

SECTION 13 -Student Conduct and Discipline

Board Policy 7:190 states that “every student, pre-school through adult has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning.” While at school, riding in school buses or at school-sponsored activities, students are required to behave in an orderly and appropriate manner in accordance with the rules and regulations of the school district. Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Specific concerns relating to student infractions of the student code of conduct or disciplinary actions imposed should be directed to the building principal.

The philosophy of our discipline program can be summarized as follows:

- Students have a right to a safe learning environment.
- Teachers have the right to teach.
- Students have the right to learn.
- No student shall prevent a teacher from teaching or a student from learning.
- All students can behave appropriately.
- Misbehavior is a matter of choice.
- A student will accept responsibility for his/her actions. We will not negotiate the consequences for misbehavior.

Positive Behavior

Promoting good character in our students continues to be a priority in Zion Elementary District 6 schools utilizes the PBIS program to promote positive behaviors and citizenship. The Zion District 6 School Board’s adoption of Positive Behavior Intervention and Support (PBIS) establishes a framework for developing, refining and implementing a culture of discipline conducive to learning. PBIS is a 3-tiered system of support and intervention, based on research that indicates that the most effective discipline systems use proactive strategies designed to prevent discipline problems. Students are taught pro social skills through lessons plans implemented by staff. Appropriate behavior is labeled and acknowledged. Group and individual interventions are in place for students needing additional skill instruction. Students in Zion Elementary School District 6 are taught to be respectful, be responsible, be safe, and be kind.

Be Respectful

- Treat others in manner that you would like to be treated
- Accept differences
- Use appropriate language
- Respect school property

Be Responsible

- Be on time and ready to learn
- Read and think critically
- Complete work as assigned
- Follow instructions

Be Safe

- Be aware and make good choices
- Seek help when needed
- Ask permission

Be Kind

- Say “Please” and “Thank you”
- Listen to others
- Help others

School Dress Code and Student Appearance

School board policy 7:160 states that a student’s appearance, including 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.

Student dress and grooming are the responsibility of the student and parent. Dress and grooming must meet reasonable standards of health, safety, modesty, decency, and may not be disruptive to the educational atmosphere of the school. While respectful of individuality, the staff and administration of District 6 feel certain guidelines are necessary for the successful operation of the school. Under the guidelines of promoting a positive educational setting, the following rules of dress and grooming have been established:

- Dress which is extreme, exhibitionist, or of immodest fit or style to the extent that it interferes with the instructional process will not be allowed. Fishnet shirts, see-through blouses, spaghetti strap tops, and clothing that expose a bare back or midriff cannot be worn to school. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment. The finger length rule will be used to determine appropriate length.
- Pants must be of an appropriate size and worn at the waist so as not to expose undergarments
- Coats, jackets and snow boots are not appropriate classroom attire.
- Headwear is not to be worn inside the building unless medical or religious reasons. Parents should submit a note to the Principal from his or her doctor or religious leader to the school’s main office.
- Articles of clothing with suggestive or inappropriate slogans, weaponry or acts of violence, and/or depictions of drug and/or alcohol use are not allowed in school.
- Gym uniforms may not be worn in class unless approved by the Principal or Assistant Principal.
- Sunglasses, chains, dog collars, spiked wristbands or combs/picks in hair may not be worn on school grounds
- Backpacks are not to be brought into the classroom unless necessary in some elementary classrooms that do not have lockers.

- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building administrator will make the final decision.
- Students wearing clothing determined inappropriate by the administration will be asked to change prior to going into the classroom. Refusal to comply with the administrator's request or to adhere to the dress policy may result in disciplinary action.

Student Discipline

In the event of misconduct, the appropriate use of consequences will be implemented. Ongoing monitoring shall be used to ensure that equitable school-based practices are implemented in a fair, non-discriminatory and culturally responsive manner. Students are subject to appropriate disciplinary measures for unlawful or improper conduct and, upon demonstration of gross disobedience or misconduct, may be suspended and/or expelled from school. Students could be suspended and/or expelled from school for gross disobedience or misconduct whenever or wherever such action results in the disruption of the orderly conduct of the school program or the student's presence constitutes a clear and present danger to himself, other students or school personnel.

Students may be disciplined for misconduct, including but not limited to the following:

- Using, possessing, distributing, purchasing, or selling
 - Tobacco materials; including electronic cigarettes or e-cigarettes.
 - Alcoholic beverages.
 - Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
 - Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - Any inhalant, regardless of whether it contains an illegal drug or controlled substance
 - "Look-alike" or counterfeit drugs
 - Drug paraphernalia
- Using, possessing, controlling or transferring a firearm or "look alike," 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.
- Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones, smartphones and similar electronic devices must be kept powered-off and in student lockers/backpacks during the school day.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores
- Bullying which is described in more detail below.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Being absent or tardy without a recognized excuse.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

- Violating any criminal law, on or off campus, including but not limited to, threats, assault (including fighting), battery, arson, theft, gambling, eavesdropping, and hazing.
- Engaging in inappropriate touching or inappropriate contact of a sexual nature towards staff or students.
- Engaging in any disrespectful, disruptive or insubordinate behavior towards staff and/or students.
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing and indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
- Violation of the technology acceptable use policies and agreement.
- Violation of the school’s dress code.

Preventing Bullying, Intimidation, Teen Dating Violence & Harassment

Bullying, intimidation, teen dating violence and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal.

Bullying (including cyberbullying), intimidation, teen dating violence and/or harassment may take various forms, including without limitation: Threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes cyberbullying, harassment, intimidation, teen dating violence, retaliation, and school violence.

Bullying or harassment on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic will not be tolerated at Zion Elementary School District 6.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (cyber-bullying), directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

A student who is being bullied/harassed in person or via online platforms or anyone who has information about actual or threatened bullying or harassment is encouraged to immediately report it orally or in writing to school administrators or any staff member with whom the student is comfortable speaking. Reports can also be made through an electronic form found on the district website and mobile app. Online reporting can be anonymous. The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a

knowingly false accusation or provide knowingly false information. The school will protect students against retaliation for reporting incidents of bullying, intimidation, teen dating violence or harassment, and will take disciplinary action against any student who participates in such conduct.

Disciplinary Measures

The grounds for disciplinary action applies whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- 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.

Disciplinary measures may include but are not limited to:

- Notifying parents/guardians.
- Disciplinary conferences.
- Re-teaching of behavioral expectations.
- Informal and formal conferencing.
- Withholding of privileges.
- Seizure of property used to disrupt the educational environment such as laser pointers
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Temporary removal from the classroom.
- Before school, after school or lunch detention.
- Positive Alternative To Suspension classroom- partial or full day.
- Suspension of bus riding privileges.
- Saturday Detention provided the student's parent/guardian has been notified.
- Administrative involuntary in-district school transfer – elementary only.
- Alternative School Placement.
- Notifying juvenile authorities or other law enforcement whenever the student has engaged in illegal activity. The school district will press criminal charges against the student.
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years. An expelled student is prohibited from being on school grounds.

Suspension and Expulsion of Students

The following process applies to a student who receives a suspension and/or is notified that an expulsion is being sought.

- The administrator will follow the student discipline procedures outlined by the District.
- Students will have the opportunity to share their side of the incident prior to disciplinary action being taken.

- The duration and type of suspension (in-school or out-of-school) will be appropriate to the student's age, level of understanding, and the type and extent of the misconduct. Expulsion will be considered for any student violations deemed illegal or for students with repeated gross misconduct.
- The student and parent/guardian will be provided the disciplinary action in writing within 24 hours of the action being taken and provided with their due process rights
- The administrator may make a referral to the police for any misconduct that involves: weapons with explosive capacity, physical attacks causing severe bodily injury, possession or use of a controlled substance, and gang involvement.
- An intake meeting will be scheduled between the school principal, parent/guardian, student and relevant school personnel prior to reentry into school
- The administrator will convene the school's problem-solving team following multiple disciplinary infractions to develop strategies and interventions to help the student break a pattern of inappropriate behavior.

Isolated Time out and Physical Restraint

Isolated time out and physical restraint as outlined in Section 1.285 of the Administrative Code shall be used only as means of maintaining discipline in schools (that is, as means of maintaining a safe and orderly environment for learning) and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, i.e., as a form of punishment. When the use of isolated time out or restraint are required, parents are notified immediately in writing the cause for the restrictive disciplinary measures the length of time the student was engaged in isolated time out or physical restraint.

Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Corporal Punishment

As a matter of Board of Education Policy, 7:190, District 6 does not use corporal punishment. 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 the defense of property.