

DISCIPLINE

It is the sincere desire of the Board of Education that each student practice self discipline, so that disciplinary action by teachers, administration, and the Board of Education may be avoided. In order to provide a fair and equitable system for the administration of discipline in our schools, the Board of Education has approved the following guidelines. It is the desire of the CUSD 303 school community to promote positive citizenship and a constructive school environment. Parents will be notified regarding discipline which may be employed to achieve desired behavioral results. In addition, when further remediation is required, various support personnel may be involved in those efforts.

Teachers are required to assure a proper classroom environment that allows all students to have access to instruction. Teachers, other certificated employees, and classified staff designated with that responsibility shall maintain discipline in the schools, including the school grounds. In all matters relating to discipline, they stand in the relationship of parents and guardians to the pupils. This relationship shall extend to all athletic and extra-curricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parent or guardian. Most often when situations arise, discipline is first sought through the teacher-student relationship developed in the classroom situation. We believe that early parental involvement is an important element of the disciplinary process. A strong effort will be made to contact and work with parents prior to disciplinary action. Parents will be notified regarding any recommendation for suspension or expulsion. The district reserves the right to complete any disciplinary procedure even if a student withdraws from school.

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District maintains a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions, and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within fifteen (15) days after their adoption and/or presentation to the Board, or at the time an individual education plan is first implemented for a student. The parents/guardians of all students with disabilities are hereby notified of the existence of this policy and the procedures.

Parents/Guardians must understand that a teacher may use reasonable force as needed to maintain safety for the other students and may remove a student from any school program or activity for disruptive behavior.

The guidelines are in effect 24 hours per day throughout the calendar year when students are on school property, on a school bus, on the way to or from school, at a school related function, or when students represent the school. Guidelines for discipline will be furnished to students at the start of the school year. Guidelines for student discipline are also available on the district 303 website (www.d303.org). Any violation of these disciplinary rules that results in a substantial disruption of, or interference with school activities, or the proper provision of educational services, whether on or off the school premises, may result in suspension or expulsion.

Any disciplinary infractions not listed in these guidelines shall be dealt with on an individual basis by the school administration in order to achieve the desired behavioral result. Please be aware that Board of Education policy supercedes information provided in Student Handbooks.

These guidelines and the decision as to the scope of the penalty is committed to the sound discretion of the school administration, giving due respect to the extent of past infractions, mitigating circumstances and the willfulness of the violation. Discipline infractions may be cumulative throughout levels (elementary level, middle school level, high school level).

DUE PROCESS PROCEDURES

Suspension may be for a period of time not to exceed ten (10) consecutive school days. Expulsion may be for a period of eleven (11) days to two (2) years. School administration will provide an explanation to the parent or guardian regarding any rights to appeal the decision of suspension and/or recommendation for expulsion. Please refer to Board of Education Policy 935.07.

General Information

Alternative to Drug/Alcohol Suspension (ADAS)

ADAS is a drug/alcohol educational and assessment program that will diminish the number of days of suspension for those involved in a drug/alcohol offense.

Philosophy

St. Charles Community Unit School District #303 (District 303) is concerned with the full and harmonious development of the whole person. The ultimate emphasis is placed on the individual student to assume great responsibility and to actively pursue growth as an individual. District 303 recognizes that there are attitudinal, behavioral, and/or medical problems, which can obstruct the realization of this goal. Whenever possible, additional support personnel are contacted to provide assistance to the student.

District 303 believes that it has an important role, along with parents and other members of the community, in helping students make responsible decisions about the use of alcohol and drugs. Our primary objective is to facilitate the development of proper attitude and behavior. Students, as well as other members of the community, often need education and support to help them obtain the objective.

Program Purpose

The purpose of the ADAS program is to allow a student and his/her family to choose a constructive alternative to the maximum number of days of suspension for violating the rules concerning drugs and/or alcohol as stipulated in the Discipline Policy. This alternative will allow the student to continue classroom education with minimum interruption and facilitate family dialogue about the use of drugs and/or alcohol.

Program Goals

- To provide a professional evaluation regarding the extent of, and reasons for, drug/alcohol use by the student.
- To provide education to the student and parent(s)/guardian(s) regarding the effects and consequences of chemical dependency.
- To encourage parental involvement in preventing further use/abuse of chemicals.
- To direct the family to appropriate treatment alternatives and/or self-help resources.

Administration of Asthma Medications

Public Act 92-0402 allows for the self administration of asthma medication(s) by students in school and school sponsored activities, and certain before/after school activities, provided that a parent/guardian provide the district with written authorization for such administration, as well as a physician's authorization, and a waiver of liability on forms to be provided by District 303.

District 303 reserves the right to enforce its reasonable guidelines regarding the administration of medication at school consistent with the student's right to self administer asthma medication. The Superintendent is hereby authorized and directed to develop forms and procedures to permit the self administration of asthma medication by students in accordance with state law. **(See Self-Administration of Asthma Medications – Policy 945.06.)**

Sexual Harassment Reporting Procedure

It is the express policy of District 303 to encourage victims of sexual harassment to come forward with such claims. In order to conduct an immediate investigation, any incident of sexual harassment must be reported as quickly as possible, in confidence, as follows:

Students are encouraged to report any incidents of sexual harassment to a guidance counselor or the building administrator. If the complaint involves the building principal, the report should be made to the next highest level of administration.

Confidentiality

Every effort will be made to promptly investigate any allegation of sexual harassment in as confidential manner as possible.

Early Identification: Aggressive Behavior

Students who have demonstrated aggressive behavior including, but not limited to "bullying" which is hereby defined as conduct and behaviors toward other students that, to a marked degree, appear intended to terrorize, intimidate, or start fights with other students shall be referred to the building administrator. These behaviors can include bullying/intimidation by other means such as: telephones, pagers, computers, online message services, blogs, etc. The building administration should promptly notify the student's parent or guardian of the referral and shall attempt to schedule a parent-teacher conference to discuss the referral, and to recommend

such available early intervention procedures as are deemed reasonably appropriate and available through District 303.

DISCIPLINE : Definition of Terms

Dean's Detention (High School only)

A classroom period to be made up before or after school assigned by the dean.

Delivery

The transfer of Drugs, Alcohol, Look-Alike Drugs or Intoxicating Compounds with or without monetary compensation being derived from the transaction.

Detention

A period of time to be made up after school, assigned by a staff member. Students are provided one-day advance notice in order to arrange transportation.

Expulsion

Expulsion is defined as the involuntary removal of a student from all school, classroom and extracurricular activities with possible loss of credit. An expulsion may be imposed for any period of time ranging from eleven (11) days to the remainder of the school year, or two (2) calendar years from the date of the student's removal by the Board of Education.

Expulsion Warning

The school administration may recommend the placement of a student on Expulsion Warning at any time during the school year. The criteria for placement on Expulsion Warning are based on the student's behavioral record. Once a student has received ten (10) days of suspension in a school year, the case may be reviewed with the building administration, and the student may be eligible for an Expulsion Warning.

A student may be placed on an Expulsion Warning for:

- A single act of gross misconduct
- Reaching the maximum of **10** days suspension

The student will be issued an Expulsion Warning in a conference with the student, parent and building administration. The Expulsion Warning form is signed by the student, parent, and principal. If behavior violations continue, and the limit that is set forth is exceeded, a ten (10) day suspension will result with possible recommendation to the Board of Education for expulsion.

Firearm

For the purpose of this policy, "Firearm" shall be defined as any device which will, or is designed to, or can be easily converted to, shoot a bullet, shell, pellet, or other projectile of any sort, by the action of an explosive, or any bomb, grenade, missile, rocket, or similar device. This definition shall also include parts and accessories for such devices such as mufflers or silencers, but shall not include devices which are regulated under the fireworks policy of the Board of Education.

Any student possessing a firearm on school premises, on a school bus, traveling to or from school, or at a school-sponsored event will be immediately referred for expulsion, with the duration of expulsion to be for a period of time of not less than one (1) calendar year from the date of the violation. The Superintendent or designee may modify the expulsion requirement on a case-by-case basis, and recommend such a modification to the Board. The Superintendent or designee will, as part of his/her recommendation, explain to the Board the circumstances which justify the modification. If the Superintendent or designee does not recommend a modification of the expulsion requirement, the Board shall impose an expulsion of at least one (1) calendar year.

In Building Suspension (IBS)

(Elementary/Middle Schools)

Temporary removal from assigned class or classes by the building administrator for one period or more. The student will have the opportunity to complete all academic assignments, quizzes, and tests for credit. Arrangements for any makeup work are to be initiated by the student, with the understanding that some educational experiences cannot be duplicated. The student must complete the assignments, quizzes, and tests in the number of days equal to the length of suspension.

Illegal Parking (High School only)

Enforcement will be carried out in cooperation with the St. Charles Police Department with tickets being issued where appropriate. Loss of permit and/or towing could result. Students attending St. Charles East High School are not to park at Wredling Middle School.

PMA/AMA (PM/AM Assignments)

A designated time before or after school, where the student will be completing school work under the supervision of a staff member. Students have the responsibility to bring work and materials to be productive during the allotted time.

Pranks

Pranks are acts of misconduct that are discouraged by District 303. Any occurrence of such misconduct will result in consequences as outlined in this policy. Seniors are at risk of losing a variety of privileges including participation in graduation activities. Based on their interpretation of the misconduct, school administrators may assign disciplinary consequences consistent with any violation of this policy including but not limited to theft, possession of lost/stolen articles, mob action, safety violation, etc.

Positive Reward System (High School only)

As part of St. Charles High Schools' commitment to the overall needs of its students, and to encourage good decision making, the dean's office has implemented a Positive Reward System (PRS). The PRS Program is intended for students who have been placed on Expulsion Warning or a Summer Discipline Review Contract at the beginning of the school year. Through the exercise of good decisions and appropriate conduct, these students will be able to modify their overall limit of PMA / AMA / Suspension / SAT / (PRS) that is stated on their contract. A student will be rewarded with the exemption of one (PRS) date from the aggregate total as applied to his/her contract when he/she has twenty (20) consecutive days in attendance without a referral that results in a (PRS).

Saturday Assignment (SA)

Saturday Assignment is held on Saturday mornings for one (1) hour.

Saturday School (SS) Guidelines

- Students are to enter the building through the main entrance. The student will be escorted to a designated room by the program supervisor.
- Students will not be admitted to the school after 8:00 a.m. Failure to report will result in further disciplinary action.
- The program goes from 8:00 a.m. until 11:00 a.m. There is no release for lunch. Time spent will be divided into academic study, performance of service, and a self-evaluation time relating to the behavioral infraction.
- The student will conduct himself/herself in an appropriate manner during the entire time. Normal classroom behavior is expected. Failure to do so will result in the student being sent home and reassigned the appropriate disciplinary action.
- Assignments will be obtained by the student from the student's teachers for completion. The student is to bring textbooks.
- The student is responsible for transportation to and from school.

Summer Discipline Review (High School only)

The program consists of a review of records of students who had numerous and/or severe disciplinary infractions for the previous year. Following the review, the student, parent, and dean and/or assistant principal will meet before or at the beginning of the school year to assign a final disciplinary warning with the range of 5-10 days PMA/AMA, SS, Suspension. On each Student Disciplinary Review sheet the dean or assistant principal will spell out the limits of future PMA/AMA, SS, or Suspension days. This review form is to be signed by the student, parent(s)/guardian(s), dean or assistant principal. If the stated limits are exceeded, possible recommendation to the Board of Education for an expulsion hearing will follow.

Once a student has received ten (10) days PMA/AMA, SS, or Suspension in a school year, the case will be reviewed with the building administration and the student may be eligible for a Summer Discipline Review.

Upon reaching a maximum of fifteen (15) days PMA/AMA, SS, or Suspension, the student will be issued an expulsion warning and be assigned to the Summer Disciplinary Program.

Supervised Study (Elementary & Middle Schools)

Administrators may administer a "Supervised Study" as a consequence for a variety of misbehaviors committed at school. Examples include, but are not limited to serious one-time infractions, such as stealing, fighting, or bringing inappropriate items to school. Supervised Study may also be used for much less serious behaviors, which are chronic. Supervised Study is similar to a school suspension in that children are restricted from participating in classroom activities for half days, full days, or multiple days. Students participating in Supervised Study cannot be denied the opportunity to complete their work, and the support of a faculty member must be available if needed.

Suspension

Temporary removal from school by the building administration for a period not to exceed ten (10) consecutive school days. Students are not permitted on school grounds or at school functions. Students will have the opportunity to complete all academic assignments, quizzes, and tests for credit. Arrangements for any make-up are to be initiated by students with the teachers, with the understanding that some educational experiences cannot be duplicated. Students must complete assignments, quizzes, and tests in the number of days equal to the length of the suspension.

ATTENDANCE

Philosophy

Community Unit School District 303 believes that regular attendance at school results in greater academic success. To meet our mutual goal for student success, we participate in a partnership and shared expectation among school, parent and student that students will be present on time, throughout each day school is in session. Please consider the following:

Attendance Terminology

Excused Absence

Absence that is excused by a parent for a **valid reason**. The following are examples of **school recognized** valid reasons to excuse a student:

- Illness
- Medical or Dental Appointment
- Extraordinary Emergencies

A doctor's note may be required to excuse a student or for admission to school at any time the administration deems it necessary. Failure to comply with such a request will result in an "unexcused" absence and follow up with:

- Parent conference
- Kane County Truancy and/or
- Local law enforcement

Unexcused Absence

When a student is unexcused, the parent may recognize the absence as being valid or legitimate, however, the school does not. The following, **even with parental consent**, are considered to be unexcused absences:

- Working
- Missing the bus
- Shopping
- Car not starting
- Keeping personal appointments
- Visiting out of town or college visit (unless absence is excused following the guidelines of the prearranged process)
- Needed at home
- And other avoidable absences

Interventions to address unexcused absences include, but are not limited to:

- Parent conference
- Kane County Truancy
- Local law enforcement

Truancy

Absence that is not designated as excused or unexcused. Truancy is further defined as:

- Excessively late to class
- Leaving the building without first checking out of the building through the office

Interventions to address unexcused absences may include, but are not limited to:

- Parent conference
- Kane County Truancy
- Local law enforcement

Tardy

Students must be in the classroom when the bell rings. Students who arrive in the room after the bell rings are considered tardy.

Attendance Procedures

Reporting Student Absences

If a student is going to be absent, his/her parent or guardian must telephone the attendance office no later than 45 minutes after the start of school on the day of the absence. When parent(s)/guardian(s) are out of town, they are expected to designate a responsible adult to phone in the absence.

If there is a question about whether an absence will be considered excused or unexcused, check in advance with the building administration.

Please consider the following:

- No credit will be given for work missed due to an **unexcused absence**
- Work missed due to **tardiness** may not be made up
- There are no make-up privileges for students who are **truant** from class. School work missed as a result of truancy will be recorded as "no credit".

Appointments During the Day

Students must have a "Permit to Leave the Building" issued through the attendance office prior to their departure. If they have not secured this permit to leave, they are considered to be truant until they are excused by a parent/guardian. (However, they will be subject to disciplinary action for a campus violation.) Upon their return, they must check into the attendance office.

Parents/guardians of elementary aged students are required to pick up their children from the main office. In the event an adult other than a parent/guardian is picking up a child, a note from the parent/guardian including a contact number for the parent/guardian is required giving permission for pick-up.

Prearranged Absences

Prearranged absences with the following restrictions and procedures:

- (a) Students must apply for the privilege of using the prearranged absence days through the attendance office. They will be given a prearranged form to be signed by their teachers and parents. This completed form

MUST be turned in TWO (2) SCHOOL DAYS prior to the date of the prearranged absence, or the absence will be recorded as "Unexcused."

(b) The building principal or designee has the authority to grant up to five (5) school days of excused absences: (1) College visits, (2) Career education visitations, (3) Participation in regional and/or national contests or awards not endorsed by the IHSA, (4) Family vacation qualified by the phrase "accompanied by a parent" (5) Special religious holidays, (6) Other circumstances as determined by the administration:

(c) Excused absences resulting from approved preplanned absence(s) shall be limited to five (5) days per year, and may not be cumulative through a student's career.

(d) A student will not be eligible for an excused absence if the request for a preplanned absence covers the final week of the quarter and/or semester.

(e) Students have full make-up privileges and must initiate make-up work.

Fifteen (15) Days of Absence During a 90 day Period

A medical report from the student's physician is required explaining the absence. If no report is presented, notification to Kane County Truant Officer may follow.

Total Absence Policy (High School Only)

1. When a teacher feels that a student's absences are adversely affecting his/her performance in class ("excused", "unexcused" or "truancies" totaling no more than ten (10)), a contact by the teacher is necessary by telephone or conference

NOTE: Parental contact by the teacher via telephone can be defined as leaving messages on an answering machine. If the teacher is unable to personally talk with a parent after several attempts, the teacher should notify the dean.

2. If, following step 1, the absence pattern continues ("excused", "unexcused" or "truancies") totaling no more than fourteen (14)), then a staffing will be held to consider removal from class, placement into homebound instruction, loss of credit, or any other appropriate disposition (staffing is initiated by the teacher and called by the counselor).
3. If, following step 2, the student accumulates eighteen (18) or more ("excused", "unexcused" or "truant") absences, then the student may be denied credit for the course (initiated by the teacher, disposition given by the disciplinarian, counselor, and department chair).

Extended Absences

Students absent for an illness or injury that extends beyond one week (five (5) consecutive school days) should contact their counselor as soon as possible, and are required to have a conference with the school nurse before returning to class.

A doctor's note may be required for admission to school at any time the building administration deems it necessary. Failure to comply with such a request will cause the absence to be recorded as unexcused, and notification to Kane County Truancy and or local law enforcement will be made.

Field Trips

Students who plan to participate in a field trip must submit a "Parental Permission Form" prior to the time of the trip. This form may be obtained from the field trip sponsor and should be signed by the parent and returned to the sponsor.

Students are responsible for keeping up with work missed as a result of the field trip. Students should have a "Field Trip Permission Form" signed by all their teachers for prior approval. Students will not be excused from tests or other obligations on the day they return. This type of absence is approved by the school and allows for full make-up of missed work.

VIOLATIONS

Student Responsibilities:

All students attending District 303 have the right to access the professional staff and the facilities necessary for an instructional program. Also included among the students' rights are the right to use educational resources, the right to form and express ideas and the right to due process. To that end, students must respect the rights of others, maintain a positive school attitude, and adhere to school rules. Students who violate school rules may receive disciplinary action. The following actions are violations of school district rules and will result in disciplinary action:

PROHIBITED BEHAVIOR	CONSEQUENCES
<p>ACADEMIC DISHONESTY</p> <p>Academic dishonesty means cheating or plagiarizing.</p> <p>Cheating: Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher.</p> <p>Plagiarism: The intentional or unintentional use of ideas or work from another writer, speaker or artist without giving proper credit.</p>	<p>Academic Consequences: Each occurrence will be evaluated by the classroom teacher and his/her immediate supervisor. Specific offenses, depending on their nature, may result in increasingly severe consequences including, but not limited to:</p> <ul style="list-style-type: none"> • Teacher, student, parent conference • Loss of credit for the assignment, exam, etc. • Completion of an alternate assignment <p>Disciplinary Consequences: In the case of extreme/severe situations, disciplinary consequences may apply (ex. Theft, Possession of Lost/Stolen Articles).</p>
<p>ATTENDANCE: Tardy</p> <p>Students must be in the classroom when the bell rings. Students who arrive after the bell rings are considered tardy.</p> <p>Students are expected to be on time for all class periods. In the event that there is inclement weather or a late bus arrival, the appropriate announcement will be made for first period.</p>	<p>1st-3rd Tardies One or more of the following:</p> <ul style="list-style-type: none"> • Parent contact by teacher • Conference with student • 1-10 day PMA/AMA/SS <p>4+ Tardies One or more of the following:</p> <ul style="list-style-type: none"> • Parent contact/conference by the dean • 1-10 day PMA/AMA/SS • Loss of privileges to be determined by administrator. Examples include, but are not limited to: loss of parking privileges, loss of full period lunch, loss of unscheduled 1st or 8th period, etc)
<p>ATTENDANCE: Truancy</p> <p>If a student is not on the absence list from the previous day, or if the student is excessively late, the teacher will send the student to the dean's office for immediate clarification before being admitted to class.</p>	

The dean's office will clarify the student's status and send the student back to class with a dean's admit.

All Day Truancy

Period Truancy

1st Occurrence:

One or more of the following:

- Teacher records truancy and notifies administration
- Parent Contact
- Saturday School
- Referral to student and/or family counseling
- Police referral
- Kane County Truancy referral

Subsequent Occurrences:

- All points listed above AND one or more of the following:
- Additional Saturday Schools as determined by administrator
- Withdrawal from class with a failing grade or denial of credit

1st Truancy:

One or more of the following:

- Teacher records truancy and notifies administration
- Parent contact

2nd Truancy:

One or more of the following:

- Teacher records truancy and notifies administration
- Parent contact
- 2 PMA/AMA

3rd Truancy:

One or more of the following:

- Teacher records truancy and notifies administration
- Parent contact
- Referral to student and/or family counseling
- Identification of services available to truant students
- Loss of privileges to be determined by administrator. Examples include, but are not limited to: loss of parking privileges, loss of full period lunch, loss of unscheduled 1st or 8th period, etc.)
- Saturday School
- Final warning
- Police referral
- Kane County Truancy referral

<p>Period Truancy (con't)</p>	<p>4th Truancy: One or more of the following:</p> <ul style="list-style-type: none"> • Teacher records the truancy and notifies administration • Parent contact • Referral to student and/or family counseling • Identification of services available to truant students • Loss of privileges to be determined by administrator. Examples include, but are not limited to: loss of parking privileges, loss of full period lunch, loss of unscheduled 1st or 8th period, etc.) • Student will be withdrawn from class with a failing grade and placed in a formal study hall or denial of credit • Kane County Truancy referral • Police referral
<p>BOMB THREAT</p> <p>Bomb threat means falsely reporting to another the presence of or intention to place a bomb, explosive or incendiary device.</p>	<p>For All Occurrences:</p> <ul style="list-style-type: none"> ▪Parent conference ▪10-day Suspension ▪Police referral ▪Expulsion warning ▪Recommendation for expulsion
<p>CAMPUS VIOLATIONS</p> <p>Upon arrival to school, regardless of means of transportation (i.e., car, bus, walking), students are required to remain on campus and must report to supervised areas. Students cannot leave school grounds without first receiving written permission from the attendance/dean's office. Once school begins, students shall not enter parking lots or other "off limits" areas (i.e. locker rooms, alcoves, construction areas) without prior written permission from the attendance/dean's office. Students shall not loiter at any time in restrooms, parking lots, and "off limits" areas ("off limits" is also defined as being in any area other than that which is listed on the student's schedule). Students may not be on other District 303 campuses during the school day.</p>	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent notification ▪1-5 day Suspension or PMA/AMA/SS <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> ▪Progressive suspension or PMA/AMA/SS ▪Parent conference ▪Expulsion warning ▪Recommendation for expulsion

**COMPUTER / TECHNOLOGICAL /
TELECOMMUNICATIONS VIOLATION**

Unacceptable Use: Unacceptable use of technology includes, but is not limited to:

- participation in any activity which is in violation of federal or state law or District 303 Board Policy
- interference with, or disruption of, computer or network services or equipment
- participation in the acquisition, creation or distribution of materials which are obscene or pornographic in nature, or which are discriminatory or derisive to any person or group of persons based upon race, gender, age, disability, or any other characteristic protected by law
- participation in the acquisition, creation or distribution of advertising, computer worms or viruses, chain letters or other messages/files that could cause congestion on, or failure of, any computer equipment or network
- making unauthorized entry to any computer, network, files, data base or communications channels
- alteration, damage or destruction of any cabling, hardware, software or data
- accession, use or possession of unauthorized or illegally obtained hardware, software or data even if said item(s) may be owned by the user
- engagement in activity that does not meet the intended purpose of the network
- installation of software by persons other than a District 303 technical employee
- unauthorized attempts to disable or to bypass the district's technology protection measures.

(For further clarification, please refer to the Telecommunications Use Agreement - Policy 955.03.)

**For All Occurrences:
One or more of the following:**

- Full restitution by the offender to the district or the person or entity against whom the violation was committed
- Loss of privilege to use computer equipment and/or technology for a specified period of time
- Parent conference
- PMA/AMA or Saturday School
- 1-10 day suspension
- Police referral
- Expulsion warning
- Recommendation for expulsion

**DESTRUCTION OF PROPERTY OR
VANDALISM**

The malicious or careless damage done to the building or its contents.

**1st Occurrence:
One or more of the following:**

- Parent conference
- 1-10 day suspension or PMA/AMA/SS
- Full restitution where possible
- Police referral

**Subsequent Occurrences:
One or more of the following:**

- Parent conference
- 1-10 day suspension
- Police referral
- Full restitution where possible
- Expulsion warning
- Recommendation for expulsion

A. DRUG AND LOOK-ALIKE DRUGS & ALCOHOL, INTOXICATING COMPOUNDS

Those drugs which are manufactured to look like or presented as a controlled substance are to be considered as "Look-Alike" drugs.

1) **Actively seeking or receiving, using, possessing, or being under the influence** of illegal and/or dangerous drugs including alcohol in school or school related activities.

2) **Delivery and/or soliciting for sale of, or distribution** of illegal and/or dangerous drugs, including look-alike drugs or alcohol, to other students at any place or to anyone while on school property or at school sponsored activities.

3) **Solicitation for the sale, sale of, or distribution** of illegal and/or dangerous drugs, including Look-Alike Drugs or alcohol, to other students at any place or to anyone while on school property or at school sponsored activities.

NOTE: A second drug offense in any category (A, B or C) is considered to be a "subsequent occurrence", and will follow the consequences outlined in that section.

1st Occurrence:

OPTION A:

- Parent conference
- 10-day suspension
- Student Assistance Counselor referral
- Counselor referral
- Police referral

OPTION B:

- Parent conference
- 3-day suspension
- ADAS program
- Student Assistance Counselor referral
- Police referral

Subsequent Occurrences:

- Parent conference
- 10-day suspension
- Student Assistance Counselor referral
- Counselor notification
- Police referral
- Recommendation for expulsion

For All Occurrences:

- Parent conference
- 10-day suspension
- Student Assistance Counselor referral
- Counselor referral
- Police referral
- Recommendation for expulsion

For All Occurrences:

- Parent conference
- 10-day suspension
- Student Assistance Counselor referral
- Police referral
- Recommendation for expulsion

B. INTOXICATING COMPOUNDS

Intoxicating compounds are defined by the Illinois Compiled Statutes 720 ILCS 690/1. By way of illustration only, some intoxicating compounds referred to in 720 ILCS 690/1 are commonly known as "Inhalants". No student shall breathe, inhale or drink any compound, liquid, or chemical for the purpose of inducing a condition of intoxication, depression, giddiness, paralysis or irrational behavior, or in any manner changing, distorting or disturbing the auditory, visual, or mental processes.

1) **Using or Possessing intoxicating compounds** for the purpose of intoxication or being under the influence of intoxicating compounds in school or school related activities.

AND/OR

2) **Actively seeking or receiving intoxicating compounds** for the purpose of intoxication while on school property or at school related activities.

3) **Delivering or distribution of intoxicating compounds** for the purpose of intoxication to other students at any place or to anyone while on school property or at school sponsored activities.

AND/OR

4) **Solicitation for the sale, sale of, or distribution of intoxicating compounds** for the purpose of intoxication to other students at any place or to anyone while on school property or at school sponsored activities.

1st Occurrence:

OPTION A:

- Parent conference
- 10-day suspension
- Student Assistance Counselor referral
- Counselor referral
- Police referral

OPTION B:

- Parent conference
- 3-day suspension
- ADAS program*
- Student Assistance Counselor referral
- Police referral

Subsequent Occurrences:

- Parent conference
- 10-day suspension
- Student Assistance Counselor referral
- Counselor notification
- Police referral
- Recommendation for expulsion

For All Occurrences:

- Parent conference
- 10-day suspension
- Student Assistance Counselor referral
- Police referral
- Recommendation for expulsion

<p>C. DRUG RELATED PARAPHERNALIA – POSSESSION</p> <p>Example: (Bongs, rolling papers, roach clips, foil pipes, glow sticks, pacifiers, etc.)</p>	<p>1st Occurrence:</p> <p><u>OPTION A:</u></p> <ul style="list-style-type: none"> ▪Parent conference ▪Student Assistance Counselor referral ▪Police referral ▪5-day suspension ▪Counselor referral <p><u>OPTION B:</u></p> <ul style="list-style-type: none"> ▪Parent conference ▪2-day suspension ▪ADAS program ▪Student Assistance Counselor Referral ▪Counselor notification ▪Police referral <p>Subsequent Occurrences:</p> <ul style="list-style-type: none"> ▪Parent conference ▪Student Assistance Counselor referral ▪Police referral ▪4-10 day suspension ▪Counselor notification ▪Recommendation for expulsion
<p>ELECTRONIC DEVICES</p> <p>Students are extended the privilege of possessing electronic devices on school grounds; however, their use is limited to after-school dismissal and non-school days. These devices must be in the off position, not visible, nor used once the student arrives on campus until the end of the school day. Examples of electronic devices include, but are not limited to cell phones, iPods, pagers, etc.</p>	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent conference ▪Warning ▪Police notification <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent conference ▪Confiscation ▪1-5 day PMA/AMA/SS or suspension ▪Police referral
<p>FAILURE TO SERVE DEAN’S DETENTION(S), TEACHER DETENTIONS OR PMA/AMA</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent notification ▪1-10 days PMA/AMA/SS or suspension
<p>FAILURE TO SERVE SATURDAY SCHOOL</p> <p>The Saturday School Program provides an alternative for certain infractions when deemed appropriate by the administration. This alternative allows the student to remain in classes to take full advantage of educational opportunities. This alternative is a three (3) hour program on Saturday mornings.</p>	<p>1st Occurrence:</p> <ul style="list-style-type: none"> ▪1 day suspension <p>Subsequent Occurrences:</p> <ul style="list-style-type: none"> ▪1-10 days suspension

<p>FALSE FIRE ALARM</p> <p>False fire alarm means tampering with or activating an alarm for a purpose other than the intended purpose of the alarm.</p>	<p>For All Occurrences:</p> <ul style="list-style-type: none"> ▪Parent conference ▪10-day suspension ▪Police referral ▪Recommendation for expulsion
<p>FALSIFYING INFORMATION, FORGERY, MANIPULATION OF ATTENDANCE</p> <p>Attempting to represent a parent/guardian through phone call or writing or the altering/forging of passes, notes from teachers or parents, or other school/school related documents (ex. Doctor's notes).</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent conference ▪1-5 day PMA/AMA , SS or suspension ▪Expulsion warning ▪Recommendation for expulsion
<p>FIGHTING</p> <p>Any action a student takes to inflict physical contact may be considered fighting – including, but not limited to, self-defense.</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent conference ▪1-10 day PMA/AMA or suspension ▪Police referral ▪Expulsion warning ▪Recommendation for expulsion
<p>FIREWORKS: USE, POSSESSION, OR DISTRIBUTION OF FIREWORKS</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • 1-10 day suspension / PMA/AMA/SS • Police referral • Recommendation for expulsion
<p>FOX VALLEY CAREER CENTER TRANSPORTATION POLICY</p> <p>Students are expected to ride the bus when one is provided for transportation to and from the Center. If it is necessary for a student to drive to the Center, that student must obtain a driving permit from the Fox Valley office, or the specialty teacher involved in the case of auto mechanics. It must be signed by all designated persons before being used. Drivers are expected to follow the bus to and from their home school, unless permission is granted otherwise. Passengers are not permitted, except for the designated instances when it is necessary. At the discretion of the home school principal or FVC director, certain justifiable exceptions may be granted. This policy is in effect for all participating schools where students are normally bused to the Center.</p>	<p>Violations of the transportation policy will result in the following action to the driver or passenger:</p> <p>1st Occurrence:</p> <ul style="list-style-type: none"> ▪1-5 day suspension <p>2nd Occurrence:</p> <ul style="list-style-type: none"> ▪Parent conference with principal ▪1-5 day suspension <p>3rd Occurrence:</p> <ul style="list-style-type: none"> ▪Student dropped from Fox Valley Class

<p>GAMBLING</p> <p>Participating in games of chance for the purpose of exchanging money or something of value.</p>	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent notification ▪Detention ▪1-10 day PMA/AMA/SS or suspension <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent notification ▪1-10 day suspension ▪Police referral
<p>GANGS, GANG RELATED ACTIVITIES AND SECRET SOCIETIES</p> <p>Gangs, as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or by District 303's rules and regulations. Gang, gang-related activities and secret societies are not acceptable in the school setting. Their presence interferes materially and substantially with the education process and the requirement of appropriate discipline in the schools. Gangs also foster anti-social behaviors, attitudes, and practices which may endanger the health, safety, and welfare of our students. Suspension or expulsion is mandated for gang membership, a promise to join a gang or solicitation of membership in a gang through any means such as pagers, cell phones, blogs, online message services, etc. Therefore, students are prohibited from participating in any activity related to a gang or secret society while on school property, riding school buses or while attending school sponsored events.</p>	<p>Disciplinary action may include, depending on the nature of the conduct, any of the following:</p> <p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> ▪Warning ▪Parent conference ▪Detention ▪PMA/AMA/SS ▪1-10 day suspension ▪Police referral ▪Expulsion warning ▪Recommendation for expulsion <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent conference ▪1-10 day suspension ▪Police referral ▪Expulsion warning ▪Recommendation for expulsion
<p>HATS/HEAD COVERINGS</p> <p>The wearing of hats/head coverings (for affiliation or fashion) is not permitted in school. Hats and head coverings should be left in the locker and may not be worn in school from the beginning of the day until the end of the day.</p>	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> ▪Warning and confiscation ▪Detention <p>Subsequent Occurrences:</p> <ul style="list-style-type: none"> ▪Parent notification ▪PMA/AMA or SS
<p>I.D. CARDS</p> <p>All students are required to carry their school I.D. cards with them at all times while in school or at school related activities. Students are also expected to display them upon request of any staff member.</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> ▪Warning ▪PMA/AMA/SS ▪1-5 day suspension

<p>INSUBORDINATION TO STAFF</p> <p>This is a broad-based violation generally related to failure to follow staff directives and disrespect. It is not limited to these areas, and would include areas such as:</p> <ul style="list-style-type: none"> • Refusal to identify self • Failure to follow a directive • Verbal abuse directed at staff • Causing a disruption of normal processes • Profanity directed at staff • Vulgarity directed at staff • Disrespect • Any behavior that amounts to unsubstantiated accusations • Other 	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent conference ▪1-10 day PMA/AMA/SS or suspension <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent conference ▪1-10 day PMA/AMA/SS or Suspension ▪Expulsion warning ▪Recommendation for expulsion
<p>LUNCH VIOLATION</p> <p>Any behavior that detracts from or disrupts the lunchroom environment. Any behavior that is discourteous, rude, insolent, deceptive, or otherwise fails to show appropriate regard for the personal dignity of another.</p>	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent conference ▪1-5 days AMA/PMA/suspension <p>2nd Occurrence</p> <ul style="list-style-type: none"> ▪Parent conference and 5 days AMA/PMA/ suspension <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent conference for re-entry ▪1-10 days suspension ▪Expulsion warning ▪Recommendation for expulsion
<p>MOB ACTION/RIOT</p> <p>The use of force or violence disturbing the public peace by two or more persons acting together and without authority.</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent conference ▪1-10 day suspension ▪Police referral ▪Expulsion warning ▪Recommendation for expulsion

<p>NORRIS RECREATION CENTER VIOLATION</p> <p>Student use of the center during school hours is limited to scheduled P.E. classes only, using it as a passage or hallway is not permitted. Use of the center by students before and after school will be limited to members and paying guests. The exercise rooms and adult locker room (including whirlpool and sauna) are not available to students at any time during the school day.</p>	<p>1st Occurrence One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent notification ▪1 day PMA/AMA/SS or suspension ▪Restitution of fee <p>Subsequent Occurrences:</p> <ul style="list-style-type: none"> ▪Parent conference ▪Progressive PMA/AMA/SS or suspension ▪Restitution of fee
<p>ON CAMPUS WHEN SUSPENDED</p> <p>The unauthorized presence of a student on any District #303 campus during the period of his/her suspension/expulsion.</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent notification ▪1-10 day suspension ▪Police referral
<p>PHYSICAL ASSAULT ON STAFF</p> <p>For school purposes, “assault” includes a physical attack by one person, or a group of persons, upon another person who does not wish to engage in the conflict and who has not provoked the attack. Anyone who encourages or directs another to commit an assault may be subject to the same disciplinary action as is the person who commits the assault.</p> <p>The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from the school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others, or to preserve property at risk.</p>	<p>For All Occurrences:</p> <ul style="list-style-type: none"> ▪10-day suspension ▪Parent conference ▪Police referral ▪Recommendation for expulsion
<p>PHYSICAL ASSAULT ON STUDENTS</p> <p>For school purposes, “assault” includes a physical attack by one person, or a group of persons, upon another person who does not wish to engage in the conflict and who has not provoked the attack. Anyone who encourages or directs another to commit an assault may be subject to the same disciplinary action as is the person who commits the assault.</p> <p>The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from the school staff member is a reasonable alternative, or (iii) when the degree of physical force used is</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent conference ▪PMA/AMA/SS ▪1-10 day suspension ▪Police referral ▪Expulsion warning ▪Recommendation for expulsion

<p>disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others, or to preserve property at risk.</p>	
<p>PROFANITY AND VULGARITY</p> <p>Recommended Definition: Language, written or spoken, objects and/or gestures that are obscene, abusive, inappropriate, or discriminatory and/or that can be found to be offensive to the commonly accepted standards of decency.</p>	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent conference ▪1-5 day PMA/AMA/SS or suspension <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent conference ▪1-10 day PMA/AMA/SS or suspension
<p>PUBLIC DISPLAY OF AFFECTION</p> <p>Public Display of Affection is defined as displays of affection that are embarrassing or offensive to other students and adults.</p>	<p>1st Occurrence</p> <ul style="list-style-type: none"> ▪Conference and parent notification <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent notification ▪1-5 day PMA//AMA/SS/suspension
<p>SAFETY VIOLATION</p> <p>Conduct that endangers the safety of self or others (includes but is not limited to carrying lighters, matches, sharp objects, knives, horseplay, pranks, etc.)</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent conference ▪1-5 day detention ▪1-10 day PMA/AMA/SS or suspension ▪Police referral ▪Expulsion warning ▪Recommendation for expulsion
<p>SEXUAL HARASSMENT</p> <p>Employees and students are prohibited from sexually harassing other employees or students. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile or offensive as used below include conduct, which has the effect of humiliation, embarrassment, or discomfort.</p> <ul style="list-style-type: none"> • Any sexual advance by a student toward an employee or another student. • Any request by a student to any employee/student for sexual favors from the employee/student. • Any conduct of a sexual nature by a student directed toward an employee/student when such conduct has the purpose or effect on an employee/student of reasonable sensibilities, (a) of creating an intimidating, 	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent conference ▪1-10 day PMA/AMA/SS or suspension ▪Police referral ▪Expulsion warning ▪Recommendation for expulsion <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent conference ▪1-10 day suspension ▪Police referral ▪Expulsion warning ▪Recommendation for expulsion

<p>hostile or offensive school environment for the employee/student; (b) of influencing either the student's grades or participation in any school sponsored activity.</p> <ul style="list-style-type: none"> Any conduct of a sexual nature by a student directed toward another employee/student when (a) such conduct has the obvious result of creating an intimidation, hostile or offensive school environment for the other employee/student; (b) such conduct is continued by the student after the request of the other employee/student to stop such conduct because it is intimidating, hostile or offensive to the other employee/student. The determination of whether the conduct of a student is intimidating, hostile or offensive is made by the school administration. <p>Any student of District 303 who is determined, after an investigation, to have engaged in sexual harassment, in violation of this policy, will be subject to disciplinary action, including suspension and expulsion consistent with the Discipline Policy.</p> <p>False accusations regarding sexual harassment will not be tolerated. Any person knowingly making a false accusation will be subject to disciplinary action.</p> <p>District 303 will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in any investigation, proceeding or hearing related to a sexual harassment complaint. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment.</p>	
<p>STUDY HALL TARDIES AND TRUANCY</p>	<p>1st Occurrence:</p> <ul style="list-style-type: none"> 1 day detention for each occurrence <p>Subsequent Occurrences:</p> <ul style="list-style-type: none"> 1-5 day PMA/AMA/SS or suspension
<p>THEFT OR POSSESSION OF LOST/STOLEN ARTICLES</p> <p>Any articles that are found by a student, which do not belong to them should be returned immediately to the office.</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> Parent conference 1-10 day suspension Complete restitution Police referral Expulsion warning Recommendation for expulsion

<p>THREAT, INTIMIDATION, BULLYING, EXTORTION OR HARASSMENT</p> <p>Includes, but is not limited to derogatory comments related to racial, ethnic, cultural or religious backgrounds, cyber bullying.</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent conference ▪Warning ▪1-10 day PMA/AMA/SS or suspension ▪Police referral ▪Expulsion warning ▪Recommendation for expulsion
<p>TOBACCO PRODUCTS: SMOKING / USE OR POSSESSION ON CAMPUS OR AT SCHOOL SPONSORED ACTIVITIES</p> <p>The possession of tobacco shall be prohibited on school property at all times. Tobacco products, as well as matches, lighters, etc. shall be surrendered to a staff member upon request.</p>	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> ▪Parent conference ▪Police referral ▪1 Day PMA/AMA/SS ▪1 Day suspension <p>Subsequent Occurrences:</p> <ul style="list-style-type: none"> ▪Police referral ▪3 Day suspension
<p>VERBAL CONFRONTATION</p> <p>A face-to-face hostile disagreement resulting in one or more individuals feeling fearful, belittled, intimidated or disrespected.</p>	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • PMA/AMA/SS or suspension <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • PMA/AMA/SS or 1-10 day suspension • Expulsion warning • Recommendation for expulsion
<p>WEAPONS</p> <p>Possessing, selling, distributing, making, receiving, seeking, the sale or trade of, or using any firearm*, knives, or other object which may reasonably be considered a weapon.</p> <p><i>* For the purpose of this policy, "Firearm" shall be defined as any device which will, or is designed to, or can be easily converted to, shoot a bullet, shell, pellet, or other projectile of any sort by the action of an explosive, or any bomb, grenade, missile, rocket, or similar device. This definition shall also include parts and accessories for such devices, such as mufflers or silencers, but shall not include devices which are regulated under the fireworks policy of the Board of Education.</i></p>	<p>For All Occurrences:</p> <ul style="list-style-type: none"> ▪Parent conference ▪10-day suspension ▪Police referral ▪Recommendation for expulsion

935.01

BUS GUIDELINES FOR DISCIPLINARY ACTION

To ensure bus safety, District 303 reserves the right to periodically use video recording devices (including audio recording) on a random selective basis as a tool to monitor and document student behavior.

Driver's Procedure:

Inform students of regulations of conduct. If no cooperation exists after talking to students, Drivers shall originate a Student Safety Warning Violation Notice. If a situation continues to exist, the driver will then originate a Bus Misconduct form to the proper administrator for further disciplinary action.

Parent/Guardian Procedure

Parent/Guardian shall sign and return the notice to the bus driver.

GENERAL MISCONDUCT:

Definitions: include, but are not limited to:

- Hitting, kicking, or shoving
- Throwing of any objects
- Yelling
- Spitting on the floor or at other students
- Eating on the bus
- Teasing, tormenting, or being a general nuisance
- Causing a confusion or uproar
- Lowering of window below the safety mark
- Refusing to sit (3) to a seat
- Use of profane language on the bus
- Insubordination to the driver
- Refusing to stay seated
- Sticking hands/head out window
- Unsafe loading/unloading
- Cell phone use
- Excessive public display of affection
- Refusing to accept Safety Warning Violation Notice

Disciplinary Actions:

- 1st Referral, 3 day bus suspension
- 2nd Referral, 5 day bus suspension
- 3rd Referral, 10 day bus suspension
- Subsequent Referral, loss of bus riding privileges

1.01

Corporal Punishment

It is the policy of the Board of Education that physically administered corporal punishment will not be permitted. However, students may be compelled to perform service (e.g., cleaning) as appropriate punishment for certain offenses.