

ALTON ELEMENTARY SCHOOLS

2017-2018

STUDENT NAME: _____

WELCOME!

We are glad you will be part of our school family this year. During this school year, you will have the chance to work with the teachers at school to learn as much as possible and become smarter every day. This agenda will help you keep track of important events, record your homework each day and bring notes back and forth between school and home. It will be checked daily by both your teachers and parents so take good care of it and be sure to keep it with you. In the pages that follow, you will find information to help you make good choices at school. Those good choices will lead to success, recognition and pride in yourself. Be sure to read through these pages with your teacher and your parents and refer back to these pages if you have any questions about your school day.

This could be your best school year, and you are not alone. Your teachers and family will be there to help you every step of the way. So bring your personal best each day and delight in learning! Thomas Jefferson once said, "I find the harder I work, the more luck I seem to have." Work hard and enjoy the results!



**Parents – As you read this with your child, please look for special parent information. You will also find more information about the school district in the district calendar given out at registration.*

SPECIAL CLASSES

1. Physical Education – Two 25-minute classes per week
2. Vocal Music – One 40-minute or two 20-minute classes per week
3. Library – One 40-minute class per week for grades 1-5
4. Language Development – Kindergarten has Language Development (one 40-minute or two 20-minute blocks per week instead of

Library). Each classroom will have a different schedule for these classes.

ATTENDANCE

Attending school is very important. Being at school is key to your success. When you miss an entire day of school, you miss all of the instruction your teacher gave to the other students that day. Then when you return to school, you have to make up any work you missed and complete assignments for the day you return.

You should stay home when you are ill. Your parents can help you make a decision. Ask your parents to pick up homework for you from school when you have to miss a day. Also, remind your parents to call school or send a note to excuse you for your absence.

Remember, respecting yourself means that you will always try your best. Being at school is the first important part of trying.

**Parent Note: Parents of high school, middle school, and elementary students have three (3) school days to provide information for the absence to be excused.*

WHAT TO WEAR TO SCHOOL

1. Students should dress neatly.
2. Slogans on shirts cannot promote drugs, alcohol or tobacco, or display profanity.
3. Safe footwear must be worn at all times. If you wear unsafe footwear, you may be excluded from activities. Tennis shoes should be worn on P.E. days.
4. Dress appropriately for weather conditions. Wear warm clothes, jackets, gloves, hats etc., when it is cold. If you are not wearing appropriate warm weather clothes, you may have to stay in from recess.
5. No shirts that show bellies or have spaghetti straps. Wear tops that cover your shoulders. No shorts and/or skirts that are too short or other clothing that has undue exposure of the body. No sagging pants.



- Hats or other head covers are not to be worn in the building.

WHAT TO BRING TO SCHOOL

Students should bring each day to school:

- Completed homework and homework agenda or folder (Signed by parent each night; No initials.).
- Any papers, notes, referrals, permission slips or other items parents have signed.
- All textbooks.
- Any library books that are due.
- Supplies such as pencils, pens, paper.
- Lunch and/or lunch money.
- Any special items that the teacher may assign.

WHAT NOT TO BRING TO SCHOOL

Students should not bring the following items to school:

- Toys
- Playing cards, trading cards, or baseball cards
- Laser pens
- Cell phones (see District Policy pg. 13)
- Electronic items such as: PSP™, DS™, MP3, Ipods™, and electronic tablets, etc. unless authorized by building administrator.
- Stuffed animals
- Any weapons or pepper spray or look alike weapons
- Make-up/lipstick/polish/perfume.
- If girls bring purses, they should not have any of these items inside.

ARRIVING AT SCHOOL

School Day: 8:15 to 2:40 for K-1 and 8:00 a.m.–2:25 p.m. for Grades 2-5

Students should arrive at school on time. Coming tardy causes a disruption to the rest of the class and you may miss important instructions.

- If your parents bring you, they drop you off at the assigned doors.
- Buses will also drop you off at the assigned entrance.
- Report directly to the breakfast line if you are going to eat breakfast, then report to the assigned area.



BUS/BUS STOP CONDUCT

- Follow all directions of driver and/or monitor on the bus.
- Arrive at assigned bus stop on time.
- Board and exit the bus only at your designated stop.
- Keep hands, feet, books and objects to yourself.
- Treat others with courtesy and respect. Swearing, rude gestures, bullying, and teasing are unacceptable.
- Pushing, shoving and rough play are unacceptable.
- Students are expected to stay with their bottoms on the seat facing the front of the bus at all times.
- Food, gum, candy and /or drinks are not allowed on the bus.
- Shouting and loud talking are unacceptable. Railroad crossings are silent.



Safety Plans and Drills

There is no way to plan for every possible situation that may arise. However, each school has a safety/crisis plan in place in the event of dangerous situations.

The safety/crisis plan includes basic guidelines that are in line with the Alton School District's Crisis Plan.

Each school will review its building's safety/crisis plan each year to ensure it is aligned and updated with the proper plans, protocols and procedures. Students practice the following safety drills each year:

- Fire Drills (3)
- Disaster Drill (1)
- Lockdown Drill (1)
- Earthquake Drill (1)
- Bus Evacuation Drill (1)



PARENT INFORMATION

Elementary Curriculum

New Illinois Learning Standards

In 2013, Illinois transitioned to new learning standards in Reading, Math and now Science. The Standards provide students with the skills and

knowledge needed for College and Career Readiness.

Language Arts/Reading Instruction

Reading instruction involves the use of many resources. Students participate in 90 minutes of daily reading instruction that is differentiated to meet the needs of all students in the classroom. Reading instruction incorporates the following components:

- Shared Reading
 - Guided Reading
 - Independent Reading
 - Comprehension Strategies
 - Systematic Instruction in Phonics
 - Systematic Instruction in Phonemic Awareness
 - Reading Fluency
 - Vocabulary Development
 - Grammar and Spelling Instruction
- curriculum maps are used to ensure that teachers are moving through the material.
- Use of Fiction and Non-Fiction Text

Mathematic Instruction Go Math

- (Houghton Mifflin Harcourt) Go Math is a research based mathematics resource that is used in all Kindergarten through 5th grade classrooms.
- Students participate in 60-90 minutes of daily mathematical instruction.
- Go Math combines fresh teaching approaches that address the rigor of the New Illinois Learning Standards.
- Math instruction focuses deeply on the core standards for each grade level so that students can gain strong foundations: solid conceptual understanding, a high degree of procedural skill and fluency, and the ability to apply the math they know to solve problems inside and outside the math classroom.
- Differentiated lessons meet the student's needs at their Rtl level (Tier I, II, and III) and includes enrichment for those higher level learners.



Science and Social Studies Instruction

Students in Kindergarten through 5th grade receive instruction in science and social studies integrated into the curriculum with many opportunities for hands on science through inquiry based learning activities. This gives teachers an opportunity to teach in- depth skills and concepts.

Rtl - A Three-Tiered Model

(Response to Intervention)

Response-to-Intervention is a three-tiered model which includes the provision of systematic, research- based instruction and interventions to student learners. (Behavioral counterpart is P.B.I.S. –for more information, please refer to that section of the handbook) It assumes that the instruction -interventions are matched to the student needs and that the monitoring process is continuous. How does it help students?-Rtl is designed as an early intervention to prevent long-term academic failure. Who receives these services?- Rtl is considered a general education service, but can also be implemented in special education settings.

Rtl Key Features

- Rtl is primarily a general education initiative designed to address the needs of struggling learners early in their educational experience.
- Rtl is based on a problem-solving model that uses data to inform decision-making.
- Rtl interventions are systematically applied and derived from research- based practices.
- Rtl is highly dependent on progress monitoring and data collection.
- Rtl Intervention plans are designed, implemented and monitored by a multi-disciplinary team of professionals. (Rtl Team)

The Three Tiers

Tier 1 – This Tier represents the universal (core) instructional program (90 minutes with their General Education Teacher). While StoryTown is the core reading series utilized, teachers are expected to enhance the curriculum through the use of additional fiction and non-fiction resources to ensure students

are meeting the requirements of the Common Core/Illinois Learning Standard.

Tier II – This Tier represents 30 minutes of targeted reading intervention being provided by Title I staff. Students receiving these services will have their progress monitored closely. Progress monitoring for these students takes place every other week or monthly.

Tier III– This Tier represents intensive reading instruction (15-30 minutes of intensive instruction being provided by a Title I or Special Education Teacher). Progress monitoring for these students takes place weekly or every other week.

All students receive Tier I instruction. Those requiring additional support receive intervention services at Tier II and/or Tier III.



IMPORTANT FOR PARENTS AND STUDENTS

What is school bullying? Bullying is a form of violence that continually hurts others. School bullying happens at school or during activities when a student or group of students intentionally and repeatedly uses their power to hurt other individuals or groups. Bullies' power can come from their physical strength, age, financial status, popularity, social status, technology skills, or by association (the people they know, who they hang out with, who their family is).

What do bullies do?

They can bully in direct ways, such as:

- Hitting, tripping, shoving, pinching, excessive tickling;
- Verbal threats, name calling, racial slurs, insults;
- Demanding money, property, service

They can also bully in indirect ways, such as:

- Rejecting, excluding, isolating;
- Ranking or rating, humiliating;
- Manipulating friends and relationships;
- Blackmailing, terrorizing, and proposing dangerous dares

What can students do about school bullying?

There are a variety of ways students can be involved with bullying. A student can be a bully or the target of bullying. A student may even be both a target and a bully at the same time. Some

students are bystanders. Some students may not be aware of bullying at their school and still be affected by the problems it creates.

A student, who is a target of bullying, needs to know that bullies rarely stop what they are doing on their own. In fact, it is more likely that over time a bully will find more serious ways to hurt people. This is why it is important for a target of bullying to tell a responsible and caring adult at school what is happening and to ask for their help. In the meantime, targets can reduce the chances of being harmed by avoiding the times and places they are typically bullied, hang out in safe places at school, and stay close to good friends. It is important to keep reporting bullying until help is provided.

A student who bullies in return for being bullied becomes one more bully at school. Some students make the mistake of thinking that carrying a weapon, joining a gang, or planning serious acts of retaliation will solve the problem. More often than not the act of revenge seriously hurts more than just the target – it hurts the bully, the target and innocent bystanders.

Students who are bystanders to bullying must realize that they can either be a part of the problem or part of the solution. Bystanders are a powerful majority at any school. Bystanders have the power to help create safe and comfortable schools for themselves and other students. They can use their social power and personal actions to promote respect. They can carry out anti-bullying activities and campaigns. Bystanders should be warned against trying to protect a student or group of students who are being bullied. Peers who intervene risk retaliation or harm. The most important thing they can do is to report bullying when they see it happening to others.

A student who is a bully needs help and support to admit the behavior is hurtful and wrong. Like the target of bullying, a bully can ask for the help of a caring and responsible adult or agree to accept the help when it is offered.

What can parents of young children do about school bullying?

Parents are their children's first teachers. The words and actions children are taught or allowed to use at home often become the words and actions they use in other settings. As families prepare their children to enter the world, lessons about respect and empathy become especially important. Being a positive role model means teaching your child by example. There are many ways parents can promote the respectful

and thoughtful behaviors they would like to impart to their children. These may include the following:

At Home:

- Talk often with your child and listen carefully.
- Ask about your child's school day, activities and friends.
- Ask if your child feels safe and comfortable at school.
- Talk about what bullying means.
- Teach that bullying is unacceptable and can be dangerous.
- Stop bullying when it happens at home.
- Help your child understand the meaning and positive roles of friendship.
- Be clear about your expectations and consistently discipline when hurtful teasing and bullying occurs among siblings and peers.
- Teach that people can be different in many ways.
- Teach and practice basic manners.
- Help your child find and develop his/her personal talents.
- Help your child choose positive and respectful friends.
- Help your child choose TV, music and video programs that promote respect, kindness and understanding.
- Talk with your child about their school experiences and peers.
- Encourage your child to tell you when bullying happens at school.

At School:

- Learn the schools' rules and sanctions regarding bullying.
- Stay in touch with your child's teacher.
- As soon as you are aware of a bullying problem, report it to the school.

- Accept help from the school with regard to bullying problems whether your child is the target, the bully or a bystander.

STUDENT CONDUCT

Introduction

It is the belief of the Alton School District that students should be in an environment where effective teaching and learning can occur. Therefore, we expect all students to behave in an appropriate manner. The conduct of students that is disruptive to a good learning environment will not be tolerated.

The District's behavior policy will be strictly enforced in a consistent manner by school personnel and by the Board of Education in order to promote the orderly operation of our schools. Discipline will be administered fairly, firmly, and consistently in an effort to maintain a good learning environment, to promote the development of good self-discipline among the students, and to modify unacceptable behavior.

Individual student rights will be respected and protected, but the right of expression by students does not permit the disruption of normal operations of the school nor does it permit interference with the lawful rights of others. In cases of gross disobedience or misconduct, disciplinary action may include suspension by the assistant principal, principal, or superintendent. It may also include expulsion by the Board of Education in accordance with Chapter 122, Section 10-22.6 of The School Code of Illinois. When criminal acts are committed on school property, the appropriate law enforcement officials will be involved.

At the beginning of the school year and when students transfer into the District during the year, an orientation of the discipline policy will be given to students, parents, and school employees. The Board of Education believes that parents/guardians are responsible for the conduct of their children.

The Board of Education's Student Behavior Policy forms the basis for our expectations of students' behavior. We encourage you to read this information and to discuss the importance of good citizenship and appropriate conduct with your child. If you have a specific concern with the Conduct Guidelines, you are encouraged to discuss them with your child's principal.

Dr. Kenneth Spells, Superintendent of Schools

Board Policies – Alton School District Board of Education Policies are available on the district website at www.altonschools.org under Board Policies. These policies may be updated or amended during the year and are considered in effect once adopted by the Board. The failure to acknowledge receipt of the handbook and policies will not relieve a student from being responsible for knowing and/or complying with School and School District rules, policies, and procedures.

PBIS -- A Process in the Alton Schools

Positive Behavior Interventions and Support, usually known as PBIS, is flourishing in the Alton schools. Using PBIS, faculty and parents monitor student responses to interventions (RtI) designed to improve behavior. The goal of the PBIS process is to create a positive school culture and environment by reducing incidents of problem behavior and providing maximum academic time for students and staff.

The PBIS model includes a three-tiered approach for addressing behavioral issues. The first tier is referred to as the universal, for students without serious problem behaviors (80-90%). The second tier is for a small group of students at risk for problem behavior (5-15%) who benefit from targeted group interventions. The third tier is for a very small group of students (1-7%) with chronic/intense problem behavior who can benefit from specialized individual interventions.

Staff members were trained in the model as building teams in August of 1999. The teams meet at least monthly and work to develop interventions for all three tiers in their system. Follow-up training in specific areas is offered, along with technical assistance, to building teams and staff. Each building team is led by a coach. Coaches receive ongoing intensive training on such topics as "Using Data to Make Decisions", "Developing Targeted Interventions", "Wraparound Planning" and "Classroom Management". Coaches meet monthly as a group to provide support and fidelity to the PBIS process.

Universal Plans

The building PBIS teams develop behavior expectations for all settings in their school. The expectations are then taught to the students using creative means such as role-playing and/or skits in some instances. Students are reinforced and recognized for exhibiting the expected behavior through various means as appropriate for the grade levels served.

The universal plans are developed to provide students, staff, parents, and other building visitors with clear behavioral expectations. The premise is based on the fact that they will act appropriately if they know what is expected.

Most buildings spend the majority of their PBIS energy building a strong universal foundation. This is best practice and the most efficient use of resources.

Secondary Interventions

PBIS teams use data to target problem areas in their buildings. A focus of PBIS is to "work smarter not harder". Sometimes a very simple change can make a big improvement in behavioral outcomes for students. Data allows teams to objectively review the school's behavioral issues. PBIS provides a systematic process to address problems and develop effective strategies. Students receiving two or more office discipline referrals will be considered for supports at the secondary level. These may include Check-In-Check-Out (CICO), Social Academic Instructional Groups (SAIG), Simple Functional Behavior Assessment (FBA), and mentoring. Using data, these interventions are monitored for effectiveness by the secondary team and the teacher(s). The interventions are modified as needed to provide for improved student behavior.

Tertiary Interventions

Tertiary interventions are developed for students using criteria such as: 6 (six) or more office discipline referrals, 20% or more absenteeism rate, academic failure, lack of progress in secondary interventions after 4 to 5 weeks, mental health issues that interfere with student's academic success, parent request, teacher request, as well as other critical barriers causing lack of progress in school.

Tertiary interventions are developed by individualized child and family teams. The teams are facilitated by school social workers. The tertiary interventions may include Complex Functional Behavior Assessment (FBA) and/or Wraparound. The team develops a comprehensive plan for the home, school, and community. The parent/guardian chooses the members of the child and family team who support the family in their problem-solving efforts.

STUDENT BEHAVIOR POLICY

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; and (4) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

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

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including with limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, selling, or offering for sale alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed

practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

g. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, or controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, or controlled substance, or other substance that is prohibited by this policy.

h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence or any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the

Weapons section of this policy, or violating the Weapons section of this policy.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, with limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited, is prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was

made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

BASIC RIGHTS AND RESPONSIBILITIES

I. Each student shall be entitled to:

- A. An educational opportunity equal to that of other students.
- B. Due process involving any disciplinary action taken against the student by school authorities.

II. Each student shall be responsible to:

- A. Accord other students, teachers, and other school employees the same lawful rights and privileges.

- B. Obey the policies, procedures, rules, and regulations established by appropriate school authorities.
- C. Pursue the required course of study.
- D. Dress appropriately. (Appearance shall not disrupt the educational process.)
- E. Not take or use any property that belongs to others without proper authorization.
- F. Not engage in conduct that the student knows, or should reasonably know, to be inappropriate.
- G. Abide by directives of teachers, administrators, and other school employees.

III. Each teacher shall be entitled to:

- A. An environment free of offensive language or threats of physical violence.
- B. Use reasonable force as needed to maintain safety for other students.
- C. Remove a student from the classroom for disruptive behavior.

IV. Each administrator shall have the responsibility to:

- A. Know and to accurately follow discipline guidelines as established by District Policy.
- B. Make school rules and regulations contained in a handbook and/or district calendar available to all students and parents. However, the failure of a student or parent to receive a handbook and/or calendar shall in no way prevent the student from being disciplined for inappropriate conduct.
- C. Notify law enforcement agencies of criminal violations by students as deemed necessary.
- D. Implement intervention procedures within his/her jurisdiction through available means; e.g., in-service evaluation criteria, special counseling procedures, and programs.
- E. Notify parents in a timely manner of any violation of discipline.

V. Each parent shall be entitled to:

- A. Information concerning the lawful policies, procedures, rules and regulations established by school authorities.
- B. Expect a safe educational environment for his/her child.
- C. Have access to his/her child’s school record according to District guidelines and the Illinois School Code.

VI. Each parent shall be responsible for:

- A. Seeing that his/her child attends school in accordance with Illinois State Laws.
- B. Being aware of District policies and building rules and regulations concerning his/her child.

- C. Being aware of the academic and behavioral requirements in the classroom.
- D. Meeting the physical needs of his/her child including nutrition, clothing, proper rest, and healthy home environment.
- E. Communicating with school personnel, either by conference, telephone, or in writing concerning the necessity to meet the special needs of his/her child.
- F. Developing self-discipline in his/her child.
- G. Being aware of the consequences of misbehavior on the part of his/her child.
- H. Having working telephone and emergency telephone numbers, or email if available, on file in the school office of his/her child.

VII. The Board of Education shall have the rights and responsibilities to:

- A. Hold students to strict account for disorderly conduct on school property and the right to discipline students for disorderly conduct on the way to and from school.
- B. Hold the parents or legal guardians liable for all damages caused by their child or ward.
- C. Review any disciplinary action against a student by school personnel.
- D. Expel students from school for serious violation(s) of school policy and guidelines.

VIII. Discipline Intervention and Strategies:

- A. Each student is to be informed of behavior expectations and the rights and responsibilities that he/she enjoys as a student of the particular Alton Public School attended. Failure of a student to receive a handbook and /or calendar shall not excuse student conduct otherwise subject to discipline.
- B. Consistent and effective discipline procedures shall be followed in each classroom. District staff shall be trained in assertive and/or cooperative discipline techniques or other suitable disciplinary approaches.
- C. All instructional, as well as administrative staff, shall be aware of resource personnel available for assistance in the solution of discipline problems. These include:
 - 1. Counselors
 - 2. School Psychologists
 - 3. Health Services
 - 4. Alternative Classroom Teachers
 - 5. Social Workers
 - 6. Student Assistance Program (SAP)
 - 7. Project Success

- D. Effective communication among students, teachers, parents, and administrators provides for the prevention of many discipline problems.
 - 1. Student-teacher conferences
 - (a) Behavior Contracts
 - (b) Granting or withdrawal of privileges
 - 2. Parent-Teacher Contact
 - 3. Staffing with parent, teacher, and any other specialized professional individuals who may give input to behavioral problems of any student.
- E. Other resources may be necessary for prevention/intervention of discipline situations. These include:
 - 1. Social agencies
 - 2. Mental health services
 - 3. Probation officers/juvenile court services
 - 4. Law enforcement agencies
 - 5. Child protective services

GUIDELINES

Absences From School/Truancy

Parents of high school, middle school, and elementary students have three (3) school days to provide information for the absence or truancy to be excused.

Bicycles and Skateboards

Students may ride bicycles and skateboards to school only if the following rules are followed:

- 1. Obey the Rules of the Road.
- 2. Keep the bicycle or skateboard in safe condition.
- 3. Bring a lock.
- 4. Walk bicycle or skateboard on and off school grounds.
- 5. Do not drive any motor driven vehicle.
- 6. Do not walk or ride bicycle or skateboard in front of building before or after school while buses are loading and unloading.
- 7. Bicycles are to be parked in designated parking area.
- 8. Skateboards are to be walked onto campus and stored in a locker or other area designated by the building administrator.
- 9. Students are not to be in the bicycle parking area during unauthorized times.

Canine Use

The use of drug sniffing dogs by school officials may occur at any time on school premises, in accordance with district policy.

Corporal Punishment

Corporal punishment shall not be used.

Destruction

Acts of vandalism are not permitted. Offenders may be required to pay for damages or other restitution, be subject to legal prosecution, and be disciplined by school authorities.

Drugs, Narcotics, and Alcohol

Possession, distribution, or use of any type of drugs including but not limited to medical marijuana, alcohol, narcotics, or noxious or look-alike substance or paraphernalia is strictly forbidden. Controlled substances will be confiscated and offenders are subject to legal prosecution.

Fighting

If physical confrontation is anticipated, a student should seek assistance from an administrator, teacher, or staff member. Students participating in fighting at the middle school and high school levels, on school property, may be subject to legal prosecution.

Fire and Emergency Equipment

Tampering with or damaging fire and emergency equipment is a criminal offense and is forbidden.

Food and Drink in Halls, Classrooms, and on School Buses

Food and beverages are not to be consumed in the hallways, classrooms, or on school buses unless so authorized.

Improper Dress

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Improper attire includes, but is not limited to the following:

- Gang colors or symbols are not permitted on school property or at any school function.
- Clothing which exhibits advertising for drugs, alcohol, or tobacco is not permitted on school property or at any school function.
- Clothing which exhibits profanity, vulgarity, or ethnic, or gender slurs is not permitted on school property or at any school function.
- Clothing which exhibits military or paramilitary insignia (this does not include camouflage clothing) is not permitted on school property or at any school function unless it is worn by military personnel or ROTC members.
- Mesh or see-through clothing or clothing which has been torn or cut away (including extremely short shorts) which expose body parts or under garments which are normally covered is not permitted on school property or at any school function.
- Although jackets and sweaters which are part of

coordinated outfits are permitted, overcoats and other forms of outerwear are not to be worn in the classrooms.

- All top garments must cover shoulder to shoulder and the torso must be covered.
- Clothing bearing insignia and slogans that are offensive or profane or which exhibits weapons, ammunition or violence is not permitted.
- Yoga pants, tights, leggings, jeggings, spandex, etc. are not permitted as primary clothing unless the entire top garment covers to below the fingertips when arms are extended straight down at the side and remains covered even while seated.
- Brief or sagging clothing with undue exposure of the body or undergarments. Pants must properly fit and be worn at the student's waist.
- Shirts/tops must cover cleavage and midriff.
- Safe footwear must be worn at all times, NO rubber flip flops or rubber thong-style sandals are to be worn at the middle school or high school.
- Undergarments and buttocks must remain entirely covered even while seated, with no exposed skin above the fingertips when arms are extended straight down at the side.
 - Hats or any other head covers, including bandanas, sweat bands, hoods, and sunglasses are not to be worn in school buildings at any time. Exception: Prescription sunglasses are allowed with the consent of the school nurse.

*Any other items deemed inappropriate by administration are subject to dress code violations.

Leaving School Property

Students are to officially check out through the office or designated areas prior to leaving school property during the school day.

Motorized Vehicles

The operation of motorized vehicles is prohibited at the elementary and middle schools. High school students' privilege to operate a motorized vehicle is subject to the following rules:

1. Have a permit or some form of authorization from the principal.
2. Operate their vehicles safely.
3. Observe speed limits.
4. Give pedestrians/walkers and buses the right of way.
5. Not sit in or on vehicles during school hours.
6. Enter and exit through designated areas.
7. A signed consent form is on file allowing school officials to search the vehicle at any time while parked on school property.

Electronic Devices

Students are not to bring electronic cigarettes, radios, video cameras, digital cameras, MP3 players, iPods,

laser pointers, hand-held video games, walkie-talkies, and pagers to school unless so authorized by a building administrator. Cell phones/Smart phones/tablets are allowed on campus; however, they must be powered off and not visible during regular school day hours. Text-messaging and taking videos/pictures with a camera and/or cell/smart phone/tablet are subject to authorized use. Sexting is strictly prohibited. Unauthorized use of devices that are similar to and/or perform the same functions as items listed, but not necessarily limited to those items listed above, will result in confiscation and school discipline. If permission is granted, then the student will be held responsible for the operation and safety of the item. The district's "Bring Your Own Device" policy (Board policy 6:220) applies to electronic devices. Possession of electronic cigarettes and/or related paraphernalia is subject to confiscation and school discipline. The severity of the discipline may be subject to the circumstances of the possession, including but not limited to unauthorized use of an electronic device, tobacco offense, and/or drug offense.

The School District is NOT responsible for replacing items brought to school that are lost, stolen, or damaged.

Search and Seizure

Desks, lockers, and other storage facilities utilized by students are the property of the school district. Acceptance of the use of such facilities by the student implies consent to inspection and examination of the contents by appropriate school personnel. The school principal or other designated school employee is authorized to inspect and examine the condition and contents of desks, lockers, and other storage facilities when necessary to the fulfillment of their responsibilities. Principals, teachers or other school employees in the normal course of their duties may find it necessary to question a student about the student's or other person's actions. In so far as circumstances permit, such questioning should be accomplished in private.

School Buses

Behavior on school buses is governed by all the rules described within the Behavior Rules section of this handbook. We reserve the right to assign seats on buses. Parents will receive information regarding bus rules and expectations during the first two weeks of school. New parents will be oriented upon entering the Alton School District. Students are to follow the directions of the bus driver.

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and respectfully.

2. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should never stand in the roadway while waiting for the bus.
4. Smoking or eating on the bus at any time is not permitted.
5. Unnecessary conversation with the driver is prohibited.

Students may be suspended from riding the school bus for up to ten (10) consecutive days for engaging in gross disobedience or misconduct, including but not limited to:

1. Prohibited student conduct as defined in the Student Behavior Policy.
2. Willful injury or threat of injury to a bus driver or another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as a school official deems to threaten the safe operation of the bus and/or its occupants.

Tobacco

Tobacco in any form is strictly prohibited on school grounds and will be confiscated. Matches, lighters, and electronic cigarettes are also prohibited and will be confiscated. Students found in possession of these items will receive school discipline and are subject to citations resulting in a fine (Alton & Godfrey City Ordinance).

Weapons, Ammunition, Fireworks

Students are not to bring weapons, genuine or imitation, or ammunition to school. A weapon shall be defined as any object used or which could be used to cause harm. Fireworks and explosive devices will be confiscated.

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. & 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy

club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS

Law enforcement officials shall be involved in cases of felony which includes theft of/or damage to property, bodily harm, possession of weapons (guns, brass knuckles, knives, tasers, mace, etc.) drugs (possession and/or selling). Involvement of law enforcement officials shall be sought for those criminal acts which include, but are not limited to the following:

- * **Theft over \$300.**
- * **Theft under \$300 when a teacher or administrator has direct knowledge regarding the incident.**
- * **Theft from a person (purse snatching, etc.)**
- * **Any sexual assault.**
- * **Aggravated battery.**
- * **Any weapon or ammunition, including toy guns.**
- * **Assault with any kind of weapon.**
- * **Aggravated assault - threat with a weapon.**
- * **Drugs and alcohol.**
- * **Disorderly Conduct.**
- * **Terrorist Activity such as bomb threats, mob action, or any activity that may cause mass hysteria.**

The liaison officer or appropriate authority shall be immediately notified of criminal acts. In criminal cases, the Superintendent of Schools or designee shall seek appropriate prosecution of violators regardless of whether or not the victim wishes to also prosecute.

DISCIPLINARY ACTIONS

Informal Talks

A school official (teacher, administrator, social worker, or counselor) will talk to the student and try to reach an agreement regarding how the student should behave. Action taken and results are recorded and kept on file.

Student Disciplinary Conference

A formal conference is held between the student and one or more school officials. During this conference the student must agree to correct his/her behavior. Action taken and results of the conference are recorded and kept on file.

Parental Involvement

Parent(s) and/or legal guardian(s) are notified of disciplinary action by telephone, personal contact, or letter. A conference may be conducted with the student, his/her parent(s), a school administrator, and/or the teacher as appropriate. Action taken and results of the conference are recorded and kept on file.

Referral to Counselor/Social Worker

Students may be required to meet with an assigned counselor/social worker on a periodic basis. The counselor/social worker will advise students concerning ways of improving his/her behavior. The counselor/social worker may recommend special projects to the student including reading, attending seminars, etc.

Assignment of Extra Work or Duties, or Restitution

Depending on the nature of the behavior or infraction, duties may be assigned or restitution sought to match the nature of the offense and are to be completed by the student on his/her own time. This work shall be assigned, supervised and evaluated by an administrator, teacher or designee. This assignment of extra work or duties, outside of school hours, must have parental permission.

Removal from Classroom

Depending on the nature of the behavior or infraction, temporary removal from the classroom may be used as a disciplinary measure.

Detention

Students may receive a detention before or after school hours, during lunch hour, or from a specific class at the discretion of the teacher and/or principal. Parents of students should be notified by the principal or teacher if the student is to be detained. The parents are responsible for the student's transportation. Action taken and results are to be recorded and kept on file.

Referral to PBIS Team

The premise of PBIS is to teach, model, and reinforce the behavior expected and desired. After reviewing the referral, the team may recommend positive interventions to be taken by the teacher, parent, staff and student.

Referral to Authorities

Depending on the nature of the behavior or infraction, juvenile authorities or other law enforcement may be notified whenever conduct involves criminal activity.

Withholding/Loss of Privileges

Extracurricular activities are special privileges offered to enhance the students' over-all learning experience. Other benefits, such as riding the bus to and from home are also privileges, not rights. Any or all of these privileges may be revoked. Actions taken and results are recorded and kept on file.

Community Service

Depending on the nature of the behavior or infraction, community service to meet human, educational, environmental, or public safety needs is an alternative to other disciplinary measures.

Seizure of Contraband

Depending on the nature of the behavior or infraction, school administration may confiscate and temporarily retain personal property that was used to violate school disciplinary rules.

Suspension of Bus Riding Privileges

Depending on the nature of the behavior or infraction, temporary removal from the bus may be used as a disciplinary measure in accordance with Board policy 7.220, Bus Conduct.

Detention/In-School

In-school detention (in-school supervision) requires that the student be removed from the student population. The student will be placed in the ISS/ISD room for a prescribed period of time. The student, while in ISS/ISD, will be responsible for completing all daily assignments provided by his/her teacher(s).

Restorative Practices

Restorative practices help students deal with the harm they have caused to individuals and to the school community. The goals of restorative practices apply to both those involved and to the larger educational community, and encourage accountability and responsibility through personal reflection within a collaborative planning process. A few examples of restorative practices include circles, conferencing, mediation, restitution, and peer jury.

Suspension/Out-of-School

Out-of-school suspension requires that the student be deprived of all the privileges of attending school for the number of days specified. All extra-curricular privileges are also suspended. Students shall not be present on any Alton School District property during suspension. Students receiving an out-of-school suspension are expected to remain current with class assignments. Action taken and results are recorded and kept on file.

Short suspensions consist of 1-4 days. Long suspensions consist of 5-10 days.

Administrative Transfer/Placement

Administrative transfer/placement occurs when a student eligible for suspension or expulsion is transferred to a state-approved alternative program.

Expulsion

Expulsion is the removal of a student from school by action of the Board of Education.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. Suspension and expulsion may be the available and appropriate disciplinary interventions in some circumstances where other available and appropriate interventions have been exhausted or it has been determined that there are no other available and appropriate behavioral or disciplinary interventions. School personnel shall not advise or encourage students

to drop out voluntarily due to behavioral or academic difficulties.

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

Make-up Work

A student who is absent from school for any reason, including suspension, is encouraged to continue to keep up with his/her school work. This recommendation is made for the purpose of helping students avoid major gaps in their educational program. In addition, keeping up with assignments during an absence is the best way for a student to ensure his/her ability to successfully complete assigned work upon returning to school following an absence. The guidelines governing work missed during an absence are as follows:

1. It is the student's responsibility to get assignments, lecture notes, and other material needed to keep up with work missed.
2. Students returning to class from an absence are responsible for making the arrangements (research papers, projects, major tests, etc.) for missed work. The work must be completed within a time frame representing a day for every day of absence, including suspension.
3. Students will receive grades and credit for work made up.
4. Partial to full credit will be given to students for work missed due to an unexcused absence. Amount of credit will be established and consistently applied by respective elementary, middle, and high school levels.
5. Students called or sent out of class for any reason will be expected to complete work missed except if sent out for cheating.

DISCIPLINE PROCEDURES

The following illustrations show the types of disciplinary action that may be taken for each disciplinary violation. In each instance a minimum and a maximum action is listed, as well as an action for the first occurrence and one for repeated occurrences. If a student has demonstrated excellent behavior and then becomes involved in a problem area, school officials may consider the record of that student's good behavior before any action is taken.

If a student has continually exhibited problem behaviors, then the disciplinary action may be the maximum action listed. **Students should not expect**

that they will automatically receive the minimum or maximum action. Such factors as the length of time since their last problem, their attitude, etc., will be taken into account before any action is taken.

It must be clearly understood that the following examples and illustrations of discipline measures may be altered by the administration and the Board of Education depending on the nature of an infraction.

Due to the Illinois School Student Records Act and the Family and Educational Rights and Privacy Act, parents/guardians will not be given information by District personnel on the discipline action taken against other students involved in a given situation.

Progressive Discipline

The Alton Community Unit School District #11 utilizes the concept of progressive discipline in assigning consequences to students who exhibit inappropriate behavior. By assigning more significant consequences to students who continue to exhibit behaviors which disrupt the educational process, we are hoping to give children an opportunity to develop an understanding that they need to begin to exhibit appropriate behavior on a regular basis in order to benefit educationally. The assignment of consequences for inappropriate behavior is at the sole discretion of the administrator, after consulting the guidelines in the Student Behavior Handbook. The progression of consequences may result in a recommendation for expulsion.

Elementary School

A team from each school has established building-wide expectations for behavior in all locations throughout the building. These positive expectations are continuously communicated to the student body. The premise of PBIS is to teach, model, and reinforce the behavior expected and desired.

Office Referral

1. First and second discipline referral - principal and teacher intervention, parent informed.
2. Third discipline referral during the current grading period - conference may be held with the parents/guardian.
3. Contact with parents/guardian should be made as necessary.
4. Severe clause - student(s) shall be referred immediately to the office. Examples: fighting, obscenity, insubordination, destruction of property.

Observable Behavior And Rules That Students Must Follow During The School Day

Classroom (includes library, gym, music room, fine arts room, computer labs)

1. It is the student's responsibility to enter the classroom and quietly prepare to start work and follow stated classroom rules.
2. It is the student's responsibility to bring paper, pencils, books, and completed homework assignments every day.
3. Students are expected to treat others with respect.
 - A. Keep hands, feet, books, and objects to yourself.
 - B. Treat others with courtesy and respect. Swearing, rude gestures or bullying/teasing are unacceptable.
4. It is the student's responsibility to be attentive and follow directions in class.
5. Follow teacher directions.

Cafeteria Lunch Hour

1. Follow adult directions.
2. Keep eating area clean of debris, food and liquids. Make sure area is clean for the next person.
3. Raise hand and wait to be recognized before leaving the table.
4. Keep noise level at a minimum. If a teacher can clearly hear a student's voice above other students at the table, the student is too loud.
5. Students should become quiet when staff member signals for silence or bell rings.

Restroom

1. Enter restroom and take care of needs as quickly as possible.
2. Respect property - writing on or defacing school or other property is unacceptable.
3. Students must wash hands before exiting the restroom.

Playground

1. Follow adult directions.
2. Follow safety rules at all times.
3. Line up immediately and quietly when bell rings. Be ready to enter the building.

Hall Conduct

1. Students will walk in the hall.
2. Always stay to the right in the hall.
3. Keep noise level down.
4. Remove hats upon entering building.

Bus Stops/Buses

1. Follow adult directions.
2. Arrive at your assigned bus stop on time.
3. Students are expected to treat others with respect.
 - A. Keep hands, feet, books, and objects to yourself.
 - B. Treat others with courtesy and respect. Swearing, rude gestures or bullying/teasing are unacceptable.

- C. Pushing and/or shoving are unacceptable.
4. Students are expected to stay in seats and face the front at all times except when entering and leaving the bus.

5. Food, gum, and/or drinks are not allowed on buses.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies. The information provided is correct at time of deadline for publication.

ELEMENTARY SCHOOLS			
Action To Be Taken			
Violation	Range	First Occurrence	Repeated Occurrence(s)
Absences/ Truancy	Minimum	Parental Involvement	Parental Involvement
	Maximum	Parental Involvement	Court Action
Assault & Battery	Minimum	Parental Involvement	Suspension
	Maximum	Suspension**	Expulsion**
Bicycle Violations	Minimum	Informal Talk	5-Day Loss of Privilege
	Maximum	5-Day Loss of Privilege	Permanent Loss of Privilege
Cheating	Minimum	Informal Talk	Parental Involvement
	Maximum	Loss of Credit	Loss of Credit/ Detention
Coercion/ Bullying	Minimum	Parental Involvement Informal Talk	Short Suspension
	Maximum	Short Suspension	Long Suspension
Computer Violations: Internet Use Agreement & Acceptable Use	Minimum	Parental Involvement Detention Loss of Privileges**	Loss of Privileges**
	Maximum	Short Suspension**	Privileges Revoked Long Suspension**

Defiance of Authority	Minimum	Informal Talk	Detention(s)
	Maximum	Parental Involvement Short Suspension**	Expulsion**
Destruction of Property/ Vandalism	Minimum	Parental Involvement and Restitution	Suspension and Restitution
	Maximum	Short Suspension and Restitution**	Expulsion and Restitution**
Disorderly Conduct/ Instigation	Minimum	Detention	Short Suspension**
	Maximum	Short Suspension**	Expulsion**
Violation	Range	First Occurrence	Repeated Occurrence(s)
Disruption	Minimum	Informal Talk	Detentions
	Maximum	Detention	Short Suspension
Non-Prescribed Drugs and Look-alike Drugs, Narcotics, Alcohol, and Paraphernalia (Use, Possession, or Distribution of)	Minimum	Short Suspension** Parental Involvement	Long Suspension** Parental Involvement
	Maximum	Long Suspension** Parental Involvement	Expulsion** Parental Involvement
** Police Involvement			
Electronic Devices, Unauthorized (Use of) (refer to Electronic Devices Guidelines)	Minimum	Informal Talk Confiscation Parental Involvement**	Parental Involvement Detention Confiscation Short Suspension**
	Maximum	Short Suspension Confiscation**	Suspension Confiscation**
Entering School Facility/Property without Approval	Minimum	Parental Involvement**	Suspension**

	Maximum	Expulsion**	Expulsion**
Fighting/ Entering into an existing fight	Minimum	Detention	Short Suspension
	Maximum	Long Suspension	Expulsion
Fire & Emergency Equipment Tampering	Minimum	Informal Talk	Detentions**
	Maximum	Parental Involvement Detention**	Short Suspension**
Fireworks & Explosive Devices (Possession of)	Minimum	Parental Involvement	Detentions
	Maximum	Expulsion**	Expulsion**
Food, Gum, Drink in Halls, Classrooms, on School Buses	Minimum	Informal Talk	Detentions
	Maximum	Parental Involvement	Short Suspension
Violation	Range	First Occurrence	Repeated Occurrence(s)
Forgery	Minimum	Parental Involvement	Detention
	Maximum	Detention	Short Suspension
Gangs and Related Gang Activities	Minimum	Parental Involvement**	Long Suspension**
	Maximum	Short Suspension** Activities' Suspension	Expulsion** Activities' Suspension
Guns/ Ammunition	Minimum	Short Suspension**	Long Suspension**
	Maximum	Expulsion**	Expulsion**
Hallway Conduct	Minimum	Informal Talk	Detention(s)
	Maximum	Parental Involvement	Detention(s)
Harassment	Minimum	Parental Involvement Detention	Short Suspension**
	Maximum	Short Suspension**	Expulsion**

Improper Display of Affection	Minimum	Informal Talk	Parental Involvement
	Maximum	Parental Involvement	Detention
Improper Dress	Minimum	Informal Talk - Corrected if Deemed Necessary	Parental Involvement
	Maximum	Parental Involvement	Short Suspension
Leaving School Property without Permission	Minimum	Parental Involvement	Detention(s)**
	Maximum	Short Suspension**	Short Suspension**
Loitering	Minimum	Informal Talk	Parental Involvement
	Maximum	Parental Involvement	Short Suspension
Violation	Range	First Occurrence	Repeated Occurrence(s)
Physical Aggression	Minimum	Parental Involvement	Short Suspension
	Maximum	Detention	Long Suspension
Profanity	Minimum	Parental Involvement Detention	Parental Involvement Detention
	Maximum	Parental Involvement and Detention	Short Suspension
School Bus Conduct	Minimum	Informal Talk Parental Involvement	Parental Involvement Detention
	Maximum	Suspension from Bus	Removal from Bus/OSS
Sexual Harassment/ Sexual Misconduct	Minimum	Parental Involvement	Parental Involvement with Short Suspension
	Maximum	Expulsion**	Expulsion**
Snowballs	Minimum	Informal Talk	Parental Involvement

	Maximum	Parental Involvement	Detention
Tardiness	Minimum	Parental Involvement	Parental Involvement
	Maximum	Parental Involvement	Parental Involvement Detention
Theft	Minimum	Parental Involvement Detention	Short Suspension
	Maximum	Short Suspension**	Expulsion**
Tobacco (Use or Possession of)	Minimum	Parental Involvement Detention**	Detentions**
	Maximum	Parental Involvement Detention**	Detentions Short Suspension**
Verbal Abuse / Threats	Minimum	Parental Involvement Detention	Parental Involvement Detention
	Maximum	Expulsion**	Expulsion**
Weapons or look-alike Weapons including look-alike and toy guns	Minimum	Parental Involvement Detention	Short Suspension
	Maximum	Expulsion**	Expulsion**
**Police Involvement			

GLOSSARY

The following definitions apply to all K-12 students in attendance in district instructional and support programs as well as school sponsored activities and events.

Ammunition

Projectiles fired from guns or explosive devices.

Arson

The malicious, intentional attempt to burn any property.

Abusive Language

Name calling, racial slurs, or derogatory statements addressed to others.

Assault and Battery

Attempting to cause and/or causing injury to another student or staff member.

Breaking and Entering

Forceful entry into the property of another or into any portion of the school property.

Bullying/Coercion

Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student.

Cheating

Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher.

Complicity

Association or participation in a wrongful act.

Conference

A meeting conducted among students, parents, and school officials where participants may be notified either verbally or in writing of misconduct.

Controlled Substance

1. any alcoholic substance
2. other illicit drugs or look alike drugs
3. any potentially mind-altering substance

Defiance of School Authority

Refusal to comply with reasonable requests of school personnel.

Detention

Temporary assignment of a student in a special room or area under the supervision of authorized school personnel.

Disorderly Conduct/Instigation

Any action of such unreasonable manner as to alarm or disturb another and to provoke a breach of peace.

Disruption

To disturb the regular or normal function as related to a standard of behavior. A breakdown in the orderly process of instruction and/or school activities.

Disrespect

Display of rudeness or discourteousness toward a school employee.

Electronic Devices

Including, but not limited to, cell phones, smart phones, tablets, pagers, text messaging devices, camera phones, MP3 players, walkie/talkie, radios, CD/tape players, laser pointers, electronic cigarettes, and/or other devices that are similar to and/or perform the same functions as items listed.

Explosive Device

Any device or material that may explode or ignite.

Extortion

The act or practice of obtaining something from another person by force or undue or illegal power or ingenuity.

Fighting

Engaging in physical contact for the purpose of inflicting harm to another person. Entering into an existing fight.

Forgery

The false making or alteration of a written document or another person's name or signature.

Gambling

To play a game for money or for other stakes.

Gang Activity

Any violation of school rules/policy/malicious or criminal behavior that a group of individuals come together to commit.

Harassment

To annoy continually. Words and/or actions directed toward an individual which are intended to harass that individual based on a person's sex, race, religion, or ethnic origin are considered harassment.

Intimidation

Threats or verbal comments with the intent to cause fear.

Instigation

Comment or action that promotes violence or inappropriate behavior.

Insubordination

Any action involving open or persistent defiance of authority and/or school rules and regulations.

Intoxicating Agent

Any substance, including but not limited to medical marijuana, used to excite or stupefy to the point where physical and mental control is markedly diminished.

ISD

In School Detention.

ISS

In School Supervision.

Loitering

Standing, littering, or traversing private property going to or from school, the bus stop, or any school sponsored event will be considered loitering when one of the following conditions exist:

1. after a reasonable request to leave
2. does not have any legitimate reason for being there
3. does not have written permission to be there from anyone authorized to grant permission.

Long-term Suspension

Removal of a student from school and school activities for a specific period of time, usually more than four days.

Look Alike Drugs and Weapons

Any material or substance that has the appearance of or is similar to the real thing.

Lying

Intentionally giving untrue communication.

Loss of Privileges

Occurs when a student is not allowed to participate in any school activity other than academic classes. This may include extra-curricular activities during or after the regular school day.

Malicious Damage

The intent to cause loss or harm resulting in injury to person, property, or reputation.

Non-Prescribed Drugs

Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.

Normal Educational Process

Generally accepted action or operation of being educated.

Normally Established Rules

Generally accepted prescribed guide for conduct or action.

Obscene

Statements and materials that school officials applying contemporary school standards would find offensive.

OSS

Out of School Suspension.

Paraphernalia

Accessories, apparatus, or equipment that may be used in the manufacture of or utilization of a controlled substance.

Physical Abuse

Any act intended to cause injury to another.

Physical Aggression

A provoked or unprovoked attack using part of one's body.

Project Success/Student Assistance Program

An optional educational support program provided to students through the Student Assistance Coordinator. Conducted after the school day, it may be offered to any student as a prevention program or as a reduction of suspension in some infractions (pending completion of a required number of sessions which provide training in substance abuse prevention, social skills, communication, emotional self-control, and conflict resolution).

Profanity

The act of uttering contemptuous language for the purpose of debasing the dignity of another person. The departure in the use of language from what is normally considered to be acceptable within the environment of a school or school-related area.

Referral

A written notice of alleged misconduct to the appropriate administrator.

Refusal to Identify Self

Refusal to give correct name when requested to do so by school personnel.

Reprimand

Warning or disciplinary action taken by a school official for student misbehavior.

Restitution

Restoration of something to its rightful owner: the making good of or giving an equivalent for some injury (as a loss of or damage to property).

Restriction of Bus Privileges

Temporary exclusion of a student from school transportation.

Restriction Pending a Parent Conference

Removal of a student from school, school transportation, and school activities until a parental conference is held with the appropriate building administrator.

Robbery

The taking of property of another by force, violence, or threat.

Sale of Intoxicants

The transfer of ownership from one person to another for a price or item of value, those substances that excite or stupefy to the point where physical and mental control is markedly diminished.

Sexting

Sending, receiving, or possessing sexually explicit or otherwise inappropriate picture or images. Includes, but is not limited to, creating, sending, sharing, viewing, receiving or possessing an indecent depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

Sexual Harassment

Policy 7:20 contains a complete definition of conduct which constitutes sexual harassment.

Sexual Misconduct

Inappropriate behavior of a sexual nature; may include, but is not limited to, physical, verbal, written and/or electronic communication.

Short-term Suspension

Removal of a student from school and school activities for a period of 1 to 4 school days.

Special Assignment

Occurs when a student is given any additional work to perform that other students in a non-disciplinary situation are not required to do.

Time-Out

Removal of the student from the regular academic setting or a restriction of privileges.

Theft

Taking property that does not belong to that person.

Threats

Disrespectful or other language that expresses an intent to do harm toward persons or property at school or school-related events.

Tobacco

Dried leaves of plants or liquids used for smoking, chewing, and snuffing.

Trespass

The unauthorized presence of an individual on school property.

Truancy

The intentional absence from school without legitimate cause.

Vandalism

Destroying, mutilating, and defacing objects or materials belonging to the school, school personnel, or other persons.

Verbal Abuse

Disrespectful language and/or language which is threatening in nature to a staff member or a student.

Vulgarity

The use of offensive language; repulsive language; profane language.

Weapons

A weapon shall be defined as any object used or which could be used to cause harm.