

# DISTRICT 303 ADDENDUM TO STUDENT HANDBOOKS

Anderson Elementary School

Richmond Intermediate School

Bell-Graham Elementary School

Wasco Elementary School

Corron Elementary School

Wild Rose Elementary School

Davis Primary School

Thompson Middle School

Ferson Creek Elementary School

Wredling Middle School

Lincoln Elementary School

St. Charles East High School

Munhall Elementary School

St. Charles North High School

Norton Creek Elementary School

COMMUNITY UNIT  
SCHOOL DISTRICT 303

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This Addendum contains only a summary of School Board policies and administrative procedures governing the District. Board policies and administrative procedures, as well as the District's comprehensive Student-Parent Handbooks, are available on the District's website at <http://district.d303.org>. This Addendum may be amended at any time during the school year without notice.

## Attendance

CUSD 303 believes that regular attendance at school results in greater academic success. To meet our mutual goal for student success, we participate in a partnership and shared expectation among school, parents, and students that students will be present and on time throughout each day school is in session. Please consider the following:

### Reporting Student Absences

If a student is going to be absent, his/her parent or guardian must call the attendance office no later than 45 minutes after the start of school on the day of the absence. When parent(s)/guardian(s) are out of town, they are expected to designate a responsible adult to call in the absence. If there is a question about whether an absence is excused or unexcused, check in advance with a building administrator.

### Types of Absences

#### Excused Absence

An excused absence is one that is excused by a parent for a valid reason. The following are examples of school-recognized valid reasons to excuse a student from school:

- Illness
- Medical or Dental Appointment
- Family Emergency
- Death in Immediate Family
- Observance of a Religious Holiday
- Other reason as approved by the Superintendent or designee

A note from the student's health care provider may be required to excuse a student and/or for the student to return to school following an absence due to illness of 3 or more consecutive school days. Failure to comply with such a request will result in the absences being recorded as "unexcused" and, if applicable, notification to Kane County Truancy and/or local law enforcement.

#### Extended Absence

Students absent for an illness or injury that extends beyond one week (five (5) consecutive school days) should contact their nurse, building administration, teacher, or counselor as soon as possible before returning to class.

A note from the student's health care provider may be required to excuse a student and/or for the student to return to school following an extended absence due to illness or injury. Failure to comply with such a request will result in the absences being recorded as "unexcused" and, if applicable, notification to Kane County Truancy and/or local law enforcement.

#### Prearranged Absence

Prearranged absences are permitted with the following restrictions and procedures:

- Students must apply in advance for the privilege of using prearranged absence days through the attendance office. Students will be given a prearranged form to be signed by their teachers and parents. This completed form **MUST** be turned in **TWO (2) SCHOOL DAYS** prior to the first date of the prearranged absence or the absence will be recorded as "unexcused."

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- The building principal or designee has the authority to grant up to five (5) school days of excused absences for: (1) College visits, (2) Career education visitations, (3) Participation in regional and/or national contests or awards not endorsed by the IHSA, (4) Family vacation qualified by the phrase "accompanied by a parent" (5) Other circumstances as determined by the administration.
- Excused absences resulting from approved, pre-planned absence(s) shall be limited to five (5) school days per school year and are not cumulative throughout a student's attendance in the District.
- A student should make every effort to avoid a pre-planned absence that covers the final week of the quarter and/or semester.
- For High School students, pre-planned absences that take place during final exams require special procedures from the Assistant Principal for Instructional Programs.
- Students have full make-up privileges for approved pre-arranged absences. It is the responsibility of the student to request make-up work and make arrangements to make up quizzes and tests.

### **Appointments During the School Day**

Students must check out in the main office and receive a "Permit to Leave the Building" prior to leaving school for an appointment during the school day. If a student does not check out in the main office and receive this permit to leave the building, the student will be considered unexcused until the student is excused by a parent/guardian. The student also may be subject to disciplinary action for a campus violation. Upon the student's return to school following an appointment, the student must check into the main office.

Parents/guardians of Elementary School and Middle School students are required to pick up their children from the main office. In the event an adult other than a parent/guardian is picking up a child, a note from the parent/guardian, including a contact number for the parent/guardian, is required giving permission for the other adult to pick up the student.

### **Field Trips**

Students who plan to participate in a field trip must submit a CUSD 303 prepared "Parental Permission Form" prior to the time of the trip. This form may be obtained from the field trip sponsor and should be signed by the parent and returned to the sponsor.

Field trips are excused absences and students may make up all missed work from the day of the field trip. Students are responsible for requesting and making up work missed as a result of the field trip. Students should have a "Field Trip Permission Form" signed by all their teachers for prior approval. Students will not be excused from tests or other obligations on the day following a field trip.

### **Tardy**

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

### **Unexcused Absence**

An unexcused absence is defined as an absence from school for a reason other than those listed above as an Excused Absence and/or not authorized by the Superintendent or designee. When a student's absence is unexcused, the parent may recognize the absence as being valid or legitimate; however, CUSD 303 does not. The following are examples of unexcused absences (even with parental consent):

- Working
- Missing the bus
- Shopping
- Car not starting
- Keeping personal appointments
- Visiting out of town or college visit (unless absence is excused following the guidelines of the prearranged absence process)
- Needed at home
- Other avoidable absences

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

- Parent/guardian contact
- Parent/guardian conference
- Home visits
- Student support services referral
- Referral to outside agencies
- Notification to Kane County Truancy
- Notification to Local Law Enforcement
- Health care provider note for each student absence related to illness and/or injury

## Make-Up Work

Students who are absent from school will be allowed to make up work for equivalent academic credit. Students will be given a day to make up work for every day missed, starting with the first day the student returns to school. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to request the assignments, complete them, and turn them in, and to arrange a time with the teachers to make up any missed quizzes or tests. Incomplete work or failure to complete and turn in the work in a timely manner may result in a lowering of grades.

Please consider the following: School work missed due to being tardy or an unexcused absence (including truancy) may not be made up and no credit will be given for the missed school work.

## Truancy

Truancy is defined as absence without valid cause for one or more periods of the student's school day. When a student is absent without valid cause 5% of the previous 180 regular attendance days (9 school days), he/she is considered to be truant under Illinois law. The 180 school day benchmark extends from grade to grade, semester to semester, and school year to school year. Interventions to address truancy may include, but not limited to, parent/guardian contact, parent/guardian conference, home visits, student support services referral, referral to outside agencies, notification to Kane County truancy, and notification to local law enforcement.

**Loss of Credit:** A student who is truant and the nine (9) days of absence without valid cause occur in any one semester, may result in the student being denied credit for the course(s) in which the student is enrolled.

For more information regarding attendance, please refer to [Board Policy 7:70, Attendance and Truancy](#), [Board Policy 7:80, Release Time for Religious Instruction/Observation](#), and [Board Policy 7:90, Release During School Hours](#).

## Bus Transportation Information

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

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

**Additional Information on Bus Seating:**

- After the start of the year, seating arrangements within the zonal seating area will be left to the discretion of the bus driver and administration.
- Consideration will be given for siblings sitting in the same seat, upon request.

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- The bus driver and the administration reserve the right to assign any seat to any student, as necessary.
- Any variance of a student riding his/her assigned bus must be discussed with the transportation department prior to any bus adjustment.

### Bus Behavior Expectations and Disciplinary Action for Bus Misconduct

The school bus is an extension of the school and classroom; therefore, all school rules apply on the school bus, including but not limited to [Board Policy 7:190, Student Behavior](#).

To ensure the safety of all students riding the bus, students shall refrain from the following examples of misconduct on the school bus:

- Fighting
- Destroying, marring, damaging, or tampering with bus equipment
- Smoking or lighting matches or a lighter
- Possession of harmful objects
- Throwing objects in, out of, or at the bus
- Hanging on to the outside of the bus
- Any other safety violation

School bus riders, while in transit, are under the jurisdiction of the school bus driver and any adult designated by the Superintendent or designee to supervise bus riders. Any student who violates bus regulations or school rules while riding the bus may be reported by the bus driver to the building administration via a "Report of Bus Misconduct" form and a disciplinary consequence may be issued to the student.

Following an incident of misconduct on the bus, the bus driver submits a "Report of Bus Misconduct" form to the Director of Transportation or designee and the Principal or designee for investigation and to determine the appropriate disciplinary consequence, up to and including suspension from the bus. A student may be suspended from riding the school bus for up to 10 consecutive school days. If a student is suspended from riding the bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 school days for safety reasons.

Should disciplinary action include removing a student from the bus, prior to removing any student from the school bus during the regular school day, the authorized administrator shall make reasonable efforts to notify the parents by telephone and take any other steps reasonably necessary to ensure the safety of the student being removed from the school bus.

Students who are suspended from the bus and who do not have alternative transportation to school will be provided the opportunity to make up any missed work for full academic credit. It is the responsibility of the student's parent to notify the school principal or other administrator that the student does not have alternative transportation to school to ensure the student receives appropriate make up work.

For more information, please refer to [Board Policy 7:190, Student Behavior](#), and [Board Policy 7:220, Bus Conduct](#).

### Harassment Policy and Report Procedure

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

The District prohibits any conduct that harasses or intimidates students, whether that conduct is student-to-student or employee/agent-to-student, on the basis of actual or perceived protected: 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 or intimidating conduct, 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.

It is the express policy of CUSD 303 to encourage victims of harassment, including but not limited to sexual and/or disability-based harassment, to report with such claims. In order to conduct an immediate investigation, any incident of harassment must be reported as quickly as possible.

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

#### Nondiscrimination Coordinator:

Name: Mr. Mark Moore, Assistant Superintendent for Leadership (6-12) and Administrative Services  
Address: 201 South 7th Street, St. Charles, IL 60174  
Email: mark.moore@d303.org  
Telephone: (331) 228-2000

#### Complaint Managers:

Name: Mrs. Jan Geier, Assistant Superintendent for Leadership (K-5) and School Improvement  
Name: Mr. Mark Moore, Assistant Superintendent for Leadership (6-12) and Administrative Services  
Address: 201 South 7th Street, St. Charles, IL 60174  
Email: jan.geier@303.org or mark.moore@d303.org  
Telephone: (331) 228-2000

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

## Preventing Bullying, Intimidation, and Harassment

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

### 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 goals.

Bullying 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. This paragraph (item #4)



applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

### **Definitions** (from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7))

*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:

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

*Cyber-bullying* 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. Cyber-bullying 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. Cyber-bullying 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.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### **Bullying Prevention and Response Plan**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b)1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Managers or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual

or threatened bullying is encouraged to report it to the District Complaint Managers or any staff member. Anonymous reports are also accepted.

### **Complaint Managers:**

Mrs. Jan Geier, Assistant Superintendent for Leadership (K-5) and School Improvement,  
201 S 7th Street  
St. Charles, IL, 60174  
email: jan.geier@d303.org  
phone: 331-228-2000

Mr. Mark Moore, Assistant Superintendent for Leadership (6-12) and Administrative Services,  
201 S. 7th Street  
St. Charles, IL 60174  
email: mark.moore@d303.org  
phone: 331-228-2000

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and

standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The District's bullying prevention plan must be consistent with other Board policies.

## Notification Regarding Student Accounts on Social Networking Websites

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

Pursuant to the *Right to Privacy in the School Setting Act* (105 ILCS 75/):

1. 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.
2. 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.

## Discipline Procedures

### Discipline Philosophy

It is the sincere desire of the School Board that each student practice self-discipline, so that disciplinary action by teachers, administrators, and the School Board may be avoided. In order to provide a fair and equitable system for the administration of discipline in our schools, the School Board has approved the following disciplinary guidelines and Board Policies that govern student behavior and discipline in the District's schools. It is the desire of Community Unit School District 303 (CUSD 303) to promote positive citizenship and a constructive school environment. Parents will be notified regarding discipline, which may be employed to achieve desired behavioral results. In addition, when additional intervention and/or remediation is required, various support personnel may be involved in those efforts.

The School Board's discipline policies and these discipline procedures are in effect 24-hours per day throughout the calendar year when students are on school property, on a school bus, on the way to or from school or a school-related function, at a school related function, or when students represent the school. The Discipline Procedures will be available to parents and students online as part of the registration process at the beginning of the school year or when a student transfers from a school outside of the District, as well as on the CUSD 303 website. [Board Policy 7:190, Student Behavior](#), and all other applicable discipline policies and procedures, are available on the CUSD 303 website (<http://district.d303.org/>).

In all matters relating to the discipline in and conduct of the schools and the school children, CUSD 303 administrators, teachers, and employees stand in the relation of parents and guardians to the pupils ("*in loco parentis*"). This relationship shall extend to all activities connected with the school program, including all athletic and extra-curricular programs, and may be exercised at any time for the safety and supervision of the students in the absence of their parents or guardians. Most often when situations arise, discipline is first sought through the teacher-student relationship developed in the classroom. We believe that early parental involvement is an important element of the disciplinary process. A strong effort will be made to contact and work with parents prior to disciplinary action. In the course of investigating school misconduct, staff may interview students without parent notification. Parents will be notified regarding discipline and any administrative recommendation for expulsion as provided by law. CUSD 303 reserves the right to complete any disciplinary procedure even if a student withdraws from school.

### Classroom Environment

Teachers are to maintain an appropriate classroom environment that allows all students to have access to instruction. 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 licensed educational employees, and any other person, 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.

### Prohibited Student Conduct

Students are expected to behave appropriately in school, on school property (including on school transportation), and at school-related activities and events at all times. School administrators are authorized to discipline students for violations of school rules and gross disobedience or misconduct as set forth in [Board Policy 7:190, Student Behavior](#). Also see the Prohibited Student Behaviors Conduct and Disciplinary Actions chart included below. Please be aware that School Board policy supersedes information provided in Student Handbooks.

## Disciplinary Actions

These disciplinary guidelines and the decision as to the scope of the disciplinary action issued as a result of a student's violation of school rules or gross disobedience or misconduct are at the discretion of school administrators, giving due respect to the extent of past infractions, mitigating circumstances, previous interventions by the school, and the willfulness of the violation. At their discretion, school administrators retain the right to withhold or revoke the privilege to attend school dances, athletic events, recess or other unstructured time (i.e., restricting passing periods, restricting before and/or after school unstructured time, etc.). In addition, participation in extra-curricular events may be restricted as an extension of their disciplinary intervention. Any disciplinary infractions not specifically listed in these guidelines shall be dealt with on an individual basis by school administration. While the information below details possible disciplinary consequences for particular acts, school administrators may implement such discipline on a case-by-case basis as they determine appropriate based on the individual circumstances present. Moreover, the list of possible disciplinary violations listed below is not exhaustive. Any student misconduct which, in the administration's judgment, constitutes gross disobedience or misconduct is subject to discipline, including suspension or expulsion from school. Also see the Prohibited Student Behaviors Conduct and Disciplinary Actions chart included below. Please be aware that School Board policy supersedes information provided in Student Handbooks.

Disciplinary action will be determined by a review of the severity, nature, and circumstances of the incident, as well as the student's disciplinary history, on a case-by-case basis and may include, without limitation, any of the following consequences pursuant to [Board Policy 7:190, Student Behavior](#):

- Warning
- Notifying Parent/Guardian
- Parent/Guardian Conference
- Loss of Privileges
- Temporary Removal from Class
- Schedule Change
- Teacher Assigned Detention
- AM or PM Assignments
- Saturday School
- In-Building Suspension
- Seizure of contraband or confiscation and temporary retention of personal property in violation of Board policy or school rules
- Return of property or full restitution to the District or the person or entity for lost, stolen, or damaged property
- Community service
- Suspension of bus riding privileges, in accordance with [Board Policy 7:220, Bus Conduct](#)
- Notifying law enforcement
- Participation in Intervention for Drug/Alcohol/Tobacco Violation (IDATV), a drug/alcohol/tobacco educational and assessment program
- Suspension from school and all school activities for up to 10 days, in accordance with [Board Policy 7:200, Suspension Procedures](#)
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, in accordance with [Board Policy 7:210, Expulsion Procedures](#)

## Disciplinary Actions Defined

### Community Service

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

### Detention

Detention is a period of time to be made up before school, at lunch, or after school, supervised by a staff member. Students are provided one day advance notice in order to arrange transportation when necessary. Time in detention may include completing academic work and/or a self-evaluation or written reflection relating to the disciplinary incident.

### Expulsion

Expulsion is the removal of a student from school and all school activities with possible loss of credit. An expulsion may be imposed for a definite period of time not to exceed two (2) calendar years from the date of the student's expulsion by the School Board. School administration will provide notification of the recommendation for expulsion to the student's parent and expulsion hearing before the School Board or its appointed hearing officer, consistent with [Board Policy 7:210, Expulsion Procedures](#). An expelled student is prohibited from being on school grounds and at school activities. A student who is subject to expulsion may be eligible for transfer to an alternative school program.

### In Building Suspension (IBS)

A student may be temporarily removed from a class or classes by the building administrator for one period or more. Time in In-Building Suspension may include completing academic work, a self-evaluation or written reflection relating to the disciplinary incident, and/or access to student support services. The student will have the opportunity to complete all academic assignments, quizzes, and tests for credit. Arrangements for school work to be completed during In-Building Suspension will be made by the school administration; however, not all educational experiences can be duplicated and all school work may not be able to be completed during In-Building Suspension. The student will have the opportunity to make up school work that cannot be completed during In-Building Suspension and it is the responsibility of the student to make arrangements for completing the school work. The student must complete the assignments, quizzes, and tests in the number of days equal to the length of time in In-Building Suspension. Incomplete work or failure to complete and turn in the work within the time required may result in a lowering of grades.

### Notification of Law Enforcement

In addition to school discipline, the administration has the discretion to contact law enforcement for any student disciplinary infraction. This law enforcement referral may include contacting the St. Charles Police, or other appropriate law enforcement authorities regarding a situation involving a CUSD 303 student. Based on the information provided, the law enforcement authorities determine the appropriate next step. CUSD 303 reserves the right to discipline a student, in addition to any actions taken by law enforcement.

### Out-of-School Suspension

Out-of-school suspension is the temporary removal of a student from school and all school activities by the building administration for a period not to exceed ten (10) consecutive school days. School administration will provide notification of an out-of-school suspension to the student's parent, including a written statement of the reason(s) for the suspension and an explanation of the parent's right of review of the suspension. First, parents are encouraged to contact the building principal to schedule a meeting to review the



suspension. If resolution is not reached at the building level, a parent is entitled to have the suspension reviewed by the School Board or its appointed hearing officer, consistent with [Board Policy 7:200, Suspension Procedures](#).

Suspended students are not permitted on school grounds or at school activities. Students will have the opportunity to complete all academic assignments, quizzes, and tests for credit. Arrangements for accessing academic work during suspension will be made by the school administration; however, not all educational experiences can be duplicated during the period of the student’s suspension. Completing and turning in all completed school work is the responsibility of the student. Students must complete assignments, quizzes, and tests in the number of days equal to the length of the suspension. Incomplete work or failure to complete and turn in the work within the time required may result in a lowering of grades.

### Parent/Guardian Contact

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

### Parent/Guardian Conference

A staff member or administrator may request a parent/guardian conference regarding a student disciplinary matter. Depending on several factors, including but not limited to the nature of the incident and the age of the student, the student may or may not be present for all or part the conference.

### PMA/AMA (PM/AM Assignments)

PM/AM Assignment is a designated time before or after school where the student will complete school work under the supervision of a staff member. Students have the responsibility to bring work and materials to be productive during the allotted time. Students are provided one day advance notice in order to arrange transportation when necessary. Time in PM/AM Assignment may include completing academic work and/or a self-evaluation or written reflection relating to the disciplinary incident.

### Saturday School (SS)

Saturday School will be held periodically throughout the school year as determined by the school. Students are to enter the building through the main entrance, and will be escorted to a designated room by the program supervisor. The student is responsible for transportation to and from the school for Saturday School. Time in Saturday School may include completing academic work and/or a self-evaluation or written reflection relating to the specific instance of misconduct. Students must bring all school work, including textbooks and any other necessary materials, with them in order to complete school work during Saturday School.

Students must remain in the Saturday School for the entire duration of the time. There is no release for lunch, however, students are permitted to bring a snack and water. Failure to attend, students who arrive late, and failure to adhere to school and classroom rules and behavior expectations while serving Saturday School may result in further disciplinary consequences.

## Alternative Intervention Programs

### Early Identification of Aggressive Behavior

Aggressive Behavior is defined as words and/or actions towards another, oneself, or property, of a forceful, hostile, injurious, or destructive nature. Students who have demonstrated aggressive behavior including, but not limited to bullying, shall be referred to the building administrator. The building administration will

promptly notify the student’s parent or guardian of the referral and shall attempt to schedule a parent-teacher conference to discuss the referral and to recommend available early intervention procedures as deemed reasonably appropriate and available through CUSD 303 and other community-based resources. The CUSD 303 interventions may include, but are not limited to, a referral to the School Counselor, Student Assistance Counselor, Social Worker, or student support personnel.

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

CUSD 303 believes that it has an important role, along with parents and other members of the community, in helping students make responsible decisions about the use of drugs, alcohol, and/or tobacco. Our primary objective is to facilitate the development of appropriate attitude and behavior. Students, as well as other members of the community, often need education and support to help them obtain the objective.

IDATV is a drug/alcohol/tobacco educational and assessment program that is offered by CUSD 303 to students for all occurrences of drug, alcohol, look-alike, paraphernalia, and tobacco-related offenses. The purpose of the IDATV program is to allow a student and his/her family the opportunity to receive assistance in addressing the attitude and behaviors that contributed to his/her drug, alcohol, and/or tobacco violation. When IDATV is available to a student, the school administration will provide information regarding the program to the student and his/her family.

### Intervention Program

CUSD 303 is concerned with the full and harmonious development of the whole person. The ultimate emphasis is placed on the individual student to assume great responsibility and to actively pursue growth as an individual. CUSD 303 recognizes that there are attitudinal, behavioral, and/or medical issues that may obstruct the realization of this goal. Whenever possible, additional support personnel are contacted to provide assistance to the student.

### Corporal Punishment

It is the policy of the School Board as well as Illinois law that corporal punishment shall 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.

### Misconduct by Students with Disabilities

#### Discipline of Students with Disabilities

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

The District shall comply with the *Individuals with Disabilities Education Act*, Section 504 of the *Rehabilitation Act of 1973*, and the Illinois State Board of Education’s Regulations when disciplining students with disabilities. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student’s gross disobedience or



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misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

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

## **Prohibited Student Conduct and Disciplinary Actions Chart**

Students are expected to behave appropriately in school, on school property (including on school transportation), and at school-related activities and events at all times. School administrators are authorized to discipline students for violations of school rules and gross disobedience or misconduct as set forth in [Board Policy 7:190, Student Behavior](#).

These disciplinary guidelines and the decision as to the scope of the disciplinary action issued as a result of a student’s violation of school rules or gross disobedience or misconduct are at the discretion of school administrators, giving due respect to the extent of past infractions, mitigating circumstances, previous interventions by the school, and the willfulness of the violation. At their discretion, school administrators retain the right to withhold or revoke the privilege to attend school dances, athletic events, recess or other unstructured time (i.e., restricting passing periods, restricting before and/or after school unstructured time, etc.). In addition, participation in extra-curricular events may be restricted as an extension of their disciplinary intervention. Any disciplinary infractions not specifically listed in these guidelines shall be dealt with on an individual basis by school administration. While the information below details possible disciplinary consequences for particular acts, school administrators may implement such discipline on a case-by-case basis as they determine appropriate based on the individual circumstances present. Moreover, the list of possible disciplinary violations listed below is not exhaustive. Any student misconduct which, in the administration’s judgment, constitutes gross disobedience or misconduct is subject to discipline, including suspension or expulsion from school. Please be aware that School Board policy supersedes information provided in Student Handbooks.

Disciplinary action will be determined by a review of the severity, nature, and circumstances of the incident or violation, as well as the student’s disciplinary history, on a case-by-case basis and may include, without limitation, any of the listed consequences. In addition, other interventions also may be issued, including, but not limited to, referral to student support personnel.

<b>PROHIBITED CONDUCT</b>	<b>DISCIPLINARY ACTIONS</b>
<p><b>ACADEMIC DISHONESTY</b> Academic dishonesty includes but is not limited to cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.</p> <p>Cheating includes using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher.</p> <p>Plagiarism includes the intentional or unintentional use of ideas or work from another writer, speaker, or artist without giving proper credit.</p>	<p>Academic Consequences: Each occurrence will be evaluated by the classroom teacher and his/her immediate supervisor. Specific offenses, depending on their nature, may result in increasingly severe consequences including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Teacher, student, parent conference</li> <li>• Loss of credit for the assignment, exam, etc.</li> <li>• Completion of an alternate assignment</li> </ul> <p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> </ul>

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	<ul style="list-style-type: none"> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>ASSAULT/BATTERY ON STAFF</b>          Assault is knowingly engaging in conduct that places a staff member in reasonable apprehension of receiving a battery. Anyone who encourages or directs another to commit an assault may be subject to the same disciplinary action as is the person who commits the assault.</p> <p>Battery is an individual knowingly causing bodily harm to a staff member or making physical contact of an insulting or provoking nature. Anyone who encourages or directs another to commit battery may be subject to the same disciplinary action as is the person who commits the battery.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>ASSAULT/BATTERY ON STUDENTS (FIGHTING)</b>          Assault is when a student knowingly engages in conduct that places another student in reasonable apprehension of receiving a battery. Battery is when a student knowingly, by any means, causes bodily harm to another student or makes physical contact of an insulting or provoking nature. Anyone who encourages or directs another to commit an assault and/or battery may be subject to the same disciplinary action as is the person who commits the assault and/or battery.</p> <p>The threat or use of physical force by any student is not permitted under any circumstances. If physically assaulted and/or battered by another student, the assaulted and/or battered student is expected to seek assistance from school staff and limit their physical response solely to the minimum physical contact necessary to protect their physical safety. Physical contact, even if taken in self-defense, may constitute physical battery if the response exceeds that contact necessary to protect one's physical safety.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>ATTENDANCE: Class Tardy (including Study Hall)</b>          Students must be in the classroom when the bell rings. Students who arrive in the classroom after</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <p>1st-3rd Tardies:</p>

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<p>the bell rings are tardy. Students who arrive more than 5 minutes late may be considered unexcused.</p> <p>Students are expected to be on time for all class periods. In the event that there is inclement weather or a late bus arrival, the appropriate announcement will be made to allow accommodations for the affected students.</p>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Detention assigned by educator</li> </ul> <p>4 or more Tardies:</p> <ul style="list-style-type: none"> <li>• Loss of Privileges</li> <li>• Community service</li> <li>• AM or PM Assignments, Saturday School, or In-Building Suspension</li> </ul> <p>Other attendance interventions also may be issued, including, but not limited to, referral to student support personnel or outside support agencies. Notification to Kane County Truancy and/or local law enforcement, if applicable.</p>
<p><b>ATTENDANCE: Unexcused Absence: Class Period (including Study Hall)</b> An absence from class for a reason other than those listed as excused absences or an absence from class not authorized by the Superintendent or designee. Students arriving more than 5 minutes late to class may be considered unexcused.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Community Service</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> </ul> <p>Other attendance interventions also may be issued, including, but not limited to, referral to student support personnel or outside support agencies. Notification to Kane County Truancy and/or local law enforcement, if applicable.</p>
<p><b>ATTENDANCE: Unexcused Absence: All Day</b> An absence from school for a reason other than those listed as excused absences or an absence not authorized by the Superintendent or designee.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Community Service</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> </ul> <p>Other attendance interventions also may be issued, including, but not limited to, referral to student support personnel or outside support</p>

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	<p>agencies. Notification to Kane County Truancy and/or local law enforcement, if applicable.</p>
<p><b>ATTENDANCE: Manipulation</b>          Attempting to represent a parent/guardian through a phone call or writing, or the altering/forging of passes, teacher or parent/guardian notes, or other school/school related documents (e.g., health care provider note) for the purpose of being absent from class or school.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul> <p>Other attendance interventions also may be issued, including, but not limited to, referral to student support personnel or outside support agencies. Notification to Kane County Truancy and/or local law enforcement, if applicable.</p>
<p><b>BOMB THREAT</b>          Participating in any bomb threat, or falsely reporting to another the presence of or intention to place a bomb, explosive, or incendiary device that would affect any school property, school activities, or school-related or sponsored functions, or any other functions that would have an adverse impact on the school environment.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>BULLYING, INTIMIDATION, AND HARASSMENT</b>          Please refer to <a href="#">Board Policy 7:180, Preventing Bullying, Intimidation and Harassment</a>, for more information.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> </ul>

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<p><i>Bullying</i> includes <i>cyber-bullying</i> 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:</p> <ol style="list-style-type: none"> <li>1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;</li> <li>2. Causing a substantially detrimental effect on the student's or students' physical or mental health;</li> <li>3. Substantially interfering with the student's or students' academic performance; or</li> <li>4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.</li> </ol>	<ul style="list-style-type: none"> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>CAMPUS VIOLATIONS AND TRESPASS</b>          Upon arrival to school regardless of the means of transportation (i.e., car, bus, walking), students are required to remain on campus and must report to designated and supervised areas. Students are not permitted to leave school grounds without first receiving written permission from the attendance/dean's office. Once school begins, students shall not enter parking lots or other "off limits" areas without prior written permission from the attendance/dean's office. Students shall not loiter at any time in restrooms, parking lots, and "off limits" areas. "Off limits" areas include, but are not limited to, locker rooms, alcoves, construction areas, and any area other than that listed on the student's schedule. Further, students may not be on other CUSD 303 campuses during the school day without permission.</p> <p>Entering on to school property or school facilities without proper authorization shall be deemed trespassing. This includes when a student is suspended or expelled from school.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>COMPUTER / TECHNOLOGICAL / TELECOMMUNICATIONS VIOLATION</b>          Please refer to <a href="#">Board Policy 6:235, Access to Electronic Networks</a>, and other applicable policies and procedures for more information.</p> <p>Unacceptable use of technology includes, but is not limited to:</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> </ul>

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<ul style="list-style-type: none"> <li>• participation in any activity which is in violation of federal or state law or CUSD 303 Board Policy</li> <li>• interference with or disruption of computer or network services or equipment</li> <li>• participation in the acquisition, creation or distribution of materials which are obscene or pornographic in nature, or which are discriminatory or derisive to any person or group of persons based upon race, gender, age, disability, or any other characteristic protected by law</li> <li>• participation in the acquisition, creation or distribution of advertising, computer worms or viruses, chain letters or other messages/files that could cause congestion on or failure of any computer equipment or network</li> <li>• making unauthorized entries to any computer, network, files, database or communications channels</li> <li>• alteration, damage or destruction of any cabling, hardware, software or data</li> <li>• accessing, using, or possessing unauthorized or illegally obtained hardware, software, or data</li> <li>• engagement in activity that does not meet the intended purpose of the network</li> <li>• installation of software by persons not authorized by CUSD 303 Information Technology Services department</li> <li>• unauthorized attempts to disable or to bypass the district’s technology protection measures</li> <li>• externally publishing or uploading to a website names, images, personal addresses or phone numbers of students or staff, without the express written permission of each staff member, and parent of the student, that substantially disrupts school operation or the education of others</li> </ul>	<ul style="list-style-type: none"> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>PROHIBITED ELECTRONIC DEVICES</b> Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction. Using or possessing an</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> </ul>



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<p>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.</p> <p>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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals or (d) it is used during the student’s lunch period or commons area during non-instructional time.</p>	<ul style="list-style-type: none"> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>DESTRUCTION OF PROPERTY OR VANDALISM</b></p> <p>Purposefully damaging, destroying, or otherwise defacing school property or other students’ property, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>DRUGS, LOOK-ALIKE DRUGS, TOBACCO, ALCOHOL, AND INTOXICATING COMPOUNDS</b></p> <p>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</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> </ul>



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.

Tobacco Products:

Students shall be prohibited from using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes. The possession of tobacco shall be prohibited on school property at all times. Tobacco products as well as matches, lighters, etc. shall be surrendered to a staff member upon request.

Alcohol:

Students shall be prohibited from 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.

Drugs, Look-alike Drugs, Performance Enhancing Substances, Prescription Drugs, and Drug Paraphernalia:

Students shall be prohibited from using, possessing, distributing, purchasing, selling, or offering to sell:

- Any illegal drug, controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
- Any anabolic steroid unless being administered in accordance with a physician’s 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’s 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

- Schedule Change
- Detention, AM or PM Assignments, Saturday School, or In-Building Suspension
- Seizure of Contraband
- Restitution to District or Harmed Individual
- Community Service
- Suspension of Bus Riding Privileges
- Notification to Law Enforcement
- Intervention Program
- IDATV
- Out-of-School Suspension
- Recommendation for Expulsion

<p>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.</p> <ul style="list-style-type: none"><li>• Any inhalant or other substance, 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.</li><li>• 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.</li><li>• “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.</li><li>• 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.</li></ul>	
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<p><u>Under the Influence:</u> 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.</p> <p><u>Distribution of Drugs:</u> Distribution of drugs includes: possession of drugs packaged for the delivery or sale of drugs, distribution of drugs, or soliciting for the sale of drugs. This includes any drugs prohibited by this policy.</p>	
<p><b>FAILURE TO SERVE ASSIGNED DISCIPLINARY CONSEQUENCE</b> Students who fail to serve an assigned disciplinary consequence (including, but not limited to, detention, AM/PM assignment, Saturday school, in-building suspension, or community service) may be subject to further disciplinary consequences, in addition to making up the missed disciplinary consequences, unless the student was properly excused. If the student was properly excused, the student will be required to make up the assigned disciplinary consequence.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Community Service</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> </ul>
<p><b>FALSE FIRE ALARM</b> Participating in any false fire alarm, or tampering with or activating an alarm for a purpose other than the intended purpose of the alarm.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>FIREWORKS, SMOKE BOMBS, OR LIKE DEVICES</b> Students are prohibited from using, possessing, or distributing any and all fireworks, smoke bombs, or any other similar device. All fireworks, smoke bombs, or any other similar devices will</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> </ul>

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<p>be seized by school staff and provided to law enforcement.</p>	<ul style="list-style-type: none"> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>GAMBLING</b> Participation in games of chance for the purpose of exchanging money or something of value is strictly prohibited. Money or other items of value will be seized by school staff and provided to law enforcement.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>GANGS, GANG RELATED ACTIVITIES, AND SECRET SOCIETIES</b> Students are prohibited from participating in a gang or secret society or any gang or secret society related-activities while on school property, riding school buses, or while attending school sponsored events. Gang or secret society activity includes, but is not limited to, activities that involve or relate to criminal practices to exhibit or display intimidation or threatening behavior toward others; to inflict personal injury or violence on any person; to commit vandalism, extortion, or theft; to promote gang or secret society presence through display of gang or secret society symbols or paraphernalia, graffiti, or colors; to commit illegal acts; or to violate school rules regarding gangs or secret society or solicitation of other students to further gang or secret society goals or activities.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> </ul>

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<p>Students:</p> <ul style="list-style-type: none"> <li>• May not wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things that may be viewed as evidence of membership or affiliation in any gang or secret society. Examples of gang identifiers include: stars, arrows, pitchforks, 5 or 6 point crowns, swastikas, and dice.</li> <li>• May not solicit membership, request payment of dues, insurance, or other forms of protection from any group or individual.</li> <li>• May not intimidate or threaten any individual, and/or incite others to participate in any form of physical violence involving persons or property.</li> <li>• May not use speech or any other non-verbal gestures, writing, or drawings to show membership or affiliation to a gang or secret society.</li> </ul> <p>The CUSD 303 administration staff retains full discretion to add further examples of prohibited gang identifiers and may designate any color, combination of colors, sports team apparel, or certain apparel and accessories as gang or secret society identifiers.</p>	<ul style="list-style-type: none"> <li>• Recommendation for Expulsion</li> </ul>
<p><b>HAZING</b> Hazing includes but is not limited to creating the risk of harm, actual harm, embarrasses, humiliates, or otherwise degrades a student or students. Hazing occurs when:</p> <ul style="list-style-type: none"> <li>• One or more students acts against or is coerced to act against another student or students for the purpose of allowing affiliation with and/or participation in any team, club, grade level, or organization.</li> <li>• The behavior is a condition of participation in any team, club, grade level activity, or organization.</li> </ul> <p>Hazing also may include behaviors that might also be identified as "bullying," "aggressive behavior," "harassment," or "sexual harassment," or other category.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>

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<p><b>I.D. CARDS</b>                  All students in grades 6-12 are required to wear their school I.D. cards at all times during the school day. Students are also expected to display them upon request of any staff member at any time, including at school-related activities.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> </ul>
<p><b>INSUBORDINATION AND GROSS INSUBORDINATION</b>                  Students are prohibited from disobeying the rules of student conduct or the directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, refusal to identify self, refusal to present identification, refusal to submit to a search, causing a disruption of normal processes, and any verbal abuse, profanity, or vulgarity directed at staff.</p> <p>Gross insubordination occurs when a student refuses a directive resulting in the endangerment of the health/safety/well-being of the student or others. Examples include all of the above examples and aggressive behavior or volatility expressed towards staff, students, or school property. The determination of gross insubordination is within the discretion of the administrative staff.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>MOB ACTION/RIOT</b>                  A student commits mob action when he or she engages in any of the following: (1) the knowing or reckless use of force or violence disturbing the public peace by 2 or more students acting together and without authority of law; (2) the knowing assembly of 2 or more students with the intent to commit or facilitate the commission of a felony or misdemeanor; or (3) the knowing assembly of 2 or more students, without authority of law, for the purpose of doing violence to the person or property of anyone supposed to have been guilty of a violation of the law, or for the purpose of exercising correctional powers or regulative powers over any person by violence.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>

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<p><b>PARKING VIOLATION</b> Students are not permitted to park on school grounds anywhere other than their assigned spot on their assigned day with their hang tag or other parking pass visibly displayed.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Community Service</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> </ul> <p>Loss of privileges includes but is not limited to suspension or complete loss of parking privileges. In addition, a student’s vehicle may be towed.</p>
<p><b>PROFANITY AND VULGARITY</b> Language, written or spoken, objects, and/or gestures that are obscene, abusive, inappropriate, or discriminatory and/or that can be found to be offensive to the commonly accepted standards of decency.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>PUBLIC DISPLAY OF AFFECTION (“PDA”)</b> PDA is defined as displays of affection that are embarrassing or offensive to a reasonable student and/or adult.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Community Service</li> <li>• Intervention Program</li> </ul>
<p><b>SAFETY VIOLATION</b> Conduct that endangers the safety of self or others (including students, staff, school</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> </ul>



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<p>community, school property). Examples include but are not limited to: carrying lighters, matches, sharp objects, knives, horseplay, pranks, etc.</p>	<ul style="list-style-type: none"> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>SEXUAL ACTIVITY</b> Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>SEXUAL HARASSMENT</b> Sexual harassment of students is prohibited. Any person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student’s academic status; or has the purpose or effect of:</p> <ul style="list-style-type: none"> <li>• Substantially interfering with a student’s educational environment;</li> </ul>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> </ul>



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<ul style="list-style-type: none"> <li>• Creating an intimidating, hostile, or offensive educational environment;</li> <li>• Depriving a student of educational aid, benefits, services, or treatment; or</li> <li>• Making submission to or rejection of such conduct the basis for academic decisions affecting a student.</li> </ul> <p>Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action. No student may retaliate against any person who reports alleged sexual harassment or who testifies, assists, or participates in any investigation, proceeding or hearing related to sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.</p>	<ul style="list-style-type: none"> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>THEFT OR POSSESSION OF LOST OR STOLEN ARTICLES</b></p> <p>Students are not to knowingly have the property of others in their possession without the permission of the owner. Any articles that are found by a student that do not belong to him/her should be turned in immediately to the school office.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>THREATS, INCLUDING INTERNET THREATS</b></p> <p>A threat consists of a communication that can be reasonably interpreted as threatening to the safety and/or security of the school, student, or school employee. Students are prohibited from making an explicit threat against a school employee, student, or any school-related personnel, or groups of the above.</p> <p>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</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> </ul>

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<p>threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.</p> <p>Anyone who encourages or directs another to make, or participates in making, a threat against the school, student, or school employee may be subject to the same disciplinary action as is the person making the threat.</p> <p>Threats also may include behaviors that might also be identified as "bullying," "cyberbullying," "aggressive behavior," "harassment," or "sexual harassment", or other category.</p>	<ul style="list-style-type: none"> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>TRANSPORTATION VIOLATION TO AN OFFSITE EDUCATIONAL PROGRAM</b>                  Students are expected to ride the bus when one is provided for transportation to and from the home school to the educational program. If it is necessary for a student to drive to this offsite location, that student must:</p> <ul style="list-style-type: none"> <li>• Obtain a driving permit from the specialty teacher involved.</li> <li>• Obtain signatures from all designated persons.</li> <li>• Follow the bus to and from their home school</li> <li>• (unless permission is granted otherwise).</li> <li>• Refrain from carrying passengers.</li> </ul> <p>This policy is in effect for all participating schools where students are normally bussed to the offsite location.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>VERBAL CONFRONTATION</b>                  A face-to-face hostile disagreement resulting in one or more individuals feeling fearful, belittled, intimidated, or disrespected.</p>	<p>Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> </ul>

**DISTRICT 303 ADDENDUM TO STUDENT HANDBOOKS**

	<ul style="list-style-type: none"> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>
<p><b>WEAPONS</b>          Students are prohibited from bringing, possessing, and/or exchanging 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:</p> <p><b>Section 1.</b>          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).</p> <p><b>Section 2.</b>          A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look a-likes” of any firearm as defined above.</p>	<p>For All Occurrences Under Section 1:</p> <ul style="list-style-type: none"> <li>• Notification of Parent/Guardian</li> <li>• 10 Day Out-of-School Suspension</li> <li>• Police Referral</li> <li>• Recommendation for Expulsion for a period not less than one year</li> </ul> <p>In Section 2, Disciplinary consequences may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Notification of Parent/Guardian</li> <li>• Conference with Parent/Guardian</li> <li>• Loss of Privileges</li> <li>• Temporary Removal from Class</li> <li>• Schedule Change</li> <li>• Detention, AM or PM Assignments, Saturday School, or In-Building Suspension</li> <li>• Seizure of Contraband</li> <li>• Restitution to District or Harmed Individual</li> <li>• Community Service</li> <li>• Suspension of Bus Riding Privileges</li> <li>• Notification to Law Enforcement</li> <li>• Intervention Program</li> <li>• Out-of-School Suspension</li> <li>• Recommendation for Expulsion</li> </ul>

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

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

### Statement of Philosophy

The School Board recognizes that participation in school activities is a privilege. Students participating in sports or extracurricular activities are expected to be an honorable representative of District 303 at all times in appearance, language, conduct and attitude. District 303 strongly discourages students from attending parties and other functions where behavior may jeopardize their individual, team, or organization's reputation. Any violation of the Code of Conduct may result in permanent removal from team/group membership.

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

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

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

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

Based on the above, the following expectations are that:

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

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

### Violation Penalties

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

### Voluntary Admission Clause

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

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**Appeal Process**

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

<b>VIOLATION</b>	<b>CONSEQUENCE</b>
<p><b><u>CATEGORY "A" VIOLATIONS</u></b>                      A category "A" violation has occurred when a participant possesses, actively seeks, solicits, supplies, uses or is under the influence of tobacco, alcohol, steroids, other illegal drugs, look-alike drugs, prescription drugs without a prescription or possesses drug-related paraphernalia.</p>	<p><b><u>1ST OFFENSE</u></b>                      Interscholastic Athletics and Activities: The participant will be suspended from 50% of contests/events (this also includes post-season tournaments). During this period, the participant may practice or attend meetings. If the 50% suspension continues past the conclusion of the season, the penalty will be enforced at the beginning of the next season of participation.</p> <p>Non-Interscholastic Activities: The student will be suspended from 50% of all activities. During this time period, the student may not attend meetings or competitions. If the suspension continues past the conclusion of school year, the penalty will be enforced at the beginning of the next school year.</p> <p>The penalty of 50% may be reduced to 25% if all of the following two (2) conditions are fulfilled*:                      1. The student and parent's request, within 5 school days of the violation ruling, that they wish to avail themselves of the "service learning" option.                      2. The student successfully completes both the "service learning" component and the school approved substance abuse program (at the participants own expense) as monitored by the Student Assistance Coordinator.</p> <p>*Failure to complete all of these conditions will result in the reinstatement of the original consequence.</p>
	<p><b><u>2ND OFFENSE</u></b>                      Interscholastic Athletics and Activities/Non-Interscholastic Activities: The participant is suspended from participation for one calendar year from the date of the violation. The participant must complete a substance abuse program recognized by the school at the participant's own expense in order to regain eligibility one year from the date of the violation.</p>
	<p><b><u>3RD OFFENSE</u></b>                      Interscholastic Athletics and Activities/Non-Interscholastic Activities: Eligibility is terminated immediately for the remainder of the student's high school career.</p>
<p><b><u>CATEGORY "B" VIOLATIONS</u></b>                      When a participant violates the rights or property of others, or demonstrates inappropriate conduct which results in any of</p>	<p><b><u>1ST OFFENSE</u></b>                      Interscholastic Athletics and Activities: A violation will result in a suspension of up to 50% of the contests/events (this also includes post season tournaments). During this period, the participant may</p>

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<p>the following: a disciplinary action by the dean’s office, a police report, or an arrest.</p>	<p>practice or attend meetings. If the suspension continues past the conclusion of the season, the penalty will be enforced at the beginning of the next season of participation.</p> <p>Non-Interscholastic Activities: A violation will result in a suspension from participation for up to 50% of a calendar year. During this period the student may not attend meetings or competitions. If the suspension continues past the conclusion of school year, the penalty will be enforced at the beginning of the next school year.</p> <p>Reduction of the suspension may be reduced by participating in a school sponsored program. This option is offered at the discretion of the Athletic Director/Assistant Principal for Student Activities</p>
	<p><b><u>2ND OFFENSE</u></b>                  Interscholastic Athletics and Activities and Non-Interscholastic Activities: The participant is suspended for all practices, meetings, contests and events for one calendar year. If the suspension continues past the conclusion of school year, the penalty will be enforced at the beginning of the next school year.</p> <p>The penalty of one calendar year may be reduced to 6 months if the following two (2) conditions are met:</p> <ol style="list-style-type: none"> <li>1. The student and parent’s request, within 5 school days of the violation ruling, that they wish to avail themselves of the school approved program option.</li> <li>2. The student successfully completes the school approved program.</li> </ol>
	<p><b><u>3RD OFFENSE</u></b>                  Interscholastic Athletics and Activities and Non-Interscholastic Activities: The student is suspended from participating in athletics and activities for one year from the date of the violation. In order to reinstate eligibility for participation in athletics and activities the student must successfully complete a school approved program. Failure to complete the school approved program will result in the termination of eligibility for athletics and activities for the remainder of their high school career.</p>
<p><b><u>Other Misconduct</u></b>                  All other offenses will be referred to the Athletic Director/Assistant Principal for Activities.</p>	<p>Guidelines for Disciplinary Action Decisions of the Athletic Director/Assistant Principal for Activities.</p>

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