**Section 827.APPENDIX A Definitions for Disciplinary Action**

The following chart provides a list of the types of offenses that may be addressed by the Schools. The Department's Rights, Responsibilities and Procedures Handbook reflects the following information regarding conduct, consequence for an offense and resulting discipline. The Handbook is updated annually and is provided:

a) to new students and their parents or guardians upon admission to the School;

b) to students, their parents or guardians and staff at registration;

c) upon request by contacting School administration; and

d) on each School's website.

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| **Level 1** | **Definition** | **1st Offense** | **2nd Offense** | **3rd Offense** |
| Tardiness | Being late to a scheduled activity one is required to attend (TAR) | Counseling or verbal warning | 1 day detention | 2 day detention |
| Littering | Discarding trash or other materials on the floor or grounds or in other inappropriate places (LIT) | 15-30 minutes clean-up duty on campus | 1 hour clean-up duty on campus | 2 hour clean-up duty on campus |
| Possession of tobacco products on school grounds for students under 18 | Possessing tobacco products (PTP) | Counseling or verbal warning; and  Phone parents | 1 day detention or dorm restriction; and Counseling; and Phone parents | 3 day detention or dorm restriction; and Counseling; and Phone parents |
| Failure to complete assignments | Failing to completely follow through on an assignment or duty given by a staff member (FAI) | Counseling or verbal reprimand or 1 day detention | 2 day detention; and  Dorm restriction | 3 day detention; and  Dorm restriction |
| Loitering | Remaining in an area of the school or dorm for no apparent reason after being asked by staff to leave (LOI) | 1 day detention or dorm restriction; and Verbal reprimand | 2 day detention or dorm restriction | 3 day detention or dorm restriction |
| Unauthorized area | Being in an area without permission from staff (UAA) | Counseling or verbal warning | 1 day detention or dorm restriction | 2-3 day detention or dorm restriction; and  Phone parents |
| Cheating or lying | Being intentionally dishonest, untruthful or deceptive (CHE) | 1 day detention; and  Counseling or verbal reprimand | 2 day detention; and  Dorm restriction | 3 day detention; and  Dorm restriction; and  Withdrawal of privileges (town, trips, etc.) |
| Dress code violation | Inappropriate attire (Ex: sagging pants, low-cut top, hat on backwards) (DCE) | Counseling and/or verbal reprimand | 1 day detention or room restriction | 2 day detention or room restriction |
| Bus or public transportation misconduct | Improper conduct while riding the bus, such as smoking, refusing to obey the bus driver or other staff, or endangering the health and safety of bus passengers (BUS) | Assigned seat on next trip | Suspension from bus privileges on next trip; and  Phone parents | Bus suspension for remainder of School year; and  Phone parents |
| Insolence | Being disrespectful in speech or action (INS) | Counseling or verbal reprimand or 1 day detention or dorm restriction | 2 day detention or dorm restriction | 3 day detention or dorm restriction |
| Disruptive conduct | Inappropriate behavior or disruption of an academic, recreational, therapeutic or planned dorm activity (DIS) | Counseling or verbal reprimand; and  1 day detention or dorm restriction | 2 day detention or dorm restriction | 3 day detention or dorm restriction |
| Unauthorized petition | A student passes a petition around school or dorm without permission from authorized administrative personnel (UNP) | 1 day detention or dorm restriction; and  Inform parents; and  Verbal reprimand | 2 day detention or dorm restriction; and  Inform parents | 3 day detention or dorm restriction; and  Inform parents |
| Possession and/or viewing of inappropriate materials | Holding of any material that is statutorily illegal (ILL) | Confiscate materials; and  Notify parents; and  1-3 day on- campus reassignment (OCR) or dorm restriction, depending on rating | Confiscate material; and  Notify parents and Local Education Agency (LEA); and  3-5 day suspension; and  2 weeks minimum in Behavior Transition in the dormitory; and IEP-Eligibility Review (ER ) |  |
| Non-staff possession or use of laser pointers | A student has or uses a laser pointer (PLP) | Counseling or verbal reprimand; and  Confiscate laser | 2 day detention or room restriction; and  Confiscate laser | 1-3 day OCR; and  Confiscate laser |
| Unauthorized or inappropriate computer use | Unacceptable use of computers, E-mail or Internet privileges, as outlined in the *Student Use* *Agreement* (COM) | Reference *Student Use Agreement: Unacceptable Use and Consequence* form | | |
| Unauthorized or inappropriate use of cellular phone, pager, Sidekick, tape recorder, BlackBerry, camera, smart phone, gaming system, personal laptop, television, etc. | Use of school or personal equipment without staff permission (PAG) | Device confiscated and held by school/dorm staff for 24 hours; and  Parent contacted | Device confiscated; and  Parent contacted; and  Device sent home to parent at the next School break; and  Parent decides when to return the device to the child | Device confiscated for the remainder of the School year |
| Aggressive behavior – verbal | Verbally inappropriate and unacceptable behaviors toward another student or staff member; socially unacceptable behavior that may endanger the student, people within the surrounding environment, or the environment itself (AGV) | 1 day detention or dorm restriction; and  Counseling | 2 day detention or dorm restriction; and  Counseling | ● 3 day detention or dorm restriction; and Counseling  ● Upon 4th offense, will be documented as EXCESSIVE VIOLATIONS #41 (EXV ) |
| Aggressive behavior – physical | Physically inappropriate and unacceptable behaviors toward another student or staff member; socially unacceptable behavior that may endanger the student, people within the surrounding environment, or the environment itself (AGP) | 1 day detention or dorm restriction; and  Counseling | 2 day detention or dorm restriction; and  Counseling | ● 3 day detention or dorm restriction; and  Counseling  ● Upon 4th offense, will be documented as EXCESSIVE VIOLATIONS #41 (EXV) |
| Public display of affection | Socially unacceptable and/or inappropriate physical contact during the school day and at other school and dormitory social functions (Ex: extended hugging, kissing) (PDA) | Counseling or verbal reprimand | Counseling or verbal reprimand; and  1 day detention or dorm restriction | Counseling or verbal reprimand; and  1-3 day detention or dorm restriction |
| Sexual misconduct (Level 1) | Sexually unacceptable and/or inappropriate sexual physical contact with another person (Ex: playing doctor, grabbing, touching) (SXI) | Counseling or verbal reprimand; and  1 day detention or dorm restriction; and  Phone parent; and  Contact social worker | Counseling or verbal reprimand; and  2 day detention or dorm restriction; and  Phone parent; and  Contact social worker | Counseling; and  3 day dorm restriction or 1-3 day OCR or suspension; and  2 weeks minimum in Behavior Transition in the dormitory; and  Phone parent; and  Contact social worker |
| Sexual harassment | Words, signs, body movements, vocalization, inappropriate touching, and/or gestures that make someone feel nervous or uncomfortable (SXH) | Counseling or verbal reprimand; and  1 day detention or dorm restriction; and  Contact social worker; and  Write apology letter; and  Phone parents | 7 day dorm restriction; and  No on-campus privileges; and  Counseling; and  Contact social worker; and Write apology letter; and  Phone parents | Phone parents; and  3-day OCR or suspension; and  Contact social worker; and  Write apology letter; and  2 weeks minimum in Behavior Transition in the dormitory |
| Bullying (Level 1) | Bullying is: aggressive behavior that is intended to cause distress or harm; exists in a relationship in which there is an imbalance of power or strength; and is repeated over time (BUL) | 1 day detention; and  Dorm restriction; and  Bullying counseling | Lunch detention; and  Bullying article with homework; and  3 day dorm restriction | Meet with police officer; and  Call parents; and  5 day dorm restriction |
| Other (OT1) | Staff of the Schools reserve the right to use professional discretion to classify infractions not listed in this chart as Level 1 infractions. The Schools recognize that factors such as mitigating circumstances and new situations can have an impact on incidents. (OT1) | Consequences decided upon severity of offense | | |

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| **Level 2** | **Definition** | **1st Offense** | **2nd Offense** | **3rd Offense** |
| Use of tobacco products on school grounds | Tobacco use is prohibited on school grounds (see smoke-free environment policy) (SMI) | 1 day detention or dorm restriction; and  No use of tobacco products | 3 day detention or dorm restriction; and  No use of tobacco products; and  Phone parents | 7 day detention or dorm restriction; and  No use of tobacco products; and  Phone parents |
| Use of tobacco products for students under 18 | Tobacco use is prohibited for students under 18 (SMU) | 1 day detention or dorm restriction; and  No use of tobacco products | 3 day detention or dorm restriction; and  Phone parents; and  No use of tobacco products | 7 day detention or dorm restriction; and  Phone parents; and  No use of tobacco products |
| Cutting class | Being absent from class without authorization (CUT) | Extra work; and  1 day detention | Extra work; and  2 day detention; and  Phone parents | Extra work; and  3 day detention; and  Phone parents |
| On or off campus without permission | Being on or off campus without proper authorization or notification to staff (PER) | Revoke on-campus and off-campus privileges for up to 2 weeks; and  Phone parents | Revoke on-campus and off-campus privileges for up to 1 month; and  Phone parents | Revoke on-campus and off-campus privileges for up to 1 semester; and  Phone parents |
| Unauthorized distribution of printed materials, videos and video games | The sharing of inappropriate and unacceptable computer, hard-copy, video, or any other commercially produced materials with other students and/or staff members (UND) | Counseling or verbal reprimand; and  1 day detention or dorm restriction | 2 day detention or dorm restriction; and  Phone parents | Phone parents; and  Dorm restriction; and  Possible 1 day OCR-School(S)/OCR-Dorm(D) or suspension |
| Disrespect or insub-ordination | Failing to follow directions given by a staff member; being disrespectful to a staff member or another student (DIN) | Counseling or verbal reprimand; and  1 day detention or dorm restriction or possible 1 day OCR or suspension; and  2 weeks minimum in Behavior Transition in the dormitory | Phone parents; and  2 day detention or dorm restriction; and  Possible 1-2 day OCR or suspension; and  2 weeks minimum in Behavior Transition in the dormitory | Phone parents; and  Dorm restriction or possible 1-3 day OCR or suspension; and  2 weeks minimum in Behavior Transition in the dormitory |
| Intimidation or threats to others | Verbal or physical action that may result in physical and/or emotional harm to others (INT) | Phone parents/ police; and  1 day detention; and  Dorm restriction; and  Counseling or possible 1 day OCR-S/OCR-D or suspension; and  2 weeks minimum in Behavior Transition in the dormitory | Phone parents and police; and  2 day detention and dorm restriction or possible 1-2 day OCR or suspension; and 2 weeks minimum in Behavior Transition in the dormitory | Phone parents and police; and  Possible 1-3 day OCR or suspension; and  2 weeks minimum in Behavior Transition in the dormitory |
| Threat to self | Verbal or physical action that may result in physical harm (TTS) | Threats to self will follow "Emergency Psychiatric Services" (see Individuals with Disabilities Education Act (PL105-17)) | | |
| Fighting | Engaging in a physical struggle or conflict between 2 or more individuals with the malicious intent of causing pain or injury (FIG) | Police may be notified; and  1-2 day detention or dorm restriction, or possible 1-3 day OCR or 2 day suspension; and  Counseling; and  2 weeks minimum in Behavior Transition in the dormitory | Police may be notified; and  Phone parents; and  3-5 day detention or 3-5 day dorm restriction or  1-3 day OCR or 3 day suspension; and  2 weeks minimum in Behavior Transition in the dormitory | Police may be notified; and  Phone parents; and  Dorm restriction or 2-3 day OCR or 5 day suspension; and  2 weeks minimum in Behavior Transition in the dormitory |
| Sexual misconduct (Level 2) | Knowingly behaving in such a way that is in violation of School and social rules, policies and norms concerning sexual behavior, whether or not the individuals involved consent to the act (SXM) | 7 day dorm restriction; and  No on-campus privileges; and  Counseling; and  Phone parents; and  Police may be notified | 7 day room restriction; and  Counseling; and  No on-campus privileges; and  Phone parents; and  Police may be notified | Phone parents; and  3-10 day suspension from School; and  Police may be notified; and  2 weeks minimum in Behavior Transition in the dormitory |
| Theft under $100 | Taking someone else's property without that person's permission – for the purpose of this offense, stealing is limited to items valued under $100 (THF) | Notify police and parents; and  Restitution; and  Counseling; and  1-5 day detention or dorm restriction | Notify police and parents; and  Restitution; and  1-3 day OCR or 3 day suspension; and  2 weeks minimum in Behavior Transition in the dormitory; and  Counseling | Notify police and parents; and  Restitution; and  3 day OCR or 5-7 day suspension; and  2 weeks minimum in Behavior Transition in the dormitory; and  Counseling |
| Trespassing | Entering the land, property or dormitory room of another person after receiving notice not to enter or when the person is not present (TRE) | 3 day detention or dorm restriction; and  Counseling | Phone parents; and  Possible police intervention; and  1 day OCR-S/OCR-D or suspension; and  2 weeks minimum in Behavior Transition in the dormitory; and  Counseling | Notify police and parents; and  3 day OCR or 5-7 day suspension; and  2 weeks minimum in Behavior Transition in the dormitory; and  Counseling |
| Gambling | Betting or taking part in a game of chance or skill for money or material gain (GAM) | Notify police and parents; and  1 week detention or dorm restriction; and  Counseling | Notify police and parents; and  1-3 day OCR or suspension; and 2 weeks minimum in Behavior Transition in the dormitory; and  Counseling | Notify police and parents; and  3 day OCR or 5-7 day suspension; and 2 weeks minimum in Behavior Transition in the dormitory; and  Counseling |
| Criminal damage to property (under $100) | Destroying or damaging public or private property in a willful manner – for the purpose of this offense, property damage is limited to damage under $100 (VAN) | Restitution; and  Notify police and parents; and  Counseling; and  3 day dorm restriction or detention | Restitution; and  Notify police and parents; and  Counseling; and  1-3 day OCR or 3 day suspension; and  2 weeks minimum in Behavior Transition in the dormitory | Restitution; and  Notify police and parents; and  Counseling; and  3 day OCR or 5-7 day suspension; and  2 weeks minimum in Behavior Transition in the dormitory |
| Criminal damage to property (over $100) | The willful destroying or damaging of public or private property valued over $100 (CRI) | Restitution; and  Notify police and parents; and  Counseling; and  1-3 day OCR or 2 day suspension | Restitution; and  Notify police and parents; and  Counseling; and  3 day OCR or 3 day suspension | Restitution; and  Notify police and parents; and  Counseling; and  3 day OCR or 5-7 day suspension; and  2 weeks minimum in Behavior Transition in the dormitory |
| Unlawful assembly | Forming or participating in a group of three or more persons to cause violence, to do unlawful acts, or to disturb others (UNL) | 2 day detention or dorm restriction | Notify parents; and  3 day detention or dorm restriction | Notify parents; and  5 day detention or 5 day dorm restriction or possible 1-3 day OCR or 3 day suspension; and  2 weeks minimum in Behavior Transition in the dormitory |
| Forgery | Forging any document or using a forged document (FOR) | 1-3 day detention or dorm restriction; and  Notify parents and police | 1-3 day detention or dorm restriction; and  Notify parents and police | Detention or dorm restriction or possible 1 day OCR-S/OCR-D or possible suspension; and  2 weeks minimum in Behavior Transition in the dormitory; and  Notify parents and police |
| Other (OT2) | Staff of the Schools reserve the right to use professional discretion to classify infractions not listed in this chart as Level 2 infractions.  The schools recognize that factors such as mitigating circumstances and new situations can have an effect on incidents. (OT2) | Consequences decided upon severity of offense | | |

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| **Level 3** | **Definition** | **1st Offense** | **2nd Offense** |
| Excessive violations | Students with multiple discipline code infractions (EXV) | Parent conference; and  Contact LEA; and  1-2 day OCR | 1-3 day OCR or 3 day suspension; and  2 weeks minimum in Behavior Transition in the dormitory; and  IEP-ER |
| Absent from School without authorization | Absent from School without a valid excuse (AWA) | Phone parents; and  Contact LEA; and  1-5 day detention or dorm restriction; and  Counseling | Phone parents; and  Contact LEA; and  Possible 1-3 day OCR or 1-10 day suspension; and  2 weeks minimum in Behavior Transition in the dormitory |
| Truancy | See Sections 26-3d through 26-15 of the School Code [105 ILCS 5] (TRU) | | |
| Gangs and secret societies | Recruitment for gang or cult membership; possession, display or use of gang or cult emblems, symbols or language inciting other students to intimidate, threaten or act with physical violence upon any other person (GSS) | Notify police and parents; and  Contact LEA; and  1-10 day suspension; and  2 weeks minimum in Behavior Transition in the dormitory; and  Possible expulsion (If expulsion is chosen, an IEP-ER must be conducted.) | |
| Possession of illegal materials | Holding of any material that is statutorily illegal (ILL) | Confiscate materials; and  Notify police and parents; and 1-3 day OCR or 3 day suspension; and  2 weeks minimum in Behavior Transition in the dormitory | Notify police and parents; and  Contact LEA; and  5-7 day suspension; and  2 weeks minimum in Behavior Transition in the dormitory; and  IEP-ER |
| Threat to use dangerous weapon | Any written or verbal threat to use a dangerous weapon to inflict harm on others (TEA) | Notify police and parents; and  Immediate suspension pending convening IEP | |
| Possession, use or transfer of a dangerous weapon | Possession, use or transfer of any item that is used with the intent of causing bodily harm (WEA) | Confiscate weapon; and  Notify police and parents; and  Contact LEA; and  ER | |

(Source: Amended at 38 Ill. Reg. 20215, effective October 8, 2014)