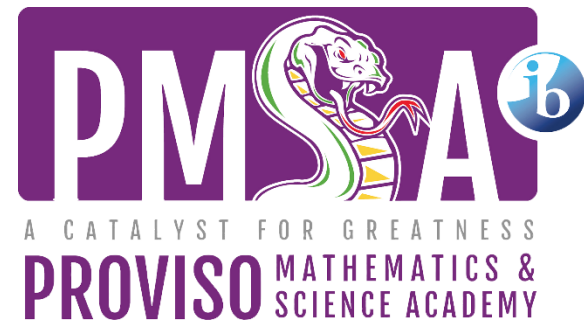


Proviso Township High Schools District 209

Intervention Guide



Revised as of 8/5/2024

LEVEL 1 OFFENSES

None to minimal impact on the educational environment

Exclusionary practices are not allowable as possible interventions and/or consequences for any Level 1 Offense. Offenses are coded in alphabetical order, and not in order of severity.

Offenses	Level	Explanation	Possible Interventions/Consequences
1-01 Academic Dishonesty (Cheating/Plagiarism)	1	Plagiarizing, cheating and or copying the work of another student or other source.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Confiscation of Item; • Removal from Classroom; • Counseling; • Lunch/After School Detention/Saturday Detention;
1-02 Cell/Comm Device	1	Unauthorized use or possession of cellular telephones or other information technology devices.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Lunch/After School/Saturday Detention; • Confiscation of Item; • Reset Room.
1-03 Class Cut	1	Failing to attend class without a valid cause.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Counseling/Social Worker/Case Manager; • Lunch/After School Detention/Saturday Detention; • Routing Sheet—CICO with Counselor/Social Worker/Case Manager; • Reset Room.

1-04 Closed Campus Rule	1	The act of leaving school grounds during the school day without proper administrative authorization.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Lunch/After School Detention/Saturday Detention; • Reset Room.
1-05 Data Network Acceptable Use Policy	1	The act of using the PTHS network for the purpose of accessing non-educational materials, such as games and other inappropriate materials.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Confiscation of Item; • Removal from Classroom; • Collaboration with Counselor/Social Worker/Case Manager; • Lunch/After School Detention/Saturday Detention; • Reset Room.
1-06 Disruptive Behavior	1	The act of behaving inappropriately, which interferes or obstructs the mission or operation of the school or the safety and welfare of other students or employees at school or at any school sponsored activity.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Removal from Classroom; • Collaboration with Counselor/Social Worker/Case Manager; • Lunch/After School Detention/Saturday Detention • Reset Room.
1-07 Dress Code Violation	1	The act of failing to comply with the established dress code policy.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Removal from Classroom; • Collaboration with Counselor/Social Worker/Case Manager; • Lunch/After School Detention/Saturday Detention • Reset Room.
1-08 Failure to Serve In-School Detention	1	The act of not attending Reset Room or other administratively assigned discipline.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence;

			<ul style="list-style-type: none"> • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Lunch/After School Detention/Saturday Detention; • Reset Room.
1-09 Failure to Serve Saturday Detention	1	The act of not attending a Saturday School or other administratively assigned discipline.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Lunch/After School Detention/Saturday Detention • Reset Room.
1-10 Horse Playing	1	The act of engaging in rowdy, rough behavior that interferes with the safe or purposeful order of the school.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Lunch/After School Detention/Saturday Detention • Reset Room.
1-11 Insubordination	1	The act of deliberately refusing or failing to follow a direction or an order from a school staff member, bus driver, or any other adult in authority.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Lunch/After School Detention/Saturday Detention; • Reset Room.
1-12 Lack of School Identification	1	The failure of a student to be in possession of school identification.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Lunch/After School Detention/Saturday Detention;

			<ul style="list-style-type: none"> • Reset Room.
1-13 Profanity/Abusive Language	1	The act of using any profane, vulgar, or unnecessary crude utterance or gesture, whether directed towards a classmate, or merely done overtly.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Lunch/After School Detention/Saturday Detention; • Reset Room
1-14 Public Display of Affection	1	The act of failing to refrain from public displays of affection in school. The practice of embracing and kissing in school is considered in poor taste and disruptive to the educational environment.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Lunch/After School Detention/Saturday Detention; • Reset Room
1-15 Tardy to Class	1	Persistent tardiness to school or class (3 or more in a week)	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Lunch/After School Detention/Saturday Detention; • Reset Room.
1-16 Tardy to School	1	Persistent tardiness to school (3 or more in a week)	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Lunch/After School Detention/Saturday Detention; • Reset Room.

<p>1-17 Unauthorized Area</p>	<p>1</p>	<p>The act of being present in buildings, rooms, hallways, or other areas of a school campus restricted to student access during all or a portion of a day.</p>	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Lunch/After School Detention/Saturday Detention; • Supervised Study; • Reset Room.
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LEVEL 2 OFFENSES

Major impact on the educational environment

Offenses are coded in alphabetical order, and not in order of severity. Any exclusionary practice (Out of School suspension) of no more than four (4) days is not recommended unless approved by the Building Principal or Assistant Principal. An exclusionary practice (Out of School suspension) of any number of days of one (1) or greater must approved by the Building Principal or Assistant Principal in the event that the excluded student is a document diverse learner with an Individualized Education Plan (IEP) or 504 Plan.

Offenses	Level	Explanation	Possible Interventions/Consequences
2-01 Academic Dishonesty (Cheating/Plagiarism)	2	Plagiarizing, cheating and or copying the work of another student or other source.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Confiscation of Item; • Removal from Classroom; • Counseling; • Lunch/After School Detention/Saturday Detention; • Reset Room. • Complete Alternative Assignment.
2-02 Alcohol	2	Use or possession of alcohol in school or at, before or after a school related function.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Nurse's Evaluation; • Reset Room.
2-03 Assault	2	An attempted or reasonable threat to inflict injury or someone with a show of force that would cause the victim to expect an immediate battery. An assault may	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence;

		be committed without actually touching, striking or injuring the victim.	<ul style="list-style-type: none"> • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Notify Building Admin; • Notify Police Counselor; • Reset Room/OSS.
2-04 Battery	2	Unwanted bodily contact with another person without legal justification or aiding or abetting in the commission of a battery which does not result in a physical injury.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Notify Building Admin; • Notify Police Counselor; • Reset Room/OSS.
2-05 Disruption on School Bus	2	The act of engaging in conduct or behavior, which interferes with the orderly, safe, and timely transportation of students.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Behavior Contract; • Notify Building Admin; • Request video from bus; • Reset Room/OSS.
2-06 False Fire Alarm	2/3	False activation of a fire alarm that does not cause a school facility to be evacuated or does not cause emergency services to be notified. Level 3 causes a school facility to be evacuated or causes emergency services to be notified.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Behavior Contract; • Lunch/After School Detention/Saturday Detention;

			<ul style="list-style-type: none"> • Notify Building Admin; • Notify Police Counselor; • Reset Room/OSS.
2-07 Forgery	2	The act of making a false or misleading written communication to a school staff member with either the intent to deceive or under circumstances which would reasonably be calculated to deceive the staff member, or producing, possessing, or disturbing any false document, item, or record represented to be ab authentic school document, item, or record.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Notify Building Admin; • Notify Police Counselor; • Reset Room/OSS.
2-08 Gang-Related Activity/Apparel / Appearance	2	Overt display of gang affiliation. Level 3 is gang activity or repeated violations of overt displays of gang affiliation.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Restorative Conference; • Lunch/After School Detention/Saturday Detention; • Notify Building Admin; • Reset Room/OSS.
2-09 Harassment	2	The act of threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that 1) places a student or school employee in reasonable fear of harm to his person or damage to his property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Restorative Conference; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Notify Building Admin; • Reset Room/OSS
2-10 Harassment— Cyberbullying	2	Social media conduct directed towards a student that can be reasonably predicted to cause fear of physical or mental harm, harm to property, and or interfere	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence;

		with students' ability to participate in school or school activities. Level 3 is use of intimidation, credible threats of violence, coercion, or persistent severe bullying. Intimidation is behavior that prevents or discourages another student from exercising his right to education, or using force against students, school personnel and school visitors. See Anti-Bullying guidance.	<ul style="list-style-type: none"> • Documented Parent Contact; • Counseling/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Notify Building Admin; • Notify Police Counselor;
2-11 Inappropriate Obscene Act	2	An obscene act is any physical enactment of obscene gestures, vulgarity, or profanity in any public area either on campus during the school day or during any school sponsored activities.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, an Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Notify Building Admin; • Reset Room/OSS.
2-12 Lying/ Misrepresentati on	2	The act of intentionally providing false or misleading information to, or withholding valid information from, a school staff member.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Notify Building Admin; • Reset Room/OSS.
2-13 Other Offense	2	The act of any serious, harmful incident resulting in the need for additional staff and administrators' intervention not previously classified	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Notify Building Admin; • Reset Room/OSS.

2-14 Over the Counter or Prescription Medication Use/Possession	2	The act of possessing any substance which requires a physician's prescription or is an over-the-counter-medication without proper medical documentation of file with the School Nurse. Also includes the act of selling or distributing any substance which requires a physician's prescription or is an over-the-counter medication.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Notify Building Admin; • Notify Police Counselor; • Reset Room/OSS.
2-15 Profanity/Abusive Language	2	The act of using any profane, vulgar, or unnecessary crude utterance or gesture, whether directed towards a classmate, or merely done overtly. Also includes the act of using any profane, vulgar, or unnecessary crude utterance or gesture, directed toward a staff member, teacher, administrator, and volunteer.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Notify Building Admin; • Reset Room/OSS.
2-16 Sexual Offense	2	The act of making unwelcome sexual advances, requests for sexual favors or other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature toward student(s) and/or staff, volunteer when such conduct substantially interferes with academic performance, or creates an intimidating, hostile, or offensive school environment.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Notify Building Admin & Police Counselor; • Reset Room/OSS.
2-17 Theft (Stealing & Larceny)	2	The act of unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without the threat, violence or bodily harm.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Notify Building Admin & Police Counselor; • Reset Room/OSS.

2-18 Tobacco/Vape Use/Possession	2	The act of possessing, using, distributing, or selling tobacco products on school grounds, at school-sponsored events, or on school transportation.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Notify Building Admin; • Reset Room/OSS.
2-19 Unsafe Act	2	The act of engaging in any behavior which compromises the health, safety of an individual including, but limited to, such acts as climbing, hitting, kicking, pinching, or slapping.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS.
2-20 Verbal Altercation	2	A verbal altercation is an incident which involves one or several offenders who engage in verbal communication in which abusive, profane, obscene or threatening comments are made toward one or more than one.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS.

LEVEL 3 OFFENSES

Severe impact on the educational environment

Offenses are coded in alphabetical order, and not in order of severity. An exclusionary practice (Out of School suspension) of five (5) days or greater must be approved by the Building Principal or Assistant Principal. In the event that the excluded student is a documented diverse learner with an Individualized Education Plan (IEP) or 504 Plan, the Building Principal or Assistant Principal must approve any exclusionary practice of one (1) day or greater prior to excluding the student.

Offenses indicated with a * denote that the Building Principal or Assistant Principal *may use discretion* in requesting the assistance of local law enforcement authorities. However, if a student or staff member is injured to the extent that emergency medical assistance is required, 911 must be called for safety reasons.

Offenses indicated with a ^ denote that the Building Principal or Assistant Principal *must* request the assistance of local law enforcement authorities.

Offenses	Level	Explanation	Possible Interventions/Consequences
3-01 Arson^	3	Knowingly damaging, by means of fire or explosive, a building and or the personal property of others.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary/Restorative Hearing
3-02 Assault*	3	An attempted or reasonable threat to inflict injury or someone with a show of force that would cause the victim to expect an immediate battery. An assault may be committed without actually touching, striking or injuring the victim. Level 3 is assault with a deadly weapon or done by a person who	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Removal from school pending investigation; • Notify Building Admin & Police Counselor;

		conceals his identity, or any assault against school personnel.	<ul style="list-style-type: none"> Reset Room/OSS. Disciplinary/Restorative Hearing.
3-03 Battery*	3	Unwanted bodily contact with another person without legal justification or aiding or abetting in the commission of a battery which does not result in a physical injury. Level 3 is committing a battery or aiding or abetting in the commission of a battery, which results in a physical injury . Aggravated battery is a battery that causes great harm, is done by a deadly weapon, is done by a person who conceals his identity, or the use of physical force against school personnel, or aiding and abetting in the commission of an aggravated battery.	<ul style="list-style-type: none"> Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; Documented Parent Contact; Counseling/Social Worker/Case Manager; Referral to Outside Agency; Removal from school pending investigation; Notify Building Admin & Police Counselor; Reset Room/OSS. Disciplinary Hearing/Restorative Hearing.
3-04 Bomb Threat^	3	False indication that a bomb, or other explosive of any nature, is concealed in a place that would endanger human life if activated.	<ul style="list-style-type: none"> Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; Documented Parent Contact; Collaboration with Counselor/Social Worker/Case Manager; Referral to Outside Agency; Removal from school pending investigation; Notify Building Admin & Police Counselor; Reset Room/OSS. Disciplinary Hearing.
3-05 Burglary*	3	Knowingly and without authority entering or remaining in a building or vehicle with intent to commit a felony or theft therein.	<ul style="list-style-type: none"> Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; Documented Parent Contact; Collaboration with Counselor/Social Worker/Case Manager; Referral to Outside Agency; Removal from school pending investigation; Notify Building Admin & Police Counselor; Reset Room/OSS.

			<ul style="list-style-type: none"> • Disciplinary Hearing/Restorative Hearing
3-06 Disruption on Campus (Major)*	3	Participating in a mob action - a large or disorderly group of students using force to cause injury to a person or property or persisting in severe disruption after being directed to cease by school personnel or Police.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing
3-07 Drug/Vape Use/Possession (excluding alcohol)*	3	The act of using or possession any drug, narcotic, controlled substance represented to be a drug, narcotic, or controlled substance as defined under the Illinois Statutes, including, but not limited to, marijuana, hallucinogens, inhalants, or any substance represented to be an illegal substance, such as “designer drugs,” or caffeine pills, tablets, or caplets, or any substance which is represented to be any such substances or any substance when used for chemical intoxication. (Over the Counter or Prescription Drug violations differ.)	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; (see attached list); • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing.
3-08 Explosives^	3	The act of possessing, using, selling, storing, distributing, constructing, or detonating any combustible substance or destructive device, such as a bomb, letter bomb, pipe bomb, grenade, rocket, or similar device designed to explode	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing.

3-09 False Fire Alarm*	3	False activation of a fire alarm that does not cause a school facility to be evacuated or does not cause emergency services to be notified. Level 3 causes a school facility to be evacuated or causes emergency services to be notified.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing
3-10 False Summoning of Police Officers^	3	The act of intentionally or willfully notifying or reporting a false emergency in which any police department responds to the notification by coming to school.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing.
3-11 Fighting/Mob Action^	3	<p>The act of participation in an altercation involving physical violence in which individuals may or may not sustain personal injury.</p> <p>The act of two or more persons mutually participating in use of force of physical violence that requires physical restraint or results in injury.</p>	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Supervised Study/Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing

3-12 Fireworks*	3	The act of possessing or igniting of firecrackers, bottle rockets, smoke bombs, or similar devices.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing
3-13 Gambling*	3	The act of participating in games of chance or skill for money or things of value.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room. • Disciplinary Hearing/Restorative Hearing.
3-14 Gang-Related Activity/Apparel/ Appearance*	2	Overt display of gang affiliation.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing.

3-15 Harassment*	3	The act of threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that 1) places a student or school employee in reasonable fear of harm to his person or damage to his property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing.
3-16 Harassment— Cyberbullying*	3	Social media conduct directed towards a student that can be reasonably predicted to cause fear of physical or mental harm, harm to property, and or interfere with students' ability to participate in school or school activities. Level 3 is use of intimidation, credible threats of violence, coercion, or persistent severe bullying. Intimidation is behavior that prevents or discourages another student from exercising his right to education, or using force against students, school personnel and school visitors. See Anti-Bullying guidance.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/ Restorative Hearing
3-17 Harassment— Bullying*	3	The act of inflicting physical hurt and/or offensive, abusive, intimidating or other insulting behavior on the part of one or more students towards a student(s) that may or may not be repeated over time.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS.

			<ul style="list-style-type: none"> • Disciplinary Hearing/Restorative Hearing.
3-18 Hazing*	3	The act of recklessly or intentionally endangering the mental or physical health or safety of a high school student for purposes, including, but not limited to initiation or admission into or affiliation with any organization operating under the sanction of the high school.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Loss of privileges to participation in extracurricular activities. • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing.
3-19 Vandalism/ Malicious Destruction of Property*	3	The act of intentionally damaging/destroying of school property or personal property belonging to a staff member, including but not limited to, destruction or damage to home, automobile, and electronic devices.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing.
3-20 Physical Fight No Weapon*	3	The act of participating in an altercation involving physical violence without a weapon in which individuals may or may not sustain personal injury.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation;

			<ul style="list-style-type: none"> • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing.
3-21 Physical Fight with Firearm/Explosive^	3	The act of participating in an altercation involving physical violence with a firearm/explosive in which individuals may or may not sustain personal injury.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing.
3-22 Physical Fight Weapon^	3	The act of participating in an altercation involving physical violence with a weapon in which individuals may or may not sustain personal injury. The	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing.
3-23 Possession of Firearm/Explosive^	3	"Firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 [430 ILCS 65/1.1] of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 [720 ILCS 5/24-1] of the Criminal Code of 2012. Possession of explosives or explosive or incendiary devices when he or she possesses, manufactures or transports any explosive	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor;

		compound, timing or detonating device for use with any explosive compound or incendiary device and either intends to use the explosive or device to commit any offense or knows that another intends to use the explosive or device to commit a felony.	<ul style="list-style-type: none"> • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing.
3-24 Possession of Dangerous or Disruptive Item*	3	The act of possessing any item, although not specifically designed to do harm to another person, which is used to cause or attempt to cause injury, or is used to put someone in reasonable fear of injury, or the item is considered disruptive on a school campus including, but not limited to lighter/matches, poppers, belts, pencils, pens, compasses, combs, hair brushes, sharp objects, and laser pens.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing.
3-25 Possession of Stolen Property*	3	The act of possessing stolen property shall receive appropriate disciplinary consequences. Students should refrain from receiving, taking, or “holding onto for a friend” any item(s) or materials for which they are not the legitimate owner.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS.
3-26 Possession/Use of Dangerous Chemical Irritants^	3	The act of possessing or using devices which are designed to inflict or could inflict pain or injury to another individual, such as, mace, and pepper spray.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Counseling/Social Worker/Case Manager;

			<ul style="list-style-type: none"> • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing.
3-27 Rape^	3	The act of forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS.
3-28 Riot or Rioting Behavior^	3	The act of inciting to or participating in disorderly and/or violent group behavior.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS.
3-29 Robbery*	3	The act of taking or attempting to take anything of value that is owned by another person or organization, under the confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager;

			<ul style="list-style-type: none"> • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS.
3-30 Robbery with Firearm/Explosive^	3	The act of taking or attempting to take anything of value that is owned by another person or organization, under the confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear with use of a firearm/explosive or “look alike” firearm/explosive.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing.
3-31 Robbery No Weapon*	3	The act of taking or attempting to take anything of value that is owned by another person or organization, under the confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing.
3-32 Sexual Assault No Rape^	3	The act of sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd, sexual gestures, comments, sexual activity, or exposing private body parts in lewd manner.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager;

			<ul style="list-style-type: none"> • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing.
3-33 Sexual Harassment*	3	The act of unwanted and repeated verbal or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation. An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS.
3-34 Threat No Weapon*	3	The act of declaring the student's intent by word or act to do violence to another student, staff member, teacher, administrator, or volunteer to his/her property or forcing another person to do something, or prevent another person from doing something by coercion, extortion, bullying, or making him/her afraid, or acting in a way which is likely to cause others to be afraid.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS.
3-35 Threat with Firearm/Explosive^	3	The act of declaring the student's intent by word or act to do violence with the use of a firearm/explosive to another student, staff member, teacher, administrator, or volunteer to his/her property or forcing another person to do something, or prevent another person	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager;

		from doing something by coercion, extortion, bullying, or making him/her afraid, or acting in a way which is likely to cause others to be afraid.	<ul style="list-style-type: none"> • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS.
3-36 Threat with Weapon^	3	The act of declaring the student's intent by word or act to do violence with a weapon to another student, staff member, teacher, administrator, or volunteer to his/her property or forcing another person to do something, or prevent another person from doing something by coercion, extortion, bullying, or making him/her afraid, or acting in a way which is likely to cause others to be afraid. A weapon is any instrument or object that can inflict serious harm on another person, or that can place another person in reasonable fear or apprehension of serious harm or used to intimidate another person including, but not limited to fixed blade knives (household), folding knives, switch blade knives, common pocket knives, razor blades, box cutters, sharp cutting instruments, ice picks, chains, pipes, nunchaku's, brass knuckles, Chinese stars, cap guns, BB or pellet guns, propellants, paintball guns, "look-alike" weapons, or any object or substance directly represented to be or falsely represented to be a weapon of mass destruction (i.e., an anthrax hoax).	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing
3-37 Threat/Intimidation*	3	The act of threatening or causing physical harm to another person (student, staff member, teacher, administrator and volunteer) with or without the use of a weapon that includes all of the following elements: (1) intent: an intention that the threat is heard or seen by the person who is	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract ; • Collaboration with Counselor/Social Worker/Case Manager;

		the object of the threat; (2) fear: a reasonable fear or apprehension by the person who is the object of the threat that the could be carried out; and (3) capability: the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.	<ul style="list-style-type: none"> • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS.
3-0.38 Trespassing*	3	The act of entering or remaining on school grounds/campus, school transportation, or at a school-sponsored events, or on school transportation.	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS.
3-39 Weapons^	3	The act of possessing, storing, distributing, selling, or purchasing any instrument or object that can inflict serious harm on another person, or that can place another person in reasonable fear of apprehension of serious harm or be used to intimidate another person, including, but not limited to a stun gun, dirk, metallic knuckles, sling/slung shot, Billie club, tear gas gun, chemical weapon or device, or other deadly weapon, explosive, bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing an explosive, incendiary, or poison gas and includes any flammable container filled with an explosive, incendiary, explosive gas, or expanding gas which is designed or so constructed as to explode by such filler and is capable of causing bodily harm or property	<ul style="list-style-type: none"> • Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent reoccurrence; • Documented Parent Contact; • Restorative Conference/Keep the Peace Agreement/Behavior Contract; • Collaboration with Counselor/Social Worker/Case Manager; • Referral to Outside Agency; • Lunch/After School Detention/Saturday Detention; • Removal from school pending investigation; • Notify Building Admin & Police Counselor; • Reset Room/OSS. • Disciplinary Hearing/Restorative Hearing

		damage and does not include common pocket knife, plastic knife or blunt laded table knife.	
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Pre-Suspension Due Process

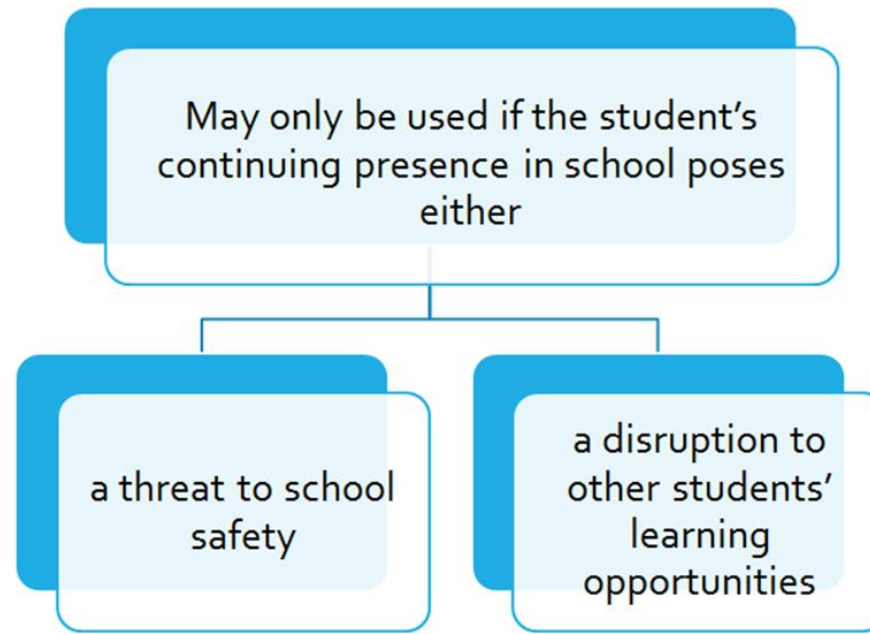
- For all students, ensure you meet with the student for a pre-suspension conference prior to issuing the suspension.
 - Ascertain whether the student has an IEP or Section 504 Plan. If so, immediately advise Ms. Fleming.
 - Advise the student of the reasons for the suspension.
 - Give the student an opportunity to respond.
- Make a written record of the pre-suspension conference.
- Make a final determination as to the suspension.
- Advise the parents in writing of the suspension. The written notice must include, at a minimum:
 - A statement of the reason(s) for the suspension, including any school rule/Board Policy that the student violated;
 - The dates and duration of the suspension;
 - A statement of the parents' right to appeal the suspension;
 - The required Senate Bill 100 standards for the particular length of the suspension.

Senate Bill (SB) 100 and Exclusionary Practices

1-3 Day Suspensions	4 Day Suspensions	5-10 Day Suspensions	Expulsions
<ul style="list-style-type: none"> Finding that the student's continuing presence in school poses a threat to school safety or a disruption to other students' learning opportunities Reasonable steps to resolve threats, address disruptions and minimize length of suspension A return to school plan Appeal rights 	<ul style="list-style-type: none"> Finding that student's continuing presence in school poses a threat to school safety or a substantial disruption, impediment, or interference with school operation Reasonable steps to resolve threats, address disruptions and minimize length of suspension Exhaust all other appropriate and available behavioral and disciplinary interventions A return to school plan Appeal rights 	<ul style="list-style-type: none"> Finding that student's continuing presence in school poses a threat to school safety or a substantial disruption, impediment, or interference with school operation Reasonable steps to resolve threats, address disruptions and minimize length of suspension Exhaust all other appropriate and available behavioral and disciplinary interventions Provision of appropriate support services during suspension if available A return to school plan Appeal rights 	<ul style="list-style-type: none"> Finding that student's continuing presence in school poses a threat to school safety or a substantial disruption, impediment, or interference with school operation Reasonable steps to resolve threats, address disruptions and minimize length of suspension Exhaust all other appropriate and available behavioral and disciplinary interventions Optional referral to appropriate and available support services Provide specific reasons why removing the student is in the best interests of the school and a rationale for the duration of the expulsion A return to school plan Appeal rights

Senate Bill (SB) 100 and Exclusionary Practices

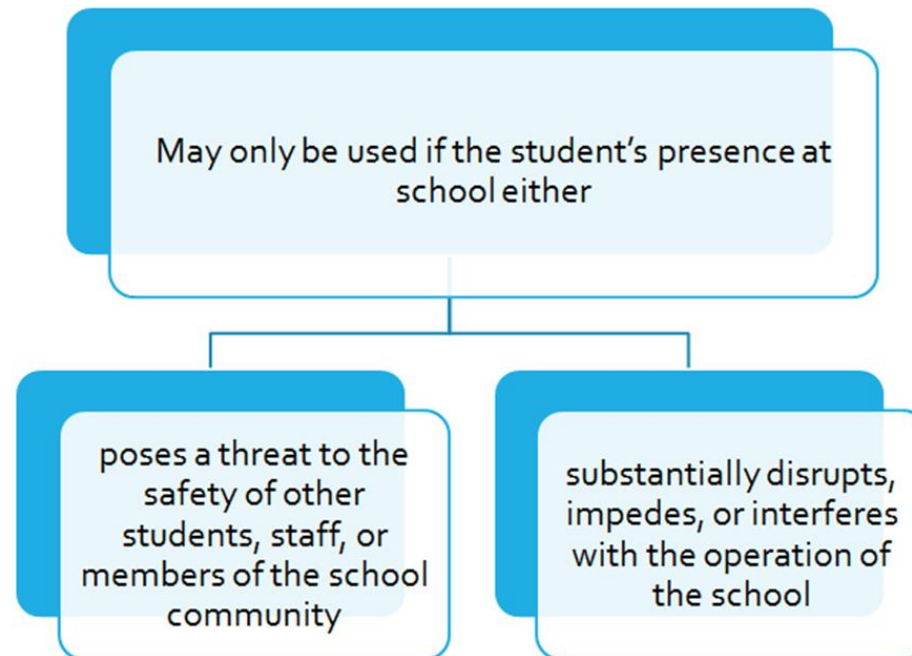
Suspensions: 1-3 Days



- School officials must take all reasonable steps to resolve threats, address disruptions, and minimize the length of the suspension.
- Examples: separating feuding students, providing social work services, behavior contracts, etc.

Senate Bill (SB) 100 and Exclusionary Practices

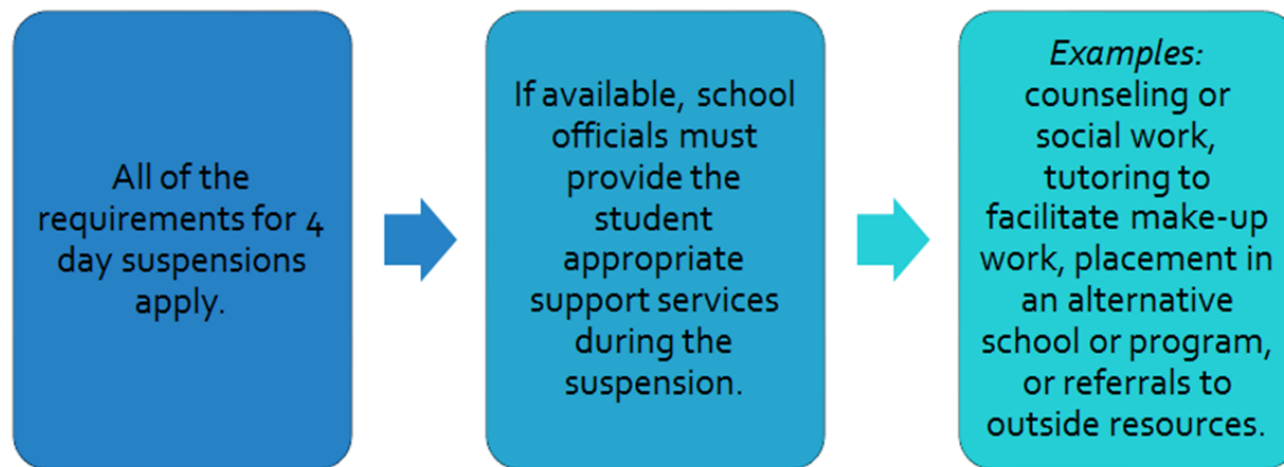
Suspensions: 4 Days



- School officials must take all reasonable steps to resolve such threats, address disruptions, and minimize the length of disruption.
 - Examples: separating feuding students, social work services, behavior contracts, etc.
- Other appropriate available and disciplinary interventions must be exhausted.
 - Examples: detention, parent conferences, behavior contracts, behavior intervention plans, social work services, social skills instruction, removal of privileges, or in-school suspensions.

Senate Bill (SB) 100 and Exclusionary Practices

Suspensions: 5-10 Days



All Suspensions, regardless of duration

- **Make Up Work**
 - Students must be provided with an opportunity to complete missed work for equivalent academic credit.
- **Return to School Plan**
 - Examples: meetings with school counselor to support completion of missed assignments, sessions with the school social worker, behavior contracts, mediation with other students, check in check out system.

Other Tenets of Senate Bill 100

- **Demerits Expulsions**
 - A student cannot be suspended or expelled for an accumulation of minor offenses.
- **Zero Tolerance Prohibited**
 - Schools may not institute zero tolerance policies unless they are provided for in federal law or the Illinois School Code.
- **Monetary Fines Prohibited**
 - Schools may not issue monetary fines as a disciplinary consequence.
- **Professional Development**
 - Professional development is required on classroom management, restorative practices, and the adverse consequences of student discipline.

Expulsions

- All the requirements for 4+ day suspensions apply.
- Only the Board of Education has the authority to expel a student.
- A hearing is required before the Board of Education or a Board appointed Hearing Officer.

WHAT IS AN EXPULSION HEARING?

Expulsion means removal from school for a substantial length of time. (In Illinois, a student may be expelled for up to two years depending on the particular offense.) Only the school board may expel. At the expulsion hearing, the administrator functions as the “prosecutor” and the school board functions as the “jury.” Based on the evidence, the school board determines whether the student is guilty of the charges and, if guilty, the consequences for the misconduct.

A student may not be expelled until the school board acts. In most situations, the student is suspended pending an expulsion hearing. If the school board decides not to expel the student, it also may decide to reverse the suspension and expunge the student's record.

At Proviso, the Deans attempt to reach the parent first by phone contact to inform parents of a discipline hearing. This is not always possible; thus alternative methods (some mandated by the Illinois School Code) are instituted to notify parents. A certified letter is mailed home, a letter is sent by the regular mail, and security personnel deliver a letter to the home.

STUDENT DISCIPLINE HEARINGS

DUE PROCESS

The U.S. Constitution extends certain rights to all citizens. There are two kinds of rights guaranteed by the Constitution: substantive rights and procedural rights.

Substantive rights are the basic rights guaranteed by the Constitution, such as free speech, protection from unreasonable search and seizure, and the right against self-incrimination. Federal courts have held that the right to attend a public school is a substantive right.

Procedural rights are those guaranteed by the "due process" clause of the Fourteenth Amendment. Due process provides that substantive rights cannot be taken from a person without following certain procedures. Federal courts have said that public school students have certain procedural rights that must be met whenever their substantive right to an education is in jeopardy.

In other words, if school officials intend to deprive a student of a substantive right (the right to attend school), then the student must be granted certain procedural rights. These procedural rights include an informal meeting with the disciplinarian in which the reasons for the proposed disciplinary action are explained and where the student is given the right to respond. They usually include the right to a hearing before the school board, and sometimes include the right to a review by a court of law.

Notice of Expulsion Hearing

Dear Parent(s)/Guardian(s):

Due to the act(s) of gross disobedience or misconduct described herein, a recommendation has been made to the School Board to expel your child from school. The School Code allows the School Board to expel a student for a definite time period not to exceed two (2) calendar years, as determined on a case-by-case basis.

Student

Incident Date

Student handbook rule(s) and/or Board policy violated: _____

Length of the proposed expulsion: _____

Description of the incident and a justification for a recommendation of expulsion: This information is contained in the *Long Term Out-of-School Suspension (4-10 days) Reporting Form* attached to this letter. If there was no long term suspension, the specific acts of gross disobedience or misconduct resulting in recommendation to expel are described in the attached sheet.

The following additional efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions were also provided: _____

Evidence will be presented and the Board will decide:

1. Whether removing your child from his or her learning environment is in the best interest of the school;
2. What the rationale is for the specific duration of the recommended expulsion;
3. Whether all appropriate and available behavioral and disciplinary interventions were exhausted; and
4. Whether your child's continuing presence in school would either: (a) pose a threat to the safety of other students, staff, or members of the school community, or (b) substantially disrupt, impede, or interfere with the operation of the school.

You are requested to appear at a hearing before the School Board or a hearing officer acting on the Board's behalf to determine if your child should be expelled from school.

Hearing Date

Time

Location

At the expulsion hearing, the Board or hearing officer will consider evidence concerning whether your child is guilty of gross disobedience or misconduct as charged and should be expelled from school. The hearing will be held in closed session. At this hearing you have each of the following rights:

1. To be present.
2. To be represented by counsel. You must inform the District if your child will be represented by an attorney and, if so, the attorney's name.
3. To offer evidence.
4. To present witnesses and cross-examine witnesses who testify.
5. To present other reasons why your child should not be expelled.

After presentation of evidence or receipt of the hearing officer's report, the Board will decide the issue of guilt and take such actions as it finds appropriate.

Superintendent

Date

cc: School Board

DISCIPLINARY HEARING PACKET CHECKLIST

ITEM	Hearing Packet	Board Packet
Recommendation for Board of Education Action (with Principal and Hearing Officer's signatures; you may enter "Date of Board Action" in the "Start Date". The "End Date" should be the actual last date of term of expulsion)		X
Confidential Hearing Officer's Report (signed by Hearing Officer)		X
Discipline Recommendation Rationale (signed by Principal)		X
Special Education Discipline Checklist (signed by an AP and Principal)		X
Hearing Notification Letter (must be on letterhead) with attached Due Process information and Level III Acts of Misconduct information	X	X
Student Discipline Summary	X	X
Incident Report	X	X
Screenshot from the "View Student Info" screen in PowerSchool	X	X
Screenshot from the "Schedule List View" screen in PowerSchool	X	X
Unofficial Transcript	X	X
Screenshot from the "Quick Lookup" screen in PowerSchool	X	X
Screenshot from the "Attendance" screen in PowerSchool (Adjust screen so information is not cut off)	X	X
Copy of the student's report from Incidents (Look up the student in Incidents and click on the print button)	X	X
Screenshot from the "Log Entries" screen in PowerSchool	X	X
Counselor's Evaluation (Typed and answered in complete sentences. Check grammar and spelling)	X	X
Teacher's Evaluations (One from each current teacher. Typed and answered in complete sentences. Check grammar and spelling)	X	X

Student Intervention Record Form	X	X
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Prior to sending out hearing packets, please double-check the dates of the infractions, suspension dates, parent name and address information to ensure that the information is correct.

Once that is done, the notice for each student should be put on Principal's letterhead, signed by the principal, and combined with the Due Process, Student Handbook and School Code information in the attached files.

For each student:

Send one (1) copy via US Mail; one (1) copy via certified mail with return receipt; and, one (1) copy via hand delivery to the parent with a signed receipt.

45-Day Interim Placement****

Cannot be designated without approval from Superintendent/Designee prior to first day of the placement.

Emergency 45-day removals (Can be used with non-IEP/504 students)

Under special circumstances, a school can remove a special education student for up to 45 school days without regard for whether the behavior is a manifestation of the student's disability. If the student:

- Carries a weapon or possesses a weapon at school, on school premises, or on the way to or at a school function. “Weapon” has the meaning given to the term “dangerous weapon” under 18 U.S.C. §930(g)(2), and includes instruments that are used for or readily capable of causing death or serious bodily injury, but does not include a pocket knife with a blade of less than 2 ½ inches in length;
- Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance, while at school on school premises, or on the way to or at a school function. “Illegal drug” includes controlled substances under federal law, but does not include substances legally possessed or used under the supervision of a licensed health-care professional; and
- Has inflicted serious bodily injury upon another person while at school, on school premises, or on the way to or at a school function. “Serious bodily injury” has the meaning given in 18 U.S.C. §1365(h)(3) and includes a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, and protracted loss or impairment of the function of a bodily member, organ, or mental function. 34 C.F.R. §300.530.

