

## **STUDENT BEHAVIOR PLAN**

### **HONESTY, RESPECT, RESPONSIBILITY**

#### **OVERVIEW**

At Palos 118, we expect that honesty, respect and responsibility are character traits students exhibit on a daily basis. As a school community, we are committed to meeting the social and emotional needs of our students. We anticipate that from time to time, students may make poor decisions that result in school administered consequences.

The intent of this plan is to provide a clear understanding of:

- Behavioral interventions and other appropriate supports available to students;
- Student behavior that is prohibited; and
- Consequences that may be applied in response to prohibited conduct.

Parents and students should review this plan together with Board of Education policies 7:70 Attendance and Truancy; 7:140 Search and Seizure; 7:180 Preventing Bullying, Intimidation and Harassment; 7:200 Suspension Procedures; 7:210 Expulsion Procedures; 7:220 Bus Conduct; 7:160 Student Appearance; 7:240 Conduct Code for Participation in Extra-Curricular Activities; 7:190 Student Discipline; 7:310 Restrictions on Publications and Written or Electronic Material; 7:20 Harassment of Students Prohibited; 7:230 Misconduct by Students with Disabilities.

#### **GOALS AND OBJECTIVES**

This student behavior plan was developed keeping the following goals and objectives in mind.

- Ensuring the safety and dignity of students and staff.
- Maintaining a positive and safe learning environment.
- Keeping school property and the property of others secure.
- Addressing the root causes of a student's behavior.
- Teaching students positive behavior skills.

#### **WHEN AND WHERE PLAN APPLIES**

This plan applies to student conduct reasonably related to school or school activities, including, but not limited to:

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

## **BEHAVIOR EXPECTATIONS**

Students are required to demonstrate honesty, respect and responsibility at all times. Engaging in student behavior, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to be a threat or an attempt to intimidate a staff member or endanger the health or safety of students, staff or school property is prohibited.

### Classrooms

Each teacher shall establish classroom procedures that promote positive student behavior consistent with this plan. Students are to arrive to class on time.

### Hallways

In order to ensure the safety of our students, proper hallway behavior is expected.

- Students will stay to the right during passing periods.
- Students will walk directly to the next assigned location without running or stopping.
- Students will keep hands, feet, and objects to themselves.
- Students will show respect to staff and fellow classmates at all times.
- Students will use appropriate language for school.
- Students will use a voice level that is not disruptive to others.
- Students will collect all necessary materials from their lockers or cubbies before moving directly onto the next location.
- Students will keep their lockers or cubbies organized.
- Students will keep the hallway free of clutter.

### School Buses & Bus Stops

Student behavior expectations on school buses are the same as they are within the school building. Expectations specific to school buses are below.

- Students must ride the bus assigned to them, sit in their assigned seat, and board and depart the bus at their assigned stop. They are NOT allowed to ride an unassigned bus without written approval from an administrator.
- Students must obey the instructions of the bus driver.
- Students are to remain seated quietly and facing forward.
- Students must keep the aisles clear at all times.
- Students will not consume food items while riding the bus.
- Glass containers, sharp objects, or dangerous items are prohibited on the bus.
- School issued electronic devices may be used on the bus for educational purposes. The use of personal electronic devices are prohibited unless approved by an administrator. On the bus, these devices must be kept in the student's backpack or another closed carrying container and should be powered down. In an emergency, a supervisor or bus driver can give permission to a student

to call a parent or guardian. Use of a camera, or a camera in any such device, is expressly prohibited and will result in confiscation of the device. A parent/guardian must come to school to retrieve the device and verify that all pictures found on the device were not taken in school.

- Students are to stay to the side of the road and wait until the bus comes to a complete stop. Safe and proper boarding and departing procedures should be used at all times.
- Students should wait until the bus comes to a complete stop before standing to exit the bus while observing safety precautions at all exiting points. Where it is necessary to cross a two-lane highway, students should proceed to a point about ten feet in front of the bus. Walk completely around the arm on the right shoulder of the road where traffic may be observed in both directions, then wait for a signal from the bus driver permitting you to cross safely.

### Co-curricular/Extra-curricular/Athletic Activities

Student behavior expectations during co-curricular, extra-curricular and athletic activities, including field trips are the same as during the school day.

Each athletic coach and activity advisor shall establish procedures that promote positive student behavior consistent with this plan.

- Students must be receiving a C or better in each class, in order to be eligible to participate in these activities. The club supervisor, coach, and administration will determine if/when the student will be eligible to participate.
- Students may try out for sports while they are ineligible; however, they may not practice or participate in games until they have regained eligibility. If any student remains ineligible for longer than a four-week period, they may be dropped from the sport.
- Students who receive an in-school suspension will become ineligible for extra-curricular sports and clubs for 5 school attendance days. Any student who receives an out of school suspension will become ineligible for 10 school attendance days.
- Students that continuously engage in prohibited behaviors may be ineligible to participate in these activities. This determination will be made by the coach(es) along with administration.

### **PERSONAL APPEARANCE**

Students are required to dress appropriately at all times in a manner that is not disruptive to the learning environment.

Any student's personal appearance (including jewelry and hairstyles) which is disruptive to the educational environment will be handled on an individual basis by a referral to the office. Students may be asked to change for the remainder of the day. These guidelines are not intended to cover all of the constantly changing styles and fads. The staff and parents will work together to encourage students to take responsibility for their appearance and to work within the guidelines set by the school.

- Articles of clothing or jewelry that have pictures, labels, or symbols that the faculty deem inappropriate or disruptive to the educational environment are not to be worn.
- Bare midriffs should not be shown. The top and bottoms must meet, even while seated.
- Footwear such as rollerblades and heeled shoes that damage the floors is prohibited.

- Headwear or outerwear may not be worn inside the building. Exceptions will be made for religious and medical purposes.
- Oversized clothing that may endanger student safety is not permitted.
- Scantily clad clothing, such as backless, strapless, or tank tops (less than three finger width), is not allowed.
- Shorts/skirts must be mid-thigh length or longer. Short or form fitting clothing that the staff feels distract from the learning environment will not be permitted.
- For safety purposes, shoes must be worn at all times. High heels are strongly discouraged. If a staff member feels that a pair of shoes is not safe, the student will be asked to call home for an alternate pair of shoes. Additionally, students who wear inappropriate footwear (sandals, flip flops, crocs) will be limited in his/her participation in recess activities.
- Undergarments must be worn and covered.

## **LEVELS OF SUPPORT FOR BEHAVIOR**

Palos 118 prides itself on its positive approach to promoting appropriate student behavior. The chart below illustrates the three levels of support for appropriate behavior our students receive dependent upon their individual circumstances. These supports are in place to both encourage appropriate behavior or to correct for inappropriate behavior on a case by case basis.

### Level 1 – All Students

Level 1 supports are incorporated into the daily curriculum by teaching students about appropriate behavior and providing positive feedback and/or incentives for students demonstrating honesty, respect and responsibility.

### Level 2 – Small Groups

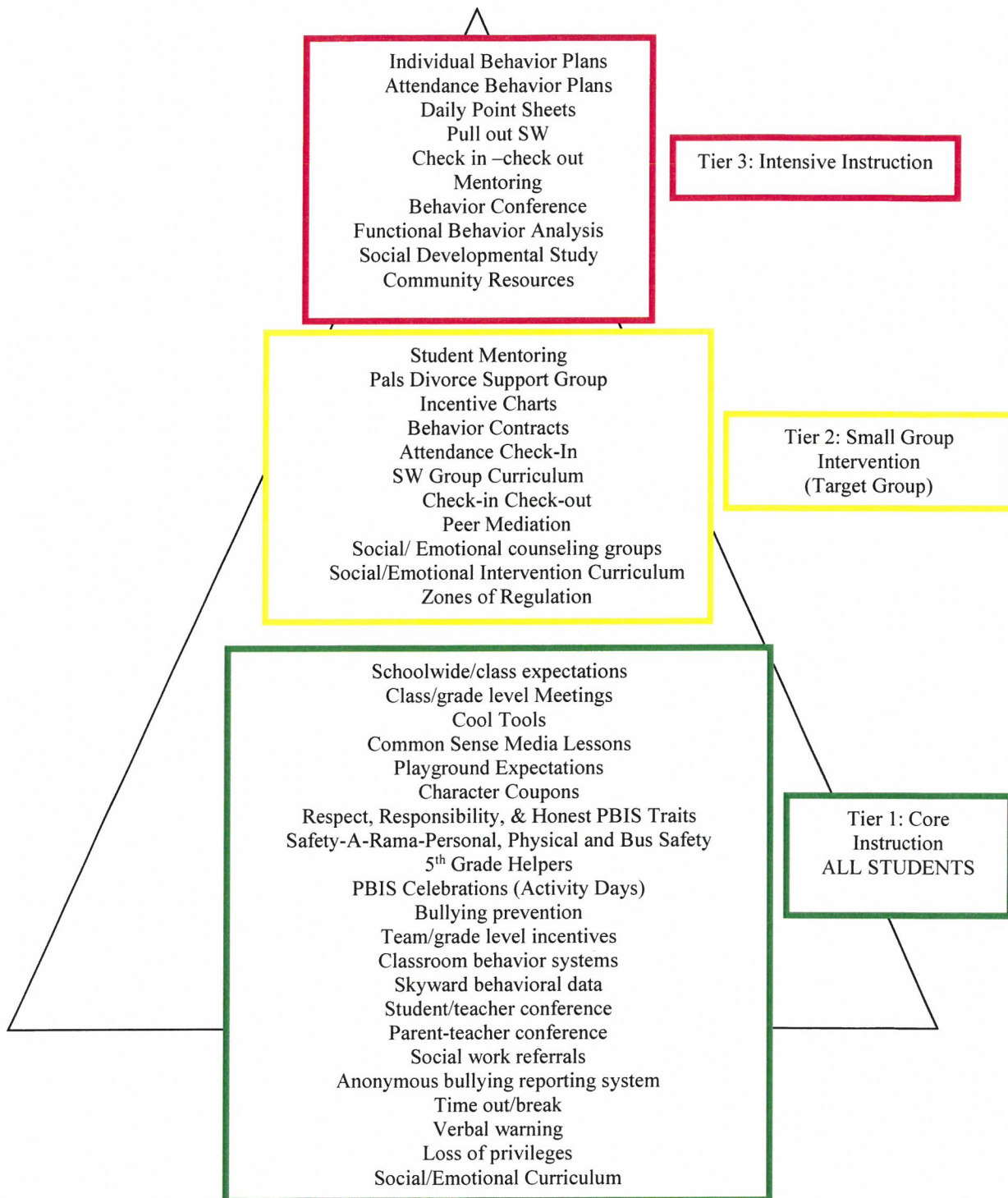
Level 2 supports are targeted supports focusing more on small group interventions that address specific topics students are facing.

### Level 3 – Individual Students

Level 3 supports are the most intensive supports provided to students and focus on individual students and their specific needs.



## Levels of Intervention



## LEVELS OF CONSEQUENCES

We anticipate that from time to time, students will make poor decisions that require teachers and/or school administrators to assign consequences to inappropriate behavior that is prohibited under Board policy and/or the behavior expectations outlined in the Behavior Plan. The Levels of Consequences outlined below, guide teachers and administrators in assigning consequences. *This is only a guide. Administrators retain the right to assign a lower or higher level of consequence based on the specific facts and circumstances of each individual event.*

Certain acts of gross disobedience or misconduct may result in the most serious level of consequence; a student's expulsion from school.

### Weapons

Pursuant to Board Policy 7:190, a student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapons regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as described above.

### Notification to Juvenile Authorities or Other Law Enforcement

Certain acts of gross disobedience or misconduct as well as emotionally damaging situations may result in notification to juvenile authorities or other law enforcement agencies, including the possession of a weapon as described above and other criminal activity, including but not limited to, illegal drugs (controlled substances) and alcohol.

### LEVEL I – Classroom Intervention (Teacher Initiated)

Warning  
Letter of Apology  
Loss of Class Privileges  
Seat Change  
Teacher Conference with Student  
Teacher Contact with Parent  
Mentoring  
In-Class Time-Out  
Reinforcement of Appropriate Behavior  
Class Detention  
Behavior Contract  
Confiscation of Items  
Conflict Resolution  
Peer Mediation  
Written Reflection

## LEVEL 2 – Office Referral Required

All Level 1 Consequences

Parent/Guardian Contact by Administrator

Parent/Guardian Conference with Administrator

Office Detention

Bus Suspension

In-School Suspension (1-3 Days)

Out of School Suspension (1-3 Days)

Loss of Privileges including Extracurricular Activities and Athletics

Confiscation of Property

## LEVEL 3

In-School Suspension (More Than 3 Days)

Out of School Suspension (Up to 4 Days)

Community Service

Suspension of Computer Privileges

Referral to Community Service Provider/Program

Payment of Restitution (Vandalism)

## LEVEL 4

Out of School Suspension (More than 4 days)

Alternative School Placement

Expulsion

## Consequences for Grades 6-8

Offense/Violation	1	2	3	4
Absence/Truancy*	X	X		
Academic Dishonesty	X	X		
Aggressive Behavior	X	X	X	X
Ammunition			X	X
Arson/Fire			X	X
Bomb Threat			X	X
Bullying		X	X	X
Destruction of Property/Vandalism		X	X	
Dishonesty	X	X		
Disobeying Directives from Staff Members or School Officials	X	X		
Disrespect Towards Others	X	X		
Disruption of Classroom/School	X	X	X	
Dress Code	X	X		
Eating Food or Gum Chewing Without Permission	X			
Extortion/Strong Arming/Blackmail		X	X	X
False Alarms		X	X	
False Information/Accusations	X	X		
Failure to Serve Detention		X		
Fighting		X	X	X
Fireworks/Explosives			X	X
Gambling		X	X	
Harassment		X	X	X
Hazing		X	X	
Inappropriate Behavior on Bus		X		
Inappropriate Language	X	X	X	
Inappropriate Physical Contact	X	X	X	
Inciting or Participating in a School Disturbance		X	X	X
Intimidation		X		
Involvement in a Gang or Gang Activity		X	X	
Littering	X	X		
Personal Electronic Device Misuse	X	X		
Possession of Matches/Lighters		X	X	
Public Display of Affection	X	X		
Running in Hallways	X			
School Issued Electronic Device Misuse	X	X	X	
Stealing/Theft		X	X	X
Tardiness	X	X		
Threats		X	X	
Unprepared for Class	X			
Weapons			X	X
Alcohol	Possession			X
	Consumption			X



	Distribution			X	X
	Intent to Distribute			X	X
<b>Tobacco/Nicotine/E Cigarettes</b>	Possession			X	X
	Consumption			X	X
	Distribution			X	X
	Intent to Distribute			X	X
<b>Illegal Drugs or Controlled Substances</b>	Possession			X	X
	Consumption			X	X
	Distribution			X	X
	Intent to Distribute			X	X
<b>Other Prohibited Substances Outlined in Board Policy 7:190</b>	Possession			X	X
	Consumption			X	X
	Distribution			X	X
	Intent to Distribute			X	X
<b>Leaving without Permission</b>	Area	X	X		
	Class	X	X		
	School Grounds		X	X	
<b>Laser Pointer</b>	Possession	X	X		
	Use	X	X		
<b>Making a Threat on an Internet Website</b>	Against an Employee		X	X	X
	Against a Student		X	X	X
	Against School Related Personnel		X	X	X

\*Referred to County Truancy Officer after 10 days.

### Re-Engagement Plans for Returning Students

A re-engagement plan will be developed for all students returning from an out-of-school suspension, expulsion or alternative school placement to support the student's ability to be successful in school following a period of exclusionary discipline.

Re-engagement plan provisions may include but are not limited to:

- Student meeting with social worker and/or administrator upon return;
- Mandatory parent conference
- Completion of a threat assessment; and/or
- Development of a behavioral plan

### Make Up Work

Pursuant to Board Policy 7:190, students who have been suspended will be given the opportunity to complete or make up work for equivalent academic credit within the same number of days the student was excluded from school if assignments were not provided prior to the student's exclusion. If assignments were provided prior to the student's exclusion, they are due the day the student returns unless otherwise specified by an administrator or teacher.

### Appropriate and Available Support Services

Students excluded from school for 5 or more days will be provided appropriate and available support services if such services exist, including but not limited to, referrals to non-district sponsored community support services.

### Reporting Harassment and/or Bullying

Reports of harassment or bullying can be directed to the school district's complaint managers. Additionally, anonymous bullying reporting is available to all parents of Palos School District 118 via our website at [www.palos118.org/bullying](http://www.palos118.org/bullying).

#### Complaint Managers

Dr. Ron Cozza, Assistant Superintendent  
708-761-5803

Mrs. Erin Deval, Director of Student Services  
708-761-5806

### Notification Regarding Student Accounts or Profiles on Social Networking Websites

School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### Electronic Recordings in Schools and on School Buses

Electronic cameras and audio recordings are used on school buses. Security cameras are used in all school buildings and district facilities. These devices are used to promote and maintain a safe environment for students and employees. Notice of electronic recordings and cameras are posted on buses and school buildings. Students are prohibited from tampering with electronic recording devices.

Students who violate this policy shall be disciplined in accordance with the board's discipline policy and may be required to reimburse the school district for any necessary repairs or replacement.

Electronic recordings made on school buses or within school buildings with school district recording devices are confidential and may be reviewed, listened to, or used only by school officials, their designees, and law enforcement professionals for investigations, school disciplinary actions or hearings, proceedings under the Juvenile Court Act of 1987 and criminal prosecutions related to incidents occurring in and around the school bus or school building.

The content of an electronic recording made on a school bus or within a school building with school district recording devices may become part of a student's school record to the extent school officials use and maintain the content for a particular reason regarding that specific student. Electronic recordings that become part of a student's school record shall not be a public record.

#### School Property

Pursuant to Board Policy 7:140, school authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, school-issued devices, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

## **GLOSSARY**

### **Absence/Truancy**

Section 26-2a of the School Code defines "chronic or habitual truant" as a student who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days (9 days within the previous school days).

Section 26-2a of the School Code lists the following as "valid cause:" 1. Illness 2. Observance of religious holiday 3. Death in the immediate family 4. Family emergency 5. Other circumstances outside of the student's control as identified by the board of education in each district 6. Other circumstances which cause reasonable concern to the parent for the safety or health of the student.

### **Academic Dishonesty**

Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

### **Aggressive Behavior**

Behavior that does physical or psychological harm to a staff person or another student. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

### **Ammunition**

A projectile that can be fired from a firearm or otherwise propelled such as a bullet, arrow, pellet, etc. Any other object which by virtue of its shape or design give the appearance of any of the objects listed above.

### **Arson/Fire**

Attempting to, aiding in, or setting any fire on school property. This includes unauthorized possession of a flammable liquid or materials with the intent to set fire.

### **Bomb Threat**

Making threats or providing false information concerning the presence of explosive material or devices on school property without cause, whether in writing, electronically, in person, or by phone.

### **Bully**

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct including, communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following.

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



**Destruction of Property/Vandalism**

Acts that cause damage to school property.

**Dishonesty**

Being untruthful; deceitful

**Disobeying Directives from Staff or School Officials**

Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include but are not limited to refusing a staff member's request to stop, present school identification, or submit to a reasonable search as outlined in Board Policy 7:140.

**Disrespect Towards Others**

Doing or saying something that shows a lack of respect toward that person including inappropriate comments or physical gestures to others.

**Disruption of Classroom/School**

Engaging in any activity, on or off campus that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function.

**Dress Code**

Appropriate attire as defined in this behavior plan. Student dress that distracts from or interferes with the educational process is prohibited.

**Extortion/Strong Arming/Blackmail**

The process of obtaining property from another with or without that person's consent by wrongful use of force, fears, and threats.

**False Alarms**

In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

**Fighting**

An incident involving two or more students with inappropriate and unsolicited physical contact, such as hitting, kicking or punching.

**Fireworks/Explosives**

The possession and/or use of fireworks and explosives on school property is prohibited.

**Gambling**

Wagering money or property.

**Harassment**

A behavior continuing over a period of time that makes a person feel uncomfortable or unsafe. Continuous name calling, use of derogatory slurs, sexual violence, psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice and other prohibited acts as outlined in Board Policy 7:20.

**Hazing**

Bullying or aggressive behavior that does physical or psychological harm to others.

**Inappropriate Behavior on Bus**

Willful disobedience of the bus driver's or other school official's directives and other actions prohibited under Board Policy 7:220.

**Inappropriate Comment**

Statement/comment made which is not found to be acceptable within the school environment.

**Inappropriate Language**

Using vulgar or abusive spoken or written language.

**Inappropriate Physical Contact**

Aggressive physical action against another including but not limited to deliberate hitting, pushing, poking, shoving, kicking, pinching, tripping, biting, spitting, punching or scratching another person.

**Inciting or Participating in a School Disturbance**

Causing or participating in the mass disruption of the educational environment.

**Intimidation**

A behavior continuing over a period of time that makes a person feel uncomfortable or unsafe. See Harassment.

**Involvement in a Gang or Gang Activity**

Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia is prohibited.

**Personal Electronic Device Misuse**

The use of personal electronic devices is prohibited during the school day unless otherwise authorized by a school official. When authorized, personal electronic devices are to be used solely in the manner outlined by a school official. The misuse of a personal electronic device will result in confiscation of the device. Parents will be required to visit the school to pick up the device.

**Prohibited Substances**

A substance whose use is controlled by law or illegal.

**Public Displays of Affection**

An act of physical intimacy in view of others, i.e., holding hands, kissing, etc.

**School Issued Electronic Device Misuse**

Violating the policies and procedures for use of a school issued electronic device as outlined in the Student/Parent Handbook and engaging in activity that is expressly prohibited under the Acceptable Use Policy 6:235.

**Stealing/Theft**

Taking or obtaining the property of another person or institution without permission or knowledge of the owner.

**Tardiness**

Arriving to school or class late.

**Threat**

A statement of an intention to inflict pain, injury, damage, or other hostile action on someone.

**Unprepared for Class**

Arriving for class unprepared to take part in educational activities including but not limited to intentionally refusing to complete homework assignments, refusing to bring appropriate supplies, or failing to ensure a school issued electronic device is charged and in good working order.

**Weapons**

A firearm, meaning any gun, rifle, shotgun, or weapon as defined in Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or a firearm as defined in Section 24-1 of the Criminal Code of 1961.

A knife, brass knuckles, or other weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

**Alcohol**

Alcoholic beverages as defined in Board Policy 7:190.

**Tobacco/Nicotine/E Cigarettes**

Tobacco, nicotine materials and E Cigarettes as defined in Board Policy 7:190.

**Illegal Drugs or Controlled Substances**

Any illegal drug or controlled substances including “look alike” or counterfeit drugs and drug paraphernalia as defined in Board Policy 7:190.

**Laser Pointer**

The possession and use of a laser pointer on school property is prohibited.

**Leaving Without Permission**

Leaving a classroom, other assigned area or school grounds without permission of a school official during regular school hours or during school related activities is prohibited.

**Making a Threat on an Electronic Platform**

Making an explicit threat against a school employee, a student, or any school-related personnel if:

1. The threat that was made was on a site that was accessible within the school at the time the threat was made.
2. The threat was available to third parties who worked or studied within the school grounds at the time the threat was made.
3. The threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
4. The threat causes a disruption to the school day.

