

Students

Student Discipline

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, or distributing matches, lighters or other incendiary devices.
3. Using, possessing, or distributing sexually explicit material.
4. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
5. Using, possessing, distributing, purchasing, or selling:
 1. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 2. Any anabolic steroid not administered under a physician's care and supervision.
 3. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
 4. 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.
 5. "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.
 6. 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, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
6. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
7. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the building principal, all electronic devices must be kept powered-off and out of sight during the regular school day unless: a) the supervising teacher grants permission; b) use of the device is provided in a student's IEP; or c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a district staff member's request to stop, present school identification, or submit to a search.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
11. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Being absent without a recognized excuse; State law and Board Policy on truancy control will be used with chronic and habitual truants.
14. Being involved with any public school fraternity, sorority, or secret society, by:
 1. Being a member;
 2. Promising to join;

3. Pledging to become a member;
4. Soliciting any other person to join, promise to join, or be pledged to become a member.
15. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, such as assault and battery, arson, theft, gambling, eavesdropping, and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: a) be a threat or an attempted intimidation of a staff member; or b) endanger the health or safety of students, staff, or school property.
18. For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: 1) on the student's person; b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; c) in a school's student locker, desk, or other school property; or d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psycho tropic or psycho stimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time:
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: a) be a threat or an attempted intimidation of a staff member; or b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to ten days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed five school days. The building principal or designee shall ensure that the student is properly supervised.
11. Detention or Saturday school, provided the student's parents/guardians have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the building principal or designee.
12. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The district will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parents/guardians the choice.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically

painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than two calendar years. The superintendent may modify the expulsion period and the Board may modify the superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: 1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; 2) any other object if used or attempted to be used to cause bodily harm, including but not limited to knives, brass knuckles, billy clubs; or 3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required Notices

A school staff member shall immediately notify the building principal in the event that he or she: 1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, 2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or 3) observes a battery committed against any staff member. Upon receiving such a report, the building principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parents/guardians. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The superintendent, building principal, assistant building principal, or dean of students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of ten days for safety reasons.

Student Handbook

The superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the district's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the district disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Legal Ref.: Gun-Free Schools Act, 20 U.S.C. §7151 et seq.
 Pro-Children Act of 1994, 20 U.S.C. § 6081
 105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.35, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B 5/24-24, 5/26-12, and 5/31-3.
 23 Ill. Admin. Code §§1.210 and 1.280.

Cross Ref.: 5.230 (Maintaining Student Discipline), 6.110 (Programs for Students at Risk of Academic Failure and/or Dropping Out of School), 7.70 (Attendance and Truancy), 7.130 (Student Rights and Responsibilities), 7.140 (Search and Seizure), 7.150 (Agency and Police Interviews), 7.160 (Student Appearance), 7.170 (Vandalism), 7.180 (Preventing Bullying, Intimidation, and Harassment) 7.200 (Suspension Procedures), 7.210 (Expulsion Procedures), 7.220 (Bus Conduct), 7.230 (Misconduct by Students with Disabilities), 7.240 (Conduct Code for Participants in Extra-curricular Activities), 7.270 (Administering Medicines to Students), 8.30 (Conduct on School Property)

Student Handbook

Hazing Prohibited

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions.

- Removal from the extra-curricular activities
- Conference with parents/guardians
- Referral to appropriate law enforcement agency

Students engaging in hazing that endangers the mental or physical health or safety of another may also be subject to:

- Suspension for up to ten days
- Expulsion for the remainder of the school term

Student Handbook

Gang Activity Prohibited

Students are prohibited from engaging in gang activity. A "gang" is any group of two or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang, or are prejudicial or represent such to another group or faction
2. Committing any act or omission or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: 1) soliciting others for membership in any gangs, b) requesting any person to pay protection or otherwise intimidating or threatening any person, 3) committing any other illegal act or other violation of school district policies, d) inciting other students to act with physical violence upon any other person

Students engaging in any gang related activity will be subject to one or more of the following disciplinary actions:

- Conference with parents/guardians
- Referral to appropriate law enforcement agency
- Removal from extra curricular and athletic activities
- Suspension for up to ten days
- Expulsion not to exceed two calendar years

Gang Graffiti

When a teacher observes that a student has what is suspected to be gang graffiti on a notebook or some other property they should:

- confiscate the item and give it to the building principal
- the principal will make two copies of the item, one for the building file and one to provide to Lincoln Police Department Youth Officer
- the principal will notify the parents that they may reclaim the item by coming to the office and signing a notification sheet.

Students

Discipline/Punishment

A central goal of our schools is to help students develop self-discipline: a capacity for wise behavior through inner control.

Discipline so conceived is developmental rather than punitive. Based upon faith in the worth and dignity of each individual, discipline becomes a guiding rather than a punishing device. Any form of discipline which impairs a student's self-esteem should be avoided.

The teacher's role in discipline should be like that of a kind, firm, judicious parent helping children grow in their capacities for self-discipline and self direction. Basic to that approach is each teacher's success in maintaining an environment in which students eagerly learn.

Discipline/Punishment

Responsibilities of parents are as follows:

1. to send the student to school healthy and clean
2. to ensure that primary students arrive at school on time
3. to encourage the proper attitudes toward learning and respect for school authority in the child
4. to cooperate with school personnel in efforts to improve the student's attitude and behavior
5. to assume full responsibility for willful misbehavior or damage to school property by the child
6. to assume full responsibility for bullying activities as defined in Board Policy

Responsibilities of the student are as follows:

7. to comply with the rules of the school
8. to pursue the prescribed course of study
9. to respect and respond to the authority of the teacher and other school personnel
10. to be alert and responsive to directions
11. to be courteous to fellow students and faculty members
12. to respect the rights and property of others
13. to be conscientious of their safety and the safety of others
14. to arrive at school on time

Responsibilities of the teacher are as follows:

1. to enforce the policies of the school and the district to maintain control of the classroom and the school environment
2. to maintain classroom control adequate for the pursuit of the course of study by each child in the room
3. to correct students whose acts, behavior, or conduct are not in conformity with generally recognized standards of acceptable behavior
4. to report any extreme or inappropriate behavior by a student to the principal in order that corrective measures might be taken

Responsibilities of the administrator are as follows:

1. to provide and maintain the best possible school environment for learning
2. to provide a safe environment by:
 - a. dealing with extreme or unusual cases of misconduct
 - b. leading in developing and establishing school rules within the limits of district policy
 - c. supporting staff members in establishing and maintaining adequate student control
 - d. assisting staff members in determining appropriate procedures in handling extreme student misbehavior

Students**Removal of Disruptive Students from the Classroom**

Whenever a student's behavior in a school classroom disturbs the learning environment for others and/or threatens physical harm to the student, other students or the classroom teacher, he/she may be removed from the classroom as a disciplinary action. If the student will not leave the room voluntarily the teacher, and/or principal or designee may physically remove the student from the classroom.

Unacceptable student behavior and/or disobedience is just cause for suspension and/or expulsion from District #27 schools.

When removal of disruptive students from the classroom is necessary the following due process steps should be taken to assure the individual rights of the student or students involved:

1. The teacher has the authority to remove a student from the classroom at any time a student exhibits gross misbehavior or disobedience which disrupts the classroom learning environment for others; threatens the safety of the student involved; or threatens physical harm to other students, the teacher, or other staff members.
2. If the teacher cannot persuade a student to voluntarily leave the classroom, the teacher has the authority to physically remove the student from the classroom. Teachers should use good judgement in removing students forcibly from the room.
3. Teachers should not rely upon other students to accompany disruptive students to the principal's office. Other students may be used to summon the principal at the request of the teacher.
4. When the teacher has arrived at the principal's office with a student removed from the classroom the following steps should be followed:
 - a. principal/assistant principal or head teacher will confer with the teacher in private to learn the reason or reasons for removal of the student from the room
 - b. principal/assistant principal or head teacher will confer with the pupil to explain why he/she was removed from the classroom and to listen to the student's response to the charges
 - c. principal/assistant principal or head teacher will decide whether the disciplinary action to be taken is in-school or external suspension - once this decision is made the parents should be contacted
 - d. principal/assistant principal or head teacher will attempt to contact the parents by phone to inform them about the child's removal from the classroom by the teacher and the disciplinary action to be taken. A parent conference should be scheduled as soon as possible to discuss the problem
 - e. formal suspension policies should be followed by the principal/assistant principal or head teacher in the written notification to parents about a student's suspension whether it is in-school or external suspension
5. The principal shall be authorized to decide whether or not a student needs to remain out of the classroom for any extended period of time.

When in doubt about whether or not to follow formal due process procedures for school suspension the principal, assistant principal or head teacher should contact the district superintendent. If the superintendent is unavailable the principal should proceed with formal due process guidelines and procedures.

Adopted by the Board of Education on 12/20/95

Students**Student Activities****Student Strike or Student Disorder**

To minimize the disruption of the educational process, to assure the safety of students and faculty, and to protect public property, the administration is authorized to implement the following procedures. At all times the safety of the students shall be uppermost in the minds of those in charge of a building during a time of tension.

1. When there is evidence that an unusual situation may be developing, the principal shall alert police authorities, and notify the superintendent.
2. In the event of a student strike or student disorder, the policy shall be to take firm measures.
3. The building principal or his delegate shall confront the students causing the disturbance. He shall make himself available to meet immediately with the representatives of the students causing the disturbance and shall inform the other students that he expects them to return to their regular classroom routine.
4. If the students fail to abide by such directions, the principal is authorized to suspend those students causing the disturbance and direct them to leave the building with the understanding that they will not be readmitted unless accompanied by a parent or guardian.
5. If the disruptive students refuse to leave the building and the school grounds after a reasonable time has elapsed in the judgement of the building principal, he/she shall call in the police authorities.
6. The building principal should clearly state to the disruptive group that upon arrival of the police authorities they are subject to arrest.
7. Should a confrontation of any kind ever develop, the building principal will submit to the superintendent, in writing, a complete report of such incident.
8. The Board reaffirms its policy that the principal is always available to receive the requests of students in a peaceful, orderly, and reasonable manner, and that he is free to exercise administrative judgement in a specific instance.

Students**Drug Abuse, Tobacco, Alcohol**

It shall be the policy of the schools to take positive action through education, counseling, parental involvement, medical, referral, and police referral in handling incidents in the schools involving the possession, sale, and/or use of behavior affecting substances. These substances shall include, but not be limited to marijuana, LSD, glue, alcohol and barbiturates.

Students shall be advised of this policy in a manner deemed appropriate by the building principal. In addition, information concerning the effects and potential dangers involved in the illicit use of drugs shall be included in the curriculum in compliance with the law.

If a staff member finds a student to be illicitly using, possessing or distributing drugs or look-alike drugs in violation of this policy, the student shall be suspended for a period of up to ten days for the first offense. In addition, parents and juvenile authorities shall be notified promptly. In all cases, parents' cooperation shall be sought. When a substance is determined to be a illicit drug, the identity of the student shall be given to the proper authorities for prosecution.

Repeat offenders may be recommended to the School Board for expulsion.

If there is reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his parents.

Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought onto school buses or school property and submit such drugs to the proper authorities for analysis.

School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Lockers, though assigned to students are school property and may reasonably be inspected.

Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection and search by school personnel.

Organizations sponsoring activities on the school's facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use district facilities.

Procedures for Dealing with Student Problems

The following procedures have been developed to aid members of the staff in dealing with the use, possession, selling, or supplying of drugs:

1. If a staff members has reason to believe that a student is ill due to drug or alcohol use the following procedure should go into effect:
 - a. The principal is to be notified immediately.
 - b. If the principal feels that the illness is drug-related, the principal will, at this time, contact the parents. Following contact with the parents, a decision will be made by the principal, as to whether the student should remain in school or be taken home by the parents.
 - c. First aid will be administered as necessary and as prescribed by law.
 - d. If a parent cannot be contacted and the illness persists, the principal or designee will contact the family physician and follow his direction. Should it be necessary to hospitalize the student in the opinion of the physician, the

principal or designee will accompany the student to the hospital. If no physician can be contacted, the principal or designee may arrange to hospitalize the student. The principal will be responsible for continuing to contact the parents and physician of the student.

- e. The above refers to all in-school cases. Any notification of appropriate law enforcement agencies will be the responsibility of the building principal.
2. School authorities holding tangible evidence of the possession and/or peddling of drugs in school, shall follow this procedure:
 - a. The principal will notify the appropriate law enforcement agency.
 - b. The principal will notify the parents and the superintendent.
 - c. Suspension of the student may be initiated by the principal, pursuant to state statutes and district policies.
 3. In instances of suspected drug use or peddling outside of school, the school personnel should notify appropriate law enforcement agencies of information that has come to their attention.
 4. Should a student be arrested or convicted of possession of drugs or trafficking in drugs outside of school, the superintendent may initiate suspension proceedings under state statute, depending on the merits of the particular case.

Students

Administrative Procedure – Use of Isolated Time Out and Physical Restraint

This administrative procedure applies to all students. Isolated time out and physical restraint shall be used only as a means of maintaining discipline in schools (that is, as a means of maintaining a safe and orderly environment for learning) and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, that is, as a form of punishment. The use of isolated time out and physical restraint by any staff member shall comply with the Illinois State Board of Education rules, Section 1.285, Requirements for the Use of Isolated Time Out and Physical Restraint. Isolated time out and physical restraint are defined as follows:

Isolated time out - the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted.

Physical restraint - means holding a student or otherwise restricting his or her movements. "Restraint" does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to: 1) prevent a student from completing an act that would result in potential physical harm to himself/herself, or another, or damage to property; or 2) remove a disruptive student who is unwilling to leave the area voluntarily.

The following also apply:

1. The circumstances under which isolated time out or physical restraint will be applied are limited to maintaining a safe and orderly learning environment. § 1.280(c) (1).
2. The ISBE rules are adopted as the district's written procedure to be followed by staff for the use of isolated time out or physical restraint. § 1.280(c)(2).
3. Staff members shall inform the building principal whenever isolated time out or physical restraint is used and the building principal shall maintain the documentation required according to Section 1.285. §1.280(c)(3).
4. The building principal shall investigate and evaluate any incident that results in serious injury as reported by the affected student, parent/guardian, staff member, or other individual. §1.280(c)(4).
5. The building principal shall compile a description of alternative strategies that will be implemented when determined advisable pursuant to Section 1.285(f)(4). § 1.280(c)(5).
6. The superintendent or designee shall compile an annual review of the use of isolated time out or physical restraint. The building principal shall report the following information to the superintendent in order to facilitate the report's compilation: § 1.280(c)(6).
 - a. The number of incidents involving the use of these interventions;
 - b. The location and duration of each incident;
 - c. Identification of the staff members who were involved;
 - d. Any injuries or property damage that occurred; and
 - e. The timeliness of parental notification and administrative review.

Legal Ref.: 105 ILCS 5/10-20.31
23 Ill. Admin. Code §§ 1.280 and 1.285

Final Adoption: October 17, 2007

Students

Suspension Procedures

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parents/guardians. A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parents/guardians of their right to a review of the suspension. A copy of a notice shall be given to the School Board.
4. Upon request of the parents/guardians, a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parents/guardians may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Legal Ref.: Goss v. Lopez, 95 S.Ct. 729 (1975).
Sieck v. Oak Park River Forest High School, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).
105 ILCS 5/10-22.6(b) {Ill. Rev. Stat., ch. ¶ 10-22.6(b)}.

Cross Ref.: 7.130,7.190 (student discipline)

Final Adoption: November 19, 1997

Suspension

These short term suspensions are from one to ten days at the discretion of the person giving the suspension. During this period of time a better understanding and agreement regarding acceptable conduct will be sought with the student and his parents. Some incidents may require the immediate removal of the student from school. In all incidents, cases will be handled on an individual basis. Parents or guardians must be invited to be active participants at the school in discussion of the problem.

A Complete written report on pupil suspension action by a principal, assistant principal or head teacher and/or proposed pupil expulsion shall be forwarded to the superintendent's office immediately after such action is taken. Other administrative guidelines regarding pupil suspension are as follows:

1. Pupils may be suspended for a period not to exceed ten school days.
2. The day of the suspension shall be counted as the first day of suspension for the pupil.
3. The principal, assistant principal or head teacher shall notify the parents verbally of the suspension prior to suspending the pupil from the school building. The parents should either pick the pupil up from the building or the school official involved should take the pupil to the home after contacting the parents. The school official should always take another staff member along if a pupil needs to be taken home.
4. Within three days of the suspension, the principal, assistant principal or head teacher shall notify the parents by certified mail, return receipt requested, of the reasons for the suspension, the length of the suspension, the rules and regulations violated by the pupil's conduct and a statement of the procedure to be followed at the review.
5. The letter regarding the suspension shall also include the date, time and place of the review of the case by the Board of Education.
6. Enclosed with the letter of suspension shall be a *Waiver of Right to Review* for the parents of the suspended child. It shall read as follows:

Waiver of Right to Review

Board of Education, Lincoln Elementary Schools #27
100 South Maple St., Lincoln, Illinois 62656

I/We hereby waiver my/our rights as a parent to appear before the Board of Education at 6:30 p.m. on _____ at Central School, 100 Seventh Street, Lincoln, Illinois, to review the recent suspension of my child, _____.

I/We hereby state that I/We have read the review procedures for pupil suspensions and the Waiver of Right to Review above and by signing the waiver hereby approve of the suspension disciplinary action so taken.

Parent's Signature

Review Hearing Procedure

- A. The review hearing for pupil suspensions shall be held at the regular monthly meeting of the Board of Education. Parents will be notified of the exact date and location in the formal letter of suspension which will be sent to them by certified mail by the superintendent or principal.
- B. Deliberate absence by the parents at a scheduled review proceeding shall be construed as a waiver of review.
- C. The Board of Education shall serve as the Review Board with the president acting as the presiding officer. The finding of the Board shall be final.
- D. The School Administration shall proceed first and the student may then respond.
- E. All witnesses shall be subject to inquiry by both parties.
- F. No more than five (5) witnesses may be called by either party.
- G. Either party may record the proceedings at his own expense.
- H. The rules of evidence shall not apply to review proceedings.
- I. The review proceeding shall be held in executive session at the request of either party.
- J. A written decision shall be issued to the pupil and his/her parents within 48 hours after a hearing conducted by the School Board. It shall contain a short statement of facts, the basis for the decision and the finding.

Disallowance of Suspension

- A. The pupil's record shall be expunged of all notations or remarks regarding the matter.
- B. The pupil's absence shall be *excused*.
- C. If possible, all educational opportunities missed by the pupil shall be afforded him/her including the making up of any test.

Students

Expulsion Procedures

The following are expulsion procedures:

1. Before expulsion, the student and parents/guardians shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parents/guardians. If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parents/guardians may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt, hear evidence on whether expulsion is appropriate, and make its decision.

Legal Ref.: Goss v. Lopez, 95 S.Ct. 729 (1975).
105 ILCS 5/10-22.6(a) {Ill. Rev. Stat., ch. 122, ¶ 10-22.6(a)}.
720 ILCS 570/102 et seq. {Ill. Rev. Stat., ch. 56 1/2, ¶ et seq.}

Cross Ref.: 7.130, 7.190 (student discipline)

Students

Bus Conduct

All students must follow the district's *School Bus Safety Guidelines*. The superintendent, or any designee as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to ten consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in the Board Policy 7.190, *Student Discipline*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of ten days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

The content of the electronic recordings are student records and are subject to district policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. In most instances, individuals with a legitimate educational or administrative purpose will be the superintendent, building principal, transportation director, bus driver, and sponsor, coach, or other supervisor. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Legal Ref. Family Educational Rights and Privacy Act, 20 U.S.C. § 1232 (g), 34 C.F.R. Part 99.
105 ILCS 5/10-20.14, 5/10-22.6, and 10/1 et seq.

Cross Ref. 4.110, 4.170, 7.130 (student rights and responsibilities), 7.170, 7.190 (student discipline), 7.200 (suspension procedures), 7.340 (student records)

Final Adoption: February 20, 2008