Harrisburg Unit #3 Progressive Discipline Plan

DEFINITION-
“Progressive Discipline processes are designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account and that all procedures required by federal and state law will be followed.” Those will include but are not limited to SB100 and the Illinois School Code.

GUIDING PRINCIPLES-
1. This model strives for a safe and orderly student-learning environment through a systematic process of behavioral correction. “Inappropriate behaviors are followed by consequences”. Inappropriate behaviors are substituted with those that are consistent with character traits that Harrisburg Unit #3 identifies as acceptable on our campuses.
2. This model strives for a safe and orderly student-learning environment through a systematic process of behavioral corrections. Inappropriate behaviors are followed by consequences.
3. Students in violation of the code of conduct cannot be assumed to have had sufficient instruction and/or practice in utilizing the particular behavioral or character trait(s) related to the misbehavior. As such, disciplinary action should involved disciplinary action that includes not only the consequences but also interventions that not only reflect desirable character traits, but also satisfy requirements and standards set forth by the state with implementation of SB100 legislation.
4. Students, who engage in continual minor acts of misconduct, as well as those who engage in even a single act of more serious misconduct, are considered candidates for the district’s behavior interventions.
5. Parents are viewed as integral partners to be utilized when addressing students’ behavior.
6. The district realize that each incident of inappropriate behavior have a set of aggravating and mitigating circumstances in terms of situational variables. Similarly, disciplinary action will reflect consideration of a number of factors relevant to each situation.

COMMON ELEMENTS-
1. Disciplinary action will be in response to alleged violations of the student code of conduct established and approved by the Local School Board policies.
2. Due process procedures required by State and Federal Law will be followed. The degree of disciplinary action will be in proportion to the severity or regularity of the behavior as set forth by the Harrisburg Unit #3 Board of Education.
3. In most situations, disciplinary action should reflect both a consequence and an opportunity to be successfully engaged in interventions to provide an opportunity to remediate the behavior.
CONSIDERATIONS-

1. All progressive discipline components noted in this section are minimum requirements. Additional components may be set forth by the local Board of Education.
2. Students are responsible to all those who they come in contact during the school day. As such, progressive discipline supports granting authority to professional staff members to impose discipline consequences for minor acts of misconduct. (Teachers, for example, may require students to serve a classroom detention after school for a minor infraction occurring during that class.) However, when a student is believed to be engaging in a similar pattern of minor misbehavior, or when a student has committed a more serious violation of the school rules, the Principal and/or Vice Principal will assume responsibility for the discipline process.
3. Interventions that the district may utilize to satisfy are added to any consequence or misbehavior at the discretion of the building administrator.

CHART OF PROGRESSIVE DISCIPLINE-
Understanding discipline as a “teachable moment” is fundamental to a positive approach to discipline.

Progressive discipline uses incremental interventions to address inappropriate behavior with the ultimate goal of teaching pro-social behavior. Progressive discipline seeks concurrent accountability and behavior change.

The goal of progressive discipline is prevention of a recurrence of negative behavior by helping students learn from their mistakes. Essential to the implementation of progressive discipline is helping students who have engaged in unacceptable behavior to:

- Understand why the behavior is unacceptable and the harm it has caused
- Understand what they could have done differently in the same situation
- Take responsibility for their actions
- Be given the opportunity to learn pro-social strategies and skills to use in the future
- Understand the progression of more stringent consequences if the behavior recurs

DETERMINING THE DISCIPLINARY RESPONSE-
This document provides guidance to school officials when determining which disciplinary measure to impose. In determining how to best address inappropriate conduct, it is necessary to evaluate the totality of the circumstances surrounding the conduct. The following facts must be considered prior to determining the appropriate disciplinary measures:

1. The nature, severity, and scope of the behavior
2. The students age and maturity
3. The circumstances/context in which the conduct occurred
4. The frequency and duration of the behavior
5. The student’s disciplinary record (including the nature of any prior misconduct, the number of prior instances of misconduct, and the disciplinary and guidance intervention measures applied for each)
6. The student’s IEP (Individual Education Plan), BIP (Behavioral Intervention Plan), and/or 504 Accommodation Plan, if applicable

**STUDENT DISCIPLINE CHART**
This discipline chart will be used during the school year as a recommendation to school administrators so students that violate the District Code of Conduct are dealt with in a consistent and fair manner. Disciplinary action will be determined at the discretion of the administrator, with consideration of the age and relevant behavior record of the student. Penalties may be modified with consideration of the age and relevant behavior record of the student. Penalties may be modified with consideration of extenuating and mitigating circumstances or the severity of the infraction, based on the disciplinary penalties for subsequent violations. Furthermore, discipline may include educational components, such as written and/or verbal apologies to the victims, essays, or other things deemed academically appropriate by teacher or administrators.

**DEFINITIONS**

**Lunch or after school detention**: Students must be on time and sit quietly for the entire time. May include Extended Detention at the High School.

**In School Suspension (ISS)**: Students are assigned to an alternative educational location. Students will be given credit for all work completed and for attendance. However, will have no interaction with other students. Lunch will be provided in the ISS room students will be given restroom breaks at times agreeable to supervision.

**Out of School Suspension (OSS)**: Students are not allowed to attend school or school-related functions.

**Minor Offenses** – Level 1
- Dress Code
- Electronic Devices (Cell phones, smart watches/fitness trackers, tablets)
- Inappropriate Behavior/Misconduct/Disruptive Activity
- Leaving Class/Building/Grounds
- Profanity (non-directed)
- Tardy (3)
- Unassigned Area
- Unprepared for Class
- Unsafe Driving/Parking
- Violation of Technology Acceptable Use Policy
First Offense:
- Warning and/or administrator or teacher conference with student
- Parent Contact or Parent Conference
- Detention 1 – 3 Days
- ISS 1 – 5 Days
- OSS 1 – 3 Days
- Electronic Device – confiscate and return to student at the end of the day
- Unsafe Driving/Parking – Parking/driving privileges suspended

Second Offense:
- Detention 1 – 3 Days
- ISS 1 – 3 Days
- Electronic Device – confiscate and parent/guardian pick up in office
- Unsafe Driving/Parking – Parking/driving privileges suspended

Third and Subsequent Offense:
- ISS 1 – 5 Days
- OSS 1 – 3 Days
- Superintendent’s Hearing
- Electronic Device – confiscate, parent/guardian pick up in office, banned from bringing to school 10 days to remainder of year
- Unsafe Driving/Parking – Parking/driving privileges suspended

Minor Offenses – Level 2
- Academic Dishonesty
- Failure to Serve Detention
- Horseplay/Roughhousing (not resulting in injury)
- Minor Disrespect
- Minor Misconduct for a Substitute
- Minor Vandalism
- Refusal to Comply with Directive
- Theft

First Offense:
- Detention 1-3 Days
- ISS 1 – 5 Days
- OSS 1 – 3 Days

Second Offense:
- ISS 1-5 Days
- OSS 1 – 3 Days
- Vandalism - Restitution
Third and Subsequent Offense:
• ISS 1 – 5 Days
• OSS 1 – 3 Days
• Superintendent’s Hearing

**Major Offense** – Level 3
• Academic Dishonesty
• Extreme Disrespect/Defiance/Insubordination
• Failure to Serve ISS
• Horseplay/Roughhousing (Resulting in injury)
• Profanity (Directed at Staff)

**First Offense and Second Offense:**
• ISS 1 – 5 Days
• OSS 1 – 3 Days

Third and Subsequent Offense:
• OSS 1- 5 Days
• Superintendent’s Hearing

**Major Offenses** – Level 4
• Bullying/Threats/Harassment
• Physical Aggression (no injury)
• Possession/Use Tobacco/Vaping Device
• Vandalism (major)
• Verbal Aggression with Staff

**First Offense and Second Offense:**
• ISS 1 – 5 Days
• OSS 1 – 3 Days
• Vandalism - Restitution

Third and Subsequent Offense:
• ISS 1- 5 Days
• OSS 3-10 Days
• Vandalism - Restitution
• Superintendent’s Hearing

**Major Offenses** – Level 5
• Assault/Violence
• Explosives
• Fighting
• Physical Aggression (with Injury)
• Possession of Weapon
• Possession/Use/Sale of Alcohol or Controlled Substance

**First Offense:**
- ISS 1 – 5 Days
- OSS 1-3 Days
- Expulsion or Alternate Placement
- Superintendent’s Hearing

**Second and Subsequent Offense:**
- OSS 3 – 10 Days
- Contact Local Authorities
- Expulsion or Alternate Placement
- Superintendent’s Hearing

**In School Suspension/Alternative Learning Classroom (ALC)**
During ISS/Alternative Learning Classroom, students will not be permitted to attend regular classes, school assemblies, field trips, or extracurricular activities requiring an early release. Students will remain in the ISS/ALC room for the entire day. Students must be in the ISS/ALC room from 8:10 a.m. until 2:50 p.m. Students will follow strict guidelines while placed in ISS/ALC. Students will be required to complete assignments sent by teachers. Students must complete any assigned work to a satisfactory level to earn equivalent academic credit for each day in ISS/ALC. Chrome Books are to be used for completing class assignments only. The Chrome Books of all students placed in ALC will be restricted to minimum access. Sleeping, talking, using cell phones, using headsets, food, and drink are prohibited in the classroom. Students must give their phones to an administrator or teacher before entering ISS/ALC. Any student that gets caught with their phone after saying they did not have their phone on them will be sent home that day, and then that student will serve an additional out of school suspension day that following day. Lunch will be brought to the ISS/ALC room. Food choices and extras will not be accommodated while in ISS/ALC room unless medical explanations are on file with the school nurse. Students who participate in extracurricular activities may or may not be allowed to participate in the extracurricular activities during their assigned time in ISS/ALC. provided that students are not released early from ISS/ALC. All ALC days will count toward the social suspension list.

**Out of School Suspension (OSS)**
During an OSS the student will not be permitted to be on the school property during the time this discipline action is in effect. This will include all after-school and extracurricular activities. The OSS will be treated the same as an unexcused absence. However, students who have been assigned an OSS will be permitted to make up the work they miss while under the suspension.
Students will receive one day per suspension day to make up any and all work for full credit. Additionally, the school district may prevent a student from attending school and/or participating in school activities until an appropriate evaluation of the student is conducted by certified professionals (such as psychologists, psychiatrists, social workers...) to determine whether or not it is in the best interests of the student and/or school for the student to attend school and/or to participate in the school activities. All out of school suspensions will count towards the social suspension list.

OSS that are three days or less will only be used if the student’s continuing presence in school would pose a threat to school safety or a disruption to other students’ learning opportunities as determined on a case by case basis by school officials. In the written suspension decision, the school will explain (1) the specific act of gross disobedience or misconduct; and (2) the rationale for the specific duration of the suspension. Students must be provided an opportunity to make up any missed work for the equivalent academic credit.

OSS that are 4 days or more will only be used if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student’s continued presence in the school would either pose a threat to the safety of the other students, staff or members of the community or substantially disrupt, impede, or interfere with the operations of the school as determined on a case by case basis by school officials. School officials will make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of suspensions to the greatest extent practicable. In the written suspension decision, the school will (1) explain the specific act of gross disobedience or misconduct; (2) explain the rationale for the specific duration of the suspension; and (3) document whether other behavioral and disciplinary interventions were attempted or whether the school determined that there were no other appropriate and available interventions. Students must be provided an opportunity to make up any missed work for equivalent academic credit. Students suspended for longer than 4 days shall be provided appropriate and available support services as determined by the school.

Students who accumulate ten or more days of suspension (ISS/ALC and/or OSS) during the school year will not be allowed to attend or participate in the extracurricular activities the remainder of the school year (this includes Homecoming, Prom, and athletic events).

Social Suspension List
Students with chronic absenteeism and excessive disciplinary problems may be placed on social suspension list. The social suspension list is used to determine whether a student is eligible to attend and participate in all extracurricular events including field trips, the Homecoming dance, and Prom. All absences not documented by a doctor’s note, appointment site note, and/or nurse’s note will count towards the social suspension list. Additionally, all days spent in the ISS/ALC due to disciplinary action, and all days spend in OSS count towards the social suspension list. Once the student has accumulated 10 or more days, students will be placed on the social suspension list for the remainder of the semester. The social suspension list does not carry over from semester to semester.
Students placed on the social suspension list will not be allowed on campus outside of regular school hours (8:00 a.m. to 3:00 p.m.). Students on social suspension cannot attend or participate in any field trips, extracurricular events, dances, games, or athletic events while on suspension.

#NOTE – Administrators have final determination on the accumulation of days toward Social Suspension.