year.

4. The Committee will call upon the teacher, the instructional supervisor, or the dean to present the incident. The student will be called to explain his/her side of the incident and to answer questions of the Hearing Committee. The parents will be encouraged to attend the hearing. After all facts have been reviewed by the Committee, the Committee will meet in executive session to determine the disposition of the case. The Committee's decision will be communicated to the student, parents, instructional supervisor, the principal, and the teacher by the Committee chairman.
5. Should the parents or the student desire to appeal a decision by the Hearing Committee to the Board of Education, the parents or student must submit to the superintendent a request in writing within three school days following the receipt of notice of the Committee's decision.

## **J. PURPOSE AND USE OF COMPUTER AND NETWORK RESOURCES (Board Policy 7220)**

### ***Section A – Introduction***

It shall be the policy of the Board of Education of District 225 to encourage and facilitate communication and the exchange of ideas and information in pursuit of the district's curricular, instructional, technical, research, articulation and safety goals. The district also supports the use of technology as a tool for the efficient and effective management of the district's resources and affairs.

### ***Section B – Purpose of the District's Computer and Network Resources***

Glenbrook High School computer and network resources are for the use of authorized Glenbrook employees, (including certain designated independent contractors and consultants), students and affiliated organizations. The computers and the network including any non-Glenbrook computer or network resource to which Glenbrook may be attached (e.g. Internet), are intended to provide authorized users with appropriate equipment to accomplish their missions and access to both local and worldwide computer and network resources. The systems are intended for academic and administrative purposes.

The systems are not intended to be used for non-academic or non-administrative functions, which include, but may not be limited to, illegal, commercial, political, religious or personal entertainment purposes.

### ***Section C – Acceptable Uses of Computers and the Network Technology is to be used for:***

1. Curricular and co-curricular activities or in support of such activities,
2. Research consistent with the goals and purposes of the district,
3. Communication between students, faculty, staff, and the local and global communities,
4. Development and implementation of curriculum,
5. Professional development of staff members,
6. Administrative or managerial record keeping, data access or research.

### ***Section D – Unacceptable Uses of Computers and the Network***

Unacceptable uses of technology include, but are not necessarily limited to, the following. Users may not:

1. Participate in, promote or facilitate any activity which is in violation of U.S. law, state law or Glenbrook Board Policy, or which will result in additional unplanned cost to the district as a consequence of network usage.
2. Interfere with, damage, modify in an unauthorized manner or disrupt computer or network users, services or equipment.
3. Participate in the acquisition, creation, or distribution of materials that are libelous, obscene, pornographic, promote the use of violence, contain personally embarrassing private information unrelated to any proper educational or public purpose, contain defamatory or untrue statements damaging the reputation of any student or staff member, or contain abusive or prejudicial content.
4. Participate in the acquisition, creation or distribution of advertising, computer "worms" or "viruses," "chain-letters," "spam," or other messages/files which could cause congestion, interference or failure of the system or any computing equipment, whether attached to the system or not.
5. Make unauthorized entry to any computer, network, file, database or communications device regardless of who may own, operate or supervise said device.

6. Reveal personal account and password information.
7. Alter, damage or destroy any cabling, hardware, or software; nor make unauthorized changes to district data.
8. Access, use or possess unauthorized or illegally obtained hardware, software or data, even if the user owns the items.
9. Engage in any activity that does not meet the intended purposes of the network, including, but not limited to, illegal, commercial, political, religious or entertainment purposes.
10. Use the network for academic dishonesty.

#### **Section E – User Training**

Persons using Glenbrook computers or the network shall successfully complete an appropriate training program as prescribed by the District Technology Committee before being allowed to access the system. Depending upon the needs of the user, training may include, but may not be limited to, login and logout procedures, access and use of various computer programs and/or network services, and instruction regarding security of accounts and passwords, copyright laws, computer ethics and network etiquette. Users are responsible for reporting any violations of account or password security to an administrator. Students and their parents/guardians will be informed as they initially enroll in the district and shall agree to be bound by the purpose of the network, how it is to be used, the need for mandatory instruction and the possible ramifications of inappropriate use as set forth in this policy.

#### **Section F – Disciplinary Action**

1. Any student who is determined to be in violation of this policy may have his/her network privileges suspended or canceled. In addition, the student may be considered guilty of gross disobedience or misconduct and subject to additional disciplinary action by the administration and/or Board of Education. Such action may include, but is not limited to, suspension and/or expulsion from school.
2. Cases involving suspected or alleged criminal acts will be referred to appropriate law enforcement agencies.

#### **Section G – Termination of Authorized Use**

The Board of Education recognizes the need for secure computing and networking facilities and authorizes the administration to terminate network/computer access when said access is no longer needed. Reasons for terminating the authorized use of an individual--student or employee--may include, but not be limited to the following:

1. A student is no longer enrolled at Glenbrook due to graduation, transfer to another school, dropping out of school, expulsion, death, etc.
2. A student attends an educational facility outside of the Glenbrook district full-time but is still technically enrolled as a District 225 student.
3. A staff member is no longer employed at Glenbrook due to leave of absence, retirement, resignation, termination, death, etc.
4. Disciplinary reasons.
5. Such other cause as the Director of Information Services determines in the exercise of reasonable discretion is necessary to secure the network operations, functionality and compliance with Board Policy pending further action in any disciplinary matter and pending finalization of such disciplinary determination or completion of any investigation.

### **K. TRAFFIC AND PARKING CONTROLS (Board Policy 5020)**

The Board of Education of District 225 recognizes that the safety and welfare of its students requires an efficient and effective system to control vehicle traffic and parking on school premises. The Board shall provide and maintain adequate parking facilities for staff, visitors, and authorized student drivers. Each school will provide signs, pavement markings, and a written traffic code to govern all traffic and parking at its high school facilities.

#### **Section A – Traffic Regulations**

1. The school administration shall develop a specific written plan for signs and pavement markings to control traffic and parking.
2. Auto and bus routes and the direction of traffic flow will be clearly marked with signs and pavement markings.
3. Separate parking areas for buses and for students, staff and visitors will be clearly identified by signs and/or pavement markings.
4. Special parking areas will be reserved and clearly identified by signs for authorized members of the administration and staff whose responsibility requires frequent trips to or from the school site.

5. Written authorization for reserved parking will be issued to authorized drivers by the Dean's Office.
6. All autos belonging to staff, administration and students must display a current parking sticker in the prescribed place on the vehicle.
7. All automobiles, buses, and other vehicles entering the Glenbrook campus are expected to abide by all traffic signs and pavement markings.

#### **Section B – Enforcement**

The Dean's Office at each school will assume responsibility for the traffic and parking plan and will maintain a complete and accurate record of all traffic and parking violations by students, staff, and visitors. The Dean's Office at each school is authorized to take the following actions:

1. Students
  - 1) First Offense - Student will be assigned deans' detention(s) or assigned to a restricted study hall.
  - 2) Second Offense - Student will be placed in the Learning Adjustment Center (LAC), assigned a Saturday detention, or assigned to a restricted study hall.
  - 3) Third Offense - Students will be subject to any or all of the following:
    - a) suspension from school
    - b) loss of parking privileges
    - c) student's vehicle will be towed at the violator's expense
  - 4) Students who violate either parking or traffic violations more than three times will be considered flagrant violators subject to the same disciplinary action as other flagrant violators of school rules.
3. Visitors
  - 1) Vehicles not displaying a Glenbrook sticker will be considered to belong to a visitor. A warning ticket may be issued until ownership is established.
  - 2) Should investigation determine that the vehicle belongs to a staff member or student, the procedures prescribed for those violations will be followed.
  - 3) The Dean's Office will maintain an updated record of all violations incurred by vehicles not displaying the Glenbrook sticker.
  - 4) Any vehicle parked illegally in a fire lane will be subject to all penalties, including a ticket from the local police department.

#### **Section C – Publication**

Students will be notified of the traffic and parking code through publication in the Student/Parent Handbook. Staff and visitors will be notified through appropriate notices, publications and signage.

#### **Section D**

Either the principal or dean of students is authorized to make reasonable and prudent exceptions to the foregoing traffic and parking controls policies.

### **L. SEARCHES**

School authorities may search students, their personal belongings, automobile, and lockers if they have a reasonable suspicion that the student has violated a school rule or the law. Illinois School Code 105: 5/10-22.6 provides the following:

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections, and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this section produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities.



## GLENBROOK CODE OF CONDUCT

### Philosophy

Glenbrook High School officials, coaches of athletic teams and sponsors of student activities believe that students who are selected for the privilege of participation on teams, squads, performing groups, clubs and other school organizations should conduct themselves as responsible representatives of the school. In order to assure this conduct, coaches and sponsors enforce a Code of Conduct. Furthermore, members of teams and organizations who fail to abide by the Code of Conduct are subject to immediate disciplinary action. Members of teams and organizations must always serve as exemplars of high moral character and must demonstrate appropriate academic commitment which is expected from all students. As recognized representatives of their school, participants are expected to exhibit appropriate behavior during the season (activity) or out of season, in uniform or out of uniform, on campus or off campus.

### SECTION A – Rules and Guidelines

The Glenbrook High School District has as its primary goal the academic education, as well as the physical and social development of all students. Therefore, students are expected to demonstrate good citizenship by following all school rules; local, state and federal laws; and comply with all Illinois High School Association by-laws and eligibility requirements.

- Violations of any of the following will be considered violations of the Glenbrook Code of Conduct and will subject the violator to disciplinary action:
  - school rules as described in the Students Rights and Responsibilities section of the Student-Parent Handbook;
  - local ordinances;
  - state and federal laws;
  - the display of proper sportsmanship at a school activity, competition, or event.
- Attending parties or gatherings where illegal substances or tobacco products may be present is strongly discouraged. The district's concern for the health and overall welfare of its students is at issue along with the potential for problems that may face the district's students in such situations. The district encourages its students to make responsible choices.
- It is the expectation of the school that students will be in attendance and fully participate in normal school activities on the day of an event, activity or contest. The administration reserves the right to limit participation of students in cases of non-attendance at school.
- School officials are not expected to monitor off-campus, non-school activities unless the violation is brought to their attention, is sufficiently severe to bring discredit upon the Glenbrook organization, and said conduct is reasonably proven.
- Each coach or sponsor has the prerogative to establish additional rules pertaining to the activity supervised which do not conflict with this Code of Conduct. Such rules may include attendance at practices, curfew, dress and general conduct of participants during practices, contests, trips, etc. Rules set by the individual coach or sponsor must be in writing with the approval of the Director of Athletics or the Director of Student Activities and communicated in writing to the student participants before his/her activity begins.
- Students suspended from school will not be allowed to participate in activities or athletics while they are on suspension. Additional consequences from the athletic or student activities department may also follow.
- The Dean's Office will be notified of all violations of the Code of Conduct and the consequences of the infraction. In addition to the penalties imposed by the Code of Conduct, such infractions will also be subject to appropriate Board of Education disciplinary policies.

### SECTION B – Procedures

A student may be suspended from participation in any activity according to the following procedures:

- All reports of violations of the Code of Conduct are to be made either to the Director of Athletics or to the Director of Student Activities.
- The director of the respective activity shall contact the student, parents, coach or sponsor to inform them of the violation and the procedures to be followed. If requested in writing, a meeting shall be scheduled within three (3) school days. This meeting shall include the director of the activity, the student, his/her parents, if they desire, and the student's coach or sponsor.
- The director and coach or sponsor will determine the course of action. The student and his/her parents shall be notified of the decision immediately.
- Any student who violates the guidelines and/or does not satisfactorily complete the season or activity may not be eligible for any awards or special recognition given for participation in the activity. Furthermore, a student who holds an elected or appointed office or position (i.e., peer leader, team captain, student organization officer) may be required to relinquish said position upon violation of the guidelines.
- Penalties will be applied in every activity in which a student participates. Penalties will be applied in the current or upcoming sport and/or performance activity in which a student participates. Any offense constitutes a violation for the purposes of all activities covered under the guidelines.

### SECTION C –Guidelines for Action

Consequences for Code of Conduct infractions by athletes and activity participants are determined by the following guidelines. There is no differentiation of consequences for in-season or out-of-season participation, and a penalty may carry over from season to season and/or year to year. The consequences may exceed the minimum guidelines due to the egregious nature of the infraction. Rule enforcement will be consistent and immediate.

#### ATHLETICS

**1st Offense:** Suspension from 10% of the season for all general Code of Conduct violations as well as use of tobacco or tobacco products or 20% of the season for other illegal substances as defined by Board Policy 8460. Student-athletes may be referred to a counselor regarding issues related to the violation. All suspensions are to be rounded to the higher full game or contest.

**2nd Offense:** Suspension from 30% of the season for all general Code of Conduct violations as well as the use of tobacco or tobacco products or 60% of the season for other illegal substances as defined by Board Policy 8460. The student-athlete will be required to attend an educational program for issues related to the violation that has been approved by the counseling and athletic departments. All suspensions are to be rounded to the higher full game or contest.

**3rd Offense:** Suspension from all athletics for one calendar year.

Consequences resulting from Code of Conduct violations may be carried over from season to season and/or year to year.

#### STUDENT ACTIVITIES

**Clubs and Organizations: special interest clubs, student government, class boards, honorary societies**

**1st Offense:** Suspension from club meetings/activities for not less than four (4) weeks for all general Code of Conduct violations as well as the use of tobacco or tobacco products or not less than seven (7) weeks for other illegal substances as defined by Board Policy 8460. Participants may be referred to a counselor regarding issues related to the violation.

**2nd Offense:** Suspension from club meetings/activities for not less than nine (9) weeks for all general Code of Conduct violations as well as the use of tobacco or tobacco products or not less than eighteen (18) weeks for other illegal substances as defined by Board Policy 8460. Participants will be required to attend an educational program for issues related to the violation that has been approved by the counseling department and the Director of Student Activities.

**3rd Offense:** Suspension from club meetings/activities for one calendar year.

Consequences resulting from Code of Conduct violations may be carried over from event to event and/or year to year.

**Student Performance Organizations: music, speech, debate, drama, dance, sports-related activities**

**1st Offense:** Students who are in violation of general Code of Conduct rules as well as the use of tobacco or tobacco products will not be permitted to participate in and/or audition for the next major performing event and/or shall serve two (2) Saturday detentions. Students in violation of rules regarding illegal substances as defined by Board Policy 8460 will not be permitted to participate in and/or audition for the next performing event and/or shall serve four (4) Saturday detentions. Participants may be referred to a counselor regarding issues related to the violation.

**2nd Offense:** Suspension for at least the next performances for all general Code of Conduct violations as well as the use of tobacco or tobacco products or the next two (2) performances for other illegal substances as defined by Board Policy 8460. Participants will be required to attend an educational program for issues related to the violation that has been approved by the counseling department and the Director of Student Activities.

**3rd Offense:** Suspension from performing events for one calendar year.

Consequences resulting from Code of Conduct violations may be carried over from event to event and/or year to year.

#### SECTION D –Right of Appeal

A student and/or his/her parents may appeal a decision by writing a letter to the director of the respective activity with copies to the principal, within three (3) school days following the meeting set forth in Section B. This letter should request a hearing with the administrative staff as designated by the principal.

Within five (5) school days after the letter is received, the school will notify the parents and the participant of the time and place of the appeal hearing. The school's administrative staff will hear the case and will take action that they consider appropriate. During the time between the original decision and the appeal hearing, the principal has the authority to waive the action which has been taken.

#### SECTION E-Voluntary Disclosure

Any student who voluntarily reports a violation of the Code of Conduct may be subject to a lesser penalty but the violation will count as an offense. The student may be required to attend an educational program that has been approved by the counseling department. Voluntary disclosure resulting in an "offense" penalty may be used only once by a student during his/her enrollment at the Glenbrook High Schools.