

**Please visit our School website at:**

**[www.irvingtongradeschool.com](http://www.irvingtongradeschool.com)**

**GO Indians!!!!**

**IRVINGTON SCHOOL  
DISTRICT #11**

**2015-2016**

**DISCIPLINE  
PLAN  
HANDBOOK**

**500 Superior  
Irvington, IL 62848  
(618) 249-6439 • Fax (618) 249-6440**

## **Prohibited Activities**

In respect to Internet activities, the following are **NOT** permitted:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Emailing and/or instant messaging.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, computer networks, or any other computer-related equipment.
- Violating copyright laws
- Using another's log-in and password.
- Trespassing in another's folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.

**A violation may result in the Superintendent contacting the child's parents/guardians.**

## **Authorization for Electronic Network Access**

- Each staff member must sign the District's ACCEPTABLE USE POLICY as a condition for using the District's electronic network.
- Each student and his/her parent(s)/guardian(s) must sign the IRVINGTON SCHOOL DISCIPLINE PLAN SIGNATURE SHEET before being granted unsupervised use.

## **ACCEPTABLE USE POLICY Violations**

The failure of any student or staff member to follow the terms of the ACCEPTABLE USE POLICY will result in:

- the loss of privileges,
- disciplinary action, and/or
- appropriate legal action.

# Table of Contents

	<b><u>Page</u></b>
<b>Philosophy Statement</b>	<b>1</b>
<b>Primary Objectives</b>	<b>1</b>
<b>Code of Conduct School Motto</b>	<b>2</b>
<b>Code of Conduct — Grades K-4</b>	<b>3</b>
<b>Code of Conduct — Grades 5-8</b>	<b>4</b>
<b>When is the Discipline Plan Used?</b>	<b>5</b>
<b>Disciplinary Levels:</b>	<b>5</b>
<b>Level One</b>	<b>6</b>
<b>Level Two</b>	<b>7</b>
<b>Level Three</b>	<b>10</b>
<b>Level Four</b>	<b>12</b>
<b>Disciplinary Actions/Procedures</b>	<b>14</b>
<b>Student Rights in Disciplinary Procedures:</b>	<b>15</b>
<b>Out-of-School Suspension</b>	<b>15</b>
<b>Bus Suspension</b>	<b>15</b>
<b>Expulsion</b>	<b>16</b>
<b>After-School Detention</b>	<b>17</b>
<b>Procedures for Chronic Misbehavior</b>	<b>18</b>
<b>Loss of Right to Participate/Attend:</b>	<b>19</b>
<b>Extra-Curricular Activities / Other</b>	
<b>School-Related Functions</b>	<b>19</b>
<b>Field Trips</b>	<b>19</b>
<b>Graduation Ceremony</b>	<b>19</b>
<b>Acceptable Use Policy (Internet/Computers)</b>	<b>20</b>
<b>Accelerated Reader (A.R.) Policy</b>	<b>23</b>

# CODE OF CONDUCT

## Grades 5-8

### **MAINTAIN A SAFE SCHOOL:**

- Keep hands, feet, and objects to yourself
- Do not use profanity or threatening language
- No fighting or harassment
- Do not leave your assigned area without permission
- No running or jumping anywhere in the building unless instructed

### **BE ORDERLY:**

- Arrive to school and to class on time
- Raise hand and wait to be recognized before speaking
- Follow directions given by adults
- Go to your locker only during designated times or with adult permission
- Walk single file when in the hallway
- Use your inside voice in the building
- Be prepared for class. (Bring all necessary materials)

### **RESPECT YOURSELF AND OTHERS:**

- Be respectful to all
- Respect the authority of all adults
- No cussing, teasing, name calling or bullying of any type
- Dress appropriately and maintain good personal hygiene

### **RESPECT PROPERTY:**

- Take care of all school property
- Respect the property of others
- Do not enter any room or office without permission

### **STAY ON TASK:**

- Listen and follow directions
- Arrive to class prepared and with all materials
- Pay attention and remain focused
- Complete assignments 4 when due

### **After-School Detention: Served on Tuesdays**

- The use of after-school detention is a form of discipline that is approved by the Irvington School Board of Education.
- Parents will be given advanced notification of detention assignments in order to make transportation arrangements for bus students.
- If a student receives a detention, he/she must attend after-school detention, which is scheduled once a week for up to one hour immediately after dismissal.  
**Grades K-8 will serve a 50-minute detention from 3:10-4:00 P.M.** The actual date of attendance will depend upon appropriate notification to parents.
- Students must abide by the following rules during after-school detention:
  1. Students must sign in.
  2. Students must bring schoolwork or an AR book, or they will be given work to do.
  3. Students will not be allowed to talk, eat, sleep, drink, draw, or play.
  4. Students must use the restroom prior to entering the after-school detention classroom.
- **Any student assigned to after-school detention will not be allowed to participate in or attend any extracurricular activity on the next scheduled date for the activity.**
- If a student neglects a detention assignment or behaves inappropriately during a scheduled after-school detention, that student may serve a one-day out-of-school suspension.
- A doctor's excuse will be required if a student misses two consecutive after-school detentions due to illness. If a doctor's excuse is not supplied, then that student may receive a one-day out-of-school or in-school suspension.

# ACCEPTABLE USE POLICY

## Access to Electronic Networks

- Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.
- The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet.
- Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

## Curriculum

- The use of the District's electronic network shall
  1. be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and
  2. comply with the selection criteria for instructional materials and library-media center materials.
- The District's electronic network is part of the curriculum and is not a public forum for general use.

# Irvington School Discipline Plan

**Philosophy Statement:** We, at Irvington School District #11, believe that all students can behave appropriately. Irvington School staff members will not tolerate any student who prevents us from teaching and/or prevents any student from learning. If a student demonstrates inappropriate behavior, he/she will be dealt with fairly and according to our School Discipline Plan.

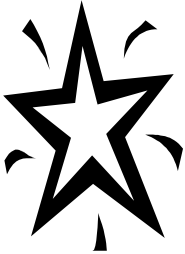
## **Our primary objectives at Irvington School are:**

- **SAFETY** – To Provide A Safe and Positive Learning Environment
- **ORDER** – To Require Students To Conduct Themselves In An Orderly Manner At All Times
- **RESPECT** – To Require Students To Demonstrate Respect For Others and For Themselves
- **PROPERTY** – To Require Students To Respect and Protect All Property
- **ON TASK** – To Require Students To Be On Task When Instructed

**The Code of Conduct**  
**School Motto:**

**A**      **B**      **C**

c            e            a  
t                            r  
                  s            e  
r            a            f  
e            f            f  
s            e            o  
p                            r  
o                            o  
n                            t  
s                            h  
i                            e  
b                            r  
l                            s  
y



**Loss of Extra-Curricular Activities,  
Other School-Related Functions,  
Field Trips, and Graduation  
Ceremony:**

- A student who receives 2 or more after-school detentions and/or commits 1 Level Three or 1 Level Four act of misconduct during **any** quarter of the school year, may not be allowed to participate in, or attend, any extra-curricular activity or other school-related function for a period of 2-weeks. The school administrator will give the student and their parents proper notification of this 2-week ban. The Superintendent will make the final decision in these cases.
- A student who receives 6 or more after-school detentions and/or more than 1 Level Three or Level Four acts of misconduct during the school year, may be banned from participating in, or attending, any extra-curricular activity or other school-related function for the remainder of the school year **and** may lose his/her field trip and end-of-the-year picnic privileges. The Superintendent will make the final decision in these cases.
- A student who receives 10 or more after-school detentions and/or more than 1 Level Three or Level Four acts of misconduct during the school year, or commits an act that causes serious injury to any student for just cause shall lose their privilege to participate in the eighth-grade graduation ceremony. The Superintendent will make the final decision in these cases.

## **Disciplinary Procedures for Chronic Misbehavior**

Students who refuse to maintain proper behavior at school or who have chronic misbehavior will be dealt with on a case by case basis. Depending upon the infraction or the number of occurrences, chronic misbehaviors may be dealt with using the following corrective measures:

- Classroom/Lunchroom seating change
- Removal from the classroom
- Time-outs
- Detentions
- Phone call or meeting with parents
- Loss of privileges (Including Field Trips)
- Suspension from Extra-Curricular activities
- In-school Suspension
- Out-of-school Suspension
- Involvement of Law Enforcement officials
- Alternate Placements (S.A.F.E. School or Alternative School)
- Saturday School
- Expulsion from school
- Other corrective measures deemed appropriate by the Superintendent.

## **CODE OF CONDUCT**

### **Grades K-4**

#### **MAINTAIN A SAFE SCHOOL:**

- Keep hands, feet, and objects to yourself
- No fighting or harassment
- Do not leave your assigned area without permission
- No running or jumping anywhere in the building unless instructed

#### **BE ORDERLY:**

- Arrive to school and to class on time
- Raise hand and wait to be recognized before speaking
- Walk single file when in the hallway
- Use your inside voice in the building

#### **RESPECT YOURSELF AND OTHERS:**

- Be respectful to all
- Respect the authority of all adults
- No cussing, teasing, or name calling

#### **RESPECT PROPERTY:**

- Take care of all school property

#### **STAY ON TASK:**

- Listen and follow directions

## **Level Two misbehaviors may include, but are not limited to, the following:**

- Continuation of unresolved Level One misconducts
- Bullying
- Disrespect / Defiance (*open/persistent disrespect of authority and/or school rules/regulations through verbal abuse/gestures*)
- Academic Cheating (*includes homework, tests, A.R., and plagiarism*)
- Profanity
- Minor physical disputes (*shoving, hitting, kicking, etc.*)
- Forgery or use of fake notes or excuses
- Minor stealing (*limited to small, inexpensive items, such as erasers, pencils, etc.*)
- Minor vandalism (*limited to the destruction/damage of small, inexpensive items such as pencils, planners, etc. or deliberate disregard for the care of property*)
- Unauthorized possession/use of electronic devices (*includes cell phones, CD players, iPods, etc.*)  
**Cell Phones must be turned OFF and in the student's backpack or locker at all times during school hours.**
- Unauthorized use of bicycles on the playground and/or on school property.
- Failure to follow corrective measures for misconduct
- Look alike weapons, drugs or medication.

## **Some Level Two Disciplinary Options:**

- Confiscation of unauthorized items
- Loss of privileges
- Conference with student
- Conference with parents by phone or in person

## **Some Level Four Disciplinary Options:**

- Out-of-School Suspension
- Financial restitution where damage or loss is incurred
- Saturday School - Alternative programs of instruction
- Board action which results in appropriate placement
- Expulsion

## **Step-by-Step Level Four Disciplinary Procedures:**

- The administrator verifies the offense, confers with the staff member(s) involved, and meets with the student.
- The student is immediately removed from the school environment and the parents are notified.
- School officials will involve law enforcement authorities if and when appropriate.
- The staff member making the office referral will be informed through established building procedures of the disciplinary action taken.
- A complete and accurate record of the offense and disciplinary action is maintained by the administrator.
- The parent or guardian of any student who commits any Level Four act of misconduct will be immediately notified, and will receive written notification.

## **Expulsion:**

- **Expulsion shall take place only after the parents/guardians have been requested by registered or certified mail to appear at a meeting of the Irvington School Board of Education, or with a hearing officer appointed by it, to discuss their child's behavior. The Board, or a hearing officer appointed by it, at such meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective. If the Board appoints a hearing officer, he/she shall report to the Board with a written summary of the evidence heard.**
- **A student may be readmitted to school after expulsion only by official action of the Irvington School Board of Education. Reinstatement should occur only after a parental conference involving appropriate school personnel.**

## **When is the Discipline Plan Used?**

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

- On school grounds before, during, or after school hours or at any time when the school is being used by a school group;
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- Anywhere, if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

## **Disciplinary Levels**

**The Irvington School staff is responsible for administering a fair and comprehensive discipline plan. This plan protects the rights of teachers to teach, staff members to supervise, and students to learn. It is our policy to encourage good citizenship through praise, rewards, and other A.B.C. incentives. However, consequences must occur when students violate school rules, which are designed to teach responsibility.**



## The Four Levels of Disciplinary Consequences:

**Level One:** Level One acts of misconduct are minor misbehaviors, which obstruct the orderly operation of the classroom, school, and/or bus. Such misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

### **Level One misbehaviors may include, but are not limited to, the following:**

- Classroom, cafeteria, playground, hallway, bathroom, and/or bus disturbances
- Failure to carry out directions
- Poor attitude that causes a disturbance
- Bullying, Dishonesty
- Unauthorized use of gum, candy, and food
- Dress code violation (*see dress code in Student Handbook*)
- Tardiness
- Failure to bring required materials to class (Books, Writing Utensil, Paper, Planner, Homework, etc.)

### **Some Level One Disciplinary Options:**

- Verbal reprimand
- Loss of privileges
- Conference with student
- Conference with parents by phone, in person, or through written communication.
- Detention **\*(Three Level One offenses in one week may result in one after-school detention after review by the Superintendent.)**

## **Student Rights in Disciplinary Procedures**

### **Out-of-School Suspension/Bus Suspension:**

- Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
- A pre-suspension conference 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 notice and conference shall follow as soon as practicable.
- Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the Irvington School Board of Education.
- Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

## School Disciplinary Actions/Procedures

1. **Actions Taken Prior To Office Referral (Level One Acts of Misconduct)** – Each teacher is to establish a Classroom Management Plan to be approved by the administration and put into use prior to making an office referral, unless the behavior is of such serious nature that the immediate office referral is warranted.
2. **Office Referrals** – A student should be referred to the office when the seriousness of the offense, the persistence of the behavior, or the disruptive effect makes the continued presence of the student in the classroom detrimental to the education process. (*Typically Office Referrals would be Level Two, Three, and Four Acts of Misconduct.*)
3. **Intermediate Types of Disciplinary Methods** – Acts of misconduct in Levels Two and Three may result in the use of one or more of the Disciplinary Options listed above (See Level Two and Level Three) in an attempt to correct the offending behavior.
4. **Severe Types of Disciplinary Methods** – Acts of misconduct involving drugs, weapons, or serious violent danger to others may result in the use of the following types of disciplinary responses:
  - Out-of-School Suspension* – The Irvington School Board of Education authorizes suspension of students who commit Levels Three and Four acts of misconduct. Out-of-School Suspensions may range from one to 10 days depending on the nature of the violation. Out-of-School Suspensions can be counted as *unexcused absences* from school.
  - Expulsion* – Violations of offenses listed in Level Four acts of misconduct are just cause for administrative recommendation to the Irvington School Board of Education for expulsion.
  - Law Enforcement Involvement* – School officials will involve law enforcement authorities if and when appropriate.

## Step-by-Step Level One Disciplinary Procedures:

- Immediate intervention is conducted by the staff member who is supervising the student or who observes the misbehavior.
- If the violation occurs in the classroom setting, the teacher uses the classroom management plan as approved by the school administrator.
- Repeated misbehavior may require a parent/teacher conference or a parent conference with the administrator.
- A proper and accurate record of the offense and disciplinary action is maintained by the staff member.



**Level Two:** Level Two acts of misconduct involve misbehaviors whose frequency or seriousness tends to disrupt the learning environment of school. Those offenses that are continuations of Level One offenses require the intervention of the school administrator since the Level One disciplinary consequences have failed to correct the situation. Included in this level are misbehaviors that do not represent a threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action by the school administrator.

**Level Four:** Level Four acts of misconduct involve actions that are so serious that they require administrative actions, which result in at least temporary removal of the student from the school. Level Four acts of misconduct may involve the intervention of law enforcement authorities and action by the Irvington School Board of Education.

**Level Four misbehaviors may include, but are not limited to, the following::**

- Continuation of unresolved Level Three misconducts
- Taking property of others with or without force or violence (*refers to items of greater value than described in Level Two*)
- Deliberate threats to the safety of others (*a threat to apply force or a threat to do physical injury to another student or to a school employee*)
- Physical assault
- Possession, use of, or under the influence of tobacco, alcohol, and/or illegal drugs/controlled substances **and or look alike substances.**  
\*(Parents and appropriate law enforcement authorities will be notified promptly when a student commits this offense.)
- Possession and/or sale of stolen property
- Possession or use of weapons or look-alike weapons
- Bomb threats (*the conveyance of threats or false information concerning the placement of bombs*)
- Setting fires
- Setting false fire alarms
- Other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff, and/or school property

- Detention
- In-School Suspension
- Financial restitution where damage or loss is incurred

**Step-by-Step Level Two  
Disciplinary Procedures:**

- The student is referred to the administrator for appropriate disciplinary action.
- The administrator meets with the student and/or teacher and decides upon the most appropriate response.
- The staff member making the office referral will be informed through established building procedures of the disciplinary action taken.
- A proper and accurate record of the offense and disciplinary action is maintained by the administrator.
- The teacher making the Level 2 referral is required to make contact with the student's parent(s)/guardian(s) either by phone or in person on the day the referral is given.



**Level Three:** Level Three involves acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others in the school.

**Level Three misbehaviors may include, but are not limited to, the following:**

- Continuation of unresolved Level Two misconducts
- Bullying / Harassment (*verbal, physical, sexual, Cyber*)
- Fighting
- Stealing
- Vandalism
- Trespassing (*a. entering upon or in property without justification or without implied or actual permission; b. entering or remaining upon or in school property after being asked not to trespass; c. entering an area of the school building which is restricted in use and so posted*)
- **Look alike weapons, drugs or medication.**

**Some Level Three Disciplinary Options:**

- Temporary removal from class
- Superintendent will notify parents
- Notify appropriate law enforcement authorities when necessary
- In-School Suspension
- Out-of-School Suspension
- Suspension of bus privileges
- Financial restitution where damage or loss is incurred

- Saturday School - Alternative programs of instruction
- Referral to outside agency or school district support services

**Step-by-Step Level Three Disciplinary Procedures:**

- The administrator initiates disciplinary action by investigating the violation and conferring with appropriate staff members, the student, and the student's parents about the misconduct and subsequent disciplinary action to be taken.
- The staff member making the office referral will be informed through established building procedures of the disciplinary action taken.
- A proper and accurate record of the offense and disciplinary action is maintained by the administrator.
- The Superintendent will contact the parent or guardian of any student who commits any Level Three act of misconduct. The parent(s)/guardians(s) will be notified in writing, by telephone, or in person at the earliest opportunity.
- School officials will involve law enforcement authorities if and when appropriate.



# **Attention:**

## **Parents, Guardians & Students**

### **Superintendent**

**The Superintendent shall serve as the final authority on ALL disciplinary issues.** The Superintendent will use the Irvington Disciplinary Handbook as a **guide** by which to enforce the district's disciplinary policies as equitably as possible.

### **Classroom Discipline Policies**

Teacher's have the right to utilize their own individual Classroom Management Plans that are appropriately aligned with the Irvington Discipline Handbook. Each teacher's Classroom Management Plan will be approved by the Superintendent and a copy of each plan will be posted in the appropriate classroom and a copy will be kept on file in the main office.

### **Counseling Services**

If any parent or guardian has questions regarding the need for counseling services for their child, please feel free to contact the school and we will be happy to provide you with any information that we can.

### **Faculty and Staff Authority**

Students must recognize that all-adult employees, visitors and guests of Irvington School carry the great responsibility of being in charge. Any lack of respect on the part of a student or adult towards teachers and other employees including teacher's aides, secretaries, cooks, custodians, guests and bus drivers will be cause for the disciplinary measures listed under school rules and/or Illinois School Code.

### **Acceptable Use**

- All use of the District's electronic network must be
  1. in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or
  2. for a legitimate school business purpose.
- Use is a privilege, not a right.
- Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers.
- General rules for behavior and communications apply when using electronic networks.
- The District's ACCEPTABLE USE POLICY contains the appropriate uses, ethics, and protocol.
- Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **Internet Safety**

- Each District computer with Internet access shall have a filtering device that attempts to block entry to visual depictions that are
  1. obscene
  2. pornographic, or
  3. harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent.
- The Superintendent shall enforce the use of such filtering devices.

# Student Attendance

- Student attendance is **EXTREMELY** important. It is very difficult for a child to learn if they are not at school. Parents are asked to make every effort to send their child(ren) to school each day.
- Students are responsible for making up any missed school work. *It is ultimately the student's responsibility to find out what work needs to be made-up.*
- If a child misses for than 3 consecutive days of school due to an illness, then a doctor's note will be required in order for any further days to be counted as excused. **This includes issues relating to head lice.**
- **ANY** student who misses more than 10% of their last 180 days of school can be referred to the district's Truancy Officer, and the student's parents will be contacted regarding the attendance issues.

**For more detailed information on Student attendance, please refer to the section on "Absences" contained in the Irvington Student School Handbook.**

# ACCELERATED READER (A.R.) POLICY

Accelerated Reader is an educational program used by all students at Irvington School.

- All students are responsible for following the rules associated with the A.R. program.
- All A.R. tests **must** be taken under each student's own name and password.
- If a student takes a test under someone else's name, that practice is considered dishonest and a form of academic cheating.
- Students who deliberately falsify or cheat on any A.R. Tests will not be eligible for A.R. Rewards. This includes attending the A.R. Store and any End-of-the-Year Awards associated with the A.R. Program
- All students in Grades 5-8 must have a staff member present in order to take an A.R. test. Staff members must verify that the student taking the test is logging in under his/her own name.
- If a student takes a test without staff verification, that test will be deleted from that student's file.
- Failure to abide by the A.R. Policy will result in disciplinary action as set forth in this Discipline Plan Handbook.