

## ***Discipline Policy - Suspension and Expulsion (revised 8/13/86, revised 6/10/98)***

### 1. General Policy

Gross disobedience or misconduct, which may lead to suspension or expulsion of a student pursuant to the provisions of Section 10-22.6 of the Illinois School Code, shall include any activity or behavior which might reasonably lead school authorities to forecast substantial disruption or material interference with school activities or which in fact is a substantial disruption or material interference with school activities, whether these activities take place in the school, on school property, on a school bus, or at a school sponsored function. Violation of rules leading to suspension may also subject a student to being prohibited from participation and/or attending activities taking place after school, parking his/her car on campus during or after the school day, usage of student lounges and/or commons areas, etc., for a period of time longer than the actual suspension from school.

District 205 does not permit corporal punishment. However, faculty and staff may use reasonable force as needed to maintain safety for others and remove a student from the classroom for disruptive behavior. Reasonable force means just that amount of force necessary to prevent harm. (8/17/88)

Detentions for Minor Infractions - Teachers may assign a detention to a student for a minor infraction. Every parent will be apprised of the Discipline Code at the beginning of the school year.

### 2. Definitions

#### a. Saturday Detention

Students may be offered Saturday detention in lieu of internal and external suspensions for minor infractions.

#### b. Suspensions

1. Internal suspension, or in-house suspension as it is sometimes referred to, means a student is to come to school but not to report to any of his classes. Students report to the internal suspension room where attendance is taken by the supervisor of the area. Students stay in the room for the school day and do homework for their classes. Up to 50% credit may be given for the work if the student's teachers feel it is of high enough quality. Internal suspension is an alternative to external suspension and students are normally assigned for no more than three days.

### B. *Discipline Policy - Suspension and Expulsion (revised 8/13/86) (contd.)*

2. There are two types of suspensions used in District 205, external and internal. External suspensions are issued as a result of major infractions of school rules. Students on external suspension are not allowed to come to school, report to any classes, or attend any school activities for the time of the suspension. A student can be given external suspension from one to ten days. Students suspended from school will not receive credit for homework, classroom work or unit or chapter tests while on suspension. If a student is suspended for four or more days, the guidance counselor, at the student's request, will make available to the student the academic work being covered during the suspension. No credit will be granted while the student is on suspension except for quarter and semester exams.

- c. Citizenship Probation  
Students who have accumulated a discipline record of major and minor infractions or an attendance record will be recommended for citizenship probation. If the student's behavior does not improve, alternate placement or expulsion may be considered.
- d. Placement in an Alternative Program  
Students who violate the terms of citizenship probation or who commit serious disciplinary code violations will be considered for alternate placement.
- e. Expulsion  
For serious and/or repeated major offenses, expulsion requires Board action and excludes students from school for a specified period of time. There is no option for make-up work. All transcripts and records will be marked accordingly. Students may be expelled up to two (2) calendar years for violating the weapons policy.
3. Off-Campus Misconduct  
Acts of gross disobedience or misconduct, infractions of the law or anti-social behavior occurring off school grounds and/or out of school hours which could have an effect on the general welfare of the school district, its students, teachers or other personnel may be subject to disciplinary action, including but not limited to, suspension and/or expulsion. (Adopted 3/11/98)
4. Offenses and Disciplinary Actions (Revised 6/9/04)  
Gross disobedience or misconduct, which may lead to suspension or expulsion of a student shall include, but is not limited to, the following activities or behavior:

<b>Offenses</b>	<b>Disciplinary Actions</b> (following conferences)
1. Possession and/or use of weapons, look alike weapons, or any instrument used as a weapon	Conference, suspension (10 days) and recommendation for expulsion for up to two (2) calendar years. Inform local police department.
2. Assault and/or Battery Assault is intentionally engaging in conduct (without physical contact) which places another in reasonable apprehension of bodily harm; includes threats and verbal assaults. Battery is intentionally causing bodily harm to another.	Conference, suspension (1-10 days) and possible referral to an alternative program and/or recommendation for expulsion. Inform local police department.
3. Damage to school, school property, or property of school personnel	Conference, suspension (10 days) and possible referral to an alternative program and/or recommendation for expulsion. Inform local police department. Payment of any damages.
4. Theft and/or possession of stolen property	Conference, suspension (10 days) and possible referral to an alternative program and/or recommendation for expulsion. Inform local police department. Make restitution for anything stolen.

5. False Fire Alarm	Conference, suspension (10 days) and possible referral to an alternative program and/or recommendation for expulsion. Inform local police department.
6. Setting a Fire	Conference, suspension (10 days) and possible referral to an alternative program and/or recommendation for expulsion. Inform local police department. Payment of any damages.
7. Possession of drug paraphernalia	<p>*1st Offense - Conference, suspension (10 days) and possible referral to an alternative program and/or recommendation for expulsion. Depending upon the nature of the substance, the local police department will be informed. *See 4.46C Drug Policy Alternative</p> <p>2nd Offense - 10 days suspension. Possible recommendation for expulsion. Depending upon the nature of the substance, the local police department will be informed.</p>
8. Sale or distribution of drugs, alcohol or look-alike substitute paraphernalia (drugs made of legal materials but resembling illegal street paraphernalia)	10-day suspension and recommendation to the Board of Education for expulsion. Inform local police department.
9. Possession and/or use of drugs, alcohol or look-alike drugs (drugs made of legal materials but resembling illegal street drugs)	<p>*1st Offense - Conference, suspension (10 days) and possible referral to an alternative program and recommendation for expulsion for up to one (1) year. The local police department will be informed.</p> <p>2nd Offense - 10 days suspension. Possible recommendation for expulsion. The local police department will be informed.</p>
10. Fighting--physical conflict between two or more individuals. a. Self-defense--non-aggressive action to prevent bodily harm. b. Retaliation--Aggressive action in reaction to particular conflict (getting even).	Conference, suspension (1-10 days) and possible referral to an alternative program and/or recommendation for expulsion. Involve local police department.
11. Intimidation and/or threats Engaging in behavior that prevents or discourages another student from attending classes or authorized school activities.	Conference, suspension (1-10 days) and possible referral to an alternative program and/or recommendation for expulsion. Inform local police department.
12. Extortion The obtaining of money or information from another by coercion or intimidation.	Conference, suspension (1-10 days) and possible referral to an alternative program and/or recommendation for expulsion. Inform local police department.
13. Trespassing (without permission on school property)	Conference, suspension (1-10 days) and possible referral to an alternative program and/or

	recommendation for expulsion.
14. Insubordination (refusal to obey established and well-defined rules and school regulations, or refusal to obey directions or instructions of school personnel). This includes being in an unauthorized area or leaving the campus during student's regular schedule and failure to report to detention or in-school suspension.	Conference, suspension (1-10 days) and possible referral to an alternative program and/or recommendation for expulsion.
15. Use of obscene (foul, filthy, repulsive, indecent, lewd) or profane language and gestures, or ethnic slurs	Suspension 1st offense 1-3 days 2nd offense 3-10 days
16. Forgery and/or possession of school forms or falsifying a phone call	Suspension 1st offense 1-3 days 2nd offense 3-10 days
17. Smoking and/or use of any tobacco product on campus, bus, or in the building. Students are not allowed to have smoking paraphernalia. Students are not allowed to have smoking paraphernalia on any school campus or at school events. This includes, but is not limited to, matches, lighters, cigarettes and/or any other tobacco product.	Suspension 1st offense - 2 days 2nd offense - 4 days 3rd offense - 6 days 4th offense - 8 days 5th offense - 10 days and thereafter
18. <b>DRESS</b> must reflect modesty and be appropriate for school and school-sponsored activities. Decent coverage of the body is expected. Dress/Clothing, which provoke disruption, are not allowed. The Principal or his/her designee will make the decision regarding whether dress/clothing is disruptive: skirts or shorts that are more than three inches above the knees and/or above fingertip length; halter tops, spandex bicycle shorts, pajamas, house shoes/skippers, and/or other revealing clothing. No heavy chains of any kind, including those used to secure a wallet. (6/9/04)	1st offense - clothing article taken and kept in dean's office until dismissal time.  Additional offenses - conference, suspension (1-10 days) and possible referral to an alternative program and/or recommendation for expulsion.
19. Book bags/duffel bags, and large brief cases in the classroom or cafeteria	1st offense - Dean warning 2nd offense - Conference, suspension (1-10 days)
20. Expensive personal items should not be worn or brought to school; the school is not responsible for their theft or loss.	
21. Gambling - Participating in games of chance with or for money or other things of value is prohibited on school property at any time unless approved by the Board of Education	1st offense - Dean warning, parent conference  2nd offense - Conference, suspension (1-10 days) and possible transfer to alternative program

(8/17/88)	or recommendation for expulsion.
22. <b>Sound Devices</b> (including, but not limited to, radios, CD players, cellular phones, and pagers) are to be turned off and kept in student lockers. They are to be used only before and/or after school outside of the building unless approved by the Board of Education (8/17/88) <b>(6/9/04)</b>	1st offense - Dean warning, confiscation of article, parent conference.  Subsequent Offenses - Conference, suspension (1-10 days), possible transfer to alternative program or recommendation for expulsion.
23. No I.D.	Suspension 1st offense - warning by dean 2nd offense - 1 day Additional offenses - 1-10 days

Final disposition of any case may result in recommended expulsion if the student has not made adequate and necessary adjustment.

The word “days” throughout the policy denotes school days. (8/17/88)

C. Enrollment of Transfer Students (4/10/02)

All transfer students serving terms of suspension or expulsion for any reason from any public or private out-of-State or Illinois school from which a student is transferring, must serve the entire duration of the suspension or expulsion before being admitted to School District 205. The Superintendent or designee may make exceptions on a case-by-case basis. Where an appropriate program is available, the District may, at its discretion, place the transfer student in an alternative program for the duration of the student’s suspension or expulsion.

D. Drug Policy Alternative to Suspension/Expulsion Policy (11/12/86)

The student targeted for consideration in a chemical substance use offense is a first-time offender of the district substance abuse policy.

Upon finding the student in possession of/or using a substance (drugs, alcohol, look-alike drugs) and/or have drug paraphernalia, the following will occur:

1. Parents are notified.
2. The student is suspended pending:
  - a. Parent conference.
  - b. The parent is informed of the offense and given the option of a diagnostic screening for the student.
  - c. If the diagnostic screening suggests that this was indeed a first-time offense and the student has no abuse problem, the student continues with regular school attendance, after the student has served a minimum of 2 days on suspension and the parent provides documentation that the student has had the diagnostic screening.
  - d. If the diagnostic screening proves that the student needs medical care, the school district will follow suggested procedures by the referral agency.
  - e. If a parent decides not to take the diagnostic screening option, the suspension will be in accordance with policy.

E.. *Attacks on School Personnel*

District 205 considers assault and physical attack as gross misconduct and subject to appropriate action regardless of any previous behavioral record. Section 5/10-21.7 says that upon written complaint from school personnel, the superintendent shall report all incidents of battery to the local police within 24 hours. Student will be expelled for no less than one year.

*F. Special Education and Discipline*

Both regular education students and students receiving special education services will be held strictly accountable for following all school rules including those rules contained in the district's Discipline Policy. Special education students may also be governed by behavioral intervention plans developed to meet their unique needs. Federal and state laws contain many provisions applicable to special education students facing disciplinary action that are not applicable to regular education students. In all instances, these laws will be complied with when disciplining special education students.

*G. Gang Policy ((6/9/04)*

This Board of Education finds that the presence of gangs and gang activities causes a substantial disruption of or material interferences with school and school activities of this high school district. By this policy, the Board of Education acts to prohibit existence of gangs and gang activities as follows:

No student on or about school property or at any school activity shall:

1. wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership or affiliation in any gang;
2. commit any act or omission, or use any speech, either verbal or non-verbal (gestures, hand-shakes, etc.) showing membership or affiliation in a gang;
3. use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
  - a. soliciting others for membership in any gangs;
  - b. requesting any person to pay protection or otherwise intimidating or threatening any person;
  - c. committing any other illegal act or other violation of school district policies;
  - d. inciting other students to act with physical violence upon any other person.
4. a "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts, including but not limited to the Disciples, Vice-Lords and El Rukins.
5. Penalties for violations:
  - a. Any student who is first suspected of violating paragraphs A or B of this Policy, will be required to surrender any material or thing alleged to violate the Policy to school officials and attend a parent conference. Subsequent identical violations of the Policy will subject the student to a hearing and suspension or expulsion as described in subparagraph b.
  - b. Any student alleged to have violated paragraph 3 of the Policy upon a finding of a violation in accordance with the hearing requirements of Section 10-22.6

of the "The School Code" shall be subject to a suspension or expulsion for a period not to exceed one full year. Recommendation to Alternate School may be made in lieu of suspension or expulsion.

H. *Gun-Free Schools Policy (Adopted 9/13/95)*

The Board of Education shall expel from school for a period of not less than one year, any student who is determined to have brought a weapon to school and/or school property. The Board of Education may, upon recommendation of the Superintendent, modify the expulsion requirement for a student on a case-by-case basis.

The Board of Education shall provide the Illinois State Board of Education a written assurance that the Board has in effect the policy required by the "Gun-Free Schools Act of 1994." This assurance shall be provided annually and will include:

1. A description of the circumstances surrounding any expulsions imposed under the policy.
2. The name of the school concerned.
3. The number of students expelled from such school.
4. The types of weapons concerned.

I. *Lunch Hour Regulations - Closed Campus*

All high school students must eat in the cafeteria and remain on campus during lunch periods unless excused by the principal or designee.

J. Tardy Procedures **(August 2005)**

(Currently practiced at all three schools, but was not a part of the attendance policy)

Students who have an excused tardy to school should report to the attendance office where it can be confirmed that the tardy was excused through a parent phone call to the attendance office. Excuses such as car problems, oversleeping and personal reasons are unexcused tardies. A student who arrives late to school and is not excused, should go to their assigned class for that block.

A student arriving to class after the bell has sounded is to be allowed in class for the first and second unexcused tardies, and is to be marked tardy in the classroom teacher's official attendance record and on the computer system. Students receiving their first unexcused tardy should receive a verbal warning from the classroom teacher. Students receiving their second unexcused tardy should be issued an after-school detention from the classroom teacher. For each subsequent tardy, the student will not be allowed in class and will be sent to the appropriate Dean who will issue the following corrective consequences.

3rd tardy--→ 2-hour Saturday detention

4th tardy-→ 4-hour Saturday detention

5th and subsequent tardies -→ Out of school suspension and parent notification.

Once the student returns to class, the student will be marked tardy in the classroom teacher's official attendance record and on the computer system.

**A robocall will be initiated to the student's parent/guardian for every unexcused tardy.**

Students who are more than five minutes tardy to a class and do not have a pass

from a staff member will be referred to their Dean for being in an unauthorized area. This referral should be completed on an Anecdotal Form and turned into the Dean by the end of the day that the student is tardy.

***Unexcused Tardy Policy (Revised 7/12/96)***

1. Tardies to School

Students who arrive late to school must report to the attendance office in order to complete a tardy notice. (Failure to do so will be treated as insubordination.)

Excuses such as car problems, oversleeping and personal reasons are unexcused tardies.

2. Tardies to Class

Unexcused tardies accumulate on a period-by-period basis each semester.

3. Procedural Steps for Unexcused Tardies

a. First Unexcused Tardy

1. Student reports to attendance office.

2. Student warned.

3. Student given pass to class.

b. Second Unexcused Tardy

1. Student reports to attendance office.

2. Student issued a detention and pass to class. (The dean may issue a one-day in-school suspension in lieu of detention.)

3. Parent notified.

4. Students who fail to attend detention receive a two-day out-of-school suspension. Parents will be notified but a parent conference is not required.

c. Subsequent Unexcused Tardies

1. Student reports to attendance office.

2. Student is issued detention and pass to class.

3. Parent notified.

d. Students who arrive at the attendance office more than five minutes after the period has begun will be sent to the dean's office for being in an unauthorized area. Excessive tardies will result in referral to dean for disciplinary action.

K. *Smoking Policy*

Smoking by students is not permitted on campus, in school buildings, on school buses or at school sponsored events.

L. *Student Sexual Harassment Policy*

1. Prohibition of Sexual Harassment

District employees, students and third persons are prohibited from sexually harassing other employees, students or third persons. For purposes of this policy, third persons include any person other than district employees and students who are present on school grounds, at any school-sponsored activity, or at any activity which bears a reasonable relationship to school.

2. Relationship Sexual Harassment Policies

The Board of Education has a number of policies in place that address sexual harassment. For example, Policy 3.13 addresses sexual harassment by employees and Policy 2.49 addresses sex discrimination under Title IX of the Education Amendments of 1972. The Board of Education's sexual harassment and sex discrimination policies are intended to be read together. If they are inconsistent in any respect, the district's Title IX Coordinator will determine which provisions to apply. This Policy 4.46-K is intended to specifically address those



instances of sexual harassment when a student is either the perpetrator or the victim concerning instances of sexual harassment.

### 3. Definitions

#### a. Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature from one individual to another when:

1. Submission to that conduct by a student is made a term of condition, either explicitly or implicitly, of obtaining or retaining educational benefits including grades or participation in any school sponsored activity.
2. Rejection of such conduct by a student is used as a basis for decisions concerning the student's education including grades or participation in any school sponsored activity.
3. Such conduct unreasonably interferes with an individual's school performance or creates an intimidating, hostile or offensive environment.
4. Such conduct unreasonably interferes with an employee's or third person's work performance or creates an intimidating, hostile or offensive environment (in instances where a student has sexually harassed a district employee or a third person).

#### b. Examples of Sexual Harassment

Sexual harassment prohibited by this policy includes verbal or physical conduct. Examples of sexual harassment include, but are not limited to: sexual innuendo, suggestive or offensive comments, insults, threats, jokes about gender-specific traits, sexual propositions, suggestive or insulting noises, leering, whistling, obscene gestures, touching, pinching, brushing the body, or assault. Sexual harassment which may include acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex but not involving conduct of a sexual nature, may also be a form of sex discrimination in violation of this policy. The terms intimidating, hostile or offensive as used above include, but are not limited to, conduct which humiliates, embarrasses or causes discomfort. The district will evaluate sexual harassment in light of all of the circumstances.

### 4. Reporting Procedures

It is the policy of the Board of Education to encourage victims of sexual harassment to come forward with such claims. The district will take immediate and appropriate corrective action when allegations of sexual harassment are made. The district will initially explain the avenues for informal and formal action, including a description of the grievance procedures that are available for sexual harassment complaints and an explanation of how the procedures work.

In order to conduct an immediate investigation, all incidents of sexual harassment must be reported as quickly as possible, in confidence, as follows:

#### a. District Employees and Staff

All district employees and staff who believe that they have been subjected to sexual harassment by students may go to their building's Title IX Coordinator to attempt to resolve the problem in an informal manner. If reasonable, attempts do not eliminate the unwelcome alleged behavior, the employee or staff member should file a formal complaint in accordance with Board Policy 3.13.

#### b. Students

Students are encouraged to report all incidents of sexual harassment to the

building's Title IX Coordinator; however, students may report such incidents to any district employee with whom they are comfortable. Students can report sexual harassment without fear of adverse consequences. If a report is made to a district employee, other than the Title IX Coordinator, the district employee will immediately notify the building's Title IX Coordinator of the allegations. If the complaint involves the building principal, the report should be made to the superintendent. The district, at its discretion, will immediately notify the parent(s) of the student making the report.

c. Third Person

For purposes of this policy, third persons are any persons other than employees and students who are present on school grounds, at any school sponsored activity, or at any activity which bears a reasonable relationship to school. Third persons are encouraged to report all incidents of sexual harassment to the Title IX Coordinator. If the Title IX Coordinator is the offending person, the report should be made to the superintendent.

d. Confidentiality

Reasonable effort will be made to promptly investigate all allegations of sexual harassment in a confidential manner, to the extent appropriate or required by law. Students, district employees or third persons may ask that the district not disclose their names to the alleged harasser; however, this request for confidentiality may limit the district's ability to respond. The district will explain to persons making the report that Title IX prohibits retaliation and that the district will take strong responsive actions if retaliation occurs (as described in Section VI of this policy). If the person making the report continues to ask that the district not reveal his or her name to the harasser, the district will nonetheless take all reasonable steps to investigate and respond to the complaint consistent with a request for confidentiality as long as doing so does not preclude the district from responding effectively to the harassment and preventing harassment of other students. District personnel shall inform the superintendent of every reported incidence of sexual harassment.

e. Direct Observation by District Employees or Agents

If a responsible school employee or agent has directly observed the sexual harassment of a student, he or she shall notify the Title IX Coordinator. The Title IX Coordinator will contact the student who was harassed or the parents of the student (depending upon the age of the student) at the discretion of the district and explain the avenues for informal and formal action, including a description of the grievance procedures available for sexual harassment complaints and an explanation of how the procedures work.

5. Investigation and Corrective Action

a. Investigation

All due process procedures as outlined in the Student Handbook apply to this policy.

The Title IX Coordinator will appoint one or more persons to investigate the charge promptly. Within ten (10) school days from the date the complaint was received, the investigator(s) will produce a report to the Title IX Coordinator, which will include, at a minimum, the following:

- 1... The date the complaint was received.
- 2... The complainant's name.
- 3... The name of each alleged harasser and a description of all conduct that gave rise to the complaint (written, signed statements by the individual who was sexually harassed describing all the relevant facts should be obtained whenever possible).
- 4... A statement detailing the scope of the investigation undertaken including the names of all witnesses interviewed and the results of the interviews.
- 5... A summary of the actions that the student or student's parent(s) are seeking in response to the harassment.
- 6... A statement of corrective measures recommended.

Within five (5) school days after the investigation is completed, the Title IX

Coordinator will evaluate the report of the investigator(s) to determine the validity of the complaint and will give notice to the parties of the outcome of the complaint.

b. Corrective Action

When sexual harassment is found to have occurred, the district will take all reasonable steps to prevent recurrence of the harassment and to correct all discriminatory effects of the harassment, if appropriate.

Any district employee who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy will be subject to disciplinary action up to and including discharge. Any student of the district who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy will be subject to disciplinary action including, but not limited to, suspension and/or expulsion consistent with the district's Discipline Policy. Any third person who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy will be subject to restriction from participation in activities on school grounds, at school sponsored activities, or at any activity which bears a reasonable relationship to school. The district will make a referral to the Department of Human Services (DHS) and/or appropriate law enforcement agencies in appropriate cases.

Any person who knowingly makes a **false accusation** regarding sexual harassment will likewise be subject to disciplinary action. Employees shall be subject to disciplinary action up to and including discharge; students shall be subjected to disciplinary action up to and including suspension and/or expulsion; and third persons shall be subject to restriction from participation in activities.

During an investigation, the district shall take interim measures, pending the results of the investigation, in response to the allegation of sexual harassment as deemed appropriate by the district.

6. Retaliation

The school district strictly prohibits and will not tolerate retaliation against individuals with regard to complaints of sexual harassment. Retaliation is prohibited against individuals who have filed charges, testified, assisted or participated in an investigation, proceeding or hearing regarding sexual harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. District employees determined to have committed retaliation shall be subject to disciplinary action up to and including discharge; students shall be subject to disciplinary action up to and including suspension and/or expulsion; and third persons shall be subject to restriction from participation in activities.

M. Bullying (6/12/02)

Bullying and/or intimidation of others is prohibited. "Bullying" is defined to

include, but is not limited to, any aggressive or negative gesture, or written, verbal or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying most often occurs when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include, but is not limited to, pushing, hitting, threatening, name-calling or other physical or verbal conduct of a belittling or browbeating nature.

The parents/guardians of students who commit any act of bullying will be notified. The school district is committed to early intervention to help prevent acts of bullying and reserves the right to make referrals for these students to appropriate mental health professionals.