

# Moline-Coal Valley Elementary School Codes of Conduct

## *Student Policies*

### **When and Where Conduct Rules Apply**

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

- On, or within sight of, school grounds before, during, or after school hours or at any time.
- Traveling to or from school or a school activity, function, or event; or anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, social media such as Twitter, Snapchat, Instagram, etc., and conduct that may reasonably be considered to be a threat or an attempted intimidation of a staff member, or endanger the health or safety of students, staff, or school property.
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school.
- During periods of remote learning.

### **Student Conduct**

#### **Dress Code/Student Appearance**

BOE Policy 7:160 states a student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health, and safety. The District does not prohibit hairstyles or head coverings historically associated with race, religion, ethnicity, or hair texture, including but not limited to, protective coverings such as scarves or hijabs, and protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

The purpose of a dress code is to provide guidance to students and parents as to appropriate attire and grooming for school and at any school or school-sponsored or related activity or event, whether on or off school grounds.

The building Principal or designee determines whether a student's dress and appearance violates the dress code. Students whose dress or appearance violates the dress code, disrupts the educational environment or school operations, or compromises health and safety standards will be required to modify their appearance, including but not limited to changing, removing, or covering an item of clothing. Students who refuse to modify their appearance or continue to violate the dress code may be subject to discipline pursuant to BOE Policy 7:190.

There are many benefits of school dress codes. Here are some of the most important advantages:

- A dress code promotes a more serious school atmosphere, which emphasizes academics and promotes good behavior.
- Dress codes have proven to increase student achievement by encouraging students to concentrate more on their studies and less on their wardrobe. A de-emphasis on clothing can also save money, as there will be less pressure to keep up with expensive trends and fashions.
- Dress codes in school settings reduce social conflict and peer pressure that may be associated with appearance.
- Studies indicate that a school dress code can reduce the prevalence of certain behaviors, which are often expressed through wardrobe such as violence or promiscuity..
- As opposed to uniforms, dress codes still allow students to wear clothes they choose that align with the dress code, which leaves students with a sense of choice and expression.

**Student Dress Must Include:**

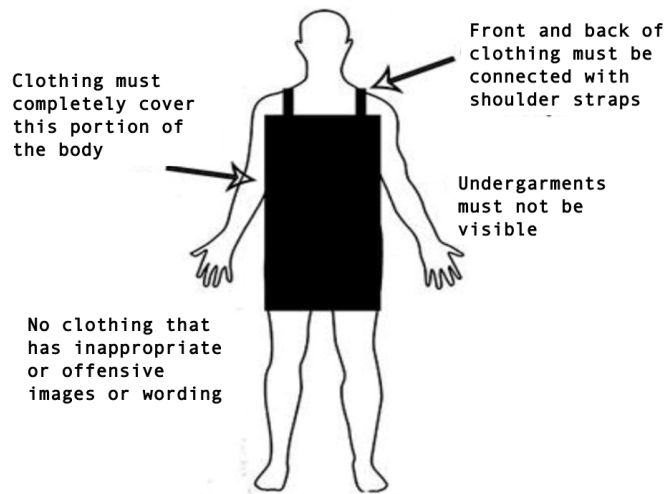
- Appropriate footwear at all times
- Pants or shorts worn and fastened at the waistline and cover undergarments
- Shorts or skirts of an appropriate length for the school environment
- Shirts that meet or go beyond the waistline of pants, shorts, or skirt
- Bottom of shirts will minimally meet the waistline of pants.

Items prohibited by the dress code are those deemed to be offensive, vulgar, and contrary to the educational mission of the District, including but not limited to items that use or contain profanity, sexual connotations, weapons, or depictions of violence, or the promotion or identification of an individual or group that advocates substance abuse, physical/verbal abuse, suicide, racism, gang affiliation, or other derogatory behavior.

**Examples Of Inappropriate Clothes May Include, But Are Not Limited To:**

- Articles which advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Articles which display lewd, vulgar, obscene, or offensive language or symbols, including gang/gang affiliated symbols.
- Any head covering with a hood, bill, brim or other protrusion is prohibited. Students are permitted to wear a beanie or close-fitting headscarf.
- Coats and sunglasses and backpacks may not be worn in the building during the school day.
- Accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education, including AirPods or earbuds unless being used during assessment or instruction and authorized by school staff.
- Clothing that is overly revealing.

## Easy To Remember



## Attendance

Illinois School Code 105 ILCS 5/26-1 Compulsory Attendance applies to students between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), **or** students who are enrolled in any of grades kindergarten through 12, regardless of age. The School Code states that a child must “attend some public school in the district wherein the child resides the entire time it is in session during the regular school term” except for the following valid reasons: illness, including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student’s safety or health, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe. All District schools must enforce and follow the Illinois School Code. Therefore, absences will be determined by the Building Administrator to be excused or unexcused.

In accordance with the Illinois School Code, family vacations or trips do not constitute a “valid cause” for an absence and should, therefore, be listed as an unexcused absence.

### Excused Absences include:

- Personal Illness, including 5 allowed mental health days
- Death in the family
- Religious holiday
- Family emergency

### Unexcused Absences include:

- Oversleeping

- Transportation problems
- Business that could be held outside regularly scheduled school hours
- Vacations

## **Timeliness**

Students are expected to be present and accounted for during each instructional period. In accordance with District Policy 7:70, the Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

- A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
- A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.

## **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, smart watch, including AirPods and earbuds. 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, personal electronic devices should be kept silent 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of the student, class, or staff. This includes, but is not limited to, the following: (1) using the device to take photographs in 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:

- A verbal warning will be given. If the student does not comply with the directive to put the phone away, the device will be confiscated by school personnel. The student will receive the device back at the end of the day in the school office and be assigned an electronic violation in the student information system.

- Continued violations will result in further disciplinary actions and/or plans as determined by administration.

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.

### **Access to Student Social Networking Passwords & Websites**

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.

### **Student Medication**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication. No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

### **Self-Administration of Medication**

- A student may possess an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or medication, or the storage of any medication by school personnel.
- Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.
- Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

- Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.
- The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.
- 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.

### **Student Rights and Responsibilities at School (Board Policy 7:130)**

Students are entitled to the rights protected by the U.S. and Illinois Constitutions and laws applicable for individuals of their age and maturity in the school setting. Students are expected to exercise these rights reasonably, respect the rights of others, and not violate the rights of others. As part of the District's authority to maintain order and discipline within its schools and establish conditions in the school environment that are conducive to learning and keep students safe, students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures pursuant to Board Policy 7:190.

The District's rules and expectations for student conduct apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- 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.

This includes when using District email, phones, or other methods of communication; using or accessing a District-issued device or District network, website, or other platform; and when participating in remote or e-learning. See Board Policies 7:180 and 7:190.

With respect to student speech and self-expression, the District can prohibit and sanction speech that is obscene, promotes activities that are against District policies and rules and/or the law, disrupts the operation of the school, or causes safety concerns or potential danger.

Disruptive acts of civil disobedience, such as a walkout, may interfere with student learning, safety, and/or the operations of the school and, therefore, a student who participates may be subject to disciplinary measures pursuant to Board Policy 7:190. In addition, students are required by law to be in school except for an excused absence. Students who leave class or school without permission and in violation of District policies and rules, may be subject to disciplinary measures pursuant to Board Policy 7:190 and other interventions pursuant to Board Policy 7:70.

Students are encouraged to report any concern or violation of District policies or rules. Reports can be made using the following:

- P3 Anonymous Tip Line
- Online Bullying or Harassment Reporting Form
- Safe2Help Illinois
- Report in person to any District staff member, including teacher, Administrator, counselor, or other staff

## Prohibited Student Conduct

### Possession

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.

### Possession of a tobacco/alcohol/controlled substance/accessory

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
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:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley’s Law*).
  - Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner’s prescription.
  - Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician or licensed practitioner’s prescription.
  - 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 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 unless the student is authorized to be administered a medical cannabis infused product under *Ashley’s Law*.
  - 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.

- “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.
- 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.
- 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
- The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.

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.

### **Possession of weapon/electronic devices**

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

- Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- Using or possessing an electronic paging device.
- 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 silent 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.
- Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

### **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.
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 alike” 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.

### **No Weapons Policy**

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like a weapon, shall be expelled for at least one calendar year. The expulsion period may, however, be modified by the Superintendent, and the Superintendent's determination may be modified by the Board, on a case-by-case basis. In no case may the expulsion exceed two calendar years. A "weapon" means:

1. Possession, use, control or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined by Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of Criminal Code,
2. Any other object if used or attempted or intended to be used to cause bodily harm, including, but not limited to, knives, brass knuckles, billy clubs, or
3. "Look-a-like's" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The building Principals or designee shall notify the criminal justice or juvenile delinquency systems of any student who brings a firearm or weapon to school.

### **Prohibited Behaviors**

Various behaviors which violate the Districts rules of student conduct or directives from staff members or school officials may result in student discipline. Examples of disobeying staff directives include:

- Refusing a staff member's request to stop, present school identification or submit to a search.
- 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.
- 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.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- Engaging in teen dating violence.

- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Entering school property or a school facility without proper authorization.
- 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.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- 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.
- 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. This includes defamation of character on an internet or social media site.
- Operating an unmanned aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building Principal.

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 prohibited or aggressive behavior that may reasonably produce physical or psychological harm to someone else.

### **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.
- Use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang.
- 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.
- Request any person to pay protection or otherwise intimidate, harass or threaten any person.
- Commit any other illegal act or other violation of district policies.
- Incite other students to act with physical violence upon any other person.

## Prevention of and Response to 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 and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

### Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

### Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### Bullying Prohibited

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated

school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

**Bullying** includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

**Cyberbullying** means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

### **Making a Report or Complaint**

Students are encouraged to immediately report bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct. A report may be made orally or in writing to the building Principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with

a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing or online at: <https://www.molineschools.org/apps/form/form.MOLINESD-D.rupJBTh.1QU>

## Behavior Offense Categories

**Secondary Student Assessment Behavior Rubric:** *Higher scores denote a higher severity of threat- this list may change from time to time.*

### Assessment Procedure:

1. Student completes a written statement form.
2. Two staff members review the written statement.
3. Staff members meet with the student, asking the student to give an account of the incident.
4. Staff members individually score the rubric based on the student's written and verbal statements, eyewitness statements, and score students in 5 areas:
  - *Amount of premeditation (i.e., targeted, specific actions or statements)*
  - *Number of behavior offenses (none to several)*
  - *Amount of redirection from staff to stop behavior*
  - *Number of witnesses: (none to school-wide, community location or public media distribution.)*
  - *If behavior related to gang activity*
5. Staff members confer privately to determine consequences.

### Levels of Misconduct

Acts of misconduct are misbehaviors which interfere with or disrupt the orderly operation of the classroom, school common areas, school property, or those which cause harm to others. Some misbehavior may be so severe that it represents a clear and present danger to themselves or others, may involve the use of law enforcement, the administration of a threat assessment, or require removal of the student from school. Offense categories which are higher will result in a high score on the District Behavior Rubric. Both aggravating and mitigating factors are considered in the completion of the Behavior Rubric, with aggravating factors resulting in a higher point total, and mitigating factors reducing the point total.

### Category 1 Behaviors

- Inappropriate behavior which results in a disruption of the school day in the classroom
- Throwing objects at students and staff
- Encouraging others to fight
- Taking pictures of others without permission

### Category 2 Behaviors

- Physical Fighting
- Hitting/Slapping/Kicking/shoving/running over
- Bullying and harassment- including cyber-bullying
- Theft

- Biting
- Vandalism
- Lewd or Licentious Behavior
- Purposeful Damage to school property
- Spitting or spreading bodily fluids
- Physical and Verbal Threats
- Throwing objects at others on purpose
- Inappropriate behavior which results in a wide disruption of school (cafe, hallways, etc)
- Planning/plotting to hurt other student
- Deliberately pulling fire alarm
- Violation of student privacy- taking or distributing photos without consent in student locker rooms, bathrooms
- Possession of Tobacco
- Possession of Marijuana or drug paraphernalia
- Distribution of sexually inappropriate videos or photos of other students

### **Category 3 Behaviors**

- Sexual Harassment
- Look-alike weapon possession
- Battery- Behaviors which cause student injuries
- Reckless endangerment
- Threats of physical injury to staff
- Possession of fireworks on school property
- Unauthorized entry on school property after school hours

### **Category 4 Behaviors**

- Threats of school-wide violence and extreme physical injury \*\*
- Extreme physical injury to staff/student
- Arson/use of fireworks\*\*
- Specific/planned threats of injury to staff \*\*
- Inciting mob action
- Possession of weapon \*\*
- Possession/distribution of drugs\*\*

\*\* Complete Threat Assessment referral

## **Disciplinary Measures**

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, nor encourage parents to take their children home in lieu of school discipline. Potential disciplinary measures include the aforementioned use of a discipline rubric to determine needed discipline. The higher the point total on the rubric, the more restrictive measures will be used, and the higher the number of days assigned a consequence. Behavior consequences may include any of the following measures:

- Notifying parents/guardians.
- Reflection room referral.
- Referral to School Counselor.
- Restorative conversation or conflict resolution discussion.
- Disciplinary conference.
- Withholding of privileges.

- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-school suspension.
- After-school study, lunch detention, 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.)
- Restricted/ Supervised school day.
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Assignment to an ATS classroom.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- 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.
- 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.

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

### **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.

### **Delegation Of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior. The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed.

### **Suspension Procedures & Due Process**

1. In-School Suspension: The Superintendent or designee is authorized to maintain an in-school suspension program, per District Board Policy 7:200. Students assigned to ISS are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.
2. Alternative to Suspension: The District may maintain an Alternative to Suspension (ATS) program or classroom, as approved by building administration, in lieu of an out of school suspension. The objective of the ATS classroom/day is to prevent students from falling behind academically, while receiving a consequence for their behavior. In doing so, students have the opportunity to address their behavior in a restorative and productive manner. Successful completion of the ATS day will result in the student not receiving a suspension day on their disciplinary record.
3. Out-of-School Suspension: The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:
  - A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
  - A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
  - An attempted phone call to the student's parent(s)/guardian(s)
  - A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
    - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
    - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
    - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
    - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act



- of gross disobedience or misconduct; and
- e. Depending upon the length of the out-of-school suspension, include the following applicable information:
- i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose a threat to school safety, or a disruption to other students' learning opportunities.
  - ii. For a suspension of 4 or more school days, an explanation:
    - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
    - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student,
    - c) That the student's continuing presence in school would either pose a threat to the safety of other students, staff, or members of the school community or substantially disrupt, impede, or interfere with the operation of the school.
  - iii. For a suspension of 5 or more school days, the information listed in section e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
4. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
5. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 3, above.

## **Expulsion Procedures & Due Process**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - Include the time, date, and place for the hearing.
  - Briefly describe what will happen during the hearing.
  - Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - List the student's prior suspension(s).

1. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  2. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
- Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
  - During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide:
    1. Testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and
    2. Evidence of the threat or disruption posed by the student. The student and his or parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
  - If the Board acts to expel the student, its written expulsion decision shall:
    1. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
    2. Provide a rationale for the specific duration of the recommended expulsion.
    3. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
    4. Document how the student's continuing presence in school would pose a threat to the safety of other students, staff, or members of the school community, or substantially disrupt, impede, or interfere with the operation of the school.
  - Upon expulsion, the District may refer the student to appropriate and available support Services.

### **Discipline Of Students With Disabilities**

The school and District will comply with federal and state law when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 as determined by the IEP team. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be suspended or expelled pursuant to the district's procedures but shall continue to receive special education services as determined by the IEP team. For more information regarding special education services please the District Office at (309) 743-8129.

### **Re-Engagement of Returning Students**

The building Principal or designee shall meet with a student 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.

### **Search and Seizure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building Principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Student Searches**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may 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 the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

## **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

## **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building Principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## **Additional Policies**

### **Notice of Nondiscrimination Practices**

The Moline-Coal Valley School District does not discriminate against employees, students, or the general public in its programs or practices, including vocational education, on the basis of race, color, religion, gender, disability, age, marital status, citizenship status, military status, unfavorable discharge from the military service, national origin or ancestry in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, any individual who is in need of assistance or reasonable accommodations to be able to participate in a school district-related activity, including the employment application or interview process, should contact the Assistant Superintendent Pupil/Personnel Services and Special Education Services at the District administrative offices. Any individual who wishes to file a complaint of unlawful discrimination should contact the Superintendent of Schools or the Secretary of the Board of Education at the District administrative offices, 1619 Eleventh Avenue, Moline, IL 61265.

## ***Parent Policies***

### **Visitors to and Conduct on School Property**

The following definitions apply to this policy:

- School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.
- Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions

when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

- Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
- Behave in an unsportsmanlike manner, or use vulgar or obscene language.
- Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
- Damage or threaten to damage another's property.
- Damage or deface school property.
- Violate any Illinois law, or town or county ordinance.
- Smoke or otherwise use tobacco products, including electronic cigarettes.
- Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
- Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
- Use or possess medical cannabis, unless he or she has complied with policy 7:270, Administering Medicines to Students, implementing Ashley's Law.
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
- Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
- Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
- Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
- Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

### **Convicted Child Sex Offender**

State law prohibits a child sex offender from being present on school property or loitering

within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

- A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
- Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

### **Enforcement**

Any staff member or School Resource Officer may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification. Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

### **Procedures to Deny Future Admission to School Events or Meetings**

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

- The date, time, and place of the Board hearing.
- A description of the prohibited conduct.
- The proposed time period that admission to school events will be denied; and
- Instructions on how to waive a hearing.