

# Chicago Park School Handbook

## Discipline Policy

A carefully developed discipline policy is a vital component of successful education at Chicago Park School. This plan has been designed to achieve the following objectives:

1. To teach students that fair and consistent consequences exist when rules are broken.
2. To promote good citizenship.
3. To maintain an optimum teaching and learning environment for all instructors and students.
4. To provide a safe, orderly campus.
5. To set a framework for students to practice accepting responsibility for their own behavior.
6. To promote school culture that demonstrates the qualities of caring, respect, responsibility, honesty, and tolerance.

### CHICAGO PARK CODE OF CONDUCT

#### Respect

All persons at Chicago Park School have the right to be treated with respect, courtesy, and dignity.

#### Effort

All students are expected to pursue studies and activities in a positive, cooperative manner.

#### Responsibility

All students are expected to make responsible decisions regarding their behavior, academic achievement, and accept responsibility for their own actions.

#### Safety

All students have the right to a safe environment – free of physical danger and mental or verbal harassment.

### SPECIFIC RULES AND REGULATIONS

#### *CLASSROOM CONDUCT*

1. Be on time to your classes.
2. Be ready to work with all needed materials.
3. Be courteous to and cooperative with teachers and classmates. Be dismissed by the teacher (not by the bell).
4. Be supportive in creating a positive learning environment.
5. Show respect to school property and personal property of others.
6. Keep gum at home!

#### **GRADES 4<sup>th</sup> – 8<sup>th</sup> IN-CLASS DAILY DISCIPLINE**

- Minor infractions that used to warrant a reset will be handled as follows: A brief verbal warning will be issued. If a second infraction should occur the student will be issued a Lunch Reset.
- A major infraction, such as sexual harassment, blatant disrespect to an adult or peer, hands-on action that does or has the potential to cause bodily harm, taking or abusing one's personal property shall result in at least a discipline referral. If consequences for said infraction exceed a detention, the circumstance shall be taken up with the principal.
- Lunch Resets consists of sitting or assisting Instructional Aides with primary lunch duties at the eating area from 12:05 to 12:25. Students will then be excused to eat lunch with their peers. If a student does not follow the rules, he/she will come back the next school day and serve another Lunch Reset. A second consecutive failure to follow the rules will result in further disciplinary action and 6<sup>th</sup> – 8<sup>th</sup> graders missing the next dance.
- Students who are more than three (3) minutes late to lunch reset (past 12:08) will serve the remainder of the time that day plus the entire twenty minutes the following day. Students who do not show up for Lunch Reset will serve two (2) more Lunch Resets and miss the next dance.
- If a student receives three (3) Lunch Resets from the same teacher in a four week period, there will be a behavior meeting with student, parent, teacher(s), and/or principal.

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### *ATTENDANCE/EXTRA CURRICULAR ACTIVITIES*

Any student who participates in extra-curricular activities (i.e., after-school sports, dances, etc.) must be in attendance at school the full day or a partial day with a note from the doctor/dentist, on the day of the event, in order to participate or attend.

### *CONTROLLED SUBSTANCES*

Any student who has unlawfully possessed, used, sold, otherwise furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind, or sold or furnished in any manner a substance of any composition shall be after appropriate due process, suspended or expelled from the district. This includes related paraphernalia. The student will be suspended or expelled for any offense related to a school activity or school attendance which occurs at any time, including but not limited to: (1) while on school grounds; (2) while going to or coming from school; (3) during the lunch period, whether on or off the campus; or (4) during or while going to or coming from a school-sponsored activity.

During the suspension period, a student/parent/administrator hearing will be scheduled.

### *SEXUAL HARASSMENT*

The Board of Trustees prohibits unlawful sexual harassment (defined by BP 5145.7) in the Chicago Park School District Board Policies manual by any student or by anyone from the District.

1. Any student who engages in the sexual harassment of anyone in or from the District, will be subject to disciplinary action including the possibility of expulsion.
2. Any student who feels that he/she is being harassed should immediately contact their teacher or the principal. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.
3. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process.

### *TOBACCO*

Possession or use of any form of tobacco, including electronic devices such as e-cigarettes, on school grounds or school property or at any school-sponsored activity is prohibited. This shall be considered a suspendable offense.

### *WEAPONS*

A student found in possession of a firearm, knife, explosive, or other dangerous object (not limited to those listed) at school or a school-sponsored activity must be suspended and recommended for expulsion. The Board of Trustees may order a student expelled upon finding that the student violated the appropriate subdivision of Ed. Code Section 48900.

### *DRESS CODE*

Students are expected to attend school in clean, neat clothing. These guidelines are intended to define "appropriate student attire" and personal grooming. Their purpose is to prevent disruption of the classroom atmosphere, eliminate disturbances among other students in attendance, and minimize distraction of other students so as not to interfere with the educational process. It is also intended to help protect the health and welfare of the individual student.

(An asterisk\* denotes enforced at the 4<sup>th</sup>-8<sup>th</sup> grade level)

All students shall abide by the following:

1. Hair shall be clean and neatly groomed. Aerosol cans are not permitted at school.
2. Shoes or sandals must be worn at all times. Athletic type shoes must be worn at PE.
3. Commercial lettering or printing will be allowed on clothing as long as it is acceptable for school attire. Crude or vulgar printing or pictures depicting drugs, alcoholic beverages, tobacco, graphic violence or those that are sexually suggestive are not acceptable.
4. Hats, caps, shall not be worn indoors.
5. Garments shall be sufficient to conceal undergarments at all times.
6. No "see-through" or "fish-net" blouse or shirt may be worn. Students must wear shirts at all times.
7. No bare midriffs, low-cut neck or arm hole openings, revealing or "off the shoulder" garments. \*

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8. Tank tops must have a minimum of one-inch strap across the shoulder. No spaghetti straps allowed. \* (Spaghetti strap swim tops are permissible for water events.)
9. Shorts and skirts are expected to be conservative in nature. Shorts and skirts should have a two (2) inch inseam.
10. The dress code listed above is in full effect for field trips and dances. The graduation dance requires semi-formal attire.

### TOYS

Toys from home are not allowed at school unless school personnel grant permission.

### ELECTRONIC DEVICES

MP 3 players, Game Boys, radios, or any other electronic toys, are NOT allowed at school or at any school-sponsored activity unless written a teacher or the principal grants permission.

Cell phones are allowed at school but must remain off and out of sight from 8:10 a.m. to 3:00 p.m. They are only to be used in the case of an emergency or after school hours, or if a teacher allows them to be used in conjunction with a lesson they are teaching. Any student who has a cell phone that rings at school, or is seen by an adult before or during school hours will have it confiscated and the phone must be picked up in the principal's office by a parent or another authorized adult.

Kindles or like electronic books may be brought to school solely for the purpose of using as a reading tool. If a student chooses to bring an item such as this, the school takes no responsibility for damage, or if it is stolen.

### SAFETY HELMETS

Safety helmets must be worn on campus AT ALL TIMES whenever a student is riding a bicycle, scooter, skateboarding, roller blading or using any other recreational equipment that requires a safety helmet by law. If a child is participating in these activities without a helmet, his/her recreational equipment will be confiscated and must be picked up by a parent or another authorized adult.

### PROPERTY

Any student who cuts, defaces, or otherwise injures, in any way, any property, real or personal, belonging to the school or another person is liable for suspension or expulsion, and the parent/guardian shall be liable for damages caused by the student. The parent/guardian of a student shall be liable to the school for all property belonging to the school and loaned to the student damaged or not returned upon demand.

### PICK-UP POLICY

The following rules are in effect to maintain SAFETY at all times:

1. Students shall conduct themselves in such a manner as not to endanger themselves or others.
2. Students shall conduct themselves in such a manner as to not distract drivers.
3. Students shall show courtesy and respect to drivers at all times.
4. Primary grade students shall stay with teacher until parent arrives.

### VEHICLE POLICY

The following rules are in effect to maintain SAFETY at all times:

1. Students shall conduct themselves in such a manner as not to endanger themselves or others.
2. Students shall conduct themselves in such a manner as to not distract the driver.
3. Students shall show courtesy and respect to the drivers.

## POSITIVE REINFORCEMENT FOR APPROPRIATE BEHAVIOR

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The Chicago Park School District community recognizes that although students must be held accountable for their actions, people, young and old, usually choose to engage in positive behavior and avoid misconduct when positive behavior is recognized, appreciated and rewarded. For that reason, staff, parents and other students will be encouraged to recognize, appreciate and reward good behavior. Below is a limited list of the positive reinforcements, which will be used by the staff on a frequent basis.

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### PROCESSES FOR DEALING WITH MISBEHAVIOR

1. Student Conferences: School staff (whoever observes the behavior) will explain to the student specifically what he/she is doing wrong and what behavior is expected. The student will be asked what he/she can do next time to avoid or correct the situation. In some instances, a student may be asked to respond to a "poor choice" they've made in writing.
2. Parent Contact: Teachers may contact parents as early and as frequently as necessary in an effort to bring misbehavior to the parent's attention and attempt to garner parental support.
3. Professional Judgment: The age of the student, his/her awareness of breaking rules and the motivation for the rule breaking will be taken into account when students are disciplined.
4. Consistency: Teachers, support staff and administrators will strive for consistency in the application of this policy.
5. Documentation: When students frequently engage in misbehavior or engage in severe misconduct, records will be kept which will cite the specific misbehavior, which occurred in clear, factual, non-judgmental language. This document will serve as a basis for determining the consequences for subsequent misbehavior. The effectiveness and integrity of the discipline program requires careful and consistent documentation of violations and corrective efforts taken. Through such efforts, the fairness and effectiveness of the policy will be demonstrated.

### INFRACTIONS AND CONSEQUENCES

1. Minor misbehavior, inside or outside of the classroom, is most appropriately dealt with by the staff person on duty who observes the behavior.  
Example: Tardiness to class from recess or passing periods, talking without permission, failure to pay attention or follow instructions, inappropriate attire, gum chewing (automatic detention), rough play, littering.  
Process: Student conference, verbal re-direction to appropriate behavior, praise for following that direction immediately.
2. Behavior that interferes with the learning process or which creates a disrespectful or unsafe school environment will be mostly the responsibility of the teacher. If it occurs outside the classroom, the support staff observing the behavior will inform the student's teacher in writing.  
Examples: Cheating, lying, defacing or damaging property, excessive number of tardies from recess or passing periods, refusal to complete assignments or comply with direction, disrupting the learning process, bullying peers, shoving or kicking, abusive or inappropriate language.  
Process: After a student conference, the student's teacher may choose an appropriate consequence such as phoning the parent, assigning detention, developing a student contract, sitting out recess or other activity, cleaning or repairing any damaged property, or rebuilding positive relationships with peers.  
Documentation: The staff member observing these types of behavior outside the classroom or the teacher observing the behavior in class will fill out a "Discipline Referral" form. This form will show the cited behavior and the consequence. Parents will be informed via a phone call and a copy of this form requiring their signature and the return of the form the following day. Three Discipline Referrals in within a thirty-day period may result in a behavioral conference with parents, teachers and the principal.

#### Important Notes:

- A student who fails to show up to an assigned Lunch Reset will serve two more Lunch Resets. Students in the 6<sup>th</sup>-8<sup>th</sup> grades will also not be allowed to attend the next dance.
- Any 6-8 grade student who receives an in-house suspension or off-campus suspension will not be permitted to attend the next scheduled school dance. Likewise, any student who gets three or more detentions in a 30 day period will become ineligible to attend the next dance.
- Any student who gets an in-house or off-campus suspension for bullying will be required, upon their return, to complete a four session "Steps to Respect" workshop (during lunchtime) with the school counselor.

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3. Severe behavior, which seriously endangers self or others, either physically or emotionally, will require immediate administrative attention.

Examples: Possession and or under the influence of alcohol, tobacco products or illegal drugs. Assault. Fighting. Repeated obscene acts or excessive use of profanity or vulgarity that continues after being asked to stop. Blatant disobedience, disrespect, threats, or hate crimes. Sexually suggestive comments, gestures or actions. Possession of fireworks, lighters, matches or other fire-lighting devices, or any other potentially dangerous items. Talk of suicide or any other behavior that clearly endangers themselves or others.

Process: The staff member observing such behavior will refer the student to the principal (or designee) immediately. After a student conference, appropriate consequences will be assigned. In some instances, suspension is required (see Ed. Code 48000). Other options may include detention, in-class or in-school suspension, Saturday School or ineligibility for school sponsored activities. If a state or local law has been broken, the appropriate authorities will be notified.

Documentation: A "Discipline Referral" form or "Suspension" form will be completed and sent to the parent and phone contact (or repeated attempts) will be made by the principal or administrative designee. A parent/student/staff conference may be required to come to an agreement as to a behavior plan to correct the behavior with home and school collaboration. In extreme circumstances, when serious behavior persists, the School Attendance Review Board (SARB) process may be invoked. (See Ed. Code 48263 and 48291)

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