

CHS D94

Community High School District 94

STUDENT BEHAVIOR POLICY



326 Joliet Street
West Chicago, Illinois

COMMUNITY HIGH SCHOOL DISTRICT 94

Administrative Staff

Dr. Moses Cheng, *Superintendent*

Dr. Will Dwyer, *Principal*

Peter Martino, *Assistant Principal*

Leonard Egan, *Director of Student Services*

Antonio Del Real, *Dean of Students*

Jenna Windt, *Dean of Students*

Questions regarding district discipline policies and procedures may be directed to the Deans' Office (Telephone: 630-876-6200)

Teachers

Each teacher is responsible for maintaining classroom behavior conducive to learning; therefore, a teacher may impose disciplinary actions such as reprimand, extra classwork, detentions or student-teacher conference. In the case of disruptive behavior, a teacher may temporarily remove a student from the classroom by directing the student to report to the office of the dean.

Principal, Dean

These administrative staff members have overall responsibility for student behavior; therefore, they may impose any of the disciplinary actions listed under "Definitions of Disciplinary Actions" except expulsion. The Principal may recommend the expulsion of a student to the Superintendent.

Superintendent

The disciplinary action taken by the Principal is subject to review by the Superintendent. Only the Superintendent may recommend to the Board of Education that a student be expelled.

Board of Education

The Board of Education reviews all appeals of student suspensions and considers all recommendations from the Superintendent for expulsion. Only the Board of Education may expel a student.

COMPREHENSIVE ATTENDANCE POLICY

It is the expectation of Administration and staff of Community High School that every student will be punctual and present each class period of each day. Students with irregular attendance patterns, whether excused or unexcused, may find it difficult to be successful in specific classes and may be subject to a loss of graduation credits. As a result, it is extremely important that the parent(s)/guardian(s) assure(s) the student's academic growth and success by emphasizing the need for the student to be punctual and in attendance each day.

Excused Absences

According to Section 26-2a. of the *Illinois School Code*, the only legal reasons why a student may be absent from school are as follows:

- Illness
- Death in the immediate family
- Observation of a religious holiday
- Family emergency
- Circumstances that cause reasonable concern to the parent(s)/guardian(s) for the safety or health of the student
- Other situations beyond the control of the student as approved by the principal

Determination of whether or not an absence is excused is ultimately the right of the school.

Reporting Student Absences

In order for a full-day absence to be considered excused, the student's parent/guardian is required to make a telephone call to the Attendance Office before 10:00 a.m. on the day of the absence. **The number to call is 630-876-6336.** Voicemail is available to leave messages. The parent/guardian will be asked to provide the following information:

- Student Name
- Student ID Number
- Date of Absence
- Reason for Absence

Failure to call by 10:00a.m. will result in an unexcused designation and will stay as such if not rectified.

Late Arrival and Early Dismissal

The parent/guardian must call the attendance line at 630-876-6336 to report late arrivals, early dismissals, and appointments that will require the student to miss a portion of the day. If leaving a message you will be asked to provide the following information:

Schoolwork Missed Due to Absence

Regular school attendance is essential for academic success. The most common cause of academic failure is excessive absence. There is no substitute for attending class. To the extent possible, all schoolwork missed by a student due to absence with valid cause must be made up by the student. It is the responsibility of the student to make arrangements with his/her teacher(s) to make up work missed. On the first day a student returns to class after an absence or In-School Suspension s/he must contact his/her teacher(s) with respect to arrangements for making up work, and all assignments must be turned in within five school (5) days of returning to school. The Principal may extend the five school day deadline at his/her discretion. A student shall be afforded the opportunity to earn full credit for make-up work successfully completed within this timeframe. Any work not completed and turned in by this time will be given a zero with no additional chance of makeup. Excessive absences (whether excused or unexcused) may result in additional interventions. Please see the section below for more details.

School work missed due to unexcused absences or truancies cannot be made up. Students will receive a zero for all work missed for absences of this nature.

Excessive Absences

An excused absence attendance cap has been created to deal with students who are excessively absent. Any student who has accumulated seven (7) or more period absences from a course during one quarter will be considered excessively absent. Those students missing (7) or more class periods will receive an unexcused absence and will not be permitted to make-up any schoolwork, tests, or quizzes for the day(s) missed.

Total Absence in a Quarter	Disciplinary Action	Support
1st	Excused = None	
2nd	Excused = None	
3 rd	Excused = None	
4th	Excused = None	Student Conference w/ Counselor (could include referral for student or family counseling and/or community services)
5th	Excused = None	
6 th	Excused = None	Notification (unexcused)
7 and beyond	All absences without Verification will be considered unexcused	Student notified by teacher they may not make-up school work, tests, quizzes, etc.

Absences which count against the attendance cap and may result in violating the Excessive Absence Policy are:

- Illness not verified by doctor's excuse
- Truancies/Unexcused absences
- Pre-Arranged absences (Vacation)
- Early Dismissals /Late Arrivals not excused by doctor's excuse or court verification

Absences which will not count against the attendance cap are:

- Field Trips
- Academic Competitions
- Athletic Early Dismissals

- All Suspensions
- Religious Holidays
- Absences due to chronic/ and or serious illness verified by doctor's note
- Death in the family(with verification)
- Student with Counselor/Nurse/Dean
- Medical Appointments with verification
- Court proceedings with verification

Any absence of ten (10) consecutive days or more that is confirmed by medical certification is eligible for homebound services and will not count against the attendance cap.

In all other cases it is the student's responsibility to provide all necessary documentation within three days of an absence or the absence will count against the attendance cap regardless of excuse

Unexcused Absences

Unexcused absences are those absences which include, but are not limited to:

- Illnesses not called into the Attendance Office
- Oversleeping
- Missing the bus
- Vehicle failure
- Work
- Any absence after six (6) days per quarter not excused by doctor's note
- Pre-Arranged absences of greater than five (5) days (Only that portion greater than five (5) days)

Students will not be allowed make-up work for unexcused absences. The Principal or his/her designee shall have final discretion to determine whether or not an absence is considered unexcused. After the third unexcused absence a parent conference will be held to discuss the absences and to identify appropriate support services and make them available to students.

Students identified as truant or unexcused will not be allowed into class the day following the absence in question without a pass from the Deans' Office verifying they have seen the Dean or Deans' Specialist.

Truancies

According to section 26-2a.of the Illinois School Code a truant is defined as "a child who is absent without valid cause for a school day or any portion thereof".

Students who are truant will receive no credit (a zero) on all work missed. They will also face the following consequence

Any all-day truancy can result in a Suspension

Chronic Truancies

Any student who is truant (absent without valid cause) for 5% or more of the previous 180 days of regular attendance shall be deemed a chronic truant. Any student who is truant 20% or more of the previous 180 days may be dropped from school for the remainder of the semester if they are 17 years or older and resistant to the appropriate support services identified by the District. Students under the age of 17 may face expulsion or assignment to an alternative school if they are resistant to the appropriate support services identified by the District.

Tardiness

Promptness to class is expected. Students are to be in the classroom prior to the start of the period. Car problems, over- sleeping, etc. are not acceptable reasons for being tardy or absent. A phone call or written note will not excuse a student in these circumstances. Tardiness will be considered on a semester basis.

Teachers will not allow students into class without a pass from the tardy supervisor.

Tardy	Disciplinary	Support
1-4	Warning	Conference with Specialist
5	Tuesday/Wednesday School	Letter Home
6/7	Warning	Conference with Specialist
8	Tuesday/Wednesday School	Letter Home
9/10	Warning	Conference with Specialist
11	Tuesday/Wednesday School	Letter Home
12/13	Warning	Conference with Specialist
14	Suspension	Parent Conference
15	Loss of Extra-Curricular Attendance	Student/Specialist Conference
16+	Specialist/Dean Discretion	Varies

Student Use of Personal Electronic Devices

Students are permitted to possess electronic devices capable of receiving or sending telephonic communications, any form of data, or any form of message while on school property, on a school bus, or during school-sponsored activities or functions in accordance with the following standards:

- Students are permitted to use personal electronic devices during a student's lunch period or during passing periods *provided that this use is not disruptive*
- Except as otherwise provided in this policy, students are not permitted to use personal electronic devices during classroom or instructional time or in any instructional area designated by the school administration (i.e. LRC).
- Use of personal electronic devices must not violate any other District policy, procedure, or rule, including but not limited to those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, harassment, or bullying.
- Students shall not use any electronic device that in any way disrupts or detracts from the educational process or causes disruption on school grounds, buses or school-sponsored activities. This includes, but is not limited to, the ringing of a telephone, playing music, or any other audible alerts emitted from the device.
- Students shall not use any electronic device for inappropriate, unethical, or illegal purposes, including but not limited to, transmission or viewing of inappropriate or pornographic material, violations of others' privacy rights, cheating, harassing or bullying behavior.

- Parents are advised that electronic devices are not subject to the District's internet filters and responsibility for ensuring appropriate access to the internet rests solely with the individual student and family.
- Students may use personal electronic devices if there is an emergency situation within the school which requires communication to obtain emergency services.
- The District provides technology devices for learning when appropriate. Teachers may also permit, but not require, students to use personal electronic devices in support of learning, at the discretion of the teacher or other authorized school staff. Electronic study aids may be used during the school day if such use is provided in a student's IEP or similar plan.
- Personal electronic devices shall remain silent and be kept out of sight during instructional time, unless specifically allowed by the teacher or other authorized school staff.
- Students shall not record, photograph or otherwise make a video, digital or other electronic image of other students or school employees on school property, on a school bus or at school-sponsored activities without their knowledge and consent, except for activities considered to be public (e.g. sporting events, public meetings). School social events, activities sponsored by student clubs, team building retreats, and activities that take place during the school day are not considered to be public.
- Students shall not e-mail, text, post to the internet or social media, or otherwise electronically transmit images or videos of other individuals taken at school without the other individuals' express consent.
- Recording, photographing, or making video or digital images of others is strictly prohibited in locker rooms, dressing rooms, health offices and restrooms, and other areas where individuals have a reasonable expectation of privacy.
- Staff members shall have the right to question whether the student may be cheating on tests or academic work or violating the District's copyright policy by using an electronic device.
- Students who bring a personal electronic device to school, on a school bus, or to a school-sponsored activity assume all responsibility and risks relating to the possession and use of said device, including but not limited to internet access and data transmission. District employees will not be responsible for storing, safeguarding or troubleshooting any student's personal electronic devices. Neither the District nor its employees will be responsible or liable for the theft, loss, data loss, damage, destruction, misuse, or vandalism of any student's personal electronic device.

Students who violate this policy may have their electronic device confiscated and returned to the parent. Students who violate this policy may also be subject to discipline, including but not limited to the withholding of privileges, detention, and/or suspension or expulsion from school. The Administration will determine appropriate discipline on a case-by-case basis and may take into account the conduct of the student, the purpose of the use of the device, the nature of the disruption, whether the student's use of the electronic device violates any other District policy, procedure, or rule, any prior violations of this policy and any other relevant considerations.

STUDENT BEHAVIOR

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that

would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. 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 tablet or powdered form
- g. "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.
- h. 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

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 had the prohibited substance, as applicable, in their possession

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search
- 8. 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
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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
- 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive:

(a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time

11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property
12. Entering school property or a school facility without proper authorization
13. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); 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
14. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants
15. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member
16. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing
18. 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
19. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee
20. 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

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident

The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior

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 voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen, or damaged property
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules
10. Suspension of bus riding privileges in accordance with Board policy.
11. Out-of-school suspension from school and all school activities in accordance with Board policy. A student who has been suspended may also be restricted from being on school grounds and at school activities
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, 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 and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

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

Weapons

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 at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member.

Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian.

School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

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 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons

PRINCIPLES ON WHICH THE DISTRICT 94 STUDENT BEHAVIOR PROGRAM IS BASED

1. One of the best ways to help students succeed in school is to encourage and expect regular attendance.
2. All members of the school community should treat each other with consideration and respect.
3. It is the responsibility of each student to attend school regularly, arrive at classes on time and prepared and behave in a manner conducive to learning.
4. Parents should be kept informed of their students' attendance or behavior problems, and every effort should be made to enlist their cooperation in resolving such problems.
5. Rules are necessary, but their number should be kept as low as possible and they should be reasonable and enforceable.
6. Rules should not overly restrict the freedom of all students in order to curb the undesirable behavior of a few students.
7. Students and their parents should be made aware of rules and regulations regarding behavior and of the consequences of improper behavior.
8. Whenever possible, behavior problems should be resolved by communication between the student and staff member directly involved.
9. Whenever possible, the punishment for improper behavior should be a logical consequence of the improper behavior.
10. The purpose of the punishment should be to effect a change of behavior.
11. Students who demonstrate responsible behavior should be gradually allowed to assume more responsibility for the use of their time as they progress toward graduation.
12. Students' rights, as determined by law and by court decisions, should be freely accorded them.
13. Corporal punishment or other forms of physical coercion are not acceptable means of changing behavior.

POLICY STATEMENT

The Board of Education, the governing body of Community High School District 94, is responsible for establishing policies, including those pertaining to student behavior, which determine the manner in which the school district operates.

The Board believes that students should attend school regularly and that the behavior of students at school or school activities should be characterized by courtesy, consideration and respect for all members of the school community. The Board believes that such behavior is essential for the maintenance of a school environment that is safe and is conducive to learning.

The Board also believes that in cases of serious or repeated violations of school rules school personnel should promptly consult with parents and seek their active cooperation in promoting positive behavior.

Therefore, rules and regulations designed to insure proper student behavior at school or school activities shall be developed. The administration of the school shall make all such rules and regulations and the penalties for their violation known to students and parents and shall enforce the rules and regulations.

COMPLAINTS & GRIEVANCES

The Board of Education recognizes that from time to time a student may have a complaint or grievance regarding some aspect of the operation of the school district, and the Board believes that in such case the student should have the opportunity to voice his or her complaint or grievance to a responsible employee of the school district and to receive a considered reply.

When a student has a complaint or grievance, he or she should discuss the matter with the staff member directly involved (teacher, coach, dean, etc.).

In the event that a student is not satisfied with the response of the staff member to his or her complaint or grievance, the student may present the complaint or grievance to the Principal.

In the event that a student is not satisfied with the Principal's response to his or her complaint or grievance, the student may present the complaint or grievance to the Superintendent.

DEFINITIONS OF DISCIPLINARY ACTIONS

Teacher-Student Conference

A conference at which the teacher makes the student aware of his or her breach of proper behavior, explains the consequences of a repetition of such behavior, and clarifies the behavior expected.

Administrator-Student Conference

A conference at which a dean explains to the student his or her violation of school rules, clarifies the behavior expected in the future, and explains the consequences of future violations.

Detention

Required attendance before or after school hours for a reasonable period of time, or required attendance in a designated area during non-class time during the regular school day.

Behavior Contract

A written agreement between a dean and a student providing that disciplinary action for a rule violation will be temporarily suspended, with the imposition, reduction, or dismissal of the disciplinary action dependent upon the student's behavior during a trial period.

Administrator-Parent Conference

A conference at which parents are made aware of their student's inappropriate behavior and are asked to cooperate with school personnel to bring about a positive change in the student's behavior. For students who are eighteen or more years old or are emancipated minors, an administrator-student conference may replace an administrator-parent conference.

Loss of Privileges

Suspension of the right to attend school activities or loss of unscheduled time, off-campus, locker, or parking privileges.

Tuesday/Wednesday School:

3:15-4:15 Tuesdays/Wednesdays

Students will be expected to bring school related materials or reading materials. Students will be supervised and are expected to use this time productively. Failure to do so will result in removal from Tuesday/Wednesday School and suspension.

Suspension

In-school (Student Support Center): The temporary exclusion of a student from a class or classes for a period of time not to exceed ten (10) school days. The student will remain in school and will be assigned to an isolated, supervised room. This will afford the student the opportunity to make up missed classwork and earn full credit. The student will also be allowed to participate in extra-curricular activities.

Out-of-school: The temporary exclusion of a student from school and all school activities or from riding the school bus for a period of time not to exceed ten (10) school days. A student may be suspended from riding the school bus in excess of ten (10) school days for safety reasons.

Expulsion

The removal of a student from school and all school-sponsored activities, events and activities which bear a reasonable relationship to school for a definite time period not to exceed two (2) calendar years, provided that the District's procedures for expulsion are followed. In the case of a student who has brought a weapon (as defined in the School Code) to school, the period of expulsion shall be not less than one (1) calendar year, unless modified by the Board of Education.

DUE PROCESS PROCEDURES

1. The Administrator responsible for implementing disciplinary action shall confer with a student who is under consideration of suspension, advising the student of the reasons for the proposed suspension and the evidence in support of those reasons and providing the student an opportunity to respond and to present evidence regarding the reasons for the proposed suspension.
2. When a student is suspended, written notice shall be given to the parents. Such notice shall include the reasons for the suspension, the duration of the suspension and notice of the right to appeal the suspension.
3. When the Superintendent recommends to the Board of Education that a student be expelled, the student's parents shall be notified of the recommendation, the reasons for it, and the date on which a hearing will be conducted.
4. Parents have the right to request a review of the suspension or expulsion by the Board of Education's appointed hearing officer and to be represented by an attorney or other representative, present evidence, and cross-examine witnesses at a suspension review hearing.
5. The Board of Education shall review the report of the hearing officer regarding the appeal of a suspension or expulsion and may affirm or overrule that decision.

(A copy of the Board of Education's detailed procedures regarding suspension and expulsion hearings is available from the School District's Administrative Office - telephone: 630-876-6200.)