

**School Discipline Code**

**DRAFT**



**2010 - 2011**

**RIVERSIDE PUBLIC SCHOOLS PHILOSOPHY OF STUDENT BEHAVIOR**

As a student in our school district, you should take full advantage of the educational opportunities available.

An important part of your education is learning to make correct decisions and to accept responsibility for your behavior. To protect your rights and the rights of others, student behavior guidelines have been established.

If you come to school with a positive attitude to learn and to take part in school activities, you will not have problems with these school rules governing student behavior.

Students, parents and school share the responsibility for creating the best possible school setting. The school provides a quality staff and program to help you succeed in a complex world. Parents must be supportive of you, as a student, and guide you in making good judgments. You must respect yourself, your classmates, the school staff and all school property.

We are proud of you, the student, and hope that during your years in our schools you will continue to make wise decisions and use your classes, programs, and activities to the fullest.

The Discipline Committee  
Riverside Public Schools

**RIVERSIDE PUBLIC SCHOOLS  
DISTRICT 96  
RIVERSIDE, ILLINOIS**

**A. SCHOOL RULES AND PROCEDURES FOR ALL DISTRICT 96 SCHOOLS**

These rules and procedures apply during the school day, on school grounds, and during all District 96 related functions, and in extraordinary cases they may apply to off campus activity. These rules and procedures also may apply during times that students traverse to and from school on each school day or to and from school functions and activities. The application of these procedures is subject to the discretion of the administration.

1. **Student Dress, Grooming, and Conduct:** Dress, grooming, and conduct should be appropriate for the learning situation rather than distracting or disruptive to others in the educational process. The appearance of students in the District 96 Schools should also reflect the seriousness of a learning atmosphere. Dress which is disruptive, unsafe, or non-hygienic is not to be worn. Slogan T-shirts that are drug, alcohol, or violence related will not be permitted. Shirts or blouses that leave the midriff bare are prohibited; torsos must be covered at all times. Tank tops should have a minimum 2-inch strap width. Cellular phones are allowed to be in the possession of students in school. Cell phones must remain off and stay in a backpack or purse during school hours. Students will not be allowed to use cell phones inside the building during school hours. Students are encouraged to exercise their right to freedom of speech and expression, but may not engage in speech or expression which:
  - a. is obscene, according to community standards;
  - b. is libelous or slanderous;
  - c. is indecent, lewd or vulgar;
  - d. advertises any product or service not permitted to minors by law;
  - e. injures, harasses or invades the privacy of other people including, but not limited to, speech or expression which defames any person on the basis of his/her race, color, nationality, sex, sexual orientation, gender, disability, religion or religious affiliation;
  - f. will either result, or which school administrators reasonably forecast will result, in a material and substantial disruption of the orderly operation of the school and/or school activities.
  - g. is gang related.
  - h. is an inappropriate display of affection.
2. Students are not to take medication of any type during school hours unless permission to do so is granted by the principal's office in accordance with school board policy. (See Parent Handbook).
3. All trash items and waste papers shall be deposited in proper wastebaskets or waste receptacles. Students shall not dispose of such materials by depositing them on the floor, hallways or school grounds.
4. The throwing of snow or ice balls, rocks, sticks, sand or dirt, or other projectiles is not allowed.
5. Candy, gum, and soda pop will not be allowed in school.
6. **Street Crossing:** Students are to cross the streets only:
  - a. At a designated crossing area.
  - b. Where crossing lights are present, students shall cross only when the walk lights are on.
  - c. Where safety patrol persons are present, students shall cross only when directed to do so by the patrol person.

**Persons who disregard the above rules will be subject to disciplinary action.**

7. **Safety Patrol Boys and Girls:** In schools where there is a safety patrol, the patrol students may be stationed at crossing areas near school and at the playground. It is their duty to request that safety rules be obeyed by all students. If a student does not obey the rules or if a student interferes with, disrupts or disobeys the directions of a safety patrol person, such student will be subject to disciplinary action.
8. **Bicycles:** Students in grades 3-8 may ride their bikes to school. They must walk the bike through all street crossings and while on school grounds. If students violate this practice, they will not be allowed to bring their bikes to school. All bikes must be locked and parked at school bike racks. The district assumes no liability for damage to or the loss of such bicycles.
9. **Personal Articles:** Personal articles which are deemed by the building principal to be potentially harmful to others or disruptive to the instructional process may be confiscated. Cell phones must remain turned off and kept out of sight during school hours. Students will not be allowed to use cell phones during school hours. Camera phones, or any device capable of taking or receiving pictures, are prohibited in school. All cell phone use is prohibited in locker rooms and rest rooms. Electronic devices (i.e., pagers, headphones, laser pens/pointers, etc.) are disruptive to the educational process and are prohibited in school, on school grounds, and at any school functions. Such behavior may be considered as disorderly conduct. Skateboards, rollerblades, roller skates and scooters are not permitted on school property during school hours or during school functions except as part of a supervised activity.
10. **Field Trip Procedures:**
  - a. A field trip is defined as any school-sponsored activity that occurs away from the school facilities.
  - b. It shall be the responsibility of the supervisor, chaperones, and/or the principal to determine if a student's behavior on a field trip is unsatisfactory.
  - c. Students may be prohibited from attending a field trip due to disciplinary concerns.
  - d. Students who misbehave may be prohibited from attending the field trip where the misbehavior is evidenced on a future field trip. If a student's behavior is unsatisfactory a second time, further disciplinary action shall be taken.
  - e. The principal reserves the right to determine any additional consequence.
11. **Problem Areas:** The following acts or conduct designed under the heading of Problem Areas will subject a student to disciplinary action as set out in these guidelines. The following is only a partial listing of behaviors which are prohibited at school (in the building and on the grounds), on school buses, and at school-sponsored activities, irrespective of location. This section describes general categories of behavior that are prohibited; the examples provided are illustrative rather than all inclusive: Tardiness, Unexcused Absences, Disorderly Conduct, Bus Misconduct, Vandalism, Fighting, Theft, Possession of Weapons (as defined by the *School Code*), Use of Tobacco, Alcohol or Drugs, and Technology Misuse.
12. **Teacher Rights/Responsibilities and Due Process:** The teacher has the right and responsibility to maintain order in the classroom and while on field trips. In all disciplinary related incidents, due process will be exercised. The following is a summary of due process procedures:
  - a. The administrator responsible for implementing disciplinary action shall confer with the student who is under consideration of suspension advising the student of the reasons for the proposed suspension and the evidence in support of those reasons and providing the student an opportunity to respond and to present evidence regarding the reasons for the proposed suspension.

- b. When a student is suspended, written notice shall be given to the parents. Such notice shall include the reasons for the suspension, the duration of the suspension and notice of the right to appeal the suspension.
  - c. When the Superintendent recommends to the Board of Education that a student be expelled, the student's parents shall be notified of the recommendation, the reasons for it, and the date of which a hearing will be conducted.
  - d. Parents have the right to request a review of the suspension or expulsion by the Board of Education's appointed hearing officer and to be represented by an attorney or other representative (solely at the parents' expense), present evidence, and cross-examine witnesses at a suspension or expulsion review hearing.
  - e. The Board of Education shall review the report of the hearing officer regarding the appeal of a suspension or expulsion and may affirm or overrule that decision.
13. **Truancy:** When a student is absent from school, the building administrator has the responsibility to determine whether the child is truant. If such a determination is made, the administrator shall follow the compulsory attendance guidelines developed by the Educational Service Region of Cook County.
  14. **Gang Policy:** Student involvement in gangs or gang-related activities on school grounds or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited. Any student who violates this policy shall be subject to disciplinary action in accordance with the district's School Discipline Code.
  15. **Village Ordinances, Possession of Tobacco Products:** Some Villages within the boundaries of District 96 have ordinances which prohibit the possession of tobacco products by minors. If convicted, individuals may be fined up to \$500. It is the policy of District 96 to enforce the school's Discipline Code concerning possession of tobacco. On the first offense, parents will be notified. On repeat offenses, the school will continue to enforce the Discipline Code and local law enforcement authorities will be notified.
  16. **Bullying:** Bullying is defined as any act, speech, or expression intended to injure or intimidate another. Bullying is strictly prohibited. Any student who violates this policy shall be subject to disciplinary action in accordance with the district's School Discipline Code.
  17. **School Prayer:** Students may engage in individually initiated, non-disruptive prayer that is not sponsored, promoted, or endorsed in any manner by the school or any school employee, provided the exercise of such does not interfere with school activities.

## **B. SCHOOL RULES AND PROCEDURES FOR AMES, BLYTHE PARK, CENTRAL AND HOLLYWOOD**

### **1. School Attendance Times:**

- a. School shall be open to students between the period from 8:15 a.m. to 3:15 p.m. Students should arrive no earlier than 8:10 a.m. or 5 minutes before a supervised activity. Students shall be off school grounds by 3:20 p.m.
- b. Lunchtime for students is from 11:35 a.m. to 12:35 p.m. (12:00-1:00 p.m. at Central).
- c. All students staying for lunch are expected to exhibit appropriate behavior. In appropriate lunchroom behavior may result in loss of this privilege according to school board policy. "Fast food" lunches are not permitted and should not be brought into the school. Students are to wear appropriate dress for outside activities.
- d. Instructional time begins at 8:25 a.m. and ends at 3:05 p.m. Students who are tardy in the a.m. or p.m. must report to the school office.

Note: Times in a., b., and d. above are moved up five minutes for Hollywood School (ex: Hollywood's instructional day is from 8:20 a.m. to 3:00 p.m.)

## **2. Lockers or Storage Areas:**

- a. Each student shall have one locker assigned by the homeroom teacher.
- b. Lockers remain the property of the school.
- c. Authorized school personnel may open lockers and make reasonable examinations of the contents, including belongings of students, for the health, safety, welfare and supervision of all persons within the school.
- d. The district does not assume liability for any materials left in lockers or storage areas.

## **C. SCHOOL RULES AND PROCEDURES FOR HAUSER JUNIOR HIGH**

### **1. School Attendance Times:**

- a. School shall be open between the period from 8:30 a.m. to 3:40 p.m.
- b. Students should arrive no earlier than 8:30 a.m. or 5 minutes before a supervised activity.
- c. All students must be out of the school building and off of school property by 3:40 p.m. unless they are with a teacher or are involved in an approved extracurricular activity or other teacher directed activity. Repeated infractions of this rule may result in disciplinary action. Students are to wear appropriate dress for outside activities.
- d. Instructional time begins at 8:45 a.m. and ends at 3:23 p.m.
- e. Hauser is a closed campus for lunch unless special permission is granted by parents and the school office. "Fast food" lunches are not permitted and should not be brought into school.

### **2. Lockers:**

- a. Each student shall have one locker which shall be assigned by the homeroom teacher.
  - b. No student shall share a locker with another student.
  - c. No student shall go to his/her locker before 8:30 a.m. without permission.
  - d. Students shall take coats and books with them to after school and evening activities, including intramurals, band, and music activities. Exceptions to this rule will be announced.
  - e. Lockers remain the property of the school.
  - f. Authorized school personnel may open lockers and make reasonable examinations of the contents, including the personal belongings of students, for the health, safety, welfare and supervision of all persons within the school.
  - g. Students are required to have locks on their lockers as a means of protection or books and personal possessions. Only school locks will be permitted. Locks are available for purchase from the office. School officials reserve the right to inspect lockers.
3. Students involved in after school or evening activities must be in school on the day of the activity unless approved by the principal.
  4. No student will be allowed in the halls during class time unless he/she has a pass from a teacher. This includes going to lockers and washrooms.
  5. Students are not to go to the nurse's office, main office or guidance office unless first checking with their scheduled classroom teacher. If the occasion arises between classes, go to the teacher of your next class first.
  6. Hauser students are not to be in Central School at any time unless special permission has been granted.

### **7. Tardiness Procedure:**

At 8:45 a.m., the front door is locked. If a student is late for school in the morning, he/she should report directly to the main office for an excused or unexcused pass. If the student does not have a written excuse from a parent, he/she may be disciplined (detention, etc.) for the third unexcused tardy in a trimester.

If a student reports late to any class (including first period), he/she should have a pass from a teacher or the office. Students without a pass will be considered tardy to class and the matter will be addressed by the classroom teacher. The teacher should not send the student back for a pass.

### **8. Detention Procedure:**

Detentions may be issued for various types of infractions in school. Issuing teachers and/or students are encouraged to contact parents prior to serving detentions. Detention period is from 3:28 until 4:00 p.m. Academic detentions should be served with the issuing teacher when possible. The detention slip is to be signed by a parent and returned to the office by the next morning. If a student receives an excessive number of detentions, the principal may take additional disciplinary action.

Detentions are issued for the following reasons:

- a. Failure to report to a teacher.
- b. Minor misconduct on school property including halls, cafeteria, washrooms, playground or auditorium.
- c. Tardiness to school (early occurrences).
- d. Minor misconduct at school activities both in and out of the building.
- e. Misbehavior for a substitute teacher.
- f. Having gum, candy, or soda pop in school.
- g. Unexcused absences (early occurrences).

### **9. Athletic and Activity Participation.**

Participation in school activities and athletics is considered to be a privilege. Students should not have their involvement in activities adversely affect their academic responsibilities. Further, students are expected to conduct themselves in an appropriate manner that is consistent with school day behavior. Students who do not meet these expectations may face temporary or permanent suspension from the activity or team.

### **10. Student Council Participation.**

Serving as a student council officer, class officer, or student council representative is a privilege and honor. Students in these leadership positions are expected to demonstrate good character and scholarship. Students who receive unsatisfactory conduct grades ("6") or unsatisfactory effort grades ("3") on their trimester grade reports will be removed from student council for the next trimester (first offense) or permanently (second offense).

### **11. Conduct Grades.**

The principal may issue a trimester conduct grade of unsatisfactory ("6") in cases where a student has been suspended or committed other infractions of the School Discipline Code, which, in his judgment, would warrant an unsatisfactory report.

PROBLEM AREA	STUDENT RESPONSIBILITY	PARENT RESPONSIBILITY	SCHOOL RESPONSIBILITY	DISCIPLINE ACTIONS*
Attendance/ Tardiness	Come to school each day and be in the class when the bell rings.	Help children get up in the morning and arrive at school on time, or notify the school.	Keep records of students' attendance/tardiness .	1 through 4 may be applied.
Unexcused Absences	Realize the importance of being in school each day.	Instill in your child the responsibility necessary to avoid the temptation to skip school.	Keep an accurate check on student attendance. Contact home if not notified of reason for absence.	1 through 4 may be applied.
Disorderly Conduct, Aggressive Behavior, Fighting, and Bullying	Be well mannered during all school functions. Use proper language; walk in the halls; bring only items that belong in school; show respect for other students and adults. Seek alternative ways to resolve conflicts.	Impress upon children that school is a place to learn.  Help children to develop alternative methods of resolving conflict and to seek assistance from staff when necessary.	Plan structured activities and model appropriate behavior that creates an orderly learning environment. Establish an atmosphere of open communication with students. Discuss intervention steps for behavior modification.	1 through 9 may be applied.
Field Trip and Bus Misconduct	Understand that field trips and other bus rides are an extension of school, and proper behavior is required.	Stress the safety aspects of proper conduct in automobiles and buses. Explain how distractions can cause the driver to have an accident.	Provide proper supervision on the bus. Make clear the rules and procedures. Exclude students from future trips if improper conduct is shown.	1 through 9 may be applied.
Student Dress/ Grooming	Come to school dressed and groomed appropriately. (See p. 3)	Monitor and support the dress code.	Monitor and adjust as needed.	1 through 5 may be applied.

\*Disciplinary Actions are listed on pages 10 and 11.

PROBLEM AREA	STUDENT RESPONSIBILITY	PARENT RESPONSIBILITY	SCHOOL RESPONSIBILITY	DISCIPLINE ACTIONS*
Vandalism	Realize that this is your school and treat it with respect.	Teach your children proper respect and manners. Help them understand that vandalism is criminal conduct and will not be tolerated.	Provide proper supervision and clear guidelines for correct behavior.	1 through 9 may be applied.
Theft	Keep all personal items in proper places, and use adults' or other students' items only with their permission.	Support the idea that taking what doesn't belong to the child is wrong.	Keep classrooms neat and orderly, limiting the temptation for the students to take things that don't belong to them.	1 through 9 may be applied.
Tobacco, Alcohol, Drugs, and Weapons	Tobacco, alcohol, drugs, or weapons (in any form) are not allowed in school.	Teach and discuss good health habits with your child concerning the use of tobacco, alcohol and drugs.	Encourage students to participate in a program of good health and physical fitness, and discourage the use of these products.	4 through 9 may be applied.
Technology Misuse	Access to the Internet is part of the curriculum and not a public forum for general use. Prohibited areas include: 1. unauthorized databases. 2. illegal activities such as "crashing" databases. 3. inappropriate use of the Internet or e-mail such as "spamming", sexual messages, libelous messages, etc. 4. copyright violations	Instill in your child the responsibility to avoid the temptation to misuse technology.	The school owns the system and may monitor its usage and contents. There is no expectation of privacy.	1 through 9 may be applied.

***Providing the information in this packet fulfills the first step of due process. Further information may be obtained in the School Board Policy on Discipline.***

## **DISCIPLINE ACTIONS FOR ELEMENTARY SCHOOLS**

The actual disciplinary action taken in a particular instance of prohibited behavior can contain a range of disciplinary actions and will be based on the facts of each particular case; consideration shall be given to the seriousness of the offense, the age of the student, the degree of cooperation of the student in resolving the matter, and other aggravating or mitigating circumstances.

### **1. TEACHER-STUDENT CONFERENCE**

Private talk regarding student's inappropriate behavior.

### **2. STUDENT KEPT AFTER SCHOOL (DETENTION)**

A school official will require the student to report to his or her room after school, with parent acknowledgment, for a period not to exceed 45 minutes.

### **3. CONFERENCE**

A formal conference is held between the student, teacher, principal or counselor to further discuss the student's behavior. A record of this meeting will be kept.

### **4. PARENT INVOLVEMENT**

The parent, or legal guardian, is notified by telephone or letter. A conference is held between school official and the parent. A record of this meeting will be kept. Parents may be held financially responsible for damage or loss to school or personal property. As appropriate, intervention steps for behavior modification will be discussed.

### **5. IN-SCHOOL SUSPENSION**

The student is removed from classes and kept in a supervised area to do assigned work. Parents are notified as soon as possible.

### **6. REDUCED SCHOOL DAY**

The student's school time is appropriately reduced. Parents are notified.

### **7. SUSPENSION**

The student is excluded from school and related activities for a period of time, not to exceed ten (10) consecutive school days. Parents, administrators and board members are notified of the action taken. Parents may appeal a suspension to the Board of Education or, if effected at the first instance by the principal, with the superintendent. Both reviews should be preceded by a written request signed by the parents within ten (10) days of the suspension stating the reasons therefore.

### **8. EXPULSION**

Removal of the student from school and related activities for an extended period of time. Board action is required for expulsion. Parents are notified.

### **9. LAW ENFORCEMENT INVOLVEMENT**

Local law enforcement authorities are notified, as well as the Educational Service Center.

In addition, each principal, within their school, may establish, and shall then publicize, certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

## **DISCIPLINE ACTIONS FOR JUNIOR HIGH SCHOOL**

The actual disciplinary action taken in a particular instance of prohibited behavior can contain a range of disciplinary actions and will be based on the facts of each particular case; consideration shall be given to the seriousness of the offense, the age of the student, the degree of cooperation of the student in resolving the matter, and other aggravating or mitigating circumstances.

### **1. STUDENT KEPT AFTER SCHOOL**

A school official will require the student to report to his or her room after school for a period not to exceed 45 minutes. Students are permitted and encouraged to contact their parents.

### **2. CONFERENCE**

A formal conference is held between the student and the teacher, principal, or counselor to discuss the student's behavior. A record of this meeting will be kept.

### **3. DETENTION**

A detention is time served by a student after school at the school's request. Reasons and procedures are located on Page 7 of this booklet.

### **4. PARENT INVOLVEMENT**

The parent, or legal guardian, is notified by telephone or letter. A conference is held between the school official and the parent. A record of this meeting will be kept. Parents may be held financially responsible for damage or loss to school or personal property. As appropriate, intervention steps for behavior modification will be discussed.

### **5. PROBATION**

A student is placed on probation in one or more classes for a stated length of time. The student must have the probation slips signed each period and the teacher indicates whether the conduct was satisfactory or unsatisfactory. If an unsatisfactory is received by a student, the probation is extended or further steps taken.

### **6. IN-SCHOOL SUSPENSION**

The student is removed from classes and kept in a supervised area to do assigned work. Parents are notified as soon as possible.

### **7. SUSPENSION**

The student is excluded from school and related activities for a period of time not to exceed ten (10) consecutive days. Parents, administrators and board members are notified of the action taken. Parents may appeal a suspension to the Board of Education or, if effected at the first instance by the principal, with the superintendent. Both reviews should be preceded by a written request signed by the parents within ten (10) days of the suspension stating the reasons therefore.

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