

Memorandum

To: Dr. Karla Guseman, Superintendent

From: Mr. Steve Locke and Mrs. Jo Wooten, Assistant Principals

Date: March 16, 2020

Re: Summary of Recommendations – District Discipline and Handbook Committee

Based on School Board Policy 7:190, the District's disciplinary policies must be reviewed annually, with input from a parent-teacher advisory committee, and submitted to the Board for its review and approval. In fulfillment of Board Policy, a disciplinary review committee was assembled and met on September 24,25, October 8,22, November 5 and December 3, 2019. The following is a list of volunteers who participated on the District Discipline Committee during this process:

District Discipline Committee Participants - 2020

Steve Locke	Co-facilitator	Shelly Clark	Dean
Jo Wooten	Co-facilitator	Kelly Manning-Smith	Dean
Brian Shaw	Director of Support Services	Matt Narducci	Asst. Principal
Patty Sewing	PPS Coordinator	Lauren Carter	Teacher
John Randich Jr.	PPS Coordinator	Wendy Weith	Teacher
Cicly Martin	Clerical	Meg Cappel	BOE/Parent
Jim Allison	BOE	Mathilde Gleizes	Teacher
Grace Wright	Student	Dr. Mike Hanson	Superintendent
Jada Cooley	Student	Megan Culp	Teacher
Diego Garcia	Student	John Byrne	Joliet Police/Parent
Angela Huntington	Parent	Mike Clark	Community
Chamille Doss	Community	Rosita Griggs	Community/Parent

The District Discipline Committee process allowed for review, discussion and recommendations for change to the student handbook and disciplinary policies within. The overall process and suggested timeline is highlighted below:

- September 24 through December 3, 2019: District Discipline Committee met and finalized recommendations through established process
- January 29 through March 6, 2020: Recommendations were reviewed/revised by Administrative Council
- March 10, 2020: Recommendations reviewed through the Committee of the Whole
- March 16, 2020: First Reading to the Board of Education
- April 21, 2020: Second Reading to the Board of Education and action taken

Ms. Wooten and Mr. Locke request an opportunity to present the committee recommendations to the student handbook and disciplinary policies at the March 16, 2020 School Board meeting (first reading). Since our discipline code is School Board policy, we follow Policy 2:240 which states:

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration will be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

In following Policy 2:240, a second reading and adoption (if any) by the School Board could occur at the April 21, 2020 School Board meeting. Any changes approved would then be submitted to the District Office so that they are included in the 2020-2021 online Student Handbook.

The following is a summary of the recommendations for change to the student handbook and discipline policies from the District Discipline Committee and Administrative Council. The areas highlighted in yellow are recommendations from the District Discipline Committee and the recommendations in green are additional recommendations from Administrative Council.

District Discipline Committee

Discipline & Handbook Change Recommendations

March 16, 2020

A. Handbook Changes

Attire

See description on page 23.
See description on page 25.

Last bullet point in Examples of Unacceptable attire:

- Visible piercings are allowed but must be **removable**. Jewelry **is prohibited** in Physical Education classes at all times or during any class or activity **when** a staff member believes it poses a health or safety risk based on the activity. This includes but is not limited to: rings, watchers, earrings, bracelets, necklaces, eyebrow, nose, lip piercing etc. Students enrolled in JROTC must follow uniform guidelines.

BUS INFORMATION:

Bus Discipline - Procedures and Guidelines 726

Equal Educational Opportunities (p.10)- Education of McKinney-Vento youths to **youth**.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT (page11)

2019-2020 Current Reading Language

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.

Commented [TR1]: Page numbering will change after the final draft of the handbook. We will be sure to correct at that time.

Commented [TR2]: Page numbering will change after the final draft of the handbook. We will be sure to correct at that time.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment;
4. Through the transmission of information from a computer that is accessed at a nonschool related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

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 a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. *(School Board Policy 7:180)*

2020-2021 Recommended Reading Language

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

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

Commented [SG3]: The language in this section has NO changes, the committee has only recommended that the paragraph structure be reorganized.

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
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Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Sexual Harassment Prohibited (page 12)
Sexual harassment **of students** is prohibited.

Complaint Managers: (page 12)
Mrs. Patty Sewing, PPS Coordinator — Mr. John Randich Jr., PPS Coordinator
401 N. Larkin Ave., Joliet, IL 60435 — 201 E. Jefferson St., Joliet, IL 60435
psewing@jths.org — jrand@jths.org
815.774.1676 — 815.727.6736

Complaint Managers:		
PPS Coordinator, Administrators, and Deans	PPS Coordinator, Administrators, and Deans	Director of Pathways, Administrators and Deans
401 N. Larkin Ave., Joliet, IL 60435	201 E. Jefferson St., Joliet, IL 60435	110 Collins St., Joliet, IL 60432
815.774.1676	815.727.6736	815-727-6988

Commented [TR4]: This change is being recommended to mirror Policy 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

Cont. Complaint Managers Section:

- 4 Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. **Complaints will be kept confidential to the extent possible given the need to investigate.**

Commented [TR5]: The committee is recommending the additional confidentiality sentence.

BEHAVIORAL GUIDELINES (page 40)

The Board of Education identifies the following offenses as unacceptable student behavior and requiring corrective action for each. However, behavioral offenses are not limited to those listed below when, in the judgment of the administration or the dean, such offenses disrupt the school climate, or constitute gross disobedience or misconduct as determined by the Board of Education or the administration.

BEHAVIORAL GUIDELINES (page 40)

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in **prohibited student conduct, as described in the section with that name below**, whenever the **student's** conduct is 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 or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school 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: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Commented [KG6]: This heading is not in the student handbook. Removing it does not change the meaning

Commented [TR7]: The committee is recommending this language be added after the first paragraph under Behavioral Guidelines. This language mirrors the language used in policy 7:190 Student Behavior.

District 204 does not permit corporal punishment. However, faculty and staff may use reasonable force as needed to protect property, others or themselves and to remove a student from the classroom or other areas for disruptive behavior. School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.
(School Board Policy 7:190)

Commented [KG8]: Add due to compliance requirements

Harassment, Intimidation or Bullying (page 43)

- Physically harms a student or damages the student's property or
- Has the effect of substantially interfering with a student's education or
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment ~~or~~
- ~~Physically harms a student or damages the student's property or~~

Commented [SG9]: Bullet point was added in twice.

Sexual Harassment (page 44)

See Harassment of Students Prohibited policy.

See description on page 12

Commented [TR10]: The Committee is recommending that the handbook direct them to the actual description. Page number will be updated when the final draft of the handbook is completed.

Self-Administration of Medication (page 18)

A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian

A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed for use at the student's discretion, provided the student's parent(s)/guardian(s)

Substance Abuse (page 46)

One to ten days out-of-school suspension, parent conference, ~~expulsion warning~~, behavioral warning, completion of a school-approved assessment, ~~or expulsion recommendation~~, and a meeting with the Student Assistance Program Coordinator. In addition, if the agency performing the assessment recommends enrollment in a substance abuse program, the student must attend and successfully complete the program at parental expense. Once admitted into the program, the student may return to school if recommended by the program. If the student does not satisfy the recommendation of the agency performing the assessment, the student will be recommended for expulsion.

Commented [KG11]: This is recommendation to change the Action section for Substance Abuse. There is no longer the Student Assistance Program Coordinator for the 2020-2021 School year. This position has shifted to a social worker. We are currently working with Rosecrans for support for students with Substance Abuse. Additionally, repeated instances of substance abuse could lead to an expulsion recommendation.

Vandalism (page 48)

Warning, parent/guardian notification, parent/guardian conference, in-school suspension, 1-10 days out-of-school suspension, ~~expulsion warning~~, behavioral warning or expulsion recommendation.

The board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property. Policy 7.170

Commented [SL12]: Committee felt that parents/guardians need to pay for damage school property. Per Board Policy.

Weapon (page 48)

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 (18U.S.C.&921), firearm as defined in section 1.1 of the Firearm Owners Identification Card Act (430 ILCS65/), 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 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 a likes of any firearm as defined above.

Parent/guardian notification and parent/guardian conference and

1-10 days out-of-school suspension, and expulsion recommendation.

The expulsion requirement under either paragraph 1 or 2 may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. Policy 7:190

Commented [KG13]: The Weapons and Weapons (Object Construed) sections have been added and modified to reflect Board of Education approved policy language to ensure clarity and transparency.

Weapon (Object Construed) (page 48)

~~Possession of ammunition or a weapon at school or at school-sponsored activities.~~

~~A weapon is defined as an instrument of combat and includes, but is not limited to, guns, knives, bludgeons, nunchuks, bows and arrows, metal knuckles, pepper spray/mace, stun gun, taser and any other devices or objects listed as weapons in the Illinois Compiled Statutes Chapter 720. Possession of any object that can be construed to be a weapon at school sponsored activities. The term "weapon" may be defined by reference to either federal, state or local law.~~

Parent/guardian notification and parent/guardian conference and in building suspension or 1-10 days out-of-school suspension, and/or expulsion—warning behavioral warning or expulsion recommendation.

Possession of any object that can be construed to be a weapon at school sponsored activities. The term "weapon" may be defined by reference to either federal, state or local law. A weapon is defined as an instrument of combat.

Physical Education Excuses (page 19)

Physical Education Medical Exemption

The Doctor's order must state any restrictions related to

The doctor's order must state any restrictions related to

A student who is not in compliance with health requirements will be excluded from school day one.

Proof of immunization against meningococcal disease is required from students in grade 12, beginning with the 2015-2016 school year.

Physical Examinations and Immunizations - All freshman students are required by law to have a physical examination and present evidence of required immunizations that are in compliance with state law. A student who is not in compliance with health requirements will be excluded from school. Proof of immunization against meningococcal disease is required from students in grade 12, beginning with the 2015-2016 school year. (School Board Policy 7:100)

All transfer students are required to present evidence of the physical examination and required immunizations.

Vision and Hearing Screenings - All special education students will receive both vision and hearing screening evaluations annually. Parents will be notified if any problems or concerns are detected. (School Board Policy 7:100)

Dental Examination

All children in ninth grade must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

Attendance (Page14)

Joliet West Attendance Office – 815-727-6900

Joliet Central/AVAC/Transition Center Attendance – Please contact your student's dean.

Pathways Attendance – 815-727-6810

RESIDENCE, ATTENDANCE AREAS, and TRANSFERS (page 34)

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition and must provide own transportation.

Bus Discipline- Procedures and Guidelines (page 27)

The following are disciplinary procedures:

- When a bus returns to a campus because of student misbehavior, students removed from that bus will be allowed access to a phone to secure a ride.

Commented [TR14]: Committee is recommending adding language to mirror language in Policy 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.

Commented [TR15]: A link will be added to the "students dean" that will take them directly to the Joliet Central Deans web page on www.iths.org. The deans page will then provide the contact numbers for each dean at Joliet Central.

Commented [TR16]: The committee is recommending adding transportation information.

- In the event of student misconduct or insubordination, the bus driver will complete a student referral and forward it to a dean. A conference will be scheduled with the student, and if necessary, a parent. The dean may suspend students guilty of gross disobedience and insubordination from riding the school bus. Parents are responsible for transporting any student suspended from riding the school bus.
- Repeated bus suspensions could result in permanent loss of transportation
(School Board Policy 7:220)

Commented [TR17]: The committee is recommending the additional bullet point.

DISCIPLINE (page 39)

~~Expulsion Warning~~— Behavior Warning

- An ~~expulsion~~ behavior warning is a behavioral contract between the student, school and family.
- All ~~expulsion~~ behavior warnings shall be in effect for one calendar year from the date of the issuance. (On a case by case basis, expulsion warnings may be shortened by completion of a District approved program).
- All ~~expulsion~~ behavior warnings shall generally be cause to restrict or prohibit a student:
 - From attending school programs, events, activities or athletic contests;
 - From being eligible for certain honors or awards.
- An ~~expulsion~~ behavior warning shall prohibit a student for that calendar year from nomination, election or consideration for any school awards, positions or honors not directly related to or the result of academic achievement.
- All students with an ~~expulsion~~ behavior warning may apply for a waiver of restriction or prohibition from attendance only at school programs, events or activities on an event-to-event basis. Said application or request for a waiver would be made through the student's dean and would have to be approved by that dean and the building principal. The waiver would merely allow attendance at an event or activity.
- Each waiver will be issued with a contract of behavior signed by the student and their parent/guardian with an attached copy of expectations. The contract shall expressly describe that any action or behavior that is determined to be a violation of the contract and/or expectations or any other school rules shall serve as the basis for an exclusion from all the events, programs and activities for the duration of that school year, and that they surrender any and all rights to appeal these prohibitions.
- The criteria for granting a waiver shall include, but not be limited to:
 - A written statement of explanation or apology;
 - A conversation in which the staff is reasonably assured of the student's sincerity;
 - A willingness on the part of both the student and parent/guardian to agree to and abide by the conditions set forth in the contract and expectations;
 - The student's disciplinary history;

Commented [KG18]: We are also recommending that students would no longer return from Expulsion and be on a Behavior Warning. The term expulsion warning has been confusing to some stakeholders.

- The professional staff's review of the above and recommendation for approval.
- An **expulsion behavior** warning shall ordinarily not exclude a senior student from participating in graduation ceremonies except when it has been determined by the administration that the student's presence and participation could be disruptive.
- It shall be the responsibility of the administration on each campus to notify senior students with **expulsion behavior** warnings sufficiently in advance as to whether or not they will be participating in their graduation ceremonies.

DISCIPLINE (page 39)

Social Suspension-A social suspension is one in which a student is not allowed to attend school functions outside of the regular school day and may be used for disciplinary consequences in addition to or in lieu of disciplinary actions set forth below.

Commented [KG19]: Recommend addition as another consequence for behavioral infractions. Insert after Detention.

Table 1: (page 56)

TABLE 1: PENALTIES FOR VIOLATIONS

SPORT PROGRAM	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	CONTEST SUSPENSIONS	CONTEST SUSPENSIONS	1 CALENDAR YEAR SUSPENSION
Boys Baseball	8	18	Yes
Boys Basketball	4	11	Yes
Boys Cross-Country	4	8	Yes
Boys Football	2	5	Yes
Boys Bowling	4	9	Yes
Boys Golf	4	8	Yes
Boys Soccer	4	9	Yes
Boys Swimming	4	8	Yes
Boys Tennis	4	9	Yes
Boys Track	4	9	Yes
Boys Volleyball	4	11	Yes
Boys Wrestling	4	9	Yes
Girls Badminton	4	8	Yes
Girls Basketball	4	11	Yes
Girls Bowling	4	9	Yes
Girls Cross Country	4	8	Yes
Girls Golf	4	8	Yes
Girls Soccer	4	9	Yes
Girls Softball	8	18	Yes
Girls Swimming	4	8	Yes
Girls Tennis	4	9	Yes
Girls Track	4	9	Yes
Girls Volleyball	4	11	Yes
Cheerleading	4	8	Yes
Dance	4	8	Yes

Commented [SG20]: The committee wanted our code of conduct to be more consistent with IHSA Season limitations.

SPORT PROGRAM	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	CONTEST SUSPENSION	CONTEST SUSPENSION	1 CALENDAR YEAR SUSPENSION
Boys Baseball	9	18	Yes
Boys Basketball	8	16	Yes
Boys Cross-Country	5	9	Yes
Boys Football	2	5	Yes
Boys Bowling	6	13	Yes
Boys Golf	5	9	Yes
Boys Soccer	6	13	Yes
Boys Swimming	4	9	Yes
Boys Tennis	5	10	Yes
Boys Track & Field	5	9	Yes
Boys Volleyball	9	18	Yes
Boys Wrestling	5	9	Yes
Girls Badminton	5	9	Yes
Girls Basketball	8	16	Yes
Girls Bowling	6	13	Yes
Girls Cross-Country	5	9	Yes
Girls Golf	5	9	Yes
Girls Soccer	6	13	Yes
Girls Softball	9	18	Yes
Girls Swimming	4	9	Yes
Girls Tennis	5	10	Yes
Girls Track	5	9	Yes
Girls Volleyball	9	18	Yes
Fall Cheer	2	5	Yes
Fall Dance	1	2	Yes
Winter Cheer	4	8	Yes
Winter Dance	4	8	Yes

School website

Central Nurse - West Nurse

Central Nurse (Pathways/AVAC/Transition)

West Nurse (Private Placement)

Commented [SG21]: Add Pathways/AVAC/Transition as part of Central Nurse and add Private Placement as part of West Nurse.