

# DISTRICT 303 DISCIPLINE PROCEDURES

Anderson Elementary School

Richmond Intermediate School

Bell-Graham Elementary School

Wasco Elementary School

Corron Elementary School

Wild Rose Elementary School

Davis Primary School

Haines Middle School

Ferson Creek Elementary School

Thompson Middle School

Fox Ridge Elementary School

Wredling Middle School

Lincoln Elementary School

St. Charles East High School

Munhall Elementary School

St. Charles North High School

Norton Creek Elementary School

COMMUNITY UNIT SCHOOL DISTRICT 303

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This is only a summary of Board of Education policies and administrative procedures governing the District. Board policies and administrative procedures are available to the public on our website at <http://district.d303.org>. These guidelines may be amended at any time during the school year without notice.

## Discipline Philosophy

It is the sincere desire of the Board of Education that each student practice self-discipline, so that disciplinary action by teachers, administrators, 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 Community Unit School District 303 (CUSD 303) 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 Board of Education Student Behavior Policy and these Discipline Procedures 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. The Discipline Procedures will be available to parents and students within fifteen (15) days of the start of the school year or within 15 days after a transfer student begins classes in the District. Policy 7:190 Student Behavior (formerly known as Student Discipline) is available on the CUSD 303 website (<http://district.d303.org/>). Any violation of these disciplinary procedures which constitute gross disobedience or misconduct may result in suspension or expulsion from 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, social media and other messaging services, email, instant messaging, image manipulation programs, cellular and voice networks, Internet and District data networks. Gross disobedience or misconduct 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.

### Administrative Discretion

Any disciplinary infractions not listed in these guidelines shall be dealt with on an individual basis by 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, are at the discretion of school administrators, giving due respect to the extent of past infractions, mitigating circumstances and the willfulness of the violation. At their discretion, school administrators retain the right to withhold or revoke the privilege to attend school dances, athletic events, recess or other unstructured time (i.e. restricting passing periods, restricting before and/or after school unstructured time, etc.) In addition, participation in extra-curricular events may be restricted as an extension of their disciplinary intervention. Discipline infractions involving drug or alcohol violations and/or gang violations will be cumulative across all levels (elementary, middle and high school). Attendance records will also be reviewed across all levels. While the information below details possible disciplinary consequences for particular acts, school administrators 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.

### Intervention for Drug/Alcohol/Tobacco Violations (IDATV)

IDATV is a drug/alcohol/tobacco educational and assessment program that is offered to the student for all occurrences of drug, alcohol, look-alike, paraphernalia and tobacco-related offenses.

## 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 issues which may 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.

## IDATV Program Purpose

The purpose of the IDATV program is to allow a student and his/her family the opportunity to receive assistance in addressing the attitude and behaviors that contributed to his/her drug, alcohol, and/or tobacco violation as stipulated in the Student Behavior Policy (formerly known as Student Discipline).

## Attendance

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 and on time throughout each day school is in session. Please consider the following:

### Types of Absences

#### **Excused Absence**

An excused absence is one 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 physician'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.

#### **Extended Absence**

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 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.

#### **Prearranged Absence**

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

- Students must apply for the privilege of using 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.
- Excused absences resulting from approved, pre-planned absence(s) shall be limited to five (5) days per year and may not be cumulative through a student's career.
- A student will not be eligible for an excused absence if the request for a pre-planned absence covers the final week of the quarter and/or semester.
- Students have full make-up privileges and must initiate make-up work.

### **Tardy**

Middle School and High School students must be in the classroom when the bell rings. Students who arrive in the room after the bell rings are tardy. Elementary students must be in the building when the bell rings.

### **Total Absence**

When a student is absent without valid cause 5% (or 9) of the previous 180 regular attendance 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.

### **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 office for immediate clarification before being admitted to class. The office will clarify the student's status and send the student back to class with an admit slip.

Truancy is defined as excessive absence that is not designated as excused or unexcused. Truancy is further defined as being excessively late (more than 5 minutes) to class or leaving the building without first checking out of the building through the office.

Interventions to address truancy include, but are not limited to:

- Parent conference
- Kane County Truancy
- 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 are unexcused absences (even with parental consent):

- 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 absence process)
- Needed at home
- Other avoidable absences

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

- Parent conference
- Kane County Truancy
- Local Law Enforcement

## 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 call 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 call in the absence. If there is a question about whether an absence is excused or unexcused, check in advance with a building administrator.

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 School Day

Students must have a "Permit to Leave the Building" issued through the 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 office.

Parents/guardians of elementary and middle school 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.

### 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.

## Bus Transportation Information

To begin every school year, seating arrangements will be as follows for CUSD 303 school buses:

The seating for buses going to and from school will be assigned according to grade level. Students in the youngest grade level (Kindergarten, 6<sup>th</sup> grade, 9<sup>th</sup> grade) will be seated closest to the bus driver. The students in subsequent grade levels will fill in the seats behind in grade level order. This will create "zonal seating" according to grade level. Students will be able to sit, as they wish, within their zone unless they have been assigned a specific seat by the driver or administrator.

**Additional Information on Bus Seating:**

- After the start of the year, seating arrangements within the zonal seating area will be left to the discretion of the bus driver and administration.
- Consideration will be given for siblings sitting in the same seat – upon request.
- The bus driver reserves the right to assign any seat to any student, as necessary.
- Any variance of a student riding his/her assigned bus must be discussed with the transportation department prior to any bus adjustment.

**Gross Misconduct**

Gross misconduct 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 Action for Bus Misconduct**

A "Report of Bus Misconduct" form will be submitted by the driver to the Director of Transportation/Designee, then Principal/Designee for immediate disciplinary action from the bus. The disciplinary action is to be determined by the Principal/Designee and the Director of Transportation/Designee. Should disciplinary action include removing a student from the bus, 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.

**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 licensed 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. 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.



## 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. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

## Definition of Terms

### Aggressive Behavior

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

### Building Supervised Study (BSS)

Administrators may administer a Building 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.) Building Supervised Study may also be used for much less serious behaviors, which are chronic.

Building Supervised Study is similar to an in-building suspension (IBS) in that students are restricted from participating in classroom activities for half days, full days, or multiple days. Students participating in Building Supervised Study cannot be denied the opportunity to complete their work, and the support of a faculty member must be available if needed.

### Community Service

Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

### 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 before school, at lunch, or after school, assigned by a staff member. Students are provided one-day advance notice in order to arrange transportation when necessary.

### 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. An expelled student is prohibited from being on school grounds. A student who is subject to expulsion may be eligible for transfer to an alternative school program.

### In Building Suspension (IBS)

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.

### 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. Time spent may include academic student and/or self-evaluation time relating to the behavioral infraction.

### Pranks

Pranks are defined as the 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 these procedures. 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 these procedures including but not limited to theft, possession of lost or stolen articles, mob action, safety violations, etc.

### Saturday School (SS)

- 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 may include academic study, and/or 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.

### 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. 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.

## Disciplinary Actions

Disciplinary action will be determined by a review of the severity, nature, and circumstances of the incident and may include any of the following:

- Warning
- Notifying Parent/Guardian
- Parent/Guardian Conference
- Loss of Privileges
- Temporary Removal from Class
- Schedule Change
- Teacher Assigned Detention
- AM or PM Assignments
- Saturday School
- Building Supervised Study
- In-Building Suspension
- Seizure of Contraband
- Full restitution by the offender to the District or the person or entity against whom the violation was committed
- Community service
- Suspension of bus riding privileges, provided that appropriate procedures are followed
- Notifying law enforcement whenever the conduct involves illegal activities
- Participation in Intervention for Drug/Alcohol/Tobacco Violation (IDATV), a drug/alcohol/tobacco educational and assessment program
- Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed.

## 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 \(Suspension Procedures\)](#) and [7:210 \(Expulsion Procedures\)](#).

The Superintendent, the School Principals, the Assistant Principals, or the Deans are authorized to suspend students from school who are guilty of misconduct. Such suspension may be for a period not to exceed ten (10) consecutive school days. Each suspension shall be reported to the parents or guardian of the suspended student with a written statement of the reason(s) for such suspension and an explanation of the parents or guardians rights to review of the suspension, with a copy of the report to the Board of Education. Should there be a disagreement concerning the suspension, parents are encouraged to appeal the decision with the building Principal. Should there not be a resolution at the building level, a parent is entitled to a Suspension Review Hearing before the Board of Education. Parents may schedule such a hearing by directing a request in writing to the Superintendent of Schools, 201 S. 7th Street, St. Charles, Illinois, 60174 within ten (10) days of the date of suspension.

## 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. These interventions might include, but not be limited to, a referral to the School Counselor, Student Assistance Counselor, or Social Worker.

## Harassment Report Procedure

[Please refer to Policy 7:20 Harassment of Students Prohibited for more information](#)

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.

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

### Confidentiality

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

## Misconduct by Students with Disabilities

### Discipline of Special Education Students

[Please refer to Policy 7:230 Misconduct by Students with Disabilities for more information.](#)

The District shall comply with the provisions of the Individuals with Disabilities Education Improvement Act (IDEIA) when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEIA during such period of expulsion.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEIA during such removals.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement.

## Notification Regarding Student Accounts on Social Networking Websites

[Please refer to Policy 7:140 Search and Seizure for more information.](#)

## Preventing Bullying, Intimidation, and Harassment

[Please refer to Policy 7:180 Preventing Bullying, Intimidation, and Harassment](#)

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or school-related activities. The School District will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

## Reasonable Force

Parents/Guardians must understand that teachers, other licensed employees, and any other person, whether or not a licensed 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.

## 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:

- **Parent Contact**

The administrator will contact one parent/guardian following a disciplinary event with a student. It is at the discretion of the administrator to make the contact via: E-Mail, Telephone or Personal conference

- **Police**

In addition to school discipline, unless otherwise required in the procedure, the administration has the discretion to initiate a police referral/contact for any student disciplinary infraction. This referral is a form of communication to St. Charles Police regarding a situation involving District 303 students. Based on the information provided, Police determine the appropriate next step.

## Prohibited Behaviors and Consequences

PROHIBITED BEHAVIOR	CONSEQUENCE
<p><b>ACADEMIC DISHONESTY</b>                      Academic dishonesty includes but is not limited to cheating, plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.                      Cheating: Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher.                      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"> <li>• Teacher, student, parent conference</li> <li>• Loss of credit for the assignment, exam, etc.</li> <li>• Completion of an alternate assignment</li> </ul> <p>Disciplinary Consequences: Disciplinary consequences may include loss of privileges, suspension, or expulsion.</p>
<p><b>ASSAULT ON STAFF</b>                      For school purposes, "assault" is a threat of 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                      One or more of the following:</p> <ul style="list-style-type: none"> <li>• 1-10 days suspension</li> <li>• Parent conference</li> <li>• Police referral</li> <li>• Community service</li> <li>• Recommendation for expulsion</li> </ul>
<p><b>BATTERY ON STAFF</b>                      While assault is a threat of non-consensual physical contact toward any staff member, battery is actual physical contact. Anyone who encourages or directs another to commit battery may be subject to the same disciplinary action as is the person who commits the battery.</p>	<p>For All Occurrences                      One or more of the following:</p> <ul style="list-style-type: none"> <li>• 1-10 days suspension</li> <li>• Parent conference</li> <li>• Police referral</li> <li>• Removal from class</li> <li>• Recommendation for expulsion</li> </ul>
<p><b>ASSAULT/BATTERY ON STUDENTS (FIGHTING)</b>                      For school purposes, "assault" includes a threat of any non-consensual physical contact towards a student by another student. Battery is actual physical contact. Anyone who encourages or directs another to commit an assault and/or battery may be subject to the same disciplinary action as is the person who commits the assault and/or battery.</p> <p>The threat or use of physical force by any student is not permitted under any circumstances. If physically assaulted and/or battered by another student, the assaulted and/or battered 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 safety. Physical contact, even if taken in self-defense, may constitute physical battery if the response</p>	<p>For All Occurrences                      One or more of the following:</p> <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Loss of privileges</li> <li>• Removal from class</li> <li>• 1-10 days PMA/AMA/BSS/IBS/SS/ Suspension</li> <li>• Referral to School Counselor, Student Assistance Counselor, or Social Worker</li> <li>• Police referral</li> <li>• Community service</li> <li>• Recommendation for Expulsion</li> </ul>

DISTRICT 303 DISCIPLINE PROCEDURES

PROHIBITED BEHAVIOR	CONSEQUENCE
exceeds that contact necessary to protect one's physical safety.	
<p><b>ATTENDANCE: Classroom Tardy</b>                      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>1<sup>st</sup> – 3<sup>rd</sup> Tardies:</p> <ul style="list-style-type: none"> <li>• Parent contact by teacher</li> <li>• Teacher conference with student</li> <li>• 1-5 days teacher administered detention</li> </ul> <p>4+ Tardies:</p> <ul style="list-style-type: none"> <li>• 1-10 days PMA/AMA/BSS/ IBS/SS</li> <li>• Loss of privileges</li> <li>• Community service</li> </ul>
<p><b>ATTENDANCE: Manipulation</b>                      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"> <li>• Loss of privileges</li> <li>• 1-5 days PMA/AMA/BSS/IBS/SS/ Suspension</li> <li>• Community service</li> <li>• Recommendation for expulsion</li> </ul>
<p><b>ATTENDANCE: Study Hall: Tardy</b></p>	<p>For All Occurrences                      One or more of the following:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Loss of privileges</li> <li>• 1-5 days PMA/AMA/BSS/IBS/SS</li> </ul>
<p><b>ATTENDANCE: Study Hall: Truancy</b></p>	<p>For All Occurrences                      One or more of the following:</p> <ul style="list-style-type: none"> <li>• Loss of privileges</li> <li>• 1-5 days PMA/AMA/BSS/IBS/SS</li> </ul>
<p><b>ATTENDANCE: Truancy: All Day</b></p>	<p>1<sup>st</sup> Occurrence:                      One or more of the following:</p> <ul style="list-style-type: none"> <li>• BSS/IBS/SS</li> <li>• Identify services available to truant student and refer student/family as appropriate</li> <li>• Loss of privileges</li> </ul> <p>Subsequent Occurrences:                      All points listed above <u>AND one or more of the following:</u></p> <ul style="list-style-type: none"> <li>• Additional BSS/IBS/SS as determined by administrator</li> <li>• Withdrawal from class with a failing grade or denial of credit</li> <li>• Loss of privileges</li> <li>• Community service</li> </ul>
<p><b>ATTENDANCE: Truancy: Class Period</b></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Teacher records truancy and notifies administration</li> <li>• Teacher contacts parent/guardian</li> <li>• Teacher detention</li> <li>• Loss of privileges</li> <li>• Identify services available to truant student and his/her family and refer as appropriate</li> <li>• Community service</li> <li>• PMA/AMA/BSS/IBS/SS</li> <li>• Student may be withdrawn from class with a failing grade after 5 truanancies. If student is truant more than 9 times, the student</li> </ul>

DISTRICT 303 DISCIPLINE PROCEDURES

PROHIBITED BEHAVIOR	CONSEQUENCE
	may not earn credit for the course.
<p><b>BOMB THREAT</b> Participating in any bomb threat, or falsely reporting to another the presence of or intention to place a bomb, explosive, or incendiary device that would affect any school property, school activities, or school-related or sponsored functions, or any other functions which would have an adverse impact on the school environment.</p>	<p>For All Occurrences One or more of the following:</p> <ul style="list-style-type: none"> <li>• 1-10 days suspension</li> <li>• Full Restitution</li> <li>• Police referral</li> <li>• Recommendation for expulsion</li> </ul>
<p><b>BULLYING, INTIMIDATION, AND HARASSMENT</b> <a href="#">Please refer to Policy 7:180 Preventing Bullying, Intimidation and Harassment for more information.</a> Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.</p> <p>Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or school-related activities. The School District will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.</p>	<p>For All Occurrences One or more of the following:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Parent conference</li> <li>• Loss of Privileges</li> <li>• 1-10 days PMA/AMA/BSS/IBS/SS/ Suspension</li> <li>• Referral to School Counselor, Student Assistance Counselor, or Social Worker</li> <li>• Police referral</li> <li>• Community service</li> <li>• Recommendation for expulsion</li> </ul>
<p><b>CAMPUS VIOLATIONS</b> 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, including Norris Recreational Center, 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: One or more of the following:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• 1-5 days PMA/AMA/BSS/IBS/SS</li> <li>• Loss of privileges</li> <li>• Full Restitution</li> </ul> <p>Subsequent Occurrences:</p> <ul style="list-style-type: none"> <li>• Progressive PMA/AMA/BSS/IBS/SS</li> <li>• Police referral</li> <li>• Loss of privileges</li> <li>• Full Restitution</li> </ul>
<p><b>COMPUTER / TECHNOLOGICAL / TELECOMMUNICATIONS VIOLATION</b> Unacceptable use of technology includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• participation in any activity which is in violation of federal or state law or CUSD 303</li> <li>• Board Policy</li> <li>• interference with or disruption of computer or network services or equipment</li> <li>• 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,</li> </ul>	<p>For All Occurrences One or more of the following:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Full restitution by the offender to the district or the person or entity against whom the violation was committed</li> <li>• Loss of privileges to use computer equipment and/or technology for a specified period of time and additional loss of privileges, as appropriate</li> <li>• 1-5 days BSS/IBS/SS</li> <li>• 1-10 days suspension</li> <li>• Community service</li> <li>• Police referral</li> <li>• Recommendation for expulsion</li> </ul>



PROHIBITED BEHAVIOR	CONSEQUENCE
<p>or any other characteristic protected by law</p> <ul style="list-style-type: none"> <li>• participation in the acquisition, creation or distribution of advertising, computer worms or viruses, chain letters or other</li> <li>• messages/files that could cause congestion on or</li> <li>• failure of any computer equipment or network</li> <li>• making unauthorized entry to any computer, network, files, data base or communications channels</li> <li>• alteration, damage or destruction of any cabling, hardware, software or data</li> <li>• accessing, using, or possessing unauthorized or illegally obtained hardware, software, or data</li> <li>• engagement in activity that does not meet the intended purpose of the network</li> <li>• installation of software by persons not authorized by CUSD 303 Information Technology Services department</li> <li>• unauthorized attempts to disable or to bypass the district’s technology protection measures externally publishing or uploading to a</li> <li>• website names, images, personal addresses or</li> <li>• 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</li> </ul>	
<p><b>DESTRUCTION OF PROPERTY OR VANDALISM</b>  Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function including, but not limited to the malicious or careless damage done to the building or its contents, other students’ property, school grounds, parking lots or athletic fields and/or knowingly or intentionally destroying other people’s property.</p>	<p>For All Occurrences  One or more of the following:</p> <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• 1-10 days PMA/AMA/BSS/IBS/SS/ Suspension</li> <li>• Full restitution where possible</li> <li>• Community service</li> <li>• Police referral</li> <li>• Recommendation for expulsion</li> </ul>
<p><b>DRUGS AND LOOK-ALIKE DRUGS, ALCOHOL, AND INTOXICATING COMPOUNDS</b>  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, or (3) any performance-enhancing substitute on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.</p> <p>Intoxicating compounds are defined in Section 1 of the Use of Intoxicating compounds Act 720 ILCS 690/1 et. seq., 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> <p>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</p>	

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PROHIBITED BEHAVIOR	CONSEQUENCE
processes.	
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.	For All Occurrences One or more of the following: <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• 1-10 days suspension</li> <li>• Student Assistance Counselor referral</li> <li>• Police referral</li> <li>• Loss of privileges</li> <li>• IDATV (Intervention for Drug/Alcohol/Tobacco Violations)</li> <li>• Recommendation for expulsion</li> </ul>
2) Packaged for/or delivery and/or soliciting for the sale of, or distribution of illegal and/or dangerous drugs, including look-alike drugs, alcohol, or intoxicating compounds to other students at any place or to anyone while on school property or at school sponsored activities.	For All Occurrences One or more of the following: <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• 1-10 days suspension</li> <li>• Student Assistance Counselor referral</li> <li>• IDATV (Intervention for Drug/Alcohol/Tobacco Violations)</li> <li>• Police referral</li> <li>• Loss of privileges</li> <li>• Recommendation for expulsion</li> </ul>
<b>DRUG RELATED PARAPHERNALIA – POSSESSION</b> Example: Bongs, rolling papers, roach clips, scales, baggies, grinders, smoking devices, etc.	For All Occurrences: One or more of the following: <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Loss of privileges</li> <li>• Student Assistance Counselor referral</li> <li>• IDATV (Intervention for Drug/Alcohol/Tobacco Violations)</li> <li>• Police referral</li> <li>• 1-10 days suspension</li> <li>• Recommendation for expulsion</li> </ul>
<b>ELECTRONIC DEVICES</b> Using or possessing an electronic device. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.  Using any type of electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Electronic devices must be kept powered-off and out-of-sight during the regular school day. Exceptions are as follows: Electronic devices may be used: <ul style="list-style-type: none"> <li>• <u>At the discretion of the teacher</u> in the classroom as appropriate to the classroom task;</li> <li>• On the bus with the permission of the bus driver;</li> <li>• As provided in a student’s IEP;</li> <li>• In an emergency situation that threatens the students, staff, or individual;</li> </ul>	For All Occurrences One or more of the following: <ul style="list-style-type: none"> <li>• Warning</li> <li>• Loss of privileges</li> <li>• Confiscation</li> <li>• 1-5 days PMA/AMA/BSS/IBS/SS/Suspension</li> <li>• Police referral</li> </ul>

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PROHIBITED BEHAVIOR	CONSEQUENCE
<ul style="list-style-type: none"> <li>High School Only: In common areas during non-instructional time.</li> </ul> <p>In situations where the use of the electronic device violates an individual's right to privacy and/or the behavior might also be identified as "bullying" or "sexual harassment", or other category, offender's behavior may be identified in more than one disciplinary category, resulting in a more severe consequence.</p>	
<b>FAILURE TO SERVE DEAN'S DETENTION(S), TEACHER DISCIPLINARY DETENTIONS, PMA/AMA, OR COMMUNITY SERVICE</b>	For All Occurrences One or more of the following: <ul style="list-style-type: none"> <li>1-10 days PMA/AMA/BSS/IBS/SS</li> <li>Loss of privileges</li> </ul>
<b>FAILURE TO SERVE SATURDAY SCHOOL</b> 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.	For All Occurrences One or more of the following: <ul style="list-style-type: none"> <li>Loss of privileges</li> <li>Community service</li> <li>1-10 days BSS/IBS/SS</li> </ul>
<b>FALSE FIRE ALARM</b> Participating in any false fire alarm, or tampering with or activating an alarm for a purpose other than the intended purpose of the alarm.	For All Occurrences One or more of the following: <ul style="list-style-type: none"> <li>Parent conference</li> <li>1-10 days suspension</li> <li>Police referral</li> <li>Restitution</li> <li>Recommendation for expulsion</li> </ul>
<b>FIREWORKS</b> USE, POSSESSION, OR DISTRIBUTION OF FIREWORKS	For All Occurrences One or more of the following: <ul style="list-style-type: none"> <li>1-10 days PMA/AMA/BSS/IBS/SS/ Suspension</li> <li>Police referral</li> <li>Recommendation for expulsion</li> </ul>
<b>GAMBLING</b> Participating in games of chance for the purpose of exchanging money or something of value	For All Occurrences One or more of the following: <ul style="list-style-type: none"> <li>Parent conference</li> <li>Loss of privileges</li> <li>1-10 days PMA/AMA/BSS/IBS/SS/Suspension</li> <li>Counselor/Social Worker/Student Assistance Counselor Referral</li> <li>Community service</li> <li>Recommendation for expulsion</li> </ul>
<b>GANGS, GANG RELATED ACTIVITIES AND SECRET SOCIETIES</b> 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	For All Occurrences One or more of the following: <ul style="list-style-type: none"> <li>Parent conference</li> <li>1-10 PMA/AMA/BSS/IBS/SS/Suspension</li> <li>Loss of privileges</li> <li>Police referral</li> <li>Recommendation for expulsion</li> </ul>

PROHIBITED BEHAVIOR	CONSEQUENCE
<p>illegal acts; or to violate school rules regarding gangs or solicitation of other students to further gang goals or activities.</p> <p>Students:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• May not solicit membership, request payment of dues, insurance or other forms of protection from any individual.</li> <li>• Intimidate or threaten any individual, and/or incite others to participate in any form of physical violence involving persons or property.</li> <li>• May not use speech or any other non-verbal gestures, writing, or drawings to show membership or affiliation to a gang.</li> </ul> <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><b>HAZING</b> Hazing creates the risk of harm, actual harm, embarrasses, humiliates, or otherwise degrades a student or students. Hazing occurs when:</p> <ul style="list-style-type: none"> <li>• One or more students acts against or is coerced to act against another student or students for the purpose of allowing affiliation with and/or participation in any team, club, grade level, or organization.</li> <li>• The behavior is a condition of participation in any team, club, grade level activity, or organization.</li> </ul> <p>On occasion, hazing may include behaviors that might also be identified as “bullying” or “sexual harassment”, or other category. In those cases, the offender’s behavior may be identified in more than one category, resulting in a more severe consequence.</p>	<p>For All Occurrences One or more of the following:</p> <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• 1-10 days PMA/AMA/BSS/IBS/SS/ Suspension</li> <li>• Police referral</li> <li>• Loss of privileges</li> <li>• Community service</li> <li>• Recommendation for expulsion</li> </ul>
<p><b>I.D. CARDS</b> 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. All middle school students are expected to display them upon the request of any staff member at school related activities.</p>	<p>For All Occurrences:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• PMA/AMA and/or detention</li> </ul>

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<b>PROHIBITED BEHAVIOR</b>	<b>CONSEQUENCE</b>
<p><b>INSUBORDINATION</b> This broad-based violation generally relates to the failure to follow staff directives and to show disrespect to school personnel, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Refusal to identify self</li> <li>• Failure to follow a directive</li> <li>• Verbal abuse directed at staff</li> <li>• Causing a disruption of normal processes</li> <li>• Profanity/Vulgarity directed at staff</li> <li>• Disrespect</li> <li>• Any behavior that is accusatory</li> <li>• Other</li> </ul>	<p>For All Occurrences One or more of the following:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Parent conference</li> <li>• 1-10 days PMA/AMA/BSS/IBS/SS/ Suspension</li> <li>• Loss of privileges</li> <li>• Community service</li> <li>• Recommendation for expulsion</li> </ul>
<p><b>GROSS INSUBORDINATION</b> 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.)</p>	<p>For All Occurrences One or more of the following:</p> <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• 1-10 days Suspension</li> <li>• Police referral</li> <li>• Community service</li> <li>• Recommendation for expulsion</li> </ul>
<p><b>INTERNET THREAT</b> Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.</p>	<p>For All Occurrences One or more of the following:</p> <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Loss of Privileges</li> <li>• 1-10 days PMA/AMA/BSS/IBS/SS/ Suspension</li> <li>• Referral to School Counselor, Student</li> <li>• Assistance Counselor, or Social Worker</li> <li>• Police referral</li> <li>• Community service</li> <li>• Recommendation for expulsion</li> </ul>
<p><b>MOB ACTION/RIOT</b> 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"> <li>• Parent conference</li> <li>• 1-10 days suspension</li> <li>• Police referral</li> <li>• Loss of privileges</li> <li>• Recommendation for expulsion</li> </ul>
<p><b>ON CAMPUS WHEN SUSPENDED</b> 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"> <li>• Parent notification</li> <li>• 1-10 days suspension</li> <li>• Police referral/letter of trespass</li> </ul>
<p><b>PARKING VIOLATION</b> Students are not permitted to park on school grounds anywhere other than their assigned spot on their assigned day with their hang tag displayed visibly. Examples of this violation include but are not limited to:</p>	<p>For all Occurrences One or more of the following:</p> <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Warning</li> <li>• Parking permit suspension</li> <li>• Loss of privileges</li> </ul>

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PROHIBITED BEHAVIOR	CONSEQUENCE
<ul style="list-style-type: none"> <li>• Parking in visitor parking</li> <li>• Parking in faculty parking</li> <li>• Parking in student parking without the properly displayed hang tag</li> <li>• Parking in reserved parking without purchasing and/or displaying the reserved hang tag</li> </ul>	<ul style="list-style-type: none"> <li>• 1-10 days PMA/AMA/BSS/SS</li> <li>• Tow warning</li> <li>• Towing of vehicle</li> </ul>
<p><b>PROFANITY AND VULGARITY</b> 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>1<sup>st</sup> Occurrence:</p> <ul style="list-style-type: none"> <li>• 1-5 days PMA/AMA/BSS/IBS/SS</li> <li>• Loss of privileges</li> </ul> <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• 1-10 days PMA/AMA/BSS/IBS/SS/ Suspension</li> <li>• Loss of Privileges</li> </ul>
<p><b>PUBLIC DISPLAY OF AFFECTION</b> PDA is defined as displays of affection that are embarrassing or offensive to a reasonable student and/or adult.</p>	<p>1<sup>st</sup> Occurrence:</p> <ul style="list-style-type: none"> <li>• Conference and parent notification</li> </ul> <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> <li>• Parent notification</li> <li>• 1-5 days PMA/AMA/BSS/IBS/SS</li> </ul>
<p><b>SAFETY VIOLATION</b> 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"> <li>• Warning</li> <li>• Parent conference</li> <li>• Loss of privileges</li> <li>• 1-10 days PMA/AMA/BSS/IBS/SS/ Suspension</li> <li>• Community service</li> <li>• Police referral</li> <li>• Recommendation for expulsion</li> </ul>
<p><b>SEXUAL HARASSMENT</b> Students are prohibited from sexually harassing students or employees, regardless of gender or sexual orientation. 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"> <li>• Any sexual advance by a student toward another student or an employee.</li> <li>• Any request by a student to any student/employee for sexual favors from the student/employee.</li> <li>• Any conduct of a sexual nature by a student directed toward a student/employee when such conduct has the purpose or effect on a student/employee of reasonable sensibilities, (a) of creating an intimidating, hostile or offensive school environment for the student/employee, (b) of influencing either the student’s grades or participation in any school sponsored activity.</li> </ul>	<p>For All Occurrences One or more of the following:</p> <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Loss of privileges</li> <li>• 1-10 days PMA/AMA/BSS/IBS/SS/ Suspension</li> <li>• Referral to School Counselor, Student Assistance Counselor, or Social Worker</li> <li>• Police referral</li> <li>• Community service</li> <li>• Recommendation for expulsion</li> </ul>

PROHIBITED BEHAVIOR	CONSEQUENCE
<ul style="list-style-type: none"> <li>Any conduct of a sexual nature by a student directed toward another student/employee when: (a) such conduct has the obvious result of creating an intimidating, hostile, or offensive school environment for the other student/employee (b) such conduct is continued by the student after the request of the other student/employee to stop such conduct because it is intimidating, hostile or offensive to the other student/employee. 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.</li> <li>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 Student Behavior Policy (formerly known as Student Discipline).</li> </ul> <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><b>THEFT OR POSSESSION OF LOST OR STOLEN ARTICLES</b>                      Students are not to have the property of others in their possession. 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"> <li>Parent conference</li> <li>1-10 days PMA/AMA/BSS/IBS/SS/ Suspension</li> <li>Full Restitution</li> <li>Police referral</li> <li>Community service</li> <li>Recommendation for expulsion</li> </ul>
<p><b>TOBACCO PRODUCTS: SMOKING / USE OR POSSESSION ON CAMPUS OR AT SCHOOL SPONSORED ACTIVITIES</b>                      The possession, purchasing, distributing, selling and/or seeking of tobacco shall be prohibited on school property at all times. Tobacco products as well as matches, lighters, nicotine delivery systems, etc. shall be surrendered to a staff member upon request. This includes vaporizer pens and all products that can be used with them (dry herb, wax, oil, etc.)</p>	<p>For All Occurrences:</p> <ul style="list-style-type: none"> <li>Parent conference</li> <li>IDATV (Intervention for Drug/Alcohol/Tobacco Violations)</li> <li>Police referral</li> <li>Loss of privileges</li> <li>1-3 days BSS/IBS/suspension</li> </ul>
<p><b>TRANSPORTATION VIOLATION TO AN OFFSITE EDUCATIONAL PROGRAM</b>                      Students are expected to ride the bus when one is provided for transportation to and from the home school to the educational program. If it is necessary for a student to drive to this offsite location, that student must:</p>	<p>For All Occurrences                      One or more of the following:</p> <ul style="list-style-type: none"> <li>Parent conference</li> <li>Loss of privileges</li> <li>1-10 days AMA/PMA/BSS/SS</li> <li>Removal from the program</li> </ul>

PROHIBITED BEHAVIOR	CONSEQUENCE
<ul style="list-style-type: none"> <li>• Obtain a driving permit from the specialty teacher involved.</li> <li>• Obtain signatures from all designated persons.</li> <li>• Follow the bus to and from their home school (unless permission is granted otherwise).</li> <li>• Refrain from carrying passengers.</li> </ul> <p>This policy is in effect for all participating schools where students are normally bused to the offsite location.</p>	
<p><b>VERBAL CONFRONTATION</b> A face-to-face hostile disagreement resulting in one or more individuals feeling fearful, belittled, intimidated or disrespected.</p>	<p>1<sup>st</sup> Occurrence:</p> <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• PMA/AMA/BSS/IBS/SS/Suspension</li> </ul> <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• 1-10 days PMA/AMA/BSS/IBS/SS/ Suspension</li> <li>• Loss of privileges</li> <li>• Community service</li> <li>• Recommendation for expulsion</li> </ul>
<p><b>WEAPONS</b> A student who is determined to have brought, possesses, and/or exchanges one of the following objects to school, any school- sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one (1) calendar year, but not more than two (2) calendar years:</p> <ol style="list-style-type: none"> <li>1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).</li> <li>2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look a-likes” of any firearm as defined above.</li> </ol>	<p>For All Occurrences:</p> <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• 10 days suspension</li> <li>• Police referral</li> <li>• Recommendation for expulsion for a period not less than one year</li> </ul>

## High School Code of Conduct for Participants in Extracurricular Activities

[Please refer to Policy 7:240 Code of Conduct for Participants in Extracurricular Activities](#)

### Statement of Philosophy

The Board of Education recognizes that participation in school activities is a privilege. Students participating in sports or extracurricular activities are expected to be an honorable representative of District 303 at all times in appearance, language, conduct and attitude. District 303 strongly discourages students from attending parties and other functions where behavior may jeopardize their individual, team,



or organization’s reputation. Any violation of the Code of Conduct may result in permanent removal from team/group membership.

The privilege of team membership brings with it many commitments with regards to participation, loyalty, attendance and adherence to a set of rules as established in the Code of Conduct.

In addition to the conditions set forth in the Code of Conduct, it is assumed that student signatures also imply that they will conduct themselves in a manner that reflects outstanding character and citizenship. Behavior that violates the principles of either trait could be cause for review by the Head Coach/Advisor and could result in a recommendation to the Athletic Director/Assistant Principal for Student Activities for immediate termination of team/group membership.

Signatures of the Code of Conduct are required for participation in extra-curricular activities and athletics. The signing of the Code of Conduct will remain in effect for one full calendar year.

Decisions regarding penalties for code violations rest with the Athletic Director and/or the Assistant Principal for Student Activities.

Based on the above the following expectations are that:

- Participants shall not possess, actively seek, solicit, supply or be under the influence of tobacco, alcohol, steroids, illegal drugs, look-alike drugs, or possess drug-related paraphernalia. (Category A)
- Participants shall practice good citizenship in all environments respecting the property and the rights of others. (Category B)

Participants are held accountable for rules outlined in the Code of Conduct as well as by the coach/advisor.

### Violation Penalties

Once verified through a police report/arrest, dean’s referral or a voluntary admission, a conference including the student and parent(s) will be conducted to discuss the infraction and its impact on all team/group participation with the Athletic Director and/or Assistant Principal. Non-compliance with the terms specified below shall result in the loss of all extracurricular activities until compliance is completed.

### Voluntary Admission Clause

Within 72 hours, in the absence of verifiable evidence or before just cause suspicion of any violation, the student may voluntarily admit the infraction to the Athletic Director and /or the Assistant Principal. Participation will be uninterrupted when it can be verified that he/she has enrolled and is actively participating in a school recognized program. The student must complete the program. A voluntarily admitted code violation may be applied only once.

### Appeal Process

Students disciplined for Code of Conduct violations may appeal their penalty to the Athletic Director or Assistant Principal for Student Activities within 2 school days.

VIOLATION	CONSEQUENCE
<p><u>CATEGORY "A" VIOLATIONS</u> A category "A" violation has occurred when a participant possesses, actively seeks, solicits, supplies, uses or is under the influence of tobacco, alcohol, steroids, other illegal drugs, look-alike drugs, prescription drugs without a prescription or</p>	<p><u>1ST OFFENSE</u> Interscholastic Athletics and Activities: The participant will be suspended from 50% of contests/events (this also includes post-season tournaments). During this period, the participant may practice or attend meetings. If the 50% suspension continues past the conclusion of the season, the penalty will</p>

DISTRICT 303 DISCIPLINE PROCEDURES

VIOLATION	CONSEQUENCE
<p>possesses drug-related paraphernalia.</p>	<p>be enforced at the beginning of the next season of participation.</p> <p>Non-Interscholastic Activities: The student will be suspended from 50% of all activities. During this time period, the student may not attend meetings or competitions. If the suspension continues past the conclusion of school year, the penalty will be enforced at the beginning of the next school year.</p> <p>The penalty of 50% may be reduced to 25% if all of the following two (2) conditions are fulfilled*:</p> <ol style="list-style-type: none"> <li>1. The student and parent’s request, within 5 school days of the violation ruling, that they wish to avail themselves of the "service learning" option.</li> <li>2. The student successfully completes both the "service learning" component and the school approved substance abuse program (at the participants own expense) as monitored by the Student Assistance Coordinator.</li> </ol> <p>*Failure to complete all of these conditions will result in the reinstatement of the original consequence.</p>
	<p><u>2ND OFFENSE</u></p> <p>Interscholastic Athletics and Activities/Non- Interscholastic Activities: The participant is suspended from participation for one calendar year from the date of the violation. The participant must complete a substance abuse program recognized by the school at the participant’s own expense in order to regain eligibility one year from the date of the violation.</p>
	<p><u>3RD OFFENSE</u></p> <p>Interscholastic Athletics and Activities/Non- Interscholastic Activities: Eligibility is terminated immediately for the remainder of the student’s high school career.</p>
<p><u>CATEGORY "B" VIOLATIONS</u></p> <p>When a participant violates the rights or property of others, or demonstrates inappropriate conduct which results in any of the following: a disciplinary action by the dean’s office, a police report, or an arrest.</p>	<p><u>1ST OFFENSE</u></p> <p>Interscholastic Athletics and Activities: A violation will result in a suspension of up to 50% of the contests/events (this also includes post season tournaments). During this period, the participant may practice or attend meetings. If the suspension continues past the conclusion of the season, the penalty will be enforced at the beginning of the next season of participation.</p> <p>Non-Interscholastic Activities: A violation will result in a suspension from participation for up to 50% of a calendar year. During this period the student may not attend meetings or competitions. If the suspension continues past the conclusion of school year, the penalty will be enforced at the beginning of the next school year.</p> <p>Reduction of the suspension may be reduced by participating in a school sponsored program. This option is offered at the discretion of the Athletic Director/Assistant Principal for Student Activities</p>
	<p><u>2ND OFFENSE</u></p> <p>Interscholastic Athletics and Activities and Non- Interscholastic Activities: The participant is suspended for all practices,</p>

DISTRICT 303 DISCIPLINE PROCEDURES

VIOLATION	CONSEQUENCE
	<p>meetings, contests and events for one calendar year. If the suspension continues past the conclusion of school year, the penalty will be enforced at the beginning of the next school year.</p> <p>The penalty of one calendar year may be reduced to 6 months if the following two (2) conditions are met:</p> <ol style="list-style-type: none"> <li>1. The student and parent's request, within 5 school days of the violation ruling, that they wish to avail themselves of the school approved program option.</li> <li>2. The student successfully completes the school approved program.</li> </ol>
	<p><u>3RD OFFENSE</u></p> <p>Interscholastic Athletics and Activities and Non- Interscholastic Activities: The student is suspended from participating in athletics and activities for one year from the date of the violation. In order to reinstate eligibility for participation in athletics and activities the student must successfully complete a school approved program. Failure to complete the school approved program will result in the termination of eligibility for athletics and activities for the remainder of their high school career.</p>
<p>Other Misconduct All other offenses will be referred to the Athletic Director/Assistant Principal for Activities.</p>	<p>Guidelines for Disciplinary Action Decisions of the Athletic Director/Assistant Principal for Activities.</p>

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