



# **Student Code of Conduct**

**2016-17**

## **Statement on Student Behavior**

School District U-46 considers it best practice for children to be engaged in an academic setting. Removal from their learning environment is counterproductive to our mission of “Academic Success for All.” We are committed to limiting the number and duration of suspensions to the greatest extent possible. School staff shall consider non-exclusionary forms of discipline and interventions prior to using out-of-school suspensions and expulsion whenever possible, reserving the consideration of out-of-school discipline for the most egregious acts of misconduct. We do not use zero-tolerance disciplinary practices and all levels of student discipline are implemented on a case-by-case basis.

We are committed to supporting positive student behaviors and we do so collaboratively with input from District staff, parents and students. Our schools will be positive and welcoming places for all children to learn and for teachers to teach, as positive behaviors are learned. Adults have a responsibility to create a climate that sets students up for success, while continuing to ensure safe and nurturing environments for all students. Students and families shall be informed and included throughout all processes related to consequences and interventions for a student. Teachers and staff will receive appropriate training and support to advance the goals of our Student Code of Conduct and equitably apply consequences and interventions.

# Consequences and Interventions

School District U-46 takes a positive approach to behavior which includes proactive strategies for defining, supporting and teaching appropriate behaviors to create positive learning environments. Attention is focused on sustaining a three-tiered or level system of support to enhance student learning. Students often need encouragement and assistance in learning new skills to improve their behavior. School staff recognizes that maintaining and changing student behaviors involves a continuum of acknowledgements, supports and interventions.

Nothing in this Student Code of Conduct shall be interpreted in a manner that conflicts with Section 7: Students of the U-46 School Board Policies ( see the U-46 Web Site on School Board Policy) or violates a student's rights as provided for in the Individuals with Disabilities in Education Act.

## There are Three Tiers of Intervention

### Tier 1 -- All Students

Includes:

- General curriculum enhanced by acknowledgements of positive behaviors and clearly stated expectations that are applied to all students

### Tier 2 -- Selected Interventions

Focus on:

- Specific interventions for students who do not respond to universal efforts
- Targeted groups of students who require more support
- Interventions that are part of a continuum of behavioral supports needed in schools

### Tier 3 -- Individualized Interventions

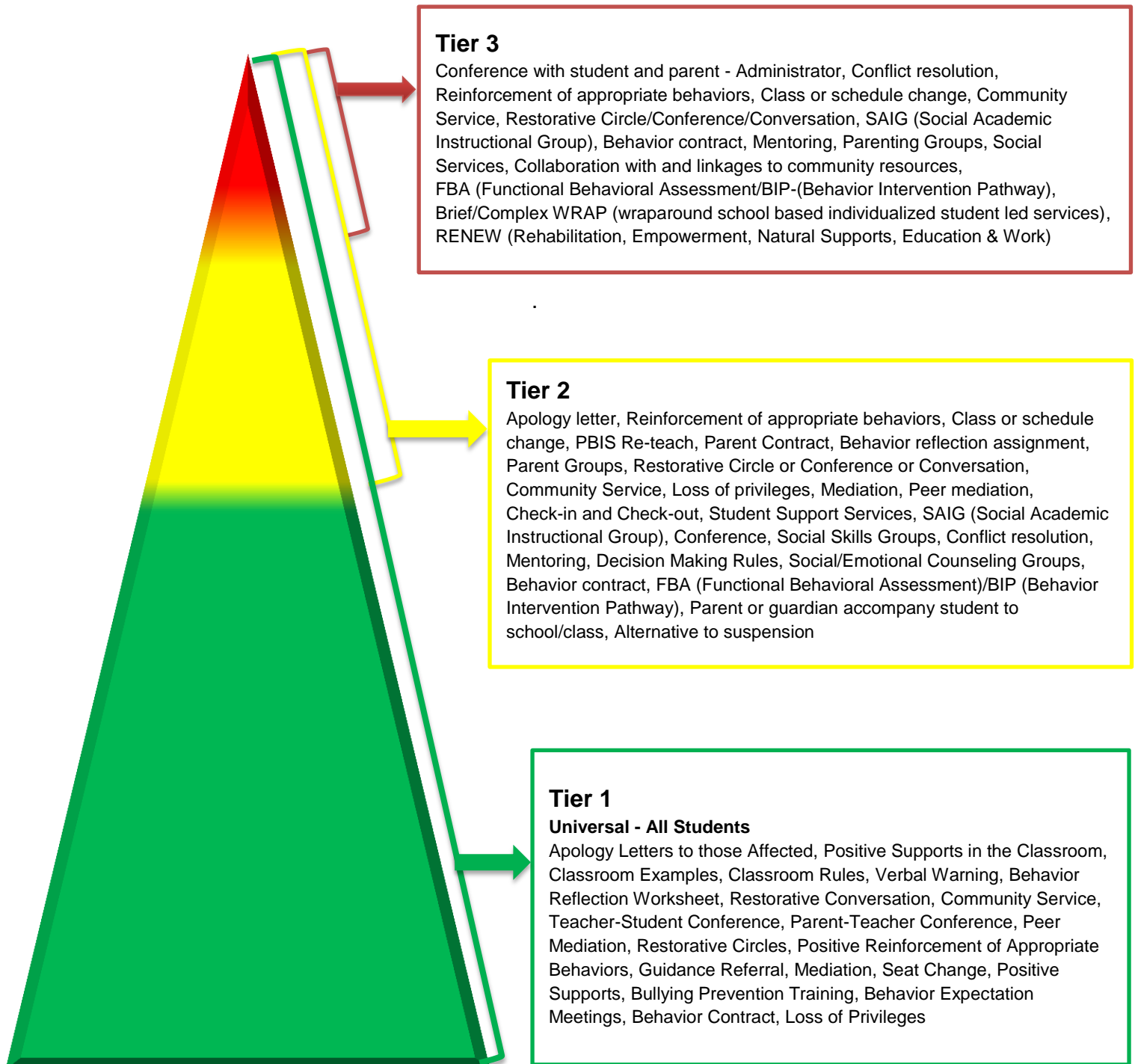
Focus on:

- The needs of individual students who exhibit a pattern of problem behaviors
- Diminishing problem behaviors assessments and increasing the student's social skills and/or functioning
- Interventions involving functional behavioral assessments and behavioral intervention plans

The process of intervention involves numerous intervention possibilities in an effort to address the behavior in a manner that promotes change that supports a safe nurturing school environment.

# The Three Tiers of Intervention

Positive Behavioral Interventions and Supports (PBIS) provides a school-wide framework through which school staff teach behavioral expectations and provide added support to ensure student social emotional and academic success through a multi-tiered system of support. The PBIS tiered system of support is grounded on evidence-based practices and data-based decision making to identify and address the behavioral and social emotional needs of students. Interventions may include (but are not limited to) the examples below:



# Rights and Responsibilities

## **Staff Responsibilities**

With respect to student discipline, school staff will be responsible for the following:

- To teach, re-teach and model clear behavioral expectations to all students
- To actively supervise all areas of the school building and use positive strategies to redirect behavior
- To provide engaging learning activities that minimize opportunities for disruption
- To intervene early and de-escalate inappropriate behaviors
- To identify and respond effectively to students' social, emotional and/or behavioral health needs, including referring students for additional support when necessary
- To treat everyone in the school community fairly and respectfully
- To promptly investigate all allegations of bullying as defined in this document
- To review the circumstances surrounding each situation and exercise discretion to assign interventions/consequences in the best interest of the school community
- To apply student discipline accurately, consistently and in a nondiscriminatory manner, including providing students with opportunities to respond, notifying parent/guardians when disciplinary action is taken and recording all disciplinary action in the District's data tracking systems.

## **Staff Rights**

School staff will have the following rights as they pertain to student discipline:

- To work in a safe and orderly environment
- To be treated courteously and respectfully
- To bring complaints or concerns to school administration
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## **Student Responsibilities**

Each student will be responsible for the following:

- To read and become familiar with all student conduct rules
- To attend school daily, prepare for class and complete class and homework assignments to the best of his/her ability
- To know and follow school rules and instructions given by the school principal, teachers and other staff
- To tell school staff about any dangerous behavior or bullying that occurs at school, on the way to and from school, or in the school community
- To bring to school only those materials that are allowed
- To treat everyone in the school community with respect
- To respect school property, community property and the property of others

### **Student Rights**

Students have the following rights as they pertain to addressing student conduct:

- To be safe at school
- To be treated fairly, courteously and respectfully
- To bring complaints or concerns to the school Principal or staff for resolution
- To tell his or her side of the story before receiving a consequence for a student conduct infraction

### **Parent/Guardian Responsibilities**

Parents shall be responsible for the following:

- To read and become familiar with all student conduct rules
- To make sure their child attends school regularly, on time and to notify the school before the school day begins if their child is absent
- To provide the school current and accurate contact information
- To work with school staff to address academic and behavior concerns regarding their child
- To be actively involved in their child's education

### **Parent/Guardian Rights**

Parents/Guardians of students have the following rights as they pertain to student conduct:

- To be treated fairly and respectfully by the School Principal, teachers and staff
- To access information about the District's Policies and Procedures
- To be notified promptly if their child is disciplined for inappropriate or disruptive behavior and informed for the consequences assigned

## **Levels of Consequences and Interventions**

The Code of Student Conduct shall apply to all students at all times on all School District U-46 property, including:

- In school buildings and on school grounds
- In all school vehicles
- At all school, school-related, or district-sponsored activities, including but not limited to:
  - School field trips
  - School sporting events (whether such activities are held on school property or at locations off school property, including private business or commercial establishments)
  - Bus stops, Walking to/from school
  - Before school and evening events
  - SAFE before or after school program

# Levels of Consequences and Interventions for Violations of the Code of Student Conduct

As with any incident of student behavior, school administrators must exercise informed judgment as to whether a student's action constitutes a violation of the Board policy and/or the Code of Student Conduct. The levels (shown on the following page) guide administrators to use *progressive interventions* to change student behaviors. The administrator always has the option to use an intervention from a lower level as long as one from the prescribed level is also employed. Moreover, if a behavior is deemed a criminal offense by local authorities and such offense is not identified in the *Code of Student Conduct*, the consequence may be expulsion from School District U-46. Restitution for loss or damage will be required in addition to any other prescribed consequences.

Levels of consequences and options for progressive intervention which follow **repeated, chronic or cumulative offenses may require higher levels of interventions/consequences**. For serious violations, interventions/consequences may begin at a higher level.

\* Out-of-School suspensions may be used if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continued presence in school would either:

1. Pose a threat to the safety of other students, staff, or members of the school community,
2. Substantially disrupt, impede or interfere with the operation of the school.
  - a. Whether a student's continuing presence in school would pose a threat to school safety or a significant disruption to other students' learning opportunities shall be determined on a case-by-case basis by the school board or its designee. The school board or its designee shall determine what constitutes a threat to school safety or a disruption to other students' learning opportunities on a case-by-case basis. 105 ILCS 5/10-22.6 (b-15).

\*\* Any student who receives an out-of-school suspension must be afforded due process before being excluded from the school. The student must also participate in a reinstatement conference prior to returning to school. The student and a school staff member must be in attendance. A Parent/Guardian is also expected to attend either in person or via telephone conference. A Parent/Guardian's inability to attend or participate shall not prevent the student from returning to school.

# Levels: Consequences & Recommended Behavioral Supports and Interventions

## Code of Student Conduct: Examples of Levels of Intervention / Consequences

We will coordinate our efforts to provide a nurturing and safe learning experience and a flexible approach in meeting the academic, social and emotional needs of each student. The six levels of intervention provide guidance on the typical types of interventions for students based on the nature of the behavior event. Each student and situation is different. This guidance is not all inclusive and depending on the evaluation of the behavior event, teachers or administrators may increase or decrease the level of response accordingly.

Level	Options - Consequences & Recommended Behavioral Supports and Interventions	
1	<b>Classroom Level Intervention/Consequences</b>	
	<i>Teachers shall use a combination of the following multiple interventions to help the student change behavior in the classroom. If these interventions are successful, referral to the school administrator may not be necessary. Parent/guardian notification required.</i>	
	Apology letter - Written	Loss of privileges
	Behavior contract	Parent contract
	Behavior reflection meeting/worksheet - Written assignment	PBIS Re-teach
	Community Service	Peer mediation
	Conference with parent or guardian	Reinforcement of appropriate behaviors
	Conference with student - Teacher	Restorative Circle or Conference or Conversation
	Conference with student and parent - Administrator	Seat change
	Conflict resolution	Warning
Detention (lunch after school or before school)		
2	<b>Appropriate when Level 1 interventions/consequences have been ineffective.</b>	
	<i>Teachers shall use a combination of the following multiple interventions to help the student change behavior in the classroom. If these interventions are successful, referral to the school administrator may not be necessary. Parent/guardian notification required.</i>	
	Apology letter - Written	Mentoring with U-46 approved mentor/mentoring program
	Behavior contract	Positive Behavioral Interventions and Supports (PBIS) Re-teach
	Behavior reflection meeting/worksheet - Written assignment	Peer mediation
	Community Service	Reinforcement of appropriate behaviors
	Conference with parent or guardian	Restorative Circle or Conference or Conversation
	Conference with student - Teacher	Saturday School (Secondary Schools Only)
	Conference with student and parent - Administrator	Seat change
	Conflict resolution	Suspension of computer privileges
Detention (lunch after school or before school)	Warning	
Loss of privileges		



Level	Options - Consequences & Recommended Behavioral Supports and Interventions	
<b>3</b>	<b>Appropriate when Level 2 interventions/consequences have been ineffective. Office referral required. Parent/guardian notification required.</b>	
	<i>Administrators and school staff use a combination of the following multiple interventions to help the student change behavior.</i>	
	Alternative to suspension - Outside referral to approved U-46 agency	Loss of privileges
	Alternative to suspension - In building resource	Mediation with administrator
	Alternative to suspension program - Web Based	Mentoring with U-46 approved mentor/mentoring program
	Apology letter - Written	Parent contract
	Behavior contract	Parent or guardian accompany student to school/class
	Behavior reflection meeting/worksheet - Written assignment	Parking permit revoked
	Class or schedule change	Positive Behavioral Interventions and Supports (PBIS) Re-teach
	Community Service	Peer mediation
	Conference with parent or guardian	Reinforcement of appropriate behaviors
	Conference with student - Teacher	Restorative Circle or Conference or Conversation
	Conference with student and parent – Administrator	Social Academic Instructional Group (SAIG)
	Conflict resolution	Saturday School (Secondary Schools Only)
	Detention (lunch after school or before school)	Suspension (1-2 days). Student can only be suspended if the presence of the student would be 1) a threat to school safety or 2) a significant disruption to other students' learning opportunities.
Functional Behavioral Analysis (FBA)/Behavior Pathway (BIP)		
In-school suspension or intervention 1 - 2 days	Suspension of computer privileges	

Level	Options - Consequences & Recommended Behavioral Supports and Interventions	
<b>4</b>	<b>Appropriate when Level 3 interventions/consequences have been ineffective. Office referral required. Parent/guardian notification required.</b>	
	<i>Administrators and school staff use a combination of the following multiple interventions to help the student change behavior.</i>	
	Alternative to suspension - Outside referral to approved U-46 agency	In-school suspension or intervention 1 - 3 days
	Alternative to suspension - In building resource	Loss of privileges
	Alternative to suspension program - Web based	Mediation with administrator
	Apology letter - Written	Mentoring with U-46 approved mentor/mentoring program
	Behavior contract	Parent contract
	Behavior reflection meeting/worksheet - Written assignment	Parent or guardian accompany student to school/class
	Class or schedule change	Positive Behavioral Interventions and Supports (PBIS) Re-teach
	Community Service	Reinforcement of appropriate behaviors
	Conference with parent or guardian	Restorative Circle or Conference or Conversation
	Conference with student - Teacher	Saturday School (Secondary Schools Only)
	Conference with student and parent - Administrator	Social Academic Instructional Group (SAIG)
	Conflict resolution	Suspension (1-3 days). Student can only be suspended if the presence of the student would be 1) a threat to school safety or 2) a significant disruption to other students' learning opportunities.
Detention (lunch after school or before school)		
Functional Behavioral Analysis (FBA)/Behavior Pathway (BIP)	WRAP (wraparound school based individualized student led services)	

Level	Options - Consequences & Recommended Behavioral Supports and Interventions	
<b>5</b>	<b>Appropriate when Level 4 interventions/consequences have been ineffective. Office referral required. Parent/guardian notification required.</b>	
	<i>Administrators and school staff use a combination of the following multiple interventions to help the student change behavior.</i>	
	Alternative to suspension - Outside referral to approved U-46 agency	In-school suspension or intervention 1 - 3 days
	Alternative to suspension - In building resource	Loss of privileges
	Alternative to suspension program - Web Based	Mediation with administrator
	Apology letter - Written	Mentoring with U-46 approved mentor/mentoring program
	Behavior contract	Parent contract
	Behavior reflection meeting/worksheet - Written assignment	Positive Behavioral Interventions and Supports (PBIS) Re-teach
	Class or schedule change	Reinforcement of appropriate behaviors
	Community Service	Rehabilitation, Empowerment, Natural Supports, Education & Work (RENEW)
	Conference with parent or guardian	Restorative Circle or Conference or Conversation
	Conference with student - Teacher	Social Academic Instructional Group (SAIG)
	Detention (lunch after school or before school)	Suspension of computer privileges
	Suspension (1-3 days). Student can only be suspended if the presence of the student would be 1) a threat to school safety or 2) a significant disruption to other students' learning opportunities.	Suspension (5 days) - More than 3 days must be approved by Coordinator of Student Discipline. Student can only be suspended if the presence of the student would be 1) a threat to school safety or 2) a significant disruption to other students' learning opportunities.
WRAP (wraparound school based individualized student led services)		
<b>6</b>	<b>Appropriate when Level 5 interventions/consequences have been ineffective. Office referral required. Parent/guardian notification required.</b>	
	<i>Administrators and school staff use a combination of the following multiple interventions to help the student change behavior.</i>	
	Alternative placement	Mentoring with U-46 approved mentor/mentoring program
	Apology letter - Written	Rehabilitation, Empowerment, Natural Supports, Education & Work (RENEW)
	Class or schedule change	Restorative Circle or Conference or Conversation
	Conference with student and parent - Administrator	Suspension (5 - 10 days) - More than 3 days must be approved by Coordinator of Student Discipline. Student can only be suspended if the presence of the student would be 1) a threat to school safety or 2) a significant disruption to other students' learning opportunities.
	Expulsion (to be considered only in the most extreme cases)	WRAP (wraparound school based individualized student led services)
	Functional Behavioral Analysis (FBA)/Behavior Pathway (BIP)	

# Behavior Events

## Level Of Consequence

Behavior Event	1	2	3	4	5	6	Referral to Police
Arson/fire	Pk-6	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12	*
Attendance-Loitering (Inappropriate Location/Out of Bounds Area)	Pk-12	Pk-12	Pk-12	Pk-12			
Attendance-Tardy/ Chronic Tardiness	Pk-12	Pk-12	Pk-12				
Attendance-Truancy-Failure to Attend Class	Pk-12	Pk-12	Pk-12				If Chronic Truancy
Bullying - Based on Disability	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12	*
Bullying - Based on Gender	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12	*
Bullying - Based on Race/Color/National Origin	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12	*
Bullying - Based on Religion	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12	*
Bullying - Based on Sexual Harassment	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12	*
Bullying - Based on Sexual Orientation	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12	*
Bullying - Other	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12	*
Defiance/Disrespect/Insubordination /Non-Compliance	Pk-12	Pk-12	Pk-12	Pk-12			
Demonstration and Mass Protest	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12		*
Disruption/Disturbance	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12		
Dress Code Violation	Pk-6	Pk-12					
Drug-Alcohol-Use/Possession	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12
Drug-Drug Paraphernalia-Use/Possessions	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12
Drug-Drugs-Use/Possession	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12
Drug-Drugs, including alcohol-Intention to Distribute	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12
Drug-Tobacco-Use/Possession, includes E-Cig	Pk-6	Pk-12	Pk-12				
Electronic Devices/Cell Phones-Other Behavior	Pk-12	Pk-12	Pk-12	Pk-12			*
Extortion/Strong Arming/Blackmail	Pk-6	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12	*
False Alarm/Fire Alarm	Pk-6	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12
False information or accusation	Pk-6	Pk-12	Pk-12	Pk-12			*
Fireworks/Explosives	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	*
Food Tampering (Putting substance in another person's food or drink)	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12	*

**Level Of Consequence**

<b>Behavior Event</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>Referral to Police</b>
Gambling	Pk-6	Pk-12	Pk-12	Pk-12			*
Gang Related Activity/Affiliation Display	Pk-6	Pk-6	Pk-12	Pk-12			
Gum/Candy Issue-Other Behavior	Pk-12	Pk-12	Pk-12				
ID Violation-Other Behavior	Pk-12	Pk-12	Pk-12				
Inciting or Participating in a School Disturbance	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12		*
Lying/Cheating/Academic Dishonesty	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12		
Matches/lighters	Pk-12	Pk-12	Pk-12	Pk-12			*
Minor-Defiance	Pk-12	Pk-12					
Minor-Disrespect	Pk-12	Pk-12					
Minor-Disruption	Pk-12	Pk-12					
Minor-Inappropriate Language	Pk-12	Pk-12					
Minor-Other	Pk-12	Pk-12					
Minor-Property Misuse	Pk-12	Pk-12					
Minor-Technology Violation	Pk-12	Pk-12					
Minor-Warning	Pk-12	Pk-12					
Physical- Inappropriate physical Contact	Pk-12	Pk-12	Pk-12				
Physical-Affection-Inappropriate Display of Affection	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12	*
Physical-Battery of staff member			Pk-6	Pk-12	Pk-12	Pk-12	*
Physical-Battery/student	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	*
Physical-Fighting/student	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	*
Physical-Physical Aggression	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	*
Physical-Sexual Activity	Pk-6	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12	*
Physical-Teen Dating Violence and Intimidation	Pk-6	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12	*
Physical-Unsafe Action/ Dangerous Behavior	Pk-6	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12	*
Property Damage/Vandalism	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12	*
Reckless vehicle use	9-12	9-12	9-12				9-12
Technology-Sexting (Technology Violation)	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12	*
Technology-Violation/Computer Related	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	*
Theft	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	*
Threat -Staff Verbal or physical	Pk-6	Pk-6		Pk-12	Pk-12	Pk-12	*
Threat-Bomb Threat			Pk-6	Pk-12	Pk-12	Pk-12	*
Threat-Student Verbal or Physical	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12	*
Trespassing	Pk-6	Pk-12	Pk-12				*
Verbal-Abusive Language / Inappropriate Language /Profanity	Pk-6	Pk-12	Pk-12	Pk-12			

## Level Of Consequence

Behavior Event	1	2	3	4	5	6	Referral to Police
Weapon- Other/Knife with blade over 2.5 inches/ No Intent	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12
Weapon-Ammunition	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12
Weapon-Firearm Other (Dangerous Weapon Firearm)						Pk-12	Pk-12
Weapon-Handgun (Dangerous Weapon Firearm)						Pk-12	Pk-12
Weapon-Multiple (handgun, rifles/shotgun, other)						Pk-12	Pk-12
Weapon-Other/Knife with blade over 2.5 inches/With intent use	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12
Weapon-Other/Knife with blade under 2.5 inches/No Intent	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12
Weapon-Other/Knife with blade under 2.5 inches/With intent to use	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12
Weapon-Other/No Intent-except firearm	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12
Weapon-Other/With Intent to Use-except firearm	Pk-6	Pk-6	Pk-12	Pk-12	Pk-12	Pk-12	Pk-12
Weapon-Rifle (Dangerous Weapon Firearm)						Pk-12	Pk-12
Weapon-Shotgun (Dangerous Weapon Firearm)						Pk-12	Pk-12
Weapon-Use/Possession of Weapons/Firearms						Pk-12	Pk-12

***\* The behavior offense committed by the student may be reportable to police if the incident caused harm to another person and/or a concern for the safety and welfare of self or others.***

***If a behavior is deemed a criminal offense by local authorities and such offense is not identified in the Code of Student Conduct, the consequence may be expulsion from School District U-46.***

***Restitution for loss or damage will be required in addition to any other prescribed consequences.***

***No student in grades Pre-K through 2nd can be suspended without approval of Superintendent's designee.***

# Glossary

<b>Absence</b>	An absence is a student not being physically present in an academic program. A valid cause of absence shall mean illness, observance of a religious holiday, death in the immediate family, family emergency, or other situations beyond the control of the student as determined by the principal, or principal's designee, on a case-by-case basis, including, but not limited to, homelessness and its attendant difficulties (students who may be homeless should be referred to the Homeless Education Department of the Kane County ROE for additional assistance), or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.
<b>Affection - Inappropriate Display of Affection</b>	Inappropriate behavior of a sexual nature including, but not limited to exposure, consensual sex, or possession of sexually explicit material.
<b>Alternative to suspension - outside agency program</b>	The school administration contacts the parent/guardian and refers the student to outside community based services.
<b>Alternative to suspension - web based learning program</b>	The student may have committed an offense and the School District provides the student with an opportunity to participate in a researched based web learning program as an alternative to exclusionary suspension.
<b>Arson or fire</b>	Attempting to aiding in, or setting any fire on school property. This includes unauthorized possession of a flammable liquid or materials with the intent to set a fire.
<b>Battery of a staff member</b>	A student commits a physical battery toward a staff member when they intentionally touch another student in an unlawful manner. Examples include: deliberate hitting, pushing, poking, shoving, kicking, pinching, tripping, biting, spitting on, punching, or scratching another person.
<b>Battery of a student</b>	A student commits a physical battery toward another student when they intentionally touch another student in an unlawful manner. Examples include: deliberate hitting, pushing, poking, shoving, kicking, pinching, tripping, biting, spitting on, punching, or scratching another person.
<b>Behavior Contract Agreement</b>	The school administrator developed with the student an agreed upon behavior contract that has input and participation from the parent/guardian.
<b>Behavior Improvement Plan (BIP)</b>	Behavior Intervention Plan
<b>Bomb Threat</b>	The making of threats or providing false information concerning the presence of explosive material or devices on school property without cause, whether in writing, in person, or by phone.

## Glossary

<b>Bullying</b>	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. To report bullying, contact the principal of your school or email <a href="mailto:reportbullying@u-46.org">reportbullying@u-46.org</a> .
<b>Bullying based on Bias Behavior</b>	An offense, verbal, written or symbolic in nature, committed against a person or property which is motivated by the offender's bias, a negative opinion or attitude toward a group of persons based on their race, gender, gender orientation, religion, disability, sexual orientation, or ethnicity/national origin.
<b>Bullying Based on Sexual Harassment</b>	Unwelcome sexual advances, request for sexual favors and/or other inappropriate verbal, written, or physical conduct of a sexual nature, directed toward others.
<b>Bus Suspension</b>	A bus suspension is the student being removed from bus transportation privileges. This resolution is used when a student commits an offense on the bus that was determined to be either a significant disruption to the safety of others, or a threat to the safety of others. If the student does not have alternative transportation during the bus suspension, out-of-school suspension guidelines apply.
<b>Cell Phone Use Zones</b>	The use of cell phone will only be allowed before entering or after leaving the building or in cell phone use zones. If there is an emergency, please notify the office and the student will be located.
<b>Check In Check Out</b>	The intervention is focused on connecting a student with a caring adult and providing positive feedback to the student throughout the day.
<b>Community Service</b>	The administrator refers the student and parent/guardian to a community service agency for support that is approved by the School District.
<b>Conference</b>	A communication that takes place either face-to-face or by telephone.
<b>Conflict Mediation</b>	The school official works with a student or students to resolve a conflict to mediate the situation with resolution. The school official notifies the parent/guardian(s) of all students involved.
<b>Consequence</b>	A result that follows from an action or condition.



**Glossary**

<b>Consumption/Use</b>	The student has consumed, ingested, assimilated, inhaled, or injected any of the substances listed in this offense.
<b>Criminal Behavior</b>	Any behavior that is considered an infraction against the law.
<b>Cyber-bullying</b>	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 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 bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person of 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. To report bullying, contact the principal of your school or email <a href="mailto:reportbullying@u-46.org">reportbullying@u-46.org</a> .
<b>Defiance</b>	Willful disobedience, open disregard, contempt to a rule, law or direction.
<b>Demonstration and Mass Protest</b>	Willful disturbance of school activities through a march or rally that prevents the orderly conduct of school classes or activities.
<b>Detention</b>	A detention is assigned to a student for a period of time after or before school for 60 minutes or less. Out-of-school suspension cannot be used as a consequence for missing a detention.
<b>Detention-Extended</b>	A detention is assigned to a student for a period of time, after or before school, for 61-120 minutes. Out-of-school suspension cannot be used as a consequence for missing a detention.
<b>Detention-Lunch</b>	The student is not allowed free time at lunch and assigned to a detention room during the lunch and lunch recess time period. Out-of-school suspension cannot be used as a consequence for missing a detention.
<b>Detention-Saturday School</b>	The student was assigned to attend a Saturday school detention as determined by the school program. Saturday school programs have duration from 60-240 minutes. Out-of-school suspension cannot be used as a consequence for missing a detention.
<b>Disrespect Toward Others</b>	Inappropriate comments or physical gestures to others.

**Glossary**

<b>Disruption of the learning environment</b>	Disruption of the learning environment occurs when the intensity and the duration of the individual student behavior relative to the substantial nature of the offense does not allow learning to continue. When this occurs, it precludes the student's ability to return to the primary learning environment or significantly disturbs the learning environment of the school until a safety plan and interventions can be put in place. Behavior (including possession of toys at the elementary level) that interferes with instruction, learning and orderly environment, which includes, but is not limited to: chronic talking, throwing objects, horseplay, teasing, refusal to remain in seat, rude noises, selling items on campus, etc. None of this will preclude the student's rights as provided for in the Individuals with Disabilities in Education Act.
<b>Disruptive Clothing or Appearance</b>	Disruptive clothing or appearance occurs when a student's clothing distracts from or interferes with the educational process. Student's dress and grooming is the responsibility of the individual and his/her parents within the following guidelines: 1) Dress and grooming will be in keeping with health, sanitary and safety requirements. 2) When a student is participating in school activities, his/her dress and grooming will not disrupt the performance or constitute a health threat to the individual or other students. 3) Dress and grooming will not be such as to disrupt the teaching/learning process.
<b>Distribution or Sale</b>	A student has disseminated or transferred any prohibited substances with or without compensation.
<b>Drugs, including alcohol</b>	Alcoholic substances; inhalants or other intoxicants; and controlled dangerous substances, including prescription drugs, over-the-counter medications, look-alikes and substances represented as controlled substances and drug paraphernalia.
<b>Due Process</b>	The process by which a student facing disciplinary action is given oral and/or written notice of the allegations, an opportunity to hear the evidence and an opportunity to respond to the allegations. Due Process is to be provided to the student prior to the implementing disciplinary measures. Note: a student that poses a danger to persons or property may be removed from the school setting immediately with the notice and hearing following as soon as possible but prior to the implementation of a suspension or expulsion.
<b>Electronic Device Misuse</b>	Use of communication devices, such as cell phones and other electronic devices during the school day or on school buses unless in an emergency. Other devices include, but are not limited to the use of an iPod, CD player or hand-held game, use of camera cell phones or PDA camera to invade privacy (in locker rooms, restrooms, etc.) or violate this code of conduct. (See also Cell Phone Use Zones)

## Glossary

<b>Erroneous Entry</b>	The behavior offense was entered erroneously and does not affect the student.
<b>Excused Absence</b>	A valid excused absence shall mean an absence for which there is a valid cause, either known to the principal or principal's designee, or attested by a letter (or note) signed by the parent or legal guardian setting forth such cause and approved by the principal or the principal's designee either before or after the date of absence.
<b>Expulsion</b>	Expulsion means the removal of a student from a School District U-46 school for a period beyond 10 consecutive days for a defined period of time that is not to exceed 2 calendar years. The Board of Education may approve an expulsion with or without educational opportunities. If approving educational services during an expulsion, the student would not return to the school where the offense took place.
<b>Expulsion under zero tolerance policy</b>	The student committed an offense under a zero tolerance policy and was expelled by the Board of Education. There are no zero tolerance policies in U-46.
<b>Expulsion-with Educational Services provided</b>	A student was expelled by the Board of Education and the student was offered educational services for the duration of the expulsion at an alternative school location.
<b>Expulsion-without Educational Services provided</b>	A student was expelled by the Board of Education and no educational services were offered to the student for the duration of the expulsion.
<b>Extortion/Strong Arming/Blackmail</b>	The process of obtaining property from another, with or without that person's consent, by wrongful use of force, fears, or threats, including burglary and robbery.
<b>False Fire Alarm</b>	Pulling a fire alarm or reporting a fire without valid cause.
<b>False Information/Accusations</b>	Willfully or maliciously giving false information, record, or accusation against school personnel or other students.
<b>FBA / Behavior Pathway</b>	Functional Behavioral Assessment (FBA): A process that centers on determining the purpose of a behavior (i.e. the function) and identifying the environmental events that surround it (i.e. antecedents & consequences). Information gathered through this process guides the development of a Behavior Intervention Plan. This intervention is focused on providing a targeted effort in shaping student behavior through a unique plan that is based on an analysis of the function of a student's behavior and social emotional needs.
<b>Fighting</b>	An incident involving two or more students with physical contact, such as hitting, kicking, punching.
<b>Fireworks / Explosives</b>	Combustible or explosive substances or combination of substances or articles, including firecrackers, smoke bombs and flares.

## Glossary

<b>Food Tampering</b>	Putting any substance in another person's food or drink, which poisons or contaminants that food or drink, or on a person's body, which causes injury or harm to the person.
<b>Forgery / Counterfeit Currency</b>	Purposely signing another person's name or making and/or distributing realistic copies of something, especially money, in order to defraud or deceive.
<b>Gambling</b>	Wagering money or property on school property or during school events.
<b>Gangs</b>	Three or more persons with an established hierarchy that, through its membership or through the agency of any members, participate in criminal or related activity that makes others uncomfortable or unsafe.
<b>Harassment and Intimidation</b>	See bullying.
<b>Hazing</b>	See Bullying.
<b>ID Violation-Other Behavior</b>	Middle and high school students are required to wear and display their student ID while attending school. Only the principal may authorize if a student is not required to wear an ID during certain activities.
<b>Inappropriate Language</b>	Using vulgar or abusive spoken or written language, such as cursing, swearing, or threatening.
<b>Inciting or Participating in a School Disruption</b>	Causing a disruption to the learning environment or preventing orderly conduct.
<b>Infraction</b>	An offense or behavior that breaks a rule; which may also be criminal in nature.
<b>Injury</b>	Hurt, damage, loss of use or pain to a person
<b>Insubordination (Uncooperative behavior)</b>	Refusing to follow a reasonable request to a specific direction/ instruction of an adult through disobedience, defiance, unruliness, or noncompliance which includes, but is not limited to, walking away when an adult is talking to student, talking back to an adult, refusing to work in class, refusing to report to the office, refusing to allow search.
<b>Law Enforcement - Arrest</b>	The law enforcement arrest occurs when a student commits a school related offense and a report was made to law enforcement. After law enforcement conducts an independent investigation, law enforcement arrests the student and removes the student from the care and custody of school officials. School administrators immediately notify the parent/guardian.

## Glossary

<b>Law Enforcement - Referral to Law Enforcement</b>	The law enforcement 'referral to law enforcement' occurs when a student commits a school related offense and a report was made to law enforcement. After law enforcement conducts an independent investigation, law enforcement takes action but does not remove the student from the care and custody of school officials. School administrators immediately notify the parent/guardian.
<b>Law Enforcement - Reportable to Police</b>	Certain offenses require police reports while others depend on whether the activity is considered criminal behavior. A standard or criteria to determine whether an offense is reportable to police or not is whether the behavior is considered illegal or whether it causes injury to persons. School District U-46 and the 10 community police jurisdictions within the boundaries of the School District have memorandums of understanding (MOU) to share information related to juvenile criminal activity in and out of school, as well as school safety related reports or offenses.
<b>Leaving Area, Class or School without Permission</b>	Leaving the classroom or other assigned area without permission from the adult in charge and/or leaving the classroom or school grounds during regular school hours without a parent/guardian or someone listed on the emergency card.
<b>Loitering</b>	Leaving the classroom or other assigned area without permission and remaining in an area where staff supervision is not assigned for the student and the student is not participating in the educational schedule.
<b>Loss of Privilege</b>	The student loses a privilege as determined by the administration. Loss of privilege includes not being able to attend a non-educational event as a participant such as a talent show, dance, non-educational field trip, concert, field trip, or other event.
<b>Lying / Cheating / Academic Dishonesty</b>	Providing, receiving, or viewing answers to quiz or test items or independent assignments. Having books, notes/notebooks out during test without permission.
<b>Mediation - Administrator</b>	The Dean of the school is involved in mediating a situation with a student situation or behavior. The parent/guardian is notified.
<b>Mediation - Peer</b>	Peer mediation is a program that is organized by school officials that provide an opportunity for willing students to mediate a situation using peers to moderate and help guide the process, overseen by the school official.
<b>Mentoring</b>	There are a variety of mentoring programs for students. In all cases, mentoring programs will only be offered to students with parent/guardian approval. Mentors working with students are required to complete a criminal background check and complete an in-take and training process approved by the School District.

**Glossary**

<b>Parent Conference</b>	The school official has a conference with the parent/guardian of a student regarding an academic or behavior concern.
<b>Parking Permit Revoked</b>	The intervention is used when an administrator determines that a student's parking privileges are required to be revoked due to a behavior concern.
<b>PBIS Reteach</b>	The PBIS Reteach intervention provides re-teaching the school wide behavior expectations for a student.
<b>Physical Aggression</b>	Behavior that causes physical or emotional harm to others, or threatens to. It can range from verbal abuse to the destruction of a victim's personal property. Aggressive behavior is intentional, meaning it's done on purpose and violates social norms.
<b>Physical Contact - Inappropriate</b>	Aggressive physical action against another – deliberate hitting, pushing, poking, shoving, kicking, pinching, tripping, biting, spitting on, punching, or scratching another person.
<b>Plagiarism</b>	Deliberately presenting the ideas, works, or statements of another as one's own, without acknowledgement of the source. Plagiarism may also be referred to as Academic dishonesty.
<b>Possession</b>	"Possession" means having any knowledge of and any control over, an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student intended to control the item.
<b>Possession with Intent to Distribute</b>	The student has in his/her possession, as previously defined, any of the substances listed in this offense with intent to distribute or transfer to another person/people with or without compensation.
<b>Property Damage or Vandalism</b>	Damage, destruction, or defacement of property belonging to the school or others.
<b>Re-entry Meeting</b>	The re-entry meeting occurs after an out-of-school suspension on the day the student returns to school. Parents/Guardians are requested to attend this meeting. The meeting is guided by a required form.
<b>Referral to Community / Outside Agency</b>	The school official refers the student and parent/guardian to an outside agency to assist with an academic or behavior concern. The outside agency has been approved by the School District to provide the services.

## Glossary

<p><b>RENEW - Rehabilitation, Empowerment, Natural Supports, Education &amp; Work</b></p>	<p>This intervention is focused on student centered planning and goal setting at a Tier 3 level for students in middle school/high school level. Rehabilitation, Empowerment, Natural Supports, Education &amp; Work (RENEW) is an evidence-based model structured around individualized transition planning for youth with emotional and behavioral challenges. The transition plan is created with the youth as the driving force, honoring their voice and vision. RENEW generates creative opportunities to wrap-around a student and help them achieve the outcomes they desire, such as, high school completion, employment and post-secondary education.</p>
<p><b>Restorative Circle</b></p>	<p>The restorative circle intervention provides re-teaching, reflection and opportunity for a student to repair harm or reintegrate into the school or classroom setting.</p>
<p><b>Restorative Conference</b></p>	<p>The restorative conference intervention focuses on collective voice of those impacted by a specific incident to resolve conflict and repair harm.</p>
<p><b>Restorative Conversation</b></p>	<p>The restorative conversation intervention is held between one adult and one or more students involved in a minor incident to resolve conflict.</p>
<p><b>Restorative Justice Practices</b></p>	<p>Restorative Justice Practices are reactive, consisting of formal or informal responses to crime and other wrongdoing after it occurs. Restorative practices also include the use of informal and formal processes that precede wrongdoing: those that proactively build relationships and a sense of community to prevent conflict and wrongdoing.</p>
<p><b>SAIG - Social Academic Instructional Group</b></p>	<p>The intervention is a social academic instructional group (SAIG) that focuses on targeted pro-social skills used when it was determined that the student committed the offense(s).</p>
<p><b>Sent Home Early</b></p>	<p>A student cannot be sent home early from school by a school official without a behavior incident that results in an out-of-school suspension as defined within this glossary, unless the parent/guardian is notified of a medical concern requiring immediate attention.</p>
<p><b>Sexting (Technology Violation)</b></p>	<p>Sexting is the act of sending sexually explicit messages or photos between mobile phones or other electronic device(s).</p>
<p><b>Suspension - In-School Intervention</b></p>	<p>In-school intervention means that the student was assigned to the in-school intervention room with homework and all educational services and opportunities provided during the duration of the in-school suspension.</p>
<p><b>Suspension - In-School Suspension</b></p>	<p>In-school suspension means the student was assigned an in-school suspension with homework but no other educational services.</p>

## Glossary

<p><b>Suspension - Out of School Suspension 1-3 days</b></p>	<p>Out-of-school suspension for 1-3 days means that the student committed an offense and the administrator determines that the student's return to school posed a safety risk or significant disruption to the educational learning opportunities to other students. Student will be provided homework.</p>
<p><b>Suspension - Out of School Suspension 5 or more days</b></p>	<p>Out-of-school suspension for 5 or more days means that the student committed an offense and the administrator determines that the student's return to school posed a safety risk or significant disruption to the educational learning opportunities to other students. Homework and required educational services will be provided for the duration of the suspension.</p>
<p><b>Tardy</b></p>	<p>Arriving late to school or class.</p>
<p><b>Technology</b></p>	<p>The student uses any District-owned technology device or District-owned network system (including any network connection) in a manner other than what it is intended to be used for or contrary to the instructions provided by the staff member which is also covered in the student technology use agreement.</p>
<p><b>Teen Dating Violence and Intimidation</b></p>	<p>Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited and unacceptable. Every student has the right to a safe learning environment. For purposes of this policy, the term teen dating violence occurs whenever a student is 13 to 19 years of age and uses or threatens to use physical, mental, or emotional abuse to control an individual in a dating relationship; or uses or threatens to use sexual violence in a dating relationship.</p>
<p><b>Theft</b></p>	<p>Taking or obtaining the property of another person or institution without permission or knowledge of the owner.</p>
<p><b>Threat- Staff Verbal or physical</b></p>	<p>A student commits a threat to a staff member or school volunteer when the student uses language or physical actions that causes the staff member to fear immediate offensive physical contact or physical harm.</p>
<p><b>Threat- Student Verbal or Physical</b></p>	<p>A student commits a threat to a student when the student uses language or physical actions that causes the student to fear immediate offensive physical contact or physical harm.</p>
<p><b>Tobacco- Use or Possession</b></p>	<p>Possession, use, sale, or distribution of tobacco or tobacco products, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, smokeless tobacco, e-cigarettes and other inhalant devices.</p>
<p><b>Trespassing</b></p>	<p>A student commits trespassing by being on school property without permission, including while suspended or expelled. This may include the student being at a different school without permission within U-46.</p>



**Glossary**

<b>Truant</b>	A truant student shall mean a student subject to compulsory school attendance and who is absent without a valid cause for a school day or portion thereof.
<b>Truant - Chronic</b>	A chronic truant student shall mean a student subject to compulsory school attendance and who is absent from such attendance without valid cause for 5% or more of the previous 180 regular attendance days (9 unexcused absences).
<b>Unexcused Absence</b>	An unexcused absence shall mean: an absence for which there is no valid cause.
<b>Unfounded</b>	A complaint of a behavioral offense was made regarding a student and the administrative investigation determined that there was not enough evidence available to support the allegation.
<b>Unsafe Action or Dangerous Behavior</b>	Any action that has the potential to cause danger or physical harm to self or others, to include Reckless Vehicle Use.
<b>Vehicle - Reckless Vehicle Use</b>	Irresponsible use of an automobile or motorcycle on school property.
<b>Verbal Confrontation</b>	Using vulgar or abusive spoken or written language, such as cursing, swearing, or threatening a school official that results in a significant disruption of the learning environment.
<b>Warning</b>	The administration determined that an offense occurred and issued the student a warning and contacted the guardian concerning the warning.
<b>Weapon- Ammunition</b>	A projectile that can be fired from a firearm of other gun or otherwise propelled, such as a bullet, arrow, pellet, etc. Any other object which by virtue of its shape or design gives the appearance of any of the aforementioned.
<b>Weapon- Firearm Other</b>	Other firearms-any gun of any kind, loaded or unloaded, operable or inoperable, including any object other than a firearm which is a lookalike of a gun. This shall include, but is not limited to, pellet gun, paintball gun, stun gun, Taser, BB gun, flare gun, nail-gun and airsoft gun.
<b>Weapon- Firearms</b>	A firearm as defined in Federal Firearms Laws Code 18 U.S.C. 921. Examples include handguns, rifles, shotguns and bombs. Refer to the Federal Code for the complete definition.
<b>Weapon- Intent to use</b>	The student has in his/her possession, as previously defined, any type of weapon with intent, threat, demonstration or statement that the student would use the weapon against another person.

<p><b>Weapon- Other Weapons</b></p>	<p>A weapon is, by way of illustration and without limitation, one of the following: any implement which could cause, or is intended to cause bodily harm, other than a firearm or other gun. This shall include, but is not limited to, switchblade knife, hunting knife, star knife, razors (including straight or retractable razor), brass knuckles, box cutters, nunchaku, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray product.</p>
<p><b>Weapon- Used To Cause Bodily Harm or injury</b></p>	<p>Use of any object to injure any person or school property.</p>
<p><b>WRAP - Wrap Around Services</b></p>	<p>This intervention is focused on student and family voice with a student centered team developed to support student success. WRAP, referred to as wrap around services, is a student led program that is community based, culturally relevant, individualized, strength based and family centered.</p>