



**Pride ~ Respect ~ Integrity ~ Determination ~ Enthusiasm**  
**STUDENT DISCIPLINE POLICY**

**Policy:**

All BACS students are expected to respect and adhere to the disciplinary policies and procedures of Bronzeville Academy Charter School (BACS). The BACS administration and staff will organize and maintain a safe, structured and well-regulated environment for learning by setting forth clear and impartial disciplinary procedures that guide and regulate student behavior.

**Bullying:**

“Bullying” means any person or group seeking to harm, intimidate or coerce (someone perceived as vulnerable) by way of severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a scholar or students, that has or can be predicted to have one or more of the following effects:

- Causing a student to fear harm to their person or property
- Causing a detrimental effect on a student’s care, welfare, safety and security
- Interfering with a student's ability to perform academically, disrupting services and privileges afforded to them.

**Cyber-bullying Policy:**

Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers and the internet. It includes, but is not limited to, email, social media, instant messages (IM), rumors, slurs, text messages, and internet postings, whether on a web site, social networking page, in a blog or other electronic communication, on or off school campus.

**Cafeteria Procedures:**

The modified plan emphasized specific cafeteria behaviors:

- Following adult directions.
- Using manners (for example:, saying *please* and *thank you* or keeping your place or area neat).
- Staying in the assigned eating area.
- Staying seated at the lunch table and using respectful language and a quiet voice.
- Raising a hand for assistance
- No running
- No playing
- No throwing food or objects
- Staff will call the students up by table to eat lunch

**Cell Phones and Other Information Technology Devices:**

No electronic devices, including but not limited to: cell phones, iPods, Tablets, iPads, cameras, laptops, headphones, XBOX and mp3 players are not allowed in the classrooms, hallways and the cafeteria. This policy is meant to help maintain safety and educational focus in classrooms and other areas of the building.



**Due Process:**

When a BACS student engages in an act of misconduct which calls for disciplinary action, the school administration or Dean will notify the student's parent/guardian and the student will have a voice or be able to dispute negative claims against them.

**Hall Passes:**

Students must have a pass when going to various destinations (office, nurse, restroom, etc.) throughout the school. **Teachers will only issue passes 10 minutes after classes start and up to 10 minutes before classes end.** The students who fail to comply with having and obtaining a pass while in the hall may be subject to disciplinary action.

**UNIFORM CODE:**

**Bottoms:** Black uniform pants, shorts, capris, skirts or dresses to the knee. Leggings and jeans are not permitted.

**Tops:**

Kindergarten – 3<sup>rd</sup> Grades

**Burgundy** shirts with a collar (polo style). Sweaters and sweatshirts (no hoodies) may be burgundy, or black.

The only permitted logo is the Bronzeville Academy Charter School logo. Tank tops, logos outside of BACS logo, stripes, polka-dots, etc. are not permitted.

4<sup>th</sup> – 8<sup>th</sup> Grades

**Grey** shirts with a collar (polo style). Sweaters and sweatshirts (no hoodies) may be grey, or black. The only permitted logo is the Bronzeville Academy Charter School logo. Tank tops, logos outside of BACS logo, stripes, polka-dots, etc. are not permitted.

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**Shoes: BLACK;** Shoes should be appropriate for school activities, including recess. *OPEN TOE SHOES ARE NOT PERMITTED.*

**NON-COMPLIANCE:**

If a child is not complying with the dress code, parents will be called to bring the appropriate clothing and/or extracurricular activities, such as after-school sports, may be revoked as a result of not wearing the required school uniform. Repeated occurrences will result lunch or after-school detention and/or in-school suspension.

**Locker Policy and Procedures:**

Student lockers belong to the school and are loaned to students for their use during the school year. Each student in grades K through 8 is required to have a locker. The lockers are located in a secure area, which is accessible during school hours on school days. These lockers are provided to students for storing their coats, jackets, hats, books, backpacks, and other school supplies.

- Lockers are the property of the school. Use of the lockers is considered a privilege. The lockers are provided as a convenience for students. Lockers may be inspected at any time by BACS staff without the student present and without student permission.
- BACS will assign lockers. Each student will be responsible for his/her locker and is not authorized to use any other locker.
- Students are required to purchase a combination lock (combination should be shared with the Dean of Students). Your locker should be locked at all times, as the school does not assume responsibility for anything stolen from lockers.



- No decorations can be placed on the outside of the locker. Locker decorations may not include items that are suggestive, obscene, or objectionable. **DO NOT USE CONTACT PAPER OR STICKERS IN YOUR LOCKER.** You will be assessed a minimum fine of \$10 for removal of these items.
- Food items (lunches) that are stored in the locker must be in containers that do not leak.
- Students must respect the property/lockers of other students. Marking/writing on lockers is forbidden. Hitting or kicking lockers with or without intent to damage will not be tolerated.
- A minimum of \$25 if their assigned locker requires repairs or painting at the end of the year. The student assigned to the locker will assume this responsibility. Extensive damage or repairs may result in the student paying for the replacement of the locker.

### **Lunch / After-School Detention:**

When the nature and frequency of the misconduct or inappropriate behavior results in an out of class Lunch or After-School Detention, the teacher or personnel with first-hand knowledge of the occurrence submits an incident report to the Dean of Students, parents/guardians are notified by telephone and or email.

### **Out of School Suspensions:**

When the nature, frequency and severity of the misconduct or inappropriate behavior results in an out-of-school suspension, the teacher or personnel with first-hand knowledge of the incident submits an incident report and informs the Dean of Students for approval of the suspension. Before that takes place all incidents will be investigated. Out of school suspensions are excused-absences and teachers must provide work for the student while he/she is out of class. Scholars are not permitted in the building during out of school suspensions.

### **Reinstatement Conference:**

The reinstatement conference is a critical component in returning the student into the learning environment.. Reinstatement conferences must be scheduled through the Dean to ensure that all parties [*appropriate school representatives, i.e., principal, counselor, case manager; parents/guardian and scholar*] have been notified and confirmed for attendance at the conference. Reinstatement conferences will include a “plan of action” to support the student’s return to school and avoidance of any subsequent acts of misconduct.

- If a family member fails to attend the student’s *reinstatement* conference, a school official shall develop a “plan of action” to support the student’s return to school.
- The school will forward a copy of the plan, via certified U.S. mail, to the student’s parent and/or guardian on record.

### **Student Misconduct:**

Student behaviors that interfere with the school’s commitment to establish and maintain engaging dialogue while keeping a safe learning environment for all students will be subject to discipline based on these premises.

- Severity of misconduct
- Previous history related to acts of misconduct
- Disposition of the student



**Levels of Misconduct**

<p align="center"><b>Level I Acts of Misconduct</b></p>	<p align="center"><b>Recommended Instructive, Corrective, or Restorative Response</b></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Repeated failure to adhere to classroom policies and procedures</li> <li><input type="checkbox"/> Inappropriate and/or unsafe behavior inside or outside of the classroom</li> <li><input type="checkbox"/> Repeated violation of school uniform code</li> <li><input type="checkbox"/> Use of profane language or gestures</li> <li><input type="checkbox"/> Defiance, disrespect and insubordination</li> <li><input type="checkbox"/> Harassment, teasing, taunting and verbal abuse</li> <li><input type="checkbox"/> In the hall without a pass</li> </ul>	<p>1st response:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Redirection/Verbal</li> </ul> <p>2nd response:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parent Contact/Communication</li> <li><input type="checkbox"/> Student Conference</li> </ul> <p>3rd response:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Time Out- Moving to a different area</li> <li><input type="checkbox"/> Parent Contact/Communication</li> </ul> <p>4th response:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Office Referral</li> <li><input type="checkbox"/> Parent Contact/Communication</li> </ul> <p>5th response:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Re-entry back into class upon restorative conversation with teacher</li> <li><input type="checkbox"/> Parent Conference</li> </ul>
<p align="center"><b>Level II Acts of Misconduct</b></p>	<p align="center"><b>Recommended Instructive, Corrective, or Restorative Response</b></p>



<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Repeated Level I Violations</b></li> <li><input type="checkbox"/> Failure to serve detention</li> <li><input type="checkbox"/> Insubordination - refusal to follow instructions, directions or school policies</li> <li><input type="checkbox"/> Leaving the classroom without permission</li> <li><input type="checkbox"/> Participation in acts that disrupt the learning environment</li> <li><input type="checkbox"/> Vandalism</li> <li><input type="checkbox"/> Theft</li> <li><input type="checkbox"/> Inappropriate use of cell phones, or other electronic devices</li> <li><input type="checkbox"/> Violating BACS' Acceptable Use of Technology guidelines</li> <li><input type="checkbox"/> Bullying or threatening any student or staff</li> </ul>	<p>1st response:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Office Referral</li> <li><input type="checkbox"/> Parent Contact/Communication</li> </ul> <p>3rd response:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lunch Detention</li> <li><input type="checkbox"/> Community Service</li> <li><input type="checkbox"/> Parent Contact/Communication</li> </ul> <p>4th response:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> After School Detention</li> <li><input type="checkbox"/> Parent Contact/Communication</li> </ul>
<p><b>Level III Acts of Misconduct</b></p>	<p><b>Recommended Instructive, Corrective, or Restorative Response</b></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Repeated Level II violations</li> <li><input type="checkbox"/> Chronic truancy</li> <li><input type="checkbox"/> Failure to serve In-school suspension</li> <li><input type="checkbox"/> Leaving the campus without permission</li> <li><input type="checkbox"/> Destruction of school property</li> <li><input type="checkbox"/> Theft</li> <li><input type="checkbox"/> Initiating or participating in a false fire alarm</li> <li><input type="checkbox"/> Inappropriate physical or sexual contact or conduct</li> <li><input type="checkbox"/> Any act that endangers the health or safety of students, teachers, and/or other school employees</li> <li><input type="checkbox"/> Repeated bullying or threatening of any student or staff</li> <li><input type="checkbox"/> Use of cell phones, or other electronic devices, to promote or incite violence or disrupt the learning environment</li> <li><input type="checkbox"/> Possession and/or use of weapons (any object that is used to inflict bodily harm I.e, \adult staff or scholar</li> <li><input type="checkbox"/> Participation in gang activity</li> </ul>	<p>1st response:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Office Referral</li> <li><input type="checkbox"/> Parent Conference</li> </ul> <p>2nd response:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Suspension (1-10 days)</li> </ul> <p>3rd response:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Expulsion Hearing</li> </ul>



<input type="checkbox"/> Possession, sale, or delivery of alcohol, illegal drugs, narcotics, or any banned substances	
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*Level III acts of misconduct interfere with the sanctity and the safety, care and security of all.*



### **Expulsion and Due Process:**

Students who are subject to expulsion as a result of gross misconduct shall be afforded a hearing with a representative parent/guardian. Sufficient time shall be allotted from the date of the letter to the date of the hearing for the family to secure evidence, witnesses, and legal representation in preparation for the hearing. Minor witnesses – those under the age of eighteen – must produce a signed consent form from their parent or family-leader in order to testify. The hearing is closed, and the BACS Hearing Officer must certify all in attendance.

- The parent/family-leader and student must notify, in writing, the Director and Principal of BACS and include additional evidence not available at the time of the expulsion hearing. The letter must clearly state the reason for the appeal. The Director and/or Principal shall review the additional information submitted with the letter of appeal. The Director and/or Principal will notify the student and his/her family of their response to the request. If the scholar and his/her family are not satisfied with the Director and/or
- Principal response, then the scholar and his/her family may:
- File a second appeal, in writing, by sending a letter to the Board of Directors before the next regularly scheduled board meeting–stating why the parent and/or student feels the expulsion decision should be overturned. The Board will discuss the student’s expulsion during executive session and will notify the parent/student in writing of its decision.

### **Suspension and Expulsion of Student with Disabilities:**

A special education student will not be disciplined for misconduct which was caused by, or had a direct and substantial relationship to, the child’s disability; or the direct result of the school’s failure to implement the individual education plan (IEP). A student may be suspended up to 10 school days in one school year. Prior to the 10th cumulative day of suspension a Manifestation Determination Review (MDR) will be convened. Consequences for special education or disabled students will be adjusted, as required by federal and state laws and regulations, and the scholar’s IEP or accommodations, when necessary.

### **PROCEDURAL SAFEGUARDS FOR DISCIPLINE OF STUDENTS WITH DISABILITIES**

School officials may suspend scholars with disabilities/impairments and cease educational services for a total of up to (10) consecutive or (10) cumulative school days in one school year without providing procedural safeguards. Saturday, and before- and after-school detentions do not count toward the 10-day limit. Additionally, if students with disabilities continue to participate in the general education curriculum, continue to receive their IEP services, and continue to participate with nondisabled peers to the same extent as specified in the IEPs, in-school suspensions and lunch detentions do not count toward the 10-day limit. Federal regulations offer some flexibility in suspending students with disabilities in excess of 10 school days in the school year in certain circumstances.

### **When school officials anticipate a referral for expulsion, the following apply:**

The school must provide written notice to the parent/guardian or surrogate parent of the request for an expulsion hearing and the date of an Individualized Education Program (IEP) Manifestation Determination Review (MDR) meeting, which must be held within 10 school days of the date of the decision to request the expulsion hearing. School must also provide parent/guardian/surrogate with a written copy of the Notice of Procedural Safeguards.

### **BACS Diverse Learner Team must:**

- A. Determine whether the misconduct is related to the student’s disability by reviewing all current and relevant information, including evaluation and diagnostic results, information from the parent/guardian, observations of the student, and the student’s IEP/504. The behavior is a manifestation of the student’s disability if:
  - a. The conduct in question was caused by the student’s disability or has a direct and substantial relationship to the student’s disability.



- b. The conduct in question was the direct result of the school’s failure to implement the student’s plan.

## **BACS DISCIPLINE POLICY AGREEMENT CONTRACT**

**Dear Parents:**

The State of Illinois passed S.B. #730, which required school districts to implement educational improvements. Our mandate was that the local school district establishes a discipline policy committee whose task was to formulate a district-wide discipline policy and handbook. The law further requires the following:

1. Students and parents will be given copies of the handbook within 15 days of enrollment in the school district.
2. A teacher may remove a student from the classroom for disruptive behavior.
3. The district policy must include due process for the student.
4. The rights and responsibilities of the student, teachers, parents, Board of Education and administration be expressed in the discipline handbook.
5. The administration should provide materials, organize the appropriate class size and have proper building conditions conducive to good discipline.
6. Adopt and use a standard referral form throughout the district Please carefully read the handbook and review the materials with your child.

Return this signed copy to your HOMEROOM teacher within one week of your child/ren’s enrollment. We have read and reviewed BACS Discipline policy for the 2019-2020 school year. We understand the district’s rules and know the importance of following these rules in order to attain the best possible level of academic achievement. We look forward to a successful school year.

Student’s Name \_\_\_\_\_ Student’s Signature \_\_\_\_\_

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_ Grade \_\_\_\_\_





**BRONZEVILLE ACADEMY®**  
**CHARTER SCHOOL**