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**To:** Dr. Terrell Yarbrough, Superintendent  
Harlem School District #122 Board Members

**From:** Dr. Michelle Erb, Assistant Superintendent for Curriculum and Instruction

**Date:** May 16, 2022

**Subject:** Additions to our Discipline Matrix

One of the concerns that has been identified is the increased number of students who are using and selling vaping materials. According to Northern Illinois Recovery Center, “vaping meets the criteria above to be classified as a gateway drug. It does have addictive chemicals within, namely nicotine. Also, because of the easy access to THC-formulated vaping liquid, it can lead to harder drugs”. For this reason, we would like to add the following information to the Discipline Matrix and student handbook.

In the event a student distributes tobacco based paraphernalia, the following code and definition will be used: Vape/Tobacco Distribution (SMD) - Selling or passing any Vape or tobacco-related paraphernalia. Students distributing vapes may be referred to law enforcement and possibly be considered for expulsion from school. If the student is using Vape/Tobacco and Paraphernalia (SMO): Possession of any smoking materials including vapes, pipes, matches, rolling papers, lighters, cigarette making machines, and any other materials used in smoking will be subject to disciplinary action. The use of tobacco in any form is not permitted on campus or at any school-related activity (home or away) in which Harlem students are participating.

Level 2 Discipline Grades 2-4	Minor Violation	Major Violation	Severe Violation
Drugs/alcohol violation or possession/distribution of combustibles ALC ALD SMO DRD DRV SMD	*Parent Conference *Contact law enforcement *Detention *ISS/OSS	*Parent Conference *Contact law enforcement *Detention *OSS *Follow up to outside agency or authority	*Parent Conference *Contact law enforcement *Detention *5-10 Days OSS *Follow up to outside agency or authority *Recommendation for expulsion



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8605 N. Second St., Machesney Park, IL 61115 ■ (815) 654-4500 ■ (815) 654-4600 (fax) ■ [www.harlem122.org](http://www.harlem122.org)

Level 2 Discipline Grades 5-6	Minor Violation	Major Violation	Severe Violation
Drugs/alcohol violation or possession/distribution of combustibles ALC ALD SMO DRD DRV SMD	*Parent/guardian Conference *Conference with School Psych. or Social Worker/Counselor *Contact law enforcement *Detention *ISS/OSS	*Parent/guardian Conference *Conference with School Psych. or Social Worker/Counselor *Contact law enforcement *Detention *OSS *Follow up to outside agency or authority	*Parent/guardian Conference *Contact law enforcement *5-10 Days OSS *Follow up to outside agency or authority *Recommendation for expulsion

*Note: Consequences listed in each category are subject to administrator's discretion. Other consequences could be implemented based on frequency, and/or individual student circumstances (\*). For all Level 2 Referrals, parent(s)/guardians will be contacted by phone in addition to referral being mailed home. Possession or use of alcohol or drugs may carry an intervention of a 5-day out of school suspension, to be reduced to 2 days if a student has a professional chemical dependency assessment at an approved agency. Administrators may implement more than one consequence.*

Secondary Code Violation	First Violation	Second Violation	Third Violation	Fourth Violation	Subsequent Violation
Tobacco/Vape & Paraphernalia (Possession/Use) <b>SMO</b>	1-3 ISS/OSS 1 OSS Contact law enforcement	1-3 ISS/OSS Contact law enforcement	1-3 ISS/OSS Contact law enforcement	1-3 ISS 5 OSS Contact law enforcement	1-10 OSS Contact law enforcement Consider for Expulsion
Drugs, Alcohol, Vape,Paraphernalia (Possession/Use) <b>DRU, ALC, SMD (New Smoking Distribution)</b>	1-3 ISS 1-10 OSS, 5 OSS with drug treatment assessment, program enrollment & completion and Referral to Law Enforcement	1-10 OSS Consider for Expulsion Referral to Law Enforcement			
<b>*Note: Consequences listed in each category are subject to Administrator discretion <i>based on individual student circumstances.</i></b> <b><i>Alternative consequences may be appropriate for students with IEP's, behavior plans, case studies pending, outside agency involvement, 504 plans, 504 plans pending, and referrals to diagnostic teams.</i></b>					

*For most classroom disciplinary referrals, proactive procedures would have taken place to already address the behavior with the student including contacting the parent.*