

KEENEYVILLE SCHOOL DISTRICT #20 UNIFORM DISCIPLINE CODE

The following is in compliance with state rules and regulations governing public schools (HB 730)

I. PHILOSOPHY

Public schools, to be effective, must give all students the opportunity to learn and all teachers the opportunity to teach. Students must be taught that group living demands that individual actions must be tempered and limited. Such understandings take time for growth in the individual, and meanwhile external authority must prevail until desirable habits are acquired.

In this school system all staff and administrators are held responsible for upholding the disciplinary standards of the school. It is expected that high standards of conduct will be maintained at all times, which are consistent with the emotional and social growth of the child at any given level.

The educational environment of the district shall be such that the administration and teachers shall demonstrate fair, just, and flexible attitudes and disciplinary efforts toward all students.

In all matters related to the discipline and conduct of the students in the school, the teachers and administrators assume the supervisory role of parent/guardian to the students. The relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students in the absence of their parent/guardian.

This philosophy of our discipline program can be summarized as follows:

1. All youngsters can behave appropriately.
2. Misbehavior is a matter of choice.
3. A student will accept responsibility for his/her actions.
4. Teachers have a right to teach.
5. Students have a right to learn.
6. No student will prevent a teacher from teaching or a student from learning.

The school may report any illegal act to local law enforcement agencies (see Category III actions). Police will share information with the schools only as allowed by law.

Discipline should be directed toward developing the skills necessary for young people to:

1. cope with real life situations;
2. develop good relationships with others;
3. become productive individuals;
4. recognize when their actions are interfering with the rights of others;
5. recognize their rights within the limits of society.

Board Policy JG (now replaced with 7.190)

DISCIPLINE - STUDENT DISCIPLINE

Because the Board of Education is entrusted with protecting the safety, health, and welfare of the students, staff, and property of the District, it may be necessary at times to discipline students whose conduct affects the well-being of the schools. In accordance with due process and statutory requirements, the Board of Education may suspend or expel a students from school and from the school bus. The superintendent, principal, or assistant principal may suspend students. Suspensions or expulsions of students shall occur in compliance with procedural regulations to be promulgated and implemented by the administration of the District. Disciplinary measures other than suspension or expulsion shall be determined by the administration and established in general regulations governing student discipline. (KEENEYVILLE SCHOOL DISTRICT #20 UNIFORM DISCIPLINE CODE)

State law prohibits corporal punishment. The District prohibits slapping, paddling or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. A teacher may, however, use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self-defense or the defense of property and may remove a student from the classroom for disruptive behavior.

Board Policy JG (continued)

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

Gross disobedience or misconduct may occur on, or within sight of school grounds, on a school bus or at a school function. It may also occur outside the school grounds, provided, however, that a direct relationship exists between the conduct of the student and the school's educational function, or if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member.

Gross disobedience and misconduct shall also include, but is not limited to, the following types of conduct and such other conduct as may be designated from time to time by policy of the Board of Education:

- 1. Insubordination to school personnel, including failure to follow directions or to produce student identification.*
- 2. Possession, use, purchase, or distribution of, or any attempt to use, purchase, or distribute, tobacco materials, or any illegal or controlled substance, including alcohol, drugs or any look alike drugs.*
- 3. Intimidation of, or any attempt to, intimidate, school personnel or other students.*
- 4. Fighting with, or any assault of, school personnel or other students.*

5. *Intentional damage to, stealing of, destruction of, or any attempt to damage, destroy, or steal school property or property of school personnel or other students.*
6. *Verbal abuse of school personnel or other students, or use of profane words or gestures.*
7. *Any endangering of the physical or psychological well-being of school personnel or other students by conduct or actions, including:*
 - a.) *Improper release of a school fire alarm or tampering with fire extinguishers;*
 - b.) *Starting, or any attempt to start, a fire on school property;*
 - c.) *Setting off, or any attempt to set off, explosive devices on school property; or*
 - d.) *Possession, use or display of a dangerous weapon or any reasonable facsimile.*

NOTE: A student who uses, possesses, distributes, purchases or sells an explosive, firearm, knife, or any object that can reasonably be considered, or looks like, a weapon shall be expelled for a definite time period of at least one calendar year, but no more than 2 school years. The school board, however, may modify the expulsion requirement on a case-by-case basis. The building principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.
8. *Repeated incidents of misbehavior, including repeated refusal to comply with school rules.*
9. *Truancy, i.e., absence from school or classes without valid cause during a school day or portion thereof, provided, however, that no student shall be subject to punitive action for chronic and habitual truancy, as that term is defined in The School Code, unless available supportive services have been provided to the student.*
10. *Disruptive behavior.*
11. *Sexual misconduct toward personnel or other students.*
12. *Use or possession of electronic signaling or cellular radio-telecommunication devices, unless authorized and approved by the building principal.*
13. *Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.*
14. *Being a member of or joining or promising to join, or becoming pledged to become a member of, or soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.*
15. *Any other acts which directly or indirectly jeopardize the health, safety and welfare of school personnel or other students.*

This policy shall be distributed to the parents or guardian of each student within fifteen (15) days of the beginning of the school year, or within fifteen(15) days after a transfer student begins classes in the school district.

II. RESPONSIBILITIES OF MEMBERS OF THE SCHOOL COMMUNITY

The responsibility for discipline within the schools rests with the school staff, parents, and students. With the cooperation of all persons, it will be possible to maintain an environment which is safe, orderly, and conducive to learning. Therefore, it is necessary that the total community of parents, students, and staff understand their responsibilities.

- A. The **students** have a responsibility to:
 - 1. conduct themselves properly in the school building, on school grounds, to and from school, on buses and at bus stops, and at any school-related activity;
 - 2. attend school regularly, arrive on time to school and to class and be prepared to learn;
 - 3. respect the rights and feelings of fellow students, parents, school personnel, visitors, and guests;
 - 4. respect the materials, equipment, and property of the school.
- B. The **parents** have a responsibility to:
 - 1. provide affection for the child and allow each child to be important member of the family;
 - 2. take care of the student's health and personal cleanliness;
 - 3. cooperate with school personnel and community agencies in solving student-related problems;
 - 4. see that their child attends school regularly and on time;
 - 5. provide an atmosphere suited for learning and development of good study habits;
 - 6. see that a student who is ill does not attend school;
 - 7. meet the financial obligations they have accepted.

II. RESPONSIBILITIES OF MEMBERS OF THE SCHOOL COMMUNITY (continued)

- C. The **principal and school staff members** have a responsibility to:
 - 1. provide a good atmosphere for learning and teaching;
 - 2. help students realize that, as individuals, they are important and that, as group members, they should act in a responsible way;
 - 3. seek conferences with students, parents, and other school personnel in an effort to understand and resolve behavior problems before the behavior becomes a serious matter;
 - 4. know and enforce consistently and fairly the rules and policies of the school;

5. be good listeners and be patient;
6. be sensitive to the feelings and concerns of all groups by choosing non-biased materials;
7. encourage students to participate in classrooms and extra-curricular activities;
8. participate in formulating rules and procedures in the school.

(NOTE: The principal shall advise staff members about serious disciplinary matters and support the staff members so long as they have acted in accordance with the disciplinary policies of the school district and the law of the State of Illinois.)

- D. The **superintendent and his/her staff** have a responsibility to:
1. provide for the development of new educational programs and disciplinary strategies which will help minimize disciplinary problems and to be sensitive to the needs of the faculty, students, and parents in instituting these programs.
 2. inform the Board of Education of educational trends relating to discipline;
 3. advise principals about serious disciplinary matters and to support the principals so long as they have acted in accordance with the disciplinary policies of the school district and the law of the State of Illinois;

II. RESPONSIBILITIES OF MEMBERS OF THE SCHOOL COMMUNITY (continued)

4. consider and act upon recommendations for expulsion;
 5. review with principals the policies of the Board of Education and Illinois Laws relating to discipline.
- E. The **Board of Education** has a responsibility to:
1. adopt and support a set of clearly defined student rights and disciplinary policies for the school district;
 2. review all recommendations for change in disciplinary policies;
 3. provide adequate personnel and sufficient building space so that conditions within every school are conducive to good discipline.

III. STUDENT CODE OF CONDUCT

A uniform discipline code has been established for all students enrolled in Keeneyville School District #20. It is expected that this code shall be followed and enforced in the same spirit and manner throughout the school system. Staff members shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student. Mitigating circumstances include, but are not limited to, the following factors: age, health, maturity, and academic placement of student, prior conduct; attitude of the student; seriousness of the offense.

RULES, REGULATIONS, AND VIOLATIONS

The list of rules, regulations, and violations of the following pages are the most important ones in the school, but **these DO NOT include every possible violation**. For example, a student can get into difficulty for doing something even if there is not a specific rule stating that the action is a violation. Any act that disrupts school activity or causes danger to people or destruction to property is forbidden and will not be tolerated.

It must be understood that State law gives the school the responsibility for student behavior in the school building, at any school activity, at school, or away from school, at bus stops, and on school buses.

There are three levels of misconduct for students. They are as follows:

- A. Category I Violations - Misconduct
- B. Category II Violations - Serious Misconduct
- C. Category III Violations - Intolerable and/or Illegal Conduct

Each category is followed by authorized disciplinary actions.

MISCONDUCT - CATEGORY I VIOLATIONS

Category I violations include behavior that disrupts or interferes with the orderly educational process of oneself and/or other students. These violations include the following:

- I-1 **Disruptive behavior** - Displaying any behavior that is disruptive to the orderly process of classroom instruction.
- I-2 **Disruptive dress or appearance/inappropriate advertisement** - Dressing in a manner that is dangerous to health or safety or in a way that interferes with one's own learning or the learning of other students. Also, includes the possession of any item which advertises or promotes drugs, alcohol, sex, profanity or obscenity.

- I-3 **Failure to abide by specific school rules and regulations** - Each building will distribute rules and regulations that pertain to that specific school.
- I-4 **Failure to make required effort to do class work.**
- I-5 **Failure to serve detentions.**
- I-6 **Improper building conduct** - Running, excessive noise and/or horseplay. (all areas of the building including halls, restrooms, lunchroom, etc.)
- I-7 **Improper outdoor conduct** - Excessive noise and/or horseplay.
- I-8 **Inappropriate, abusive, or profane language** - any vulgar behavior written or directed toward other students.
- I-9 **Littering** - Throwing paper or other trash on the floor inside the building, on the school bus, or on the grounds outside the building.
- I-10 **Lying/cheating** - The intentional telling of stories that are not true, copying another's work on assignments or tests, or allowing another to copy one's own work.
- I-11 **Misuse of item brought to school** - radio, toys, balls, etc..
- I-12 **Tardiness** - Persistent tardiness to class or school. Tardiness can be considered truancy.
- I-13 **Throwing of objects** - Throwing of any object at any time to include rocks, dirt, snowballs, ice balls, crayons, paper wads, rubber bands, etc. May be classified as a Category II or III based upon seriousness of the incident.

NOTE: Category I includes any other offenses not specifically listed which are similar to the above Category I violation.

AUTHORIZED DISCIPLINARY ACTIONS - CATEGORY I

The school district supervisory personnel are authorized to choose an appropriate disciplinary action that may include any one or a combination from the following list. Any Category I violation may be punishable with a Category II discipline action when that misconduct becomes repeated or flagrant.

ACTIONS	DEFINITIONS
<i>Activity Restriction</i>	Denied participation in a scheduled group activity.
<i>Classroom Suspension</i>	Assigned to a specific area during a class period.
<i>In-School Counseling</i>	Counseled within the school by school personnel specializing in student disciplinary problems.
<i>Loss of Privileges</i>	Removed from one or more special school activities.
<i>Mediation</i>	Students may be sent to a trained mediator to verbalize and resolve conflicts.
<i>Parental Conference</i>	Communications conducted that may include the principal, parents, students, teachers, administrative staff, and counselors concerning improving student's behavior in school.
<i>Parental Contact</i>	Parents contacted by phone, written communication, or in person to relate problem behavior and solution.
<i>Pupil Personnel Service Referral</i>	P.P.S. personnel notified to assist in solving exhibited behavioral problems.
<i>Referral to Principal</i>	Sent to the office with background information regarding behavior. (Principal takes necessary action consistent with Student Code of Conduct).

ACTIONS

DEFINITIONS CATEGORY I (CONTINUED)

Removal from Class

A teacher may remove a student from the classroom for disruptive behavior.

School Day Detention

Kept at school (before or after regular school hours) with parental knowledge.

Seizure of Item

Illegal or inappropriate item is kept in the classroom/office for a specific period of time. The item may be turned over to the police as required by law.

Verbal Reprimand

Misconduct clarified and warning of consequences should behavior continue.

Work Assignments

Physical or academic work assigned to the student. (Written assignments may include letters of apology, description of incident, alternative behavioral response, and themes about impact of negative behavior on self and others as well as one's responsibilities to the group. Example: A theme or book report is an academic assignment. Collecting trays from the cafeteria tables or litter from the school grounds are examples of physical assignments.

In-School Suspension

Assigned by a building administrator to a specific room or area for 1 to 3 days to do assignments for the duration of the suspension.

Saturday Detention

A maximum(3)hour detention, on a Saturday, scheduled by the building administrator (may be videotaped).

SERIOUS MISCONDUCT - CATEGORY II VIOLATIONS

Category II violations include behavior that disrupts or interferes with the education of oneself and/or other students and is more serious in nature. These acts are more likely to result in harming the well-being of other people or damaging property. Some violations in this category may be unlawful. These violations include the following:

- II-1 **Assault** - Threatening to harm another student.
- II-2 **Bus/Bus Stop Misbehavior**
- II-3 **Fighting** -Physical contact, no injuries.
- II-4 **Forgery** - Writing the name of another person, or altering times, dates, grades, passes or permits for another which leads oneself or another student or students into actions that are against school rules.
- II-5 **Gambling** -Playing any game of chance or skill involving the exchange of anything of value.
- II-6 **Gang Related Activities** - Use of graffiti, hand signals, colors, jewelry, dress, etc. to communicate gang membership.
- II-7 **Harassment**
- II-8 **Hazing** - Forcing someone to do something humiliating or painful, as in initiation.
- II-9 **Inappropriate items brought to school** - including beepers, pagers, cellular phones, etc...
- II-10 **Insubordination/Disrespect to adult staff member** - Failure to obey reasonable, fair, and proper instructions or directions of any adult staff member. This includes any vulgar behavior written or directed toward any adult staff member.
- II-11 **Leaving School Buildings or Property** - Students are not permitted to leave the property unless excused by school personnel.

- II-12 **Misbehavior with Substitutes** - Students need to be on their best behavior.
- II-13 **911 Calls** - A student making an unauthorized 911 call for unfounded reasons.
- II-14 **Pornography**
- II-15 **Possession of tobacco products and/or drug paraphernalia** - includes matches, lighters, pipes, roach clips, etc..
- II-16 **Sexual Harassment** - Verbal, written or gesturing conduct of a sexual or sex-based nature imposed on the basis of sex.
- II-17 **Stealing** - Taking something that belongs to the school or another person without permission. Students accused of stealing personal items such as shoes, coats, purses, wallets, or school property may be charged with a Category III violation
- II-18 **Trespassing** - Being in any building without written permission of the principal or his designee.
- II-19 **Truancy** - The willful refusal of a child to attend school for a day or a portion thereof, in defiance of parental or lawful authority or when a child is not at the assigned place at the assigned time.
- II-20 **Vandalism** - Damaging/misusing staff, student, or school property
May be charged with a Category III violation.

NOTE: Category II includes other offenses not specifically listed which are similar to the above Category II violations.

AUTHORIZED DISCIPLINARY ACTIONS - CATEGORY II

The district supervisory personnel are authorized to choose an appropriate disciplinary action that may include any one or a combination from the following list. Any Category II violation may be punishable with a Category II discipline action when the misconduct becomes repeated or flagrant.

ACTIONS	DEFINITIONS
<i>Activity Restriction</i>	Denied participation in a scheduled group activity.
<i>Classroom Suspension</i>	Assigned to a specific area during a class period.
<i>In-School Counseling</i>	Counseled within the school by school personnel specializing in student disciplinary problems.
<i>Loss of Privileges</i>	Removed from one or more special school activities.
<i>Mediation</i>	Students may be sent to a trained mediator to verbalize and resolve conflicts.
<i>Parental Conference</i>	Communication conducted that may include the principal, parents, student, teachers, administrative staff, and counselors concerning improving student's behavior in school.
<i>Parent Contact</i>	Parents contacted by phone, written communication, or in person to relate problem behavior and solution.
<i>Pupil Personnel Service Referral</i>	P.P.S. personnel notified to assist in solving exhibited behavior problem.
<i>Refer to Principal or his/her Designee</i>	Sent to the office with background information regarding behavior. (Principal takes necessary action consistent with Student Code of Conduct).
<i>Repair or Replace Damaged Item</i>	The damaged item is repaired or replaced by the person responsible for the damage.

ACTIONS

DEFINITIONS

School Day Detention

Kept at school (before or after regular school hours) with parental knowledge.

Verbal Reprimand

Misconduct clarified and warning of consequences should behavior continue.

Work Assignments

Physical or academic work assigned to student. (Written assignments may include letters of apology, description of incident, alternative behavior response, and themes about impact of negative behavior on self and others as well as one's responsibility to the group. Example: A theme or book report is an academic assignment. Cleaning tables in the lunchroom or litter from the school grounds are examples of physical assignments.

Bus Suspension

Denied privilege to ride bus for a period of up to ten (10) school days, or for safety reasons, a period in excess of ten(10) days. This can only be assigned by a district administrator.

In-School Suspension

Assigned to a specific room or area, by an administrator, for 1 to 5 days to do assignments for the duration of the suspension.

Saturday Detention

A maximum three(3)hour detention, on a Saturday, scheduled by the building administrator (may be videotaped).

Truancy Detention

During a vacation period, the student may be required to attend school for up to five(5) hours per day of truancy. This can only be assigned by a district administrator.

Out-of-School

Removed from school, by an administrator, for no more than five(5) consecutive school days.

CATEGORY II (CONTINUED)

ACTIONS

*Referral to Law
Enforcement Agency*

DEFINITIONS

Law enforcement personnel notified, by the administration, for appropriate action and in cases of major violations, school officials may press charges.

INTOLERABLE AND/OR ILLEGAL CONDUCT CATEGORY III VIOLATIONS

Category III violations include intolerable behavior that not only breaks the school rules, but may be **against the law**. These violations pose a direct threat to the safety of others and seriously disrupt the orderly educational process in the classroom, in the school building, on the school grounds or during transit to and from school. These violations include the following:

III-1 Arson - Setting fire in school or on school property.

III-2 Assault - Threatening to physically harm any student or staff member, and/or threatening to bring a weapon to school or threatening to use any weapon against students or staff.

III-3 Battery - Physically touching another person either directly or with a weapon or dangerous object and causing injury. This includes any physical attack on any person or any fight involving two or more people.

III-4 Disrupting School or School Related Functions While Under the Influence of Drugs of Alcohol - Attending school by students, regardless of age, who are under the influence of drugs other than prescribed by a doctor and/or alcohol or who have used or consumed drugs and/or alcohol which can alter their behavior.

III-5 Drug/Look Alike Drug/Alcohol Violations - Having, using, selling, buying, or giving away any drugs, look alike drugs or alcohol. If a student has a drug prescribed by a doctor, it must be kept in the nurse's office or main office.

III-6 Explosives/Fireworks - Having, using, selling or giving away any explosives or fireworks.

III-7 Extortion - Forcing a person to give up money, projects, assignments, or anything of value by threats, intimidation, or force.

III-8 False Alarms/Bomb Threats - Making a report, attempting to pull or pulling an alarm or a fire or bomb when neither exists.

- III-9 **Possession of Stolen Property** - Having property that the student knows was stolen by another person.
- III-10 **Possession of tobacco products and/or drug paraphernalia.**
- III-11 **Possession of a Weapon** - Having, using, selling, or giving to any other student any weapon/look alike weapon. This includes sticks, pipes, bottles, or even a pencil, if it is used as a weapon.
- III-11 **Sexual Misconduct/Harassment** - Touching others in ways that would be considered sexually offensive.
- III-12 **Stalking** of students or staff members.
- III-13 **Stealing** personal items such as shoes, coats, purses, wallets, or school property.
- III-14 **Use of Tobacco Products** - In the school building, on the bus, at school activities, or on school property.
- III-15 **Willful Exposure** - Showing or revealing parts of the human body in such a manner that embarrasses or offends other people or causes disruption to others in the school.

NOTE: Category III includes other offenses not specifically listed which are similar to the above Category III violations.

AUTHORIZED DISCIPLINARY ACTIONS - CATEGORY III

The Principal and/or Assistant Principal are authorized to choose an appropriate disciplinary action that may include any one of a combination from the following list ultimately leading to a recommendation for the expulsion of guilty students.

ACTIONS	DEFINITIONS
<i>In-School Suspension</i>	Assigned to a specific room or area for one (1) to ten (10) to do assignments for the duration of the suspension.
<i>Out-of-School Suspension</i>	Removed from school for one (1) to ten (10) consecutive school days.
<i>Referral to Law Enforcement Agency</i>	Law enforcement personnel notified for appropriate action and in cases of major violations, school officials may press charges.
<i>Saturday Detention</i>	A maximum three(3) hour detention on a Saturday scheduled by the building principal(may be videotaped).
<i>Expulsion</i>	Removed from school for the remainder of the school term or for a shorter period as determined by the School Board.

IV. BUILDING AND CLASSROOM RULES AND REGULATIONS

A. BUILDING RULES

Each school staff is authorized and required to adopt a set of rules and regulations pertaining to each specific building.

Each building administrator, with the assistance of the staff, will develop the building rules and regulations.

Building rules and regulations shall be distributed and/or presented to students (as appropriate for age), instructional and non-instructional staff, building administrator(s), and the superintendent.

B. CLASSROOM RULES

Teachers will be required to adopt written classroom rules which are not in conflict with building and/or district policies and rules.

Classroom rules must be submitted to the building administrator for review and approval and posted in the classroom or distributed to students, as appropriate for age.

This discipline policy will be applied consistently to all District #20 students except when federal and state laws and their subsequent regulations would prohibit or be in conflict of such application (as in the case of handicapped students). In such cases federal and state regulations will be followed in order to achieve the desired behavioral goals.