

Students

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 disciplinary guidelines. It is the desire of the Community Unit School District 303 (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.

The Discipline Policy is 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. The Discipline Policy will be furnished to parents and students at, or within fifteen (15) days, of the start of the school year or within 15 days after a transfer student begins classes in the District. The Discipline Policy is also available on the CUSD 303 website (www.d303.org). Any violation of these disciplinary rules which constitutes gross disobedience or misconduct may result in suspension or expulsion from the school and from the school bus. In addition, any off-campus gross disobedience or misconduct using technology that substantially disrupts school operations or the education or safety of others may be subject to school discipline. Examples of specific technologies include but are not limited to: cell phones, cameras, camcorders, computers, printers, YouTube, MySpace, and other messaging services, email, instant messaging, image manipulation programs, cellular and voice networks, Internet and District data networks. Gross disobedience and misconduct is any behavior that is of such egregious nature as to constitute, on its face, gross disobedience or misconduct. Gross disobedience or misconduct also is any conduct, behavior, or activity, as defined by the Board of Education in its policies, that causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school-related activities or the rights of other students or school personnel or the risk of same.

Classroom Environment

Teachers are required to assure a proper classroom environment that allows all students to have access to instruction. Teachers, other certificated educational employees, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student shall maintain discipline in the schools, including school grounds which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including 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 parents or guardians. 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. In the course of investigating school misconduct, staff may be interviewing students without parent notification. Parents will be notified regarding any administrative recommendation for suspension or expulsion as provided by law. The District reserves the right to complete any disciplinary procedure even if a student withdraws from school.

Behavioral Interventions for Students with Disabilities

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. When behavioral interventions are used, they shall be used in consideration of the students' physical freedom and social interaction, and be administered in a manner that respects human dignity and personal privacy and ensures the students' right to placement in the least restrictive educational environment. The District maintains a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee has and shall continue to 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 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. Board Policy 7:230 further details discipline procedures for students with disabilities.

Reasonable Force

Parents/Guardians must understand that teachers, other certificated employees, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student may use reasonable force as needed to maintain safety for the other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may remove a student from any school program or activity for disruptive behavior.

Administrative Discretion

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 supersedes 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. At their discretion, the administration retains the right to withhold or revoke the privilege to attend school dances, athletic events, recess or other unstructured time (examples include but are not limited to restricting passing periods, restricting before and or after school unstructured time, etc.) and/or co-curricular/extra curricular gatherings as an extension of their disciplinary intervention. Discipline infractions involving drug/alcohol violations and or gang violations, will be cumulative across levels (elementary level, middle school level, high school level). Attendance records will also be reviewed across levels. While the information below details possible disciplinary consequences for particular acts, the administration may implement such discipline as they determine appropriate based on the individual circumstances present. Moreover, the list of possible disciplinary violations listed below is not exhaustive. Any student misconduct which, in the administration's judgment constitutes "gross disobedience or misconduct" is subject to discipline, including suspension or expulsion from school.

DUE PROCESS PROCEDURES

Suspension may be for a period of time not to exceed 10 consecutive school days. Expulsion may be for a period of 11 days to 2 calendar 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 Policies 7:200 and 7:210.

GENERAL INFORMATION

ALTERNATIVE TO DRUG/ALCOHOL/ TOBACCO SUSPENSION (ADATS)

ADATS is a drug/alcohol/tobacco educational and assessment program offered to the student at the 1st occurrence that will diminish the number of days of suspension for those involved in a drug/alcohol, and/or tobacco offense.

Philosophy

CUSD 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. CUSD 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.

CUSD 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 drugs, alcohol, and/or tobacco. 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 ADATS 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, alcohol, and/or tobacco as stipulated in the Discipline Policy. The authorized administrator shall determine the appropriate reduction in days of suspension consistent with the Violations Section of Board Policy. This alternative will allow the student to continue classroom education with minimum interruption and facilitate family dialogue about the use of drugs, alcohol, and/or tobacco.

Program Goals

- To provide a professional evaluation regarding the extent of and reasons for drug, alcohol, and or tobacco 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

Students may self administer asthma medication(s) 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 CUSD 303.

CUSD 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 **Administering Medicines to Students of Asthma Medications – Policy 7:270**)

Harassment Reporting Procedure

It is the express policy of CUSD 303 to encourage victims of harassment, including but not limited to sexual and/or disability based harassment, to come forward with such claims. In order to conduct an immediate investigation, any incident of harassment must be reported as quickly as possible, in confidence, as follows:

Students are encouraged to report any incidents of harassment to a teacher/school counselor or a building administrator. If the complaint involves the building principal, the report should be made to the office of Superintendent by calling (630) 513-3030.

Confidentiality

Every effort will be made to promptly investigate any allegation of sexual harassment in as confidential manner as possible consistent with fairness in the investigatory process and in consideration of the rights of all affected parties.

Early Identification of Aggressive Behavior

Students who have demonstrated aggressive behavior including, but not limited to bullying shall be referred to the building administrator. The building administration will 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 CUSD 303.

DEFINITION OF TERMS

Aggressive Behavior

Words and/or actions towards another, oneself, or property, of a forceful, hostile, injurious, or destructive nature.

Bullying

Bullying occurs when a student or students are exposed, repeatedly and over time, to negative actions on the part of one or more other persons. Negative action is when a person intentionally inflicts injury or discomfort upon another person, through physical contact, through words or in other ways. Bullying can involve both overt and covert behaviors.

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 two (2) calendar years from the date of the student's expulsion 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; or
- Reaching **10** school days of suspension cumulatively in a school year

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 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 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 calendar year.

In Building Suspension (IBS) (Middle/Elementary 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.

Loss of Privileges

Students in CUSD 303 enjoy certain privileges. However, students must demonstrate satisfactory conduct, discipline, and attendance records in order to earn and/or retain privileges. Examples of privileges that may be earned and/or retained include, but are not limited to: loss of parking privileges, loss of full period lunch, loss of unscheduled 1st or 8th period, limited access to passing periods, withholding hall passes, withholding morning or after school bus time, limiting or revoking participation in co-curricular/extra curricular or graduation activities,

limiting or revoking attendance at dances, athletic events and/or other student gatherings, limiting or revoking participation in field trips, assemblies or class parties, etc.

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 defined as malicious acts, mischievous tricks, or ludicrous acts of misconduct that are discouraged by CUSD 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.

Saturday Assignment (SA)

Saturday Assignment is held on Saturday mornings for 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.
- Failure to report on time will result in further disciplinary action.
- Saturday School times are determined by the building site. 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.

Supervised Study (Middle & Elementary 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 things to school.) Supervised Study may also be used for much less serious behaviors, which are chronic. Supervised Study is similar to an in-building 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, from riding the school bus, or from a class or classes by the building administration for a period not to exceed ten (10) consecutive school days, except that a student may be suspended by the Board from riding the school bus in excess of ten (10) consecutive school days for safety reasons. Suspended 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 – See Also Board Policy 7:70

PHILOSOPHY

CUSD 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

Total Absence

When a student is absent without valid cause 10% (18) of the previous 180 school days, he/she is considered a chronic or habitual truant. The 180 school day benchmark extends from level to level, semester to semester, and school year to school year and may result in interventions including, but not limited to, “medical only” status, loss of privileges, parent meetings and/or home visits, and contact with outside support agencies.

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
- Death in Immediate Family
- Observance of a Religious Holiday

A doctor’s note may be required to excuse a student **and/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’s absence 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

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

- Excessively late (more than 5 minutes) to class
- Leaving the building without first checking out of the building through the office

Interventions to address unexcused absences 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 tardy.

ATTENDANCE PROCEDURES

Loss of Credit

Nine (9) days of absence without valid cause in any semester may result in the student being denied credit for the course.

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 as defined below are permitted with the following restrictions and procedures:

- 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 SCHOOL DAYS** prior to the date of the prearranged absence or absence will be recorded as “Unexcused.”
- The building principal or designee has the authority to grant up to five (5) school days of excused absences for: (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) 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 privilege and must initiate make-up work.

Extended Absences

Students absent for an illness or injury that extends beyond one week (five (5) consecutive school days) should contact their principal, teacher, or 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 district prepared “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 CUSD 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 rights to use educational resources, the right to form and appropriately express ideas and the right to due process under law. 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 also as provided below:

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:</p> <p>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:</p> <p>Disciplinary consequences may include loss of privileges, suspension, or expulsion.</p>
<p>ATTENDANCE: Tardy</p> <p>Students must be in the classroom when the bell rings. Students who arrive after the bell rings are tardy. Students who arrive more than 5 minutes late to class are truant.</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</p> <p>One or more of the following:</p> <ul style="list-style-type: none"> • Parent contact by teacher • Conference with student • 1-5 day teacher recommended detention <p>4+ Tardies</p> <p>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

PROHIBITED BEHAVIOR

Attendance: Truancy

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.

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

CONSEQUENCES

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
- Loss of privileges

1st Truancy:

One or more of the following:

- Teacher records truancy and notifies administration
- Parent contact by teacher

2nd Truancy:

One or more of the following:

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

<u>PROHIBITED BEHAVIOR</u>	<u>CONSEQUENCES</u>
<p>Period Truancy (cont.)</p>	<p>3rd Truancy: One or more of the following:</p> <ul style="list-style-type: none"> • 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 • Saturday School • Final warning • Police referral • Kane County Truancy referral <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 • 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>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 • Loss of privileges
<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

<u>PROHIBITED BEHAVIOR</u>	<u>CONSEQUENCES</u>
<p>BULLYING</p> <p>Bullying occurs when a student or students are exposed, repeatedly and over time, to negative actions on the part of one or more other persons. Negative action is when a person intentionally inflicts injury or discomfort upon another person, through physical contact, through words or in other ways. Bullying can involve both overt and covert behaviors and can include communication by other means such as: telephones, pagers, computers, online message services, blogs, etc.</p> <p>The following are examples of bullying behaviors:</p> <ul style="list-style-type: none"> Saying hurtful and unpleasant things Making fun of others Using mean and hurtful nicknames Completely overlooking someone Deliberately excluding someone from a group of friends Hitting, kicking, pulling hair, or pushing Spreading false rumors Sending mean notes Trying to get other students to dislike another person 	<p>For All Occurrences:</p> <p>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>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 CUSD 303 campuses during the school day.</p>	<p>1st Occurrence:</p> <p>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:</p> <p>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

PROHIBITED BEHAVIOR

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 CUSD 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
- accessing, using, or possessing unauthorized or illegally obtained hardware, software, or data
- engagement in activity that does not meet the intended purpose of the network
- installation of software by persons not authorized by CUSD 303 Information Technology Services department
- unauthorized attempts to disable or to bypass the district's technology protection measures
- externally publishing or uploading to a website names, images, personal addresses or phone numbers of students or staff, without the express written permission of each staff member, and parent of the student, that substantially disrupts school operation or the education of others

(For further clarification, please refer to the Telecommunications Use Agreement found in the Student Handbook.)

CONSEQUENCES

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

<u>PROHIBITED BEHAVIOR</u>	<u>CONSEQUENCES</u>
<p>DESTRUCTION OF PROPERTY OR VANDALISM</p> <p>The malicious or careless damage done to the building or its contents, school grounds, parking lots or athletic fields and/or knowingly or intentionally destroying other people’s property.</p>	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • 1-10 day suspension or PMA / AMA / SS • Full restitution where possible • 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 • Full restitution where possible • Expulsion warning • Recommendation for expulsion
<p>A. DRUGS AND LOOK-ALIKE DRUGS, ALCOHOL, AND COMPOUNDS</p> <p>This includes, but is not limited to substances manufactured to look like, or be presented as, a controlled substance, as well as over the counter preparations and herbal supplements. A look-alike drug means a substance, other than a controlled substance which (1) by overall dosage unit appearance, including shape, color, size, markings or lack thereof, taste, consistency or any other identifying physical characteristic of the substance, would lead a reasonable person to believe that the substance is a controlled substance, or (2) is expressly or impliedly represented to be a controlled substance or is distributed under circumstances which would lead a reasonable person to believe that the substance is a controlled substance.</p> <p>1) Actively seeking, receiving or possessing, consuming, using, or being under the influence of any of the above in school or at school-related activities, when such “substances” can be, or are intended to be, used to produce an intoxicating effect.</p>	<p>1st Occurrence:</p> <p style="text-align: center;"><u>OPTION A:</u></p> <ul style="list-style-type: none"> • Parent conference • 10 day suspension • Student Assistance Counselor referral • Counselor referral • Police referral

<u>PROHIBITED BEHAVIOR</u>	<u>CONSEQUENCES</u>
<p>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.</p> <p>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 a school sponsored activities.</p> <p>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.</p>	<p style="text-align: center;"><u>OPTION B:</u></p> <ul style="list-style-type: none"> • Parent conference • 3 day suspension • ADAS program • Student Assistance Counselor referral • Police referral <p>Subsequent Occurrences:</p> <ul style="list-style-type: none"> • Parent conference • 10 day suspension • Student Assistance Counselor referral • Counselor notification • Police referral • Recommendation for expulsion <p>For All Occurrences:</p> <ul style="list-style-type: none"> • Parent conference • 10 day suspension • Student Assistance Counselor referral • Counselor referral • Police referral • Recommendation for expulsion <p>For All Occurrences:</p> <ul style="list-style-type: none"> • Parent conference • 10 day suspension • Student Assistance Counselor referral • Police referral • Recommendation for expulsion
<p>B. INTOXICATING COMPOUNDS</p> <p>Intoxicating compounds are defined in Section 1 of the <i>Use of Intoxicating Compounds Act 720 ILCS 690/1 et.seq.</i>, as any compound, liquid, or chemical containing certain substances for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis or irrational behavior, or in any manner changing, distorting or disturbing the auditory, visual or mental processes.</p>	

PROHIBITED BEHAVIOR

By way of illustration only, some intoxicating compounds 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, stupefaction, depression, giddiness, paralysis or irrational behavior or in any manner changing, distorting or disturbing the auditory, visual, or mental processes.

- 1) **Using/consuming 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.

CONSEQUENCES

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 (Alternative to Drug/Alcohol Suspension 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

<u>PROHIBITED BEHAVIOR</u>	<u>CONSEQUENCES</u>
<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 • 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, or 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:</p> <p>One or more of the following:</p> <ul style="list-style-type: none"> • Warning • Parent conference • Confiscation • Loss of privileges <p>Subsequent Occurrences:</p> <p>One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • Confiscation • Loss of privileges • 1-5 day PMA / AMA / SS or suspension
<p>FAILURE TO SERVE DEAN'S DETENTION(S), TEACHER DISCIPLINARY DETENTIONS OR PMA/AMA</p>	<p>For All Occurrences:</p> <p>One or more of the following:</p> <ul style="list-style-type: none"> • Parent notification • 1-10 day PMA/AMA/SS or suspension

<u>PROHIBITED BEHAVIOR</u>	<u>CONSEQUENCES</u>
<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 program held on Saturday mornings.</p>	<p>1st Occurrence:</p> <ul style="list-style-type: none"> • 1 day suspension <p>2nd Occurrence:</p> <ul style="list-style-type: none"> • 1 day suspension • Loss of privileges <p>Subsequent Occurrences:</p> <ul style="list-style-type: none"> • 1-10 day 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:</p> <p>One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • Loss of privileges • 1-5 day PMA / AMA / SS or suspension • Expulsion warning • Recommendation for expulsion
<p>FIGHTING</p> <p>See "Physical Assault" below.</p>	
<p>FIREWORKS: USE, POSSESSION, OR DISTRIBUTION OF FIREWORKS</p>	<p>For All Occurrences:</p> <p>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:</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

<u>PROHIBITED BEHAVIOR</u>	<u>CONSEQUENCES</u>
<ul style="list-style-type: none"> • Obtain a driving permit from the Fox Valley office, or the specialty teacher involved in the case of auto mechanics. • Obtain signatures from all designated persons. • Follow the bus to and from their home school (unless permission is granted otherwise). • Refrain from carrying passengers. <p>This policy is in effect for all participating schools where students are normally bused to the Center.</p>	<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:</p> <p>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:</p> <p>One or more of the following:</p> <ul style="list-style-type: none"> • Parent notification • 1-10 day suspension • Police referral • Recommendation for expulsion
<p>GANGS, GANG RELATED ACTIVITIES AND SECRET SOCIETIES</p> <p>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. Gang activity includes activities which involve or relate to criminal practices to exhibit or display intimidation or threatening behavior toward others; to inflict personal injury or violence on any person; to commit vandalism, extortion, or theft; to promote gang presence through display of gang symbols, graffiti or colors; to commit illegal acts; or to violate school rules regarding gangs or solicitation of other students to further gang goals or activities.</p> <p>Students:</p> <p>1) May not wear, possess, use, distribute or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which may be viewed as evidence of membership or affiliation in any gang.</p>	<p>Disciplinary action may include, depending on the nature of the conduct, any of the following:</p> <p>1st Occurrence:</p> <p>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:</p> <p>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

<u>PROHIBITED BEHAVIOR</u>	<u>CONSEQUENCES</u>
<p>2) May not solicit membership, request payment of dues, insurance or other forms of protection from any individual.</p> <p>3) Intimidate or threaten any individual, and/or incite others to participate in any form of physical violence involving persons or property.</p> <p>4) May not use speech or any other non-verbal gestures, writing, or drawings to show membership or affiliation to a gang.</p> <p>The following is a partial list of prohibited gang identifiers: stars, arrows, pitchforks or crowns that are 5 or 6 pointed, swastikas, dice, playboy bunny insignias, etc.</p> <p>The administration of CUSD 303 may add to this list of gang identifiers at any time and may designate any color, combination of colors, or any combination of clothing, sports team or wearing apparel or accessories as gang identifiers.</p>	<p>Suspension or expulsion is mandated for gang membership, for a promise to join a gang or for solicitation of membership in a gang through any means, including but not limited to pagers, cell phones, blogs, online message services, etc.</p>
<p>HATS/HEAD COVERINGS</p> <p>The wearing of hats/head coverings (for affiliation, fashion or holiday or school spirit events) 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. This policy excludes head covering required by religious observance.</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 / SS
<p>HAZING</p> <p>Hazing occurs when:</p> <ol style="list-style-type: none"> 1) One or more students acts against or are coerced to act against another student or students for the purpose of allowing that student/students to be affiliated with any team, club, grade level, or organization 2) As a condition of participation in any team, club, grade level, or organization. <p>Hazing creates the risk of harm, actual harm, embarrasses, humiliates, or otherwise degrades a student/students.</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>Continued</p>

<u>PROHIBITED BEHAVIOR</u>	<u>CONSEQUENCES</u>
<p>I.D. CARDS</p> <p>All high school students are <u>required</u> 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>All middle school students are expected to display them upon the request of any staff member at school related activities.</p>	<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>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 to school personnel. 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 is accusatory • 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>GROSS INSUBORDINATION</p> <p>Gross insubordination occurs when a student refuses a directive resulting in the endangerment of the health/safety/well-being of self or others. (Examples of gross insubordination include, but are not limited to refusal to be searched, students whose behavior exhibits aggressiveness, volatility and recklessness toward staff, students and school property.) Gross insubordination constitutes gross misconduct.</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • 1-10 day suspension • Expulsion warning • Recommendation for expulsion

<u>PROHIBITED BEHAVIOR</u>	<u>CONSEQUENCES</u>
<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 • Loss of privileges • 1-5 days AMA / PMA / suspension <p>2nd Occurrence:</p> <ul style="list-style-type: none"> • Parent conference and 5 days AMA / PMA or suspension • Loss of privileges <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference for re-entry • Loss of privileges • 1-10 day 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 High School Only</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 CUSD 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

<u>PROHIBITED BEHAVIOR</u>	<u>CONSEQUENCES</u>
<p>PHYSICAL ASSAULT ON STAFF</p> <p>For school purposes, “assault” is a non-consensual physical contact towards any staff member. 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>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 (FIGHTING)</p> <p>For school purposes, “assault” includes any non-consensual physical contact towards a student by another student. 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 any student is not permitted under any circumstances. If physically assaulted by another student, the assaulted student is expected to seek assistance from school staff and limit their physical response solely to the minimum physical contact necessary to protect their physical well being. Physical contact, even if taken in self defense, may constitute physical assault within the meaning of this Policy if the response exceeds that contact necessary to protect one’s physical well being.</p>	<p>For All Occurrences:</p> <p>One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • PMA / AMA / SS • 1-10 day suspension • Loss of privileges • Police referral • Expulsion warning • Recommendation for expulsion
<p>PROFANITY AND VULGARITY</p> <p>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:</p> <p>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:</p> <p>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

<u>PROHIBITED BEHAVIOR</u>	<u>CONSEQUENCES</u>
<p>PUBLIC DISPLAY OF AFFECTION</p> <p>PDA is defined as displays of affection that are embarrassing or offensive to a reasonable student and/or adult.</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 or 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 • Loss of privileges • 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, hostile or offensive school environment for the employee/student, (b) of influencing either the student’s grades or participation in any school sponsored activity. • Any conduct of a sexual nature by a student directed toward another employee/student when (a) such conduct has the obvious result of 	<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

<u>PROHIBITED BEHAVIOR</u>	<u>CONSEQUENCES</u>
<p>creating an intimidating, 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 and based on a reasonable person standard.</p> <p>Any student of CUSD 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 but not limited to suspension and expulsion consistent with this Discipline Policy.</p> <p>False accusations regarding sexual harassment are likewise subject to appropriate disciplinary action including but not limited to suspension and expulsion.</p> <p>No student may retaliate against any person who reports alleged sexual harassment or who testifies, assists, or participates in any investigation, proceeding or hearing related to sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.</p>	
<p>THEFT OR POSSESSION OF LOST OR STOLEN ARTICLES</p> <p>Students are not to have in their possession the property of others. Any articles that are found by a student, which do not belong to them should be turned in 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, PHYSICAL 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

<u>PROHIBITED BEHAVIOR</u>	<u>CONSEQUENCES</u>
<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:</p> <p style="text-align: center;"><u>Option A</u></p> <ul style="list-style-type: none"> • Parent conference • Police referral • 1 day PMA / AMA / SS • 1 day suspension <p style="text-align: center;"><u>Option B</u></p> <ul style="list-style-type: none"> • Parent conference • Police referral • ADAS Program <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:</p> <p>One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • PMA / AMA / SS or suspension <p>Subsequent Occurrences:</p> <p>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>For purposes of discipline pursuant to the <i>School Code</i>, “weapon” shall be defined as follows:</p> <ol style="list-style-type: none"> 1. Any object which may be used or attempted to be used to cause bodily harm. 2. For purposes of a mandatory one-year expulsion, “weapon” means (a) gun, rifle, shotgun, firearm, any device which expels a projectile by the action of an explosive, bomb, grenade, rocket, missile with explosive or incendiary charge, black-jack, metal knuckles, throwing star, switchblade knife, (b) a dangerous knife or any other dangerous or deadly weapon if possessed with the intent to use against another, (c) any other object if used or attempted to be used to cause bodily harm, including, but not limited to knives, brass knuckles, billy clubs, or (d) “look-alikes” of such weapons. 	<p>For All Occurrences:</p> <p>One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • 10 day suspension • Police referral • Recommendation for expulsion for a period not less than one year

BUS SAFETY AND DISCIPLINARY GUIDELINES

To ensure bus safety, CUSD 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. Notice of recording shall be placed on the door of and inside a school bus where recording will occur.

Driver's Procedure:

Inform students of regulations of conduct. If no cooperation exists after talking to students, Drivers shall issue a Student Safety Warning Violation Notice. If a situation continues to exist, the driver will then issue 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:

Including, but 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
- Riding a bus other than the one assigned

Disciplinary Actions:

- 3rd Student Safety Warning Violation Notice, 3-day bus suspension
- 4th Student Safety Warning Violation Notice, 5-day bus suspension
- 5th Student Safety Warning Violation Notice, 10-day bus suspension
- Subsequent Student Safety Warning Violation Notice, Loss of Bus Riding Privileges

GROSS MISCONDUCT

Definitions:

Gross misconduct is any behavior that is of such egregious nature as to constitute, on its face, gross disobedience or misconduct. Gross disobedience or misconduct also is any conduct, behavior, or activity, as defined by the Board of Education in its policies, that causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school-related activities or the rights of other students or school personnel or the risk of same.

Examples of gross misconduct in regards to bus safety include but are not limited to:

Fighting

Destroying, marring, damaging or tampering with bus equipment

Smoking, lighting matches or a lighter

Possession of harmful objects

Throwing objects in, out of, or at the bus

Hanging on to the outside of the bus

Any other safety violation

Disciplinary Actions

“Report of Bus Misconduct” form for immediate suspension from the bus. The length of the bus suspension is to be determined by the Principal/Designee and the Director of Transportation. Prior to removing any student from the school bus during the regular school day, the authorized administrator shall make reasonable efforts to notify the parents by telephone and take any other steps reasonably necessary to ensure the safety of the student being removed from the school bus.

CORPORAL PUNISHMENT

It is the policy of the Board of Education as well as Illinois law that physically administered corporal punishment will not be permitted.

LEGAL REF: The *School Code*, 105 ILCS 5/10-20.14, 20-21.7, 10-22.6, 14-1.01 *et seq.*, 14-8.05, 24-24, and 27-23.7
Individuals with Disabilities Education Improvement Act, 20 U.S.C. 1401 *et seq.*
Juvenile Court Act, 705 ILCS 405/1-8(F)
Gun-Free Schools Act, 20 U.S.C. 7151 *et seq.*

CROSS REF: 7:20 (Harassment of Students Prohibited); 7:70 (Attendance and Truancy); 7:170 (Vandalism); 7:200 (Suspension Procedures); 7:210 (Expulsion Procedures); 7:230 (Misconduct by Students with Disabilities) 7:270 (Administering Medicines to Students);

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March 12, 2007
April 14, 2008
March 10, 2009