



STUDENT CODE OF CONDUCT

The Oakdale Christian Academy (OCA) Student Code of Conduct (SCC) seeks to provide and maintain safe, nurturing, participatory and productive learning environments. In order to maximize learning time and promote positive behaviors, OCA will establish multi-tiered systems of support for students' social, emotional and behavioral needs. This includes developing clear expectations, teaching social-emotional competencies, and fostering positive relationships among all members of the school community. Oakdale Christian Academy is committed to an instructive, corrective, and restorative approach to behavior.

Oakdale Christian Academy especially promotes positive behavior based on Christian principles. If behavior incidents arise that threaten student and staff safety or severely disrupt the educational process, the response will minimize the impact of the incident, repair harm, and address the underlying needs behind student behaviors. In accordance with the SCC, all disciplinary responses will be applied respectfully, fairly, consistently, and protect students' rights to instructional time whenever possible.

A safe, welcoming, and productive school requires the support of all students, families and staff.

GENERAL REQUIREMENTS

The SCC applies to students at all times during the school day, while on school property, at any school-related event, on any vehicle funded by OCA (such as a school bus), and while using the OCA network.

Students in grades pre-kindergarten through second may NOT be assigned in-school or out-of-school suspensions. If a student in pre-kindergarten through second grade exhibits behavior that presents an imminent endangerment to the physical, emotional, or mental safety of

specific students/staff, the principal or designee may grant an exception and assign an emergency one-day in-school or out-of-school suspension after the student's parent/guardian has been notified. During the suspension, the principal or designee must develop a plan addressing the safety of students/staff and including strategies for preventing future behavior incidents, restoring relationships, and addressing the student's ongoing social, emotional, and academic needs.

RIGHTS AND RESPONSIBILITIES

Student Rights

- To receive a free high-quality public education
- To be safe at school
- To be treated fairly, courteously, and respectfully
- To bring complaints or concerns to the school principal or staff for resolution
- To tell his/her side of the story before receiving a consequence
- To be told the reason(s) for any disciplinary action verbally and in writing
- To be given information about appealing disciplinary actions

Student Responsibilities

- To read and become familiar with this policy
- To attend school daily, prepare for class and complete class and homework assignments to the best of his/her ability
- To know and follow school rules and instructions given by the school principal, teachers, and other staff
- To tell school staff about any dangerous behavior or bullying that occurs at school, on the way to and from school, or in the school community
- To bring to school only those materials that are allowed
- To treat everyone in the school community with respect
- To respect school property, community property, and the property of others

School Staff Rights

To work in a safe and orderly environment

- To be treated courteously and respectfully
- To bring complaints or concerns to school administration
- To receive supportive professional development and resources

School Staff Responsibilities

- To explicitly teach, re-teach and model clear behavioral expectations to all students
- To actively supervise all areas of the school building and use positive strategies to redirect behavior

- To provide engaging learning activities that minimize opportunities for disruption • To intervene early and de-escalate inappropriate behaviors
- To identify and respond effectively to students' social, emotional, and/or behavioral health needs, including referring students for additional support when necessary
- To treat everyone in the school community fairly and with respect
- For administrators to review the circumstances surrounding each situation and exercise their discretion to assign interventions/consequences in the best interest of the school community
- For administrators to apply the SCC accurately, consistently, and in a non-discriminatory manner, including providing students with opportunities to respond, notifying parent/guardians when disciplinary action is taken, and recording all disciplinary action in the Academy's student information system.

Parent/Guardian Rights

- To be actively involved in their child's education
- To be treated fairly and respectfully by the school principal, teachers, and other staff
- To access information about the Chicago Board of Education (Board) policies and procedures
- To be notified promptly if their child is disciplined for inappropriate or disruptive behavior and informed of the consequences assigned
- To appeal disciplinary actions taken
- To receive information about their child's academic and behavioral progress

Parent/Guardian Responsibilities

- To read and become familiar with this policy
- To make sure their child attends school regularly, on time, and to notify the school before the school day begins if their child is absent
- To give the school accurate and current contact information
- To tell school officials about any concerns or complaints respectfully and in a timely manner
- To work with the school principal, teachers, and other staff to address any academic or behavioral concerns regarding their child
- To talk with their child about the behavior expected in school
- To support their child's learning and school activities at home
- To be respectful and courteous to staff, other parents, guardians, and students
- To respect other students' privacy rights

INAPPROPRIATE BEHAVIORS

- Running and/or making excessive noise in the hall or building
- Leaving the classroom without permission
- Engaging in any behavior that is disruptive to the orderly process of classroom instruction
- Persistent tardiness to school or class (3 or more incidents per semester)
- Use of the OCA network for the purpose of accessing non-educational materials, such as games and other inappropriate materials
- Unauthorized use or possession of cellular telephones or other information

DISRUPTIVE BEHAVIORS

- Leaving the school without permission
- Initiating or participating in any unacceptable minor physical actions
- Failing to abide by school rules and regulations not otherwise listed in the SCC
- Hindrance to other students' participation in school activities
- Use of the O Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent recurrence
- Student/teacher conference
- Student/pCA network for the purposes of distributing or downloading offensive material

SERIOUSLY DISRUPTIVE BEHAVIORS

- Fighting – physical contact between two people with intent to harm, but no injuries result
- Profane, obscene, indecent, and immoral or seriously offensive language and gestures, propositions, behavior, or harassment based on race, color, national origin or immigration status, sex, gender, sexual orientation, age, religion, gender identity, gender expression or disability
- Behaviors targeted at sex, gender, sexual orientation, gender identity, or gender expression must be reported
- Use of cellular telephones or other information technology device to harass, incite violence or interrupt other students' participation in school activities, including use of

device to record others without permission or unauthorized distribution of recordings

- Disrespect towards authority
- Bullying

BATTERY AGAINST SCHOOL PERSONNEL

- The Principal or the designated authority shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel
- Upon receipt of a written complaint from any school personnel, the school shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. Schools shall also report all of these incidents to the State Board of Education through existing school incident reporting systems in IWAS as they occur during the year by no later than August 1 for the preceding school year

FIREARMS & DRUGS

- The principal or the designated authority shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian
- The principal or the designated authority shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds
- The principal shall notify the Illinois State Police of such incidents (1-2) through the School Incident Reporting System (SIRS) in IWAS

AVAILABLE INTERVENTIONS AND CONSEQUENCES

Corporal punishment is expressly forbidden at OCA. (Whenever possible, interventions and consequences that do not exclude the student from his/her regular educational schedule will be assigned)

- Parent/teacher conference
- Recommended instructive, corrective, or restorative response
- Detention – lunch, before school, after school, or Saturday
- Skill-building in-school suspension up to three days

Skill-Building In-School Suspension

A skill-building in-school suspension is the removal of a student from his/her regular educational schedule for more than 60 minutes of the school day to an alternative supervised setting inside the school building to engage in structured activities that develop academic, social, emotional, and/or behavioral skills.

A student in grades third through eight may be assigned a skill-building in-school suspension if:

- 1) skill-building in-school suspension is listed as an available consequence for the SCC behavior category, and
- 2) The student was informed of the his/her reported misbehavior, provided an opportunity to respond, and reasonable efforts were made to contact the parents/guardians, and 3) A copy of the misconduct report was provided to the student's parents/guardians.

Out-of-School Suspension

An out-of-school suspension is the removal of the student from class attendance or school attendance. When a student is removed from school in response to an inappropriate behavior, the removal counts as the first day of an out-of-school suspension.

A student in grades third through eight may be assigned an out-of-school suspension if:

- 1) Out-of-school suspension is listed as an available consequence for the SCC behavior category, and
- 2) The principal or designee determines that the student's attendance at school presents an imminent endangerment to the physical, emotional, or mental safety of specific students/staff and this threat is documented in the academy's student information system, or
- 3) The principal or designee determines that the student's behavior has caused chronic or extreme interruption to other students' participation in school activities and prior interventions have been utilized and documented in the academy's student information system, and
- 4) The student was informed of his/her reported misbehavior, provided an opportunity to respond, and reasonable efforts were made to contact the parents/guardians, and
- 5) A copy of the misconduct report was provided to the student's parents/guardians.

A student serving out-of-school suspension is not allowed to come onto school property, participate in extracurricular activities, or attend school-sponsored events. A student may be considered trespassing if he or she comes onto school grounds while suspended out of school.

Out-of-school suspensions are excused absences. The principal must ensure that a student serving suspension is able to obtain homework, and upon the student's return, provided with the opportunity to make up any quizzes, tests, special projects, or final exams given during the period of suspension with deduction of letter grade or half of the points for assignment.

A student serving suspension must be allowed to take state assessments at school and may participate in test preparation activities. The student's attendance will still be marked as suspended.

The principal must approve any other exception to the out-of-school suspension guidelines. If approved by the principal's designee, a student suspended for more than three (3) days may be required to attend an academy-sponsored program during the term of suspension.

POLICE NOTIFICATION GUIDELINES

School administrators contact the Chicago Police Department (CPD) in two situations: (1) to seek assistance with an emergency situation, or (2) to notify law enforcement of a criminal act.

When an allegation of harassment, bullying, assault, or abuse related to sex, sexual orientation, gender, or gender expression or inappropriate consensual sexual activity arises, the principal will decide whether CPD needs to be notified.

Emergency

School administrators have the responsibility to call 9-1-1 in situations they determine to be emergencies.

In an emergency situation, administrators must make reasonable efforts to notify parents/guardians immediately after contacting CPD.

In a non-emergency situation, administrators must make reasonable efforts to contact parents/guardians prior to contacting CPD.

School officials must assess the situation before determining whether or not to contact CPD to report a criminal act. School officials should consider factors including:

- The severity of the criminal violation and the degree of harm to the school community,
- Whether a person was physically injured as a result of the student's conduct, •Whether the student presents an imminent danger to the health, safety, or welfare of others, and
- The student's age.

Once school staff members contact CPD, the responding police officers ultimately will determine whether or not to investigate, arrest, and/or take any other steps in response. School principals and staff do not have the authority to decide whether a student will be arrested. Moreover, responding police officers do not have the authority to decide whether a student will receive interventions or consequences at school. The school principal will use the SCC to determine the appropriate intervention(s) and/or consequence(s) to address a student's behavior.

Possible Violations of Criminal Law

- Forgery (signing parent or staff signatures to documents)
- False activation of a fire alarm that does not cause a school facility to be evacuated or does not cause emergency services to be notified
- Vandalism or criminal damage to property that costs less than \$500
- Battery or aiding or abetting in the commission of a battery which does not result in a physical injury
- Fighting – more than two people and/or involves injury
- Theft or possession of stolen property that costs less than \$150
- Use of intimidation, credible threats of violence, coercion, or persistent severe bullying
- Inappropriate sexual conduct

Violations of Criminal Law

- Knowingly or intentionally using the OCA network or information technology devices to spread viruses to the OCA network
- Theft or possession of stolen property that costs more than \$150
- Engaging in any other illegal behavior which interferes with the school's educational process
- Persistent or severe acts of sexual harassment
- False activation of a fire alarm which causes a school facility to be evacuated or causes emergency services to be notified

- Battery, or aiding or abetting in the commission of a battery, which results in a physical injury
- Use of any computer, including social networking websites, or use of any information technology device to threaten, stalk, harass, bully or otherwise intimidate others, or hacking into the OCA network to access student records or other unauthorized information, and/or to otherwise circumvent the information security system
- Vandalism or criminal damage to property that costs more than \$500 or that is done to personal property belonging to any school personnel
- Intentionally causing or attempting to cause all or a portion of the OCA network to become inoperable
- Sex acts which include the use of force

*Oakdale Covenant Academy & Child Care Center **strictly** prohibits sexual misconduct, harassment, and grooming by staff or students, mandating immediate reporting to authorities (e.e., child protective services, law enforcement) upon reasonable suspicion. Key components include staff training, defined behavioral boundaries, prompt investigation procedures, confidentiality, and support services for victims.*

- Theft or possession of stolen property that costs more than \$1,000

Cellular Phones and Other Information Technology Devices

Unless approved by the principal, cellular phones and other information technology devices are not allowed at school.

Cellular phones and other devices must be turned into the office at the start of the school day and will be returned at the end of the school day. These include, but are not limited to: computers, cellular phones used to exchange or access information, pagers, and personal digital assistants or handheld devices, 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

Technology, Internet, Social Media, Cell Phones

- Oakdale will not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website

- Oakdale may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy
- Oakdale may require the student to share content in the course of such an investigation

School Dress Codes and Uniform Policies

Dress codes and uniform policies are gender-neutral. Students who fail to follow the school's dress code or uniform policy may be given detentions or excluded from extracurricular activities, but may not be barred from attending class. A student may receive additional consequences for violating a school's dress code or uniform policy if the student's dress disrupts or may disrupt the educational process. For example, a student may receive a consequence for wearing clothing or accessories that display gang affiliation.

- Students must wear school uniform unless otherwise directed by school officials
- Females may not wear pants or leggings, except in winter under dress or skirt, and must then remove them while in school,
- no flip-flops (for safety reasons),
- no gang affiliated paraphernalia.



OAKDALE

Christian Academy and Child Care Center

Oakdale Christian Academy
Form for Reporting Bullying and Retaliation

(NOTE: The reporter may remain anonymous, but no discipline will be imposed based solely upon an anonymous report)

Please submit this report to the principal or any school staff member.

Victim or Target Information

Name(s) and grade(s) of Victim/Target:

Reporting Information (*Optional for students/parents/guardians)

Name & Title of Person Reporting:

Relationship to Victim/Target:

Phone: _____ Email Address: _____

Incident Information

Name(s) of student(s) accused of engaging in bullying behaviors OR description (if name(s) unknown):

Location of incident:

Date and time of incident:

_____ Approximate dates, times, and frequency of prior incident(s): _____

Describe what happened and who was present in as much detail as possible

(*Required Information):

Date of submission: _____



OAKDALE

Christian Academy and Child Care Center

Acknowledgement of receipt of the student code of conduct
Oakdale Christian Academy Student Code of Conduct
Student Agreement

I, _____ (print student's name) have received and read the Student Code of Conduct ("SCC") for Oakdale Christian Academy.

I am aware of my rights and responsibilities under the SCC. Furthermore, I understand that inappropriate student behavior will result in interventions and consequences as stated under the SCC.

Student Conduct/Behavior Contract

- I will obey all rules of Oakdale Christian Academy.
- I will practice Christian values.
- I will not bully others.
- I will try to help anyone I suspect is being bullied.
- I will work to include students who are left out.
- If someone is being bullied, I will tell an adult at school and an adult at home.



OAKDALE

Christian Academy and Child Care Center

Parent/Guardian Agreement

Oakdale Christian Academy believes that you should be informed regarding our effort to create and maintain a safe and secure learning environment for all students. Please read the SCC and sign the document below to acknowledge your receipt and understanding of the SCC.

I am the parent or guardian of the above named student. I have received and read the SCC. I understand that by signing this document, I agree to support and promote the goals of the SCC and make every effort to work with the school in resolving all disciplinary matters.

Parent/ Guardian Signature