

North Boone 7-12 Code of Conduct



2025-2026

CHAPTER 6: DISCIPLINE AND CONDUCT

Please note that this chapter is subject to change by the administration and/or school board at any time. Students should form the habit of observing not only specific rules, but also the general rules of good citizenship. The excuse that a particular violation of good conduct is not specifically mentioned in the handbook is not acceptable. Students are expected to obey directives in the building, on the bus or school grounds, from any adults who serve in a supervisory capacity or who are employed by the school district.

The purpose of school is to prepare students with the skills they will need to be successful in life. The objective of the Board of Education in establishing this Discipline Code is to promote a positive and secure learning climate.

North Boone Community Unit School District #200 students are required to attend all classes and participate in selected school activities as responsible school citizens. Respect for all school employees, public property, and respect for the rights and welfare of others must govern pupil actions.

The following rules and regulations are applicable to all North Boone students and apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school, including at designated bus stops, or a school activity, function, or event;
4. Anywhere outside of school if a nexus, or relationship, can be proven between the incident and the school.
5. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
6. During periods of remote learning.

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

The school board reserves the right to change the discipline code at any time throughout the school year as necessary to address a safe and orderly educational process and in accordance with state law. The administration will handle each disciplinary matter on a case by case basis.

Maintenance of Discipline

Teachers, other certificated educational employees, and other delegated personnel shall maintain discipline in the schools, including school grounds that are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

A school staff member shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s).

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior. Nothing in this section affects the power of the board to establish rules with respect to discipline; except that each board shall establish a policy on discipline, and the policy so established shall provide that a teacher may use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self defense or the defense of property and may remove a student from the classroom for disruptive behavior and shall include provisions which provide due process to students. Board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extra-curricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that 10 days written notice of the violation is given such person and a hearing held thereon by the board pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing any offenses at school events.

The teacher will usually enforce discipline within the classroom. Some situations will be referred to the building administrator. This usually will happen when all attempts to correct unproductive behavior have gone unheeded by a student.

Repeated violations of school rules or misbehavior may also constitute gross disobedience or misconduct, thus warranting expulsion or suspension, even though each isolated violation or misbehavior may alone not constitute gross disobedience or misconduct. All out of school suspensions will result in an activity suspension for the student. Additional consequences may be imposed.

The school administrators maintain the authority to use their discretion in dealing with a student who displays unacceptable behavior or conduct. Severity and circumstances of a situation may alter punishment and remediation imposed on the student. Inappropriate student conduct will result in a variety of consequences. The discipline consequences may range from a warning to an expulsion from the North Boone School District. Although some of the consequences are listed and explained below, additional consequences may be used as needed. Disciplinary responses are not negotiable. Noncompliance will result in the next more serious disciplinary response. In extreme situations or for chronic offenders, the administrators may determine an Out of School Suspension not to exceed ten school days as an appropriate punishment to protect the learning environment of the school and to resolve the threat or address the disruption by the student's continued presence.

Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Disciplinary measures may include:

1. Disciplinary Conference.
2. Withholding of privileges.
3. Confiscation of items.
4. Independent Study
5. Reflective Essays or Homework
6. Written Apology
7. Loss of Privileges

8. Peer Mediation
9. Restitution
10. Disciplinary Behavior Contract
11. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds. Suspended students shall be provided the appropriate support services.
12. Suspension of bus riding privileges, provided that appropriate procedures are followed.
13. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
14. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
15. Notifying parents/guardians.
16. Removal from classroom.
17. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
18. Detention or Saturday School, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher of the Building Principal or designee.
19. Transfer to an alternative placement if the student is expelled or otherwise, qualifies for a transfer under state law.

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Description of Reparative Practices for Disruptive Behavior

DEFINITIONS:

MINOR BEHAVIOR: Behavior which violates expectations and rules but not serious enough to warrant an office discipline referral. Three (3) Minor Infractions or a combination of (3) Minor Infractions may result in an office discipline referral for a Tier 1 Corrective Strategy.

DISOBEDIENCE/MISCONDUCT (DM): Behavior which violates expectations and rules that is serious enough to warrant an office discipline referral on the first offense.

GROSS DISOBEDIENCE/GROSS MISCONDUCT (GDM): Behavior which violates expectations and rules that is serious enough to warrant an office discipline referral and may result in a School Exclusion ONLY if the behavior meets the applicable criteria and School Exclusion is supported by indicated evidence.

INTERVENTIONS AND CORRECTIVE STRATEGIES

Student discipline will be implemented consistent with the procedural safeguards set forth in the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act, when applicable. This may include the need to conduct functional assessments, develop/review behavior management plans, hold a Manifestation Determination Review (MDR) meeting prior to imposing a reparative practice involving a change of placement or provide ongoing educational services during a period of exclusion over 10 cumulative days in a school year.

RESTORATIVE STRATEGIES: Problem solving interventions done "with" the offender. They focus on the harm caused and how it will be repaired. Examples may include:

- **Mediation When Appropriate** - A process that provides interested students in conflict an opportunity to meet, in a safe and structured setting, and engage in a mediated discussion of the incident. With the assistance of trained school personnel, the student in conflict is able to tell about the physical, and emotional impact of the incident.
- **Support Groups** - Small group sessions focusing on targeted behavior(s) that will provide problem-solving and/or interpersonal skills to help students make positive decisions for success

ADMINISTRATIVE STRATEGIES: Statutory, rule-based, or contract-based interventions done "to" the offender, such as detention or suspension. Some examples of Administrative Strategies are:

- **Loss of Privileges** - The temporary or permanent exclusion from specific school related activity.

- **Detention:** student being required to serve a specific time penalty before or after school for an infraction. A teacher or administrator may assign a detention. A teacher detention is assigned by a teacher and is up to a minimum of 30-minutes in length. An administrator detention is assigned by the principal/assistant principal and is a minimum of 50-minutes in length. Students are required to serve all detentions and must arrange for their own transportation. Unserved detentions may result in additional detentions, an out of school, or suspension from an extracurricular activity. If a student is suspended out of school the detention will still be required upon the student's return to school. Failure to attend a scheduled detention due to employment or extracurricular activities is not acceptable.
- **Saturday School:** Students are required to attend school Saturday from 8:00 to 11:00 as a detention.
- **2-hour Detention:** Students are required to stay at school for two hours after school and will be responsible for arranging their own transportation home.
- **Alternative Learning Environment or In-School Suspension (ISS)** - The temporary removal from classes for up to 5 school days. During the period of time a student is serving in-school suspension, the student shall be excluded from all North Boone School District #200 classes, but not activities (including graduation ceremonies), and practices both on and off-site. Suspended students must make up and complete all assignments as originally required. Term papers and other assignments that would normally be due on a date during the in-school suspension are still due that day. The student must make his/her own arrangements to have the assignment delivered to the teacher on the due date. Assignments turned in after the due date will be graded according to the late policy of the teacher or school or graded zero. Tests and quizzes will be required the day that the student returns to class, unless scheduled to take it during the in-school suspension time. Daily participation grades will be graded zero.
- **Out-Of-School Suspension (OSS):** The temporary removal from school or from riding the bus for up to ten days. During the period of time a student is suspended, the student shall be excluded from all North Boone School District #200 classes, activities including graduation ceremonies), and practices both on and off-site. Suspended students must make up and complete all assignments as originally required. Term papers and other assignments that would normally be due on a date during the suspension are still due that day. The student must make his/her own arrangements to have the assignment delivered to the school on the due date. Assignments turned in after the due date will be graded according to the late policy of the teacher or school or graded zero. Tests and quizzes will be required the day that the student returns to school. Daily participation grades will be graded zero. Parents, guardians, or other responsible persons may pick up work daily at the school office within 45 minutes of the end of the normal school day. Students who return to school property during suspension will be considered as trespassing.
- **Searches:** The District reserves the right to search the school grounds, the building, classrooms, lockers, and student property, in accordance with Illinois law, when there are reasonable grounds that the search will produce evidence the student has or is violating either the law or the rules of the school. Police and specially trained dogs may be used for any searches. Student vehicles while on school property may also be searched if there is a reasonable suspicion that the vehicle contains banned substances or stolen property. Students who refuse to allow their car to be searched will not be allowed to park or drive on school property for a period up to and including the remaining time they are enrolled at North Boone High School.

Social Interventions, Corrective Strategies, and Reparative Matrix

The following activities must occur any time student misconduct occurs that warrants a written referral.

- Contact to inform parents of accusation and status of investigation.
- School level student conference during investigation (dialogue).
- Student discipline will be implemented consistent with the procedural safeguards set forth in the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act, when applicable.
 - A Manifestation Determination Review (MDR) meeting will take place prior to imposing a disciplinary reparative practice involving a change of placement.
 - For special education eligible students, development/review of behavior management plans, or provide ongoing educational services during a period of exclusion over 10 cumulative days in a school year.

The following is a non-exhaustive list of interventions and corrective strategies that may be used when responding to verified incidents of misconduct. Not all interventions will be appropriate and/or available for all forms of misconduct.

A. MINOR BEHAVIOR OFFENSES (TEACHER ACTIONS)			
Parent/Guardian Outreach Behavior Contract Brief Analysis of Behavior Confiscation of item Confiscation of item w/ parent conference required for return Conflict Resolution Meeting Daily Behavior Card Detention Loss of Privileges	Movement Break Multi-tier System of Support Parent Conference Presentation of SCOC and Classroom Guidelines Referral to Related Services Staff Reflective Essay/Activity Reminders and Redirection	Request IEP/504/ Problem- Solving Team Meeting Request Parent/Student/ Administrator Conference Role Play Seat Change Self-Charting Behavior	Student/Teacher/Parent Conference Teacher/Student Conference Teaching of Expectation & Skills Utilization of Support Staff Verbal Apology Verbal Warning Written Warning
B. DISOBEDIENCE MISCONDUCT (DM - ADMINISTRATOR ACTIONS) All of options available to minor behavior offenses, as applicable and available, plus : • Student/Parent/Administrator Conference (Teacher participation optional, at administrator's discretion) • Loss of Privileges • Restitution • Saturday School		C. GROSS DISOBEDIENCE MISCONDUCT (GDM 2, 3 & 4 - ADMINISTRATOR ACTIONS) All of options available to Minor Behavior and Disobedience Misconduct, as applicable and available, plus : • School Exclusion, ONLY if supported by identified evidence • In-School Suspension • Out-of-School Suspension • Recommendation for Expulsion	
	GROSS DISOBEDIENCE/ GROSS MISCONDUCT (2)	GROSS DISOBEDIENCE/ GROSS MISCONDUCT (3)	GROSS DISOBEDIENCE/ GROSS MISCONDUCT (4)
ELEMENTARY: K-6th	Alternative Learning Environment 1-3 days ISS 1-3 days OSS	1-3 days OSS	4-10 days OSS Possible recommendation for expulsion
SECONDARY: 7th - 12th	Alternative Learning Environment 1-3 days ISS 1-3 days OSS	4-10 days OSS	10 days OSS Possible EIA or Expulsion recommendation
WEAPONS - ELEMENTARY & SECONDARY MANDATORY Expulsion Recommendation (1 CALENDAR YEAR MINIMUM)			
Look-alike, Firearm, or Destructive Device – Use of	Firearms/Destructive device – Possession or Use	Illegal Object – Possession or Use	Any other object used to cause bodily harm

****An expulsion recommendation will be processed even if a student transfers to a non-district school.**

School Exclusion

School exclusion may ONLY be issued or recommended if supported by identified evidence that meets the criteria set forth below. All reasonable efforts are to be made to reduce the safety threat, address the disruption and minimize the number of days out of school.

OSS or Bus Suspension of 1-3 days: Student's continuing presence would pose: (a) a threat to school safety, or (b) a disruption to other student's learning.

OSS 4-10 days, Bus Suspension of 4 or More Days, Expulsion, Transfer to an Alternative Learning School: Student's continuing presence in school would: (a) pose a safety threat to other students, staff or members of the school community or (b) substantially disrupt, impede, or interfere with the operation of the school, AND (c) appropriate and available behavioral and disciplinary interventions short of School Exclusion have been exhausted.

NOTICE OF SCHOOL EXCLUSION – DOCUMENTATION TO PARENT**Out of School Suspension Notice**

The following is to be sent to the Parent when a student is issued an out of school suspension:

1. Suspension letter,
2. Disciplinary referral write-up,
3. Prior Social Intervention/Educational Services and Programs report,
4. Rationale for the duration of the suspension, and
5. Reinstatement conference date.

Expulsion Recommendation Notice

The following is to be sent to the Parent when a student is issued an expulsion recommendation:

1. Letter of expulsion recommendation;
2. The time, place, and purpose of the meeting;
3. Copy of the underlying letter of suspension;
4. Disciplinary referral write-up;
5. Prior Social Intervention/Educational Services and Programs report;
6. Rationale for the duration of the expulsion;
7. Re-engagement conference date.
8. All applicable documents for perusal prior to meeting/hearing.

NOTE: For students with disabilities, when the expulsion constitutes a change of placement the date and time of an MDR meeting and, for special education eligible students, a copy of the parents' procedural safeguards must be sent to the parent along with or in addition to the above notices.

CONTINUING SERVICES EXPECTATIONS DURING PERIOD OF EXCLUSION

- Students issued an OSS for 4-10 days will receive the support services noted in the suspension letter, if any.
- Special education eligible students will continue to receive services to allow them the opportunity to continue to progress in the general curriculum and on their IEP goals during a period of School Exclusion once they have received more than 10 days of OSS in a school year, as determined by the administration (OSS) or IEP Team (change of placement for disciplinary reasons). (Not applicable to students with 504 plans.)
- Students shall be allowed to make up work missed during a period of suspension, without penalty.

Secondary 7th-12th Grades Discipline Matrix

DISTRICT-WIDE BEHAVIORAL EXPECTATIONS	EXAMPLES OF EXPECTED BEHAVIOR	SECONDARY MINOR	POLICE NOTIFICATION	Secondary Minor Corrective Strategies
BE RESPECTFUL	Use computers responsibly.	COMPUTER VIOLATIONS (1) – Inappropriately using a district or personal computer during school hours. This may include chatting, emailing inappropriately, games, videos, etc.	NO	• Parent/Guardian Outreach • Behavior Contract • Brief Analysis of Behavior • Confiscation of item • Confiscation of item w/ parent conference required for return • Conflict Resolution Meeting • Daily Behavior Card • Detention • Loss of Privileges • Movement Break • Multi-tier System of Support • Parent Conference • Presentation of SCOC and Classroom Guidelines • Referral to Related Services Staff • Reflective Essay/Activity • Reminders and Redirection • Request IEP/504/ Problem- Solving Team Meeting • Request Parent/ Student/ Administrator Conference • Role Play • Seat Change • Self-Charting Behavior Student/ Teacher/Parent Conference • Teacher/Student Conference • Teaching of Expectation & Skills • Utilization of Support Staff • Verbal Apology • Verbal Warning • Written Warning
BE RESPECTFUL	Follow the teacher's directions.	DISOBEDIENCE - Disobedience or refusal to follow directions; disregard or transgression.	NO	
BE RESPECTFUL	Promptly and politely follow adult requests.	DISRESPECT - Speech or behavior which shows that you do not think someone or something is valuable, important, etc.: lack of respect.	NO	
BE RESPECTFUL	Listen and follow all school rules.	DISRUPTION TO THE LEARNING ENVIRONMENT - Any disruption to the learning environment.	NO	
BE RESPONSIBLE	Dress appropriately.	DRESS CODE VIOLATION - Refusal or failure to comply with school dress code, as outlined in the student handbook.	NO	
BE RESPONSIBLE	Keep cell phones and other electronic items stowed away during school. The school shall provide a secure location for all electronic devices. If parent/ guardian/ student(s)/ choose to not place electronic devices in the secure location, the District is not responsible for those electronic devices.	ELECTRONIC DEVICES - ELECTRONIC SIGNALING DEVICES - Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time. The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules: 1. Unless being used for educational purposes or when needed during an emergency, they must be kept out of sight and in an inconspicuous location, such as a backpack, purse or locker. 2. They must be turned OFF during the regular school day unless needed during an emergency. 3. They may not be used in any manner that will cause disruption to the educational environment. Electronic study aids may be used during the school day if: 1. Use of the device is provided in the student's IEP; or 2. Permission is received from the student's teacher. 3. Permission is received from a building administrator.	NO	
BE SAFE	Play Safely.	HORSEPLAY - Behavior that is rough or boisterous. Includes play hitting, running, acting out a play fight, and/or practical jokes that result or may result in harm.	NO	
BE RESPONSIBLE	Ask permission before leaving assigned area	LEAVING WITHOUT PERMISSION (1) - Leaving the assigned area, without obtaining prior approval of the teachers and/or administrators.	NO	
BE RESPECTFUL	Respect others and their choices	MINOR INTIMIDATION/BRIBERY - Students may not offer or accept favors, money, or other rewards in exchange for lying, taking the blame, or helping someone else avoid consequences. Also included is encouraging or betting another student to break a rule is also strictly prohibited. Any student involved in these actions will face disciplinary consequences.	NO	
BE RESPECTFUL	Respect others belongings	MISCHIEF - Accessing another student's locker, backpack, chromebook, or belongings without permission in an attempt to disrupt or cause distress to another student.	NO	
BE RESPECTFUL	Always use appropriate language.	PROFANITY/INAPPROPRIATE COMMUNICATIONS - Offensive language either written or spoken that is not directed at someone.	NO	
BE RESPECTFUL	Respect everyone's personal space.	PUBLIC DISPLAY OF AFFECTION – Actions including but not limited to kissing, hugging for an inappropriate length of time, or holding hands.	NO	
BE RESPONSIBLE	Attend all classes on time.	TARDY - Failure to be in assigned classroom/area when the bell rings.	NO	

DISTRICT-WIDE BEHAVIORAL EXPECTATIONS	EXAMPLES OF EXPECTED BEHAVIOR	GROSS DISOBEDIENCE/GROSS MISCONDUCT (2)	POLICE NOTIFICATION	GROSS DISOBEDIENCE/GROSS MISCONDUCT (2) CORRECTIVE STRATEGIES
BE RESPONSIBLE	Obey all school rules.	ALTERING/DESTRUCTION OF SCHOOL RECORDS - Any intentional action to alter, change, or modify any school record absent the express consent of a teacher, administrator, or authorized staff member is prohibited. School records will be defined as temporary and permanent school student records, records and reports created and/or maintained by teachers or administrators, disciplinary documents, hall passes, and other similar documents. Excludes school records maintained or stored in electronic, digital, or computerized form. See Computer Violations (4)	NO	All of options available to minor offenses, Disobedience Misconduct, as applicable and available, plus: • Student/Parent/ Administrator Conference (Teacher participation optional, at Administrator's discretion) • Loss of privileges • Saturday School • 1-3 Days ISS • 1-3 Days OSS • Upon return from OSS may be assigned 1-3 days of ISS Subsequent Occurrence • Possible referral to GDM (3) or 2nd Occurrence Intervention
BE RESPONSIBLE	Always tell the truth.	CHEATING/PLAGIARISM - To violate the rules of honesty in school related actions, requirements and expectations. Cheating includes, but is not limited to, using someone else's answers. This may include electronic media.	NO	
BE RESPECTFUL	Use computers responsibly.	COMPUTER VIOLATIONS (2) - Intentional misuse of or damage to the District's computer system, inclusive of operations, software, hardware or related peripherals and accessories, which does not result in significant harm or disruption to educational or administrative operations or to computer system or network operations or performance. Misuse includes actual or attempted entry to unauthorized or restricted computer areas, software, or data which does not result in accessing confidential or private student or staff information, intellectual property rights or obligations, or other significant information, data or software. Misuse also includes intentionally bypassing District filters or firewalls to access illicit, violent, pornographic or "dark web" websites or other online sources, and accessing inappropriate information or images on a District device or while participating in a District class either in person or online, or while participating in any activity or event reasonably related to school, including District transportation, extracurricular activities, or school events. Misuse may encompass minor violations of the District's Acceptable/ Authorized Use Policy (AUP). Also, includes accessing technology with the intent of disrupting a classroom. * Note – Disciplinary action may include restitution, removal from class, and/or restriction from access to or use of the District computer network or computers and related devices and peripherals.	NO	
BE RESPECTFUL	Take care of school property.	DAMAGE TO PROPERTY - Causing damage to or defacing school property or property of others on school grounds.	OPTIONAL	
BE RESPECTFUL	Consider other people's feelings and respect others' personal space.	DISCRIMINATORY CONDUCT - To negatively interfere with another student, including the wearing or possession of items depicting or implying hatred of or prejudice toward another individual on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, pregnancy status, genetic information or any other characteristic protected by law. Examples of harassing or discriminating conduct include epithets, slurs, negative stereotyping or insulting or degrading words or actions. Other examples of harassing or discriminating conduct includes the use of written text messages, sexting, social media or graphic materials, such as posters, cartoons or jokes, which denigrate or show hostility toward a particular individual or group.	OPTIONAL	
BE RESPONSIBLE	Complete all assigned consequences.	FAILURE TO ATTEND OR COMPLETE AN ASSIGNED DISCIPLINE PROGRAM. (2) - Failure to successfully complete 3 interventions of this infraction can warrant moving this infraction to a Level 3 infraction.	NO	
BE RESPONSIBLE	Ask permission before using other's names.	FORGERY - The unauthorized signing of the name of another person, or altering times, dates, grades, passes or permits, or possession of pass booklet.	NO	
BE SAFE	Refrain from playing for money.	GAMBLING - Playing any game of skill or chance for money or anything of value.	NO	
BE RESPONSIBLE	Gang activity is forbidden.	GANG RELATED BEHAVIOR - Participation in any activity that serves to demonstrate membership, advertise, drawing, or promote gang activity, including the wearing and displaying of jewelry, clothing, symbols, signs, handshakes, or other indicia of a gang.	OPTIONAL	

DISTRICT-WIDE BEHAVIORAL EXPECTATIONS	EXAMPLES OF EXPECTED BEHAVIOR	GROSS DISOBEDIENCE/GROSS MISCONDUCT (2)	POLICE NOTIFICATION	GROSS DISOBEDIENCE/ GROSS MISCONDUCT (2) CORRECTIVE STRATEGIES
BE RESPECTFUL	Consider other people's feelings and respect others' personal space.	HARASSMENT/HAZING - To repeatedly annoy, impede or otherwise negatively interfere with another student, including the wearing or possession of items depicting or implying hatred of or prejudice toward another individual on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, pregnancy status, genetic information or any other characteristic protected by law. Examples of harassing or discriminating conduct include epithets, slurs, negative stereotyping or insulting or degrading words or actions. Other examples of harassing includes the use of written text messages, sexting, social media or graphic materials, such as posters, cartoons or jokes, which denigrate or show hostility toward a particular individual or group.	NO	All of options available to minor offenses, as applicable and available, plus: • Student/Parent/Administrator Conference (Teacher participation optional, at Administrator's discretion) • Loss of privileges • Saturday School • 1-3 Days ISS • 1-3 Days OSS • Upon return from OSS may be assigned 1-3 days of ISS Subsequent Occurrence • Possible referral to GDM (3) or 2nd Occurrence Intervention
BE RESPONSIBLE	Encourage positive behaviors to all.	INSTIGATING/INCITING – To encourage negative behaviors of other students. This includes but not limited to the following examples: 1. Chanting or cheering on a fight 2. Praise of negative behaviors or consequences. 3. Recording/sharing/streaming student(s) and staff incidents. 4. Written, drawn, or created drawings, pictures, or signs that entice others. 5. Creating conflict with other students.	NO	
BE RESPONSIBLE	Always remain on school grounds.	LEAVING WITHOUT PERMISSION (2) - Leaving the building, sight of classroom instructor, or assigned area without obtaining prior approval of the teachers and/or administrator.	NO	
BE RESPONSIBLE	Follow school rules and procedures.	MULTIPLE OR REPEAT MINOR OFFENSES – Engaging in multiple minor offenses during a single event or situation. Repeated minor offenses during the course of a school year.	NO	
BE RESPECTFUL	Keep hands and feet to yourself.	PHYSICAL CONTACT - To strike or hit another, but not mutual combat. Student engages in actions that involve contact where injury or uninvited touching may occur (slapping, hitting, punching, kicking, hair pulling, scratching, biting and spitting).	NO	
BE RESPONSIBLE	Stay Drug Free	POSSESSION OF TOBACCO/ELECTRONIC SMOKING DEVICES - Possession of tobacco in any form at school, at school sponsored activities or on a school bus, including electronic smoking devices and vaping devices.	OPTIONAL	
BE SAFE	Play and work safely at all times.	RECKLESS BEHAVIOR (1) - Behavior or false information that results, or could potentially result, in physical endangerment of self, others and/or to school property. Includes aggressive arguments, threats of physical violence or invitations to fight, attempted fighting in which a student has to be physically restrained to prevent escalation to physical contact, or engaging in behavior that is commonly recognized as an antecedent to fighting, e.g., removing personal belongings such as jewelry, clothing, backpack/bookbag, "facing off" or "squaring up" in a fighting stance, etc.	NO	
BE RESPECTFUL	Respect others at all times	RETALIATION - The act of seeking retribution in response for a perceived wrongdoing.	NO	
BE SAFE	Attend School Daily.	SKIPPING CLASS (Truancy) - Failure to attend without valid cause, any or all assigned classes.	NO	
BE SAFE	Remain Calm.	TEMPER TANTRUMS/ OUT OF CONTROL BEHAVIOR - A fit of anger that disrupts or endangers others.	NO	
BE SAFE	Always use appropriate language.	VERBAL ABUSE - Offensive language, behavior, or gesture directed toward any school district employee, volunteer, or student.	NO	

DISTRICT-WIDE BEHAVIORAL EXPECTATIONS	EXAMPLES OF EXPECTED BEHAVIOR	GROSS DISOBEDIENCE/GROSS MISCONDUCT (3)	POLICE NOTIFICATION	Gross Disobedience/ Gross Misconduct (3) Corrective Strategies
BE RESPONSIBLE	Obey all school rules.	ALTERING/DESTRUCTION OF SCHOOL RECORDS - Any intentional action to alter, change, or modify any school record absent the express consent of a teacher, administrator, or authorized staff member is prohibited. School records will be defined as temporary and permanent school student records, records and reports created and/or maintained by teachers or administrators, disciplinary documents, hall passes, and other similar documents. Excludes school records maintained or stored in electronic, digital, or computerized form. See Computer Violations (4)	NO	All of options available to minor offenses, Disobedience Misconduct, as applicable and available, plus: • Student/Parent/ Administrator Conference (Teacher participation optional, at Administrator's discretion) • Loss of privileges • 4-10 Days OSS • Upon return from OSS may be assigned 1-3 days of ISS Subsequent Occurrence • Refer to GDM (3B) or GDM (4)
BE RESPECTFUL	Solve Problems Peacefully.	BATTERY - Use of force causing bodily harm to another person as determined by school personnel.	OPTIONAL	
BE RESPECTFUL	Solve Problems Peacefully.	BULLYING - Including cyberbullying, means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: 6. placing the student or students in a reasonable fear of harm to the student's or students' person or property; 7. causing a substantially detrimental effect on the student's or students' physical or mental health; 8. substantially interfering with the student's or students' academic performance; or 9. substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying, as defined in this subsection (b), may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. All bully offenses require a bully report on file.	OPTIONAL	
BE SAFE	Obey School Rules.	BURGLARY - Unauthorized entry into a building, a vehicle, or a restricted area that involves a theft on school property.	OPTIONAL	
BE RESPECTFUL	Consider other people's feelings and respect all personal space.	CYBER BULLYING - Use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, videos or sexting. Examples of this behavior include but are not limited to sending false, cruel, vicious messages or materials to others; creating websites that have stories, cartoons, pictures, and jokes ridiculing others; engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others. All bully offenses require a bully report on file.	OPTIONAL	
BE SAFE	Always remain drug free.	DISTRIBUTION, OR POSSESSION, OR EXHIBITION OF OFFENSIVE OR HARMFUL MATERIALS/OBJECTS - Actual, constructive or attempted transfer of possession of an object or substance. Possession or distribution of any device, object or substance that can be reasonably considered sufficient to cause serious harm.	OPTIONAL	
BE RESPECTFUL	Listen and follow all school rules.	DISRUPTION TO THE LEARNING ENVIRONMENT (2) - Any disruption or repeated disruptions to the learning environment. This also includes indirect threats, comments, drawings, or pictures about violence that are verbal, written, or electronically communicated.	OPTIONAL	
BE RESPECTFUL	Enter assigned classrooms.	ENTERING AN UNAUTHORIZED AREA – Entering or leaving a building, classroom, or area without permission with the intent to disrupt or intimidate.	NO	
BE RESPONSIBLE	Complete all assigned consequences	FAILURE TO ATTEND OR COMPLETE AN ASSIGNED DISCIPLINE PROGRAM. (LEVEL 3) - Failure to successfully complete 3 interventions of this infraction can warrant moving this infraction to a Level 4 infraction.	NO	

DISTRICT-WIDE BEHAVIORAL EXPECTATIONS	EXAMPLES OF EXPECTED BEHAVIOR	GROSS DISOBEDIENCE/GROSS MISCONDUCT (3)	POLICE NOTIFICATION	Gross Disobedience/ Gross Misconduct (3) Corrective Strategies
BE SAFE	Solve Problems Peacefully.	FIGHTING (1) - The exchange of physical contact, constituting mutual combat, with or without injury. Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties will be disciplined.	OPTIONAL	All of options available to minor offenses, Disobedience Misconduct, as applicable and available, plus: • Student/Parent/ Administrator Conference (Teacher participation optional, at Administrator's discretion) • Loss of privileges • 4-10 Days OSS • Upon return from OSS may be assigned 1-3 days of ISS Subsequent Occurrence • Refer to GDM (3B) or GDM (4) All of options available to minor offenses, Disobedience Misconduct, as applicable and available, plus: • Student/Parent/ Administrator Conference (Teacher participation at Administrator's discretion) • Loss of privileges • 4-10 Days OSS • Upon return from OSS may be assigned 1-3 days of ISS Subsequent Occurrence • Refer to GDM (3B) or GDM (4)
BE SAFE	Lighters and matches are forbidden at school.	FIREWORKS/INCENDIARY OBJECTS - Use, possession, or sale of firecrackers, smoke bombs, matches, lighters, model rocket engines and similar materials.	OPTIONAL	
BE RESPECTFUL	Respect others personal space.	INAPPROPRIATE PHYSICAL CONTACT – WITHOUT SEXUAL INTENT – Physical contact to private or sensitive areas. Can also include groping, pinching, poking, and slapping.	NO	
BE RESPONSIBLE	Follow School Rules.	INTERFERENCE WITH SCHOOL PERSONNEL - Preventing or attempting to prevent school personnel or transportation personnel from engaging in their responsibilities through threats, violence, harassment, or physical action. Providing false information during an investigation or making false accusations against a staff member.	OPTIONAL	
BE RESPECTFUL	Dress appropriately	LEWD OR LASCIVIOUS CONDUCT - Publicly and indecently exposing breasts, buttocks, genitals or pubic area. This includes sexting, exposing undergarments or nudity of one's self or other students.	OPTIONAL	
BE RESPONSIBLE	Follow school rules and procedures.	MULTIPLE OR REPEAT MINOR OFFENSES – Engaging in multiple minor offenses during a single event or situation. Repeated minor offenses during the course of a school year.	NO	
BE RESPECTFUL	Respect others personal space.	PUBLIC HUMILIATION - Publicly humiliating, shaming, or embarrassing another student verbally or written. This includes mocking appearance, spreading rumors, sharing private information, intentionally ostracizing, or targeting someone to cause emotional harm. Can also include physical acts, tripping, causing to fall, pulling down clothing to expose skin or undergarments, etc.	NO	
BE RESPECTFUL	Respect the Property of Others.	POSSESSION OF STOLEN PROPERTY - Having in one's possession or under one's control, on school grounds, property that has been stolen, including possession of property without permission of the owner.	OPTIONAL	
BE SAFE	Play and work safely at all times.	RECKLESS BEHAVIOR (2) - Behavior or false information that results, or could potentially result, in injury or in physical endangerment of self, others and/or to school property. Includes aggressive arguments, punching/hitting/kicking school property, severe and intentional disrespect to students or staff, threats of physical violence or invitations to fight, attempted fighting in which a student has to be physically restrained to prevent escalation to physical contact, or engaging in behavior that is commonly recognized as an antecedent to fighting, e.g., removing personal belongings such as jewelry, clothing, backpack/bookbag, "facing off" or "squaring up" in a fighting stance, etc.	NO	
BE RESPONSIBLE	Refrain from engaging in illegal acts.	SALE OR DISTRIBUTION OF INAPPROPRIATE MATERIAL OR SERVICES	MANDATORY	
BE SAFE	Respect yourself and others personal space.	SEXUAL ACTIVITIES-CONSENSUAL - Any sexually explicit act on school grounds or at a school-related event. Such sexual activities include touching in a sexual manner or engaging in any other consensual sexual activity.	OPTIONAL	

DISTRICT-WIDE BEHAVIORAL EXPECTATIONS	EXAMPLES OF EXPECTED BEHAVIOR	GROSS DISOBEDIENCE/GROSS MISCONDUCT (3)	POLICE NOTIFICATION	Gross Disobedience/ Gross Misconduct (3) Corrective Strategies
BE RESPECTFUL	Respect yourself and others personal space.	SEXUAL HARASSMENT - WITHOUT SEXUAL MISCONDUCT - Sexual harassment includes any communication that denigrates, threatens, or shows hostility toward another based upon that individual's gender. The victims of sexual harassment may be of the same or of the opposite sex. Sexual harassment may consist of unwelcome sexual advances, sexting, requests for sexual favors or other communication of a sexual or sex-based nature. Prohibited acts of sexual harassment also includes making sexually oriented or sexually degrading comments, or sexually suggestive jokes or gestures; displaying sexually oriented pictures, posters, drawings, or other materials which may be construed by others to be offensive; or engaging in persistent or repeated unwelcome flirting or pressure for dates or generally intimidating conduct. All bully offenses require a bully report on file.	MANDATORY	All of options available to minor offenses, Disobedience Misconduct, as applicable and available, plus: • Student/Parent/ Administrator Conference (Teacher participation optional, at Administrator's discretion) • Loss of privileges • 4-10 Days OSS • Upon return from OSS may be assigned 1-3 days of ISS Subsequent Occurrence • Refer to GDM (3B) or GDM (4) All of options available to minor offenses, Disobedience Misconduct, as applicable and available, plus: • Student/Parent/ Administrator Conference (Teacher participation at Administrator's discretion) • Loss of privileges • 4-10 Days OSS • Upon return from OSS may be assigned 1-3 days of ISS Subsequent Occurrence • Refer to GDM (3B) or GDM (4)
BE RESPONSIBLE	Ask before taking.	THEFT - Taking property owned by the school district without permission. Taking property located on school grounds owned by another individual without permission.	OPTIONAL	
BE RESPONSIBLE	Remain in your assigned area.	TRESPASSING (1) - Entering any school facility, restricted area, or onto school property/school vehicle without proper authority, excludes any school entry during a period of suspension or expulsion. Unauthorized entry onto school grounds, during a school day, other than the school at which the student is registered.	NO	
BE RESPONSIBLE	Stay Drug Free.	USE OF TOBACCO - Use of tobacco in any form at school, at school sponsored activities or on a school bus	OPTIONAL	
BE RESPONSIBLE	Respect School Property.	VANDALISM - Intentionally or recklessly causing damage to or defacing school property or property of others, or such action causing disruption to the educational processes and/or school activities. IN ALL CASES the student/parent shall be required to make restitution as determined by the administration.	OPTIONAL	

DISTRICT-WIDE BEHAVIORAL EXPECTATIONS	EXAMPLES OF EXPECTED BEHAVIOR	GROSS DISOBEDIENCE/GROSS MISCONDUCT (4)		POLICE NOTIFICATION	Gross Disobedience/ Gross Misconduct (4) Corrective Strategies
Drugs					
BE SAFE	Always remain drug free.	ALCOHOL - Possession, having under one's control or using or appearing to use any alcoholic beverage/substance. Possession or control means on one's person or in a locker, car, desk, or hidden in any accessible location on or abutting school property. Student may be asked to have a professional chemical dependency assessment at an approved agency.	MANDATORY	All of options available to minor offenses, Disobedience Misconduct, as applicable and available, plus: • Student/Parent/Administrator Conference (Teacher participation optional , at Administrator's discretion) • Loss of privileges • 10 Days OSS • Upon return from OSS may be assigned 1-3 days of ISS • Possible recommendation for Alternative School Placement • Possible recommendation to the School Board for Expulsion. (Requires an expulsion hearing.)	
BE RESPONSIBLE	Always remain drug free.	DISTRIBUTION OF DRUGS ON SCHOOL GROUNDS - Actual, constructive, attempted or intended intent to deliver, attempting to purchase, attempting to accept, involved in a drug transaction, transfer or offer to sell a prescription drug, illegal drug, controlled substance, alcoholic beverage, or look-alike drug (any substance represented to be a drug, synthetic drug, prescription or cannabis); includes possession of paraphernalia relating to the sale or transfer of drugs. The intent includes appearing to be selling or transferring drugs (indicia).	MANDATORY		
BE SAFE	Obey School Rules.	DRUGS - Possessing, having under one's control or using or appearing to use any controlled substance, illegal drug, look-alike drug (any substance represented to be a synthetic drug, prescription drug or alcohol), or prescription drug without a valid prescription, nicotine, or drug paraphernalia; possession or control means on one's person or in a locker, car, desk, or hidden in any accessible location on or abutting school property.	MANDATORY		
BE SAFE	Remain Substance Free.	UNDER THE INFLUENCE ON SCHOOL PROPERTY OR SPONSORED ACTIVITY- Actively or appearing to show signs of being under the influence of any controlled substance while on school property or during a school sponsored activity, this includes activities or sponsored events off of school property. Controlled substances include; alcohol, legal drugs, illegal drugs, synthetic drugs, prescription drugs, and nicotine. An evaluation will be completed by a medical professional or law enforcement.	MANDATORY		
OTHER ILLEGAL ACTIVITIES					
BE SAFE	Refrain from using lighters or matches.	ARSON/ATTEMPTED ARSON - The intentional use or attempted use of fire to cause harm to property or any person, or the intent or attempt to participate in or to facilitate the burning property for any reason.	MANDATORY		
BE RESPONSIBLE	Follow school rules. Only report true emergencies	BOMB THREATS - Reporting to school, police, or fire officials the presence of a bomb/explosive device (absent reasonable belief that a bomb/explosive device is actually present): • On or near school property or school grounds; • On or near school vehicles; • On any premises where a school function is being conducted; and/or • At any activity or event which bears a reasonable relationship to school.	MANDATORY		
BE RESPECTFUL	Treat others with respect.	BULLYING (2) - Includes the description of Bullying - GDM 2. This also includes repeat bullying offenses by any method, to the same or different victim(s). Including cyberbullying, means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: 1. placing the student or students in a reasonable fear of harm to the student's or students' person or property; 2. causing a substantially detrimental effect on the student's or students' physical or mental health; 3. substantially interfering with the student's or students' academic performance; or 4. substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying, as defined in this subsection (b), may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. All bully offenses require a bully report on file.	OPTIONAL		

DISTRICT-WIDE BEHAVIORAL EXPECTATIONS	EXAMPLES OF EXPECTED BEHAVIOR	GROSS DISOBEDIENCE/GROSS MISCONDUCT (4)	POLICE NOTIFICATION
BE RESPONSIBLE	Follow School Rules	COMPUTER VIOLATIONS (4) - Deliberate damage or destruction or unauthorized entry (hacking), or other misuse, which harms the District computer network, software, stored data, or hardware, or is a significant violation of the District's Acceptable/Authorized Use Policy (AUP)* is prohibited. This prohibition includes accessing unauthorized/restricted areas of the computer information system, using airdrop or any tool or code to gain unauthorized access to computer information, accessing any personal, private, or confidential information of others (e.g., students, faculty, administrators, staff members, vendors), extracting and/or transferring unauthorized information to others, including external organizations, or providing information or assistance to facilitate unauthorized access to the District's computer systems or network, including sharing login and password information. Computer Violations (4) also occurs when a violation of Computer Violations (2) results in loss of data, interruption of or interference with educational activities or services or District operations, or results in more than de minimis damage to District computer and related property, inclusive of hardware, software, network capability or functioning, peripherals, accessories, etc.	OPTIONAL
BE RESPECTFUL	Treat others with respect.	EXTORTION - Forcing another to act against his/her will by force or threat of force. All bully offenses require a bully report on file.	MANDATORY
BE RESPONSIBLE	Follow School Rules & Only report true emergencies	FALSE ALARMS/AUTOMATIC EXTERNAL DEFIBRILLATORS - Intentional sounding of a false fire alarm; making a false emergency call; or improperly possessing, tampering with or destroying fire equipment, Automatic External Defibrillators (AED) or emergency signs located on school district premises.	MANDATORY
BE RESPECTFUL	Refrain from handling dangerous items.	POSSESSION, USE OR TRANSPORTING EXPLOSIVES - No one will possess, handle, transmit, conceal, nor use any explosive device or substance that can be used as an explosive (substance that bursts forth, usually with a great deal of noise).	MANDATORY
BE SAFE	Ask before taking.	ROBBERY - Taking property from a person by force or threat of force.	MANDATORY
BE RESPONSIBLE	Use kind words at all times.	THREATS/INTIMIDATION - Threatening physical, mental, or emotional abuse through verbal, nonverbal, written, or social media methods. Prohibited threats/intimidation requires statements or conduct which places a person in reasonable apprehension of being physically or mentally harmed.	OPTIONAL
BE RESPONSIBLE	Remain in your assigned area.	TRESPASSING - Entering any school facility, restricted area, or onto school property/school vehicle without proper authorization, includes any school entry during a period of suspension or expulsion. Unauthorized entry onto school grounds, during a school day, other than the school at which the student is registered.	OPTIONAL
PHYSICAL AGGRESSION			
BE RESPECTFUL	Solve Problems Peacefully.	BATTERY (2) - Use of force causing bodily harm to another person with injury requiring emergency medical care. Emergency Medical Care is defined as professional medical care beyond care provided by school nurse staff.	MANDATORY
BE SAFE	Solve Problems Peacefully.	FIGHTING (2) - Repeated instances of Fighting 1 or fighting which results in injury requiring emergency medical care or significant disruption to the learning environment.	OPTIONAL
BE RESPECTFUL	Group attacks against peers is forbidden.	GROUP VIOLENCE - More than one student on a side engaging in physical contact to inflict harm or inciting others to do so. Additional persons entering into an initial fight not to restrain or separate but to actively participate in the physical aggression.	OPTIONAL

DISTRICT-WIDE BEHAVIORAL EXPECTATIONS		EXAMPLES OF EXPECTED BEHAVIOR	GROSS DISOBEDIENCE/GROSS MISCONDUCT (4)		POLICE NOTIFICATION	Gross Disobedience/ Gross Misconduct (4) Corrective Strategies
BE RESPONSIBLE	Refrain From Unlawful Recording	NON-CONSENSUAL OR UNLAWFUL RECORDING, PHOTOGRAPHING OR POSSESSION/DISTRIBUTION OF IMAGES - Includes any non-consensual production, possession or distribution of photographs, audio or video recording or other media of students, or school personnel in states of undress or while engaged in acts which have a reasonable expectation of privacy. Includes circumstances in which a student consents to being photographed or recorded in a setting which captures images of non-consenting persons such as restrooms, locker rooms, showers.		MANDATORY		All of options available to minor offenses, Disobedience Misconduct, as applicable and available, plus: • Student/Parent/ Administrator Conference (Teacher participation optional, at Administrator's discretion) • Loss of privileges • 10 Days OSS • Upon return from OSS may be assigned 1-3 days of ISS • Possible recommendation for Alternative School Placement • Possible recommendation to the School Board for Expulsion. (Requires an expulsion hearing.)
BE RESPECTFUL	Keep hands and feet to yourself.	RECKLESS BEHAVIOR (3) - Knowingly or intentionally causing harm to staff or attempting to cause harm to staff; or negligently causing harm to staff. Staff includes teachers, administrators, all school district employees/agents. The definition of harm shall include minor scrapes and bruises and other bodily injury which either does not require medical assistance or requires only first aid assistance. This can also include making false alarms or yelling "Help, Fire, etc." without a cause or need.		MANDATORY		
BE RESPECTFUL	Respect Yourself and others personal space.	SEXUAL HARASSMENT – WITH OR WITHOUT SEXUAL MISCONDUCT – Sexual harassment/misconduct is any severe and/or persistent conduct which is accompanied by unwelcome physical contact of a sexual nature, including but not limited to actions such as (e.g., intentional brushing against another's body, kissing, or patting, pinching, or touching someone in a sexual manner, including touching with objects, etc.). The victims of sexual harassment may be of the same or of the opposite sex. Sexual harassment/misconduct consists of physical acts of sexual or sex-based natures which may be accompanied by persistent unwelcome actions or words such as sexual advances, sexting, requests for sexual favors or other inappropriate communications (e.g., making sexually oriented or sexually degrading comments, or sexually suggestive jokes or gestures; displaying sexually oriented pictures, posters, drawings, or other materials which may be construed by others to be offensive; or engaging in persistent or repeated unwelcome flirting or pressure for dates or generally intimidating conduct). All bully offenses require a bully report on file.		MANDATORY		
BE RESPECTFUL	Keep hands and feet to yourself.	STAFF BATTERY - Knowingly or intentionally causing serious bodily injury to staff or attempting to cause serious bodily injury to staff; or negligently causing serious bodily injury to staff with a deadly weapon. Staff includes teachers, administrators, and all school district employees/agents. Injury is defined as a condition resulting in death, lost work days, loss of consciousness, restriction of work or motion, or medical treatment (other than first aid).		MANDATORY		
DISTRICT-WIDE BEHAVIORAL EXPECTATIONS		EXAMPLES OF EXPECTED BEHAVIOR	WEAPONS		POLICE NOTIFICATION	Weapons Corrective Strategies
BE SAFE	Refrain from using objects as a weapon	WEAPON - USE OF AN OBJECT AS A WEAPON - The use or attempted use of an object by the student to cause bodily harm.		MANDATORY		All of options available to minor offenses, Disobedience Misconduct, as applicable and available, plus: • Student/Parent/ Administrator Conference (Teacher participation optional, at Administrator's discretion)
BE SAFE	Do not bring toy guns, knives and/or sharp objects to school.	WEAPON - USE OF A LOOK-A-LIKE WEAPON - The possession of a toy or fake firearm or destructive device or other object which can reasonably be mistaken as a firearm or destructive device, or illegal or unlawful object due to its color, shape, composition, and/or sound, and which is used or attempted to be used by the student to threaten or to cause bodily harm to another person.		MANDATORY		

BE SAFE	Weapons are forbidden.	WEAPON - USE OR UNAUTHORIZED POSSESSION OF A FIREARM, DESTRUCTIVE DEVICE, OR ILLEGAL/UNLAWFUL OBJECT - Use and/or possession of a firearm, destructive device, illegal object, or an object that is unlawful to possess on school grounds is prohibited in and on school district premises, school vehicles, any premises where a school function is being conducted, and at any activity or event which bears a reasonable relationship to school.	MANDATORY	• Loss of privileges • 10 Days OSS • Mandatory recommendation to the School Board for Expulsion (requires expulsion hearing.)
BE SAFE	Weapons are forbidden.	WEAPON - USE AND/OR POSSESSION OF ANY OTHER PROHIBITED WEAPON OR A DANGEROUS OBJECT AS A WEAPON OR THREAT - The use and/or possession of any "other prohibited weapon" or a "dangerous object" as a weapon or threat is prohibited in and on school district premises, school vehicles, any premises where a school function is being conducted, and at any activity or event which bears a reasonable relationship to school.	MANDATORY	

Transportation Social Intervention/Reparative Matrix Kindergarten - 12th Grades

DISTRICT-WIDE BEHAVIORAL EXPECTATIONS	EXAMPLES OF EXPECTED BEHAVIOR	MINOR INFRACTIONS		Transportation Minor Infraction Corrective Strategies:
BE RESPONSIBLE	Keep food and drinks off the bus.	EATING/DRINKING ON BUS		First Infraction: • Reminders and redirection • Driver/Student Conference • Teaching of expectations/skills • Confiscation of item with Parent conference required for return Repeat Infractions: • Any Lower-Level Intervention • Seat Change • Referral to Principal
BE RESPECTFUL	Listen and follow all school rules	DISOBEDIENCE		
BE SAFE	Keep out of aisle	FAILURE TO CLEAR THE AISLE		
BE RESPONSIBLE	Sit in assigned seat.	FAILURE TO SIT IN ASSIGNED SEAT		
BE RESPECTFUL	Keep the buses clean.	LITTERING		
BE SAFE	Stay in seat.	FAILURE TO REMAIN SEATED		
BE RESPECTFUL	Use appropriate language	INAPPROPRIATE LANGUAGE OR GESTURES		

MINOR BEHAVIOR: Problem behavior which violates expectations and rules but not serious enough to warrant an office discipline referral. Three (3) Minor Infractions or a combination of (3) Minor Infractions may result in an office discipline referral.

DISTRICT-WIDE BEHAVIORAL EXPECTATIONS	EXAMPLES OF EXPECTED BEHAVIOR	MAJOR INFRACTIONS	LEVEL	Transportation Major Infraction Corrective Strategies
BE SAFE	Follow all bus rules to remain safe.	HORSEPLAY WHILE ON THE BUS OR AT BUS LOADING AND UNLOADING ZONES	GDM (2)	All of the options available for Minor Infractions Plus: • Parent Contact • Investigation conducted by School Administrator • Appropriate Level Intervention • Bus Suspension
BE SAFE	Follow all bus rules to remain safe.	IMPROPER LOADING/UNLOADING/ CROSSING OR WILLFUL EXITING THE BUS AT WRONG STOP	GDM (2)	
BE SAFE	Keep objects to yourself.	THROWING OBJECTS INSIDE THE BUS THROWING OBJECTS/SPITTING OUT THE WINDOWS OF THE BUS	GDM (2)	
BE SAFE	Play in a safe place.	TOUCHING A MOVING BUS OR PLAYING NEAR THE BUS WHEELS	GDM (3)	
BE SAFE	Exit from the front of the bus.	IMPROPER USE OF A SCHOOL BUS EMERGENCY EXIT	GDM (3)	
BE SAFE	Keep all objects to yourself.	THROWING OBJECTS AT THE BUS DRIVER	GDM (3)	
BE RESPECTFUL	Treat the bus with respect.	DESTRUCTION/VANDALISM OF PROPERTY OF A SCHOOL BUS	GDM (3)	

MAJOR BEHAVIOR: Problem behavior which violates expectations and rules that is serious enough to warrant an office discipline referral on the first offense.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

General Information Regarding Conduct

Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students

1. The School Principal and/or the Police Department School Liaison officer will arrange meetings as needed between school officials and individuals representing law enforcement to share information.
2. The Police Department School Liaison Officer and the School Principal will verbally report to each other the following activities when committed by a student enrolled in the Principal's school:
 - i. Unlawful use of weapons under Section 24-1 of the Criminal Code of 1961
 - ii. A violation of the Illinois Controlled Substances Act
 - iii. A violation of the Cannabis Control Act
 - iv. A forcible felony as defined in Section 2-8 of the Criminal Code of 1961
 - a. The reporter should identify the student by name and describe the circumstances of the alleged criminal activity. Local law enforcement officials must certify in writing that the information received from the school will not be disclosed to any other party except as provided by State law without the prior written consent of the student's parent(s)/guardian(s).
 - b. The report should be made as soon as possible after the Liaison Officer or Principal reasonably suspects that a student is involved in such activity.
 - c. The School Principal's duty to report such activity arises only when the activity occurs on school property or off school grounds at a school-related function.
3. The State's Attorney shall provide to the School Principal a copy of any delinquency dispositional order where the crime would be a felony if committed by an adult, or was a Class A misdemeanor in violation of Section 24-1, 24-3, 24-3.1, or 24.5 of the Criminal Code (weapons offenses).
4. Local law enforcement shall provide a copy of all arrest records, and the State's Attorney shall provide a copy of all conviction records, to the School Principal if the record involves a student who is arrested or taken into custody after his or her 17th birthday.

Early Identification: Aggressive Behavior

Students who are identified by one or more teachers as having demonstrated conduct or behavior that puts them at risk for aggressive behavior, including but not limited to "bullying," shall be referred to the school principal or designee. For purposes of the Policy, "bullying" is defined as conduct or behavior toward other students that, to a marked degree, appears intended to terrorize, intimidate, or start fights with other students. The principal or designee shall promptly notify the student's parents or legal guardians of the referral, and shall schedule a parent-teacher conference to discuss the referral and to recommend such community-based or District-provided early intervention procedures as are available and are deemed reasonably appropriate.

Home-Based Web Sites

While home based student web sites and other uses of home-based computers are regarded as a benefit to a student's computer literacy, the student needs to be aware of the following:

- Using a home-based or other off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or district rules. Should such misuse be determined, the school will implement appropriate consequences.
- As computer use is a privilege, such violations may result in suspension, expulsion, or other discipline, as noted, based upon the seriousness of the offense's impact or the threat's ability to have caused material and/or substantial disruption were it carried out.

Policies regarding proper grooming and dress

Student dress has an effect on the learning environment. Recent changes in fashion trends have had a detrimental effect on the school atmosphere. The dress code has been modified to address these concerns.

Students who wear clothing deemed inappropriate by school policy will be asked to change into appropriate clothes for the day. Non-compliance with the dress code will result in a disciplinary consequence

It is recommended that students use good taste in presenting a neat and clean appearance. Parents are encouraged to see that their child is properly dressed before he or she leaves for school. Dress and grooming must meet standards that do not present health or safety hazards, interfere with maintenance of a positive teacher/learning climate, or substantially disrupt the educational process. Clothes should be worn as they are intended - example: straps on overalls should be fastened appropriately, shoes should be tied, and underwear should not be seen. All clothing must meet dress code guidelines and be worn as designed. Skirts, dresses, and shorts must be beyond the length of the student's longest fingertip when standing and mid-thigh while sitting. Pants must fit and are to be worn at the waistline.

Clothing that could cause distraction to others is not considered appropriate dress. Coats, gloves, bare midriff outfits, slashed clothing, spandex clothing, tank tops (no sleeves, scoop neck), halter-tops, see through tops, and hoods cannot be worn in school. T-shirts, patches, or buttons that are considered obscene, suggestive, or have double meanings and disrupt the educational process are not permitted. Clothing styles or make-up that appears so extreme as to cause disruption in the classroom are not acceptable. Hats, bandanas, hoods (and any other head coverings), and sunglasses are not to be worn in school buildings. Hats, bandanas (and any other head coverings) and sunglasses that are worn to school must be kept in the student's locker during the school day and may not be carried to class. Chains greater than one foot and handcuffs are not to be brought to school. Student attire that advertises or portrays any tobacco product, alcoholic beverage product, or other controlled substance is prohibited along with any attire that is considered sexual or inappropriate for school, and sufficiently interferes with the educational process. Students in any grade, as long as they do not disrupt the educational setting, may wear shorts with an inseam of at least four inches. Skirts must be within two inches of the top of the knee cap. All shirts must have sleeves and cover the shoulders. Appropriate footwear is to be worn at all times. No jeans may be worn with holes above the knees. The above restrictions apply to both male and female students. Student backpacks, purses, duffel bags, satchels, and similar items must remain in the locker. Backpacks are **NOT ALLOWED** to be brought into athletic contests or assemblies.

The above restrictions apply to both male and female students. Anything not covered above will be an administrative decision based on the circumstance(s).

Policies regarding inappropriate display of affection

Students are expected to control their display of romantic affection while on school grounds and at school-sponsored events. If the couple is inappropriate in their display of affection, the couple will be asked to discontinue and appropriate disciplinary measures will be taken. Examples include, but not limited to, a kiss, prolonged hugging, groping, etc.

Policies regarding behavior on school-sponsored trips

1. All school-sponsored trips are privileges which may be revoked, all or in part, at the discretion of the supervisor(s) in charge.
2. All school district policies, including the discipline code, are in effect during all school-sponsored trips.
3. Violating the discipline code may result in removal from the trip.
4. Removal from a trip for disciplinary reasons shall be interpreted the same as a suspension, with all of the consequences outlined in the discipline code in effect.
5. Students who are unable to conform to school rules may not be allowed to participate on field trips or class trips.
6. Parents of students who have to be removed from school-sponsored trips will be contacted to pick up the student. If the parent is unable to come personally, the parent is responsible for making arrangements for and bearing the expense of transporting that student. This includes all expenses incurred by the student and a chaperone if necessary.

Hearings and Appeals

As an important part of due process, students must be informed of what is acceptable behavior. In the event a student is accused of a violation of the rules in this Code, the accusation may be made in writing by a witness to

the incident and given to the administrator prior to the administrator meeting with the accused. IN AN EMERGENCY the student may be removed immediately from the classroom or other activities. Before suspension is imposed, the student(s) involved will be told what inappropriate behavior allegedly has been committed. The student(s) will then have an opportunity to respond to the alleged infraction. The administrator may then make his/her decision concerning the suspension. Any suspension shall be reported immediately to the parent(s) or guardian(s) of such pupil along with a full statement of the reasons for such suspension and a notice of their right to an appeal, a copy of which shall be given to the school board.

Parents will be notified of suspension by telephone or in person and will be notified of their right to appeal and will be asked if they choose to appeal. Parents who are notified by telephone may request a 24-hour period to consider the appeal. Parents who cannot be reached by telephone or in person will receive written notice of suspension by certified mail and will have two school days from receipt of notification to appeal. Parents who are reached by telephone will receive a suspension notice by mail as confirmation. Requests for appeal must be presented to the administrator in writing and parents must state why they want the appeal. Failure to exercise the appeal right within the allotted time limits will result in the loss of the appeal right.

Upon request of the parent(s) or guardian(s) the Board of Education's appointed hearing officer shall review such action of the administrator. At such review the parent(s) or guardian(s) of the pupil may appear and discuss the suspension with the hearing officer. The hearing officer shall report to the board a written summary of the evidence heard at the meeting. Upon receipt of the written report of its hearing officer, the board may take such action as it finds appropriate. Parents do not have the right to refuse disciplinary measures.

There are three types of hearings that are used in this discipline code:

- Pre-suspension Hearing--The administrator meets with the student and identifies the rule violation and the evidence against him/her. In some instances parents may be involved in this hearing.
- Suspension Hearing--The parent requests an administrative hearing to review the incident leading to the suspension and the discipline.
- Expulsion Hearing--A hearing conducted by the Board of Education to determine if a student should be allowed to remain in school.

Disallowance of Suspension as a Result of a Hearing

1. The student's record shall be expunged of all notations or remarks regarding the matter.
2. The student's absence shall be "excused."
3. All educational or extracurricular opportunities missed by the student shall, if possible, be afforded to the student including making up all tests and class assignments. All zeros received due to missed class participation will be removed from the grade average.

Expulsion

Expulsion is termination of enrollment for a definite period of time not to exceed 2 calendar years in accordance with the law. Incidents of serious misbehavior (or misconduct) or an accumulation of other offenses may result in a recommendation for expulsion. Only the Board of Education may expel students. This action must be taken at a meeting of the Board of Education. Administrators may recommend such action to the Board of Education through the Superintendent. Only the Board of Education may reinstate students who have been expelled.

Procedure for Expulsion Hearings

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
 - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
 - b. The time, date and place for the hearing.
 - c. A short description of what will happen during the hearing.
 - d. A statement indicating that *The School Code* allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.

- e. A request that the student or parent(s)/Guardian(s) inform the District with at least 48 hours advance notice if the student will be represented by an attorney and, if so, the attorney's name.
 2. The parent(s) or guardian(s) and the student may attend the hearing. Unless the student and parent(s)/Guardians(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. The hearing, if held by the School Board, shall be held in executive session.
- The Department of Mental Health shall be invited to send a representative to the hearing to consult with the Board whenever there is evidence that mental illness may be the cause for the suspension or expulsion. The Boone County Probation Department shall also be invited to send a representative to the hearing to consult with the Board whenever the student is subject to the jurisdiction of the juvenile court system.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, when 48 hours advance notice has been given. They may offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Presentation of Evidence:

- a. The parties may make a short opening statement as to their position on the issues at the commencement of the hearing.
- b. The school officials shall present their evidence first. Such evidence may be in oral or written form. The school officials need not present their witnesses for confrontation if the school officials determine that such witnesses would be subject to physical or mental harassment. In such cases a summary of the witnesses' testimony must be presented to the student at the hearing.
- c. The student may present evidence to refute the charges, either orally or in writing. He/she shall be afforded an opportunity for cross-examination of the witnesses and an examination of any written evidence presented.
- d. Pertinent and relevant evidence shall be received without regard to the rules of evidence in such a manner as is appropriate to the circumstances.
- e. The hearing shall be recorded. The Board shall take responsibility for this and offer the other party an opportunity to purchase a copy of the transcript or tape.
- f. There may be short closing arguments by the parties at the conclusion of the hearing.
- g. A motion to exclude witnesses may be made by either party.

General Building Conduct

The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats, hoods, bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

In-School and Out-of-School Suspensions and Expulsions

Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges. A student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and a conference shall follow as soon as possible.

Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reason/s for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the charge. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Preventing Bullying, Intimidation & Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or

electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) placing the student in reasonable fear of harm to the student's person or property;
- (2) causing a substantially detrimental effect on the student's physical or mental health;
- (3) substantially interferes with the student's academic performance; or
- (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or a staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers

Marc Eckmann
17823 Poplar Grove Road
Poplar Grove, IL 61065 815-765-3311
meckmann@nbcusd.org

Heather Walsh
208 North State St.
Poplar Grove, IL 61065 815-765-3113
hwalth@nbcusd.org

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making false accusations or providing false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified.

Sexual Harassment & Teen Dating Violence Prohibited

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or

d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student. The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

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

Making a Complaint: Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator

Dr. Matthew Cascio, Superintendent
North Boone School Rd.
Poplar Grove, IL 61065 (815) 765-3322 6248

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Access to Student Social Networking Passwords & Websites

School authorities may request a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Lunch & Cafeteria Rules

School Lunch Program

- Lunch is served every school day from 10:30 a.m. to 1:00 p.m.
- Lunch should be purchased on a weekly basis for \$13.75. A student may bring a sack lunch from home, or may purchase a school lunch for \$2.75 and/or milk for \$0.40.
- Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Lunches may be paid for in the kitchen from 8:00 – 8:25 each day of the week. Students will use their I.D./lunch card to purchase lunches; money must be put into the student account in advance. **No charges are allowed.** Failure to have the I.D./lunch card for lunch and/or failure to have money in the account will result in the student being given a cold lunch which will include 1 milk. **The I.D. card is mandatory for a hot lunch.** Replacement lunch cards may be purchased for \$2.00.

Lunch Expectations 5-12

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunchroom supervisor.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

Lunch Rules 9-12

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Field Trips 9-12

Teachers periodically take their students on field trips to places that will enrich their educational experience. Such places include museums, theaters, and the courthouse to name a few. Due to the fact that there is frequently limited space on these trips, we have to take into account the grades of our students. Hence, those who are struggling academically need to be in school every day to ensure that they pass the required classes to graduate.

Parents/legal guardians will be required to sign a form in order for their child to be eligible to attend our field trips, should one be organized at any point throughout the semester. However, it is also important that your child understands that if he or she is achieving a "below average" or "failing" grade (D or F) within one week of the trip date, that they will not be able to participate. Moreover, if he or she does not complete the Field Trip Permission Slip, he or she will not be allowed to attend said field trip.