



# **THE CATALYST SCHOOLS STUDENT CODE OF CONDUCT**

**August 2010**

## **The Catalyst Schools Mission Statement**

The Catalyst Schools believe that every child possesses inherent value and potential, regardless of background, educational level, or life circumstances.

Our college-preparatory schools partner with urban communities to offer K—8 students welcoming educational settings that nurture academic, social, and emotional growth. As students move on to high school, they remain vital members of the Catalyst community through our graduate support programs. We help all students and graduates discover a fruitful path to high school, to college, and to a citizenship that embraces peace, justice, and respect. We actively engage students' families and neighborhoods, striving to create strong connections between students' education and the communities they live in. Guided by this mission, we empower our students to become agents of change.

**Catalyst means.....Community**

**Catalyst means.....Values**

**Catalyst means.....Respect**

**Catalyst means.....Rigor**

**Catalyst means.....Excellence**

**Catalyst means.....Promise**

**Catalyst means.....Hope**

**That every child can become  
an agent of change**

## **Discipline**

Students, parents and teachers of Catalyst Charter School adhere to the Student Code of Conduct (SCC). A copy is distributed at the beginning of each school year. Teachers and parents are required to read and discuss the SCC with their children. An expectation gathering is held at beginning of the school year. All parents will need to sign a document stating that they have seen and read the SCC and are aware of Catalyst School discipline procedures and expectations during first week of school.

## **Five Conditions of Discipline and Correction at Catalyst School**

### **Discipline and Correction**

Catalyst Charter School's discipline standards are built upon the foundational elements found within the beliefs of De La Salle. Derived from the Lasallian tradition are the five tenets or conditions of correction. De La Salle requires for correction to be of benefit both to the one who inflicts it and the one who receives it. The five tenets of conditions of correction are listed as: 1) pure, 2) just, 3) proper, 4) peaceable, and 5) prudent or practical. Catalyst Charter School is committed to ensuring excellence in student leadership through exceptional behavioral performance, which is achieved through the effective practice of the guidelines, and regulations as stated in the Student Code of Conduct. To ensure due process of every student, The Catalyst Schools has instituted a Discipline Board

### **Interventions and Consequences**

For excessive (ten or more within a ten month period- current school year) violations of Group 1 – Group 3 Inappropriate Behaviors a student shall be referred for expulsion from the Catalyst Schools network of schools. For Group 4 Inappropriate Behaviors a student shall be suspended for up to 10 days, after repeated (3 or more) violations of Group 4, a student may be referred for expulsion from the Catalyst Schools Network. For Group 5 Inappropriate Behaviors, a student shall be suspended for five to ten days, and after repeated (2 or more) violations will be referring for expulsion... Group 6 Inappropriate Behaviors will result in suspension for ten days and expulsion from The Catalyst Schools network of schools, or as modified on a case-by-case review by the Chief Executive Officer or designee.

## **OVERVIEW OF THE STUDENT DISCIPLINE PROCESS**

### **Step 1: School Officials Investigate**

- ◆ The local school official in charge of discipline should talk to all students, teachers, school personnel and other witnesses to the incident.
- ◆ The investigation may necessitate a search of the student, his locker, desk or personal belongings. A search should be conducted only if necessary noting that the Catalyst Schools reserve the right to search lockers at anytime.

### **Step 2: School Affords Student Due Process**

- ◆ The school official should assess the information gathered through the investigation, determine whether the student's behavior falls within the scope of the SCC, identify the student's misconduct among the list of inappropriate behaviors and determine whether the student's behavior should be addressed by the SCC.
- ◆ If the SCC applies, the school official should inform the student of the allegation(s) being made and the range of sanctions the student faces. The student must be afforded an opportunity to respond to the charges and the school official should make a reasonable effort to contact the parent to alert him/her to what is happening before any sanction is enacted. No disciplinary action may be taken against a student before the student has been afforded the opportunity to respond to the allegations.
- ◆ If necessary, and only after a reasonable effort has been made to contact the student's parent/guardian, the Chicago Police Department should be notified.
- ◆ School officials should inform the student and parent(s)/guardian(s) that the student has the right to appeal the disciplinary decision.

### **Step 3: Fill Out the Necessary Paperwork**

- ◆ The school official must complete an official Catalyst Schools Misconduct Report for ALL inappropriate behaviors under the SCC (Groups 1-6).
- ◆ The school official must also send a copy of the Misconduct Report home to the parent/guardian.

### **Step 4: Discipline According to the SCC**

- ◆ Any disciplinary action taken against a student must conform to the interventions or consequences outlined in the SCC.
- ◆ Suspensions may not exceed 10 days for one incident for any reason.
- ◆ Students may not attend school-sponsored events and are not allowed on school grounds during the term of suspension. They must be allowed to return for statewide assessment testing

periods unless the student is available to take the tests during a scheduled make-up testing period.

- ◆ Students must be assigned homework during in-school or out-of school suspension and must be given the opportunity to make up any in-class tests or quizzes given during the period of suspension.

### **Step 5: Expulsion Hearings for Group 4, 5, and 6 and for repeated Violations of Groups 1-3**

- ◆ If a student's misconduct falls within the Group 6 and is the student's first occurrence of misconduct, a school principal retains the discretion to refer a student for expulsion, but any decision to do so must be approved by the Catalyst School Board or designee.
- ◆ If a student's misconduct falls within the Group 5 categories of Inappropriate Behaviors and it is the second occurrence of misconduct, a hearing must be held prior to a student's expulsion.
- ◆ If a student's misconduct falls within the Group 4 Inappropriate Behaviors and it is the third occurrence of misconduct a hearing must be held prior to a student's expulsion.
- ◆ If a student's misconduct falls with the Groups 1-3 and exceeds 9 incidents within a ten month period (applies to current school year) a hearing must be held prior to a student's expulsion.

### **Step 6: Appeals**

- ◆ If a student, parent, or guardian feels that the intervention or consequence taken is unwarranted or excessive, he or she has the right to ask the principal to review the matter and to reconsider the decision.
- ◆ In the event that a parent or guardian wishes to appeal a principal's decision to suspend a student or refer a student for expulsion, he or she must appeal to the Chief Executive Officer of the Catalyst Schools or designee (in writing if requested).
- ◆ Any appeal of the final determination of a student's expulsion must be made in writing and sent, along with any additional evidence not available at the time of expulsion, to the Chief Executive Officer. The Chief Executive Officer or designee's decision regarding the appeal shall be final.
- ◆ The term of a student's suspension or expulsion is not halted by an appeal to the Chief Executive Officer.

## **POLICE NOTIFICATION**

When certain misconduct by a student amounts to a criminal act or poses danger to the health, safety or welfare of other students and staff at a school, it may be necessary and appropriate to contact the Chicago Police Department (CPD) and to seek their assistance. The inappropriate behaviors that require a school official to notify the CPD are identified throughout the SCC by the placement of an asterisk (\*) preceding the specific inappropriate behavior. If a student engages in such behavior, a school official must contact the CPD. Whenever the school notifies the police concerning student misconduct, the school must also immediately attempt to contact the parent/guardian of that student. If questions arise concerning police notification, please consult the school Principal.

However, there are other inappropriate behaviors by students where it is necessary for a school official to assess the nature of the misconduct and the extent to which the health, safety or welfare of other persons are placed in danger by a student's actions. In those instances, school officials must make a judgment call as to whether contacting CPD is appropriate. To assist school officials in making this determination, the inappropriate behaviors preceded by double asterisks (\*\*) are those the SCC considers possible violations of criminal law, depending on the specific facts and circumstances, and may require police notification. School officials should consider whether the misconduct is particularly egregious and/or the student persists in misconduct after being told to cease such behavior and continues to endanger the health, safety or welfare of others.

The discretionary exercise of a school official's authority to notify the CPD should involve the consideration of a variety of factors.

Those factors include, but are not limited to:

- ◆ The age of the student engaging in misconduct;
- ◆ The extent to which the student acted intentionally or recklessly;
- ◆ Whether the student has received prior warnings; and
- ◆ Whether the student's misconduct is specifically intended to cause others physical harm or endanger the health, safety or welfare of others.

## **GROUP 1 – INAPPROPRIATE BEHAVIORS**

These acts of misconduct include *inappropriate* student behaviors in the classroom or on the school grounds, such as the following:

- 1-1 Running and/or making excessive noise in the hall or building
- 1-2 Leaving the classroom without permission
- 1-3 Displaying any behavior that is disruptive to the orderly process of classroom instruction
- 1-4 Loitering
- 1-5 Violation of school uniform policy
- 1-6 Failing to attend class without a valid excuse
- 1-7 Persistent tardiness to school or class
- 1-8 Use of the Catalyst Technology Network for the purpose of accessing non-educational material<sup>1</sup>**INTERVENTIONS AND CONSEQUENCES**  
(Sanctions may be modified based on the age or grade level of the student.)

### **FIRST VIOLATION**

- ◆ Teacher-Student Conference
- ◆ Teacher-Student-Parent Conference
- ◆ Loss of a privilege, e.g., recess

### **REPEATED VIOLATIONS**

- ◆ Teacher-Student-Resource person-Administrator Conference
- ◆ Creation of Behavior Intervention Plan
- ◆ In-school Suspension (one to three days)
- ◆ Detention
- ◆ Suspension of Catalyst Network privileges for improper use of the Catalyst Network for one to five days, in addition to any other disciplinary action listed<sup>2</sup>

- ◆ Referral For Expulsion after 10 or more incidents within a ten month period (current school year)

1Non-educational materials include, but are not limited to, unauthorized games, pornographic material, or other inappropriate material.

2Disciplinary actions regarding network privileges only apply to network offenses.

## **GROUP 2 – INAPPROPRIATE BEHAVIORS**

These acts of misconduct include those student behaviors that *disrupt* the orderly educational process in the school or on the school grounds, such as the following:

- 2-1 Posting or distributing unauthorized or other written materials on school grounds
- 2-2 Leaving the school without permission
- 2-3 interfering with school authorities and programs through walkouts or sit-ins
- 2-4 Initiating or participating in any unacceptable minor physical actions
- 2-5 Failing to abide by school rules and regulations not otherwise listed in the SCC
- 2-6 Exhibiting or publishing any profane, obscene, indecent, immoral, libelous, or offensive written materials, language or gestures
- 2-7 Possession and/or use of tobacco products, matches, cigarette lighters, or rolling papers
- 2-8 Defying (disobeying) the authority of school personnel
- 2-9 Failing to provide proper identification
- 2-10 Use of the Catalyst Network for the purposes of distribution or downloading non-educational material
- 2-12 Possession of pagers or cellular telephones without prior permission of the Principal<sup>3</sup>

### **INTERVENTIONS AND CONSEQUENCES**

(Sanctions may be modified based on the age or grade level of the student.)

#### **FIRST VIOLATION**

- ◆ Teacher-Student Conference
- ◆ Teacher-Student-Parent Conference
- ◆ Teacher-Student-Resource Person-Administrator Conference
- ◆ Suspension of Catalyst Network privileges for improper use of the Catalyst Network or Information Technology Devices for five to ten days, in addition to any other disciplinary action listed<sup>4</sup>
- ◆ In-school Suspension (one to five days)
- ◆ Detention
- ◆ Suspension of one or more privileges, e.g., recess, for 1-3 days

## **REPEATED VIOLATIONS**

- ◆ In-school Suspension (one to five days)
- ◆ Creation of Behavior Intervention Plan
- ◆ Detention
- ◆ Suspension (one to five days)
- ◆ Suspension of Catalyst Network privileges for improper use of the Catalyst Network or Information Technology Devices for up to one semester, in addition to any other disciplinary action listed<sup>5</sup>
- ◆ Referral For Expulsion after 10 or more incidents within a ten month period (current school year)

<sup>3</sup>Upon written request from a parent or legal guardian, a principal may authorize a student to possess a pager or cellular telephone for medical and other family emergencies, or for any other good cause. A denial of authorization for possession or use of pagers or cellular telephones may be reviewed by the Chief Executive Officer or designee.

<sup>4</sup>Disciplinary actions regarding network privileges only apply to network offenses.

<sup>5</sup>Disciplinary actions regarding network privileges only apply to network offenses.

## **GROUP 3 – INAPPROPRIATE BEHAVIORS**

These acts of misconduct include those student behaviors that *seriously disrupt* the orderly educational process of the Catalyst Schools, such as the following:

- 3-1 Disruptive behavior on the school bus<sup>6</sup>
- \*\*3-2 Gambling
- 3-3 Fighting- - two people, no injuries
- 3-4 Profane, obscene, indecent, and immoral or seriously offensive language and gestures, proposition, behaviors, or harassment based on race, color, national origin, sex, gender, sexual orientation, age religion, or disability
- 3-5 Persisting in serious acts of disobedience or misconduct listed in Groups 1 through 3 of this Code
- 3-4 Any behavior not otherwise listed in Groups 1 through 3 of this Code, the commission of which is seriously disruptive to the educational process
- 3-5 Forgery
- 3-6 Plagiarizing, cheating and/or copying the work of another student or other source
- 3-7 Overt display of gang affiliation (see glossary definition)<sup>7</sup>
- 3-8 Bullying behaviors (see glossary for definition)
- 3-9 Unauthorized activation or use of pagers or cellular telephones
- 3-10 Use of the Catalyst Technology Network or any Information Technology Device for any unauthorized purpose not otherwise listed in this Code

### **INTERVENTIONS AND CONSEQUENCES**

(Sanctions may be modified based on the age or grade level of the student.)

#### **FIRST VIOLATION**

- ◆ Teacher-Student-Resource Person-Administrator Conference
- ◆ In-school Suspension (one to five days)
- ◆ Detention
- ◆ Suspension (one to five days)

- ◆ Suspension of one or more privileges, e.g., recess, for 1-3 days
- ◆ Suspension of Catalyst Network privileges for improper use of the Catalyst Network or Information Technology Devices for up to one semester, in addition to any other disciplinary action listed<sup>9</sup>

### **REPEATED VIOLATIONS**

- ◆ Suspension (one to ten days)
- ◆ Suspension of Catalyst Network privileges for improper use of the Catalyst Network or Information Technology Devices for up to one year, in addition to any other disciplinary action listed<sup>10</sup>
- ◆ Referral For Expulsion after 10 or more incidents within a ten month period (current school year)

\*\*Inappropriate Behaviors marked with two asterisks indicate that the school may use its discretion in notifying police about the incident. Police notification is not required for these Inappropriate Behaviors.

6In addition to other disciplinary actions, a student who engages in disruptive behavior on the school bus may be subject to suspension from bus service for a period to be determined by the school principal with review by Chief Executive Officer or designee.

7Repeated violations of Inappropriate Behavior 3-9 of the SCC may result in a referral for an expulsion hearing and should be submitted as a 5-6 Inappropriate Behavior.

8Students may be subject to disciplinary action for violations of Inappropriate Behavior that occur either on or outside of school grounds.

9Disciplinary actions regarding network privileges only apply to network offenses.

10Disciplinary actions regarding network privileges only apply to network offenses

## **GROUP 4 – INAPPROPRIATE BEHAVIORS**

These acts of misconduct include those student behaviors that very *seriously disrupt* the orderly educational process of the Catalyst Schools, such as the following:

\*\*4-1 False activation of a fire alarm that does not cause a school facility to be activated or does not cause emergency services to be notified

\*\*4-2 Extortion

\*\*4-3 Assault

\*4-4 Vandalism or criminal damage to property resulting in damages not exceeding \$500

\*\*4-5 Battery or aiding abetting in the commission of a battery which does not result in a physical injury

\*\*4-6 Fighting - - more than two people and/or involves injury or injuries

\*\*4-7 Theft or possession of stolen property not exceeding \$150 in value

\*\*4-8 Possession, use, or delivery of fireworks

4-9 Any behavior not otherwise listed in Groups 1 through 4 of this Code, the commission of which is very seriously disruptive to the educational process

\*\*4-10 Disorderly conduct

\*\*4-11 Trespassing on Catalyst property

\*4-12 Knowingly or intentionally suing The Catalyst Schools Technology Network or Information Technology Devices to spread viruses to The Catalyst Technology Schools Network

4-13 Possession of any dangerous object for purposes of this Code11

### **INTERVENTION AND CONSEQUENCES**

(Sanctions may be modified based on the age or grade level of the student.)

- ◆ Teacher-Student-Resource Person-Administrator Conference
- ◆ In-school Suspension (one to five days)
- ◆ Detention

- ◆ Suspension (one to ten days)
- ◆ Suspension of Catalyst Technology Network privileges for improper use of the Catalyst Network or Information Technology Devices for up to one year, in addition to any other disciplinary action listed<sup>12</sup>

### **REPEATED VIOLATIONS**

- ◆ Referral for expulsion hearing after three or more incidents

\*Inappropriate Behaviors marked with a single asterisk indicate that the school must notify the police of the incident.

\*\*Inappropriate Behaviors marked with two asterisks indicate that the school may use its discretion in notifying police about the incident. Police notification is not required for these Inappropriate Behaviors.

<sup>11</sup>Second or repeated violations of Inappropriate Behavior 4-13 may result in an expulsion hearing and should be submitted as an Inappropriate Behavior 5-11

<sup>12</sup>Disciplinary actions regarding network privileges only apply to network offenses.

## **GROUP 5 – INAPPROPRIATE BEHAVIORS**

These acts of misconduct include those student behaviors that *most seriously disrupt* the orderly educational process in the Catalyst Schools, such as the following:

- \*5-1 Aggravated assault
- \*5-2 Burglary
- \*5-3 Theft or possession of stolen property exceeding \$150 in value
- \*\*5-4 Use of intimidation, credible threats of violence, coercion, or persistent severe bullying
- 5-5 Gross disobedience to the authority of school personnel
- \*5-6 Gang activity, including overt displays of gang affiliation
- \*5-7 Inappropriate sexual conduct
- \*5-8 Engaging in any other illegal behavior which interferes with the school's educational process<sup>13</sup>
- \*5-9 Persistent or severe acts of sexual harassment
- \*5-10 False activation of a fire alarm which causes a school facility to be evacuated
- 5-11 Second or repeated violation of Inappropriate Behavior 4-13 possession of any dangerous object for purposes of this Code
- \*5-12 Battery, or aiding or abetting in the commission of a battery, which results on a physical injury
- \*\*5-13 Initiating or participating in any inappropriate minor physical contact with school personnel<sup>14</sup>
- \*5-14 Hacking into Catalyst Technology Network or use of any computer or information technology device to stalk, harass, or otherwise intimidate others, to access student records or other unauthorized information, and/or to otherwise cause a security hazard
- \*5-15 Vandalism or criminal damage to property that results in damage exceeding \$500 or that is done to personnel property belonging to any school personnel

### **INTERVENTIONS AND CONSEQUENCES**

For violations of Group 5 Inappropriate Behaviors, a student shall be suspended for five to ten days, and may be referred for expulsion. Repeated (2 or more) violations will result in referral for an expulsion from The Catalyst Schools network. For offenses involving the improper use of The Catalyst Network of Information Technology Devices, network privileges may be revoked for up to two years, in addition to other disciplinary actions available.

\*Inappropriate Behaviors marked with a single asterisk indicate that the school must notify the police of the incident.

\*\*Inappropriate Behaviors marked with two asterisks indicate that the school may use its discretion in notifying police about the incident. Police notification is not required for these Inappropriate Behaviors.

<sup>13</sup>Any attempt at an illegal behavior is an illegal behavior itself, and so is included as punishable under this code.

14An example of behavior that would constitute a 5-13 violation is a student pushing school personnel out of the way in order to physically fight with another student.

15First-time violations of Inappropriate Behavior 5-11 by a student in the fifth grade and below will result in a maximum of ten days suspension at the school level, and the student will be referred for an expulsion hearing.

## **GROUP 6 – INAPPROPRIATE BEHAVIORS**

These acts of misconduct include illegal student behaviors that not only most *seriously disrupt* the orderly educational process in the Catalyst Schools but also mandate the disciplinary action described below:

- \*6-1 Use, possession, and/or concealment of a firearm/destructive device or other weapon or “look-alikes” of weapons as defined in this Code, or use or intent to use any other to inflict bodily harm
- \*6-2 Intentionally causing or attempting to cause all or a portion of the Catalyst Network to become inoperable
- \*6-3 Arson
- \*6-4 Bomb threat
- \*6-5 Robbery
- \*6-6 Use, possession, sale, or delivery of alcohol, illegal drugs, narcotics, controlled substances, “look-alikes” of such substances, or contraband, or use of any other substance for the purpose of intoxication
- \*6-7 Sex violations or aiding and abetting in the commission of a sex violation
- \*6-8 Aggravated battery, or aiding and abetting in the commission of an aggravated battery
- \*6-9 Murder
- \*6-10 Attempted murder
- \*6-11 Kidnapping

### **INTERVENTIONS AND CONSEQUENCES**

Suspension for ten days and the student will be referred for an expulsion hearing.

\*Inappropriate Behaviors marked with a single asterisk indicate that the school must notify the police of the incident.

## **Expulsion**

Expulsion is the permanent removal of a student from The Catalyst Schools by a determination of The School Principal (with Catalyst Schools Board approval), the Catalyst School governing board, or a determination by the Chief Executive Officer who has been delegated such authority by The Catalyst Schools governing board chair. Any student who is charged with a violation subject to expulsion shall be suspended from school immediately, pending the outcome of an expulsion hearing. A hearing will be held within ten days of infraction. The student's parent or guardian shall be notified in writing of an expulsion hearing, including explicit mention of the opportunity to have representation, along with the opportunity to present evidence and witnesses. An authorized member of the governing board will conduct the expulsion hearing.

Any student who has been expelled from the Catalyst Schools pursuant to these provisions shall have the right to appeal to the Chief Executive Officer of the Catalyst Schools. The expelled student shall have the right to counsel at a hearing before the Chief Executive Officer or designee. The final decision of the Chief Executive Officer or designee will be communicated in writing to the parent or guardian of the student, the Catalyst School Principal, and the Catalyst schools Governing Board.

## **DISCIPLINE BOARD**

The Discipline Board operates under The Catalyst Schools SCC that sets forth student rights and responsibilities. The board hears cases brought to it and recommends disciplinary action to the Principal.

When a student is believed to have violated the Code of Conduct or a major school rule, the Dean of Students investigates the matter. The Dean of Students will decide the seriousness of a Code violation and if the offense should be adjudicated by the Discipline Board. Any student who is charged with suspension level offense may request a hearing, but the final decision about which suspension cases should be taken to the Discipline Board rests with either the Dean of Students or the School Principal. Any student who is charged with expulsion level offense may request a hearing and be granted a hearing.

The Principal may accept, reject, or change the action recommended by the Discipline Board. It is the Dean of Students' duty to ensure that students are guaranteed fair process. When a student's conduct is under investigation, the student is expected to cooperate fully and to respond honestly to questions.

Before any discipline hearing the student and parent(s) is/are informed of the charges and is advised as to the procedures of the hearing. Prior to the meeting, the student is presented with the charges in writing and is again informed of his or her rights and responsibilities and warned that lying to the committee is grounds for dismissal.

The record of each hearing carries the charge, the recommendation made by the committee, and the decision made by the Dean of Students. The record is kept in the Dean of Students' office as confidential and privileged information.

In all cases, the school reserves the right to take immediate action—including dismissal—without recourse to the Discipline Board.

When a case involves particularly sensitive material that would not be appropriate for the Discipline Board, the Dean of Students may adjudicate the matter or may appoint an ad hoc form of the Discipline Board, consisting of the ILT administration to make a recommendation. Appeals of disciplinary decisions based on questions of process should be made in writing to the Principal.

The Office of the Dean of Students is committed to ensuring excellence in student leadership through exceptional behavioral performance, which is achieved through the effective practice of the guidelines, and regulations as stated in the Student Code of Conduct. To ensure due process of every student, Catalyst has instituted a Discipline Board.

The Discipline Board, supervised by the Dean of Students may be comprised of mentor/general/special education teachers and the school's Assistant Principal. The board members primary function is to hear specific details of serious and severe discipline problems and makes recommendations to the Principal.

## **STUDENTS WITH DISABILITIES**

Special care must be taken when considering disciplinary action regarding students with Individualized Education Plans (IEPs). Students with IEPs may be suspended for a total of 10 consecutive or 10 cumulative school days in one school year without providing special education procedural safeguards. Before and after school detentions do not count towards the 10-day limit. As long as students with IEPs are being provided with special education services, in-school suspensions do count towards the 10 day limit. The Dean of Students does not have to suspend students with IEPs for the mandatory periods set forth in this Discipline Policy for a single offense. The Principal has discretion to be flexible in the amount of day's suspension given to each student with an IEP.

Students with IEPs may be suspended in excess of 10 days in certain circumstances. In order to suspend a student with an IEP in excess of 10 days, the principal must first consult with the CPS Office of Due Process and Mediation at 773-553-1905.

When the principal anticipate a referral for expulsion, the following apply:

1. The principal must provide a written notice to the parent/guardian or surrogate parent of the intervention or consequence being considered and the date of an IEP meeting, which must be held within days of the date of the decision to discipline the student.
2. The IEP team must:
  - a. Determine whether the misconduct is related to the student's disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observations of the student, and the student's IEP and placement. The behavior is not a manifestation of the student disability if:
    - i. The student was given appropriate special education supplementary aids and interventions strategies: and
    - ii. The disability does not impair the ability to control behavior.
  - b. Review and revise, if necessary, the behavior intervention plan or, as necessary, develop a functional behavior assessment and intervention plan to address the misconduct.
  - c. Determine the appropriateness of an interim alternative education setting and, as indicated, include in the IEP those services and modification that will enable the student to continue to participate in the general curriculum and address the behavior so that it will not recur.

If the student's behavior is not manifestation of the disability, the princiapl may apply this Discipline policy, taking into consideration the student's special education and disciplinary records. In no event, however, may the student be suspended without providing appropriate educational services for more than 10 consecutive or cumulative school days in a school year.

If the student's behavior is a manifestation of the disability, the student's placement may be changed to an appropriate interim educational setting if the student carried a weapon to school

or a school function or knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or a school function.

For special education students with disabilities whose misconduct presents a danger to themselves or others in a manner other than those specified above, please consult with CPS office of Due Process and Mediation at 773-553-1905.

## **Glossary of Terms**

(The source of nearly all of these definitions is: Chicago public schools student code of conduct, effective September 12, 2006)

**Aggravated** – Any assault done with a deadly weapon or done by a person conceals his/her identity.

**Aggravated battery** – Any battery to another that causes great harm, is done with deadly weapon, or is done by a person who conceals his/her identity.

**Arrest** – Detention of a person by a police officer resulting from a criminal charge and a complaint filed with the police by school personnel or the victim. When an act of misconduct warrants arrest, the victim, principal or his designee must serve as a complaining witness.

**Arson** - The act of knowingly damaging, by means of fire or explosive, a building and/or the personal property of others.

**Assault** – An attempt or reasonable threat to inflict injury on somebody that is accompanied by a show of force that would cause the victim to expect an immediate battery. An assault may be committed without actually touching striking or injuring the victim.

**Attempted murder** – Any act that constitutes a substantial step toward intended commission of murder

**Battery** –The act of causing bodily harm to, or unwanted bodily contact with another without legal justification

**Bomb threat** – A false indication that a bomb or other explosive of any nature is concealed in a place that would endanger human life is activated.

**Bullying behavior** – Verbal or nonverbal behavior that occurs repeatedly overtime, and cause physical and/or emotional harm to another. Such behavior may include, but is not limited to teasing, taunting, threatening, hitting, stealing, or destroying personal property.

**Burglary** – Knowingly and without authority entering or remaining within a building or vehicle with intent to commit therein a felony or theft.

**Cellular phone, authorize possession of** - Students may bring cellular phone to school: however, they must be turned off and put away before entering the school, and stored with the classroom teacher for the duration of the school day.

**Contraband** - Property that illegal to possess.

Delivery – The act of selling or distributing fireworks, alcohol, illegal drugs narcotic, controlled substances, contraband or look-alikes of such substances to others for the purposes of intoxication or profit.

Disorderly conduct – An act done in an unreasonable manner so as to alarm or disturb others and which provokes a breach of the peace

Expulsion – The permanent removal of a student from The Catalyst Schools network of schools. An expulsion requires a due process hearing including written notification of charges. The student and parent are informed of the due process hearing by registered or certified mail or by personal delivery.

Extortion – The obtaining of money or information from another by coercion or intimidation

Fighting – Physical contact between two or more individuals with intent to harm

Firearm – The term “firearm/ destructive device” as defined in 18 U.S.C. Section 921 includes but is not limited to, hand guns, rifles, automatic weapons, bombs, or other incendiary devices and parts thereof.

Forgery – The false and fraudulent making or altering of a document or the use of such a document.

Gambling – Participation in games of chance or skill for money and/or things of value.

Gang – Any ongoing organization or group of three or more persons having as one of its primary activities the commission of one or more criminals acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal activity.

Gang activity - Any act, e.g., recruitment with use of intimidation, tagging or marking, assault, battery, theft trespassing, or extortion, performed, by a gang member or on behalf of a gang , and intended to further a common criminal objective, intent can be implied from the character of the individuals acts as well as the circumstances surrounding the misconduct.

Hacking –Intentionally gaining access to a computer or computer network by illegal means or without authorization.

Inappropriate sexual conduct – Includes unwelcome sexual contact or consensual but inappropriate displays of affection, indecent exposure other sex crimes that do not involve the use of force.

Indecent proposition – An unsolicited sexual proposal

Information technology devices – These include, but are not limited to: computers, cellular phones used to exchange or access information, pagers, and personal digital assistants, that are used to access the internet, electronic mail or other information sites and that may or may not be physically connected to the network infrastructure.

Inoperable network- A network is considered inoperable for purposes of this policy when it is unable to perform at the level of functionally intended by its maintainers.

In- school suspension – The student remains in school. All privileges are suspended, classes are not attended. The action is recorded in the students file. In-school suspension shall not exceed five days and parents must be notified.

Intimidation – Engaging in behavior that prevents or discourages another student from exercising his/her right to education. Such prohibited behavior includes the use of threats, coercion, or force against students, school personnel and school visitors.

Kidnapping – Secret confinement of another against his/her will or transportations of another by force or deceit from one place to another with the intent to secretly confine.

Leaving the grounds without permission – School grounds refers to the school and the school properly adjacent to the building

Loitering – Occupying an unauthorized place in the school or on the school grounds.

“Look-alike” Substance- any substance which by appearance representation, or manner of distribution would lead a reasonable person believe that the substance is an illegal drug or other controlled substance.

Murder – Killing of an individual without legal justification.

Overt display of gang affiliation - Any act, e.g., wearing clothing or paraphernalia or the display of gang signs, symbols, and signals that signifies or exhibits and individual’s affiliation can be implied from the character of the individual’s acts as well as the circumstances surrounding the misconduct.

Privileges – Privileges are activities not considered imperative to the educational process, including, but not limited to recess, field trips, computer use, assembly attendance, and field days.

Police Notification – A report filed with Chicago Police Department. The action is recorded in the student’s file.

Possession – Physical control over real or personal property (whether lost, found, mislaid, or stolen) such as clothing, lockers, or bags.

Prohibited devices – Prohibited devices, such as pagers are listed in the Illinois School Policy section 34-18.9

Robbery – The taking of personal property in the possession of another by use force or by threatening the imminent use of force.

Security Hazard – Anything that undermines, disrupt or circumvents an information security system regardless of intent.

Sex violations – Sex crimes that includes the use of force such as criminal sexual assault, aggravated criminal sexual assault, criminal sexual abuse, and aggravated criminal sexual abuse

Sexual harassment – Unwelcome sexual or gender-based conduct (either physical or verbal) and/or conduct of a sexual nature which is sufficiently severe, persistent or pervasive so as to limit a student's ability to participate in or benefit from the educational program or which creates a hostile or abusive school environment.

Suspension – The removal o a student from class attendance or school attendance for 10 days or less.

Theft – The obtaining or exerting of unauthorized control over the personal property of another

Trespassing – Entrance onto school grounds when previously prohibited or remaining on school grounds after receiving request to depart. A student may be considered as trespassing if present on school grounds during the period of suspension.

The Catalyst Schools Technology Network – The system of computers, terminals, servers, databases, routers, hub, switches and distance learning equipment that comprise the Network. These components may function in conjunction with established hardwire or wireless systems running over access lines owned or leased by The Catalyst Schools.

Vandalism – The willful or malicious destruction or defacing of school property or the property of others.

Weapon – Any object that is commonly used to inflict bodily harm, and/or an object that is used or intended to be used in a manner that may inflict bodily harm, even though its normal use is not as a weapon.