



PARENT/STUDENT HANDBOOK

*FRANKFORT CC  
SCHOOL DISTRICT 157-C  
Frankfort, Illinois*

Adopted February 16, 2009  
Board of Education

*Disclaimer*

*This handbook is not intended to create a contractual relationship with the student, rather, it is intended to describe the school, its current procedures, rules, and regulations. Membership or participation in a school-sanctioned activity is a privilege and not a property right.*

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## **GRADING/PROMOTION/RETENTION POLICY**

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion/retention requirements are met as follows:

### Kindergarten

- Kindergarten students will be evaluated on a case by case basis.

### Grades 1-2 Promotion/Retention Criteria

- Two out of three criteria must be met to be promoted. Failure to meet two criteria will result in a need to successfully complete a mandated summer school program before being promoted to the next grade. The promotion/retention criteria will be as follows:
- Criteria One: Successful completion of the curriculum with 50% or more of the grades at developing or better (1's or 2's as per the current grading system).
- Criteria Two: Normative assessment results at or above the 25<sup>th</sup> percentile (total battery score) on a national standardized assessment.
- Criteria Three: Teacher/Administrative Staff recommendation

### Grades 3-8 Promotion/Retention Criteria

- Criteria for grades 3-8 will be focused on the number of "F's". Students receiving 3 "F's" (at the end of the year, cumulative grades of "F's" in core subject areas) will be retained.
- Students receiving 2 "F's" (at the end of the year, cumulative grades of "F's") will be required to attend a mandated summer school and successfully pass this program in order to be promoted to the next grade.
- Encore will not be part of the determining factors for promotion/retention.

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois Standards Achievement Tests, the District's achievement testing program, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student's final grade include:

- a miscalculation of test scores;
- a technical error in assigning a particular grade or score;
- the teacher agrees to allow the student to do extra work that may impact the grade;
- an inappropriate grading system used to determine the grade; or
- an inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

## **SCHOOL HOURS/SCHOOL ACCESS**

Each school building has different starting and ending times for their students which will be communicated to each family by the building administrators.

It is important that you do not drop your child off prior to this time, as adult supervision will not be available and the students will not have access to the school building.

## **SPECIAL NOTICE**

This handbook is a reflection of School Board policy and is intended to serve as a reference for parent(s)/guardian(s) and students. If the Board of Education elects to change policy, the Board's action supersedes the content of this handbook. Effective the 2003-2004 school year, the Board adopted a procedure for complaints that will apply to all sections noted within this handbook. Forms are available at each school office. The following personnel have been appointed to serve within the following capacities:

Non-discrimination Manager:

Chris Leahy, Director of Student Services  
10482 Nebraska Street  
815-469-5922

Complaint Manager:

Chris Leahy, Director of Student Services  
10482 Nebraska Street  
815-469-5922

Complaint Manager:

Cindy Heath, Personnel  
10482 Nebraska Street  
815-469-5922

You may direct your concern in writing to the above listed personnel.

## **DISCIPLINE**

### **INTRODUCTION**

We share with parent(s)/guardian(s) a desire for all students to achieve to the best of their ability. We share, too, in the parent(s)/guardian(s) responsibility for their conduct while attending school. It is expected that all students cooperate with and exhibit attitudes of respect and courtesy towards other children, teachers and any other school personnel at all times. Proper care of school property is also expected. This means that we expect each student to demonstrate proper behavior and compliance with ALL school rules, both those delineated here and rules which may be adopted at the individual school. It is understood that this discipline program shall include, but not be limited to, such developmental steps as parent notification, detention, conferences, suspension and expulsion.

Discipline is an important and necessary part of each student's school experience. These guidelines are devoted to explaining the general school rules and procedures. In addition, each teacher establishes rules for and maintains discipline within his/her classroom. Teachers have the right to remove disruptive students temporarily from class.

At times this handbook states specific places at which students are subject to disciplinary rules. However, discipline may be imposed for any of the misconduct which is described in this handbook and which occurs on school grounds, at school-related activities and field trips, in connection with students' transportation or at any place where the misconduct has a reasonable relationship to school.

Also, specific penalties are specified for certain types of misconduct. These penalties will generally be followed, but in appropriate circumstances any violation of any of the rules described in this handbook may be considered gross disobedience or misconduct for which a student may be suspended or expelled; however, penalties less severe than stated in this handbook may also be imposed.

Finally, repeated violations of the rules described in this handbook may be considered gross disobedience or misconduct for which a student may be suspended or expelled, even though any particular violation, by itself, might not warrant suspension or expulsion.

**The following are descriptions of parent notification notices that may be sent home for signatures as a result of a student's inappropriate action or actions:**

#### **PARENTAL NOTIFICATION**

In kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grades, parent(s)/guardian(s) notification, either verbal or written, may be used in the event of repeated episodes of misconduct or conduct that has been brought to the attention of the office. Written notification must be returned with a parent(s)/guardian(s) signature.

#### **CHARACTER COUNTS REMINDER NOTICE**

Character Counts Reminder Notices in grades 3rd-5th are issued for minor infractions that can interfere with the learning environment. The purpose of the Character Counts Reminder Notice is to inform the parent and student of the behavior that is of concern and remind them of the character traits that need improvement. The slip must be signed and returned with a parent(s)/guardian(s) signature the next available school day. Failure to do so may result in an additional notice and/or a phone call to the parent(s)/guardian(s).

#### **CHARACTER COUNTS CONSEQUENCE SHEETS**

Character Counts Consequence Sheets in grades kindergarten - 5th are issued for any behaviors that result in disciplinary action. The slip must be returned with a parent(s)/guardian(s) signature the next available school day. Failure to do so may result in an additional consequence and/or a phone call to the parent(s)/guardian(s).

#### **CHARACTER COUNTS REFERRAL SHEETS**

Character Counts referral sheets are issued to 6th, 7th, and/or 8th grade students by faculty and support staff to notify students and parent(s)/guardian(s) of inappropriate behavior. This sheet identifies the inappropriate behavior of the student, the assigned consequence by the teacher/team or administration, as well as the Pillar of Character that was violated. The student is required to get a parent(s)/guardian(s) signature and return it on the next available school day. Failure to do so may result in an additional referral and a call to the parent(s)/guardian(s).

#### **SCHOOL BUS INCIDENT REPORT SHEET**

The purpose of the report is to inform the parent(s)/guardian(s) of a disciplinary incident involving **any District 157-C** student on a school bus, which may have jeopardized the safety and well being of all students. It is issued by the bus company assigned driver or school administrator.

#### **POSSIBLE CONSEQUENCES FOR STUDENTS:**

#### **LUNCH/RECESS DETENTION**

Teachers and administrators have the prerogative to retain a student during lunch period and/or recess as a discipline measure. These detentions may take place in the office or designated classroom. The rules and regulations of the detention room are as follows:

1. All present school rules governing student behavior apply to conduct while in the detention room.
2. Additional rules for students in this room:
  - Each student is to enter the room quietly and take his/her assigned seat.
  - Once seated, no student is to move from his/her seat until the end of the detention period.

A school official who so exercises the authority to inspect a student's locker without the student's knowledge or consent shall provide the Superintendent with notification of the facts leading to the inspection and the results thereof within 24 hours after the inspection. Locker use is a privilege that can be rescinded if it is abused or causes any interference with the student(s) education.

#### **EXTRA-CURRICULAR ACTIVITIES/CODE OF CONDUCT**

The following is the Code of Conduct that will apply to all activities. Sponsors and coaches, with the approval of the principal, may include additional expectations for a specific activity when deemed appropriate:

- Maintain passing grades in all subject areas.
- Display pride in self, the team/group, the sponsor, and your school.
- Recognize all discipline policies that apply to extracurricular programs as well as regular school programs.
- Practice good citizenship when representing your school both on and off campus.
- Accept responsibility for providing proper care of equipment, facilities, and uniforms used in conjunction with the extra-curricular activity.
- Pay for the replacement of any lost or damaged equipment while issued for individual use.
- Display good sportsmanship and respect others during and following competitions.
- Follow the Code of Behavior for bus conduct.
- Practice teamwork.
- Arrive promptly and prepared for each event.
- Accept constructive criticism and/or direction from school officials judging your performance.
- Always attempt to do your best.

Violating the Board of Education's Extra-Curricular Activities Code of Conduct may result in suspension and/or removal from extra-curricular activity. A student may lose the privilege to participate in an extra-curricular sport if their behavior is unacceptable during the school day and/or an extra-curricular activity. A student who is serving an after-school detention, Saturday detention, in-school suspension, or an out of school suspension will not be permitted to participate in any practices or games for the day(s) of the issued consequence. A student may also be subject to additional disciplinary actions.

#### **PARTICIPATION IN GRADUATION EXERCISES**

Participation in the eighth grade graduation exercises is a privilege which must be earned by following school rules as well as by having satisfactorily completed the requirements of eighth grade. In addition to other disciplinary measures, severe or repeated violation of school rules or failure to meet the curricular requirements of eighth grade may result in mandatory parent chaperone at any or all of the end of the year activities or exclusion from participation and/or attendance at the end of the year activities for eighth grade students, including graduation.

The parties understand and agree that a minor's written arrest record is confidential pursuant to 705 ILCS 405/1-7, and as such will not be included in the student's school record.

### **PRESCRIBED MEDICATION**

All medications taken by students during the school hours or school activities must be prescribed by a licensed prescriber. A written order on the district's Medication Authorization Form must be completed by the student's physician and signed by the parent(s)/guardian(s). This order will be kept in the health office. Medication must be transported to school by the parent(s)/guardian(s); it must be in the original package and display the student's name, perscription number, medication name and dose, and administration route. It will be stored in the Health Office, and be administered under supervision of the school nurse or delegated personnel in accordance with the school district's policy and guidelines. Students may carry inhalers and Epi-pens on their persons for emergency use provided a doctor's order is filed in the Health Office, and the parent(s)/guardian(s) has signed the School Medication Authorization Form for students to carry medication. Students in possession of medications in school are in violation of our drug policy and may be subject to any disciplinary action outlined in that policy.

### **LUNCHROOM CONDUCT**

All students who eat lunch at school are expected to remain on the school grounds during the entire lunch period. A note from home must accompany any request by a student to leave the school grounds during the lunch period. A parent /guardian must come into the office and sign his/her child out and back in through the office upon the student's return. Milk purchased through the school is never to be taken outside the building.

Lunchroom rules for the Frankfort Schools are:

1. Enter and leave in an orderly fashion.
2. Sit and eat your lunch.
3. Put all papers and leftover food in your lunch bag. Do not throw anything around or at someone. Do not break or stomp on bags or milk cartons. Place refuse in garbage cans.
4. Birthday lunches or providing food for the student's table/friends is prohibited.

### **STUDENT DESK/LOCKER POLICY**

Frankfort Community Consolidated School District 157-C, Will County, Illinois, acknowledges its respect for the privacy of its students. In those school buildings in which lockers are provided, students may use the locker assigned to them for the storage of books, school supplies and outer garments. Students in grades 5-8 are responsible for the security of the locker, shall make certain it is locked after being opened, and shall not disclose the locker combination to another student.

All desks and lockers remain under the control and jurisdiction of this School District. Access to all desks and lockers is retained by this School District, and all desks and lockers may be searched by school officials at any time, with or without the student's knowledge or consent, when deemed appropriate by school officials for any reason including maintaining order, discipline, safety, supervision, and education of the students of this district. The school officials are to maintain a confidential file of all lockers and the combination applicable to each.

In addition, school authorities are authorized to conduct searches of students and their personal effects, as well as District property for the safety and supervision of students in the absence of parent(s)/guardian(s), and to maintain order in schools, and to provide for the health, safety and welfare of students and staff.

- It is the student's responsibility to bring supplies necessary to complete his/her assignment.
- There will be no talking except upon request of the teacher in charge.
- Students are to report to the detention room promptly. They may leave only when dismissed by the teacher in charge.

Lunch will be eaten and assigned work completed during this period. Students who violate any detention rules can expect disciplinary action that may include additional detentions or suspensions. Failure to attend lunch/recess detention may result in additional detentions or increased consequences.

### **BEFORE OR AFTER SCHOOL DETENTIONS**

Teachers and administration have the authority to retain a student before or after school as a disciplinary measure. Teachers also may require that a student remain before or after school to complete unfinished assignments. At these times, it is necessary for this detention to take precedence over extra-curricular activities and out-of-school activities. Parent(s)/guardian(s) will have prior notification before detention is to be served so that transportation arrangements can be made. Failure to attend before or after school detentions will result in additional detentions or increased consequences.

### **SATURDAY DETENTION**

This detention session will last for up to three (3) hours on designated Saturdays. The session begins promptly at 8:00 a.m. and concludes at 11:00 a.m. Failure to attend Saturday detention will result in a suspension.

### **BUS SUSPENSION**

The Superintendent, Principal, Assistant Principal, and/or Dean of Students are authorized to suspend students from riding school buses for not more than 10 school days, for each incident of gross disobedience or misconduct at a school bus stop, on a school bus, or any place where such conduct affects the safe operation of a school bus. Any student so suspended may be further suspended by the Board of Education in excess of 10 school days.

The procedure for suspension from riding the school bus shall be the same procedure as stated in this handbook for suspension from school. It is the responsibility of the parent(s)/guardian(s) to provide transportation for suspended students.

Upon the request of the parent(s)/guardian(s) of the suspended student, the suspension shall be reviewed by the Board or a hearing officer appointed by the Board. The procedure for review shall follow the procedure for review of a suspension from the School Board.

**All students attending Frankfort School District 157-C are subject to bus regulations concerning their conduct while on the bus. The reason for the regulations, of course, is that any student distracting a driver causes a serious hazard to the safe operation of the vehicle, and as such jeopardizes the safety of all passengers.**

### **IN-SCHOOL SUSPENSION**

Repeated referrals to the office for disciplinary reasons or a single serious incident may result in an in-school suspension. In appropriate circumstances, penalties less severe than stated in this handbook may be imposed. Students assigned an in-school suspension will spend the entire school day in the building suspension room or office. Students will bring all their supplies, books, and lunch with them to the main office upon entering school that day. The classroom teachers will send the student's daily assignments to the

in-school suspension room for completion and credit. Appropriate restroom breaks will be provided. Students who disobey the in-school suspension rules will be required to serve the same time in an out-of-school suspension. Students serving an in-school suspension will not be eligible to participate in any before or after school extra curricular or school sponsored activities the day of their suspension.

Being assigned an in-school suspension should be considered a serious warning that the child's actions are unacceptable in Frankfort School District 157-C. Parent(s)/guardian (s) are encouraged to work with the school to make sure that the behavior is not repeated. In-school suspension is the school's way of communicating to students that their actions are unacceptable while keeping students in school and continuing their education.

#### **OUT OF BUILDING SUSPENSION**

Suspension is the temporary removal of a student from school and school-related activities for a period, not to exceed 10 school days per suspension. The Principal, Assistant Principal, Dean of Students or District Superintendent may suspend a student per Board policy and the Illinois School Code.

Upon request of the parent(s)/guardian(s), the School Board or a hearing officer appointed by it shall review such action of the Superintendent or Principal. The parent(s)/guardians may request a hearing within seventy-two (72) hours after receiving notification. Any such suspension shall be reported to the parent(s)/guardian(s) of the student along with a full statement of reasons for the suspension and a notice of the right to review, a copy of which shall be given to the School Board. At such review the parents or guardians of the student may appear and bring representation (at the expense of the student or parent/guardian) to discuss the suspension with the Board or its hearing officer.

Academic work missed by students during a suspension must be completed during that suspension for credit. All work is due upon the student's return to the regular academic setting. Completion of this work is the student's responsibility. Upon request by the student, teachers will reschedule any missed examinations when the student returns to the regular academic setting.

**When a student is suspended, he/she may be required to meet with the social worker/counselor upon return to the school.**

**Students are not allowed to be on school property or at any school function during their suspension period.**

#### **DUE PROCESS FOR SUSPENSION**

The following are suspension procedures:

1. Before suspension, the student shall be provided oral or written notice of charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version to administration.
2. Prior notice and hearing, as stated above, is not required and the student can be immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall contain a statement of the reasons for the suspension and a notice to the parent(s)/guardian(s) of their right to review the suspension. Also, a copy of the notice shall be given to the designated hearing officer.

Students who are truant from school may be subject to the following: (1) Make up school time missed in detention. (2) Required parent(s)/guardian(s) conference for readmission to school. (3) Police notification of truancy from school. (4) Notification to the County Truancy Office at the discretion of the Principal. Students who leave school or school property without permission will be considered truant and will be subject to disciplinary action. A parent(s)/guardian(s) conference will be required.

#### **UNAUTHORIZED SALES/GAMBLING**

The unauthorized sale of any item to any other student is prohibited. Gambling or wagering a sum of money or property on an uncertain event or outcome is prohibited. A student who participates in the above behavior will be subject to disciplinary action.

#### **VANDALISM**

The faculty, community and student body should take pride in our schools. The cooperation of the entire student body is required to keep the school and its equipment in the best of condition. To deter any thoughtless or intentional damaging of school property, any student found guilty of vandalism will be held responsible for the cost, repair, or replacement. Further, the student may face suspension from school.

#### **WEAPONS**

Students should never bring anything to school that could be viewed as a weapon, including toy weapons. Any weapon or look alike weapon/item found on school grounds will be confiscated. A student who uses, possesses, controls or transfers a weapon, or any other object that can reasonably be considered, used as, or looks like, a weapon shall be expelled for at least one calendar year. The expulsion period may, however, be modified by the Superintendent, and the Superintendent's determination may be modified by the board on a case by case basis. Depending on the nature of the weapon/item, the student may be suspended or expelled from school and both he/she and the weapon/item will be turned over to legal authorities. ILCS 5/10-27.1A Those weapons/items not turned over will have to be picked up by the parents. FCCSD 157C.7.190.

#### **VIOLATION OF THE LAW**

Students are subject to discipline for any acts punishable by any federal, state or local law or regulation.

#### **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical or mental disability, economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

#### **RECIPROCAL REPORTING PROCEDURES OF CRIMINAL OFFENSES COMMITTED BY STUDENTS**

1. Administration and the local police will arrange meetings as needed between the parties in order to share information regarding students suspected of involvement in criminal activities.
2. The local police and the administration will verbally report to each other the following activities when committed by a student enrolled in the school:
  - all cases involving illegal or controlled substances;
  - all cases involving weapons of any types;
  - all cases involving gang activity;
  - all cases involving a serious crime or felony;
  - any other case in which the reporting may be beneficial to the welfare of the student and/or school.

- data, and documents.
4. Help maintain the security of the District technology resources by adhering to all security rules developed by the Technology Committee and/or the user's building.
  5. Monitor and supervise any individual to whom access to technology resources is granted by you, the user.
  6. Comply with the acceptable use policies of all technology resources to which the District has access.

**Unacceptable:**

1. Providing, assisting in, or gaining unauthorized or inappropriate access to the District's technology resources, including any type of voice, video, or data information server.
2. Activities that interfere with the ability of students/staff members to use the District's technology resources or other network connected services effectively.
3. Activities that result in the loss of another student/staff member's work or unauthorized access to another student/staff member's work.
4. Distribution of any materials in such a manner that might cause congestion of the voice, video, and data networks.
5. Distribution or collection of obscene, abusive or threatening material via telephone, video, electronic mail, Internet, or other means.
6. Use of technology resources for a commercial, political, or profit-making enterprise, except as specifically agreed to with the District.

**Breaching the above commitment or other violations of technology/computer usage may result in the loss of computer/technology privileges, parental/guardian contact, when necessary, restitution, and/or disciplinary actions. Alternative coursework may be assigned to the student to receive class credit. Repeated or serious violations may result in additional consequences. Inappropriate computer use outside of school that causes a substantial disruption to the educational environment may result in disciplinary consequences.**

**THREATS/INAPPROPRIATE COMMENTS**

Threats and inappropriate comments include any verbal or written comments that directly or indirectly threaten any individual or group of students or staff, or that indicate a threat to the school building. This can cause a substantial disruption to the educational environment. Students who participate in any communications of this nature may be subject to suspension or expulsion.

**THROWING OBJECTS/SNOWBALLS**

Throwing objects, i.e. paperclips, pencils, food, snowballs, ice, rocks, is strictly prohibited on school property or at bus stops. Reported incidents may result in disciplinary action.

**TRUANCY**

All students are required by law to attend school every day. A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 10 percent or more of the previous 180 regular attendance days. Valid cause does not include family vacations. Administration reserves the right to request documentation for excessive absenteeism. Diagnostic procedures will be used to identify the cause(s) of unexcused student absenteeism. The following supportive services have been offered to truant or chronically truant students:

- parent(s)/guardian(s) conference;
- social work assistance for students and or family;
- information about community agency services.

4. Upon request of the parent(s)/guardian(s), a hearing shall be conducted by the School Board or a School Board appointed hearing officer to review the suspension. At the hearing, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officers and may be represented by counsel.(at the expense of the student or parent/guardian.) After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate. It is important to note that students are still required to serve the entire suspension even if a hearing is requested. However, the hearing may result in having the suspension expunged from the student's records.

**EXPULSION**

Expulsion is the exclusion from school by the Board of Education for disciplinary reasons in excess of 10 school days. Only the Board of Education can expel a student after offering an invitation for a formal hearing to the parent(s)/guardian (s).

The Board may expel pupils guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s)/guardian(s) have been offered an invitation to appear at a meeting of the Board, or a meeting with a School Board appointed hearing officer to discuss their child's behavior. Such invitation shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The Board, or a School Board appointed hearing officer, at such a meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. A School Board appointed hearing officer shall report to the Board a written summary of the evidence heard at the meeting and the Board may take such action thereon as it finds appropriate.

**DUE PROCESS FOR EXPULSION**

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written invitation to a formal hearing which shall include the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If the invitation is accepted by the parent (s)/guardian(s), a formal hearing at the time and place designated in the notice, will be conducted by the Board or a School Board appointed hearing officer. The School Board appointed hearing officer shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, (at the expense of the student or parent/guardian) present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

**REVIEW HEARING PROCEDURES**

1. The hearing will be held in a Closed Session at the request of the parent(s) or guardian(s) or the school administrators.
2. The student will be afforded the following:
  - The right to be represented by counsel (at the expense of the student or parent/guardian);
  - The right to present evidence and call witnesses;
  - The right to cross-examine the opposing witnesses.
3. A written decision will be issued to the student and the parent(s)/guardian(s) within ten (10) school days after a review hearing conducted by the Board of Education.

If the Board of Education finds in a hearing on the suspension or expulsion of a student that the action was unjustified or unreasonable, the following procedures will be followed:

1. Decision of the Board reversing the suspension will be attached to the suspension documents.
2. The student's absence(s) will be recorded as "excused".
3. Appropriate make-up opportunities will be provided to the student.

#### **Misconduct by Students with Disabilities**

Students with disabilities will be afforded all legal rights provided to them in accordance with Senate Bill 141 pertaining to Illinois School Code Section 14.8.05 *Behavioral Intervention*.

Parent(s)/guardian(s) of students with disabilities will be provided with detailed information regarding their rights through the Special Education Department.

### **GUIDELINES FOR STUDENT CONDUCT AND DISCIPLINE**

#### **AGGRESSIVE BEHAVIOR/EXCESSIVE ROUGH PLAY**

In order to maintain a safe and orderly school environment, it is expected that students will not engage in aggressive or unnecessary physical contact with each other. Students who engage in any type of aggressive behavior or excessive rough play may be subject to disciplinary action which could include suspension or expulsion.

#### **ALCOHOL, DRUGS, DRUG PARAPHERNALIA, AND TOBACCO**

**Alcohol**-Positively no alcoholic beverages are to be carried, served or consumed on school premises or at any school related activity. In addition, any student under the influence of alcohol while at school or any school related activity will not be tolerated. Student violators will be suspended and referred to the Board of Education for further action.

**Drugs**-Positively no drugs, marijuana, controlled substances, or any substance represented to be a drug or controlled substance or any student under the influence of any drug or controlled substance will not be tolerated on the school premises or at any school related activities. Student violators will be suspended and referred to the School Board for further action.

**Drug Paraphernalia**-No student should be in possession of drug paraphernalia. Student violators will be suspended and referred to the School Board for further action.

**Smoking/Chewing Tobacco**-No smoking or carrying of tobacco or smoking materials (ie. matches, lighters) is permitted by students on school property or at any school related activity. Students who are found to be carrying or participating in the use of tobacco products are subject to suspension.

#### **APPEARANCE**

The student's individual appearance is the primary responsibility of the student and his/her parent(s)/guardian(s). Students shall dress and groom themselves in an appropriate manner. Frankfort School District 157-C will not allow the following:

- clothing/accessories, and/or appearance that is suggestive, revealing or indecent;
- clothing/accessories, and/or appearance that creates a health or safety concern or will damage school property;
- clothing/accessories, and/or appearance that substantially disrupts the educational process.

Such clothing includes, but is not limited to: halter tops, sheer clothing, bare midriff

#### **STEALING**

Stealing is a violation of Illinois Law. A student who becomes involved in a theft of school property or the property of another person in the school may be suspended and reported to the proper authorities. Any student who attempts to obtain a hot lunch through forgery or misrepresentation of payment or identity will be subject to disciplinary action.

#### **TARDINESS**

##### **To School:**

Parent(s)/guardian(s) must notify the school if their child is going to be late. Students who arrive at school tardy are to report directly to the attendance office for an admission pass to class. Students are to be prompt in the attendance of all classes throughout the day. Consistent and regular attendance in all classes is an important component of academic achievement. Tardiness interrupts this process and negatively affects performance. Tardiness will affect perfect attendance recognition at the end of the school year. The following are consequences for excessive tardiness per trimester.

##### **Kindergarten through 5<sup>th</sup> grade**

Excessive unexcused tardiness will result in a parental/guardian contact.

##### **6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades**

On the fourth tardy, parental/guardian contact and fifth tardy detention assigned.

**If tardiness continues, parents will be requested to meet with administration.**

##### **Class Tardiness:**

##### **6th 7th 8th**

Students are responsible for arriving to class on time. Tardiness to class will be monitored each trimester. The first tardy to class within a trimester will be a verbal warning by the teacher to the student. The second tardy to class within a trimester will result in contact by the teacher to the parent(s)/guardian(s). The third tardy to class within a trimester will result in detention. Continued tardiness will be addressed with the parent(s)/guardian(s) by the administration.

#### **TECHNOLOGY MISUSE**

##### **Declaration of Commitment for Acceptable Use of Technology Resources**

The Technology Committee is charged with the management of the technology resources of the School District. These resources include all voice, video, and data systems. These systems include: telephones, television monitors, various computers, servers, local and wide area networks, the connections to other computer networks via the Internet and stored electronic data. A part of this management responsibility includes the establishment and administration of an acceptable use commitment and implementation guidelines of these resources by staff, students, and other users. The intent of this statement is to give an overview of user responsibility, acceptable and unacceptable use of these resources without exhaustively enumerating all such responsibilities, users and misuses.

##### **User Responsibility:**

Comply with all existing School Board policies as they are interpreted to apply to technology resources, including but not limited to the following:

1. Student Discipline and Religious, Racial, and Sexual Harassment/Violence Policies.
2. Respect the privacy of other users, and not intentionally seek information on, obtain copies of or modify files, other data or passwords belonging to other users without permission.
3. Comply with legal protection provided by copyright and license to programs,

- wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item which evidences membership or affiliation in any gang;
- committing any act or using any communication either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang;
- drawing of gang-related graffiti or distributing gang-related literature;
- committing any act or using any communication either verbal or non-verbal (gestures, handshakes, etc.) to recruit gang membership or affiliation;
- engaging in any other activity prohibited by this handbook in furtherance of the gang.

#### **GUM/CANDY**

Gum nor candy is allowed in the school during the school day. The exception may be candy brought for lunch or distributed by school staff. All other candy and gum will be disposed of by school authorities. Repeated incidents may result in disciplinary action.

#### **HALL PASSES** (Sixth through Eighth Grade Students)

No student shall be allowed in the hallway or restrooms during class time unless he/she has an authorized hall pass or during an emergency. It is the child's responsibility to request such a pass from his/her classroom teacher before leaving the room. Failure to produce a pass may result in a detention.

#### **HARASSMENT**

Harassment of any kind is strictly prohibited. This includes, but is not limited to, harassment due to gender, race, religion, or disability. Inappropriate remarks or actions made verbally, or in writing will be considered harassment and may be subject to suspension or expulsion. Any documents, communications, or materials of an inappropriate nature created outside of the school setting can be subject to disciplinary action if it is discussed or distributed in any way in the school environment, or if it creates a substantial disruption to the educational process.

Sexual harassment is defined as any conduct of a sexual nature by a student directed toward another student when (1) such conduct has the obvious result of creating an intimidating, hostile or offensive school environment for the other student or (2) such conduct is continued by the student after the request of the other student to stop such conduct because it is intimidating, hostile or offensive to the other student. The determination of whether the conduct of a student is intimidating, hostile or offensive is to be made by the school administration.

Sexual harassment is prohibited by School Board policy and includes verbal, written, or physical conduct. The terms intimidating, hostile or offensive as used above include conduct which has the effect of humiliation, embarrassment or discomfort. A student who participates in any of the above behavior may be suspended and/or expelled.

#### **Complaints**

Complaints alleging a violation of this policy are encouraged and must be brought to the attention of the appropriate school officials as soon as possible after the alleged incident of sexual harassment. Caution must be exercised, however, to accurately state the facts giving rise to the complaint and to avoid groundless complaints. Grossly inaccurate or groundless complaints made in bad faith may subject the complainant to disciplinary action.

#### **OBSCENITY**

Obscene, profane, or vulgar language either written, verbal, or expressed by symbols or pictures will not be tolerated on the school premises. A student who participates in any of the above behavior may be subject to disciplinary action.

shirts, spaghetti straps that measure less than 1 1/2" in width or strapless tops, inappropriate shorts or skirts that do not cover the students' legs to mid-thigh measuring at least 4" or less above the knee, sleeveless shirts (boys), pajamas (including school spirit pajama pants and pants that are flannel or other material that have the appearance of or can be worn as pajama pants), wallet chains, wrist or neck bands with spikes or protruding objects, clothing that contains any words, pictures, or symbols which glorify, promote, encourage or advertise tobacco products, illegal drugs or alcohol, and clothing or articles which depict gang and satanic symbols. Shirts, blouses, and tops which are not tucked in must be long enough to cover the mid section at all times. Failure to follow these guidelines may result in disciplinary action and/or contacting parent(s)/guardian(s) to provide appropriate alternative clothing for the student.

Outdoor apparel (coats, jackets, hats, sunglasses) may not be worn in school and must be stored in the hall lockers or cubbies during the day. Exceptions may be made by teachers for religious or health reasons. Sunglasses are not to be worn in the school building. Students are prohibited from writing and/or marking on themselves or others. The dress code is in effect at all related school functions, including school spirit days.

#### **BULLYING**

Bullying and/or intimidation of others includes, but is not limited to, any aggressive or negative gestures, or written, verbal or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include, but is not limited to: pushing, hitting, threatening, name-calling, cyber-bullying (inappropriate communication via the internet, email, instant messaging or text messaging) or other physical or verbal conduct of a belittling or browbeating nature.

Bullying and/or intimidation of others is not acceptable and students who engage in these behaviors may be subject to suspension and/or be brought before the Board of Education for expulsion.

Students who are guilty of repeated acts of disrespect, insubordination, or bullying behaviors will be determined to be At-Risk for aggressive behaviors. When the school has determined that a student is At-Risk for aggressive behaviors the parent(s)/guardian(s) will be contacted. The administration, social worker, appropriate staff members and/or community based resources, parent(s)/guardian(s) and student will meet to develop an intervention plan.

Schools will conduct yearly instruction on bullying and/or aggressive behavior via classroom teachers, social workers, outside agencies, and/or administration.

#### **BUS MISCONDUCT**

**Riding the bus is a privilege and students are expected to observe the following rules:**

1. The bus driver is in full charge of the bus and its riders at all times, and has the discretion to return to school and/or assign seats to insure the safety of all passengers.
2. Students should always be at their assigned bus stop at least five minutes before usual arrival time. Changing weather and road conditions make it impossible for the bus to stop for students at the same time every morning. Frequently, school buses are delayed during the winter months, and road conditions prevent ideal service. Everyone should cooperate in order to eliminate as many of these inconveniences as possible.
3. Any distraction of the driver's attention jeopardizes the safety of the bus.

- Students must not carry on unnecessary conversation with the driver.
4. All passengers are to cease talking at railroad crossings.
  5. Only adults in a supervisory capacity will be permitted to board or ride the bus.
  6. Students are permitted to ride only their assigned bus. Permission for students to ride buses other than the one they are assigned will be given only in cases of emergency as determined by the building Principal/Assistant Principal. Notification of the request must be submitted in writing by the parent(s)/guardian(s) before 10:00 a.m. on the day of the request.
  7. To request a permanent bus route or bus stop change, parent(s)/guardian(s) must contact the school transportation office and request the appropriate transportation form to be completed for consideration. After review, notification will be sent to confirm or deny the request.
  8. Use of cell phones is prohibited on the bus, unless the student receives permission from the driver or activity sponsor/supervisor.

**The bus driver will have complete authority on the bus.**

The following are some examples of gross disobedience and misconduct which provide grounds for suspension from riding the bus to and from school:

- any student conduct that is defined in the Student Discipline policy;
- willful injury or threat of injury to a bus driver or another rider;
- willful and/or repeated defacement of the bus;
- using profanity and/or obscenities;
- willful disobedience of the bus driver's directives;
- such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

**STUDENT SAFETY/WELL-BEING**

Disciplinary action may be taken against any student intentionally or unintentionally causing harm to another's safety or well-being.

**BICYCLES**

Students are welcome to ride their bikes to school. However, it is important that they observe some basic safety procedures. Students should limit their bike riding only to those areas around the building that are designated for bike riding. Additionally, students will need to dismount their bikes and walk them in a safe and orderly fashion to the appropriate bike rack. In order to ensure that their bike remains safe, students are always expected to lock their bikes before entering the building. Kindergarten through 2nd grade students may only ride bikes with parental/guardian supervision.

**SKATEBOARDS/ROLLERBLADES/SHOES WITH WHEELS**

Skateboarding, rollerblading, and wearing shoes with wheels pose a safety hazard and a potential disruption to the educational environment. Therefore, they are not permitted on school property at any time.

**CELL PHONES**

All cell phones brought to school must be turned off and kept in the student's locker or other area designated by the principal/assistant principal or dean of students during the entire school day. Cell phones are not permitted in classrooms, lunchrooms, hallways, bathrooms, or other common areas of the building. Cell phone use is restricted to pick-up/drop off areas of the building before or after school. If a student needs to use a cell phone outside of these designated times and locations, they must get permission from an administrator or program supervisor. Any use of a camera phone during the school day, at a school related activity, or on a school bus may be subject to disciplinary action.

**CHEATING**

Any form of deception to gain credit without proper effort, including plagiarism, is

universally recognized as improper conduct. Students who engage in this type of conduct should expect to find that choice reflected in their grades. Their choice may also result in additional disciplinary action. Students who choose to provide their answers and/or work to another student without permission from their teacher may also be subject to disciplinary action.

**DISRESPECT/INSUBORDINATION**

The main purpose of the entire school staff is to help educate the student body. A student failing to follow a direct instruction from school staff will be considered insubordinate. Since the school staff stands in the place of the parent, we expect the same respect due the parent. Students who show disrespect/insubordination to staff members may be suspended and/or brought before the Board of Education for expulsion.

**ELECTRONIC DEVICES**

Students are not to bring electronic devices to school, any school sponsored activity, or on school buses without prior approval from the Principal, Assistant Principal, Dean of Students, coach or sponsor. However, any items brought with permission that become disruptive to the educational environment or are used at inappropriate times will be confiscated. Those devices include but are not limited to radios, tape recorders, ipods, MP3 players, electronic games or toys, digital players, PDA's, electronic pagers, portable TV's, laser pens or compact disc players. Electronic devices often are a great distraction to other students. If this regulation is violated, the electronic devices will be kept until the parent can pick it up. The school is not responsible for any lost or stolen items of this nature.

**EMERGENCY ALARMS**

Any student setting off a false emergency alarm with intent may be suspended from school for up to ten (10) days and/or recommended to the Board of Education for an expulsion hearing. A criminal complaint may also be signed with the proper legal authorities.

**FIGHTING**

Any student who participates in, or is responsible for, a fight in the school or on the school grounds, or who, during the course of such activity, fails to respond to the direction of the supervising teacher or should strike the teacher (with or without intent) will be subject to suspension from school for up to 10 days and/or be brought before the Board of Education for expulsion.

**FIREWORKS/EXPLOSIVES**

Fireworks or explosives in any form are prohibited. Any student who is found to be using, trafficking in, or in possession of firecrackers, smoke bombs and other related fireworks or explosive materials, including snaps, caps, stink bombs, and sparklers may be subjected to suspension or recommendation to the Board of Education for expulsion.

**FORGERY**

Students forging parent signatures on school documents will be subject to disciplinary action.

**FRATERNITIES, SORORITIES AND SECRET SOCIETIES, INCLUDING GANGS**

Fraternities, sororities and secret societies in public schools are prohibited by the Illinois School Code. Gangs are determined to fall within the Illinois School Code definition of a secret society. Gangs are, therefore, prohibited insofar as a gang is an organization composed in whole or in part of students and has one of the following as a purpose or significant activity: intimidating, threatening or inflicting physical violence on any person; committing illegal acts and/or violating school rules. Fraternities, sororities, secret societies and gang activity are also included within the definition of gross disobedience or misconduct, and are thus punishable by suspension or expulsion. Gang activity includes, but is not limited to: