

Summer School Student Discipline

All school rules and regulations apply during summer school. Students committing minor offenses (Level I or II as defined by the Code of Conduct) will be warned once. Students will be removed from the program with no refund for any further violation. There are no detentions, BICs or suspensions during summer school.

Students who commit any serious offenses (Level III or IV as defined by the Code of Conduct) will be removed from summer school on the first offense and will receive no refund.

ATTENDANCE

Because of the short duration of summer school, being present and on time is very important. Attendance is mandatory on the first two days of class and the final exam day. There are no excused absences. ANY COMBINATION OF ABSENCES AND TARDIES BEYOND FOUR DAYS WILL BE SUFFICIENT FOR DROPPING A STUDENT FROM CLASS WITH A "TF" GRADE. Four tardies to class count as one absence. The student's parent or guardian is expected to telephone the summer school office each day the student is absent. There will be no refund of tuition when a student is dropped because of poor attendance, tardies, or for disciplinary reasons.

Don't be absent or tardy—

Remember, four tardies equal one absence. A 'tardy' is late arrival within the first ten minutes of class. Students arriving later than ten minutes to class will be marked absent for a full day.

To report an absence please call:

[847-451-3032](tel:847-451-3032) (Summer School) [847-451-3063](tel:847-451-3063) (Freshman Academy)

CODE OF CONDUCT

The Uniform Code of Conduct demonstrates the commitment of the Leyden Board of Education, administration and staff to provide a safe and stable environment for learning to take place. This Code is designed to achieve in each classroom a climate of order, discipline, control, and learning as well as a climate that brings out the best qualities in both the teacher and the student, allowing for individual growth and differences. Foremost, this Code is a tool to reduce misconduct and thereby increase the educational benefits to which all students have a right. **This Code is to be enforced throughout the school building, on any school property, school buses, during any school activity either at Leyden or at any other location, at any place where the misconduct bears a reasonable relationship to school, and when students are en route to and from school.**

THE RESPONSIBILITIES OF STUDENTS AND COMMITMENT TO EXCELLENCE

The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school. Students must:

1. Strive for excellence in academics and ethics.
2. Assist in providing a good learning climate.
3. Respect the rights of fellow students and school

personnel.

4. Avoid abusive language, verbal or written.
5. Dress appropriately and maintain good personal cleanliness.
6. Be punctual and attend school regularly.
7. Respect authority in school and related activities.
8. Respect the property of others.
9. Be responsible for their actions.
10. Know and comply with school rules and procedures.
11. Be informed of school activities.

THE RIGHTS OF STUDENTS

Students have certain rights under the laws and the constitutions of the United States and the State of Illinois. These include the right to privacy in student records, freedom of expression, due process, equal treatment, and freedom from discrimination. These rights are recognized and respected by the School District consistent with the rights of others and the School District's rights and responsibilities to maintain discipline, safety, and an appropriate educational atmosphere at the Leyden High Schools and its programs. Therefore, student rights must be exercised in the context of, and subject to, this code, Board of Education policies, and other school rules.

No person, including a District employee or agent, or student shall harass, intimidate, or bully a student on the

basis of actual or perceived race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parent 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

DISCIPLINE OF STUDENTS WITH DISABILITIES

1. EXPULSION

A student with disabilities shall not be expelled from school for conduct that is determined to be a result of the student's disability. Before expulsion of a student with disabilities, an Individualized Educational Plan (IEP) meeting shall be held to address whether the student's misconduct was a result of the student's disability, whether the student's placement is appropriate and such other matters as required by law.

2. SUSPENSION

A. A student with disabilities will be suspended for up to ten (10) school days for disobedience or misconduct that is not a result of the student's disability. The same suspension procedures applicable to students without disabilities shall be followed.

B. A student with disabilities will be suspended from school for up to ten (10) school days for gross disobedience or misconduct which is a result of the student's disability where the student's presence in school presents a danger to the student, other students, staff or school property. The same suspension procedures applicable to students without disabilities shall be followed. An IEP meeting shall be held as soon as reasonably possible after the suspension.

C. A student with disabilities will be suspended from school for up to ten (10) school days for gross disobedience or misconduct, which is a result of the student's disability if suspension has been specially addressed by the IEP team.

D. If a student is suspended for more than the ten (10)

school days in any school term, an IEP team meeting shall be convened to determine the appropriateness of the student's placement and IEP.

3. DISCIPLINE OTHER THAN EXPULSION OR SUSPENSION

At the IEP team meeting, the extent to which regular school rules and consequences will be applicable to the student must be specifically discussed. The student's IEP shall specifically address the applicability of regular school rules and consequences to the student and any exceptions or alternative rules or consequences. The student will then be disciplined in accordance with the IEP without the necessity of a

team meeting before application of the rules and consequences.

This policy is effective for all IEPs prepared after the date of adoption of this policy.

(Legal Reference: Adopted by the Board of Education School Code 122-10-22.6, July 13, 1989)

ACTS OF MISCONDUCT AND DISCIPLINARY ACTION

A uniform discipline code has been established for all students enrolled in Leyden High Schools. It is expected that this code shall be followed and enforced in the same spirit and manner throughout the school system. Staff members shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student. Mitigating circumstances include, but are not limited to, the following factors:

1. Age, health, and maturity of student
2. Academic placement of student
3. Attitude of student
4. Cooperation of student
5. Prior conduct
6. Seriousness of offense
7. Willingness to make restitution

A teacher may remove a student from the classroom for disruptive behavior for the class period. If needed, reasonable force will be used to maintain the safety of the student, other students, and the teacher. The student will be sent to the Deans' Office. A conference will be held with the student prior to the student's return to the classroom.

The following offenses will be responded to by the corresponding listed disciplinary action. Due to the range of seriousness and complexity, offenses will be responded to by one of four Levels of Disciplinary Action where a variety of disciplinary consequences are possible. The degree of seriousness and consequences increases with each level starting with Level I and ending with Level IV. Level IV offenses and

consequences are the most serious and are considered to be acts of gross disobedience or misconduct and may

involve violations of criminal statutes.

The specification in this Code of a particular disciplinary action for a particular type of misconduct does not preclude more severe disciplinary action if warranted by all of the circumstances associated with the misconduct. The offenses for which suspension or expulsion are identified as consequences are considered gross disobedience or misconduct within the meaning of the Illinois School Code. However, misconduct that by itself does not warrant suspension or expulsion may by repetition become gross misconduct or disobedience for which suspension or expulsion may result. A student may also be suspended or expelled for misconduct or disobedience, which is truly gross, by any standard. In addition any behavior, conduct, or action(s) that cause or could potentially cause disruption to the operation of the school or interfere with the normal educational process or associated activities are prohibited.

Level I includes temporary or permanent removal from class, parent conference, verbal reprimand, behavioral contract, counseling, withdrawal of privileges, detentions and special assignment.

Level II includes temporary or permanent removal from class, parent conference, detentions, referral to the Student Services Department, withdrawal of privileges, suspension of bus privileges, assignment to Behavior Improvement Center (BIC), out-of-school suspension,

parent conference with FINAL WARNING.

Level III includes temporary or permanent removal from class, assignment to BIC, out-of-school suspension, referral to Student Services Department, financial restitution, suspension of bus privileges, withdrawal of privileges, police involvement, parent conference with FINAL WARNING.

Level IV includes temporary or permanent removal from class, withdrawal of privileges, out-of-school suspension, referral to Student Services Department, police involvement, parent conference with FINAL WARNING, expulsion recommendation, alternative program, or other Board of Education action.

OFFENSE

DISCIPLINARY ACTION

Absenteeism-Class Truancy

1st Report: Report sent to Attendance Supervisor, student assigned two (2) detentions and Parent/Guardian notified by Attendance Supervisor.

Minor students who are truant will face applicable village/city laws and/or ordinances in addition to school consequences.

2nd Report: Report sent to Attendance Supervisor, student assigned four (4) detentions and Parent/Guardian notified by Attendance Supervisor.

3rd Report: Report sent to Attendance Supervisor, student assigned one (1) day in BIC and student referred to Counselor. Parent/Guardian notified by Attendance Supervisor.

4th Report: Report sent to Attendance Supervisor, student assigned two (2) days in BIC and Parent/Guardian notified by Attendance Supervisor.

5th Report: Report sent to Attendance Supervisor, Counselor notified by Attendance Supervisor, Parent/Guardian notified by Attendance Supervisor, Counselor holds parent & student conference to develop Behavioral Contract. Student will be suspended if conference is not held within three (3) school days.

6th Report: Report sent to Attendance Supervisor, student suspended externally until parent & student conference with Counselor and Dean, Parent/Guardian notified by Attendance Supervisor and student placed on Final Warning.

7th Report: Report sent to Attendance Supervisor, student suspended externally, Final Warning consequences followed and/or recommended for expulsion and

OFFENSE

DISCIPLINARY ACTION

Parent/Guardian notified by Dean.

Additional Elements of the Attendance Policy

Final Exam Attendance/Tardy Procedures: Students should be on time for each exam. If a student arrives to class during the first five minutes of the exam, the student will be allowed to take the exam with no grade penalty. The teacher will mark the student tardy if the period has started.

If a student arrives to class after the first five minutes, the student is **unexcused**, and the teacher cannot allow the student to take the exam at that time. The student will have to take the test during a make-up period and his/her grade will be lowered one letter grade.

If a student is **suspended** during the scheduled final examination time, he/she must make up the exam at the next available make up opportunity. The suspended student's final exam grade will be lowered one letter grade.

If a student is classified as "**Absent**" or "**Excused Absent**" during the scheduled final examination time, he/she may make up the exam with no grade penalty and no consequence from the Deans' Office/Attendance Office.

Unexcused Absence: Unexcused absences must be resolved within 24 hours by parent or legal guardian within 24 hours of the day (starting at 7:30 a.m.) of the absence or the student will be marked truant.

Unexcused Class Absences: Any student who has four (4) Class Absences Referrals (C.A.R.) (or two (2) in a nine week course) filed in one class will be dropped from the class with a "TF" grade and will be assigned to study hall.

Students Leaving the Building: Students are not to leave the building during the school day for any reason without permission. Permission is granted by obtaining a work program pass, a pass from the Attendance Office, Nurse, or Dean of Students. **Failure to obtain permission to leave the building will result in an unexcused absence regardless of the excuse presented after the absence by either the student and/or parent/guardian.**

Teacher Involvement: Each teacher must talk with the student and must have the student sign the C.A.R. before sending the report to the Attendance Supervisor. If the student is absent for two consecutive days making it impossible to talk with the student and obtain a signature, the teacher indicates on the C.A.R. that no contact has been made and sends the report to the Attendance Supervisor.

Study Hall/ACCESS /Guided Study Truancy:

Each Offense: assigned to one (1) day in BIC

After five (5) BIC assignments each additional offense one (1) day Suspension will be assigned.

Three or More Periods of Truancy in One Day: Students who miss three (3) or more periods in one (1) day will serve two (2) days in BIC. This will be considered an all-day truancy. On the third incidence of all-day truancy the student will be put on FINAL WARNING.

In addition to school consequences, students who are truant three or more periods in one day will face applicable city or village laws and ordinances.

Student on Either Campus When Reported Absent: Any student, who has been reported absent to the Attendance Office by a parent/guardian and then appears on either campus without first checking in at the Attendance Office, will be considered truant.

Absenteeism-- Excessive Class Absence

OFFENSE

DISCIPLINARY ACTION

Major Elements of Excessive Absence Policy: All absences will be classified into two categories as follows:

1. Absent: This category includes absences due to illness, court, college/military visits/tests, family emergencies, needed at home, family vacation and truancy (absent without authorization).

2. Excused Absent: Valid cause for absence in this category includes absences due to medical reason (verified by doctor's note given to the health care aide immediately upon return to school), observance of a religious holiday, death in the immediate family or member of household and school generated absences (e.g. field trips, suspensions, BIC, in-school suspensions, appointments in Dean, nurse, counselor or administrative office.)

Reporting Procedures & Dispositions: The following reporting procedures and dispositions will be followed after a student has accumulated four (4) days of absence in the "absent" category.

Action #1: After the fourth(4th) class absence in any one class (or second (2nd) in a nine week course), the student **will be notified** that continued absences will result in the student being dropped from the class with a "TF" grade and assigned to study hall. Student may be referred to the Intervention Team.

Action #2: On the eighth (8th) class absence in any one class (or fourth (4th) in a nine week course), **the parent/guardian** and the student **will be notified** that continued absences will result in the student being dropped from the class with a "TF" grade and will be assigned to study hall. Student may be referred to the Intervention Team. Action #3 will not take place until the **parent/guardian** and student have been notified of Action #2:

Action #3: On the twelfth (12th) class absence in any one class,(or fifth (5th) in a nine week course), **the parent/guardian** and the student **will be notified** that on the fourteenth (14th) class absence the student will be dropped from the class with a "TF" grade and will be assigned to study hall. Student may be referred to the Intervention Team. Action #4 will not take place until the **parent/guardian** and student have been notified of Action #3.

Action #4: On the fourteenth (14th) class absence in any one class, after the parent/guardian and student notification of the fourteenth (14th) absence (or sixth (6th) in a nine week course), the student will be dropped with a "TF" grade from the class and assigned to study hall. In the event of special circumstances, dropping a student will be up to the discretion of the deans. Student may be referred to the Intervention Team.

Academic Dishonesty

Level I

1. Those who violate the provisions of the Academic Honesty Policy shall be subject to penalties including, but not limited to: grade reduction, conference with parents, suspension from class in question, or disciplinary referral.

2. If an assignment is plagiarized, the student will receive an "F" for the work, but must redo the assignment. The teacher will determine the weight of the grade for the second effort on the assignment. If the student fails to do the work, the student will receive a second "F."

3. Repeat offenses of plagiarism will result in the lowering of the quarter grade.

4. Cheating on final exams will result in the student's receiving a score of "zero" for the exam.

5. If a student wishes to appeal any plagiarism penalty, the following procedure will be used. Copies of the alleged plagiarized work will be made and given to the department chair and the Assistant Principal. A conference will then be held

OFFENSE

DISCIPLINARY ACTION

with the student, teacher, the department chair, and the Assistant Principal to discuss the case. The Assistant Principal will then rule on the appeal.

Alarms, False

Level IV

Arson

Level IV

Assault/Battery

a. Two people-no injuries

1st offense: three (3) to five (5) days BIC or out-of-school suspension and possible parent conference, Final Warning and police contact.

2nd offense: six (6) to ten (10) days out-of-school suspension, and possible parent conference, Final Warning, and police contact

b. Two people-injuries

1st offense: five (5) days out-of-school suspension and possible parent conference, Final Warning, and police contact

2nd offense: ten (10) days out-of-school suspension, and possible parent conference, Final Warning, and police contact

c. More than two people and/or injuries and any assault/battery based on an individual's race, national origin, sex, religion, or other category protected by law.

Out-of-school suspension, and possible parent conference, Final Warning police contact and/possible recommendation for expulsion.

Automobile

a. improper parking

Level I

b. unauthorized area parking

Level II

c. not registered

Level II

BIC-failure to serve

1st offense: 1 day BIC and reassignment of original BIC

Each additional offense: 1 day out-of-school suspension and reassignment of original BIC

Bullying, Intimidation and Harassment

Level IV

Bus misconduct

Level II

Bus vandalism

Level III

Cafeteria misconduct

Level II

Cheating

Level II

Class Disturbance

Level I

Clothing/Hats-Headwear

1st offense: warning

See Dress Code #6 in

2nd offense: two detentions

Regulations & Procedures

3rd offense: one day BIC (each additional offense equals one day BIC)

Detentions/Period 0/11-failure to serve

1st offense: additional detentions and/or one day BIC

2nd offense: assignment to BIC and reassignment of unserved detentions

Dishonesty

Level II

Disrespect

Level II

Disturbance

Level III

racial/ethnic overtones

Level IV

Dress-improper

Level I

OFFENSE

DISCIPLINARY ACTION

Drug/Alcohol

Level IV

a. Use/influence/impairment

10 days out-of-school suspension, parent conference, refer to Student Services, and Final Warning.

b. Possession

10 days out-of-school suspension, parent conference, police contact, Final Warning and possible recommendation for expulsion.

c. Paraphernalia

10 days out-of-school suspension, parent conference, police contact, Final Warning and possible recommendation for expulsion.

An alternative to the 10 day suspension (a, b, c), is enrollment in and successful completion of an out of school substance abuse program and minimum of three (3) days out-of-school suspension.

d. Delivery or sale

Out-of-school suspension, police contact and possible recommendation for expulsion.

Any student who violates the Board of Education policies regarding substance abuse will not be permitted to participate in Leyden driver education until the student is a junior.

The prohibitions stated in this Code against drug and alcohol use are intended to prohibit students from exhibiting any physical or mental effects reasonably attributable to consumption of such substances. For example, a student may not be at a school-sponsored event with alcohol on his or her breath, even if the alcohol was not actually consumed at the event.

Any student who is expelled, withdraws in lieu of expulsion, or receives a Final Warning for these violations, and is permitted to return, returns on final warning. If, after completing this second year of final warning, the student successfully demonstrates that he/she has complied with the zero-tolerance drug/alcohol policies of District 212, he/she will no longer be on Final Warning.

Electronic Devices

1st offense: two detentions, confiscate and return to student.

2nd offense: one-day assignment to BIC, confiscate and return to parent.

3rd offense: suspension, confiscate, possible parent conference and Final Warning and return to parent.

Electronic Harassment, Intimidation or Bullying

Level IV

Electronic Imaging Devices- Improper Use of

Level IV

1st offense: minimum one (1) day assignment to BIC, confiscate and return to parent.

2nd offense: minimum two (2) day assignment to BIC, confiscate and return to parent.

3rd offense: out of school suspension, parent conference, and Final Warning.

Use in restricted area

Level IV – Five (5) day minimum suspension parent conference, Final Warning, and possible recommendation for expulsion.

Use during testing

Level IV – Two (2) day minimum suspension, parent conference, Final Warning, possible loss of credit, and possible recommendation for expulsion.

Explosives

Level IV

Extortion

Level IV

Failure to pick up an admit

1st offense: warning

2nd offense: two detentions

OFFENSE

DISCIPLINARY ACTION

Fighting (See Assault or Battery)

Forgery or the use of forged notes or excuses

1st offense: one-day assignment to BIC
2nd offense: two-day assignment to BIC
Each subsequent offense will result in additional days (e.g. 4th offense: four-day assignment to BIC)

Gambling

Level II

Gangs, fraternities, sororities, secret societies, and other groups not sanctioned by District 212

Level IV

a. A student representing a fraternity, sorority, secret society soliciting for membership, or engaging in other activities (e.g. representing, wearing colors, graffiti, etc.)

1st offense: Ten (10) day out-of-school suspension, parent conference, police contact, Final Warning, and possible recommendation for expulsion.
The ten (10) day out-of-school suspension may be reduced to a minimum of three (3) days out-of-school suspension by enrollment in and successful completion of an out of school gang intervention program, if available.

2nd offense: out-of-school suspension, police contact and possible recommendation for expulsion.

b. Any fight or disturbance caused by or involving gang activity

Out-of-school suspension, police contact and possible recommendation for expulsion.

Any student who is expelled, withdraws in lieu of expulsion, or receives a Final Warning for these violations, and is permitted to return, returns on Final Warning. If, after completing this second year of Final Warning, the student successfully demonstrates that he/she has complied with the zero-tolerance gang involvement policies of District 212, he/she will no longer be on Final Warning.

Harassment/Sexual

Level IV

Hazing

Level III

Hostile or physical actions

Level II

ID card-failure to carry

Level II

Illegal behavior not otherwise specified

Level IV

Insubordination-Gross

Level IV

Laser Pointers

1st offense: confiscate and one day out-of-school suspension

Possession and/or Use

2nd offense: out-of-school suspension, parent conference and Final Warning.

Leaving class w/o permission

Level I

Leaving building w/o permission

1st offense: one-day assignment to BIC
2nd offense: two-day assignment to BIC. Each subsequent offense may result in additional days (e.g. 4th offense: four-day assignment to BIC).

In addition to school consequences, students who leave the building without permission will face applicable city or village laws and ordinances.

Lockers-Unauthorized Use

Level I

Loitering

1st offense: detentions

2nd offense: one-day assignment to BIC. Each subsequent offense will result in additional days (e.g. 3rd offense: two-day assignment to BIC).

OFFENSE

DISCIPLINARY ACTION

Permanent Marker	1st offense: confiscate and one day out-of-school suspension 2nd offense: out-of-school suspension, parent conference and Final Warning
Negligent Behavior/Bodily Harm	Level III
Pass-misuse of	Level I
Profanity	Level II
Public Indecency	Level IV See Glossary #35
Refusal to Identify Self	1st offense: two (2) days out-of-school suspension 2nd offense: four (4) days out-of-school suspension, parent conference and Final Warning
Sex violations	Level IV
Smoking/Smoking Lookout	Level III 1st offense: one-day assignment to BIC. 2nd offense: two-day assignment to BIC. Each subsequent offense will result in additional days (e.g. 4 th offense: four day-assignment to BIC) Minor students in possession of tobacco will face applicable village/city laws and/or ordinances in addition to school consequences.
Tardies -(Unexcused) to class	After nine (9) tardies to any one class per semester the student will receive a “TF” and be withdrawn from class and assigned to a study hall. The following procedure must be followed before a student is dropped.
Level I	Teacher writes a Tardy Report after four (4) tardies to class (three (3) during 9 week courses), contact parent/guardian by telephone, and distribute parent and counselor copies.
Level II	Teacher writes a Tardy Report after three (3) additional tardies (two (2) during 9 week courses) following date of parent/guardian contact on Level 1, contact parent/guardian by telephone, and distribute parent and counselor copies.
Level III	Teacher writes a Tardy Report after two (2) additional tardies (one (1) during 9 week courses) following date of parent/guardian contact on a Level 2 and sends referral to the counselor. Counselor will contact the parent/guardian by telephone, write Class Withdrawal with “TF” grade and assign to study hall. The teacher’s grade book is the official record of student tardies. Unexcused tardy from a class or study hall for more than ten (10) minutes will be considered a class truancy. On the third tardy, teacher sends a tardy report to the Dean.
Tardies- (Unexcused) Study Hall,	1st offense: one-day assignment to BIC. Each subsequent offense
ACCESS, Guided Study:	(3 tardies) will result in one-day assignment to BIC until a student loses BIC option to external suspension.
Technology Use-Unauthorized	Level II
Theft and/or possession and/or sale of stolen property less than \$25 in value	Level III
Theft and/or possession and/or sale of stolen property	Level IV

OFFENSE

DISCIPLINARY ACTION

exceeding \$25 in value

Threat	Level III
Throwing of articles	Level II
Tobacco, matches, lighter-possession	Level III 1st offense: one-day assignment to BIC 2nd offense: two-day assignment to BIC Each subsequent offense will result in additional day assignments to BIC (e.g. 3rd offense will result in a three-day assignment to BIC). Minor students in possession of tobacco will face applicable village/city laws and/or ordinances in addition to school consequences.
Trespassing	Level III
Unauthorized Entry Into Building	Level II
Vandalism	Level III
Verbal abuse	Level II
Weapons-possession and/or use	Level IV Any student in possession of a firearm while on school property, at any school function, or at any school-sponsored event, shall be expelled for a minimum of 365 days and may be expelled for up to two (2) calendar years.

CODE OF CONDUCT GLOSSARY

- ALARMS, FALSE**-Pulling the fire alarm when the student knows that no fire exists, unauthorized use of a fire extinguisher, or creating an emergency situation by making a false report of any kind.
 - ALCOHOL**-Possession, use, transfer, control or being under the influence of any alcoholic beverage or look-alike alcoholic beverage. This is intended to prohibit students from exhibiting any physical or mental effects reasonably attributable to consumption of such substances. For example, a student may not be at a school-sponsored event with alcohol on his or her breath, even if the alcohol was not actually consumed at the event.
 - ARSON**-Intentionally setting or attempting to set fires on school property.
 - ASSAULT OR BATTERY**-Any fighting, physical attack, or threat of physical attack on another person (either with or without a weapon), or other conduct, which a student should reasonably know, may endanger the health or safety of others.
 - BEHAVIOR IMPROVEMENT CENTER**-The purpose of the Behavior Improvement Center (BIC) is to curb violations of school regulations without removing the student from the building. The Behavior Improvement Center supervisor is there to help the student learn to behave appropriately in school and to help the student with his/her regular studies.
- Responsibilities of the student assigned to the Behavior Improvement Center are as follows:
- There shall be no late start or early dismissals including cooperative education students.
 - Disruption in the Center will be considered a serious offense and will result in additional days being assigned to the Center or an external suspension up to five days. The student must complete the remaining time originally assigned to the Center. Students absent during days assigned to the Center must complete the assignment upon return to school.
 - The Center will not be an alternative for Level IV disciplinary actions and battery, drug/alcohol, gang related, and weapon offenses.
 - After five assignments in one school year to the Center, the rest of the assignments may be out of school suspension.
- BULLYING, INTIMIDATION AND HARASSMENT**- Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other

distinguishing characteristics is prohibited in each of the following situations:

- A. During any school sponsored education program or activity.
- B. 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.
- C. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

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

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

7. **CHEATING/ACADEMIC DISHONESTY/PLAGIARISM**

Misrepresenting others' work as your own, plagiarism, allowing your work to be used in such a manner, or violating the security of the testing/grading situation in any way.

- 8. **CLASS ABSENCES REPORT**-A report that is filed with the dean when a student fails to conform to attendance policies.

- 9. **CLOTHING-UNAUTHORIZED PRESENCE**-Hats, headwear, coats, and jackets must be placed in a student's locker upon entering the school building. Also, as necessary, the Deans may stipulate that a particular type, color, or style of clothing is unauthorized for a particular student or the entire student body.

- 10. **DANGEROUS THROWING OF ARTICLES**-Throwing of snowballs, baseballs, basketballs, Frisbees, paper airplanes and any other items in the classroom, hallway, or outside the building, on school

buses, and at school-sponsored activities.

- 11. **DETENTION**-A detention is the assignment of an additional period before or after the regular school day. Students are assigned to detention primarily to make up class time lost as a result of truancy or excessive tardiness, or they may be assigned to detention for infractions of the Code of Conduct. Students should be allowed 24 hours notice of the detention so that they can make their own transportation arrangements. Failure to serve assigned detentions will result in immediate additional disciplinary action.
- 12. **DRESS**-Clothing or appearance which presents a health or safety hazard, which materially and substantially disrupts the educational process, or which is prohibited by school dress requirements.
- 13. **DRUGS**-Possession, use, transfer, control or being under the influence of a controlled substance, look alike drugs, or drugs prescribed for another. This is intended to prohibit students from exhibiting any physical or mental effects reasonably attributable to consumption of such substances, any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- 14. **DRUG PARAPHERNALIA**-Possession, use, control or transfer of equipment, materials or products designed or used for drug use.
- 15. **ELECTRONIC DEVICES**-Radios, pagers, cellular telephones, CD, iPOD, and MP3 players, and other such electronic devices.
- 16. **ELECTRONIC HARASSMENT, INTIMIDATION OR BULLYING**-Students may be disciplined for conduct that occurs via electronic media whether it occurs on or off campus. Such conduct may include but is not limited to e-mails, text messages, blogs, social networking sites, instant messaging, etc. depending primarily on the effect of the posting. If the student's off-campus misconduct has a connection to the educational environment, the student is subject to school discipline. The connection is demonstrated by a disruption, or reasonably anticipated disruption of the educational environment caused by the student's conduct.
- 17. **ELECTRONIC IMAGING DEVICES**-The improper use of camera phones or other electronic imaging devices are prohibited in the school building. Students who improperly use such devices are subject to disciplinary action. Students who use such devices in restricted or sensitive areas that include, but are not limited to restrooms and locker rooms are subject to immediate suspension, (five-day minimum

suspension) Final Warning, and/or recommendation for expulsion. Students who use such devices in a testing environment are subject to loss of credit for the exam, suspension, (two-day minimum suspension), possible withdrawal from class, Final Warning, and/or possible recommendation for expulsion.

18. **EXPLOSIVES**-Possession, control or use of explosives, incendiary devices or any objects or devices generically referred to as fireworks, including but not limited to firecrackers, sparklers, smoke or stink bombs, M-80s, snakes, cherry bombs, snaps and rockets.
19. **EXPULSION**-An expulsion is the removal of a student from school for a period of 11 or more consecutive school days by action of the Board of Education. The length of expulsion is at the discretion of the Board of Education.
20. **EXTORTION**-Forcing or pressuring a person to give up money or anything of value by threats, intimidation, or force.
21. **FAILURE TO PICK UP AN ADMIT**-If a student arrives late to school, it is the responsibility of the parent/guardian to inform the Attendance Office of the late arrival on the day in question. Students must report to the Attendance Office and get an admit within 24 hours of the time of the late arrival. **Late arrivals will be considered unexcused if there are no parent calls and/or the student does not pick up an admit within 24 hours of the time of the late arrival.**
22. **FINAL WARNING**-A Final Warning is a written notice from the School District that the student must observe all school rules and regulations and other stipulations set forth by the Dean of Students and that violation of the Final Warning will result in a recommendation for expulsion. The student and the student's parent(s) will be asked to sign off on the written notice. A student may be placed on Final Warning when the Dean of Students and/or the administration deem it necessary in order to help the student improve attendance and behavior.
23. **FORGERY**-Deliberately falsifying the signature of another on school passes or other school forms.
24. **GAMBLING**-Participation in games of chance or skill for money or other profit.
25. **GANGS**-Any organization, club, or group composed wholly or in part by students, which seeks to perpetuate itself by acceptance of additional members from students enrolled in the district, and which is assembled for the common purpose or design of 1) committing or conspiring to commit criminal offenses, or 2) engaging in conduct that is inimical to the public good, or 3) engaging in conduct that

interferes with or disrupts the District's educational process or programs. Membership in a gang, recruiting gang members, involvement in gang activities and display of gang symbols or paraphernalia are strictly prohibited.

26. **HARASSMENT**-No person, including a District employee or agent, or student shall harass, intimidate or bully another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group.

SEXUAL HARASSMENT-In the case of sexual harassment of a student or employee by a student, sexual harassment means:

- A. Any sexual advancement by a student toward an employee.
- B. Any request by a student to an employee for sexual favors from the employee.
- C. Any conduct of a sexual nature by a student directed toward an employee when such conduct has the purpose of effect on an employee of reasonable sensibilities, (i) of creating an intimidating, hostile, or offensive school environment for the employee or (ii) of influencing either the student's grade or participation in any school-sponsored activity.
- D. Any conduct of a sexual nature by a student directed toward another student when (i) such conduct has the obvious result of creating an intimidating, hostile or offensive school environment for the other student or (ii) such conduct is continued by the student after the request of the other student to stop such conduct because it is intimidating, hostile, or offensive to the other student. The determination of whether the conduct of a student is intimidating, hostile, or offensive is made by the school administration.

Sexual harassment prohibited by this policy includes verbal or physical conduct, which has the effect of humiliation, embarrassment, or discomfort.

Students are encouraged to report any incidents of sexual harassment to a counselor or the building Principal. If the complaint involved the building Principal, the report should be made to the Assistant Superintendent.

27. **HAZING**-Leyden High Schools recognize the dignity and worth of all individuals, and in keeping with that belief, prohibits any and all forms of hazing or initiation rites for any school-sponsored club, activity or athletic team. This includes behavior that is demeaning, degrading, or contrary to accepted standards of common decency and is based upon affiliation with any group, sex, race, religion, or economic status. Any student involved in hazing or initiation rites will be subject to disciplinary action.

This action may include but is not limited to dismissal from the club, activity or athletic team; suspension or a recommendation from the School Board for expulsion from school; and/or exclusion from or participation in subsequent school events or activities.

28. **INSUBORDINATION**-Abusive or disrespectful conduct or language toward a teacher or other employee of the District, or refusal to obey reasonable directions.
29. **INSUBORDINATION-GROSS**-This action involves open or persistent defiance of the authority and/or school rules and regulations and/or reasonable requests of school employees where there is a safety issue present (e.g. fire drill, battery, etc.). After five out of school suspension assignments in one school year, the rest of the assignments will be a minimum of five (5) days.
30. **INTIMIDATION**-Engaging in behavior that is threatening to another student. (For example, preventing a student from attending classes or authorized school activities.) Such prohibited behavior includes the use of threats, coercion, or force.
31. **LOCKERS**-Unauthorized Use- Sharing lockers or allowing other students access to own locker.
32. **LOITERING**-Standing idly about, lingering aimlessly or proceeding slowly or with many stops in the hallways, stairwells, or other parts of the school building or school grounds.
33. **NEGLIGENT BEHAVIOR/BODILY HARM**-Any behavior that causes unintentional bodily harm to a staff member or another student (horseplay, running into someone, throwing objects, etc.)
34. **PARENT CONTACT**-In cases of household contact, the school will always attempt person-to-person interaction. In situations where answering machines or voice mail systems are engaged by the household to screen calls, a message will be left by school personnel.
35. **PERIOD 0/11**- A period 0/11 is the assignment of an additional period before or after the regular school day. Students are assigned to period 0/11 primarily to make up class time lost as a result of truancy or excessive tardiness, or they may be assigned to period 0/11 for infractions of the class rules. Every teacher has the authority to assign a period 0/11. Students should be allowed 24 hours notice of the period 0/11 so that they can make their own transportation arrangements. Failure to serve an assigned period 0/11 will result in a referral to the Dean of Students and immediate additional disciplinary action.
36. **POLICE INVOLVEMENT**-A report is made to the

police department and the action recorded in the student's folder. Police make the determination whether arrest is warranted. The Principal and administrators have discretion to determine when police involvement is appropriate and have authority to sign police complaints on behalf of the District.

37. **POSSESSION**-This provision on possession applies to any policy or rule that regulates or prohibits possession of any item, such as tobacco, alcohol, drugs, weapons, paging devices, etc.
Possession means having any knowledge of, and any control over, an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student intend to control the item. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student's knowledge will be determined based on the surrounding circumstances, not just the student's statements. For example, forgetting that an item is in one's locker, personal effects, or vehicle does not constitute lack of knowledge. Also, for example, coming onto school grounds or to a school-sponsored event in a vehicle that the student knows contains an item constitutes possession of that item.
38. **PROFANITY**-Using language, gestures, pictures, etc., that are offensive to accepted standards of decency.
39. **PUBLIC INDECENCY**-Any improper display of exposure of any area of the body that is normally covered by clothing.
40. **REFUSAL TO IDENTIFY SELF**-Refusing to present a student ID card to District employees upon request or refusing to give correct name when confronted by District employees.
41. **SEARCH AND SEIZURE**-To maintain order and security in the schools, school authorities (teachers, school administrators, and inside-outside security officers) will search a student and/or his personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, electronics, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the District's rules.
Students have no reasonable expectation of privacy in lockers, desks, property, and equipment owned and controlled by the District including any personal effects found in those areas. They may be inspected and searched by school authorities without notice or consent of the student or without a search warrant.
School authorities will routinely patrol student parking lots and inspect the outside of automobiles,

including looking through car windows to the interior of the automobiles. School authorities will search the inside of automobiles when there are reasonable grounds for suspecting the search will produce evidence that the student has violated or is violating either the law or the District's rules.

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the District's rules, such evidence will be seized by school authorities and disciplinary and/or police action may be taken. This is part of the Leyden Schools Board policy, 5145.2.

42. **SUSPENSION**-A student temporarily is prohibited from attending school and all school-related activities for up to 10 consecutive school days and will be considered as trespassing if present on school grounds during the suspension period. A suspension may be appealed by contacting the Principal. A student may be suspended from riding the school bus in excess of 10 school days for safety reasons.
43. **TARDY**-A student is considered tardy whenever the student is not in his or her assigned station as defined by the teacher.
44. **THEFT**-Taking or possessing something without permission that belongs to the District or another person.
45. **THREAT**-words/actions that deliver the message violence will occur in the near future, regardless that it's disguised as "I'm only joking" or that it's stated in the conditional (e.g. "Give me your shoes or I'll hurt you.").
46. **TOBACCO**-Possession, use, control, or transfer of tobacco or tobacco products, including cigarettes, cigars, snuff, and chewing tobacco, while on school property or at school-related activities.
47. **TRESPASS**-The unauthorized presence of any student on any school property or the unauthorized attendance of any student at any school activity, or the unauthorized entry into school or private property (computers, lockers, desks, etc.).
48. **TRUANCY**-A student subject to compulsory school attendance who is absent without valid cause for a school day or a portion thereof. Unexcused absences from a class or study hall for more than 10 minutes will be considered a class truancy.
49. **UNAUTHORIZED COMPUTER USE**-Unauthorized use of a computer, computer software, or the Internet as outlined in the "Acceptable Use" policy.
50. **UNAUTHORIZED ENTRY INTO BUILDING**-Any student who enters or allows a person to enter the building through an unauthorized entrance.
51. **UNAUTHORIZED EXIT FROM BUILDING**-Leaving the building during the school day for any reason whatsoever without first receiving written permission from the Attendance Office, Nurse, or Dean of Students or obtaining a Work Program Pass. Violations of this closed campus policy are regarded as unexcused absences.
52. **UNEXCUSED CLASS ABSENCE**-Truancy from classes will not be condoned by the Leyden High Schools. Any student absent unexcused 10 or more minutes from a class or absent unexcused from a multiple number of classes during the same day will be referred to the Dean of Students for disciplinary action. Refer to the Penalty section in the Code of Conduct for specific procedures and dispositions concerning class truancy.
53. **VANDALISM**-Destroying or defacing school property or the property of others.
54. **VERBAL ABUSE**-Name-calling, racial or ethnic slurs, or derogatory statements addressed to others that precipitate disruption of the school program or incite violence.
55. **WEAPONS**-Possession, use, control, or transfer of any object which may be used to cause bodily harm, including but not limited to, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act [430ILCS 65/1.1], use of a weapon as defined in Section 24, 1 of the Criminal Code [720ILCS 5/24-1], knives, guns, firearms, shotguns, brass knuckles, billy clubs, or "look-alikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. In addition, the possession of chemical agents (including but not limited to pepper spray/mace) is strictly prohibited.
56. **WITHDRAWAL OF PRIVILEGES**-Various school related activities are considered privileges, such as the opportunity to participate in intramural and interscholastic athletics, participation in clubs and other non-athletic extracurricular activities, and membership in school-sponsored clubs. These privileges may be removed either temporarily or permanently at the discretion of the Dean of Students.