

**BROOKWOOD SCHOOL  
DISTRICT 167**

**GLENWOOD, ILLINOIS**

**DISCIPLINE HANDBOOK  
2011-2012**

**HICKORY BEND SCHOOL  
LONGWOOD SCHOOL  
BROOKWOOD MIDDLE SCHOOL  
BROOKWOOD JUNIOR HIGH SCHOOL**

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SUPERINTENDENT**

[www.brookwood167.org](http://www.brookwood167.org)

## **DISCIPLINE HANDBOOK**

The primary responsibility for student behavior, safety, and control, rests with the student, teacher and parent in partnership. The Board recognizes its responsibility to support and assist teachers with respect to the maintenance of control and discipline of students. The Principal and/or Administrative Council shall establish procedures for implementation of the discipline handbook.

A teacher may temporarily exclude a student from class when there is a persistence of misbehavior, and/or the continued presence of the student in the classroom interferes with learning. Teachers may refer students to the office, and the Principal may retain students for the remainder of the class period, or when Principal and teacher agree on such a return for conduct including but not limited to the following:

1. Fighting
2. Deliberate and open verbal and/or physical defiance of authority
3. Inciting others to violence or disobedience
4. Profanity
5. Vandalism
6. Theft
7. Possession of potentially harmful materials/weapons
8. Gambling
9. Bullying
10. Exhibiting behavior that prevents others from learning

All students shall be afforded due process rights. The students shall be told of their offending behavior and be given the opportunity to respond. Once the Principal has determined the disciplinary action, students shall have the opportunity to appeal this decision in accordance with the procedures outlined in the District's Discipline Handbook.

Corporal punishment shall not be an acceptable method of discipline in this school district.

## **STUDENT INFORMATION**

Schools are a place to learn and that right must be maintained for the majority. The Principal will take action that is necessary to provide for the health, safety, and welfare of our students. Classroom management is the primary responsibility of all teachers, but there are times when such problems need to be referred for attention to the Principal. As with any handbook, it is impossible to include enough information to cover all situations. If there is a question, please follow this four-step procedure:

1. Contact the teacher. If you are unable to obtain a satisfactory answer;
2. Contact your principal. If you are unable to obtain a satisfactory answer;
3. Contact your superintendent. If you are unable to obtain a satisfactory answer;
4. Contact your Board of Education.

Following these procedures will help all of us work more effectively.

## **STUDENT CONDUCT**

Students in Brookwood School District #167 are expected to behave in an appropriate manner and practice (know) acceptable behavior in school. It is a child's responsibility to control his/her behavior. Children normally conduct themselves properly, but at times misbehave. Disciplinary procedures will be used by teachers and administrators in dealing with infractions such as:

1. The use of obscene or abusive language or gestures.
2. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
3. Possession or use of matches, cigarettes, alcohol, and drugs or related items.
4. Running, boisterous behavior, tackling, throwing of objects, fighting, and other such activities, which may cause injury.
5. Disrespect to a district employee.
6. Bullying.
7. Persistent disregard or disobedience of each building's school rules.
8. Excessive tardiness/truancy.
9. Any and all activities or apparel, which disrupts the educational process.

Note: For possession, use or under the influence of alcohol, drugs, and weapons the police may be called at the principal/superintendent's discretion.

## ANTI- BULLYING

Brookwood School District 167 does not tolerate bullying in any form. All members of the school community are committed to ensuring a safe and caring environment, which promotes personal growth and positive self-esteem for all.

Under Public Act 96-0952 of the Illinois School Code, “bullying” means any severe or pervasive physical or verbal act or conduct, including written or electronic communications, directed towards a student that **has or can be reasonably predicted to have the effect** of one or more of the following:

- (1) Placing the student in reasonable fear of harm to his/her person or property;
- (2) Causing a detrimental effect on the student’s physical or mental health;
- (3) Substantially interfering with the student’s academic performance; or
- (4) Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

The Act provides a non-exhaustive list of various forms of bullying. The list includes harassment, threats, intimidation, stalking, physical violence, sexual harassment including sexting, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Act affirmatively states that bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the above actual or perceived characteristics, or any other distinguishing characteristic, is prohibited in all school districts.

The Act further states that no student shall be subjected to bullying (1) during any school-sponsored education program or activity; (2) while in school, on school property, on school buses or other school vehicles, at designated school bus stops, or at school-sponsored or school-sanctioned events or activities; or (3) through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

Bullying causes physical, psychological, and emotional harm to students and interferes with students’ ability to learn and participate in school activities. Consequently, our school district will educate our students, parents, and school personnel about what behaviors constitute prohibited bullying.

Some examples of bullying include:

- Any form of physical violence such as hitting, pushing, or spitting.
- Interfering with another's property by stealing, hiding, damaging or destroying it.
- Using offensive names, teasing, or spreading rumors about others or their families.
- Using put-downs, belittling others abilities and achievements.
- Writing offensive notes, e-mail or graffiti about others.
- Making degrading comments about another's culture, religious or social background.
- Hurtfully excluding others from a group.
- Making suggestive comments or other forms of sexual harassment ridiculing another's appearance.
- Forcing others to act against their will.
- Tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting another student using the Internet, interactive and digital technologies or mobile phones (cyberbullying).

If a student is bullied, he/she may:

- Feel frightened, unsafe, embarrassed, angry or unfairly treated.
- Have difficulty with schoolwork, sleep or concentrating.
- Have difficulty with family and friends.
- Feel confused and not know what to do about problems.

Brookwood School District 167 recommends that parents and teachers:

- Watch for signs of distress in their children (unwillingness to attend school, a pattern of headaches, missing equipment/belongings, requests for extra money, damaged clothes, or bruising).
- Take an active interest in your children's social life and acquaintances. Advise your child to tell a staff member about the incident. If possible allow him/her to report and deal with the problem himself/herself.
- Inform the school if bullying is suspected.
- Keep a written record (who, what, when, where, why and how).
- Do not encourage your child to retaliate.
- Be willing to inform the school of any cases of suspected bullying, even if your own child is not directly affected.

Violations of Bullying will result in the consequences as outlined under Disciplinary Procedures.

## **BUS CONDUCT**

It is a prime objective of Brookwood School District #167 to provide safe bus transportation for students eligible to ride the school buses. Students are granted the privilege of riding the school bus with the understanding that this privilege can be revoked if the student does not follow school rules and codes of conduct appropriately while he/she is on the bus or at the bus stop. Please note that the rules below apply while students are riding the bus for any school related activities.

1. Students should always be ready for the bus at least five minutes before the time it usually makes its stop for them. Changing weather and road conditions make it impossible for the bus to call for students at the same time every morning.
2. All students are to board and get off the buses at their designated stops only.
3. Students should take their seats immediately. It is dangerous for students to move about while the bus is in motion, or scuffle while on the bus.
4. The bus drivers have the right to assign seats to any or all students.
5. The bus driver is in full charge of the bus and riders at all times. Students are responsible to drivers while riding the bus the same, as they are responsible to teachers while in attendance at school.
6. Students should not at any time extend their hands, arm and heads OR any objects out of the bus window.
7. Any distraction of the driver's attention to remind students of some regulation, or to answer an unnecessary question, jeopardizes the safety of every student on the bus. Students must not carry on unnecessary conversation with the driver.
8. Students have a responsibility to keep the bus clean. They should not throw waste paper on the floor of the bus or scratch or mark the seats.
9. The use of rough, threatening, or obscene language, gestures, or physical aggression while waiting for or riding the bus will deny students their right to ride.
10. Students are to ride only the bus assigned to them. (Exceptions may be made only in emergencies with the approval of the Principal.)
11. Students are to show respect for private property, lawns, shrubbery, trees, etc.
12. Smoking, striking matches, or lighting cigarette lighters is prohibited on the bus or at the bus stop.
13. Possession of potentially dangerous materials and or weapons are prohibited on the bus or at the bus stop.

### **Consequences for Violating Bus Rules and Regulations:**

Step 1: Documented warning

Step 2: Office detention

Step 3: Office detention and official notification to parent that the next step is a 3-5 day bus suspension

Step 4: 3-5 day bus suspension

Step 5: 5-10 day bus suspension

*\*The principal may bypass steps 1-3 for any gross infraction exhibited by a student (an immediate bus suspension can be issued).*

## **DISCIPLINARY PROCEDURES**

The teachers and administration will take necessary measures to provide for the health, safety, and welfare of the students. Parents and students should be aware that cameras may be installed on school buses and common areas of the school in order to enforce disciplinary rules and for safety and security of all. The following options are available to the teacher at the discretion of the principal to assist in the maintenance of an orderly educational environment.

1. Student/teacher conference
2. Student (optional)/teacher/parent conference
3. Detention with teacher upon parent notification
4. Referral to the principal office warning/disciplinary notice

The following options are available to the Principal in order to assist in the maintenance of an orderly education process:

1. Student (optional)/Teacher/Principal conference.
2. Student (optional)/Teacher/Parent/Principal conference.
3. Detention/Temporarily excluded from class.
4. Alternative in school settings.
5. Suspension from school up to a maximum of ten (10) consecutive school days.
6. Filing a police report.
7. Placement in an alternative school setting.

Each Principal may suspend students up to ten (10) days from school attendance and activities for violation of school rules or gross misconduct or gross disobedience when, in his/her judgment, such suspension is necessary for the good of the student or of the school. All suspensions shall be in accordance with the provisions of the Illinois School Code.

1. The suspending school official shall give the student oral and written notice of the charges and evidence to support the charges.
2. If the student denies the charges, an opportunity shall be given the student to present an explanation in a conference with the suspending school official. The school official shall then inform the student whether or not the suspension is to be imposed.
3. Students, whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be immediately removed from school. In such cases, the requirements of notice and hearing shall follow as practicable.
4. The student's parents must be notified immediately by the Principal of the reason(s) for the suspension including a statement of the rules and regulations allegedly violated, the number of days of suspension, and the right to appeal the suspension within ten (10) days to the Board of Education. (A conference with the Superintendent must precede a formal appeal to the Board of Education.) Parents of suspended students may request the opportunity to have their child complete missing work. Credit for completed work may be given at the discretion of the principal.

5. The Board of Education may appoint a hearing officer to consider the appeal. The student has the right to legal counsel at his/her own expense, the right to question the person who made the decision to suspend, and the right to make a statement on his/her own behalf. If requested by the student, the parents, or their representative, a transcript must be kept of the proceedings. Should the suspension be retracted the students will be able to fulfill academic requirements.
6. The hearing officer will report his/her findings and recommendations to the School Board and a decision will be rendered.
7. Should the suspension be retracted the student will be able to fulfill all academic requirements.
8. During suspensions, parents and students will have the opportunity to complete work as assigned by the teachers. Credit for completed work may be given at the discretion of the principal. Parents will be required to pickup materials the day following the suspension.

Recommendation for expulsion to the Superintendent and School Board.

Whenever a student's behavior in school deviates too far from limits of acceptability and the staff's efforts to correct his behavior are fruitless, he will become liable for actions to restrict his privileges and rights of school attendance, which may result in expulsion.

1. The student and the student's parents shall be notified of the reasons for the expulsion, including a copy of the rules and regulations allegedly violated, the length of the expulsion (not to exceed the current school term), and the date, time, and place of the School Board hearing.
2. The expulsion shall not take place until after the School Board hearing. At the hearing by the School Board, the student has a right to counsel at his/her own expense, the right to present and question witnesses, and the right to make a statement on his/her own behalf.
3. If requested by the student, the parents, or their representative, a transcript must be kept of the proceedings.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat, or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

## SEARCHES

A student's school desk and locker are the property of the school and must be used for the purpose intended: a storage area for books, school supplies, and outdoors garments. If school administrators believe that the student has placed illegal or dangerous materials or substances in the locker or desk, school administrators may search the locker with or without the student's knowledge or consent. Lockers or desks may be searched by school administrators at any time.

*\*Current law allows administrators to search book bags on the school premises if there is reasonable suspicion.*

## PROPERTY DAMAGE/STEALING

Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property will result in disciplinary action. Parents of students who deliberately or carelessly damage books or property of the school, will be required to pay according to the extent of the damage, the amount determined by the administration. Additional disciplinary action may be necessary. Students responsible for damaging another individual's property will be responsible for making restitution. Students are encouraged to leave valuable personal property at home. If warranted, a police report will be filed.

## AUTHORIZATION FOR INTERNET ACCESS

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. ***The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.***

### Terms and Conditions for Internet Access

1. Acceptable Use - Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Privileges - The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time.
3. Unacceptable Use – Users are responsible for their actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Gaining unauthorized access to resources or entities;

- g. Invading the privacy of individuals;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials; and
- m. Using the network while access privileges are suspended or revoked.

4. Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
- d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.

7. Security - Network security is a high priority. If a user can identify a security problem on the Internet, he/she must notify the system administrator. The user should not demonstrate the problem to other users. Accounts and passwords are to be kept confidential. Users are not to use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.

8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

## **GANG ACTIVITIES**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. All students are expected to act in such a manner so that their behavior reflects positively on themselves and the school environment. Therefore, in order to prohibit the existence of gangs, gang involvement, and/or gang activities and limit the circumstances under which a student might be placed in jeopardy, the Board of Education acts to forbid the following:

No student, parent, and/or persons on or about school property or at any activity:

1. Will wear, possess, use, distribute, draw, display and/or sell any clothing, jewelry, emblem, badge, symbol, sign, haircut or other thing which is evidence of or imitates membership in or affiliation with any gang.
2. Will commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Will use any speech or commit any act of omission in furtherance of the interests of any gang, gang involvement, and/or gang activity, including, but not limited to
  - a. Soliciting others for membership in any gangs;
  - b. Requesting any person to pay protection or otherwise intimidating and/or threatening any person;
  - c. Committing any other illegal act and/or other violation of school district policies
  - d. Inciting other students to act with physical violence and/or threat of physical violence upon any other person.

### **CONSEQUENCES FOR VIOLATIONS OF THE GANG POLICY**

Street gangs, related gang involvement and/or gang activity are not acceptable in or about the school setting. The wearing of gang insignia or symbols, "flashing" gang signs, drawing gang symbols and/or the use of gang threats are prohibited. Consequently, it is recommended that the disposition for violation of these rules will include a parent conference and may also result in:

1. Confiscation of any and all material that will be turned over to the Glenwood Police Department.
2. An Alternate In School Day Assignment (In school suspension), the length of time to be determined by the principal.
3. Up to 10 days out of school suspension and a report to the local police department.
4. If circumstances warrant, a recommendation to the Board of Education for expulsion and/or an alternate placement.

## **SEXUAL HARASSMENT**

It is the right of each student and employee to learn and work in an environment free from sexual harassment. Each student, teacher and parent has a responsibility to maintain an educational environment free from harassment. All students are prohibited from causing sexual harassment of students or other employees on school premises or at school-sponsored activities.

Harassment or offensive conduct in the educational setting and work place is prohibited. Harassment includes, but is not limited to, intimidation or persistent abuse of another, whether physically, orally or in writing.

Sexual harassment includes: any activity of a sexual nature, sexual advances, or requests for sexual favors, that is unwanted or unwelcome. Sexual harassment may include, but is not limited to; unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, propositions, and unwanted body contact.

All complaints of sexual harassment should be reported to Sharon Price, the district's Sex Equity and Sexual Harassment Officer. All reports of harassment will be promptly and thoroughly investigated. Violators of this policy will be subject to the district's Disciplinary Procedures.

To the extent possible, all reports of harassment will be kept confidential. No student or employee will be subjected to adverse action in retaliation for any good faith report of harassment or for participation in an investigation about harassment under this policy. Students, parents and employees will be given information regarding this policy.

## **BROOKWOOD SCHOOL DISTRICT #167 BOARD OF EDUCATION POLICY FOR ALCOHOL AND DRUG ABUSE**

Non-medical use of drugs and consumption of alcohol is illegal and hazardous to the health of students. The unlawful manufacture, distribution, dispensation, possession, use or being under the influence of alcohol or a controlled substance is prohibited. Drug paraphernalia, look-alike drugs and electronic signaling devices are further prohibited. This prohibition is in effect at all times on school buses, on district property and at all school sponsored activities and trips throughout the calendar year. A controlled substance is considered to be one that is not legally obtainable or is being used in a manner other than intended or prescribed.

Students and parents shall be provided with a copy of this policy. Compliance with this policy is mandatory for all students. In addition, information concerning the effects and potential dangers involved in the unlawful use of drugs and alcohol shall be included in the curriculum at all grade levels in compliance with the law. This curriculum shall include prevention, social and health consequences, and techniques for resisting peer pressure. Any student who violates this policy shall be subject to disciplinary action. Sanctions will be enforced which may include suspension or expulsion, and notification of local law enforcement agencies. In all cases parent cooperation

shall be sought. The District will make efforts to inform parents of available agencies/programs, which could assess students' needs for drug/alcohol treatment.

We received a copy of the Brookwood School District #167 Discipline Handbook. We have read and/or discussed this important information.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Comments - If you have any additional recommendations or suggestions, please indicate them below.