





RESPECT


for self



for others



for property



Student Code of Conduct

2011-12

Adopted by the Board of Education
June 13, 2011

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Board policies that are referenced can be accessed by parents at the main office of each campus building, the Mellon Administrative Center, the Marshall K. Berner Family Information Center, or on line at www.champaignschools.org/StudentCodeofConduct.pdf

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Code of Conduct

This updated edition of the Student Code of Conduct represents the work by the Champaign Community School District’s Discipline Advisory Committee. The Committee, composed of community members, parents, staff, administrators, and school board members, examined the best practices from within the District and from around the state to develop this comprehensive code. This booklet is distributed to all staff, students, and parents within 15 days after classes begin or within 15 days after a new student enrolls.

The Board of Education believes that its primary goal is to prepare students, through education, to be productive, contributing members of society. The Board encourages the most effective use of educational strategies and techniques to achieve this goal. It is within this spirit that the *Student Code of Conduct* was created to address students’ behavior during school, as well as to and from school, and at school events. The Code outlines specific behaviors that are either disruptive to the educational process and/or illegal and subject to disciplinary action.

The Board recognizes that conduct is learned and acceptable conduct, like its academic counterpart, can be taught. While disruptive conduct will not be tolerated, the Board encourages the use of educational interventions to correct the unacceptable behavior. The corrective actions taken will also be guided by preventative and educational objectives. Finally, the Board is committed to creating an environment that is safe for students and staff and promotes learning.

If you have any questions regarding this Code, your school principal will be pleased to discuss this with you, or you can call the Mellon Building at 351-3792.

El Código de Conducta del Estudiante también está disponible en español.

State Law

All discipline records will be kept on file for five (5) years after the student has transferred, graduated, or otherwise withdrawn from school.

A Vision of Behavioral Supports - Discipline Philosophy

We, the members of the Champaign Unit 4 Schools community—teachers, students, administrators, and community members—will seek to use discipline as an intervention strategy to improve student behavior and academic performance.

1. Everyone is entitled to a safe, secure, orderly environment in which to learn and work.
2. Student growth is enhanced by positive and successful school experiences.
3. Discipline is a shared responsibility: students, staff, and parents are all responsible for an orderly, safe, equitable learning environment.
4. Actions are a product of choices.
5. High standards and courteous, respectful behavior on the part of all foster a climate of achievement.
6. The Student Code of Conduct will be enforced for all students regardless of race, academic status, gender, and/or socio-economic status.

This Student Code of Conduct is designed to clarify school policies governing the rights and responsibilities of students, parents*, teachers, bus drivers, and other school personnel. Students, staff, parents, and others need to know about these policies and procedures and are encouraged to study and discuss the contents of this code.

* *Throughout this document, the use of the word “parent” refers to parent, guardian, or primary caretaker*

Students’ Rights and Responsibilities

RIGHTS

1. To be treated with dignity, courtesy, and respect.
2. To be treated as an individual.
3. To be academically challenged.
4. To be given the opportunity to be heard as well as have witnesses and/or an advocate speak on one’s behalf.
5. To pursue a successful education without disruption.
6. To discuss educational concerns with teachers and other school staff.
7. To be informed of student responsibilities, rights, and discipline policies.
8. To receive fair and equitable treatment without discrimination in every aspect of the educational system.
9. To expect cultural respect.
10. To expect learning to be relevant to life situations.
11. To participate in courses and extracurricular activities that promote individual skills, academic achievements, and talents.
12. To be transported in a safe and timely manner.

RESPONSIBILITIES

1. To resolve problems and issues while treating everyone with dignity, courtesy, and respect.
2. To become productive citizens.
3. To recognize when personal actions are interfering with the rights, personal space, feelings, and property of others.
4. To attend school regularly, arrive on time, bring supplies, and be prepared for the day’s lessons.
5. To be sensitive to individuals from diverse cultures.
6. To develop a sense of responsibility for personal choices.
7. To succeed in school by working to the best of one’s ability.
8. To follow discipline guidelines adopted by the District, school, and class.
9. To ask for help when in need of assistance.
10. To act in a courteous and responsible manner in all school-related activities.
11. To be a participating learner.
12. To behave in a safe and responsible manner on District and/or public transportation.

Parents' Rights and Responsibilities

RIGHTS

1. To be treated with dignity, courtesy, and respect.
2. To view their student's records and visit school in accordance with Board of Education policy.
3. To be informed and receive timely explanations of their student's academic progress and behavior.
4. To be consulted as soon as possible when decisions are made that affect their student.
5. To request and be granted conferences with school personnel.
6. To express feelings without intimidating or being intimidated.
7. To expect school to be a safe place of learning.
8. To expect cultural respect.
9. To be informed of the Student Code of Conduct (105 ILCS 5/10-20.14).
10. To be informed of the right to due process and appeal for disciplinary action against a student (105 ILCS 5/10-22.6).
11. To expect their student to be academically challenged and to learn.
12. To expect their student to be transported in a safe and timely manner.

RESPONSIBILITIES

1. To communicate an expectation for their student to achieve in every class.
2. To abide by the Compulsory Attendance Laws (105 ILCS 5/13-3; 5/26-1).
3. To provide a regular place to do homework.
4. To expose their student to learning activities.
5. To praise their student for effort, improvement, and achievement.
6. To act in a courteous and responsible manner at all school-related activities.
7. To be partners with school staff for improving their student's learning and behavior.
8. To assist their student in learning how to make appropriate choices and how to deal with the consequences.
9. To provide the school with accurate home and emergency phone numbers.
10. To teach their student to respect others regardless of their differences.
11. To have their student at the bus stop in a timely manner, if their student is being transported.
12. To interact with District staff in a respectful manner.

Staff Rights and Responsibilities

RIGHTS

1. To be treated with dignity, courtesy, and respect.
2. To be supported by other staff and parents.
3. To work in a positive atmosphere.
4. To work in an atmosphere free from verbal or physical threats and abuse.
5. To be involved in the decision-making process for the District.
6. To receive cultural respect.
7. To be provided with the resources necessary to carry out responsibilities.
8. To participate with parents, community, and staff in school decisions.
9. To have a safe working environment.
10. To use reasonable physical force or restraint to contain a student to the extent deemed necessary:
 - a. to defend or protect himself/herself from the student; or
 - b. to defend or protect other persons from the student; or
 - c. to prevent or stop fights, breaches of the peace, and other disruptions; or
 - d. to prevent damage to the property of the District or other persons; or
 - e. to remove a student from any location, room, or assembly where his/her continued presence creates a risk or threat of physical harm to others, or of damage to school property, or of unreasonable interference with the school or classroom instructional program.

RESPONSIBILITIES

1. To communicate an expectation for the student to achieve in every class.
2. To academically challenge all students.
3. To provide learning for all students in an equitable manner.
4. To establish and maintain an environment where all may learn.
5. To recognize and work with all students who have a different learning style.
6. To respect the rights and confidentiality of students, parents, and other staff.
7. To inform and consult parents in assessing the needs and progress of students.
8. To be proactive toward resolving issues.
9. To teach all students to be personally responsible.
10. To respect cultural diversity.
11. To act in a courteous and responsible manner in all school-related activities.
12. To be fair, equitable, and consistent in all interactions.
13. To be responsive to all students' needs.
14. To be informed of the Student Code of Conduct and the appeal process.
15. To implement approved and accepted teaching and assessment practices.
16. To initiate parent contact/support at the earliest occurrence of academic or behavior concerns.
17. To develop, communicate, and enforce clear behavioral and learning expectations for all students.

Student Discipline

All standards of conduct will apply:

- **During school hours**
- **While going to and from school (portal to portal)**
- **At any school-related event regardless of time or location**

Fair and equitable discipline is intended to protect the rights and privileges of all persons, in all matters relating to the operation of the school. Staff stand *in loco parentis*, that is, they are responsible for students in the absence of parents.

The teaching of self-discipline and becoming responsible for one's own actions are goals of the Champaign School District's Student Code of Conduct. To ensure that students exhibit appropriate behavior and performance, it is the school's responsibility to implement a program for teaching a system of essential rules and to administer just and constructive corrective measures.

Administrative actions are not limited to the disciplinary actions listed on page 4.

Rules of Conduct for Students

The school community must establish rules of conduct for its members if it is to achieve its goals. These rules will govern the school/District grounds, attendance and participation in all extracurricular activities, other school-related functions scheduled on or off the school campus, and travel from home to school and from school to home. Therefore, certain rules of behavior have been established for students. Students have the following responsibilities:

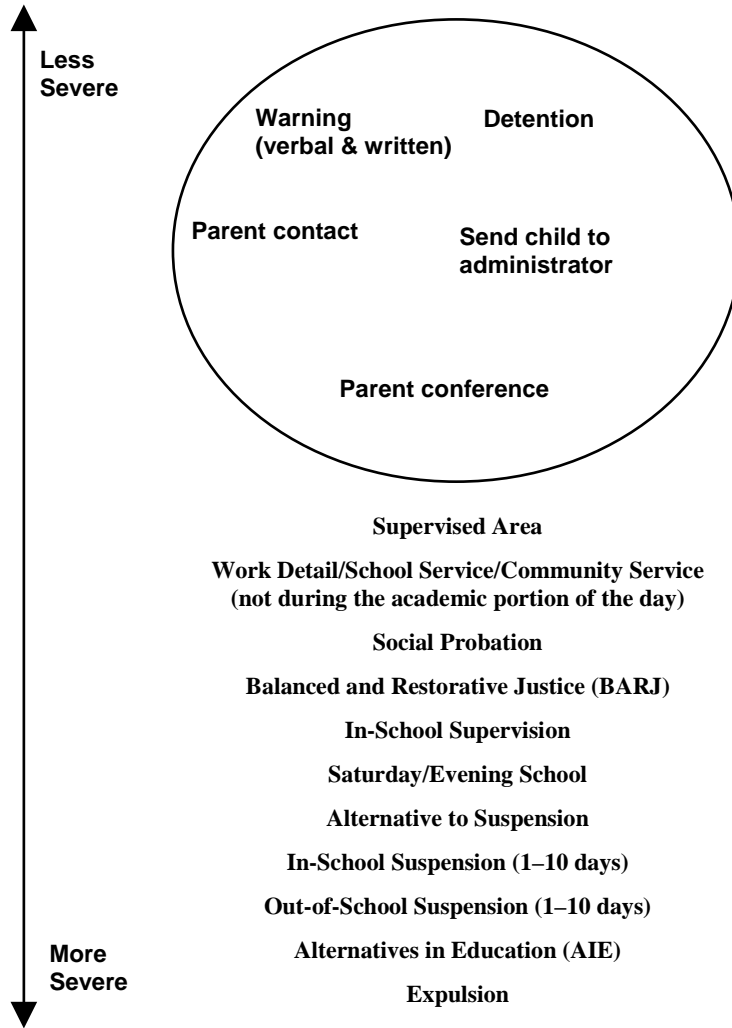
1. It is the responsibility of each student to conduct himself/herself in such a manner that does not interfere with his/her own safety or learning, or the safety or learning of others.
2. It is the responsibility of each student to attend class on time and to be prepared to participate.
3. It is the responsibility of each student to help keep the building clean, not to litter, mark on, or deface school property and community areas.
4. It is the responsibility of each student to behave respectfully toward all staff and other students by being honest and polite. Directions given under school supervision are to be complied with, regardless of whether a student is in the classroom, in the halls, in the cafeteria, at extracurricular activities, or at any other location on school property. The perception that "he/she is not my teacher, so why should I listen to him/her" is to be avoided.
5. Students are responsible for their behavior from the time they leave their home for school in the morning to the time that they return to their home from school in the afternoon or evening (**portal to portal**). This would include students using any kind of Unit #4 transportation.
6. It is the responsibility of each student to keep doorways, hallways, restrooms, stairs, and bus aisles clear at all times.
7. It is the responsibility of each student to leave the area, in the event that a disruption involving students occurs. The student's mere presence as an onlooker lends support and encouragement to those students causing the disruption. Failure to cooperate may subject the onlookers to disciplinary action.
8. Harassment, bullying, and/or intimidation will not be tolerated while at school or traveling to and from school (**portal to portal**) (Garrett vs. Grant). Any student who experiences such a situation should report the incident to the principal, or his/her designee, as soon as possible. **No student should try to settle the problem**

himself/herself by allowing the situation to escalate into a physical confrontation.

9. The health and safety of many people depend upon cooperation of students during fire or disaster drills. It is the primary responsibility of each student to move quickly and quietly to the assigned safety areas. Instructions given by staff are to be followed.
10. It is the responsibility of students to observe the same appropriate standards of conduct at extracurricular activities (home or away) as they do at *their own* school. Violence, disruptive behavior, or involvement with drugs/alcohol at extracurricular activities or on buses may result in serious disciplinary action. Such action may include suspension and/or reassignment to an educational setting in a different location than the student's home school (Alternatives in Education—AIE*) and/or expulsion from school, suspension from attendance and/or participation at future extracurricular activities, and/or police action. Parents may be required to pick up their student at an out-of-town function.
11. Students shall not make sexual advances, request sexual favors, or exhibit sexually motivated physical conduct. Students shall not make other verbal or physical communication of a sexual nature whose purpose or effect is to create an intimidating, hostile, or offensive environment.
12. All students are entitled to have the opportunity to obtain maximum benefit from their educational experience. Thus, it is necessary to have rules and regulations that provide an educational climate in which learning can best take place. Students who show disrespect for the rights of others and disregard regulations may be subject to disciplinary action, which could include suspension or reassignment to Alternatives in Education (AIE) and/or expulsion. **In addition, they may be subject to removal from extracurricular activities and/or positions of leadership (e.g., Student Council, officer of Student Council or class).**
13. It is the responsibility of each student to use electronic technology (computers, Internet, etc.) in an appropriate manner. Failure to do so can result in the loss of the right to use such technology, as well as other disciplinary action.

* **Homebound services and READY** (AIE at the elementary level is limited to homebound services. A parent or other responsible adult must be on the premises during the instructional period.)

Range of Disciplinary Consequences



For any discipline consequence outside the circle there will be parental notification by an administrator. Anything in the circle can be assigned by a teacher or an administrator. Items outside the circle may be assigned/recommended only by an administrator through the discipline referral process. Throughout the process, students may be referred to the Building Intervention Team (BIT) or other support services.

Explanation of Disciplinary Conditions

The Champaign School District considers habitual, disruptive behavior unacceptable. In most cases, a system of progressive discipline (violations and consequences) will be followed as indicated in this document. Should severe or repeated misbehaviors occur, the building administrator reserves the right to exceed the recommended range of consequences in this document. Students who continue to disrupt the educational program may, via due process, be reassigned to an alternate educational setting. One or more of the discipline consequences may occur for any given offense.

Explanation of Disciplinary Conditions *(continued)*

Definitions of Disciplinary Consequences

Warning	Students are informed that repeated/severe offense(s) will result in more severe disciplinary action.
Supervised Area	<p>A supervised area, in accordance with the guidelines set forth for supervised space, to be used after a staff member has removed a student from a class or school activity for disciplinary reasons.</p> <p>ELEMENTARY: Students may be placed in a supervised area for up to two hours after a staff member has removed them from a class or school activity for disciplinary reasons.</p> <p>SECONDARY: Students are placed in the Supervision Room for one or two class periods after a staff member has removed them from a class or school activity for disciplinary reasons.</p>
Parent Contact	Parent is notified of a disciplinary concern.
Parent Conference	Parent is notified of a disciplinary concern in person.
Detention	Time is assigned to the student by a staff member or administrator to be served outside of the academic portion of the school day.

The following consequences may be assigned by an administrator and there must be parental notification:

Work Detail	Tasks, to be determined by an administrator, are performed around the school and property, outside of the academic school day.
Social Probation	Exclusion from participation in and/or attendance at an extracurricular school-sanctioned activity.
BARJ	The BARJ model defines accountability as taking responsibility for one’s behavior and taking action to repair the harm. Examples of BARJ practices may include, but are not limited to, victim-offender mediation and dialogue, family group conferencing, peacemaking circles, financial restitution to victims, community service, written or verbal apology to victims and other affected persons, and assignment to conflict resolution classes.
In-School Supervision	Student is removed from his/her regularly scheduled classroom. The student will bring or be given instructional materials and work on class assignments under the supervision of a District employee.
Saturday/Evening School	Consequence for serious or persistent misconduct in which students may be assigned to attend a session on one or more Saturdays/evenings at a designated time and place. Saturday/Evening School may also be used as an alternative to out-of-school suspension. Evening school will apply only to secondary students.
Suspension	<p>In-School—A period of time, not to exceed ten school days during which a student is suspended from school (pursuant to Board Policy No. #715.01 and #715.01R) but serves the suspension on the school premises.</p> <p>Out-of-School—A period of time, not to exceed ten school days, during which a student is suspended from school (pursuant to Board Policy No. #715.01 and #715.01R).</p> <p>The decision to place a student in in-school suspension will remain at the discretion of the building administrator. The District shall follow the same procedures for in-school suspensions that it follows for out-of-school suspensions.</p>
Alternatives in Education (AIE)	<p>There are many positive options and opportunities along the continuum of disciplinary consequences for students. Alternatives in Education in the “Recommended Range of Discipline Consequences” may include a decision to reassign a student who is experiencing a serious behavioral problem, or multiple behavioral problems, to an alternative setting. At the elementary level, AIE may include the assignment of a student to homebound services. AIE at the secondary level could be any of the District’s approved alternative programs. One commonly used alternative program is the READY Program.</p>
Expulsion	Board of Education approved exclusion of a student from regular attendance center for a period of time greater than ten school days, but for no longer than two school years.

Transportation Issues

Student safety is the primary concern of the Champaign School District's Transportation Department. Misbehavior on school buses* poses a threat to the safety of everyone on the roadway. Laws and regulations have been established to ensure the safety of students and drivers on District owned/operated, contracted, or authorized vehicles.

*** Hereafter "school buses" refer to District-owned/operated, contracted, or authorized vehicles that transport students.**

Bus Conduct

Students are responsible for their behavior from the time they leave their home for school in the morning to the time that they return to their home from school in the afternoon or evening (**portal to portal**).

When students are being transported to and from school on school buses, MTD, or any other authorized mode of transportation, they are considered to be on school property. **The rules of this Student Code of Conduct will prevail.**

Violation of school rules on the bus may subject students to additional disciplinary action.

School Bus Rules

1. Students are to obey the driver and bus monitor of the bus.
2. Students shall enter and exit the bus in an orderly manner.
3. Students are to go directly to a seat when boarding the bus.
 - a. Students riding yellow buses are to stay seated in one seat for the duration of the route.
 - b. Students riding an MTD bus must be seated in one seat while the bus is on route. If a seat is not available on the MTD bus, students are to stand while grasping a fixed pole at all times. Standing students are to be seated when a seat becomes available.
 - c. Students should respect the rights of other MTD riders.
4. Students are to sit face forward and keep their feet and belongings from obstructing the aisles.
5. Students are to remain orderly and quiet throughout the route.
6. State law requires students to be silent when the bus is near railroad tracks.
7. Pets and animals are not permitted on the bus.
8. Smoking, eating, and drinking, other than water, are not permitted on the bus.
9. Students are not to lower the windows below the safety line.
10. Trash is not to be left on the bus.
11. Students are to keep hands, feet, and everything else inside the bus.
12. Acceptable electronic devices are allowed on buses provided they do not interfere with the safe operation of the bus (See "Electronic Devices" in elementary and/or secondary glossaries). Headphones must be utilized.

NOTES:

1. If a pupil is suspended due to gross disobedience or misconduct on a school bus, the Board may suspend the pupil from the bus in excess of ten (10) school days for safety reasons (state law).
2. Violation of bus rules may result in disciplinary action as outlined in the *Student Code of Conduct*.
3. Rules governing eating and drinking on the bus for field trips or special activities will be determined by the driver and the staff member in charge of the activity.
4. Videotapes of student interactions on buses may be viewed by school/District-authorized personnel. Parents may be denied access to these tapes if the identity of students, other than those belonging to the parents, is divulged and could potentially constitute privacy rights violations.

**The following pages pertain to
Elementary (Grades K–5) Students only.**

The following acts are only examples of gross disobedience or misconduct, and the list is not exhaustive. All parents and students should be aware that some of the acts may also bring criminal prosecution and penalties as well as school disciplinary action. The school, individual staff members, the police, state’s attorney, parents, and/or students may bring legal action. A copy of suspension letters that involve any criminal act shall automatically be sent to the appropriate law enforcement agency.

Students and parents have the right to due process and appeal for disciplinary action taken against a student (105 ILCS 5/10-22.6). Refer to page 39.

Among the factors that an administrator considers are:

1. Student’s age
2. Seriousness of the offense
3. Frequency of inappropriate behavior
4. Circumstances and intent
5. Potential effect of the misconduct on the school environment
6. Relationship of the behavior to any disabling condition

Administrative actions are not limited to the disciplinary actions listed on page 4.

Elementary Disciplinary Violations/Consequences

Level 1

The resolution of Level 1 behaviors is primarily the responsibility of teachers, support personnel, and parents. Notification of parents is recommended. Administrative and parental assistance can be initiated without engaging the formal referral process. In order to move a Level 1 behavior to Level 2, the teacher will need to present documented evidence of persistent behavior and appropriate interventions with outcomes.

As many interventions as appropriate and necessary should be attempted.

Level 1 behaviors include, but are not limited to, the following:

01. Being Inattentive
02. Derogatory Remark
03. Dishonesty
04. Disobedience
05. Distracting Others
06. Excessive and/or Loud Talking
07. Refusal To Do Assigned Work
08. Refusal To Bring Necessary Materials to Class
09. Inappropriate Dress
11. Littering
12. Loitering
13. Possession of Electronic Devices
14. Profanity and/or Obscenity
15. Pushing and Shoving
16. Throwing Objects
17. Other Acts That Endanger Classmates
60. Cheating

INTERVENTION:

One or more of the following interventions may be used to address Level 1:

- a. Cooling off/brief time-out (up to 15 min.) within classroom
- b. Child writes plan for correction of behavior
- c. Classroom behavior management plan and/or behavior contracts
- d. Classroom meeting
- e. Conference with parent
- f. Conference with administration, proactive
- g. Consultation/Intervention with other teachers/counselors/support personnel, including Building Intervention Team (BIT), Social Work (SW), etc.
- h. Timely contact with parent (site, phone, letter, home visit)
- i. Planned ignoring
- j. Incentives/positive reinforcement
- k. Nonverbal cues
- l. Peer mediation
- m. Restitution
- n. Seating change
- o. Student calls home to explain behavior
- p. Supportive confrontation
- q. Teacher-initiated detention
- r. Temporary placement (another class)
- s. Temporary removal of items that disrupt
- t. Use of verbal de-escalation methods
- u. Verbal correction/warning
- v. Withdrawal of privileges
- w. School service

(NOTE: School bus behaviors affecting the immediate safety of students or driver may result in moving the matter to LEVEL 2.)

Elementary Disciplinary Violations/Consequences *(continued)*

Level 2

All Level 2 offenses will result in parent contact/conference, as specifically noted below. Any violation resulting in a suspension will require a parent conference before returning to school. Should severe or repeated misbehaviors occur, the building administrator reserves the right to exceed the range of consequences recommended in this document. Possible consequences are (but not limited to): parent

contact, parent conference, detention, supervised area, **Saturday School (optional, based on campus participation)**, out-of-school suspension (1–10 days), alternatives in education (AIE), and BARJ. (Ten-day suspensions should be used at the elementary level only in cases where the administrator is seeking expulsion.)

Level 2 behaviors include, but are not limited to, the following:

Conduct Violation	Recommended Range of Consequences Elementary Level 2
18. Altering/Destruction of School Records	18. Parent contact
19. ★ Bullying/Harassment/Cyber-bullying	19. 1st Offense: Parent conference and Saturday School and referral to social worker Repeated/Severe Offense(s): 1-day through 5-day out-of-school suspension. 10-day suspension issued only in cases where expulsion is being sought. <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
20. Discriminatory Conduct	20. Parent conference and referral to social worker
21. ★ Distribution, Possession, Exhibition of Offensive Materials	21. Parent conference and confiscation
22. ★ Damage to Property/Vandalism	22. Parent conference and restitution
23. Refusal to Serve Detention	23. Parent contact and supervised area
24. Refusal to Serve Saturday School	24. Parent contact and supervised area (maximum of 2 hours)
26. ★ Possession or Use of Fireworks	26. Parent contact and confiscation through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
27. ★ Gambling	27. Parent contact
28. ★ Gang-Related Behavior	28. 1st Offense: Parent conference Repeated/Severe Offense(s): 1-day through 5-day out-of-school suspension. 10-day suspension issued only in cases where expulsion is being sought. <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
29. Leaving Class/School Without Permission	29. Parent contact, detention, supervised area, and police contact as needed
30. Misuse of Computers	30. Parent contact and restricted computer privileges
31. Persistent/Severe Level 1 Behaviors	31. Repeated/Severe Offense(s): Parent conference through 5-day out-of-school suspension
32. ★ Possession of Harmful Objects	32. Parent conference and confiscation

★ Acts which may also result in criminal prosecution and penalties as well as school disciplinary actions.
Violation of federal, state, or local law shall be promptly reported to the appropriate law enforcement authorities.

Elementary Disciplinary Violations/Consequences *(continued)*

Conduct Violation	Recommended Range of Consequences Elementary Level 2
33. ★ Sexual Conduct and/or Inappropriate Touching/Display	33. 1st Offense: Parent conference, referral to social worker, and supervised area Repeated/Severe Offense(s): 1-day through 5-day out-of-school suspension. 10-day suspension issued only in cases where expulsion is being sought. <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
35. Out-of-Control Behavior/Temper Tantrum	35. 1st Offense: Supervised area and parent contact Repeated/Severe Offense(s): Parent conference, referral to social worker, and Saturday School through 1-day out-of-school suspension
36. ★ Theft	36. Parent conference and restitution through 5-day out-of-school suspension
37. ★ Threats/Intimidation	37. 1st Offense: Parent conference and Saturday School and referral to social worker Repeated/Severe Offense(s): 1-day through 5-day out-of-school suspension. 10-day suspension issued only in cases where expulsion is being sought. <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
38. ★ Trespassing	38. 1st Offense: Parent contact and written notification Repeated/Severe Offense(s): 1-day through 5-day out-of-school suspension. 10-day suspension issued only in cases where expulsion is being sought. <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
39. ★ Use/Possession of Tobacco	39. Parent contact and confiscation
41. Misuse of Electronic Devices (Cell Phones, Laser Pointers, Gameboys, Walkmans, iPods, MP3 players, PSPs, etc.) (Refer to Policy #710.20R and electronic devices guidelines on page. 19.)	41. Parent contact and confiscation
61. Horseplay/Scuffling	61. 1st Offense: Parent contact (verbal) Repeated/Severe Offense(s): 1-day through 3-day out-of-school suspension
64. Verbal Abuse/Profanity to Staff	64. Parent contact through suspension
65. Verbal Abuse/Profanity to Student	65. Parent conference, detention, and referral to social worker

★ Acts which may also result in criminal prosecution and penalties as well as school disciplinary actions.
Violation of federal, state, or local law shall be promptly reported to the appropriate law enforcement authorities.

Elementary Disciplinary Violations/Consequences *(continued)*

Level 3

Any violation resulting in a suspension will require a parent conference upon returning to school. Possible consequences are (but not limited to): parent contact, parent conference, detention, supervised area,

Saturday School (optional, based on campus participation), out-of-school suspension (1-10 days), alternatives in education (AIE).

Conduct Violation	Recommended Range of Consequences Elementary Level 3
42. ★ Alarms (False)/Bomb Threats	42. 5-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
43. Acts that Disrupt or Interfere with Staff or School/District-Authorized Personnel	43. 1st Offense: Parent conference through 5-day out-of-school suspension Repeated/Severe Offense(s): 5-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
44. ★ Arson/Attempted Arson	44. 5-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion and mandatory referral to juvenile fire setters' program <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
45. ★ Physical Confrontation with Students	45. 1st Offense: 1-day out-of-school suspension Repeated/Severe Offense(s): 3-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
46. ★ ▲ Physical Confrontation with Staff or School/District-Authorized Personnel Staff Intervention in Student Physical Confrontation	46. 1st & Subsequent Offenses: 3-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i> <i>While the District rejects the use of violence as a means of settling disputes, it recognizes that physical confrontations between students will occur. Staff members may intervene in physical confrontations to restore order and ensure the safety of students.</i> <i>When a staff member arrives on the scene of a confrontation and instructs students to stop fighting, students are expected to cease and desist from any further hostilities. If a student refuses to stop fighting and as a result strikes, shoves, or otherwise comes into physical contact with a staff member, the principal shall recommend to the Board of Education that the student be reassigned to AIE or expelled.</i> <i>If there are extenuating circumstances that mitigate the student's conduct, the principal must submit in writing to the Superintendent the reason that the student should not be recommended for reassignment to AIE and/or expulsion.</i>
47. ★ Distribution or Sale of Alcohol/Drugs or Look-Alike Alcohol/Drugs (Refer to Policy 710.15)	47. 1st Offense: 5-day out-of-school suspension Repeated/Severe Offense(s): 10-day out-of-school suspension and recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>

- ★ Acts which may also result in criminal prosecution and penalties as well as school disciplinary actions. Violation of federal, state, or local law shall be promptly reported to the appropriate law enforcement authorities.
- ▲ Student will be removed from the classroom pending investigation based on administrative discretion.

Elementary Disciplinary Violations/Consequences *(continued)*

Conduct Violation	Recommended Range of Consequences Elementary Level 3
48. ★ Extortion/Shakedown/Strong-Arm	48. 1st Offense: 1-day out-of-school suspension Repeated/Severe Offense(s): 3-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
49. ★ Group Violence	49. 1st Offense: 3-day out-of-school suspension Repeated/Severe Offense(s): 5-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
50. ★ Misuse of Computers (Criminal)	50. 1st Offense: 1-day out-of-school suspension Repeated/Severe Offense(s): 3-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
51. ★ Persistent/Severe Level 2 Behaviors	51. 5-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
53. ★ Possession, Use or Reasonable Suspicion of Being Under the Influence of Alcohol/Drugs (Refer to Policy 710.15)	53. 1st Offense: 1-day out-of-school suspension Repeated/Severe Offense(s): 3-day out-of-school suspension and recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
54. ★ ▲ Sexual Harassment	54. 1st Offense: 1-day through 3-day out-of-school suspension and referral to social worker Repeated/Severe Offense(s): 5-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
55. ★ ▲ Threats to/Intimidation of Staff or School/District-Authorized Personnel	55. 1st Offense: 1-day out-of-school suspension Repeated/Severe Offense(s): 5-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>

★ Acts which may also result in criminal prosecution and penalties as well as school disciplinary actions.
Violation of federal, state, or local law shall be promptly reported to the appropriate law enforcement authorities.

▲ Student will be removed from the classroom pending investigation based on administrative discretion.

Elementary Disciplinary Violations/Consequences *(continued)*

Conduct Violation	Recommended Range of Consequences Elementary Level 3
57. ★ Vandalism	48. 1st Offense: 1-day out-of-school suspension and restitution, school service Repeated/Severe Offense(s): 3-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
62. ★ Weapon-Related Activities Possession/Display/Use or Intent to Use	62. Any Offense: 10-day out-of-school suspension and recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i> As required by the Illinois School Code, 105 ILCS 5/10-22.6(d), students who engage in weapon-related activities shall be expelled for a period of not less than one year, unless modified by the Superintendent or the Board of Education on a case-by-case basis.

★ Acts which may also result in criminal prosecution and penalties as well as school disciplinary actions.
Violation of federal, state, or local law shall be promptly reported to the appropriate law enforcement authorities.

Glossary—Elementary

★ = Acts which may also result in criminal prosecution.

ABSENCE, EXCUSED—Absence with valid cause as defined by Board policy and substantiated by proper documentation:

1. Illness of pupil;
2. Medical and dental appointments that cannot be arranged during out-of-school hours;
3. Death of relative or friend;
4. Unavoidable accident or emergency;
5. Religious holidays or other religious causes;
6. Trips on school business;
7. Vacation periods with parents;
8. Absences for student competition and performances;
9. Any related student absence for disciplinary reasons, including suspension and reassignment to Alternatives in Education (AIE) and/or expulsion.

ABSENCE, UNEXCUSED—Absence without valid cause as defined by Board policies 705.12/R and 705.14/R.

AGE APPROPRIATE—Able to be understood or appreciated by someone at a certain age in a language they can understand.

★ **ALARMS (FALSE)**—Making a report of a fire by pulling the alarm when no fire exists or creating an emergency by false report of any kind.

★ **ALCOHOL-RELATED OFFENSES**—Possession, use, or transfer of any alcoholic or look-alike beverage. (See Substance Abuse Policy #710.15R Elementary.)

ALTERNATIVES IN EDUCATION (AIE) —Suspension or reassignment to an educational setting in a different location than the student's home school. At the elementary level, this is limited to homebound services. A parent or other responsible adult must be on the premises during the instructional period.

★ **ARSON/ATTEMPTED ARSON**—To attempt to or to cause harm to property or person by means of fire.

★ **ATTACK (PHYSICAL)** —Physically assaulting any person from home to school, during school hours, or from school to home, or at any activity under school sponsorship. This shall include sexual assault.

BALANCED AND RESTORATIVE JUSTICE (BARJ)—The BARJ model defines accountability as taking responsibility for one's behavior and taking action to repair the harm. Examples of BARJ practices may include, but are not limited to, victim-offender mediation and dialogue, family group conferencing, peacemaking circles, financial restitution to victims, community service, written or verbal apology to victims and other affected persons, and assignment to conflict resolution classes.

BEHAVIORAL CONTRACT—Formal or informal agreement among a student, teacher, and a parent, stating behavioral expectations and positive and negative consequences, usually in written form.

★ **BOMB THREAT**—Reporting to school, police, or fire officials the presence of a bomb without a reasonable belief that a bomb is present.

BUILDING INTERVENTION TEAM (BIT)—A team composed of building staff who meet on a regular basis. Parents of students being discussed are invited to attend. The purpose is to discuss students who are referred to the team by their teacher(s) or parent and

exhibit academic and/or social difficulties. The teacher is provided with supports, interventions, and strategies so the student can achieve success.

★ **BULLYING**—Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. causing a substantially detrimental effect on the student's or students' physical or mental health;
3. substantially interfering with the student's or students' academic performance; or
4. substantially interfering with the student's or students' ability to participate in or benefit from the services, activities or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is illustrative and non-exhaustive.

BUS SUSPENSION—Temporary exclusion of student from riding the bus.

CHEATING—To use, submit, or attempt to obtain or provide data/information dishonestly, by deceit or by means other than those authorized by the teacher.

CLASSROOM BEHAVIORAL MANAGEMENT PLAN—A plan developed by teachers and students that outlines classroom rights and responsibilities. The plan should be submitted to building administration.

★ **COMPUTERS, MISUSE OF**—Improper use of District computers or computer systems, as explained in Policy #678R.

CONFERENCE—A meeting involving the student, parent, counselor, support personnel, and/or administration.

CONFERENCE WITH ADMINISTRATION, PROACTIVE—A conference held between the student and one or more school officials. Teachers may request this intervention after earlier Level 1 interventions have not proven successful.

CONTACT WITH PARENT—Communication with the parent through a meeting, telephone call, or letter to support appropriate student behavior.

CULTURE—Ways of life of individuals or a group of individuals.

CYBER-BULLYING—Use of information and communication technologies to support deliberate, hostile behavior, through a single incident or repeatedly over time, by an individual or group, that is intended to harm others or has the potential to create a material disruption to the school environment. Any action of bullying or harassment that has the potential to cause material disruption on the school campus that occurs at school or away from school in cyberspace will be considered as school-related.

★ **DAMAGE TO PROPERTY**—Causing damage to or defacing school or property of others.

DEROGATORY REMARKS—Use of religious, handicapped, sexual, ethnic, or racial slurs, pictures, objects, gestures, etc.

DETENTION—Time assigned to a student by a staff member or administrator to be served outside of classroom instructional time (i.e. before/after school, restrictive recess, etc.).

DISCRIMINATORY CONDUCT—Using words, pictures, objects, gestures, or other actions demeaning to any religious, handicapped, ethnic, or racial individual or group.

DISHONESTY (LYING)—Intentionally telling untruths.

DISOBEDIENCE—Refusal or failure to comply with a direction or instruction of a staff member.

DISRUPTIVE BEHAVIOR—Any act which distracts other students, interrupts the flow of information, and/or causes serious disruption to any school function.

DISTRACTION—Actions that divert the concentration of others.

DRESS CODE (does not include clothing designated for religious reasons)—A student shares with his or her parents the right to dress according to personal preference except where such dress is dangerous to the student’s health and safety of others, or is distracting or indecent to the extent that it interferes with the learning and teaching process. Grooming and neatness is also the primary responsibility of students and their parents. Schools may prescribe standards of grooming and dress for participation in extracurricular activities. Each school may develop recommended guidelines that are consistent with these statements. They may prohibit students from wearing clothing or attire that, in the opinion of school authority, is contrary to acceptable health and safety standards, or may disrupt the education process or learning atmosphere. Students’ dress will conform to the following:

1. Hats, head coverings, jackets, coats, and gloves are not to be worn in school. Students must remove their head coverings upon entering the building.
2. Students will wear shoes.
3. Students’ clothing will cover undergarments and bare midriffs (such as may be associated with beachwear).
4. Garments or jewelry depicting alcohol, tobacco, or other drugs will not be worn at school.
5. Garments or jewelry with messages or symbols that include obscenity, derogatory language, sexual innuendo, gang affiliation, or occult reference will not be worn at school.
6. Pants must be worn at the waist so that undergarments and midriff skin are not visible.

DRUGS (LAWFUL)—Any medication prescribed by a physician for that individual and administered properly or an over-the-counter drug that is used properly.

★ **DRUGS (UNLAWFUL, RELATED OFFENSES)**—(See Substance Abuse Policy #710.15R Elementary.)

1. Any alcoholic beverage or look-alike substance.
2. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
3. Any anabolic steroid unless being administered in accordance with a physician’s or licensed practitioner’s prescription.
4. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
5. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions.
6. Any over-the-counter drug being used for an abusive purpose.

7. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: a) that a student believes is, or represents to be capable of causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
8. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
9. Drug paraphernalia, including devices that are or can be used to: a) ingest, inhale, or inject cannabis or controlled substances into the body; and b) grow, process, store, package, or conceal cannabis or controlled substances.

DUE PROCESS—Due process is a set of procedures to ensure that the rights of students are protected. These rights include the opportunity to know the specific charges or allegations leveled against them, the right to present their version of the incident(s), and the opportunity at various levels to appeal the decision rendered at any lower level.

ELECTRONIC DEVICES—Devices such as cell phones, laser pointers, Gameboys, Walkmans, iPods, MP3 players, PSPs, etc.

ELIGIBILITY DETERMINATION CONFERENCE (EDC)—A special education meeting established to discuss the results of the comprehensive evaluation and to determine if a student is eligible for special education services.

EXPULSION—The exclusion of a student from school for a period of time greater than ten school days, but for no longer than two calendar years.

★ **EXTORTION/SHAKEDOWN/STRONG-ARM**—Forcing another to act against his/her will; taking property from a person by force or threat of force.

★ **FIREWORKS**—Use, possession, or sale of pyrotechnics designed for any type of visual or audible display. Examples include: firecrackers, smoke bombs, and sparklers.

FORGERY/FALSE IDENTIFICATION—Falsifying the name of another person, time, dates, grades, addresses, or other data in writing.

★ **GAMBLING**—Violating the law which prohibits playing a game of chance for money or other consideration.

GANG—As used herein, the term “gang” shall mean any organization, club, or group composed wholly or in part of students, which seeks to perpetuate itself by accepting additional members from students enrolled in the District, and which is assembled for the common purpose or design of:

1. committing or conspiring to commit criminal offenses, or
2. engaging in conduct that is contrary to the public good, or
3. engaging in conduct that interferes with or disrupts the District’s educational process or programs:
 - a. Displays gang symbols or paraphernalia;
 - b. Recruits additional members;
 - c. Meets to design or plan crimes;
 - d. Threatens the public;

e. Acts in a way that disrupts the school environment.

★ **GANG-RELATED ACTIVITIES**—As used herein, the phrase “gang-related activity” shall mean any conduct engaged in by a student,

1. on behalf of any gang,
2. to perpetuate the existence of any gang, or
3. to affect the common purpose and design of any gang, including, without limitation to, recruiting students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang. The presence of or student involvement in gangs or gang-related activities on school grounds, while school is in session or at school-related events, including, but not limited to, the display of gang symbols, handshakes, hand gestures, apparel, jewelry, body art and piercings, or paraphernalia, is strictly prohibited.

GROSS DISOBEDIENCE/MISCONDUCT—Repeated refusal or failure to comply with directions and/or instructions of a staff member; impeding on the educational process or interfering with teaching and learning.

★ **GROUP VIOLENCE**—Two or more students threatening or engaging in vandalism, assault, or physical attack.

★ **HARASSMENT**—Subjecting a student to a hostile or intimidating school environment because of, but not limited to, the individual’s race, religion, creed, color, national origin, age, physical aspects or ability, gender or actual or perceived sexual orientation. Harassment includes any action that may cause an individual to be alarmed, intimidated, or have serious discomfort in the school setting. Harassment may be physical, verbal, or visual (notes, drawings, gestures, etc.). Harassment that persists after a staff member has warned students to stop may be addressed according to the bullying/harassment code violation #19.

HARMFUL OBJECTS—Objects that are likely to create a distraction or danger in the educational environment such as matches, lighters, etc.

HORSEPLAY/SCUFFLING—Any disruptive display in which the students are wrestling, shoving, pushing, and/or pulling each other in jest. The seriousness of this offense results from the potential escalation of the act into a fight.

IN-SCHOOL SUPERVISION/SUSPENSION—Student is removed from his/her regularly scheduled classroom. During in-school supervision, the student will bring instructional materials and work on class assignments under the supervision of a District employee.

INAPPROPRIATE TOUCHING/DISPLAY—Touching someone else or oneself on the private areas of the trunk of the body; deliberately exposing parts of oneself or others that should be covered for decency.

INATTENTION—Choosing not to engage in the lesson.

INDIVIDUALIZED EDUCATION PROGRAM (IEP)—The IEP outlines the individual special education services a student receives for one year.

INTERFERENCE WITH SCHOOL PERSONNEL—Preventing or attempting to prevent school personnel from engaging in their responsibilities through threats, violence, harassment, or physical action.

LEAVING WITHOUT PERMISSION—Failure to attend assigned class without permission or excuse; leaving the building, classroom, or assigned area without obtaining prior approval of the teachers and/or administrator.

LITTERING—Throwing paper or other trash inside the building, on school grounds, on surrounding properties, or on the bus.

OBSCENITY/PROFANITY—Language, conduct, or behavior offensive to accepted standards of decency and modesty.

OFFENSIVE MATERIALS—Displaying or distributing materials that are patently offensive sexually, racially, or religiously.

OUTSIDE AGENCIES—Any child welfare agency that provides services to school-age children.

PEER MEDIATION—An approach to resolve conflict in which individuals talk uninterrupted so they hear each side of the dispute. A trained peer mediates and an adult supervises this discussion. (Note: Social workers and counselors are in charge of peer mediation.)

PHYSICAL CONFRONTATION—Inappropriate physical contact, such as pushing, shoving, and hitting, with or without injury. Without clear and convincing evidence that a participant in a fight attempted to avoid confrontation, all parties will be disciplined.

PLAGIARISM—Misrepresenting other work as your own, allowing your work to be used in such a manner, or violating the security of the testing situation in any way.

RECKLESS BEHAVIOR—Behavior that is a danger to self or others. Includes the use of vehicles on school property.

RESTITUTION/COMMUNITY SERVICE—There are two types of restitution:

1. Repair or replacement of property, or payment of the reasonable cost of repair or replacement;
2. A process for solving a problem and repairing relationships.

SATURDAY SCHOOL—Consequence of persistent Level 2 or Level 3 behaviors in which students may be assigned to attend a session on one or more Saturdays at a designated time and place. Failure to attend and/or comply with the guidelines of Saturday School may result in out-of-school suspension. Saturday School is optional, based on campus participation.

SCHOOL/DISTRICT-AUTHORIZED PERSONNEL—Chaperones, volunteers, supervisors, or anyone providing supervision or assistance to a school or the District.

SELF-DEFENSE—A student is expected to defend himself/herself from attack if a staff member is not present; however, he/she should attempt to take the following steps in order to be found in self-defense.

1. Alert a staff member if one is reasonably close by
2. Make an attempt to retreat from the confrontation without conflict either by walking away or by a verbal expression such as “Stop!” or “I don’t want to fight.”

Students contributing to the start of the conflict may not claim self-defense.

SEXTING—The act of sending, willingly receiving, or forwarding sexually explicit messages, photos, or images, taken with or without consent, via cell phone, computer, or other digital device.

★ **SEXUAL CONDUCT**—Conduct of a sexual nature. This definition could include sexually oriented displays of affection such as embracing, kissing, and “bad touches,” as well as other sexual activities. Inappropriate sexual conduct on school grounds or during school-related activities, whether on or off school grounds, will not be permitted.

★ **SEXUAL HARASSMENT**—Sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature whose purpose or effect is to create an intimidating, hostile, or offensive educational environment. Sexual harassment is included in Board Policy #720.09 on “Student Welfare—Sexual Harassment.”

SOCIAL WORK—Services provided to students from a certified school social worker. These services can include family/home visits, contacting outside professionals/agencies, meeting with students regularly to discuss concerns, or meeting to monitor a situation.

SPECIAL EDUCATION STUDENT—A student who has been determined eligible for a special education instructional program or support service(s) pursuant to Article 14 of The School Code. Special Education Rules and Regulations are the State of Illinois’ Rules and Regulations to Govern the Administration and Operation of Special Education. The School Code refers to the Illinois statutes governing boards of education as found in Chapter 105, par. 1 et seq., of the Illinois Compiled Statutes.

STAFF—All District employees and authorized personnel.

SUPERVISED AREA—A room or space, in accordance with the guidelines set forth for supervised space, to be used after a staff member has removed a student from a class or school activity for disciplinary reasons.

SUPPORTIVE CONFRONTATION—The art of confronting problem situations and people in constructive and helpful ways.

SUSPENSION (OUT-OF-SCHOOL)—A temporary exclusion of a student from school (including all activities sanctioned by the Champaign Schools), from riding the school bus, or from a class or classes for a period of time.

TEMPER TANTRUMS—A fit of anger that disrupts or endangers others.

★ **THEFT**—Taking or possessing something that belongs to the school or another person without permission.

★ **THREATS/INTIMIDATION**—An expression of word or deed to inflict pain, injury, damage, or punishment that prevents another from moving or acting in accordance with school policies or personal choice.

TOBACCO/TOBACCO PRODUCTS, USE AND

POSSESSION—Use or possession of tobacco in any form at school, on school property, or at school-sponsored activities.

★ **TRESPASSING**—The unauthorized or illegal presence of any student on any school property or unauthorized or illegal attendance of any student at any school activity. In addition, the unauthorized or illegal entry into school or private property (computers, lockers, desks, etc.) or restricted areas of the building.

★ **VANDALISM**—Destroying and/or damaging property belonging to the school or others.

VERBAL ABUSE—Using any language that is intimidating or disrespectful.

VERBAL CORRECTION—Verbal direction by staff member to state the expected behavior.

★ **WEAPON-RELATED ACTIVITIES**—Possessing, using, or representing the possession of a firearm (including any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code such as any weapon which will expel a projectile by the action of an explosive, a firearm muffler or silencer, any explosive, incendiary, or poison gas, bomb, grenade, rocket having a charge of more than one-quarter ounce, mine, or similar object; firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act; or firearm as defined in Section 2401 of the Criminal Code of 1961), knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or a “look alike” of any firearm. In addition, weapon-related activities include the use or attempted use of any other object (including but limited to sticks, pipes, bottles, pencils, staplers, and scissors) to cause bodily harm.

**The following pages pertain to
Secondary (Grades 6–12) Students only.**

The following acts are only examples of gross disobedience or misconduct, and the list is not exhaustive. All parents and students should be aware that some of the acts may also bring criminal prosecution and penalties as well as school disciplinary action. The school, individual staff members, the police, state’s attorney, parents, and/or students may bring legal action. A copy of suspension letters that involve any criminal act shall be promptly sent to the appropriate law enforcement agency. Administrative actions taken are not limited to the disciplinary consequences listed on page 4.

Among the factors that an administrator considers are:

1. Student’s age
2. Seriousness of the offense
3. Frequency of inappropriate behavior
4. Circumstances and intent
5. Potential effect of the misconduct on the school environment
6. Relationship of the behavior to any disabling condition

Secondary Grades (6–12)

So that all students and parents may know what might be considered “gross disobedience or misconduct,” the Board of Education stipulates that any or all of the following acts may be considered as evidence of “gross disobedience or misconduct,” and may be cause for suspension or reassignment to AIE and/or expulsion (see Glossary—Secondary, pp. 30-33):

- ★ 01. Alarms, False/including Bomb Threats
 - ★ 02. Alcohol-Related Violations
 - ★ 03. Arson/Attempted Arson
 - ★ 04. Computers, Misuse of
 - 05. Detention, Refusal to Serve
 - 06. Disobedience
 - 07. Disruptive Behavior
 - ★ 08. Drugs, Related
 - 09. Misuse of Electronic Devices (Cell Phones, Laser Pointers, Gameboys, Walkmans, iPods, MP3 players, PSPs, etc.)
 - ★ 10. Extortion/Shakedown/Strong-Arm
 - 11. Refusal to Serve Saturday/Evening School
 - ★ 12. False Reports/Forgery
 - ★ 13. Gambling
 - ★ 14. Gang-Related Activities
 - ★ 15. Harassment/Hazing/Sexual Harassment/Bullying
 - 16. Horseplay/Scuffling
 - ★ 17. Participation in Acts Designed to Disrupt School (Strikes, Walkouts, Mass Defiance, etc.)
 - ★ 18. Physical Confrontation with Staff
 - ★ 19. Physical Confrontation with Students or Others
 - ★ 20. Property Damage/Vandalism/Littering
 - ★ 21. Sexual Conduct
 - 22. Tardiness
 - ★ 23. Theft
 - ★ 24. Threats to/Intimidation of Staff
 - ★ 25. Threats to/Intimidation of Students
 - ★ 26. Tobacco Products, Use or Possession of
 - ★ 27. Trespassing/Loitering
 - 28. Obscenity/Verbal Abuse/Profanity to Staff
 - 29. Obscenity/Verbal Abuse/Profanity to Students
 - ★ 30. Harmful Objects
 - ★ 31. Any Other Acts that Endanger the Well-Being of Students, Teachers, or Any School Employee
 - ★ 32. Truancy
 - ★ 34. Weapon-Related Activities
 - ★ 36. Mob Action
 - ★ 37. Possession of Fireworks
- ★ **Acts which may also result in criminal prosecution and penalties as well as school disciplinary actions. Violation of federal, state, or local law shall be promptly reported to the appropriate law enforcement authorities.**

Secondary Procedures for Teacher Involvement in Student Discipline

The following is an expectation which provides interventions or steps that a teacher would consider before sending a student to an assistant principal or other administrator for infractions that do not interfere with the daily operation of the school/classroom and health/safety of staff and students.

First and foremost, every teacher should have classroom expectations posted in the room and made known to both students and parents. The following steps are for disciplinary problems that are not a major occurrence.

Offenses/infractions that should be handled by teachers before administrative involvement are as follows:

- #5 Detention—Refusal to serve.
- #6 Disobedience—Refusal or failure to comply with a direction or instruction of a staff member.
- #7 Disruptive Behavior—Any behavior that violates school rules and the “teacher’s expectations,” which are posted in every classroom; can include distracting other students, interrupting the flow of information, or causing serious disruption to any school function.
- #22 Tardiness.

A teacher is required to follow the steps below before involving an administrator in the disciplinary process for the offenses/infractions listed above:

- Step 1: Hold a conference with the student (including performance or goal-setting expectations);
- Step 2: Contact the parent by phone and/or meet with the parent in person, for the purpose of discussion when classroom disruptions or problems begin to occur;
- Step 3: Notify the administration that a problem(s) has occurred with a student and state the interventions that have been attempted.

Only when no improvement in behavior has occurred should the administration be notified and involved, with the expectation that the administration will assist in handling and dealing with the problem.

If a teacher has not held a student conference, initiated a parent phone call/contact, or had a parent conference regarding classroom misbehaviors/infractions that do not need an assistant principal or administrator’s immediate attention, then the teacher is expected to address it before the administrator is involved.

This expectation or procedure is not meant for administrators to avoid being involved in classroom problems that students may have; rather, it is to initially involve teachers in the disciplinary process with students and parents, in an attempt to reach a resolution before it is necessary to bring the administration into the situation, which could possibly weaken the teacher’s position as an educational leader in the classroom.

Behavioral Expectations and Consequences

Guidelines for Determining Penalties and Consequences for Gross Disobedience and Misconduct (see pp. 20-29).

The Board of Education approves the following guidelines for determining the length of penalty time for various infractions:

1. Repeated cases of the same offense may result in more severe disciplinary action.
2. Certain offenses (see pp. 20-29) may result in first consideration given to the expulsion process.
3. With the exception of reassignments to AIE, expulsions, or violations of the substance abuse policy for the Champaign School District, consequences do not carry over to the following school year. (Students who are unable to complete the sanction for alcohol/drugs during the course of a school year, shall complete the sanction during the next school year.) Each school year shall be regarded separately for purposes of progressive discipline.

4. A student may be disciplined for any offenses identified in this section which occur at any time, including, but not limited to, the following:
 - a. While on school grounds;
 - b. While going to or returning from school;
 - c. During the lunch period, whether on or off the school campus;
 - d. During, or while going to, or coming from, a school-sponsored activity;
 - e. While using school-provided transportation, including the MTD (see page 6, Bus Conduct).
5. Administrative actions taken are not limited to the disciplinary consequences listed on page 4.
6. Students and parents have the right to due process and appeal for disciplinary action taken against a student.

Secondary Disciplinary Violations and Consequences

All parents and students should be aware that some of the acts listed below may also bring criminal prosecution and penalties as well as school disciplinary action. Those acts most likely to bring such actions are marked with a star (★). Legal action may be brought by the school, an individual staff member, the police, state's attorney, parents and/or students. A copy of suspension letters that involve any criminal act shall automatically be sent to the appropriate law enforcement authorities.

Stated consequences shall be adapted to meet special education requirements. See Policy #715.01R to determine what disciplinary actions involving special education students are legal.

The violation examples that follow are not the only acts or conditions for which disciplinary actions are warranted, nor do they limit this policy.

Parental contacts (advising parents of disciplinary problems) may occur at all levels. Any violation resulting in a suspension will require a parent conference before returning to school. **Should severe or repeated misbehaviors occur, the building administrator reserves the right to exceed the recommended range of consequences listed in this document.**

Board policies that are referenced can be accessed by parents at the main office of each campus building, the Mellon Administrative Center, the Marshall K. Berner Family Information Center, or on line at www.champaignschools.org/StudentCodeOfConduct.pdf.

Administrative actions are not limited to the disciplinary actions listed on page 4.

Electronic Devices Guidelines (Revised June 13, 2011)

Electronic Devices

Cell phones, like any technology, bring advantages and disadvantages to the academic setting. With the prevalence of this technology, it is obvious that it is more than a passing interest and, therefore, must be embraced and its advantages harnessed.

Nearly every district employee, the majority of students at the secondary level, and many students at the elementary level carry a cell phone. They have replaced watches and calendars in many situations. Disadvantages of the technology include disruption of the academic process.

While individuals may carry cell phones in school, any disruption of the academic process or a violation of academic integrity will not be tolerated.

Examples of Disruptive Behavior:

1. Tardiness to class or school while using phone.
2. Sending or receiving text messages during the school day (except as indicated below in the high school section).
3. Making or receiving calls during the school day (except as indicated below in the high school section).
4. Any violation of academic integrity such as:
 - a. Soliciting answers or information regarding an exam.
 - b. Providing answers or information regarding an exam.
 - c. Copying/taking photos or sharing material that may be used in a testing situation.
5. Any behavior that conflicts with specific classroom expectations.

HIGH SCHOOL LEVEL

1. Electronic devices (phones, mp3 players, iPods, etc.) may be used in hallways during passing times and in the cafeteria during lunch.
2. Students in the hallways on passes (teacher, office tardy, etc.) may not use their cell phones.

3. Electronic devices may not be used in the hallways while class is in session.
4. Administrators are the only staff members able to confiscate electronic devices.

1st Offense: Discipline referral, phone confiscated for remainder of the day, and in-school supervision for remainder of the period.

2nd Offense: Discipline referral, parent contact, in-school supervision for remainder of period, and phone confiscated until parent retrieves it.

Repeated/Severe: Parent conference and 1-day in-school suspension through recommendation for reassignment to AIE and/or expulsion.

MIDDLE SCHOOL LEVEL*

1. Cell phones may be carried, but must be OFF during the entire school day. This includes recess, lunch, or field trips.
2. OFF means "powered off" and not in "vibrate" or "silent" mode. Forgetting to turn off the cell phone is not an excuse.

1st Offense: Phone confiscated for the remainder of the day.

Repeated/Severe: Phone confiscated until parent retrieves it.

ELEMENTARY LEVEL*

1. Cell phones may be brought to school, but must be OFF and left in the student's backpack during the entire school day. This includes recess, lunch, or field trips.
2. OFF means "powered off" and not in "vibrate" or "silent" mode. Forgetting to turn off the cell phone is not an excuse.

Any Offense: Phone confiscated and parent contact.

Severe violations or continued violations of policy may result in additional consequences for other conduct, i.e. disobedience, tardiness, cheating, bullying, harassment, etc.

Telephone

The office phone is to be used for school business only. Students may use this phone for class business or any emergency with the permission of the administrator or secretary.

*At the elementary and middle school levels, should a need for an activated cell phone exist during the school day due to a health-related situation, the student's parent/legal shall address a request in writing to the principal, explaining the reason for the request. The principal's response shall be made in writing.

High School Tardy Guidelines

Philosophy

It is our philosophy that teachers have the right to teach, students have the right to be in class and learn; tardies are a disruption and we must prevent them. It is with this in mind, that we developed the following tardy guidelines.

Teacher Tardies

If a student arrives to class **during** the “time in activity,” the following consequences will apply:

1st teacher tardy: Warning

2nd teacher tardy: Teacher Calls Home

3rd teacher tardy: Teacher Detention

4th & subsequent teacher tardy: Referral to Assistant Principals’ Office

Office Tardies

If a student arrives to class **after** the “time in activity,” the following range of consequences may apply:

1st office tardy: Referral to Truant Interventionist, Parent Contact/Conference, Administrative Detention, Supervised Lunch, Work Detail/School Service/Community Service, Social Probation, and/or Balanced and Restorative Justice (BARJ)

2nd office tardy: Mandatory Referral to Truant Interventionist, In-School Supervision and/or Saturday/Evening School.

3rd & subsequent office tardy: Mandatory Referral to the Attendance Improvement Committee, In-School Supervision

We believe in rewarding those students who are mindful of promptness to class. Therefore, each campus will have incentives (weekly, monthly, and/or quarterly) for students without an office referral for tardies.

Secondary Disciplinary Violations/Consequences

Conduct Violation	Recommended Range of Middle School Consequences	Recommended Range of High School Consequences
01. ★ Alarms, False, including Bomb Threats	01. Any Offense: 5-day out-of-school suspension through recommendation for reassignment to AIE* and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>	01. Any Offense: 5-day out-of-school suspension through recommendation for reassignment to AIE* and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
02. ★ Alcohol-Related Violations	02. Refer to Champaign Schools Substance Abuse Policy #710.14R for disciplinary consequences	02. Refer to Champaign Schools Substance Abuse Policy #710.14R for disciplinary consequences
03. ★ Arson/Attempted Arson	03. Any Offense: 10-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion and mandatory referral to juvenile fire setters’ program <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>	03. Any Offense: 10-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion and mandatory referral to juvenile fire setters’ program <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>

★ Acts which may also result in criminal prosecution and penalties as well as school disciplinary actions.
Violation of federal, state, or local law shall be promptly reported to the appropriate law enforcement authorities.

*NOTE: AIE is “Alternatives in Education.”

Secondary Disciplinary Violations/Consequences *(continued)*

Conduct Violation	Recommended Range of Middle School Consequences	Recommended Range of High School Consequences
04. ★ Computers, Misuse of (Refer to policy #678R)	04. 1st Offense: Parent contact and detention, and/or loss of access to the system 2nd Offense: Increased loss of access to the system through 5-day out-of-school suspension Repeated/Severe Offense(s): 5-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion and loss of access to the system <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>	04. 1st Offense: Parent contact and detention, and/or loss of access to the system 2nd Offense: Increased loss of access to the system through 5-day out-of-school suspension Repeated/Severe Offense(s): 5-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion and loss of access to the system <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
05. Detention, Refusal to Serve	05. 1st Offense: Parent contact and completion of assigned detention Repeated/Severe Offense(s): Parent conference through in-school supervised study	05. 1st Offense: Parent contact and completion of assigned detention Repeated/Severe Offense(s): Parent conference through in-school supervised study
06. Disobedience	06. 1st Offense: Detention 2nd Offense: Parent conference through 1-day out-of-school suspension Repeated/Severe Offense(s): Parent conference through recommendation for reassignment to AIE <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>	06. 1st Offense: Detention 2nd Offense: Parent conference through 1-day out-of-school suspension Repeated/Severe Offense(s): Parent conference through recommendation for reassignment to AIE <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
07. Disruptive Behavior	07. 1st Offense: Detention 2nd Offense: Parent conference through 1-day out-of-school suspension Repeated/Severe Offense(s): Parent conference through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>	07. 1st Offense: Detention 2nd Offense: Parent conference through 1-day out-of-school suspension Repeated/Severe Offense(s): Parent conference through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
08. ★ Drugs, Related	08. Refer to Champaign Schools Substance Abuse Policy #710.14R for disciplinary consequences	08. Refer to Champaign Schools Substance Abuse Policy #710.14R for disciplinary consequences

★ Acts which may also result in criminal prosecution and penalties as well as school disciplinary actions.
Violation of federal, state, or local law shall be promptly reported to the appropriate law enforcement authorities.

Secondary Disciplinary Violations/Consequences *(continued)*

Conduct Violation	Recommended Range of Middle School Consequences	Recommended Range of High School Consequences
09. ★ Misuse of Electronic Devices (Cell Phones, Laser Pointers, Gameboys, Walkmans, iPods, MP3 players, PSPs, etc. (Refer to Policy #710.20R and secondary electronic devices guidelines on page 19.)	09. 1st Offense: Phone confiscated for the remainder of the day. Repeated/Severe: Phone confiscated until parent retrieves it.	09. 1st Offense: Discipline referral, phone confiscated for remainder of the day, and in-school supervision for the remainder of the period. 2nd Offense: Discipline referral, parent contact, in-school supervision for remainder of period, and phone confiscated until parent retrieves it. Repeated/Severe Offense(s): Parent conference and 1-day in-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
10. ★ Extortion/Shakedown/Strong-Arm	10. 1st Offense: Parent conference and 3-day out-of-school suspension 2nd Offense: Parent conference and 5-day out-of-school suspension Repeated/Severe Offense(s): 7-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>	10. 1st Offense: Parent conference and 3-day out-of-school suspension 2nd Offense: Parent conference and 5-day out-of-school suspension Repeated/Severe Offense(s): 7-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i>
11. Refusal to Serve Saturday/Evening School	11. 1st Offense: Parent contact through in-school supervised study 2nd Offense: Parent conference through in-school supervised study Repeated/Severe Offense(s): 1-day through 3-day out-of-school suspension ----- <i>If a Saturday/Evening School is assigned in lieu of a suspension and the Saturday/Evening School is not served, an out-of-school suspension may be assigned for the original infraction.</i>	11. 1st Offense: Parent contact through in-school supervised study 2nd Offense: Parent conference through in-school supervised study Repeated/Severe Offense(s): 1-day through 3-day out-of-school suspension ----- <i>If a Saturday/Evening School is assigned in lieu of a suspension and the Saturday/Evening School is not served, an out-of-school suspension may be assigned for the original infraction.</i>
12. ★ False Reports/Forgery/False Identification	12. 1st Offense: Parent contact through Saturday/Evening School 2nd Offense: Parent conference through 1-day out-of-school suspension Repeated/Severe Offense(s): 3-day through 5-day out-of-school suspension	12. 1st Offense: Parent contact through Saturday/Evening School 2nd Offense: Parent conference through 1-day out-of-school suspension Repeated/Severe Offense(s): 3-day through 5-day out-of-school suspension

★ Acts which may also result in criminal prosecution and penalties as well as school disciplinary actions.
Violation of federal, state, or local law shall be promptly reported to the appropriate law enforcement authorities.

Secondary Disciplinary Violations/Consequences *(continued)*

Conduct Violation	Recommended Range of Middle School Consequences	Recommended Range of High School Consequences
<p>15. ★ ▲ Harassment/Hazing/Bullying <i>(continued)</i></p> <p>a. Cyber-bullying of Student</p> <p>b. Cyber-bullying of Staff or School/District Authorized Personnel</p> <p>c. Sexual Harassment of Student <i>See Champaign Schools Policy and Procedures for discipline and consequences of Sexual Harassment (#720.09R)</i> <i>See table of contents.</i></p> <p>d. Sexual Harassment of Staff or School/District Authorized Personnel <i>See Champaign Schools Policy and Procedures for discipline and consequences of Sexual Harassment (#720.09R)</i> <i>See table of contents.</i></p>	<p>15.</p> <p>1st Offense: Parent conference through out-of-school suspension and referral to social worker</p> <p>2nd Offense: 3-day through 5-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 6-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p> <p>Any Offense: Student shall be suspended pending a recommendation to the Board of Education for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i> <i>If there are extenuating circumstances that mitigate the student's conduct, the principal may submit in writing to the Superintendent the reason that the student should not be recommended for reassignment to AIE and/or expulsion.</i></p> <p>1st Offense: Out-of-school suspension and referral to social worker</p> <p>2nd Offense: 3-day through 5-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 6-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p> <p>Any Offense: Student shall be suspended pending a recommendation to the Board of Education for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i> <i>If there are extenuating circumstances that mitigate the student's conduct, the principal may submit in writing to the Superintendent the reason that the student should not be recommended for reassignment to AIE and/or expulsion.</i></p>	<p>15.</p> <p>1st Offense: Parent conference through out-of-school suspension and referral to social worker</p> <p>2nd Offense: 3-day through 5-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 6-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p> <p>Any Offense: Student shall be suspended pending a recommendation to the Board of Education for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i> <i>If there are extenuating circumstances that mitigate the student's conduct, the principal may submit in writing to the Superintendent the reason that the student should not be recommended for reassignment to AIE and/or expulsion.</i></p> <p>1st Offense: Out-of-school suspension and referral to social worker</p> <p>2nd Offense: 3-day through 5-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 6-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p> <p>Any Offense: Student shall be suspended pending a recommendation to the Board of Education for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i> <i>If there are extenuating circumstances that mitigate the student's conduct, the principal may submit in writing to the Superintendent the reason that the student should not be recommended for reassignment to AIE and/or expulsion.</i></p>

★ Acts which may also result in criminal prosecution and penalties as well as school disciplinary actions.

Violation of federal, state, or local law shall be promptly reported to the appropriate law enforcement authorities.

▲ Student will be removed from the classroom pending investigation based on administrative discretion.

Secondary Disciplinary Violations/Consequences *(continued)*

Conduct Violation	Recommended Range of Middle School Consequences	Recommended Range of High School Consequences
16. Horseplay/Scuffling	<p>16. 1st Offense: Parent contact and detention</p> <p>Repeated/Severe Offense(s): In-school supervision through 3-day out-of-school suspension</p>	<p>16. 1st Offense: Parent contact and detention</p> <p>Repeated/Severe Offense(s): In-school supervision through 3-day out-of-school suspension</p>
17. ★ Participation in Acts Designed to Disrupt School (Strikes, Walkouts, Mass Defiance, etc.)	<p>17. 1st Offense: Parent conference through 5-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 5-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion</p> <p><i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>	<p>17. 1st Offense: Parent conference through 5-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 5-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion</p> <p><i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>
<p>18. ★ ▲ Physical Confrontation with Staff Or School/District Authorized Personnel</p> <p style="text-align: center;">Staff Intervention in Student Physical Confrontation</p>	<p>18. Any Offense: Student shall be suspended pending a recommendation to the Board of Education for reassignment to AIE and/or expulsion</p> <p><i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p> <p><i>While the District rejects the use of violence as a means of settling disputes, it recognizes that physical confrontations between students will occur. Staff members may intervene in physical confrontations to restore order and ensure the safety of students.</i></p> <p><i>When a staff member arrives on the scene of a confrontation and instructs students to stop fighting, students are expected to cease and desist from any further hostilities. If a student refuses to stop fighting and, as a result, strikes, shoves, or otherwise comes into physical contact with a staff member, the principal shall recommend to the Board of Education that the student be reassigned to AIE or expelled.</i></p> <p><i>If there are extenuating circumstances that mitigate the student's conduct, the principal must submit in writing to the Superintendent the reason that the student should not be recommended for AIE and/or expulsion.</i></p>	<p>18. Any Offense: Student shall be suspended pending a recommendation to the Board of Education for reassignment to AIE and/or expulsion</p> <p><i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p> <p><i>While the District rejects the use of violence as a means of settling disputes, it recognizes that physical confrontations between students will occur. Staff members may intervene in physical confrontations to restore order and ensure the safety of students.</i></p> <p><i>When a staff member arrives on the scene of a confrontation and instructs students to stop fighting, students are expected to cease and desist from any further hostilities. If a student refuses to stop fighting and, as a result, strikes, shoves, or otherwise comes into physical contact with a staff member, the principal shall recommend to the Board of Education that the student be reassigned to AIE or expelled.</i></p> <p><i>If there are extenuating circumstances that mitigate the student's conduct, the principal must submit in writing to the Superintendent the reason that the student should not be recommended for AIE and/or expulsion.</i></p>
<p>19. ★ Physical Confrontation with Students or Others (not staff)</p> <p style="text-align: center;">(Refer to definition of Self-Defense under GLOSSARY OF TERMS)</p>	<p>19. 1st Offense: 1-day through 2-day out-of-school suspension</p> <p>2nd Offense: 3-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 10-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion</p> <p><i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>	<p>19. 1st Offense: 3-day out-of-school suspension</p> <p>2nd Offense: 5-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 10-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion</p> <p><i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>

★ Acts which may also result in criminal prosecution and penalties as well as school disciplinary actions.
Violation of federal, state, or local law shall be promptly reported to the appropriate law enforcement authorities.

▲ Student will be removed from the classroom pending investigation based on administrative discretion.

Secondary Disciplinary Violations/Consequences *(continued)*

Conduct Violation	Recommended Range of Middle School Consequences	Recommended Range of High School Consequences
20. ★Property Damage/Vandalism/Littering	<p>20. 1st Offense: Detention/restitution</p> <p>2nd Offense: Saturday/Evening School through 3-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 4-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>	<p>20. 1st Offense: Detention/restitution</p> <p>2nd Offense: Saturday/Evening School through 3-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 4-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>
21. ★Sexual Conduct and/or Inappropriate Touching/Display	<p>21. 1st Offense: Parent conference through 3-day out-of-school suspension</p> <p>2nd Offense: Parent conference through 5-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 6-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>	<p>21. 1st Offense: Parent conference through 3-day out-of-school suspension</p> <p>2nd Offense: Parent conference through 5-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 6-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>
22. Tardiness	<p>22. 1st & 2nd Offenses: Referral to Truant Interventionist through Balanced and Restorative Justice (BARJ)</p> <p>3rd & 4th Offenses: Mandatory referral to Truant Interventionist and in-school supervision through Saturday/Evening School</p> <p>Repeated/Severe Offense(s): Mandatory referral to Attendance Improvement Committee and in-school supervision</p>	<p>22. 1st & 2nd Offenses: Referral to Truant Interventionist through Balanced and Restorative Justice (BARJ)</p> <p>3rd & 4th Offenses: Mandatory referral to Truant Interventionist and in-school supervision through Saturday/Evening School</p> <p>Repeated/Severe Offense(s): Mandatory referral to Attendance Improvement Committee and in-school supervision</p>
23. ★Theft	<p>23. 1st Offense: Parent contact/restitution through 2-day out-of-school suspension</p> <p>2nd Offense: Parent conference through 3-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 4-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>	<p>23. 1st Offense: Parent contact/restitution through 2-day out-of-school suspension</p> <p>2nd Offense: Parent conference through 3-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 4-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>

★ Acts which may also result in criminal prosecution and penalties as well as school disciplinary actions.
Violation of federal, state, or local law shall be promptly reported to the appropriate law enforcement authorities.

Secondary Disciplinary Violations/Consequences *(continued)*

Conduct Violation	Recommended Range of Middle School Consequences	Recommended Range of High School Consequences
24. ★ ▲ Threats to/Intimidation of Staff or School/District-Authorized Personnel	<p>24. Any Offense: Student shall be recommended to the Board of Education for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p> <p><i>If there are extenuating circumstances that mitigate the student's conduct, the principal may submit in writing to the Superintendent the reason that the student should not be recommended for reassignment to AIE and/or expulsion.</i></p>	<p>24. Any Offense: Student shall be recommended to the Board of Education for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p> <p><i>If there are extenuating circumstances that mitigate the student's conduct, the principal may submit in writing to the Superintendent the reason that the student should not be recommended for reassignment to AIE and/or expulsion.</i></p>
25. ★ Threats to/Intimidation of Students	<p>25. 1st Offense: Parent conference and up to 3-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 4-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>	<p>25. 1st Offense: Parent conference and up to 3-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 4-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>
26. ★ Tobacco Product, Use or Possession of	<p>26. 1st Offense: Warning through detention</p> <p>2nd Offense: Parent contact through Saturday/Evening School</p> <p>Repeated/Severe Offense(s): Parent conference through 3-day out-of-school suspension</p>	<p>26. 1st Offense: Warning through detention</p> <p>2nd Offense: Parent contact through Saturday/Evening School</p> <p>Repeated/Severe Offense(s): Parent conference through 3-day out-of-school suspension</p>
27. ★ Trespassing/Loitering	<p>27. 1st Offense: Parent contact and no trespass letter</p> <p>2nd Offense: 1-day through 3-day out-of-school suspension and SRO involvement</p> <p>Repeated/Severe Offense(s): 4-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>	<p>27. 1st Offense: Parent contact and no trespass letter</p> <p>2nd Offense: 1-day through 3-day out-of-school suspension and SRO involvement</p> <p>Repeated/Severe Offense(s): 4-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>
28. ★ Obscenity/Verbal Abuse/Profanity to Staff	<p>28. 1st Offense: Parent contact through 3-day out-of-school suspension</p> <p>2nd Offense: 3-day through 5-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 5-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>	<p>28. 1st Offense: Parent contact through 3-day out-of-school suspension</p> <p>2nd Offense: 3-day through 5-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 5-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>

★ Acts which may also result in criminal prosecution and penalties as well as school disciplinary actions.

Violation of federal, state, or local law shall be promptly reported to the appropriate law enforcement authorities.

▲ Student will be removed from the classroom pending investigation based on administrative discretion.

Secondary Disciplinary Violations/Consequences *(continued)*

Conduct Violation	Recommended Range of Middle School Consequences	Recommended Range of High School Consequences
29. ★ Obscenity/Verbal Abuse/ Profanity to Student	<p>29. 1st Offense: Parent contact and detention</p> <p>2nd Offense: Parent conference through 2-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 3-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>	<p>29. 1st Offense: Parent contact and detention</p> <p>2nd Offense: Parent conference through 2-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 3-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>
30. ★ Harmful Objects	<p>30. Any Offense: Parent conference and confiscation</p>	<p>30. Any Offense: Parent conference and confiscation</p>
31. ★ Any Other Acts that Endanger the Well-Being of Students, Staff, or Any School/District-Authorized Personnel	<p>31. 1st Offense: Detention through 3-day out-of-school suspension</p> <p>2nd Offense: Parent conference through 5-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 5-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>	<p>31. 1st Offense: Detention through 3-day out-of-school suspension</p> <p>2nd Offense: Parent conference through 5-day out-of-school suspension</p> <p>Repeated/Severe Offense(s): 5-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p>
32. Truancy	<p>32. 1st & 2nd Offenses: Parent contact through Saturday/Evening School</p> <p>Repeated/Severe Offense(s): Parent conference through Saturday/Evening School and/or referral to the building attendance improvement team</p>	<p>32. 1st & 2nd Offenses: Parent contact through Saturday/Evening School</p> <p>Repeated/Severe Offense(s): Parent conference through Saturday/Evening School and/or referral to the building attendance improvement team</p>
34. ★ Weapon-Related Activities Possession/Display/Use or Intent to Use	<p>34. Any Offense: 10-day out-of-school suspension and recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p> <p>As required by the Illinois School Code, 105 ILCS 5/10-22.6(d), students who engage in weapon-related activities shall be expelled for a period of not less than one year, unless modified by the Superintendent or the Board of Education on a case-by-case basis.</p>	<p>34. Any Offense: 10-day out-of-school suspension and recommendation for reassignment to AIE and/or expulsion <i>*All suspensions in excess of five days must receive approval from the Department of Achievement & Pupil Services.</i></p> <p>As required by the Illinois School Code, 105 ILCS 5/10-22.6(d), students who engage in weapon-related activities shall be expelled for a period of not less than one year, unless modified by the Superintendent or the Board of Education on a case-by-case basis.</p>

★ Acts which may also result in criminal prosecution and penalties as well as school disciplinary actions.
Violation of federal, state, or local law shall be promptly reported to the appropriate law enforcement authorities.

Secondary Disciplinary Violations/Consequences *(continued)*

Conduct Violation	Recommended Range of Middle School Consequences	Recommended Range of High School Consequences
36. ★ Mob Action	36. 1st Offense: 5-day out-of-school suspension Repeated/Severe Offense(s): 10-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion	36. 1st Offense: 5-day out-of-school suspension Repeated/Severe Offense(s): 10-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion
37. ★ Possession or Use of Fireworks	37. Any Offense: Parent contact and confiscation through recommendation for reassignment to AIE and/or expulsion	37. Any Offense: Parent contact and confiscation through recommendation for reassignment to AIE and/or expulsion

★ Acts which may also result in criminal prosecution and penalties as well as school disciplinary actions.
Violation of federal, state, or local law shall be promptly reported to the appropriate law enforcement authorities.

Secondary Disciplinary Violations/Consequences

Glossary—Secondary

★ = Acts which may also result in criminal prosecution.

ABSENCE, EXCUSED—Absence with valid cause as defined by Board policy and substantiated by proper documentation:

1. Illness of pupil;
2. Medical and dental appointments that cannot be arranged during out-of-school hours;
3. Death of relative or friend;
4. Unavoidable accident or emergency;
5. Religious holidays or other religious causes;
6. Trips on school business;
7. Vacation periods with parents;
8. Absences for student competition and performances;
9. Any related student absence for disciplinary reasons, including suspension and reassignment to Alternatives in Education (AIE) and/or expulsion.

ABSENCE, UNEXCUSED—Absence without valid cause as defined by Board policies #705.12/R and 705.14/R.

★ **ALARMS (FALSE)**—Making a report of a fire by pulling the alarm when no fire exists or creating an emergency by false report of any kind.

★ **ALCOHOL-RELATED OFFENSES**—Possession, use, or transfer of any alcoholic or look-alike beverage. (See Substance Abuse Policy #710.14R Secondary):

- Under the Influence (See DRUGS);
- Possession (See DRUGS);
- Delivery (See DRUGS);
- Look-alikes (See DRUGS).

ALTERNATIVES IN EDUCATION (AIE)—Suspension or reassignment to an educational setting in a different location than the student's home school. At the secondary level, this may include assignment to READY.

★ **ARSON/ATTEMPTED ARSON**—To attempt to or to cause harm to property or person by means of fire.

★ **ATTACK (PHYSICAL)**—Physically confronting any person from home to school, during school hours, or from school to home or at any activity under school sponsorship. This shall include rape or sexual assault.

BALANCED AND RESTORATIVE JUSTICE (BARJ)—

The BARJ model defines accountability as taking responsibility for one's behavior and taking action to repair the harm. Examples of BARJ practices may include, but are not limited to, victim-offender mediation and dialogue, family group conferencing, peacemaking circles, financial restitution to victims, community service, written or verbal apology to victims and other affected persons, and assignment to conflict resolution classes.

★ **BOMB THREAT**—Reporting to school, police, or fire officials the presence of a bomb without a reasonable belief that a bomb is present.

BUILDING INTERVENTION TEAM (BIT)—A team composed of building staff that meet on a regular basis. The purpose is to discuss students who are referred to the team by their teacher(s) or parent and exhibit academic and/or social difficulties. Parents of

students being discussed are invited to attend. The teacher is provided with supports, interventions, and strategies so the student can achieve success.

★ **BULLYING**— Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. causing a substantially detrimental effect on the student's or students' physical or mental health;
3. substantially interfering with the student's or students' academic performance; or
4. substantially interfering with the student's or students' ability to participate in or benefit from the services, activities or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is illustrative and non-exhaustive.

BUS MISCONDUCT—Disobeying rules for riders of the Champaign School or MTD buses.

CHEATING—To use, submit, or attempt to obtain or provide data/information dishonestly, by deceit or by means other than those authorized by the teacher.

★ **COMPUTERS, MISUSE OF**—Improper or illegal use of District computers or computer systems as explained in Policy #678R.

CYBER-BULLYING—Use of information and communication technologies to support deliberate, hostile behavior, through a single incident or repeatedly over time, by an individual or group, that is intended to harm others or has the potential to create a material disruption to the school environment. Any action of bullying or harassment that has the potential to cause material disruption on the school campus that occurs at school or away from school in cyberspace will be considered as school-related.

DETENTION—Time assigned to a student by a staff member or administrator to be served outside of classroom instructional time.

DISHONESTY (LYING)—Intentionally telling untruths.

DISOBEDIENCE—Refusal or failure to comply with a direction or instruction of a staff member.

DISRESPECT—Inappropriate or discourteous behavior(s) directed toward staff, students, or others.

DISRUPTIVE BEHAVIOR—Any act which distracts other students, interrupts the flow of information, and/or causes serious disruption to any school function.

DRESS AND GROOMING (INAPPROPRIATE)—Failing to follow guidelines for dress or grooming that are appropriate and safe for the school environment.

DRESS CODE (does not include clothing designated for religious reasons)—A student shares with his or her parents the right to dress

according to personal preference except where such dress is dangerous to the student's health and safety of others, or is distracting or indecent to the extent that it interferes with the learning and teaching process. Grooming and neatness is also the primary responsibility of students and their parents. Schools may prescribe standards of grooming and dress for participation in extracurricular activities. Each school may develop recommended guidelines that are consistent with these statements. They may prohibit students from wearing clothing or attire that, in the opinion of school authority, is contrary to acceptable health and safety standards, or may disrupt the education process or learning atmosphere. Students' dress will conform to the following:

1. Hats, head coverings, jackets, coats, and gloves are not to be worn in school. Students must remove their head coverings upon entering the building.
2. Students will wear shoes.
3. Students' clothing will cover undergarments and bare midriffs (such as may be associated with beachwear).
4. Garments or jewelry depicting alcohol, tobacco, or other drugs will not be worn at school.
5. Garments or jewelry with messages or symbols that include obscenity, derogatory language, sexual innuendo, gang affiliation, or occult reference will not be worn at school.
6. Pants must be worn at the waist so that undergarments and midriff skin are not visible.

DRUGS (LAWFUL)—Any medication prescribed by a physician for that individual and administered properly or an over-the-counter drug that is used properly.

★ **DRUGS (UNLAWFUL, RELATED OFFENSES)**—(See Substance Abuse Policy #710.14R Secondary.)

1. Any alcoholic beverage or look-alike substance.
2. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
3. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
4. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
5. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
6. Any over-the-counter drug being used for an abusive purpose.
7. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: a) that a student believes is, or represents to be capable of causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
8. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
9. Drug paraphernalia, including devices that are or can be used to: a) ingest, inhale, or inject cannabis or controlled substances into

the body; and b) grow, process, store, package, or conceal cannabis or controlled substances.

DUE PROCESS—Due process is a set of procedures to ensure that the rights of students are protected. These rights include the opportunity to know the specific charges or allegations leveled against them, the right to present their version of the incident(s), and the opportunity at various levels to appeal the decision rendered at any lower level.

ELECTRONIC DEVICES—Devices such as cell phones, laser pointers, Gameboys, Walkmans, iPods, MP3 players, PSPs, etc. Refer to cell phone/phone/pager guidelines on page 19.

ELIGIBILITY DETERMINATION CONFERENCE (EDC)—A special education meeting established to discuss the results of the comprehensive evaluation and to determine if a student is eligible for special education services.

EXPULSION—The exclusion of a student from school for a period of time greater than ten school days but for no longer than two calendar years.

★ **EXTORTION (SHAKEDOWN AND/OR STRONG-ARM)**—Forcing another to act against his/her will; taking property from a person by force or threat of force.

EXTRACURRICULAR ACTIVITIES (UNACCEPTABLE/DISRUPTIVE BEHAVIOR)—Exhibiting poor sportsmanship, throwing objects onto the playing floor, performing obscene gestures, or using profanity or verbal harassment.

FALSE REPORT—Making a deliberate written or verbal statement which proves to be untrue after a reasonable investigation.

FIREWORKS—Use, possession or sale of pyrotechnics designed for any type of visual or audible display. Examples include: firecrackers, smoke bombs, and sparklers.

★ **FORGERY**—Falsifying the name of another person, time, dates, grades, addresses, or other data in writing.

★ **GAMBLING**—Violating the law which prohibits playing a game of chance for money or other consideration.

GANG—As used herein, the term "gang" shall mean any organization, club, or group composed wholly or in part of students, which seeks to perpetuate itself by accepting additional members from students enrolled in the District, and which is assembled for the common purpose or design of:

1. committing or conspiring to commit criminal offenses, or
2. engaging in conduct that is contrary to the public good, or
3. engaging in conduct that interferes with or disrupts the District's educational process or programs:
 - a. Displays gang symbols or paraphernalia;
 - b. Recruits additional members;
 - c. Meets to design or plan crimes;
 - d. Threatens the public;
 - e. Acts in a way that disrupts the school environment.

★ **GANG-RELATED ACTIVITIES**—As used herein, the phrase "gang-related activity" shall mean any conduct engaged in by a student:

1. on behalf of any gang,
2. to perpetuate the existence of any gang, or
3. to effect the common purpose and design of any gang, including, without limitation to, recruiting students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design

of any gang. The presence of, or student involvement in, gangs or gang-related activities on school grounds, while school is in session or at school-related events, including, but not limited to, the display of gang symbols, handshakes, hand gestures, apparel, jewelry, body art and piercings, or paraphernalia, is strictly prohibited.

GATHERINGS (UNAUTHORIZED)—Participating in or associating with group activities that disrupt the educational process.

GROSS DISOBEDIENCE/MISCONDUCT—Repeated refusal or failure to comply with directions and/or instructions of a staff member; impeding on the educational process or interfering with teaching and learning.

★ **HARASSMENT**—Subjecting a student to a hostile or intimidating school environment because of, but not limited to, the individual’s race, religion, creed, color, national origin, age, physical aspects or agility, gender, or actual or perceived sexual orientation. Harassment includes any action that may cause an individual to be alarmed, intimidated, or have serious discomfort in the school setting. Harassment may be physical, verbal, or visual (notes, drawings, gestures, etc.). Harassment that persists after a staff member has warned students to stop may be addressed according to the harassment/hazing/bullying code violation #15.

★ **HAZING**—Unauthorized initiation practices.

HEARING/REVIEW—Formal meeting among student, parent, and administration or hearing officer for fact-finding purposes to determine disciplinary disposition.

HORSEPLAY/SCUFFLING—Any disruptive display in which the students are wrestling, shoving, pushing, or pulling each other in jest. The seriousness of this offense results from the potential escalation of the act into a fight.

IN-SCHOOL SUPERVISION—Student is removed from his/her regularly scheduled classroom. During an in-school supervision, the student will bring instructional materials and work on class assignments under the supervision of a District employee.

INAPPROPRIATE TOUCHING/DISPLAY—Touching someone else or oneself on the private areas of the trunk of the body; deliberately exposing parts of the body of oneself or others that should be covered for decency.

INDIVIDUALIZED EDUCATION PROGRAM (IEP)—The IEP outlines the individual special education services a student receives for one year.

INSUBORDINATION—Failing to obey the reasonable directions or instructions of any adult staff member. This includes, but is not limited to, student teachers, substitute teachers, lunchroom monitors, clerical staff, custodians, bus drivers, bus monitors, and unpaid volunteers.

★ **INTIMIDATION/BULLYING**—Placing someone in a threatening situation where he/she feels fear for his/her personal safety; disturbing consistently, by pestering, tormenting or hazing.

★ **LITTERING**—Throwing paper or other trash inside the building, on school grounds, on surrounding properties, or on the bus.

★ **LOITERING**—The unauthorized presence in or around any school building, in specifically restricted areas of a school building, on school grounds, or on surrounding properties. The District expects students to leave the school grounds and surrounding properties within 15 minutes after their scheduled dismissal time unless directly supervised by school staff in a school activity.

MATERIALS (UNAUTHORIZED DISTRIBUTION)—Distributing materials on school property without permission of the administration.

★ **MOB ACTION**—A substantial disruption of the educational environment at school, in transit to or from school, or at a school-sponsored activity by two or more students acting together. A student may violate this provision by using force or violence.

OUTSIDE AGENCIES—Any child welfare agency that provides services to school-age children.

PEER MEDIATION—An approach to resolve conflict in which individuals talk uninterruptedly so they hear each side of the dispute. A trained peer mediates and an adult supervises this discussion. (Note: Social workers and counselors are in charge of peer mediation.)

PETITIONS (INAPPROPRIATE)—Presenting or distributing petitions on school property or at school-related activities which contain obscenities, libelous statements, or those which are not within the bounds of reasonable conduct.

★ **PHYSICAL CONFRONTATION**—Inappropriate physical contact, such as pushing, shoving, and hitting, with or without injury. Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties will be disciplined.

PLAGIARISM—Misrepresenting other work as your own allowing your work to be used in such a manner, or violating the security of the testing situation in any way.

PROFANITY/OBSCENITY—Using language, gestures, pictures, etc., which are offensive to most people.

★ **PROPERTY DAMAGE**—Use of school property for any purpose other than that for which it was intended which results in damage or destruction to other property. School property includes books, supplies, equipment, the school building, etc.

PROTEST (UNAUTHORIZED)—A demonstration which results in the disruption of the usual educational process.

SALE OR DISTRIBUTION (UNAUTHORIZED)—The selling, distribution, or attempt to sell or distribute any object or substance on school property or at any school-sponsored activity without permission of the administration.

SATURDAY/EVENING SCHOOL—An administrative alternative to out-of-school suspension in which students may be assigned to attend a session(s) on one or more Saturday/evening at a designated time and place. Failure to attend and/or comply with the guidelines of Saturday/Evening School may result in out-of-school suspension.

SCHOOL/DISTRICT-AUTHORIZED PERSONNEL—Chaperones, volunteers, supervisors, or anyone providing supervision or assistance to a school or the District.

SCHOOL PERSONNEL—Includes, but is not limited to, teachers, administrators, school bus drivers, teacher aides, and all other District employees.

SELF-DEFENSE—A student is expected to defend himself/herself from attack if a staff member is not present; however, he/she should attempt to take the following steps in order to be found in self-defense.

1. Alert a staff member if one is reasonably close by.
2. Make an attempt to retreat from the confrontation without conflict either by walking away, or by a verbal expression such as “Stop!” or “I don’t want to fight.”

Students contributing to the start of a conflict may not claim self-defense.

SEXTING—The act of sending, willingly receiving, or forwarding sexually explicit messages, photos, or images, taken with or without consent, via cell phone, computer, or other digital device.

★ **SEXUAL CONDUCT**—The performance of any consensual or non-consensual sexual activity. This definition could include sexually oriented displays of affection such as embracing and kissing, as well as other sexual activities. Inappropriate sexual conduct on school grounds or during school-related activities, whether on or off school grounds, will not be permitted.

★ **SEXUAL HARASSMENT**—Sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature whose purpose or effect is to create an intimidating, hostile, or offensive educational environment. Sexual harassment is included in Board Policy #720.09 on “Student Welfare—Sexual Harassment.”

SOCIAL WORK—Services provided to students from a certified school social worker. These services can include family/home visits, contacting outside professionals/agencies, meeting with students regularly to discuss concerns, or meeting to monitor a situation.

SPECIAL EDUCATION STUDENT—A student who has been determined eligible for a special education instructional program or support service(s) pursuant to Article 14 of The School Code. Special Education Rules and Regulations are the state of Illinois’ Rules and Regulations to Govern the Administration and Operation of Special Education. The School Code refers to the Illinois statutes governing boards of education as found in Chapter 105, par. 1 et seq., of the Illinois Compiled Statutes.

STAFF—All District employees and authorized personnel.

SUPERVISED AREA—A room or space where students are temporarily placed for various reasons (including, but not limited to, disciplinary reasons).

SUPERVISION ROOM—This room is an extension of the administrative offices where students will be supervised for the reasons listed below:

Temporary Holding Situation: Students are placed in the Supervision Room after a staff member has removed them from a class or situation for disciplinary reasons;

Illness: Students may be placed in the Supervision Room when they are ill. They will remain there until they feel well enough to return to class or until a parent can be contacted;

In-School Suspension: A period of time, not to exceed ten school days, during which a student is suspended from school, pursuant to Board Policy No. #715.01 and #715.01R, but serves the suspension on the school premises. It will only be used in extreme circumstances when out-of-school suspension cannot be facilitated. The decision to place a student in in-school suspension will remain with the discretion of the building administrator. The District shall follow the same procedures for in-school suspensions that it follows for out-of-school suspensions;

Detention: Students may be assigned detention time that would be served in the Supervision Room.

SUSPENSION (OUT-OF-SCHOOL)—A temporary exclusion of a student from school (including all activities sanctioned by the Champaign School District), from riding the school bus or from a class or classes for a period of time not to exceed ten school days. A student may be suspended from riding the school bus in excess of ten school days for safety reasons. (See Policy 715.01R, Suspension Procedures under Special Education, page 42.)

TARDINESS—Arriving late to one’s assigned area.

★ **THEFT**—Taking or possessing something that belongs to the school or another person without permission.

★ **THREATS**—An expression of word or deed to inflict pain, injury, damage, or punishment that prevents another from moving or acting in accordance with school policies or personal choice.

★ **TOBACCO PRODUCTS, USE OF**—Use or possession of tobacco in any form at school or school-sponsored activities.

★ **TRESPASSING**—The unauthorized or illegal presence of any student on any school property or unauthorized or illegal attendance of any student at any school activity. In addition, the unauthorized or illegal entry into school or private property (computers, lockers, desks, etc.).

★ **TRUANCY**—A student, subject to compulsory school attendance, who is absent without valid cause from such attendance for a school day or portion thereof.

★ **VANDALISM**—Destroying and/or damaging property belonging to the school or others.

VERBAL ABUSE—Using any language that is intimidating or disrespectful.

★ **WEAPON-RELATED ACTIVITIES**—Possessing, using, or representing the possession of a firearm (including any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code such as any weapon which will expel a projectile by the action of an explosive, a firearm muffler or silencer, any explosive, incendiary, or poison gas, bomb, grenade, rocket having a charge of more than one-quarter ounce, mine, or similar object; firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act; or firearm as defined in Section 2401 of the Criminal Code of 1961), knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or a “look alike” of any firearm. In addition, weapon-related activities include the use or attempted use of any other object (including but limited to sticks, pipes, bottles, pencils, staplers, and scissors) to cause bodily harm.

**The following pages pertain to
All (Grades K–12) Students**

Per policy #725.01R, students are entitled to complete missed assignments when absent from class for disciplinary reasons. An excerpt from the grading policy follows:

Make-Up Work

On the day a student returns from an absence, arrangements should be made to make up work missed. For each day of consecutive absence, students will be allowed at least two consecutive school days to complete make-up work.

Late Work

Late work is defined as work turned in after the due date for reasons other than student absence. A penalty for late work may be assigned, but is not required. If a penalty is assessed for late work, it shall not exceed the following:

Penalties for late work should be consistent among grade levels.

- 15% penalty may be assessed for day one (1)
- 30% penalty may be assessed for day two (2)
- 50% penalty may be assessed for day three (3)

Late work may not be accepted after the third day, and a student may receive a zero (0) grade.

**Policy #651R—Acceptable Use of Electronic Networks
Administrative Procedures**

INSTRUCTIONAL RESOURCES—Access to Electronic Networks

All use of electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

1. *Acceptable Use*—Access to the District’s electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for legitimate district/school use.
2. *Privileges*—The use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Superintendent or designee will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; his or her decision is final. This decision will be made in conjunction with the appropriate central office administrators.
3. *Unacceptable Use*—The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;

- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
- h. Using another user’s account or password;
- i. Posting material authorized or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- m. Using the network while access privileges are suspended or revoked; and
- n. Using proxy websites to bypass District content filters.

(SEE SAMPLE AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS FORM ON FOLLOWING PAGE)

Authorization for Electronic Network Access—Champaign Community Unit School District #4— Champaign, Illinois

I understand and will abide by the above Authorization for Electronic Network Access. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that, should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District’s electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use, the Internet.

DATE _____ GRADE _____

STUDENT (please print) _____

STUDENT SIGNATURE _____

I have read this Authorization for Electronic Network Access. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my student’s use is not in a school setting. I have discussed the terms of this authorization with my student. I hereby request that my student be allowed access to the District’s Internet.

____ I give permission for Unit #4 to issue a Network Account to my student.

____ I do not give permission for Unit #4 to issue a Network Account to my student.

DATE _____

PARENT/GUARDIAN (please print) _____

PARENT/GUARDIAN SIGNATURE _____

This form should be returned to your student’s counselor (middle school/high school) or classroom teacher (elementary). The above choice shall be in effect until such time that the parent/guardian requests a change.

651R
5/10/10

**Policy #710.08R
Search and Seizure—Administrative Procedure**

RIGHTS AND RESPONSIBILITIES—Search and Seizure

To maintain order and security in the schools, school authorities may inspect and search desks, lockers, parking lots, or other property owned or controlled by the school and personal effects left in these areas without notice to or the consent of the student and without a search warrant. In addition, school authorities may request the assistance of law enforcement officials and their specially trained dogs for the purpose of conducting searches of these areas for illegal drugs, weapons, or other illegal or dangerous substances or materials.

Students have no reasonable expectation of privacy in their desks, lockers, parking lots, or other property owned or controlled by the school or their personal effects left in those areas. To maintain order and security in the schools, school authorities may inspect and search these areas and/or personal effects left in their areas without notice to or the consent of the student, and without a search warrant. In addition, school authorities may request the assistance of law enforcement officials and their specially trained dogs for the purpose of conducting searches of these areas for illegal drugs, weapons, or other illegal or dangerous substances or materials.

Should the District choose to utilize specially trained dogs for the purpose of conducting random searches of areas specified above,

building principals shall announce, via student handbook and student/parent newsletters, to students that such searches will be done. Parking lots shall have appropriate signs in place indicating that student vehicles are subject to random searches by specially trained dogs.

The school has jurisdiction over student actions in school, on school property, during school-sponsored activities or events, and during any activity or event that bears a reasonable relationship to school. When reasonable suspicion exists that a student over whom the school has jurisdiction has violated the law or the District’s rules, then personal property, including handbags, wallets, books and backpacks, briefcases, stockings, shoes, outer clothing, electronic devices, other personal effects, and vehicles may be searched. All searches should be conducted by no fewer than two (2) school officials. The involved student’s(s’) presence at the search of lockers, desks, etc. may be requested by the school official.

When considering searching the locker or personal belongings of a student on probation, school officials should contact the student’s probation officer. If school administrative personnel suspect that circumstances warrant a body or strip search or circumstances require

immediate police intervention to protect the safety of the school, students, or personnel, the matter shall be referred to the local police authority immediately. School personnel shall not conduct strip searches or body cavity searches.

School officials shall contact the parents/legal guardians of the student(s) involved in the search activities as soon as possible following the search. School officials will notify parents/legal guardians following the confiscation of student possessions.

All items seized by school officials should be identified via a written statement documenting the circumstances under which the items were confiscated. Seized items should be locked in a secure place. Only the principal and one other school official should have access to the location in order to maintain a “chain of custody.”

When deemed appropriate, items seized during a search conducted in accordance with these procedures shall be turned over to law enforcement authorities. If any weapons or illegal substances are seized, they must be turned over to law enforcement officials. School officials should request a receipt for the items. The receipt should be attached to the written documentation cited above.

Any seized items not turned over to the police may be returned to a parent/legal guardian if appropriate and if the items are not needed for a disciplinary hearing. The parent or legal guardian shall be required to give a receipt for the items. The receipt should be attached to the written documentation.

If suspected contraband is seized and proves, upon further examination, not to be contraband, it shall be returned to the student or parent/legal guardian with a securing of a receipt. The receipt should be attached to the written documentation with a written summary of the evidence establishing why the property was not, in fact, contraband.

If allegedly stolen property is seized, it may be returned to the rightful owner, if acknowledged by the perpetrator as stolen. A receipt should be secured and attached with the other written documentation. If stolen property seized is in dispute as to ownership, the District shall hold the same until a judicial determination of ownership is secured.

Approved July 18, 2011

Policy #710.15R Substance Abuse—Elementary—Administrative Procedure

DISCIPLINE—Substance Abuse (Elementary)

To be under the influence of, in possession or control of, using, selling or delivering any of the following prohibited substances is forbidden while in school, while in transit to and from school, on school district property, or at any school sponsored activity:

1. Any alcoholic beverage or look-alike substance.
2. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
3. Any anabolic steroid unless being administered in accordance with a physician’s or licensed practitioner’s prescription.
4. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
5. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions.
6. Any over-the-counter drug being used for an abusive purpose.
7. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
8. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

9. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, package or conceal cannabis or controlled substances.

Subject to the following exceptions, this policy will be in effect on a continuous basis during the school term and during those dates outside the school term when students are actually participating in extracurricular activities. This policy will not be in effect during after-school hours, weekends, vacation breaks and holidays unless the violation occurs on school property, at school-related activities, or is otherwise school related.

To facilitate implementation of this policy, the following terms are defined:

Under the Influence: Any student who has consumed any amount of the prohibited substances listed above will be subject to disciplinary action. Consumption occurring during or prior to coming to school or at school-related activities (home or away) will be considered under the influence. The determination will be made by two adult authorized school personnel, and the final decision to discipline will rest with the administration.

Possession: Any student who has possession or control of any of the prohibited substances listed above, other than as prescribed by a physician for that individual, will be subject to disciplinary action. A substance or item need not be in a student’s immediate presence to be in his/her possession or control.

Delivery: Any student who delivers, receives delivery of, or attempts to deliver or receive delivery of any prohibited

substance listed above will be subject to disciplinary action. Delivery means a transfer of possession or control to another person whether or not the substance or item is in that person's immediate presence or possession of substance(s) packaged for delivery. Delivery includes, but is not limited to, any gift, exchange, sale, or other transfer with or without payment or other consideration.

Look-alikes: A "look-alike substance" is a substance which by dosage unit appearance, including color, shape, size, container and/or packaging, markings or by representation made, would lead a reasonable person to believe that the substance is any of the prohibited substances listed above.

Drug Paraphernalia: "Drug paraphernalia" means all equipment, products and materials of any kind that are peculiar to, marketed for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, cannabis, mood-altering substance, or any prohibited substance listed above.

It is to be noted that principals or advisors will set guidelines relative to meetings, activity behavior, absences, language use, etc.; and are given the latitude to establish appropriate disciplinary guidelines as long as they do not exceed the guidelines of this policy.

Students who believe they have a substance abuse problem are encouraged to seek help by voluntarily contacting the social worker, teacher, or a member of the administration. Voluntary admission by a student is to be encouraged. However, should a student be found in violation of this policy, the provisions of the policy will apply regardless of participation in such a program.

Investigation, Sanctions, and Review Process

The appropriate building administrator will begin an immediate, thorough investigation of the alleged violation. Evidence used to substantiate a violation will be provided by school staff, contracted employees, and law enforcement officials who were present on site. Students may be interviewed in an investigation but will not be required to provide information on other students if they do not wish to do so.

The following procedures should be followed when a student denies that he/she is under the influence of a prohibited substance (non-alcoholic):

1. The student will be given the opportunity to be tested for drugs by his/her licensed physician or a qualified drug-testing lab within 24 hours.
2. The student must submit the results of the test to the school within 48 hours.
3. If the test is negative for a prohibited substance, the student's record will be purged of the accusation.
4. If the test is positive for a prohibited substance, the student's suspension will be upheld.

When a student denies that he/she is under the influence of alcohol, the student may be required by school officials or law enforcement officials to submit to a breathalyzer test. Where there is a reasonable suspicion of abuse, a student's refusal to submit to a breathalyzer test may be considered evidence that the student is under the influence of alcohol. A student who receives any positive reading from such test will be considered under the influence, unless the reading is attributable to other causes.

The designated building administrator will confer with the student and parents/legal guardian as part of the investigation of the alleged violation.

If the evidence substantiates the claim that a violation of this policy has occurred, the appropriate penalties will be issued at that time. The building administrator will notify, in writing, the student and the parents/legal guardian of the decision.

Disciplinary Procedure

A Level 3 Disciplinary Violation and its consequences as cited in the Student Code of Conduct will be assessed against the student. Counseling will be recommended for the student and members of the family.

Appeal Process

The building review process begins with the student or parent requesting a principal's face-to-face review within five (5) days after receiving written notification of the suspension. If the suspension is upheld in the principal's review, the student and/or parents/legal guardian have the right to a suspension hearing with the Superintendent or his/her designee.

Student Support

Students may seek or be offered prevention and case management services when experiencing personal problems which affect their ability to learn successfully. Issues that can be dealt with by the BIT include: substance abuse, depression, family problems, and school-related problems.

Approved June 13, 2011

Policy #710.14R Substance Abuse—Secondary—Administrative Procedures

DISCIPLINE—Substance Abuse (Secondary)

To be under the influence of, in possession or control of, using, selling or delivering any of the following prohibited substances is forbidden while in school, while in transit to and from school, on school district property, or at any school sponsored activity:

1. Any alcoholic beverage or look-alike substance.
2. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).

3. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
4. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
5. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner

inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.

6. Any over-the-counter drug being used for an abusive purpose.
7. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
8. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
9. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, package or conceal cannabis or controlled substances.

Subject to the following exceptions, this policy will be in effect on a continuous basis during the school term and during those dates outside the school term when students are actually participating in extracurricular activities. This policy will not be in effect during after-school hours, weekends, vacation breaks and holidays unless the violation occurs on school property, at school-related activities, or is otherwise school-related. The sanctions for the substantiated offenses will progressively escalate during the school year for subsequent offenses. Students who are unable to complete a sanction during the course of the school year shall complete the sanction during the next school year, otherwise, each school year shall be regarded separately for purposes of progressive discipline.

To facilitate implementation of this policy, the following terms are defined:

Under the Influence: Any student who has consumed any amount of the prohibited substances listed above will be subject to disciplinary action. Consumption occurring during or prior to coming to school or at school-related activities (home or away) will be considered under the influence. The determination will be made by two adult authorized school personnel, and the final decision to discipline will rest with the administration.

Possession: Any student who has possession or control of any of the prohibited substances listed above, other than as prescribed by a physician for that individual, will be subject to disciplinary action. A substance or item need not be in a student's immediate presence to be in his/her possession or control.

Delivery: Any student who delivers, receives delivery of, or attempts to deliver or receive delivery of any prohibited substance listed above will be subject to disciplinary action. Delivery means a transfer of possession or control to another person whether or not the substance or item is in that person's immediate presence or possession of substance(s) packaged for delivery. Delivery includes, but is not limited to, any gift, exchange, sale, or other transfer with or without payment or other consideration.

Look-alikes: A "look-alike substance" is a substance which by dosage unit appearance, including color, shape, size, container and/or packaging, markings or by representation made, would lead a reasonable person to believe that the substance is any of the prohibited substances listed above.

Drug Paraphernalia: "Drug paraphernalia" means all equipment, products and materials of any kind that are peculiar to, marketed for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, cannabis, mood-altering substance, or any prohibited substance listed above.

It is to be noted that coaches and advisors will set guidelines relative to practices, games, meetings, activity behavior, absences, language use, etc.; and are given the latitude to establish appropriate disciplinary guidelines as long as they do not exceed the guidelines of this policy.

In conjunction with implementation of this policy, provisions of state and national charters/by laws of student organizations shall be in effect for member students.

Students who believe they have a substance abuse problem are encouraged to seek help by voluntarily contacting the social worker, a counselor, a member of the school's Building Intervention Team (BIT), or a member of the administration. Voluntary admission by a student is to be encouraged. However, should a student be found in violation of this policy, the provisions of the policy will apply regardless of participation in such a program.

Investigation, Sanctions, and Review Process

The appropriate building administrator will begin an immediate, thorough investigation of the alleged violation. Evidence used to substantiate a violation will be provided by school staff, contracted employees, and law enforcement officials who were present on site. Students may be interviewed in an investigation but will not be required to provide information on other students if they do not wish to do so.

The following procedures should be followed when a student denies that he/she is under the influence of a prohibited substance (non-alcoholic):

1. The student will be given the opportunity to be tested for drugs by his/her licensed physician or a qualified drug-testing lab within 24 hours.
2. The student must submit the results of the test to the school within 48 hours.
3. If the test is negative for a prohibited substance, the student's record will be purged of the accusation.
4. If the test is positive for a prohibited substance, the student's suspension will be upheld.

When a student denies that he/she is under the influence of alcohol, the student may be required by school officials or law enforcement officials to submit to a breathalyzer test. Where there is a reasonable suspicion of abuse, a student's refusal to submit to a breathalyzer test may be considered evidence that the student is under the influence of alcohol. A student who receives any positive reading from such test will be considered under the influence, unless the reading is attributable to other causes.

The designated building administrator will confer with the student and parents/legal guardian as part of the investigation of the alleged violation.

If the evidence substantiates the claim that a violation of this policy has occurred, the appropriate penalties will be issued at that time. The building administrator will notify, in writing, the student and the parents/legal guardian of the decision.

Disciplinary Procedures

The following procedures will be applied in accordance with the District's disciplinary procedures and special education laws as outlined in the student discipline handbook.

The penalties assessed will generally follow a "1st, 2nd, 3rd Offense, etc." format, as outlined below, which provides for reasonable penalty assessment relative to the frequency of violations incurred. The administrative staff will consider the six factors outlined in the Student Code of Conduct to ensure that fair and appropriate corrective responses are administered. The six factors are as follows: (1) student's age (2) seriousness of the offense (3) frequency of inappropriate behavior (4) circumstances and intent (5) potential effect of the misconduct on the school environment (6) relationship of the behavior to any disabling condition.

Use/Possession/Under the Influence:

1. The first violation shall result in an out-of-school suspension for up to ten school days and suspension from all school activities (teams, clubs, and all other school-sponsored activities). A parent conference will be scheduled as soon as possible with the principal or his/her designee; and if the parent and student agree to participate in an appropriate substance abuse prevention activity as designated by the principal, the out-of-school suspension will be considered an excused absence and make-up work accepted for full credit. Participation in the counseling program will permit the out-of-school suspension for high school and middle school students to be reduced to one-half of the days originally assigned. In addition, the number of days suspended from extracurricular activities will also be reduced proportionally. If the student and his/her parent or legal guardian fail to participate and complete the prevention activity, the remainder of the original suspension will be invoked. If parents refuse or are unable to attend the counseling program, the principal, with the concurrence of the Superintendent or his/her designee, may permit the out-of-school suspension to be reduced as stated above, providing that the student participates. Middle and high school students will be referred to the Building Intervention Team (BIT) for additional support. Parents will be informed of all actions taken.
2. A second violation shall result in an out-of-school suspension for up to ten school days and suspension from all school activities (teams, clubs, and all school-sponsored activities) for up to 90 calendar days. A parent conference will be scheduled as soon as possible with the principal or his/her designee, and if the parent or legal guardian and student agree to participate in an appropriate

substance abuse prevention activity as designated by the principal, the absence caused by the suspension will be excused and make-up work accepted for full credit.

3. Any subsequent violation, in any one school year, shall result in an out-of-school suspension for up to ten school days, and the principal shall recommend expulsion from school and all school activities for the remainder of the school year.

Delivery/Attempt to Deliver:

Any student who delivers, receives delivery of, or attempts to deliver or receive delivery of any prohibited substances listed above while in school, on school grounds, or at any school-sponsored activity will be subject to an out-of-school suspension for ten school days and suspension from all school activities for up to 90 calendar days. The suspension will not be reduced, but if the student and parent or legal guardian agree to participate in an appropriate substance abuse prevention activity as designated by the principal, the out-of-school suspension will be excused and make-up work accepted for full credit. The principal will recommend expulsion from school for any offense involving delivery or attempted delivery, selling, or receipt of delivery of any prohibited substance listed above. In cases of delivery or attempted delivery, selling, or receipt of delivery, all parties will be disciplined.

Appeal Process

The building review process begins with the student or parent requesting a principal's face-to-face review within five (5) days after receiving written notification of the suspension. If the suspension is upheld in the principal's review, the student and/or parents/legal guardian have the right to a suspension hearing with the Superintendent or his/her designee.

The first step in the district level review is the hearing with the Superintendent or his/her designee. The review will consist of a formal hearing to which all necessary parties will be invited. Parents/legal guardians may bring witnesses who have evidence pertinent to the issue of the hearing.

A student or his/her parents/legal guardian may request a final appeal of the decision of the Superintendent or his/her designee by filing a written request within ten (10) school days with the Superintendent of Schools.

Student Support

Students may seek or be offered prevention and case management services when experiencing personal problems which affect their ability to learn successfully. Issues that can be dealt with by the BIT include: substance abuse, depression, family problems, and school-related problems.

Approved June 13, 2011

Policy #715.01R Student Discipline—Administrative Procedures

General Procedures

1. Students committing acts of gross disobedience/misconduct may be placed in extended study hall supervision, detained during non-school hours, suspended in school, suspended from school, suspended from riding the school bus, reassigned to Alternatives in Education (AIE), expelled from school, or otherwise disciplined.

2. When a student is suspended from school, it is that student's responsibility to keep up with class assignments. Students will be permitted to make up work missed due to suspension and receive credit for the make-up work.
3. Authorized personnel may detain at school, suspend in school, or otherwise discipline a student. The Superintendent (or other administrative designee) and principal are authorized to suspend

a student from school or riding the school bus. Only the Board of Education may expel a student. Teachers may remove disruptive students from the classroom by sending them to the office or they may detain them after school. The building administrator at the elementary level will develop a procedure for handling disruptive students when he/she is out of the building and make that procedure known to staff.

4. Prior to removing any student from school or the school bus during the regular school day, the authorized building administrator will make reasonable efforts to notify the parent(s)/legal guardian(s) and take any other reasonable steps necessary to ensure the safety of the student being removed from school or the school bus. If parent(s)/legal guardian(s) or emergency contact(s) cannot be reached, the student shall be retained until the end of the school day.
5. School personnel may use reasonable physical force or restraint to contain a student to the extent deemed necessary:
 - a. to defend or protect himself/herself from the student; or
 - b. to defend or protect other persons from the student; or
 - c. to prevent or stop fights, breaches of the peace, and other disruptions; or
 - d. to prevent damage to the property of the District or of other persons; or
 - e. to remove a student from any location, room, or assembly where his/her continued presence creates a risk or threat of physical harm to others, or of damage to school property, or of unreasonable interference with the school or classroom instructional program.

NOTE: Champaign School District Policy #520.25 states: The District does not allow corporal punishment as a mode of discipline.

Suspension Procedures

Due Process Procedures

Due process is a set of procedures to ensure that the rights of students are protected. These rights include the opportunity to know the specific charges or allegations leveled against him/her, the student's right to present his/her version of the incident(s), and the opportunity at various levels to appeal the decision rendered at any lower level. The appeal process for suspensions ends with a review at the Superintendent's level.

1. The authorized administrator will confer with any student who is under consideration for suspension prior to taking any disciplinary action.
2. Prior to suspension, the authorized administrator will ascertain whether the student is a special education student or may be eligible for special education services. If so, the authorized administrator must also follow the procedures set forth under SPECIAL EDUCATION PROCEDURES.
3. The student will be advised of the reason(s) for the proposed suspension and the evidence in support of the reason(s). The student will also be afforded an opportunity to respond.
4. The authorized administrator conferring with the student will make a written record of the conference.
5. The authorized administrator, after following the above due process procedures, may then determine whether to suspend the student in accordance with the notification requirements set forth below.

6. When, in the opinion of the authorized administrator, a student poses an immediate threat to school personnel, other students or school property, or poses an ongoing threat of disruption to the educational process, the student may be summarily removed from school without holding a suspension conference as set forth above. In such event, written notice, sent by certified mail or hand delivered by the principal or designee will be given to the parent(s)/legal guardian(s). The notice will request the student to attend a post-suspension conference as soon as possible after the notice is received. All suspensions will require that a parent conference be scheduled prior to the student's return to school. The parent(s)/legal guardian(s) will be advised by written notice of any subsequent disciplinary decision.
7. Unit #4 recognizes the importance of including parent(s)/legal guardian(s) in the disciplinary process. Therefore, prior to returning to regular attendance following a suspension, a parent conference will be held. Building administration will make every reasonable effort to schedule a conference with the parent(s)/legal guardian(s) and student.

Suspension Notification

1. When a student is suspended, due process should proceed as soon as possible at each step to ensure that the student is back in school should the suspension be reversed. Parent(s)/legal guardian(s) are encouraged to begin the due process procedures as soon as possible if they do not agree with the suspension.
2. If the due process procedure results in a decision to suspend, the parent(s)/legal guardian(s) of the student will be advised immediately of the decision. Written notice will be provided to the student through the suspension notification form and to the parent(s)/legal guardian(s) through certified mail.
3. The notice to the parent(s)/legal guardian(s) will include:
 - a. a statement of the reason(s) for the suspension, including any school rule which has been violated and police notification if it was necessary;
 - b. the dates and duration of the suspension;
 - c. a statement of the parent's/legal guardian's right to request a formal building-level hearing of the entire incident which led to the suspension, with the building principal or the assistant principal, in the event of the principal's absence. All building-level hearings must be held in person. The hearing administrator will render the decision in writing to the parent(s)/legal guardian(s) as soon as possible or within three school days; and
 - d. a statement of the parent's/legal guardian's right to request a District-level hearing to review the suspension with the Superintendent's designee or an administrative designee, if the suspension is upheld by the principal after the review. If parent(s)/legal guardian(s) disagree with the findings of the building-level hearing, they must request a District-level hearing within five school days.

A request for a hearing must be directed orally or in writing to the Superintendent's designee. If it is determined that the student is a special education student, then the authorized administrator will follow the procedures set forth under SPECIAL EDUCATION PROCEDURES.
4. The Superintendent's designee will be notified of student suspensions by the authorized administrator, who will also forward a copy of the parental notice of suspension to the Superintendent.

Suspension Hearing Structure

1. When requested, a suspension hearing will be conducted by the Superintendent's designee or an administrative designee. A written summary of the evidence presented will be submitted to the Superintendent and sent by certified mail to the parent(s)/legal guardian(s) as soon as possible or within five school days after the hearing.
2. If the parent(s)/legal guardian(s) disagree with the finding of the hearing officer, they must submit a request in writing within ten school days for a final review at the Superintendent level. The final decision will be rendered within ten school days after receipt of the written request. A written notification of the final decision will be mailed to the parent(s)/legal guardian(s) by certified mail.

Expulsion Procedures

The recommendation for expulsion will be preceded by a ten-day suspension. Prior to any recommendation for expulsion, the authorized administrator will determine whether the student is a special education student. If so, then the procedures set forth under SPECIAL EDUCATION PROCEDURES must be followed. All recommendations for expulsion will be made to the Superintendent, during which time the authorized administrator will gather and submit all pertinent data to the Superintendent's designee. The Superintendent's designee will review and make a recommendation to the Superintendent, who will determine if the incident warrants a Board expulsion hearing.

Expulsion Notification

1. The Superintendent will notify the parent(s)/legal guardian(s) of the expulsion hearing by certified letter, return receipt requested.
2. The expulsion notice to the parent(s)/legal guardian(s) will include:
 - a. A statement of the reason(s) for the proposed expulsion hearing, including any school rule that has been violated;
 - b. The potential maximum duration of the expulsion;
 - c. The time and place of the expulsion hearing;
 - d. A statement of the parent's/legal guardian's right to be present and/or represented at the expulsion hearing by an attorney and/or other representative(s);
 - e. A student's or parent's/legal guardian's right to present witness(es); and
 - f. A copy of the expulsion hearing procedures.

Reassignment to AIE and/or Expulsion Hearing Structure and Procedures

Hearing Structure

1. An expulsion hearing will be conducted by a Hearing Officer appointed by the Board of Education.
2. After the hearing, the Hearing Officer will provide a written report to the Board of Education, the parent(s)/legal guardian(s), and central office administration. Once the report is reviewed, the Board may take such action as it deems appropriate, including affirming or overruling reentry of the student to school.
3. If the Board finds that a reassignment to AIE and/or expulsion is unjustified, the Board will direct the administration:
 - a. to expunge all notations regarding the proposed reassignment to AIE and/or expulsion from the student's records; or
 - b. to retain all of the student's records relating to the matter; or

c. to retain only specific records pertaining to the suspension. Any related student absence for disciplinary reasons will be marked "excused." The student will be afforded an opportunity to make up all lost curricular opportunities, including, but not limited to, tests and other class work.

4. The decision of the Board will be final.
5. Written notification of the Board's decision with respect to the reassignment to AIE and/or expulsion hearing will be mailed to the parent(s)/legal guardian(s). A reassignment to AIE and/or expulsion may be effective immediately or as specified by the Board.

Hearing Procedures

1. All student expulsion hearings will be held as soon as can be arranged.
2. The student may attend the hearing with his/her parent(s)/legal guardian(s)/witness(es) and may be represented by an attorney and/or other representative(s).
3. The hearing will be recorded. Parent(s)/legal guardian(s) have a right to purchase a copy of the tape.
4. The Hearing Officer will:
 - a. determine the validity and gravity of the charges of gross disobedience/misconduct; and
 - b. report the administration's recommendation regarding the appropriate disciplinary measure(s).
5. If the student is a special education student, the Board must follow the procedures set forth under SPECIAL EDUCATION PROCEDURES.
6. The hearing will be conducted as follows:
 - a. either party may request the exclusion of witness(es) prior to the hearing to preserve the integrity of testimony or to protest their involvement. The Hearing Officer shall determine the involvement of a witness(es).
 - b. the authorized administrator and the student, or his/her representative(s), may make short opening statements concerning both the charges of gross disobedience/misconduct and the appropriate discipline.
 - c. the authorized administrator or representative will first present the evidence, including proof of compliance with SPECIAL EDUCATION PROCEDURES, if applicable. The student or representative may cross-examine all witnesses in attendance and review any written evidence presented by the authorized administrator or representative.
 - d. the student or the student's representative(s) may then present evidence to refute the charges. The authorized administrator or representative may cross-examine all witnesses in attendance and review any written evidence presented by the student or representative.
 - e. the Hearing Officer may, at any time, direct questions to the parties or their witness(es).
 - f. the authorized administrator and the student, or the student's representative(s), may make closing statements at the conclusion of the hearing concerning both the issue of gross disobedience/ misconduct and the issue of the appropriate discipline.
7. The Board will receive all relevant oral and written evidence without regard to the legal rules of evidence, but will consider the weight of the evidence in determining the issues:

- a. student witness(es) may be requested to testify at a hearing. The authorized administrator will not be required to present student witness(es) at the hearing, but may provide a written summary as evidence prepared by the absent witness(es). The summary will include a statement verifying that the contents of the summary are true. If any imminent fear of reprisal exists, the authorized administrator may also present a written statement in which the identity of the witness(es) has been concealed.
 - b. the Board will not consider the student's academic or disciplinary records in determining the validity of the charges of gross disobedience/misconduct. The Board may review a student's records, however, in determining the appropriate discipline.
8. The student, the student's parent(s)/legal guardian(s), attorney, or other representative(s) may request that the District invite a representative from the local Department of Human Services (Mental Health) to attend the expulsion hearing whenever there is evidence that mental illness may be the cause for the reassignment to AIE and/or expulsion.

- 3) the student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

b. Relating to Dangerous Behavior

The student's IEP team can recommend that a special education student be placed in an interim educational setting for up to 45 calendar days if the student is substantially likely to injure himself/herself or others. In such circumstances, the school district will either obtain a court injunction or will request a due process hearing officer to make the placement.

Suspension Procedures

- 1. All suspension notices and suspension review procedures set forth under SUSPENSION PROCEDURES, and SUSPENSION HEARING STRUCTURE must be followed in suspending a special education student.
- 2. At the time of any suspension conference for a special education student, the authorized administrator confers with the Director of Special Education to determine whether the student's gross disobedience/misconduct warrants the development of or a revision of a progressive discipline plan as stated on the student IEP.

Expulsion Procedures

- 1. Prior to making a recommendation to expel a special education student, the authorized administrator will convene an Eligibility Determination Conference (EDC) to determine whether the student's conduct was caused by, or had a direct and substantial relationship to, the child's disability. A Manifestation Determination (a functional analysis) and a Behavior Management Plan will also be developed or revised if necessary.
- 2. If the student's IEP team determines that the conduct was a manifestation of the student's disability, then the student may not be expelled for the conduct. The authorized administrator may request a review of the appropriateness of the educational placement of the student in accordance with the Special Education Rules and Regulations. During the period necessary to propose a new placement, the student will remain in his then current placement unless:
 - a. the student has not previously been suspended for a period exceeding ten school days during the same school year, in which case the student may be suspended for a maximum of ten school days less such previous suspension(s);
 - b. parent(s)/legal guardian(s) and school district agree on an interim placement;
 - c. the school district obtains an Expedited Hearing from an ISBE hearing officer, changing the then current placement to an Interim Alternative Education Setting (IAES); or
 - d. the school district recommends an IAES for 45 days, during which time the District will develop an appropriate change of placement.
- 3. If the student's IEP team determines that the conduct was not a manifestation of the student's disability, then the District's Code of Conduct may be applied. The expulsion notice to the parent(s)/legal guardian(s), adopted pursuant to Expulsion Notification under EXPULSION PROCEDURES, will also include two additional statements that:
 - a. any Board decision to expel the student will constitute a change in placement; and
 - b. the parent(s)/legal guardian(s) is entitled to all rights set forth in the Special Education Rules and Regulations, which is

Lesser Disciplinary Measures

Detention, extended study hall supervision, in-school suspensions, removal from the classroom, or other disciplinary measures may be imposed for student disobedience/misconduct which warrants lesser penalties.

- 1. When in violation, the student will be notified of the rules which will lead to imposition of lesser disciplinary measures, as established by the Board of Education, authorized administrator, and classroom teacher.
- 2. Students will have no right of review by the Board of Education for the imposition of the lesser disciplinary measures of this Section.

Special Education Procedures

General Procedures

- 1. No special education student will be expelled if the student's conduct in question was caused by, or had a direct and substantial relationship to the student's disability or if the conduct in question was the direct result of the District's failure to implement the IEP as determined by the student's IEP team. If the IEP team determines that the student's behavior was not a manifestation of the student's disability, then the student may be expelled pursuant to EXPULSION PROCEDURES, and EXPULSION HEARING STRUCTURE AND PROCEDURES.
- 2. If a special education student is suspended for more than 10 cumulative days in one school year, on additional days of suspension, the student will receive special education services in an interim alternative educational setting.
- 3. Interim Alternative Educational Settings:

a. Relating to Drug or Weapon Violations

The student's IEP team can place a special education student in an interim alternative educational setting for up to 45 calendar days, if:

- 1) the student carries a weapon to school or to a school function under the jurisdiction of the state, or
- 2) the student possesses, uses, sells, or solicits the sale of an illegal substance, drug, or controlled substance at school or at a school function.

available to the parent(s)/legal guardian(s) from the school district.

4. The expulsion procedures set forth under EXPULSION PROCEDURES, and EXPULSION HEARING STRUCTURE AND PROCEDURES, will be followed in expelling a special

education student. In addition, the special education and disciplinary records of the student will be transmitted for consideration by the person or persons making the final determination regarding the expulsion.

Approved July 18, 2011

Policy #715.08

Student Discipline—Use of Behavioral Interventions for a Student Receiving Special Education Services

Behavioral interventions should be used in consideration of the child's physical freedom, social interaction, and right to placement in the least restrictive environment and shall be administered in a manner that respects human dignity and personal privacy. A student's Individualized Education Program (IEP) Team shall consider strategies including positive behavioral interventions and supports to address behaviors that impede a child's functioning or that of other children in the academic setting or in non-instructional contexts such as regular transportation and extracurricular activities.

While positive behavior interventions alone will not always succeed in managing behavior that impedes the child's own learning or that of others, the use of other behavior interventions should be used sparingly and approached with caution. In addition, all behavior interventions must incorporate procedures and methods consistent with generally accepted practice in the field of behavioral interventions.

A behavior management plan (BMP), also called a behavior intervention plan (BIP), shall be written for a student when the student's IEP Team determines appropriate. A BMP/BIP must be developed or reviewed by the student's IEP Team in situations where the student is: (1) suspended for more than 10 cumulative days in a school year; (2) recommended for expulsion, and/or (3) placed in a 45-school-day interim alternative setting.

The District may use restrictive behavioral interventions such as isolated time out and physical restraint in accordance with the District's behavior intervention procedures. The District shall only use isolated time out and physical restraint to the extent such interventions are necessary to preserve the safety of students and others. The District's behavior intervention procedures will include procedures for monitoring the use of such restrictive behavioral interventions. The District will document the use of isolated time out and physical restraint as set out in the District's behavior intervention procedures. The building principal shall be informed of all incidents of isolated time out and physical restraint and maintain the required documentation.

The District will maintain a parent-advisory committee to provide advice regarding amendment of this policy and behavioral intervention procedures.

The District will review and consider behavioral guidelines provided by the Illinois State Board of Education within a reasonable time after they become available and consider the revision of this policy and accompanying procedures.

Approved March 8, 2010

The procedures that will be followed by the District are clearly outlined in Administrative Procedures #715.08R.

Policy #720.09R

Sexual Harassment—Administrative Procedures

STUDENT WELFARE—Sexual Harassment

The following administrative procedures will be disseminated to all employees and students. The administrative procedures assist and are an integral component to the policies addressing student sexual harassment.

Distribution of the District's Policy

1. A copy of the Student Sexual Harassment policy and accompanying procedures will be distributed annually in the District's Student Code of Conduct booklet.
2. Copies of the Student Harassment policy may be distributed in other ways as deemed appropriate by the District's administration.

The District's Educational Program

1. The health education program for grades kindergarten through 12 will include age-appropriate instruction that leads to the students' understanding of sexual abuse and harassment.
2. A committee of administrators, teachers, parents, and community resource persons will assist in the continued development and planning of an age-appropriate instructional program designed to provide students with an understanding of sexual abuse and harassment.
3. Counselors, social workers, and health teachers will obtain and disseminate available informational materials concerning the issue of student sexual abuse and harassment. Dissemination of these materials will be age-appropriate.

Student Complaint Process

1. Students who feel they or other students have been subjected to sexual harassment are encouraged to:
 - a. Advise the alleged harasser directly to stop his/her offensive behavior.
 - b. Report the alleged harassment immediately to any teacher, counselor, or administrator or to a District administrator.
2. Every student who feels that he/she has been sexually harassed will have access to a building administrator or a District administrator of the same sex during the school day. The student may schedule an appointment with a District administrator or the building administrator.
3. Students are encouraged to report instances of harassment as soon as possible after an occurrence in order to facilitate a prompt and effective investigation. An investigation will not necessarily be initiated if a complaint is made more than 30 days after an alleged occurrence.
4. The meeting and subsequent conversation between the complaining student and the building administrator and/or District administrator will be deemed CONFIDENTIAL. The student will be advised that the building administrator or District administrator will report their conversation to his/her parents and to the Superintendent or his/her designee only.

The District prefers that all complaints are in writing; however, verbal information will be accepted and investigated.
5. Within one school day following the student’s announcement of a complaint of sexual harassment to the building administrator or District administrator, the administrator/District administrator will notify the Superintendent or his/her designee and the student’s parent(s)/guardian(s). It shall be the responsibility of the administrator or District administrator to begin an immediate investigation by getting a written or taped statement from the complaining student. A copy of the written statement and the sexual harassment policy will be provided to the complaining student’s parent(s)/guardian(s). If the student is not capable of writing a statement, the administrator/District administrator may take notes, which the student may review, and then sign and date. The parent(s)/guardian(s) will be given notice of their right to attend an interview of their child in a non-intimidating environment in order to elicit truthful, full disclosure of the student’s allegations. This environment may be the complaining student’s home, the school counselor’s office, or another area in which the student feels comfortable. The meeting will be scheduled within five (5) school days from the first meeting between the building administrator and/or the District administrator and the complaining student. If the parent(s)/guardian(s) is unable or declines to attend the interview, the building administrator and/or the District administrator and the student will agree mutually on an adult who will attend the interview and serve as the student’s advocate. The advocate may be a nonschool related individual.
6. Following the interview session, the complaining student may be asked to sign an amended written statement. Copies of all statements will be maintained in the building administrator’s or District administrator’s file, and a copy will be provided to the Superintendent or his/her designee and the student’s parent(s)/guardian.
7. The District and its employees will maintain confidentiality on issues and information related to sexual harassment cases/complaints. The District cannot guarantee that the

- complaining student(s) or accused will maintain confidentiality. Students may be subject to disciplinary action for failure to maintain confidentiality of information learned as a result of participating in the investigative process.
8. The building administrator and/or District administrator will keep the complaining student’s parent(s)/guardian(s) informed of the progress of the investigation. The parent(s)/guardian(s) has the right to receive information in a timely manner.
9. The Superintendent or designee will be available to meet with the complaining student or his/her parent(s)/guardian(s).
10. If, in the building administrator’s and/or the District administrator’s judgment, counseling for the complaining student and the complaining student’s parent(s)/guardian(s) is appropriate, the building administrator and/or the District administrator will make necessary referrals to the appropriate school support staff.
11. The District will not retaliate against a student for making good faith allegations of sexual harassment. However, students who are found to have willfully made false accusations of sexual harassment are subject to discipline.
12. It is against District policy for students to verbally or physically intimidate or harass students who have brought charges of sexual harassment or who have been involved in investigations of such charges. Allegations of such harassment will be handled according to the District’s normal discipline policies.

The Superintendent’s or Designee’s Investigation Process (Student to Student)

13. The District administrator and/or building administrator in receipt of an alleged sexual harassment complaint must contact the Superintendent or his/her designee to determine the direction of the ensuing investigation.
14. The Superintendent or his/her designee will seek specific legal advice from the District’s attorney on how to proceed with each case of alleged sexual harassment.
15. The Superintendent or his/her designee will confer with the building administrator and/or District administrator on each report of alleged sexual harassment.
16. The Superintendent and District staff will be in full compliance with the Abused and Neglected Child Reporting Act.
17. As soon as reasonably possible after receiving notice of an alleged student-to-student incident of sexual harassment, the involved building administrator or the District administrator will begin a complete investigation. If the findings of the investigation warrant, the administrator/District administrator will arrange a meeting with the accused student and his/her parent(s)/guardian(s).
18. The accused student and his/her parent(s)/guardian(s) will be provided with the name of the complaining student and the specific charges leveled against him/her. He/she will not be provided with the actual statement provided by the complaining student.
19. The Superintendent or designee will provide specific measures to give emotional support to complaining students and the accused students.
20. The Superintendent or designee will be available to meet with the accused student’s parent(s)/guardian(s).

21. The Superintendent or designee will maintain contact with the local police officials and social workers providing support to the students.

The Superintendent's or Designee's Investigation Process (Student to Employee)

1. The District administrator and/or building administrator in receipt of an alleged sexual harassment complaint must contact the Superintendent or his/her designee to determine the direction of the ensuing investigation.
2. The Superintendent or his/her designee will seek specific legal advice from the District's attorney on how to proceed with each case of alleged sexual harassment.
3. The Superintendent or his/her designee will confer with the building administrator and/or District administrator on each report of alleged sexual harassment.
4. As soon as reasonably possible after receiving notice of an alleged student-to-employee incident of sexual harassment, the involved building administrator or the District administrator will begin a complete investigation. If the findings of the investigation warrant, the administrator/District administrator will arrange a meeting with the accused student and his/her parent(s)/guardian(s).
5. The accused student and his/her parent(s)/guardian(s) will be provided with the name of the complaining employee and the specific charges leveled against him/her. He/she will not be provided with the actual statement provided by the complaining employee.
6. The Superintendent or designee will provide specific measures to give emotional support to complaining employees and the accused students.
7. The Superintendent or designee will be available to meet with the accused student's parent(s)/guardian(s).
8. The Superintendent or designee will maintain contact with the local police officials and social workers providing support to the involved parties.

The Superintendent's or Designee's Investigation Process (Employee to Student)

1. As soon as reasonably possible after receiving notice of alleged student sexual harassment by a District employee or agent, the Superintendent will arrange a meeting with the accused

employee. The employee will be provided with a written notice of the nature of the meeting and the employee's right to representation by union and/or counsel.

2. When an employee is involved, if the prosecuting attorney files formal charges and the Board takes formal action of suspension, the Superintendent will prepare a brief statement for the Board and the media describing the action and the employee's status.

In All Cases

District Administrator's and/or Building Administrator's Responsibilities

1. The District administrator and/or the building administrator will provide the Superintendent or designee with a complete written report of each sexual harassment complaint. This report will be submitted as soon as reasonably possible from the date the complaint was first filed. Such reports will include, at a minimum:
 - a. the date of receipt of the complaint;
 - b. identification of the complaining student(s);
 - c. identification of the Party or Parties and the action complained of, including all relevant background facts and circumstances;
 - d. a statement detailing the scope of the investigation that was undertaken and the result thereof;
 - e. police notification and report of findings of investigation if warranted;
 - f. a written statement signed by the complaining student detailing the offending conduct;
 - g. recommendation for discipline or corrective measures to be pursued and the date by which such measures should be taken.

Disposition of Complaint (Student to Student, Student to Employee, or Employee to Student)

The Superintendent or designee shall review the recommendation for discipline and corrective measures within three (3) days of receipt and take appropriate action.

Student discipline will involve a range of consequences, which may include a warning through expulsion, depending upon the severity of the action.

Discipline for an employee may be a letter of reprimand, suspension without pay, or discharge.

Approved June 14, 2010

Policy #720.10 Students – Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
 - a. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental

disability, sexual orientation, or other protected group status.

- b. 7:190, Student Discipline. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.

- c. 720.12, Restrictions on Publications and Written or Electronic Material. This policy prohibits students from: (i) accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that may cause substantial disruption to school operations or interferes with the rights of other students or staff members.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 625.05, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 625.06, Student Social and Emotional Development.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying,

intimidation, harassment, and other acts of actual or threatened violence.

5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

Approved August 10, 2009

Policy #720.12

Students – Restrictions on Publications and Written or Electronic Material

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications and Web Sites Accessed or Distributed At School

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet that:

1. May cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or

5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the School District.

Accessing or distributing "at school" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be

disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Student-Created or Distributed Written or Electronic Material Including Blogs

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that may cause substantial disruption to school operations or interferes with the rights of other students or staff members.

Approved September 14, 2009

Behavior Management Plans

To allow effective instruction and learning to occur that will increase the likelihood that student achievement will take place on a consistent basis, the District implements a behavior management system that focuses on educators being proactive and constructive rather than responding with punitive or reactive approaches that emphasize controlling or suppressing student behavior. This model is based on the assumption that students are generally more responsive to positive approaches that instill in them self-responsibility and self-discipline.

In order to ensure District-wide consistency and uniformity, the following components are included in each campus' Behavior Management Plan:

- A research base
- School-wide behavior expectations

- parent contact guidelines,
- behavior assemblies,
- social skills or character education,
- positive behavior support strategies,
- teacher intervention strategies,
- support strategies for behavior-challenged students,
- data analysis meetings,
- administrative response guidelines,
- staff development opportunities
- assessment/evaluation.

Approved May 14, 2001

Frequently Asked Questions About School Resource Officers

1. What is an SRO?

An SRO is a trained police officer who has completed probationary status and applied to be an SRO in a school-based setting. Probationary status is the time an officer is in training/evaluation with the Department before becoming a permanent officer.

2. What training does an SRO have?

An SRO starts by attending the Police Academy for over 400 hours of training before coming to the Department. This is followed by approximately 19 weeks of training under a Field Training Officer. The SRO then must complete his/her probationary time of approximately 15 months successfully. SROs attend a one-week certified SRO training course and a one-week juvenile officer certification course. Many SROs have received additional training as Child Forensic Interviewers and Crisis Intervention Team members.

3. What does an SRO do in the school during the day?

The SRO serves a variety of functions. The school is the officer's "beat" and he/she patrols it on foot as he/she would any area of town to which he/she was assigned. The officer teaches law-related topics to students in conjunction

with the classroom teacher. Topics can vary including the laws on drugs, search and seizure, gun safety, motor vehicle safety, or other topics of specific interest to the SRO or students. The SRO also functions as an informal law-related advisor trying to work with kids to keep them out of trouble or from getting into more trouble. The SRO is a trained police officer in the school to protect the staff and students and enforce criminal laws. The SRO may make an arrest when appropriate and conducts criminal investigations of offenses that occur at the school or involving students or staff. The SRO may also attend disciplinary meetings, parent conferences, sporting events, and other functions where his/her presence improves the safety and security of students and the general public.

4. Is the SRO a part of the school staff?

No. The SRO works for the Police Department. The Police Department has a contract with the School District to provide SROs on a contract services basis. The SROs work closely with school staff but do not enforce school rules. The SRO is not to be viewed as another administrator on the campus and does not assume similar duties. It is the responsibility of the school administration to respond and handle student behavior situations that may

occur on campus, unless deemed necessary by the administration that assistance is needed.

5. What happens if the SRO is not there?

School staff will continue to determine if police presence is needed. If the SRO is busy or not working, the staff will contact the Police Department and an officer will be sent.

6. Can the SRO interview a student without a parent being present?

A reasonable attempt will be made to inform parents when a student interview or investigation is conducted. Students will be informed of their right to remain silent during an interview or an investigation with the SRO. The SRO will not force the student to be interviewed against his/her will. A reasonable attempt is made when the school designee or SRO calls each phone number provided to them by the parent/guardian at least one time. If the parent/guardian is not available, but whoever answers the phone communicates that they will contact the parent/guardian, the reasonable attempt is complete and the interview will proceed. In this case, the administrator will stand in for the parent.

7. Can the SRO be present when the school official meets with a student or parent?

Yes, if the school official has a reasonable expectation that his/her health or safety could be in jeopardy. The SRO's only responsibility in this situation is to maintain security. The SRO should only be actively engaged in the conference if criminal violations have occurred or could potentially occur. A parent may request that the SRO not be present in the meeting. If the parent makes this request, the SRO will be asked to leave the conference, but may remain in close proximity for safety reasons. If the administrator feels unsafe in continuing the conference, the conference can be postponed until general agreement between both parties can be achieved.

8. Does the SRO have the power to arrest a student?

Yes. The SRO is a licensed police officer with Champaign Police Department and possesses all privileges and authority of a police officer. The SRO is a law enforcement official responsible for ensuring the safety of students and other citizens.

9. Do SROs have the right to access or get copies of student information and school records if there is no criminal charge or court order or warrant?

The Illinois School Student Records Act and the Family Educational Rights and Privacy Act (FERPA) will be used as guidelines to regulate the disclosure of education records and law enforcement records. Both laws give parents and students over 18 years of age certain rights with respect to the student's education records, the right to seek to have the

records amended, and the right to have some disclosure of information from the records.

10. What should I do if I have concerns about the actions of an SRO?

A parent or student should first make contact with the building principal. Unless the student or parent has asked that the concern be kept confidential, the principal or school administration designee will then meet with the SRO and his/her supervisor to discuss concerns and take corrective action if necessary. A parent or student can always contact the Police Department to speak with the SRO's supervisor.

11. What are the situations in which an SRO can interview or talk to a student?

The SRO may talk to a student in several situations. They may have voluntary contact with any student. They can have friendly conversations with any student the way any staff member might have. The SRO may have contact with a student as a victim or a witness. The SRO may even have contact with a student as a suspect in a crime. When speaking to students in any setting, other than voluntary contact, the school principal or school administration designee will be contacted and a reasonable attempt will be made to contact the parent/guardian prior to the interview. If parents, when contacted, request a delay in the interview, every effort will be made to accommodate parental wishes. Unless they are in custody, students will be advised that they do not have to speak to the SRO, they will not be penalized by the school if they choose not to speak to the SRO, and they are free to leave at any time. If the student is in custody and not free to leave, Miranda rights will be read to the student. If the student wishes to remain silent or to speak to his or her parents or an attorney, questioning should not commence and the contact should be terminated.

12. How is the authority shared between the principal and the SRO?

The principal is ultimately responsible for the operation of the campus and the actions that occur there. The SRO's ultimate responsibility is to ensure the safety of the students and school community. Because the SRO is a police officer, he/she possesses the authority and responsibility to enforce criminal laws. The principal is responsible for handling violations of the Student Code of Conduct. Oftentimes a violation of the Student Code of Conduct also can be a violation of criminal laws. If this occurs, the SRO and the principal or his designee must work cooperatively to determine appropriate consequences. The intent of the SRO Program is to enhance the health and safety of the campus, not criminalize violations of the Student Code of Conduct. The principal is ultimately responsible for ensuring that school code violations do not result in unwarranted criminalization of student behavior.

Acknowledgement of Receipt of Student Code of Conduct

Parent and Student Signatures Required

My child and I have received a copy of the Champaign Community Unit School District #4 Student Code of Conduct for 2011-12. I understand that the Student Code of Conduct contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this Code. If I have questions regarding the Student Code of Conduct, I should direct those questions to the campus principal.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Please sign and date this page, remove it from the handbook, and return it to the student's school within five (5) days of receiving handbook.

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The following revised policy replaces the text on pp. 35-36.

Policy #710.08R
Search and Seizure—Administrative Procedure

RIGHTS AND RESPONSIBILITIES—Search and Seizure

To maintain order and security in the schools, school authorities may inspect and search desks, lockers, parking lots, or other property owned or controlled by the school and personal effects left in these areas without notice to or the consent of the student and without a search warrant. In addition, school authorities may request the assistance of law enforcement officials and their specially trained dogs for the purpose of conducting searches of these areas for illegal drugs, weapons, or other illegal or dangerous substances or materials.

Students have no reasonable expectation of privacy in their desks, lockers, parking lots, or other property owned or controlled by the school or their personal effects left in those areas. To maintain order and security in the schools, school authorities may inspect and search these areas and/or personal effects left in their areas without notice to or the consent of the student, and without a search warrant. In addition, school authorities may request the assistance of law enforcement officials and their specially trained dogs for the purpose of conducting searches of these areas for illegal drugs, weapons, or other illegal or dangerous substances or materials.

Should the District choose to utilize specially trained dogs for the purpose of conducting random searches of areas specified above, building principals shall announce, via student handbook and student/parent newsletters, to students that such searches will be done. Parking lots shall have appropriate signs in place indicating that student vehicles are subject to random searches by specially trained dogs.

The school has jurisdiction over student actions in school, on school property, during school-sponsored activities or events, and during any activity or event that bears a reasonable relationship to school. When reasonable suspicion exists that a student over whom the school has jurisdiction has violated the law or the District's rules, then personal property, including handbags, wallets, books and backpacks, briefcases, stockings, shoes, outer clothing, electronic devices, other personal effects, and vehicles may be searched. All searches should be conducted by no fewer than two (2) school officials. The involved student's(s') presence at the search of lockers, desks, etc. may be requested by the school official.

School personnel have reasonable suspicion to search personal property when (1) the search is justified at its inception; (2) the search is limited to the scope of the reason for the search; and (3) the search is not excessively intrusive in light of the student's age, sex and/or nature of the infraction.

When considering searching the locker or personal belongings of a student on probation, school officials should contact the student's probation officer. If school administrative personnel suspect that circumstances warrant a body or strip search or circumstances require immediate police intervention to protect the safety of the school, students, or personnel, the matter shall be referred to the local police authority immediately. School personnel shall not conduct strip searches or body cavity searches.

School officials shall make a reasonable attempt to contact the parent or legal guardian of any student under the age of 18 prior to searching personal property on the student, such as bags carried by the student, stockings, shoes, outer clothing, and clothing pockets. School officials are not required to contact the parent or guardian prior to searching personal property not in the possession of the student, such as bags or purses left in a locker. A reasonable attempt is made when either of the following occurs:

1. When the school official calls each phone number provided to them by the parent/guardian at least one time, or
2. If the parent/guardian is not available, but whoever answers the phone communicates that he/she will contact the parent/guardian, the reasonable attempt is complete.

School officials may conduct the search immediately following the reasonable attempt at parent/guardian contact and are not required to wait for a parent/guardian to be present before conducting the search. School officials will notify parents/legal guardians following the confiscation of student possessions.

All items seized by school officials should be identified via a written statement documenting the circumstances under which the items were confiscated. Seized items should be locked in a secure place. Only the principal and one other school official should have access to the location in order to maintain a "chain of custody."

When deemed appropriate, items seized during a search conducted in accordance with these procedures shall be turned over to law enforcement authorities. If any weapons or illegal substances are seized, they must be turned over to law enforcement officials. School officials should request a receipt for the items. The receipt should be attached to the written documentation cited above.

Any seized items not turned over to the police may be returned to a parent/legal guardian if appropriate and if the items are not needed for a disciplinary hearing. The parent or legal guardian shall be required to give a receipt for the items. The receipt should be attached to the written documentation.

If suspected contraband is seized and proves, upon further examination, not to be contraband, it shall be returned to the student or parent/legal guardian with a securing of a receipt. The receipt should be attached to the written documentation with a written summary of the evidence establishing why the property was not, in fact, contraband.

If allegedly stolen property is seized, it may be returned to the rightful owner, if acknowledged by the perpetrator as stolen. A receipt should be secured and attached with the other written documentation. If stolen property seized is in dispute as to ownership, the District shall hold the same until a judicial determination of ownership is secured.

Approved July 25, 2011