



Leaders in Learning

CHICAGO RIDGE SCHOOL DISTRICT 127 ½ STUDENT DISCIPLINE CODE

The goal of Chicago Ridge School District 127.5 is to educate and support students' efforts toward becoming responsible, self-reliant, empathetic and successful people. The District understands and acknowledges that a discipline structure that focuses on teaching students to refrain from behaviors that impede social-emotional growth and how to restore relationships as a result of poor decision making must be the guiding force to help students accomplish this goal. A strong emphasis on building relationships and restoring damage caused to relationships is essential to our students social-emotional growth and development.

The school community is responsible for the well-being of all its members including students that violate the code of conduct and disrupt the educational process for themselves or others. An emphasis on positive-based interventions will be sought prior to assigning consequences. Students will receive consequences as appropriate, however consequences are not given to be punitive or excessive. Rather, consequences are given to help teach right from wrong and maintain a healthy school environment so the educational process is not disturbed. For students that violate the code of conduct and disrupt the educational process, accepting responsibility and acting to restore any damage is essential to a healthy school environment.

Staff members tasked with administering the Discipline Code strive to be proactive, fair, and reasonable. The District seeks to strike a balance between teaching right from wrong and holding students accountable for their actions/decisions.

SCOPE OF THE DISCIPLINE CODE

This code will be in force for all District students during the day, at any school-sponsored activity or event, and on busses as well as at bus stops.

IT IS THE STUDENT'S RESPONSIBILITY TO:

- Come to school every day and be on time. Remember, regular school attendance is the foundation of school success.
- Complete daily assignments.
- Always come to class with his/her supplies and assignments (books, paper, pen, etc.)
- Ask his/her teachers for help.
- Help care for books, supplies and all school property.
- Comply with all school rules--Comply with all teacher/staff requests and directives.
- Be polite to all teachers and staff.
- Use acceptable and appropriate language.
- Make sure you are neat, clean, and appropriately dressed.
- Act in a way that will help all students to learn.
- Be fair and kind to other students.
- Treat others with respect.

STUDENTS HAVE THE RIGHT TO:

- Learn and achieve.
- Be protected from physical or verbal abuse.
- Receive help with their studies.
- Receive guidance for social/emotional issues
- Give their point of view as long as it does not harm the rights of others.
- Learn to make decisions.
- When appropriate, be disciplined in private.
- Be informed of the School Disciplinary Code.

IT IS THE RESPONSIBILITY OF PARENTS/GUARDIANS TO:

- See that your child attends school regularly and is not tardy.
- Understand the duties of the teachers and administrators, who are responsible for your children during the school day.
- Support the rules of the school, the district and the community.
- Safeguard your child's health by making sure that he/she goes to the doctor and dentist regularly.
- Attend school conferences and other activities.
- Plan a time and place, with supervision, for your child to do homework and provide supplies at school and at home for the purpose of completing assignments.
- Talk with your child and the teacher about school and report cards.

- Communicate, cooperate and collaborate with the school regarding the Discipline Code.
- Teach your child the value of obtaining an education through individual effort.
- Provide social/emotional support throughout both productive and difficult times.

PARENTS/GUARDIANS HAVE THE RIGHT TO:

- Expect a classroom atmosphere that is conducive to quality education.
- Access/view your child's school records.
- Be informed of your child's attendance, learning or behavior problems.
- Be told why your child is being disciplined.
- Share in Parent-Teacher Association and other school activities.
- Receive periodic reports on their child's progress in learning.

IT IS THE TEACHER'S RESPONSIBILITY TO:

- Provide the best possible education through a good classroom climate, which allows for learning to take place.
- Respect all students and parents/guardians.
- Be available to talk with staff, parents/guardians, and students, especially about classwork and discipline.
- Enforce the rules of the school courteously, consistently and fairly.
- Deal with disciplinary problems quickly, firmly and impartially.
- Assist with discipline outside of the classroom--in the halls, the restrooms and on the school grounds.
- Help children realize their potential by recognizing their individual strengths and weaknesses.
- Provide guidance and support to students struggling socially/emotionally.

TEACHERS HAVE THE RIGHT TO:

- Expect students to behave properly.
- Expect students' daily assignments to be complete and on time.
- Be respected by students, parents/guardians and other staff.
- Temporarily exclude a student from class when that student is misbehaving.
- Communicate and collaborate with parents regarding social/emotional difficulties.
- Call for a parent/teacher conference when a student violates the Discipline Code.

Student Discipline

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance 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.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- 4. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
- 5. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 6. Using or possessing an electronic paging device.
- 7. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar 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 and 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 telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 8. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- 10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 11. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 13. Engaging in teen dating violence.
- 14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- 15. Entering school property or a school facility without proper authorization.

16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
17. Being absent without a recognized excuse.
18. Being involved with any public school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
21. 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, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
22. 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.
23. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

In compliance with Senate Bill 100, school officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal Punishment

Corporal punishment is illegal and will not be used. 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.

Weapons Prohibition

A student who is determined to have brought 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 not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(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-alikes” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee (assistant principal, social worker, teacher(s), etc.) shall meet with a student and provide his/her parent with an opportunity to meet when returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student’s individualized education program (IEP).

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense –

The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.

2. Second offense –

The device will be confiscated by school personnel. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.

3. Third offense –

The device will be confiscated by school personnel. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

4. Fourth and subsequent offense-

The device will be confiscated by school personnel. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Disciplinary Guidelines

The following chart may be used by staff tasked with administering the Discipline Code for students that violate schools rules. In the event a student continues to violate school rules, both proactive interventions and consequences may be lengthened. Please note the attached chart is simply a guideline and is not a "one-size" fits all model. Each student is an individual and each situation is unique. The administration does not use double punishment and once a student serves a consequence, the student is able to fully participate in all school activities provided they are no longer disrupting the educational process. When a student violates the Discipline Code and is assigned a consequence, staff members will clearly outline how they are able to start over with a "blank slate." Students can accomplish this through serving a consequence, *community service, and/or not violating school rules for a fixed amount of time.

Step	Support Services May Include	Minor Offense Consequences May Include:	Major Offense Consequences May Include:
1	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service	Classroom Consequence; Detention; Extended or Saturday Detention; Loss of a Privilege	
2	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service	Classroom Consequence; Detention; Extended or Saturday Detention; Loss of a Privilege	
3	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service		Internal Suspension; External Suspension; Loss of a Privilege; Extended or Saturday Detention
4	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service	Classroom Consequence; Detention; Extended or Saturday Detention; Loss of a Privilege	
5	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service	Classroom Consequence; Detention; Extended or Saturday Detention; Loss of a Privilege	
6	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service		Internal Suspension; External Suspension; Loss of a Privilege; Extended or Saturday Detention
7	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service	Classroom Consequence; Detention; Extended or Saturday Detention; Loss of a Privilege	
8	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service	Classroom Consequence; Detention; Extended or Saturday Detention; Loss of a Privilege	
9	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work;		Internal Suspension; External Suspension; Loss of a Privilege; Extended or Saturday Detention

	Community Service		
10	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service	Classroom Consequence; Detention; Extended or Saturday Detention; Loss of a Privilege	
11	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service	Classroom Consequence; Detention; Extended or Saturday Detention; Loss of a Privilege	
12	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service		Internal Suspension; External Suspension; Loss of a Privilege; Extended or Saturday Detention
13	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service	Classroom Consequence; Detention; Extended or Saturday Detention; Loss of a Privilege	
14	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service	Classroom Consequence; Detention; Extended or Saturday Detention; Loss of a Privilege	
15	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service; Possible Diagnostic Evaluation; Meeting with Superintendent		Internal Suspension; External Suspension; Loss of a Privilege; Extended or Saturday Detention
16	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service	Classroom Consequence; Detention; Extended or Saturday Detention; Loss of a Privilege	
17	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service	Classroom Consequence; Detention; Extended or Saturday Detention; Loss of a Privilege	

18	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service; Possible Diagnostic Evaluation; Meeting with Superintendent		Internal Suspension; External Suspension; Loss of a Privilege; Extended or Saturday Detention
19	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service	Classroom Consequence; Detention; Extended or Saturday Detention; Loss of a Privilege	
20	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service	Classroom Consequence; Detention; Extended or Saturday Detention; Loss of a Privilege	
21	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service; Possible Diagnostic Evaluation; Meeting with Superintendent		Internal Suspension; External Suspension; Loss of a Privilege; Extended or Saturday Detention
22	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service	Detention; Extended or Saturday Detention; Loss of Additional Privileges; Loss of Detention free assembly at end of quarter; Community Service	
23	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service	Classroom Consequence; Detention; Extended or Saturday Detention; Loss of a Privilege	
24	Positive Based Int.; Meeting w/ Staff and/or Parent: Social Work; Community Service; Possible Diagnostic Evaluation; Meeting with		Internal Suspension; External Suspension; Loss of a Privilege; Extended or Saturday Detention; Recommendation for Expulsion

Superintendent; Recommendation for Alternative Placement		
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Minor offenses are those that typically take place in the classroom and are able to be resolved at the lowest possible level. The administration will strive to provide teachers and students with the necessary tools and resources to address minor offenses so office referrals are minimized. Minor offenses could include but are not limited to talking/misbehaving in class, forgetting necessary materials, running in the halls, and tardiness.

If a student’s continuing presence in school would pose a threat to school safety or a disruption to other students’ learning opportunities it would be considered a MAJOR OFFENSE.

**During SY 16-17, Staff will continue to develop community service options for students.*

Positive Alternative Measures Used at Each Step May Include:

- Each major step reduction a positive student check-in may be used.
- Social Work support
- *Community Service
- Meeting with staff or mentor teacher

Building District Administration

Once an infraction has resulted in a misconduct or referral to the office, the administration will have full discretion regarding any disciplinary action taken by the school against a student.

Ridge Lawn/Ridge Central

Detention: Issued by teacher or principal

Finley Junior High

Detention: Issued by teacher and referred to as a “Pass”

Extended Detention: Issued by an administrator

Good Behavior-Reducing Vulnerability

A period of five school days without a minor violation may result in a student moving back one step on the log card. An administrator may also modify this system if a student is no longer a disruption to the educational process. A student may also be given a chance to bypass the step system (if they choose to do so) by completing *community service (in or out of school). Community service must be agreed upon by the administration, student, and parent.

Rewards/Privileges

The District strives to encourage and reward students for acting in an appropriate manner that enhances the educational process. Privileges are defined as but not limited to: computer time, end of trimester/quarter events, special activities, field trips, dances, parties, 8th Grade Banquet, 8th Grade Graduation, attending games, events, special duties, monitors, tutors, teacher helpers, lunch with friends, concerts, extra-curricular activities, class trips, etc.

Please note 8th Grade stage graduation attendance and participation are privileges reserved for those students who achieve passing grades in all subjects, have not been eliminated for disciplinary reasons, and attend practice. Each student situation will be reviewed on an individual basis.

Bus Rider Regulations

The privilege of bus transportation will be *suspended* for students who misbehave at the bus stop or on the bus in any way. Students will board and exit the bus at their designated stops only. Further, students must ride only the bus to which they are assigned.

Proper bus behavior is also expected on school-sponsored activities and trips. The school bus is considered an extension of the school. The rules of conduct which apply in the building or on the school grounds also apply on the bus. In addition, students are expected to abide by the following rules of conduct:

1. Stay off the roadway while waiting for the bus, and do not enter the bus until it has come to a complete stop.
2. Students must take their seats promptly and remain seated quietly throughout the trip. Keep noise at a minimum so the driver can have complete concentration.
3. Keep coats, books and all other objects out of the aisles. Remember to remove all belongings when leaving the bus.
4. Hands and heads must remain inside the bus at all times. No items should be thrown about or out of the bus.
5. No eating or drinking is allowed on the bus.
6. Students must board and exit the bus only at their assigned stops. Do not ask the driver to stop at undesignated locations.
7. If, for some reason, a child will not be taking the bus home, a note, signed by the parent/guardian, must be given to the homeroom teacher.
8. Students must obey all instructions given by the driver.
9. Never tamper with the bus or any of its equipment.
10. Glass containers, sharp objects such as knives or scissors are not allowed on the bus.
11. Animals are not allowed on the bus.
12. Assist in keeping the bus clean and safe at all times.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Diagnostic Evaluation

This possible evaluation is an attempt to find out if there are other unknown social emotional needs to be considered so the student can get more out of school. This involves talking and planning with parents/guardians and other school personnel. It also involves gathering relevant academic, behavioral, intellectual and historical information. Following the evaluation, there will be a school family conference to discuss the data collected and to choose a route for the student which leads to the greatest success.

Violation of Classroom Rules

Teachers may keep a student after school for academic, behavioral or classroom learning related problems. If a student fails to appear for an after school appointment or to cooperate with the teacher, he/she may be referred to the office for disciplinary action.

Student Suspension

The Superintendent or Principal has been authorized by the School Board to suspend students from classes and school.

The student's parents/guardians must be notified immediately by the administration of the suspension and receive a full statement of the reasons for suspension, the number of days of suspension (not to exceed 10 consecutive school days,) and the right of review of the suspension by the local School Board.

On the first day that the student is allowed to return to school following a suspension, he/she must meet with the principal or designee for intervention purposes. In addition the parents/guardians will be given the opportunity to meet for a conference. *No student will be allowed to return to school unless this conference is held.*

Parent(s)/Guardian(s) have within ten days to request a hearing. At hearings conducted by the School Board or a hearing officer appointed by the Board, the student has a right to a lawyer at the student's own expense, the right to question the person who made the decision to suspend, the right to present and question witnesses, and the right to make a statement on his/her own behalf.

If requested by the student, the parent/guardian or representative, a record will be kept of the proceedings. If the suspension decision is reversed, all references to it in the student's records must be removed, and the school must give the student whatever assistance is necessary to make up missed schoolwork.

Student Expulsion

Only the Board of Education may expel a student and such action must be taken at a Board meeting. Expulsion defined for these purposes is the termination of enrollment permanently or for an extended period of time. Expulsion is desirable only as the last measure which a school

can take and is generally reserved for cases of chronic erratic behavior; i.e., use of drugs, alcohol, repeated disruptive behavior, sexual misconduct, possession or use of a dangerous weapon, etc., and when the welfare of the group is seriously endangered.

Principals may recommend such action to the School Board through the Superintendent who must notify the parents or guardian, the principal, and the teacher of the expulsion. Only the Board may reinstate a student who has been expelled.

The Board has the option to appoint a hearing officer to conduct expulsions. If a hearing officer is appointed, he will submit to the Board a written summary of the evidence heard at the meeting. The Board will then take the action it deems appropriate.

Due Process

It is generally agreed that a well-ordered community requires the formulation of essential and enforceable rules for the good of those in that community.

A school that is conducive to learning must maintain a climate in which learning can take place in a quiet and orderly fashion. Punitive actions taken routinely or carelessly are indefensible. Any student who feels that the discipline code has been violated in any way may request a meeting with the Superintendent to discuss the matter in question.

Student Transfers

Any student who transfers from an Illinois school must present a Student Transfer Form to register at another school. This form indicates the status of the student's discipline/medical records. An example is included in Appendix A.

Special Note

The principal, teachers and other school personnel are authorized to review the contents of this handbook and to impose any disciplinary measure which is appropriate and in accordance with the policies and rules on student discipline, which they determine to be in the best interests of the students, educational setting and the instructional process.

No list of misbehaviors and consequences can provide for all eventualities. Any misbehavior not included in this handbook will be handled appropriately by the faculty and the District.