

Glenbrook High School District #225PROCEDURES FOR IMPLEMENTING BOARD POLICY: **DISCIPLINARY ACTION RELATIVE TO STUDENT MISCONDUCT 8410**

Page 1 of 12 pages

Section A – Introduction

It is the intention of the School Board of District 225 to discourage and deter student disobedience, misconduct, gross misconduct, egregious ~~conduct~~ misconduct, or ~~and~~ gross disobedience as ~~said~~ ~~conduct~~ such behavior detracts from the safe and harmonious climate conducive to learning. The Board of Education authorizes the Superintendent, as its designee, to administer the following procedures for disciplinary action in cases of gross misconduct, egregious ~~conduct~~ misconduct, or gross disobedience by students. The Superintendent shall have the right to appoint designees to act on the Superintendent's behalf, including but not limited to school principals.

Section B – Suspension

The school Principal or designee is authorized by the Board of Education of District 225 to suspend students guilty of disobedience, misconduct, gross ~~disobedience~~ misconduct, gross ~~egregious~~ misconduct, or ~~egregious conduct~~ and gross disobedience, as gross disobedience, gross misconduct, or ~~and~~ egregious ~~conduct~~ misconduct is are described in these policies for a period not to exceed ten school days.

1. Notice and Informal Hearing

In all cases involving a possible suspension, the Principal or designee shall follow the procedures below:

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

2. Suspension Procedures and Documentation

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

- a. Notify the student of the nature and the section(s) of the district's policy(ies) allegedly violated by the student's actions and inform the student that the student is suspended for a specific period of time.
- b. Notify the parent(s)/guardian(s) of the suspension and provide a written statement of the reasons for the suspension, the policy section(s) violated, and the options available to the parent(s)/guardian(s) in discussing the suspension, including their right to a formal review. The suspension decision shall also include a rationale as to the specific duration of the suspension. Notification is to be by telephone and in written form either by first class mail or electronically.
  - i. Out-of-school suspensions of 3 days or less may be used only if the student's continuing presence in the school would pose a threat to school safety or a disruption to other students' learning opportunities. "Threat" to school safety or a disruption to other students' learning opportunities shall be determined on a case-by-case basis by the school board or its designee. School administrators shall make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of suspensions to the greatest extent practicable.
  - ii. Out-of-school suspensions of longer than 3 days, expulsions and disciplinary removals to alternative schools may be used only if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community or (ii) substantially disrupt, impede or interfere with the operation of the school. "Threat to the safety of other students, staff, or members of the school community" and "substantially disrupt, impede, or interfere with the operation of the school" shall be determined on a case-by-case basis by the school administration. The determination of whether "appropriate and available behavioral and disciplinary interventions have been exhausted" shall be made by the school administration. School administrators shall make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of student exclusions to the greatest extent practicable. It shall be documented whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.
  - iii. Students who are suspended out-of-school for longer than 4 days shall be provided appropriate and available support services during the period of their suspension. "Appropriate and available support services" shall be

determined by the school administration. It will be documented whether such services are to be provided or whether it was determined that there are no such appropriate and available services.

iv. The school district may refer students who are expelled to appropriate and available support services.

c. Notify the parent(s)/guardian(s) orally and in writing that, if they wish to have an informal review to discuss the suspension, they ~~should contact~~ must request said informal review from the building Principal in writing within three (3) school days after the date of suspension.

### 3. Informal Suspension Review

a. If the student or parent(s)/guardian(s) requests an informal review, the Principal or designee shall meet with the student and parent(s)/guardian(s) to review the suspension.

b. The Principal, or designee shall notify the student and parent(s)/guardian(s) by telephone or in writing within two (2) school days after the informal review meeting as to whether there will be any change in the suspension as a result of the informal review.

c. If the suspension is reversed or commuted upon the informal review, the student shall immediately be reinstated and the Principal or designee shall notify the student's teachers that the student is entitled to make up all work missed during the period of suspension-related absence without penalty to the student.

d. The Principal or designee shall notify the parent(s)/guardian(s) orally or in writing if the school requires an informal discussion with the parent(s)/guardian(s) prior to the reinstatement of the suspended student.

### 4. Formal Suspension Review

a. If the parent(s)/guardian(s) wish to appeal the suspension to the Superintendent and Board of Education, the parent(s)/guardian(s) must file a written request for an appeal of the informal review within five (5) school days after the Principal or designee first provides in writing the results of the informal review to the parent(s)/guardian(s). In the event the parent(s)/guardian(s) does not prevail at the informal review, the parent may request a formal suspension review by the Board of Education to the Principal no later than fifteen (15) days after the date of the informal review decision. Alternatively, if the parent(s)/guardian(s) do not request an appeal of the informal suspension review, but elect to proceed directly to a formal suspension review by the Board of Education, a written request must be made to the Principal no later than fifteen (15) days after the date of the suspension notice. The failure to file

any appeal within such deadlines shall be deemed a waiver of the right to all further appeals. In the event of an appeal, the Principal or designee shall forward the parent(s)/guardian(s)' request to the Superintendent, together with all supporting documents.

- b. The Superintendent shall analyze the school ~~staff's~~ principal or designee's actions and recommendations and if the Superintendent does not uphold that suspension, the Superintendent shall direct the Principal to immediately reinstate the suspended student and to notify the student's teachers that the student is entitled to make up all work missed during the period of suspension-related absence without penalty to the student.
- c. If the Superintendent concurs with the ~~staff's~~ principal or designee's actions, the Superintendent shall forward the request for a suspension review to the Board of Education and advise the parent(s)/guardian(s) in writing of the time, place, and nature of the suspension review and indicate to the parent(s)/guardian(s) that written evidence may be presented, and witnesses with personal knowledge of the incident leading to the suspension may be present to provide testimony before the Board of Education or a hearing officer appointed pursuant to Board policy. If the Superintendent forwards the request for a suspension review to the Board, the Board or its appointed hearing officer shall hear the evidence within thirty (30) school days after the request for a suspension review was received and the Board shall make a decision based upon its evaluation of the evidence.
- d. The Superintendent shall advise the parent(s)/guardian(s) and the Principal in writing of the decision of the Board of Education and, if the Board upholds the suspension, no further action shall be required. However, if the Board does not uphold the suspension, the Superintendent shall notify the Principal of the Board's determination and the Principal shall take the ~~appropriate~~ action consistent with the Board's determination.

5. Procedures for Saturday Detention Sessions

- a. The Dean of Students shall schedule a Saturday detention session whenever there are at least five students scheduled to attend the session.
- b. The Dean of Students may schedule a session for the last Saturday of the month, regardless of the number of student participants, provided that no other session has been held during the month.
- c. Saturday detention sessions shall be conducted in a manner similar to sessions of in-school suspensions; student participants are expected to bring their school materials and to perform school work during the detention session.
- d. Saturday detention sessions shall operate from 8:00 a.m. to 2:00 p.m.

- e. Students participating in the Saturday detention program shall provide their own lunch and their own transportation.
- f. ~~Students who are absent from a Saturday detention session~~ Failure to attend a Saturday detention session may result in an in-school suspension assignment, which shall begin their assigned suspension on the school day following the missed Saturday detention session or as otherwise determined by the Dean of Students.
- g. Reasonable and prudent exceptions to the above Saturday Detention procedures may be made by the principal or designee of the building upon good cause shown.

### Section C - Violations: Category I Infractions

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

1. The Principal or designee shall notify the student's parent(s)/guardian(s) of the offense, the policy section(s) violated, and proposed actions by telephone and by mail.
2. The Principal or designee shall immediately suspend the student utilizing the procedures contained in Section B of this policy.
3. The Principal or designee shall notify the Assistant Principal for student services of the actions taken and reasons therefor.
4. The Principal or designee shall compile all disciplinary reports on the concerned student and submit them to the Principal if compiled by the designee.
5. The Principal or designee shall compile all relevant data contained in the Student Services and submit it to the Principal if compiled by the designee.
6. The Principal shall convene the Major Disciplinary Review Committee (MDRC) for the purpose of analyzing the case and making recommendations. The MDRC may convene independent of, or concurrently with, any informal suspension review.
7. The MDRC shall review the circumstances of the case and determine whether a violation of a Category I infraction has occurred and whether due process has been followed. The MDRC may recommend any one or more of the following actions to the Principal:

- a. Expulsion upon terms, conditions, offering of services, and assessment of costs as determined by the Board. When a case is referred to the Board for consideration of expulsion, the MDRC shall prepare a document to be transmitted to the Board containing all reports of the subject incident, relevant background information, and academic and disciplinary history of the student.
  - b. Other actions deemed appropriate by the MDRC, including, but not limited to, a determination that a violation did not occur and/or that due process was not followed.
8. The Principal shall analyze the findings and recommendations.
- a. If the Principal concurs with the findings and recommendations of the MDRC, the Principal shall forward to the Superintendent the Principal's response to the recommendations of the MDRC along with all the supporting documentation.
  - b. If the Principal does not concur, or if there is additional information that should be considered, the Principal shall return the findings and recommendations to the MDRC for further deliberation.
  - c. If after further deliberation by the MDRC, the Principal still does not concur with the recommendations, the Principal shall forward to the Superintendent the Principal's response based on the recommendations, along with all supporting documentation and recommendations from the MDRC.
  - d. The Principal shall notify the appropriate law enforcement authorities if the behavior may be a criminal offense.
9. The Superintendent shall review the findings, conclusions, and recommendations.
- a. If the Superintendent concurs with the Principal regarding the findings and recommendations of the MDRC, the Superintendent shall advise the Principal and the student's parent(s)/guardian(s) of the findings and recommendations as specified in paragraph #10 below.
  - b. If the Superintendent does not concur with the Principal regarding the findings and recommendations of the MDRC, the Superintendent shall advise the Principal accordingly and provide suggestions to the Principal for alternative actions.
  - c. Upon a finding by the Superintendent that the issue involves the determination and application of Board policies that merit Board review, the Superintendent shall refer the matter, without recommendation, to the Board for such action as the Board deems appropriate.

10. If 1) the Superintendent's recommendation is for referral to the Board for consideration of expulsion under Section C 9(a), or if 2) the Superintendent makes a finding under Section C 9(c):
  - a. The Superintendent shall notify the student's parent(s)/guardian(s) by certified or registered letter of the time and place of the expulsion hearing and of the student's and parent(s)/guardian(s)' rights at the hearing before the Board of Education or a hearing officer appointed pursuant to Board policy.
  - b. The Superintendent shall provide to the Board of Education supporting documents, recommendations and reports; and shall inform the Board of the consideration for expulsion; or the Superintendent shall inform the Board of the finding under Section C: 9(c).
  - c. The student and parent(s)/guardian(s) may meet with the Principal or designee and shall have the opportunity to waive their right to a hearing before the Board of Education or its designated hearing officer. In situations deemed appropriate by the Principal or designee, and provided an Alternative Discipline Plan (ADP) is authorized under this Policy, an ADP may be offered to the student or the student's parents/guardian (if the student is under age 18). In waiving the rights to a hearing, the student, with the parent(s)/guardian(s)' consent if the student is under age 18, must:
    - i. Admit to violating school board policy(ies).
    - ii. Agree to all the terms defined in the ADP within 5 school days, if offered, and acknowledge that violation of the terms therein could result in further sanctions that could include a recommendation to the Board of Education for consideration of expulsion.
    - iii. In the event that an ADP is not offered or not accepted, agree to have the matter referred to the Board of Education for consideration of expulsion.
11. If the student, and if necessary the parent(s)/guardian(s) on behalf of the student, waive their right to a hearing to consider the facts of the case and the student and parent(s)/guardian(s) stipulate to the facts, the Board shall review the evidence presented by the Superintendent, as well as the recommendations of the MDRC and/or the Superintendent, and make a determination of discipline. The Board shall not be bound by the recommendations of the MDRC or the Superintendent.
12. The Board's determination will be presented by the Superintendent to the student and/or parent(s)/guardian(s). If the student and/or parent(s)/guardian(s) accept the decision and conditions determined by the Board, said Board decision shall be implemented immediately. If the student and/or parent(s)/guardian(s) do not accept the decision and conditions determined by the Board, they may proceed with a hearing before the Board

of Education, or before a hearing officer assigned pursuant to Board policy, regarding the issues of punishment only.

13. If the student, and/or parent(s)/guardian(s) on behalf of the student, exercise their right to a hearing, the Board shall make a determination based upon its evaluation of the evidence and/or the written summary of the evidence prepared by the hearing officer. If a violation is found by the Board to have occurred, the Board shall make a determination of punishment, but shall not be bound by the recommendations of the MDRC or the administration.
14. Whether offering an ADP, or in the event an ADP is not offered or accepted, the Board's decision in any case involving this policy shall be made on a case-by-case basis and shall not be deemed precedential in effect.

#### Section D - Violations: Category II Infractions

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

1. The Principal or designee shall notify the student's counselor of the nature and frequency of the disciplinary problems attributed to the student as soon as evidence indicates a serious behavior problem is developing.
2. The counselor, in conjunction with other student services staff as may be appropriate, shall continue to work with the student and parent(s)/guardian(s) in an effort to modify the behavior pattern and to help the student overcome the student's behavioral difficulties.
3. The counselor, social worker, or school psychologist may suggest a referral to consider if the student may require an evaluation to determine whether the student has a disability related to the student's misconduct.
4. The Principal may convene the Major Disciplinary Review Committee (MDRC) for the purpose of reviewing the case and making recommendations. The MDRC may convene independent of, or concurrently with, any informal suspension review.
5. The MDRC shall review the circumstances of the case and determine whether a violation of a Category II infraction has occurred and whether due process has been followed. The MDRC may recommend any one or more of the following actions to the principal:



of expulsion, the MDRC shall prepare a document to be transmitted to the Board containing all reports of the subject incident, relevant background information, and academic and disciplinary history of the student.

- b. Other actions deemed appropriate by the MDRC, including, but not limited to, a determination that a violation did not occur, and/or that due process was not followed.

6. Procedures in Section C, paragraphs 8-14 will then be followed.

#### Section E - Students with Disabilities

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

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

#### Section F – Professional Development

The school district shall make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

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

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

Revised: June 26, 2006, July 9, 2007, June 22, 2015,

**ALTERNATIVE DISCIPLINE PLAN**

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

We further agree and acknowledge (a) that in the event of a failure to comply with the terms outlined in the ADP according to the timeline provided for in the ADP (each a “Failure to Comply”), the Board may impose sanctions, including expulsion under the applicable Board Policy(ies), to the same extent as if this ADP had not been entered into, and (b) that in the event of a Failure to Comply, the Board may be entitled to reimbursement for all costs otherwise

assumed by the District under this ADP, along with all costs, expenses and attorneys’ fees incurred by the District in connection with enforcement of its rights herein.

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

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

(Insert ADP provisions here.)

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

School Official \_\_\_\_\_ Date \_\_\_\_\_

**VOLUNTARY WAIVER OF HEARING**

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

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

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

We further acknowledge that we are aware the student/parent(s)/legal guardian(s) may request and receive a hearing before the Board to determine the duration and conditions of the disciplinary action. However, we expressly waive the right to that hearing regarding the duration and conditions of the disciplinary action, and agree to allow the Board to review the evidence and recommendations of the administration and determine the duration and conditions of the disciplinary action.

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

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

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

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

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

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

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

School Official \_\_\_\_\_ Date \_\_\_\_\_

**BOARD POLICY: STUDENT SMOKING AND TOBACCO**

**8430**

Page 1 of 4 Pages

**Section A – Jurisdiction**

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

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

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

**Section B – Definitions**

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

**Section C – Violations**

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

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

**Section D – Procedures**

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

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

Section D – Procedures (continued)

2. Third Offense

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

3. Fourth Offense

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

4. Fifth Offense

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

Section D – Procedures (continued)

5. Each Additional Offense
  1. Assign The student may be assigned to an out-of-school suspension for five school days.
  2. Counsel the student in a manner deemed appropriate to prevent future violations of this policy.
  3. Telephone the student’s parent(s)/guardian(s), inform them of the infraction and the penalty, and request that they come to the school for a conference, if the dean believes such a conference is desirable.
  4. Mail a copy of the referral form to the student’s parent(s)/guardian(s).
  - ~~5. Referral to Student Resource Officer for enforcement of village ordinance.~~

Section E - Enumeration of Offenses

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

Approved: May, 7, 1973  
Revised: April 15, 1980; June 9, 1997  
Reviewed: October 9, 2001  
Revised: August 11, 2003  
Revised: April 11, 2005 (Renumbered from 8070)  
Revised: June 22, 2015



Section A – Introduction

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

Section B – Jurisdiction

The provisions of this policy shall be in force:

1. In any physical area on or attendant to school or District property;
2. At any school or District-sponsored or related activities, performances, extracurricular and athletic events;
3. During school or District-sanctioned or provided travel and transportation; and
4. At any other activity or event, if the administration determines that the incident bears a connection to, or impact on the school, safety at school, or is disruptive to the educational environment.

Section C – Definition of Terms

1. The term “illegal substance” is defined as:
  - a. Any alcoholic substance as defined in The Liquor Control Act of 1934 (235 ILCS 5/1-1 *et seq.*);
  - b. Any controlled substance listed under the Illinois Controlled Substances Act (720 ILCS 570/100 *et seq.*);
  - c. Cannabis (as defined in Illinois’ Cannabis Control Act - 720 ILCS 550/3(a)) regardless of whether it has been prescribed;
  - d. Any look-alike, counterfeit, or synthetic substances, including a substance not containing an illegal or controlled substance, but one: (i) that a student reasonably believes to be, or represents to be, an illegal or controlled substance; or (ii) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal or controlled substance; or (iii) which is further defined in 720 ILCS 570/102(y);

- e. Any drug paraphernalia (as defined in 720 ILCS 600/2(d));
  - f. Any anabolic steroid (as defined in 720 ILCS 570/102(c-1)) unless possessed or used pursuant to a prescription from a duly licensed physician or prescriber;
  - g. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list;
  - h. Any compound, liquid, or chemical, regardless of whether it contains an illegal substance, that: (i) is ingested, inhaled, or used for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, or irrational behavior or in any manner distorting, or disturbing the auditory, visual, or mental process; or (ii) is further defined in 720 ILCS 690/1; and any drug, when such drug is used, possessed, distributed, purchased, or sold in a manner inconsistent with the prescription and/or the prescribed purpose.
2. The term "use" is defined as having consumed, exhibited any evidence of consumption, or participated in a plan to consume regardless of taking place within the Jurisdiction.
  3. The term "possession" is defined as having control, custody, or care, currently or in the past, of an item, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, supplies, backpack, or automobile; (c) in a school locker, desk, or other school property; or (d) at any location mentioned within the Jurisdiction.
  4. The term "consideration" is defined as something bargained for, which motivates a person to do something – including, but not limited to, money, an act, a forbearance, or a return promise.
  5. The term "distribution" is defined as the actual, constructive or attempted transfer of possession from one person to another without evidence of consideration. The offense of distribution is only attributable to the transferor.
  6. The term "receipt" is defined as the acceptance of the actual, constructive or attempted transfer of possession from one person to another without evidence of consideration.
  7. The term "purchase" is defined as obtaining possession by providing consideration.
  8. The term "sale" is defined as the actual, constructive or attempted transfer of possession from one person to another with evidence of consideration.
  9. The term "drug" is defined as medication that has been prescribed to a specific person by a licensed physician or prescriber.

10. A drug or substance, with the exception of cannabis as mentioned in paragraph 1(c) above, shall not be considered an “illegal substance” when the drug or substance is prescribed by a licensed physician or prescriber provided said drug or substance is used consistent with the licensed physician or prescriber’s instructions.
11. The term “egregious conduct” includes, but is not limited to, any of the following:
  - a. The distribution, use, receipt or possession of an illegal substance coupled with the threat of infliction of physical harm;
  - b. The sale of an illegal substance;
  - c. The purchase of an illegal substance;
  - d. The distribution, receipt, use, or possession of an illegal substance coupled with any other illegal conduct or violation of any other District policy; or
  - e. The distribution, receipt, use, or possession of an illegal substance coupled with conduct which endangers or has the potential to endanger the health or safety of others with or without the consent of the recipient.
  - f. Violation of this policy along with that of another board policy.

**Section D – Violations and Consequences**

The administration is directed to take the following action regarding the use, possession, distribution, receipt, purchase, or sale of any illegal substance as defined in Section C:

1. A student’s first violation for the use, possession, receipt, or distribution of an illegal substance will result in:
  - a. Suspension for up to ten (10) school days
  - b. Submission to a full substance abuse assessment from a school-designated agency and compliance with all requirements arising from such assessment, including random drug testing. The results of such testing must be negative for the presence or use of illegal substances. A failure to comply with the assessment and its requirements will result in the MDRC’s referral to the Board of Education for consideration of expulsion.

- c. The parent(s)/guardian(s) and student will be required to sign any necessary releases to allow for the coordination and delivery of services related to the full substance abuse assessment. Similarly, the parents and student will be required to sign any necessary releases to allow for the sharing of the assessment's recommendations among the parent(s)/guardian(s), school officials, the provider of the assessment, and the student.
  - i. The cost of the counseling, assessment, treatment plans, and any testing affiliated with the assessment(s) will be the responsibility of the student or parent(s)/guardian(s), unless otherwise determined by the Board in its discretion.
  - ii. In cases involving minor children, parent(s)/guardian(s), by signing the necessary releases, are waiving their rights, and their child's rights, to the confidentiality of the assessment(s).
  - iii. In cases involving students who are 18 years of age or older, students, by signing the necessary releases, are waiving their rights to the confidentiality of the assessments and are allowing parental/guardian access to the assessment(s) results.
  - iv. A failure of any student and/or parent(s)/guardian(s) to sign all releases required under this Section will result in the MDRC's referral to the Board of Education for consideration of expulsion.
- d. Loss of privileges during the suspension period and for a probationary period beginning upon completion of the suspension.
  - i. Loss of open lunch for nine weeks;
  - ii. Loss of driving privileges for nine weeks;
  - iii. Restricted study hall in lieu of unscheduled time for nine weeks;
  - iv. Loss of participation in extracurricular activities according to the prescribed action for a violation of the Glenbrook Code of Conduct; and
  - v. Loss of attendance at school sponsored events, ceremonies (including graduation) and activities that are in addition to the student's participation in extracurricular activities for nine weeks. The Board has the discretion to impose other sanctions including, but not limited to community service as a condition for graduation.

- e. A student's and parent's/guardian's agreement to comply with the above provisions may result in a reduction of the suspension to five school days.

In situations of egregious conduct, the superintendent or designee shall refer the matter directly to the School Board for consideration of sanctions, including expulsion. A violation under this policy may also constitute a violation under Policy 8410: Disciplinary Action Relative to Student Misconduct.

- 2. A student's second violation for the use, possession, receipt, or distribution of an illegal substance will result in:
  - a. Suspension for up to ten (10) school days;
  - b. Referral by the MDRC to the Board of Education for consideration for expulsion;
  - c. If mutually agreed upon by the Principal, Superintendent, student, and parent(s)/guardian(s) (for students under the age of 18), the completion of an Alternative Discipline Plan (ADP);
  - d. An ADP's provisions shall include, but shall not be limited to:
    - i. Counseling for the student and parent(s)/guardian(s) as developed by the principal or designee and the school-designated agency.
    - ii. Submission to a full substance abuse assessment from a school-designated agency and compliance with all requirements arising from such assessment, including random testing, is required. The results of such testing must be negative for the use of illegal substances.
    - iii. The parent(s)/guardian(s) and student will be required to sign any necessary releases to allow for the coordination and delivery of services related to the full substance abuse assessment. Similarly, the parent(s)/guardian(s) and student will be required to sign any necessary releases to allow for the sharing of the assessment's information among parent(s)/guardian(s), school officials, the provider of the assessment, and the student.
      - a. In cases involving minor children, parent(s)/guardian(s), by signing the necessary releases, are waiving their rights, and their child's rights, to the confidentiality of the assessment(s).
      - b. In cases involving students who are 18 years of age or older, students, by signing the necessary releases, are waiving their rights to the confidentiality of the assessment(s) and are allowing parental/guardian access to the assessment(s) results.

- c. Failure of any parent(s)/guardian(s) or student to sign any release necessary for participation in the ADP will result in an ineligibility to qualify for the ADP and will result in the MDRC's referral to the Board of Education for consideration of expulsion.
- iv. The cost of the counseling, assessment, treatment plans, and testing affiliated with the assessment(s) will be the responsibility of the student or parent(s)/guardian(s).
- v. Loss of privileges during the suspension and for a probationary period beginning upon completion of the suspension:
  - a. Loss of open lunch for one calendar year;
  - b. Loss of driving privileges for 18 weeks;
  - c. Restricted study hall in lieu of unscheduled time for 18 weeks;
  - d. Loss of participation in extracurricular activities as prescribed by the Glenbrook Code of Conduct; and
  - e. Loss of attendance at school sponsored events or activities that are in addition to the student's participation in extracurricular activities for 18 weeks.
- vi. A re-entry meeting with the principal or designee upon completion of the ADP to review academic progress and to review the need for additional transition services may be necessary.
- vii. Failure to accept or comply with any terms of the ADP will result in the MDRC reconvening to consider additional sanctions that may include referral to the Board of Education for consideration of expulsion.

In situations of egregious conduct, superintendent or designee shall refer the matter directly to the School Board for consideration of sanctions, including expulsion. A violation under this policy may also constitute a violation under Policy 8410: Disciplinary Action Relative to Student Misconduct.

- 3. A student's third and any subsequent violation for the use, possession, or distribution, of an illegal substance(s) will result in referral by the MDRC to the Board of Education for consideration for expulsion.

Section E – Procedures and Interventions

1. The Administration is authorized by the Board to develop intervention procedures and procedures for administering penalties for any violation of this policy in accordance with the procedures of Policy 8410: Disciplinary Action Relative to Student Misconduct.
2. The Administration will advise the Board each time an Alternative Discipline Plan (“ADP”) has been commenced for a student, including providing (i) a description of the violations and circumstances for which the ADP was prescribed; (ii) a description of the terms of the ADP, and (iii) a copy of the ADP agreement entered into by the student, parents and the District.

Section F – Enumeration of Offenses

Offenses shall be cumulative over the student’s high school years.

Section G – Substance Abuse Education

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

Section H – Reporting of Substance Abuse

Employees of the District who have reasonable suspicion or who witness an act they believe to be a violation of this policy on school premises or off school premises, or at school-sponsored or school-connected events shall immediately report the incident with the name of each student involved to the dean of students.

Section I – Cooperation with Law Enforcement Agencies

The staff and administration are directed to communicate and cooperate with law enforcement agencies in matters relating to a violation of this policy in accordance with Reciprocal Reporting Agreements approved by the Board and the respective Villages.

Approved: December 18, 1972  
Reviewed: August 25, 1997; August 21, 2000  
Revised: July 28, 1986; October 6, 1986; October 27, 1986; July 25, 1994; August 28, 1995; April 22, 1996; August 30, 1999; August 11, 2003  
Revised: April 11, 2005 (Replaced Policy 8090: Student Substance Abuse)  
Revised: June 26, 2006; July 9, 2007; August 11, 2008; July 27, 2015