

ATTACHMENT NO. IX-A: 2012-2013 Discipline Code

Suggested Motion: Move to adopt the 2012-2013 Discipline Code

Recommended Action: Approve the motion.

On December 15, 2011, the Discipline Committee met and made recommendations for additions to and deletions from the Discipline Code for the 2012-2013 school year. Attached are a red-lined version outlining the committee's recommendations and a final version comprising those changes. It is recommended that the Board of Education approve the proposed 2012-2013 Discipline Code.

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## NORTH BOONE CUSD #200 2012-2013 DISCIPLINE CODE

The purpose of school is to prepare students with the skills they will need to be successful in life. The objective of the Board of Education in establishing this Discipline Code is to promote a positive and secure learning climate.

North Boone Community Unit School District #200 students are required to attend all classes and participate in selected school activities as responsible school citizens. Respect for all school employees, public property, and respect for the rights and welfare of others must govern pupil actions.

The following rules and regulations are applicable to all North Boone students and apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school, including at designated bus stops, or a school activity, function, or event;
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function; or
5. Anywhere outside of school if a nexus, or relationship, can be proven between the incident and the school.

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 psychotropic or psycho stimulant medication to the student.

### Maintenance of Discipline

Teachers, other certificated educational employees, and other delegated personnel shall maintain discipline in the schools, including school grounds that are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

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 the student's parent(s)/guardian(s).

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(s)/guardian(s) of a student who engages in aggressive behavior are 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.

Nothing in this section affects the power of the board to establish rules with respect to discipline; except that each board shall establish a policy on discipline, and the policy so established shall provide that a teacher

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may use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self defense or the defense of property and may remove a student from the classroom for disruptive behavior and shall include provisions which provide due process to students.

Board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extra-curricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that 10 days written notice of the violation is given such person and a hearing held thereon by the board pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing any offenses at school events.

The teacher will usually enforce discipline within the classroom. Some situations will be referred to the building administrator. This usually will happen when all attempts to correct unproductive behavior have gone unheeded by a student.

Repeated violations of school rules or misbehavior may also constitute gross disobedience or misconduct, thus warranting expulsion or suspension, even though each isolated violation or misbehavior may alone not constitute gross disobedience or misconduct. All out of school suspensions will result in an activity suspension for the student. Additional consequences may be imposed.

The school administrators maintain the authority to use their discretion in dealing with a student who displays unacceptable behavior or conduct. Severity and circumstances of a situation may alter punishment and remediation imposed on the student. Inappropriate student conduct will result in a variety of consequences. The discipline consequences may range from a warning to an expulsion from the North Boone School District. Although some of the consequences are listed and explained below, additional consequences may be used as needed. Disciplinary responses are not negotiable. Noncompliance will result in the next more serious disciplinary response. In extreme situations or for chronic offenders, the administrators may determine an Out of School Suspension not to exceed ten school days as an appropriate punishment to protect the learning environment of the school.

Disciplinary measures may include:

1. Disciplinary Conference.
2. Withholding of privileges.
3. Confiscation of items.
4. Independent Study
5. Reflective Essays or Homework
6. Written Apology
7. Loss of Privileges
8. Peer Mediation
9. Restitution
10. Disciplinary Behavior Contract
11. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
12. Suspension of bus riding privileges, provided that appropriate procedures are followed.
13. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
14. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
15. Notifying parents/guardians.
16. Removal from classroom.
17. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
18. Detention or Saturday School, provided the student's parent(s)/guardian(s) 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 of the Building Principal or designee.

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## Behavior Definitions

1. **Assault (Verbal):** Using language in a confrontational, threatening, or intimidating manner.
2. **Battery (Physical):** Use of force causing bodily harm to another person, but not mutual combat.
3. **Bullying:** Bullying occurs when a person intentionally injures, demeans, humiliates, or isolates another through physical contact, words, or other means repeatedly and over time.
4. **Dangerous Behavior/Physical Aggression:** Behavior that has the likelihood of causing harm to self or other.
5. **Disruptive Behavior:** Any student action which disrupts the learning environment for short periods of time and/or affects learning opportunities.
6. **Fighting:** The exchange of mutual, 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. The discipline assigned will be determined by the severity of the fight. Failure to stop fighting when directed to do so by an adult may result in a recommendation for expulsion.
7. **Firearms:** Any device using an explosive to propel a projectile that could inflict bodily harm upon others. This includes a starter pistol.
8. **Forgery:** Falsely making or altering a written document or letter, or signing of another person's name to a document.
9. **Gang:** Any group of 2 or more persons whose purpose includes the commission of illegal acts.
10. **Gang Activities:** Participation in any activity that serves to advertise or promote gang activity including the wearing of displaying or jewelry, clothing, signs, or other gang-related items. Subject to discretion of administration.
11. **Harassment:** Making another person anxious by demands, insults, or put-downs whether verbal, physical or written including, but not limited to, notes, emails, postings on websites, text messages, etc.
12. **Hazing:** 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.
13. **Inappropriate Behavior:** Behavior that is disrupting or inhibiting the education of a student.
14. **Inappropriate Language and Gestures:** Language and gestures which convey grossly offensive, obscene, sexually-suggestive messages, or other suggestive language.
15. **Insubordination:** Action which actively or passively defies a school rule or a refusal to obey a request from staff.
16. **Possession:** Knowingly holding, either with or without rights of ownership, for any length of time.
17. **Public Display of Affection:** Includes behavior such as kissing, fondling, prolonged hugging, embracing, etc.
18. **Racial/Ethnic/Religious Harassment:** Using words, pictures, objects, gestures or other actions demeaning to any religious, ethnic, or racial group.
19. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.
20. **Slander:** A false report maliciously uttered intending to injure the reputation of a person by using written/visual postings on the web, e-mails, text messages, notes, etc.
21. **Tardy:** Not being in your assigned seat when the bell rings.
22. **Truancy:** An unexcused absence. A student who is absent without valid cause for a school day or portion thereof. This includes a class period.
23. **Weapons:** A "weapon" means possession, use, control, or transfer of any object which may be used to cause bodily harm, including, but not limited to, knives, guns, rifles, shotguns, brass knuckles, firecrackers, and billy clubs. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, pens and snowballs may be considered weapons if used or attempted to be used to cause bodily harm.

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## Consequence Definitions

1. **Activity:** Any school-sponsored event held on or off campus involving students from the school district. An activity suspension takes place concurrently with all out of school suspensions or at the next scheduled event.
2. **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, and certified personnel are permitted to use reasonable force as needed to maintain safety for students, staff or other persons, or for the purpose of self-defense or defense of property. Corporal Punishment is **NOT ALLOWED** in North Boone Community Unit School District #200.
3. **Detention:** student being required to serve a specific time penalty before or after school for an infraction. A teacher or administrator may assign a detention. A teacher detention is assigned by a teacher and is up to 30-minutes in length. An administrator detention is assigned by the principal/assistant principal and is 50-minutes in length. Students are required to serve all detentions and must arrange for their own transportation. Unserved detentions may result in additional detentions, an out of school, or suspension from an extra-curricular activity. If a student is suspended out of school the detention will still be required upon the student's return to school. Failure to attend a scheduled detention due to employment or extracurricular activities is not acceptable.
  - **Saturday Detention:** Students are required to attend school Saturday from 8:30 to 12:30 as a detention.
  - **2-hour Detention:** Students are required to stay at school for two hours after school and will be responsible for arranging their own transportation home.
4. **Expulsion:** The removal of the pupil from school or from riding the bus by the Board of Education for any length of time of more than ten days up to 2 calendar years.
5. **Extracurricular Code:** An additional set of expectations and consequences for students who represent the North Boone district in activities related to sports, clubs, student government, and other activities outside the regular school day.
6. **Hearings:** There are three types of hearings that are used in this discipline code:
  - Pre-suspension Hearing--The administrator meets with the student and identifies the rule violation and the evidence against him/her. In some instances parents may be involved in this hearing.
  - Suspension Hearing--The parent requests an administrative hearing to review the incident leading to the suspension and the discipline.
  - Expulsion Hearing--A hearing conducted by the Board of Education to determine if a student should be allowed to remain in school.
7. **In-School Suspension (ISS):** The temporary removal from classes for up to 5 school days. During the period of time a student is serving in-school suspension, the student shall be excluded from all North Boone School District #200 classes, but not activities (including graduation ceremonies), and practices both on and off-site. Suspended students must make up and complete all assignments as originally required. Term papers and other assignments that would normally be due on a date during the in-school suspension are still due that day. The student must make his/her own arrangements to have the assignment delivered to the teacher on the due date. Assignments turned in after the due date will be graded according to the late policy of the teacher or school or graded zero. Tests and quizzes will be required the day that the student returns to class, unless scheduled to take it during the in-school suspension time. Daily participation grades will be graded zero.
8. **Out-Of-School Suspension (OSS):** The temporary removal from school or from riding the bus for up to ten days. During the period of time a student is suspended, the student shall be excluded from all North Boone School District #200 classes, activities including graduation ceremonies), and practices both on and off-site. Suspended students must make up and complete all assignments as originally required. Term papers and other assignments that would normally be due on a date during the suspension are still due that day. The student must make his/her own arrangements to have the assignment delivered to the school on the due date. Assignments turned in after the due date will be graded according to the late policy of the teacher or school or graded zero. Tests and quizzes will be required the day that the

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student returns to school. Daily participation grades will be graded zero. Parents, guardians, or other responsible persons may pick up work daily at the school office within 45 minutes of the end of the normal school day.

Students who return to school property during suspension will be considered as trespassing.

Students will be given a sign-in sheet that must be signed by all of their teachers to show they have made up the necessary requirements, to include notes, movies, or any other time or material necessary to be present to get credit, missed during their suspension. If they do not get this signed by their teachers, then all school work turned in from the suspension will be graded using a 7.5% penalty loss (the final score will be multiplied by .925).

9. **Searches:** The District reserves the right to search the school grounds, the building, classrooms, lockers, and student property, in accordance with Illinois law, when there are reasonable grounds that the search will produce evidence the student has or is violating either the law or the rules of the school. Police and specially trained dogs may be used for any searches. Student vehicles while on school property may also be searched if there is a reasonable suspicion that the vehicle contains banned substances or stolen property. Students who refuse to allow their car to be searched will not be allowed to park or drive on school property for a period up to and including the remaining time they are enrolled at North Boone High School.

### **Inappropriate behaviors requiring consideration of detention(s) for first offense**

- a. Dress Code Violations
- b. Public Display of Affection
- c. Inappropriate Behavior
- d. School Environment Disturbance: Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.
- e. Bus misconduct:
- f. Cafeteria misconduct.
- g. Vehicle misuse and parking violations: This includes: speeding, reckless driving, failure to yield, etc., and failure to register vehicle in the office, entering parked cars during school day without permission, failure to display parking permit, and parking/driving in other than a designated area. Vehicles parked on school property are subject to search. Refusal to allow search may lead to denial of parking/driving privileges. Excessive vehicle noise, whether from exhaust or amplified noise, will not be permitted on school property.
- h. Inappropriate Language or Gestures.
- i. Electronic devices such as radios, tape recorders, laser lights, CD players, MP3 players, etc. are not allowed during school hours without prior permission from an administrator, whether or not the student is in class, and must be kept in your locker. All such devices will be confiscated.
- j. Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept in your locker.
2. They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. If a cell phone is confiscated, the district reserves the right to search the cell phone as related to the violation. Example: If a student is texting in class, it may be that a student is sending improper academic information to a peer. The school may search only through the texts. If a student is showing pictures, it may be that inappropriate material is being shown, so a school official may search through the pictures on the phone.
5. They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions as defined in state law, i.e., sexting.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or

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2. Permission is received from the student's teacher.

Examples of electronic devices that may be used as study aids include devices with audio or video recording, iPods®, some cellular telephones, laptop computers, and iPads®.

Examples of electronic devices that are **not** used as study aids include: hand-held electronic games, CD players, MP3 players/iPods®, global positioning systems (GPS), radios, and cellular telephones (with or without cameras), and other portable mobile computers capable of transmitting images or pictures.

The school district is not responsible for the loss or theft of any electronic device brought to school.

- k. Not dressing for P.E.
- l. Sleeping in class.
- m. Acts that endanger (Severity could result in suspension).
- n. Food or beverages outside of the commons area.
- o. Not standing during the pledge.
- p. Excessive tardiness.
- q. Truancy. A student will receive a zero for any work given during the time the student is truant. In addition, if a student is truant in excess of three times from the same class, they may be withdrawn from the class.

### Serious violations requiring consideration of suspension for first offense

- a. Forgery, lying, writing, or giving false or misleading information to school officials.
- b. Defiance/Disrespect/Insubordination: Insubordination is defined as a refusal to obey a school rule, regulation, a continual ignoring of school rules, or the ignoring or refusal to obey a directive of a teacher or school official. This also includes obscene, inappropriate language or gestures toward staff members.
- c. Cheating or copying from another student's work or from prepared material explicit to the examination being taken or plagiarism. This also includes allowing students to copy from one's own work. Students will receive a zero (0) grade for the test, quiz, or assignment.
- d. Pornography.
- e. Possession of matches/lighter.
- f. Verbal abuse.
- g. Any continual misbehavior of any sort.
- h. Any single event or misbehavior of a serious nature.
- i. Skipped detention.
- j. Excessive referrals. Every fifth referral may amount to an ISS.
- k. Misuse of computers by attempting to gain access to unauthorized sites or unauthorized use of computers. Additionally, students may either lose or have access limited to computers in the district.
- l. Racial comments, slurs or derogatory comments.

For the following violations, administration may additionally notify Law Enforcement Authorities if it is determined that a law may have been violated. If any of the following offenses are of such a serious nature, an administrator may recommend for expulsion.

- m. Sexting
- n. Fighting or inciting mob or group action: (students who engage in physical contact to inflict harm on another person). This may be deemed a battery. A person commits battery if he/she intentionally or knowingly without legal justification and by any means, (1) causes bodily harm to an individual or (2) makes physical contact of an insulting or provoking nature with an individual. In many cases a student may be removed from class/building if deemed necessary by the administrator. If it is determined who provoked the fight or threw the first blow, different punishments may be imposed.
- o. Harassment-Hazing-Bullying: 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

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- computer or a school computer network, or other comparable conduct. A report of harassment shall be filed with the appropriate Law Enforcement Authority. The student may face legal action.
- p. Vandalism: Destruction, defacement of school property or attempting to cause damage to school property, or damage to the personal property of others. In addition to suspension requirements for repair and/or restitution may be imposed.
  - q. Theft: or Possession of Stolen Property.
  - r. False fire alarm, false 911 calls, bomb threat, weapon threat, threat of bodily harm or setting fires.
  - s. Threatening of a staff member: Students who threaten or intimidate teachers or staff will be reported to the appropriate Law Enforcement Authority for inclusion in the Illinois Uniform Crime Reporting Program. This is considered an assault.
  - t. Gang/Cult/ Secret Society/Fraternity/Sorority Activity: Student involvement in gangs or gang related activities including the wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang or conduct engaged in by students to perpetuate the existence of any gang or to effect the common purpose and design of any gang. Gang activity is prohibited on or about school grounds, on school buses, or off school grounds at any school activity; or being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.
  - u. Tobacco: Using, possessing, distributing, purchasing, or selling tobacco. Illinois law prohibits the use of tobacco on school property. **This includes look-alike products and electronic cigarettes.**
  - v. Physical Assault on a School Employee: Defined as a student or adult who causes bodily harm to an individual or makes physical contact of an insulting or provoking nature. Students who commit a battery against a teacher/staff will be reported to the appropriate Law Enforcement Authority for inclusion in the Illinois Uniform Crime Reporting Program. This is aggravated battery and is a Class 3 felony and may be prosecuted under the criminal code of Illinois. Serious incident may result in expulsion.
  - w. Tampering with School Records, (i.e., computer misuse, altering or gaining access to school records or other students' records).

During the period of time a student is suspended, the student shall be excluded from all North Boone School District #200 classes, activities (including graduation ceremonies), games, and practices both on and off-site. Suspended students must make up all work missed including class work and homework. **All missed assignments due to suspension will be counted and are due the day the student returns to school. Students/parents/guardians may only pick-up assignments within 45 minutes of the end of the school day. Tests should be taken the day the student returns if time permits.** Students will receive a zero (0) for class participation.

### **Gross misconduct which could result in expulsion for first offense. Infraction requires the notification of the appropriate Law Enforcement Authority.**

- a. Using, possessing, distributing, purchasing, or selling:
  - 1. Any illegal drug, controlled substances, or cannabis (including marijuana and hashish).
  - 2. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - 3. 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.
  - 4. 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.
  - 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.

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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.

- b. Alcohol: Sale, distribution, use, or possession of alcohol: Students under the influence of, or who smell of recent use of alcohol are not permitted to attend school or school functions, will be suspended and recommended for expulsion.
- c. Weapons: A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years. A weapon is defined as a firearm, destructive device, illegal object, object used to inflict harm to others, or any other look-alike weapon.  
The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.  
The Building Principal or designee shall notify the appropriate Law Enforcement Authority of any student who brings a weapon to school.
- d. Repeated violations of school rules or misbehavior may also constitute gross disobedience or misconduct, even though each isolated violation or misbehavior may alone not constitute gross disobedience or misconduct.
- e. Physical Assault on a School Employee: Defined as a student or adult who causes bodily harm to an individual or makes physical contact of an insulting or provoking nature. Students who commit a battery against a teacher/staff will be reported to the appropriate Law Enforcement Authority for inclusion in the Illinois Uniform Crime Report Program. This is aggravated battery and is a Class 3 felony and may be prosecuted under the criminal code of Illinois.
- f. Three gang related referrals will result in automatic suspension and recommended for expulsion.

**The Building Principal or designee shall notify the appropriate Law Enforcement Authority of any student who brings a weapon to school.**

### EXTRACURRICULAR DISCIPLINE CODE

**In addition to the regular Discipline Code, students who are representing the school district in extracurricular activities must follow the appropriate rules of conduct every day and time of the week from the first day of formal organization and/or practice and extend through the last event of that activity. This policy shall be cumulative from one activity to another. must follow the rules set forth in the athletic handbook. The discipline code as it pertains to participation in extra-curricular activities will be enforceable from the moment a student joins an extra-curricular activity (first practice) until that student leaves the school district (graduation/transfer). This policy shall be cumulative from one activity to another.**

If a student receives any type of school suspension for an action that occurs within the school day, the student is not allowed to participate in any events during the duration of the suspension. The student will receive a one-event suspension. If the suspension does not occur on an event day, the student will miss the

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next scheduled event. Further, if a student violates any of the following rules any time of the day or week, additional discipline measures will be enforced.

**Students who receive an out-of-school suspension will not be allowed to participate in contests or practices for the duration of the suspension. For clarification purposes, the student may participate on the day after the last day of the out-of-school suspension.**

**The administrator may initiate the action at any step indicated, depending on the severity of the misbehavior or in cases of frequent recurrence of lapse of discipline on the part of the student. Principals are not obligated to act in all instances of violations of this code if the evidence is not substantiated. Discipline enforced through extracurricular activities is subject to discretion.**

The Board of Education defines the following list of offenses as gross misconduct or gross disobedience. The local sheriff's police may be called when state laws are violated on school property or at any school function. NOTE: Any combination of the following offenses in rule #1 shall follow in the same 1st, 2nd, and 3rd. offense sequence.

1. The following offenses will result in the listed consequences:

- a. Willful insubordination directed toward a staff member:
- b. Inciting group violence:
- c. Verbal abuse directed toward any staff member, official and/or spectator (use of profanity or derogatory language or obscene gestures):
- d. Fighting:
- e. Willful destruction or defacement of school property or the property of others:

1 <sup>st</sup> Offense of School Year	Exclusion from at least two games or events <b><u>Exclusion from at least 10% of games, contests, events. (Must be at least one game, contest, or event)</u></b>
2 <sup>nd</sup> Offense of School Year	Exclusion for rest of individual sport or event season
3 <sup>rd</sup> Offense of School Year	Exclusion for rest of school year

2. The following offenses no matter when they occur will result in the listed consequences:

a. Possession/Use of tobacco products:

1 <sup>st</sup> Offense of School Year	Exclusion from games, practices, or events for 20 calendar days from the date of the write-up or re-evaluation assessment required. <b><u>The student will be required to participate in all practices.</u></b>
2 <sup>nd</sup> Offense of School Year	Exclusion from games, practices, or events for 40 calendar days from the date of the write-up and continued exclusion from further participation until presentation of proof that student with parent knowledge has participated in a substance abuse assessment.
3 <sup>rd</sup> Offense of School Year	Exclusion for rest of school year.

**b. If at a gathering, and under-aged drinking begins or is occurring, students are expected to remove themselves from that situation immediately or face possession penalty.**

Possession/use of alcoholic beverages, narcotics, controlled substances or any look-alike substance:

1 <sup>st</sup> Offense of School Year	Exclusion for rest of school year. In lieu of exclusion for rest of school year, it is required that student actively participate in a substance abuse program. The program must be approved by the administration and certified in writing by a doctor or appropriate agency. The student and his/her parent will bear the burden of all financial obligations for the approved
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program. If successful completion takes place, the student will be excluded from the sport/extracurricular activity for 40 calendar days from the date of the write-up. **If actively participating in an approved program and meeting all the requirements of the program, the student will be excluded from games, contests, or events for 40 calendar days from the date of the write-up. The student will be required to participate in all practices.**

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| 2 <sup>nd</sup> Offense of School Year  | Exclusion for rest of school year.   |
| c. Possession of stolen property and/or theft:  |  |
| 1 <sup>st</sup> Offense of School Year  | <b><u>Exclusion from at least 10% of games, contests, events. (Must be at least 1 game, contest, or event)</u></b> |
| 2 <sup>nd</sup> Offense of School Year  | Exclusion for rest of the individual sport or event season   |
| 3 <sup>rd</sup> Offense of School Year  | Exclusion for rest of school year  |
| d. Physical assault on a school employee:   |  |
| Any Offense   | Exclusion for rest of school year  |
| e. False fire alarm, false 911 calls, bomb threat, weapon threat, threat of bodily harm or setting fires: |  |
| Any Offense   | Exclusion for rest of school year  |
| f. Possession of weapons (any instrument or substance that can be used to inflict bodily injury):         |  |
| Any Offense   | Exclusion for rest of school year  |

### **Self-Report**

**Students who self-report their violation of the handbook prior to any report from law agencies or investigation/questioning by school officials will have their suspension from games, contests, or events dropped. All other penalties will apply. This is a one-time use only per student, and does not apply to D, E, or F above.**

## GENERAL INFORMATION REGARDING CONDUCT

### Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students

1. The School Principal and/or the Police Department School Liaison officer will arrange meetings as needed between school officials and individuals representing law enforcement to share information.
2. The Police Department School Liaison Officer and the School Principal will verbally report to each other the following activities when committed by a student enrolled in the Principal's school:
  - i. Unlawful use of weapons under Section 24-1 of the Criminal Code of 1961
  - ii. A violation of the Illinois Controlled Substances Act
  - iii. A violation of the Cannabis Control Act
  - iv. A forcible felony as defined in Section 2-8 of the Criminal Code of 1961
- a. The reporter should identify the student by name and describe the circumstances of the alleged criminal activity. Local law enforcement officials must certify in writing that the information received from the school will not be disclosed to any other party except as provided by State law without the prior written consent of the student's parent(s)/guardian(s).
- b. The report should be made as soon as possible after the Liaison Officer or Principal reasonably suspects that a student is involved in such activity.
- c. The School Principal's duty to report such activity arises only when the activity occurs on school property or off school grounds at a school-related function.
3. The State's Attorney shall provide to the School Principal a copy of any delinquency dispositional order where the crime would be a felony if committed by an adult, or was a Class A misdemeanor in violation of Section 24-1, 24-3, 24-3.1, or 24.5 of the Criminal Code (weapons offenses).

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4. Local law enforcement shall provide a copy of all arrest records, and the State's Attorney shall provide a copy of all conviction records, to the School Principal if the record involves a student who is arrested or taken into custody after his or her 17<sup>th</sup> birthday.

### **Early Identification: Aggressive Behavior**

Students who are identified by one or more teachers as having demonstrated conduct or behavior that puts them at risk for aggressive behavior, including but not limited to "bullying," shall be referred to the school principal or designee. For purposes of the Policy, "bullying" is defined as conduct or behavior toward other students that, to a marked degree, appears intended to terrorize, intimidate, or start fights with other students. The principal or designee shall promptly notify the student's parents or legal guardians of the referral, and shall schedule a parent-teacher conference to discuss the referral and to recommend such community-based or District-provided early intervention procedures as are available and are deemed reasonably appropriate.

### **Home-Based Web Sites**

While home based student web sites and other uses of home-based computers are regarded as a benefit to a student's computer literacy, the student needs to be aware of the following:

- Using a home-based or other off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or district rules. Should such misuse be determined, the school will implement appropriate consequences.
- As computer use is a privilege, such violations may result in suspension, expulsion, or other discipline, as noted, based upon the seriousness of the offense's impact or the threat's ability to have caused material and/or substantial disruption were it carried out.

### **Policies regarding proper grooming and dress**

It is recommended that students use good taste in presenting a neat and clean appearance. Parents are encouraged to see that their child is properly dressed before he or she leaves for school. Dress and grooming must meet standards that do not present health or safety hazards, interfere with maintenance of a positive teacher/learning climate, or substantially disrupt the educational process. Clothes should be worn as they are intended - example: straps on overalls should be fastened appropriately, shoes should be tied, and underwear should not be seen. Pants must fit and are to be worn at the waistline.

~~Clothing that is tight or short so as to~~ **that could** cause distraction to others is not considered appropriate dress. Coats, gloves, bare midriff outfits, slashed clothing, spandex clothing, tank tops (no sleeves, scoop neck), halter-tops and see through tops cannot be worn in school. T-shirts, patches, or buttons that are considered obscene, suggestive, or have double meanings and disrupt the educational process are not permitted. Clothing styles or make-up that appear so extreme as to cause disruption in the classroom are not acceptable. Hats, bandanas (and any other head coverings) and sunglasses are not to be worn in school buildings. Hats, bandanas (and any other head coverings) and sunglasses that are worn to school must be kept in the student's locker during the school day and may not be carried to class. Chains greater than one foot and handcuffs are not to be brought to school. Student attire that advertises or portrays any tobacco product, alcoholic beverage product, or other controlled substance is prohibited along with any attire that is considered sexual or inappropriate for school, and sufficiently interferes with the educational process. Students in any grade, as long as they do not disrupt the educational setting, may wear shorts with an inseam of at least four inches. Skirts must be within two inches of the top of the knee cap. All shirts must have sleeves **and cover the shoulders**. Appropriate footwear is to be worn at all times. No jeans may be worn with holes above the knees. No pajama pants may be worn. The above restrictions apply to both male and female students. Student backpacks, **purses**, duffel bags, satchels, and similar items must remain in locker. ~~Purses must be able to fit in the basket under the chairs on the desk and kept in the basket. If the purse will not fit in the basket underneath their chair, it must be kept in the locker.~~

### **Policies regarding inappropriate display of affection**

Students are expected to control their display of romantic affection while on school grounds and at school-sponsored events. If the couple is inappropriate in their display of affection, the couple will be asked to discontinue and appropriate disciplinary measures will be taken.

Examples include, but not limited to, a kiss, prolonged hugging, groping, etc.

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## **Policies regarding behavior on school-sponsored trips**

1. All school-sponsored trips are privileges which may be revoked, all or in part, at the discretion of the supervisor(s) in charge.
2. All school district policies, including the discipline code, are in effect during all school-sponsored trips.
3. Violating the discipline code may result in removal from the trip.
4. Removal from a trip for disciplinary reasons shall be interpreted the same as a suspension, with all of the consequences outlined in the discipline code in effect.
5. Students who are unable to conform to school rules may not be allowed to participate on field trips or class trips.
6. Parents of students who have to be removed from school-sponsored trips will be contacted to pick up the student. If the parent is unable to come personally, the parent is responsible for making arrangements for and bearing the expense of transporting that student. This includes all expenses incurred by the student and a chaperone if necessary.

## **HEARINGS AND APPEALS**

As an important part of due process, students must be informed of what is acceptable behavior. In the event a student is accused of a violation of the rules in this Code, the accusation may be made in writing by a witness to the incident and given to the administrator prior to the administrator meeting with the accused. IN AN EMERGENCY the student may be removed immediately from the classroom or other activities. Before suspension is imposed, the student(s) involved will be told what inappropriate behavior allegedly has been committed. The student(s) will then have an opportunity to respond to the alleged infraction. The administrator may then make his/her decision concerning the suspension. Any suspension shall be reported immediately to the parent(s) or guardian(s) of such pupil along with a full statement of the reasons for such suspension and a notice of their right to an appeal, a copy of which shall be given to the school board.

Parents will be notified of suspension by telephone or in person and will be notified of their right to appeal and will be asked if they choose to appeal. Parents who are notified by telephone may request a 24-hour period to consider the appeal. Parents who cannot be reached by telephone or in person will receive written notice of suspension by certified mail and will have two school days from receipt of notification to appeal. Parents who are reached by telephone will receive a suspension notice by mail as confirmation. Requests for appeal must be presented to the administrator in writing and parent must state why they want the appeal. Failure to exercise the appeal right within the allotted time limits will result in the loss of the appeal right.

Upon request of the parent(s) or guardian(s) the Board of Education's appointed hearing officer shall review such action of the administrator. At such review the parent(s) or guardian(s) of the pupil may appear and discuss the suspension with the hearing officer. The hearing officer shall report to the board a written summary of the evidence heard at the meeting. Upon receipt of the written report of its hearing officer, the board may take such action as it finds appropriate. Parents do not have the right to refuse disciplinary measures.

### **Disallowance of Suspension as a Result a Hearing:**

1. The student's record shall be expunged of all notations or remarks regarding the matter.
2. The student's absence shall be "excused."
3. All educational or extracurricular opportunities missed by the student shall, if possible, be afforded to the student including making up all tests and class assignments. All zeros received due to missed class participation will be removed from the grade average.

### **Expulsion**

Expulsion is termination of enrollment for a definite period of time not to exceed 2 calendar years in accordance with the law. Incidents of serious misbehavior (or misconduct) or an accumulation of other offenses may result in a recommendation for expulsion. Only the Board of Education may expel students.

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This action must be taken at a meeting of the Board of Education. Administrators may recommend such action to the Board of Education through the Superintendent. Only the Board of Education may reinstate students who have been expelled.

### Procedure for Expulsion Hearings:

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
  - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
  - b. The time, date and place for the hearing.
  - c. A short description of what will happen during the hearing.
  - d. A statement indicating that *The School Code* allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
  - e. A request that the student or parent(s)/Guardian(s) inform the District with at least 48 hours advanced notice if the student will be represented by an attorney and, if so, the attorney's name.
2. The parent(s) or guardian(s) and the student may attend the hearing. Unless the student and parent(s)/Guardians(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, 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. The hearing, if held by the School Board, shall be held in executive session.

The Department of Mental Health shall be invited to send a representative to the hearing to consult with the Board whenever there is evidence that mental illness may be the cause for the suspension or expulsion.

The Boone County Probation Department shall also be invited to send a representative to the hearing to consult with the Board whenever the student is subject to the jurisdiction of the juvenile court system.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, when 48 hours advanced notice has been given. They may offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

#### Presentation of Evidence:

- a. The parties may make a short opening statement as to their position on the issues at the commencement of the hearing.
- b. The school officials shall present their evidence first. Such evidence may be in oral or written form. The school officials need not present their witnesses for confrontation if the school officials determine that such witnesses would be subject to physical or mental harassment. In such cases a summary of the witnesses' testimony must be presented to the student at the hearing.
- c. The student may present evidence to refute the charges, either orally or in writing. He/she shall be afforded an opportunity for cross-examination of the witnesses and an examination of any written evidence presented.
- d. Pertinent and relevant evidence shall be received without regard to the rules of evidence in such a manner as is appropriate to the circumstances.
- e. The hearing shall be recorded. The Board shall take responsibility for this and offer the other party an opportunity to purchase a copy of the transcript or tape.
- f. There may be short closing arguments by the parties at the conclusion of the hearing.
- g. A motion to exclude witnesses may be made by either party.

**NORTH BOONE CUSD #200  
2012-2013  
DISCIPLINE CODE**

The purpose of school is to prepare students with the skills they will need to be successful in life. The objective of the Board of Education in establishing this Discipline Code is to promote a positive and secure learning climate.

North Boone Community Unit School District #200 students are required to attend all classes and participate in selected school activities as responsible school citizens. Respect for all school employees, public property, and respect for the rights and welfare of others must govern pupil actions.

The following rules and regulations are applicable to all North Boone students and apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school, including at designated bus stops, or a school activity, function, or event;
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function; or
5. Anywhere outside of school if a nexus, or relationship, can be proven between the incident and the school.

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 psychotropic or psycho stimulant medication to the student.

**Maintenance of Discipline**

Teachers, other certificated educational employees, and other delegated personnel shall maintain discipline in the schools, including school grounds that are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

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 the student's parent(s)/guardian(s).

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(s)/guardian(s) of a student who engages in aggressive behavior are 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.

Nothing in this section affects the power of the board to establish rules with respect to discipline; except that each board shall establish a policy on discipline, and the policy so established shall provide that a teacher

may use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self defense or the defense of property and may remove a student from the classroom for disruptive behavior and shall include provisions which provide due process to students.

Board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extra-curricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that 10 days written notice of the violation is given such person and a hearing held thereon by the board pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing any offenses at school events.

The teacher will usually enforce discipline within the classroom. Some situations will be referred to the building administrator. This usually will happen when all attempts to correct unproductive behavior have gone unheeded by a student.

Repeated violations of school rules or misbehavior may also constitute gross disobedience or misconduct, thus warranting expulsion or suspension, even though each isolated violation or misbehavior may alone not constitute gross disobedience or misconduct. All out of school suspensions will result in an activity suspension for the student. Additional consequences may be imposed.

The school administrators maintain the authority to use their discretion in dealing with a student who displays unacceptable behavior or conduct. Severity and circumstances of a situation may alter punishment and remediation imposed on the student. Inappropriate student conduct will result in a variety of consequences. The discipline consequences may range from a warning to an expulsion from the North Boone School District. Although some of the consequences are listed and explained below, additional consequences may be used as needed. Disciplinary responses are not negotiable. Noncompliance will result in the next more serious disciplinary response. In extreme situations or for chronic offenders, the administrators may determine an Out of School Suspension not to exceed ten school days as an appropriate punishment to protect the learning environment of the school.

Disciplinary measures may include:

1. Disciplinary Conference.
2. Withholding of privileges.
3. Confiscation of items.
4. Independent Study
5. Reflective Essays or Homework
6. Written Apology
7. Loss of Privileges
8. Peer Mediation
9. Restitution
10. Disciplinary Behavior Contract
11. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
12. Suspension of bus riding privileges, provided that appropriate procedures are followed.
13. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
14. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
15. Notifying parents/guardians.
16. Removal from classroom.
17. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
18. Detention or Saturday School, provided the student's parent(s)/guardian(s) 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 of the Building Principal or designee.

## Behavior Definitions

1. **Assault (Verbal):** Using language in a confrontational, threatening, or intimidating manner.
2. **Battery (Physical):** Use of force causing bodily harm to another person, but not mutual combat.
3. **Bullying:** Bullying occurs when a person intentionally injures, demeans, humiliates, or isolates another through physical contact, words, or other means repeatedly and over time.
4. **Dangerous Behavior/Physical Aggression:** Behavior that has the likelihood of causing harm to self or other.
5. **Disruptive Behavior:** Any student action which disrupts the learning environment for short periods of time and/or affects learning opportunities.
6. **Fighting:** The exchange of mutual, 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. The discipline assigned will be determined by the severity of the fight. Failure to stop fighting when directed to do so by an adult may result in a recommendation for expulsion.
7. **Firearms:** Any device using an explosive to propel a projectile that could inflict bodily harm upon others. This includes a starter pistol.
8. **Forgery:** Falsely making or altering a written document or letter, or signing of another person's name to a document.
9. **Gang:** Any group of 2 or more persons whose purpose includes the commission of illegal acts.
10. **Gang Activities:** Participation in any activity that serves to advertise or promote gang activity including the wearing of displaying or jewelry, clothing, signs, or other gang-related items. Subject to discretion of administration.
11. **Harassment:** Making another person anxious by demands, insults, or put-downs whether verbal, physical or written including, but not limited to, notes, emails, postings on websites, text messages, etc.
12. **Hazing:** 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.
13. **Inappropriate Behavior:** Behavior that is disrupting or inhibiting the education of a student.
14. **Inappropriate Language and Gestures:** Language and gestures which convey grossly offensive, obscene, sexually-suggestive messages, or other suggestive language.
15. **Insubordination:** Action which actively or passively defies a school rule or a refusal to obey a request from staff.
16. **Possession:** Knowingly holding, either with or without rights of ownership, for any length of time.
17. **Public Display of Affection:** Includes behavior such as kissing, fondling, prolonged hugging, embracing, etc.
18. **Racial/Ethnic/Religious Harassment:** Using words, pictures, objects, gestures or other actions demeaning to any religious, ethnic, or racial group.
19. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.
20. **Slander:** A false report maliciously uttered intending to injure the reputation of a person by using written/visual postings on the web, e-mails, text messages, notes, etc.
21. **Tardy:** Not being in your assigned seat when the bell rings.
22. **Truancy:** An unexcused absence. A student who is absent without valid cause for a school day or portion thereof. This includes a class period.
23. **Weapons:** A "weapon" means possession, use, control, or transfer of any object which may be used to cause bodily harm, including, but not limited to, knives, guns, rifles, shotguns, brass knuckles, firecrackers, and billy clubs. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, pens and snowballs may be considered weapons if used or attempted to be used to cause bodily harm.

## Consequence Definitions

1. **Activity:** Any school-sponsored event held on or off campus involving students from the school district. An activity suspension takes place concurrently with all out of school suspensions or at the next scheduled event.
2. **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, and certified personnel are permitted to use reasonable force as needed to maintain safety for students, staff or other persons, or for the purpose of self-defense or defense of property. Corporal Punishment is **NOT ALLOWED** in North Boone Community Unit School District #200.
3. **Detention:** student being required to serve a specific time penalty before or after school for an infraction. A teacher or administrator may assign a detention. A teacher detention is assigned by a teacher and is up to 30-minutes in length. An administrator detention is assigned by the principal/assistant principal and is 50-minutes in length.  
Students are required to serve all detentions and must arrange for their own transportation. Unserved detentions may result in additional detentions, an out of school, or suspension from an extra-curricular activity. If a student is suspended out of school the detention will still be required upon the student's return to school. Failure to attend a scheduled detention due to employment or extracurricular activities is not acceptable.
  - **Saturday Detention:** Students are required to attend school Saturday from 8:30 to 12:30 as a detention.
  - **2-hour Detention:** Students are required to stay at school for two hours after school and will be responsible for arranging their own transportation home.
4. **Expulsion:** The removal of the pupil from school or from riding the bus by the Board of Education for any length of time of more than ten days up to 2 calendar years.
5. **Extracurricular Code:** An additional set of expectations and consequences for students who represent the North Boone district in activities related to sports, clubs, student government, and other activities outside the regular school day.
6. **Hearings:** There are three types of hearings that are used in this discipline code:
  - Pre-suspension Hearing--The administrator meets with the student and identifies the rule violation and the evidence against him/her. In some instances parents may be involved in this hearing.
  - Suspension Hearing--The parent requests an administrative hearing to review the incident leading to the suspension and the discipline.
  - Expulsion Hearing--A hearing conducted by the Board of Education to determine if a student should be allowed to remain in school.
7. **In-School Suspension (ISS):** The temporary removal from classes for up to 5 school days. During the period of time a student is serving in-school suspension, the student shall be excluded from all North Boone School District #200 classes, but not activities (including graduation ceremonies), and practices both on and off-site. Suspended students must make up and complete all assignments as originally required. Term papers and other assignments that would normally be due on a date during the in-school suspension are still due that day. The student must make his/her own arrangements to have the assignment delivered to the teacher on the due date. Assignments turned in after the due date will be graded according to the late policy of the teacher or school or graded zero. Tests and quizzes will be required the day that the student returns to class, unless scheduled to take it during the in-school suspension time. Daily participation grades will be graded zero.
8. **Out-Of-School Suspension (OSS):** The temporary removal from school or from riding the bus for up to ten days. During the period of time a student is suspended, the student shall be excluded from all North Boone School District #200 classes, activities including graduation ceremonies), and practices both on and off-site.  
Suspended students must make up and complete all assignments as originally required. Term papers and other assignments that would normally be due on a date during the suspension are still due that day. The student must make his/her own arrangements to have the assignment delivered to the school on the due date. Assignments turned in after the due date will be graded according to the late policy of the teacher or school or graded zero. Tests and quizzes will be required the day that the

student returns to school. Daily participation grades will be graded zero. Parents, guardians, or other responsible persons may pick up work daily at the school office within 45 minutes of the end of the normal school day.

Students who return to school property during suspension will be considered as trespassing.

Students will be given a sign-in sheet that must be signed by all of their teachers to show they have made up the necessary requirements, to include notes, movies, or any other time or material necessary to be present to get credit, missed during their suspension. If they do not get this signed by their teachers, then all school work turned in from the suspension will be graded using a 7.5% penalty loss (the final score will be multiplied by .925).

9. **Searches:** The District reserves the right to search the school grounds, the building, classrooms, lockers, and student property, in accordance with Illinois law, when there are reasonable grounds that the search will produce evidence the student has or is violating either the law or the rules of the school. Police and specially trained dogs may be used for any searches.

Student vehicles while on school property may also be searched if there is a reasonable suspicion that the vehicle contains banned substances or stolen property. Students who refuse to allow their car to be searched will not be allowed to park or drive on school property for a period up to and including the remaining time they are enrolled at North Boone High School.

### **Inappropriate behaviors requiring consideration of detention(s) for first offense**

- a. Dress Code Violations
- b. Public Display of Affection
- c. Inappropriate Behavior
- d. School Environment Disturbance: Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.
- e. Bus misconduct:
- f. Cafeteria misconduct.
- g. Vehicle misuse and parking violations: This includes: speeding, reckless driving, failure to yield, etc., and failure to register vehicle in the office, entering parked cars during school day without permission, failure to display parking permit, and parking/driving in other than a designated area. Vehicles parked on school property are subject to search. Refusal to allow search may lead to denial of parking/driving privileges. Excessive vehicle noise, whether from exhaust or amplified noise, will not be permitted on school property.
- h. Inappropriate Language or Gestures.
- i. Electronic devices such as radios, tape recorders, laser lights, CD players, MP3 players, etc. are not allowed during school hours without prior permission from an administrator, whether or not the student is in class, and must be kept in your locker. All such devices will be confiscated.
- j. Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept in your locker.
2. They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. If a cell phone is confiscated, the district reserves the right to search the cell phone as related to the violation. Example: If a student is texting in class, it may be that a student is sending improper academic information to a peer. The school may search only through the texts. If a student is showing pictures, it may be that inappropriate material is being shown, so a school official may search through the pictures on the phone.
5. They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions as defined in state law, i.e., sexting.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or

2. Permission is received from the student's teacher.

Examples of electronic devices that may be used as study aids include devices with audio or video recording, iPods®, some cellular telephones, laptop computers, and iPads®.

Examples of electronic devices that are **not** used as study aids include: hand-held electronic games, CD players, MP3 players/iPods®, global positioning systems (GPS), radios, and cellular telephones (with or without cameras), and other portable mobile computers capable of transmitting images or pictures.

The school district is not responsible for the loss or theft of any electronic device brought to school.

- k. Not dressing for P.E.
- l. Sleeping in class.
- m. Acts that endanger (Severity could result in suspension).
- n. Food or beverages outside of the commons area.
- o. Not standing during the pledge.
- p. Tardiness.
- q. Truancy. A student will receive a zero for any work given during the time the student is truant. In addition, if a student is truant in excess of three times from the same class, they may be withdrawn from the class.

### **Serious violations requiring consideration of suspension for first offense**

- a. Forgery, lying, writing, or giving false or misleading information to school officials.
- b. Defiance/Disrespect/Insubordination: Insubordination is defined as a refusal to obey a school rule, regulation, a continual ignoring of school rules, or the ignoring or refusal to obey a directive of a teacher or school official. This also includes obscene, inappropriate language or gestures toward staff members.
- c. Cheating or copying from another student's work or from prepared material explicit to the examination being taken or plagiarism. This also includes allowing students to copy from one's own work. Students will receive a zero (0) grade for the test, quiz, or assignment.
- d. Pornography.
- e. Possession of matches/lighter.
- f. Verbal abuse.
- g. Any continual misbehavior of any sort.
- h. Any single event or misbehavior of a serious nature.
- i. Skipped detention.
- j. Excessive referrals. Every fifth referral may amount to an ISS.
- k. Misuse of computers by attempting to gain access to unauthorized sites or unauthorized use of computers. Additionally, students may either lose or have access limited to computers in the district.
- l. Racial comments, slurs or derogatory comments.

For the following violations, administration may additionally notify Law Enforcement Authorities if it is determined that a law may have been violated. If any of the following offenses are of such a serious nature, an administrator may recommend for expulsion.

- m. Sexting
- n. Fighting or inciting mob or group action: (students who engage in physical contact to inflict harm on another person). This may be deemed a battery. A person commits battery if he/she intentionally or knowingly without legal justification and by any means, (1) causes bodily harm to an individual or (2) makes physical contact of an insulting or provoking nature with an individual. In many cases a student may be removed from class/building if deemed necessary by the administrator. If it is determined who provoked the fight or threw the first blow, different punishments may be imposed.
- o. Harassment-Hazing-Bullying: 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. A report of harassment shall be filed with the appropriate Law Enforcement Authority. The student may face legal action.
- p. Vandalism: Destruction, defacement of school property or attempting to cause damage to school property, or damage to the personal property of others. In addition to suspension requirements for repair and/or restitution may be imposed.
  - q. Theft: or Possession of Stolen Property.
  - r. False fire alarm, false 911 calls, bomb threat, weapon threat, threat of bodily harm or setting fires.
  - s. Threatening of a staff member: Students who threaten or intimidate teachers or staff will be reported to the appropriate Law Enforcement Authority for inclusion in the Illinois Uniform Crime Reporting Program. This is considered an assault.
  - t. Gang/Cult/ Secret Society/Fraternity/Sorority Activity: Student involvement in gangs or gang related activities including the wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang or conduct engaged in by students to perpetuate the existence of any gang or to effect the common purpose and design of any gang. Gang activity is prohibited on or about school grounds, on school buses, or off school grounds at any school activity; or being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.
  - u. Tobacco: Using, possessing, distributing, purchasing, or selling tobacco. Illinois law prohibits the use of tobacco on school property. This includes look-alike products and electronic cigarettes.
  - v. Physical Assault on a School Employee: Defined as a student or adult who causes bodily harm to an individual or makes physical contact of an insulting or provoking nature. Students who commit a battery against a teacher/staff will be reported to the appropriate Law Enforcement Authority for inclusion in the Illinois Uniform Crime Reporting Program. This is aggravated battery and is a Class 3 felony and may be prosecuted under the criminal code of Illinois. Serious incident may result in expulsion.
  - w. Tampering with School Records, (i.e., computer misuse, altering or gaining access to school records or other students' records).

During the period of time a student is suspended, the student shall be excluded from all North Boone School District #200 classes, activities (including graduation ceremonies), games, and practices both on and off-site. Suspended students must make up all work missed including class work and homework. All missed assignments due to suspension will be counted and are due the day the student returns to school. Students/parents/guardians may only pick-up assignments within 45 minutes of the end of the school day. Tests should be taken the day the student returns if time permits. Students will receive a zero (0) for class participation.

**Gross misconduct which could result in expulsion for first offense. Infraction requires the notification of the appropriate Law Enforcement Authority.**

- a. Using, possessing, distributing, purchasing, or selling:
  1. Any illegal drug, controlled substances, or cannabis (including marijuana and hashish).
  2. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  3. 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.
  4. 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.
  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.
- b. Alcohol: Sale, distribution, use, or possession of alcohol: Students under the influence of, or who smell of recent use of alcohol are not permitted to attend school or school functions, will be suspended and recommended for expulsion.
- c. Weapons: A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years. A weapon is defined as a firearm, destructive device, illegal object, object used to inflict harm to others, or any other look-alike weapon.  
The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.  
The Building Principal or designee shall notify the appropriate Law Enforcement Authority of any student who brings a weapon to school.
- d. Repeated violations of school rules or misbehavior may also constitute gross disobedience or misconduct, even though each isolated violation or misbehavior may alone not constitute gross disobedience or misconduct.
- e. Physical Assault on a School Employee: Defined as a student or adult who causes bodily harm to an individual or makes physical contact of an insulting or provoking nature. Students who commit a battery against a teacher/staff will be reported to the appropriate Law Enforcement Authority for inclusion in the Illinois Uniform Crime Report Program. This is aggravated battery and is a Class 3 felony and may be prosecuted under the criminal code of Illinois.
- f. Three gang related referrals will result in automatic suspension and recommended for expulsion.

The Building Principal or designee shall notify the appropriate Law Enforcement Authority of any student who brings a weapon to school.

### **EXTRACURRICULAR DISCIPLINE CODE**

In addition to the regular Discipline Code, students who are representing the school district in extracurricular activities must follow the rules set forth in the athletic handbook. The discipline code as it pertains to participation in extra-curricular activities will be enforceable from the moment a student joins an extra-curricular activity (first practice) until that student leaves the school district (graduation/transfer). This policy shall be cumulative from one activity to another.

Students who receive an out-of-school suspension will not be allowed to participate in contests or practices for the duration of the suspension. For clarification purposes, the student may participate on the day after the last day of the out-of-school suspension.

The administrator may initiate the action at any step indicated, depending on the severity of the misbehavior or in cases of frequent recurrence of lapse of discipline on the part of the student. Principals are not obligated to act in all instances of violations of this code if the evidence is not substantiated. Discipline enforced through extracurricular activities is subject to discretion.

The Board of Education defines the following list of offenses as gross misconduct or gross disobedience. The local sheriff's police may be called when state laws are violated on school property or at any school function. NOTE: Any combination of the following offenses in rule #1 shall follow in the same 1st, 2nd, and 3rd. offense sequence.

1. The following offenses will result in the listed consequences:
  - a. Willful insubordination directed toward a staff member:
  - b. Inciting group violence:
  - c. Verbal abuse directed toward any staff member, official and/or spectator (use of profanity or derogatory language or obscene gestures):
  - d. Fighting:
  - e. Willful destruction or defacement of school property or the property of others:
 

1 <sup>st</sup> Offense of School Year	Exclusion from at least 10% of games, contests, events. (Must be at least one game, contest, or event)
2 <sup>nd</sup> Offense of School Year	Exclusion for rest of individual sport or event season
3 <sup>rd</sup> Offense of School Year	Exclusion for rest of school year
  
2. The following offenses no matter when they occur will result in the listed consequences:
  - a. Possession/Use of tobacco products:
 

1 <sup>st</sup> Offense of School Year	Exclusion from games, practices, or events for 20 calendar days from the date of the write-up or re-evaluation assessment required. The student will be required to participate in all practices.
2 <sup>nd</sup> Offense of School Year	Exclusion from games, practices, or events for 40 calendar days from the date of the write-up and continued exclusion from further participation until presentation of proof that student with parent knowledge has participated in a substance abuse assessment.
3 <sup>rd</sup> Offense of School Year	Exclusion for rest of school year.
  
  - b. If at a gathering, and under-aged drinking begins or is occurring, students are expected to remove themselves from that situation immediately or face possession penalty.  
 Possession/use of alcoholic beverages, narcotics, controlled substances or any look-alike substance:
 

1 <sup>st</sup> Offense of School Year	Exclusion for rest of school year. In lieu of exclusion for rest of school year, it is required that student actively participate in a substance abuse program. The program must be approved by the administration and certified in writing by a doctor or appropriate agency. The student and his/her parent will bear the burden of all financial obligations for the approved program. If actively participating in an approved program and meeting all the requirements of the program, the student will be excluded from games, contests, or events for 40 calendar days from the date of the write-up. The student will be required to participate in all practices.
2 <sup>nd</sup> Offense of School Year	Exclusion for rest of school year.
  
  - c. Possession of stolen property and/or theft:
 

1 <sup>st</sup> Offense of School Year	Exclusion from at least 10% of games, contests, events. (Must be at least 1 game, contest, or event)
2 <sup>nd</sup> Offense of School Year	Exclusion for rest of the individual sport or event season
3 <sup>rd</sup> Offense of School Year	Exclusion for rest of school year



- Using a home-based or other off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or district rules. Should such misuse be determined, the school will implement appropriate consequences.
- As computer use is a privilege, such violations may result in suspension, expulsion, or other discipline, as noted, based upon the seriousness of the offense's impact or the threat's ability to have caused material and/or substantial disruption were it carried out.

### **Policies regarding proper grooming and dress**

It is recommended that students use good taste in presenting a neat and clean appearance. Parents are encouraged to see that their child is properly dressed before he or she leaves for school. Dress and grooming must meet standards that do not present health or safety hazards, interfere with maintenance of a positive teacher/learning climate, or substantially disrupt the educational process. Clothes should be worn as they are intended - example: straps on overalls should be fastened appropriately, shoes should be tied, and underwear should not be seen. Pants must fit and are to be worn at the waistline.

Clothing that could cause distraction to others is not considered appropriate dress. Coats, gloves, bare midriff outfits, slashed clothing, spandex clothing, tank tops (no sleeves, scoop neck), halter-tops and see through tops cannot be worn in school. T-shirts, patches, or buttons that are considered obscene, suggestive, or have double meanings and disrupt the educational process are not permitted. Clothing styles or make-up that appear so extreme as to cause disruption in the classroom are not acceptable. Hats, bandanas (and any other head coverings) and sunglasses are not to be worn in school buildings. Hats, bandanas (and any other head coverings) and sunglasses that are worn to school must be kept in the student's locker during the school day and may not be carried to class. Chains greater than one foot and handcuffs are not to be brought to school. Student attire that advertises or portrays any tobacco product, alcoholic beverage product, or other controlled substance is prohibited along with any attire that is considered sexual or inappropriate for school, and sufficiently interferes with the educational process. Students in any grade, as long as they do not disrupt the educational setting, may wear shorts with an inseam of at least four inches. Skirts must be within two inches of the top of the knee cap. All shirts must have sleeves and cover the shoulders. Appropriate footwear is to be worn at all times. No jeans may be worn with holes above the knees. No pajama pants may be worn. The above restrictions apply to both male and female students. Student backpacks, purses, duffel bags, satchels, and similar items must remain in locker.

### **Policies regarding inappropriate display of affection**

Students are expected to control their display of romantic affection while on school grounds and at school-sponsored events. If the couple is inappropriate in their display of affection, the couple will be asked to discontinue and appropriate disciplinary measures will be taken.

Examples include, but not limited to, a kiss, prolonged hugging, groping, etc.

### **Policies regarding behavior on school-sponsored trips**

1. All school-sponsored trips are privileges which may be revoked, all or in part, at the discretion of the supervisor(s) in charge.
2. All school district policies, including the discipline code, are in effect during all school-sponsored trips.
3. Violating the discipline code may result in removal from the trip.
4. Removal from a trip for disciplinary reasons shall be interpreted the same as a suspension, with all of the consequences outlined in the discipline code in effect.
5. Students who are unable to conform to school rules may not be allowed to participate on field trips or class trips.
6. Parents of students who have to be removed from school-sponsored trips will be contacted to pick up the student. If the parent is unable to come personally, the parent is responsible for making arrangements for and bearing the expense of transporting that student. This includes all expenses incurred by the student and a chaperone if necessary.

## HEARINGS AND APPEALS

As an important part of due process, students must be informed of what is acceptable behavior. In the event a student is accused of a violation of the rules in this Code, the accusation may be made in writing by a witness to the incident and given to the administrator prior to the administrator meeting with the accused. IN AN EMERGENCY the student may be removed immediately from the classroom or other activities. Before suspension is imposed, the student(s) involved will be told what inappropriate behavior allegedly has been committed. The student(s) will then have an opportunity to respond to the alleged infraction. The administrator may then make his/her decision concerning the suspension. Any suspension shall be reported immediately to the parent(s) or guardian(s) of such pupil along with a full statement of the reasons for such suspension and a notice of their right to an appeal, a copy of which shall be given to the school board.

Parents will be notified of suspension by telephone or in person and will be notified of their right to appeal and will be asked if they choose to appeal. Parents who are notified by telephone may request a 24-hour period to consider the appeal. Parents who cannot be reached by telephone or in person will receive written notice of suspension by certified mail and will have two school days from receipt of notification to appeal. Parents who are reached by telephone will receive a suspension notice by mail as confirmation. Requests for appeal must be presented to the administrator in writing and parent must state why they want the appeal. Failure to exercise the appeal right within the allotted time limits will result in the loss of the appeal right.

Upon request of the parent(s) or guardian(s) the Board of Education's appointed hearing officer shall review such action of the administrator. At such review the parent(s) or guardian(s) of the pupil may appear and discuss the suspension with the hearing officer. The hearing officer shall report to the board a written summary of the evidence heard at the meeting. Upon receipt of the written report of its hearing officer, the board may take such action as it finds appropriate. Parents do not have the right to refuse disciplinary measures.

### **Disallowance of Suspension as a Result a Hearing:**

1. The student's record shall be expunged of all notations or remarks regarding the matter.
2. The student's absence shall be "excused."
3. All educational or extracurricular opportunities missed by the student shall, if possible, be afforded to the student including making up all tests and class assignments. All zeros received due to missed class participation will be removed from the grade average.

### **Expulsion**

Expulsion is termination of enrollment for a definite period of time not to exceed 2 calendar years in accordance with the law. Incidents of serious misbehavior (or misconduct) or an accumulation of other offenses may result in a recommendation for expulsion. Only the Board of Education may expel students. This action must be taken at a meeting of the Board of Education. Administrators may recommend such action to the Board of Education through the Superintendent. Only the Board of Education may reinstate students who have been expelled.

### **Procedure for Expulsion Hearings:**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
  - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
  - b. The time, date and place for the hearing.
  - c. A short description of what will happen during the hearing.
  - d. A statement indicating that *The School Code* allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.

- e. A request that the student or parent(s)/Guardian(s) inform the District with at least 48 hours advanced notice if the student will be represented by an attorney and, if so, the attorney's name.
2. The parent(s) or guardian(s) and the student may attend the hearing. Unless the student and parent(s)/Guardians(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, 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. The hearing, if held by the School Board, shall be held in executive session.

The Department of Mental Health shall be invited to send a representative to the hearing to consult with the Board whenever there is evidence that mental illness may be the cause for the suspension or expulsion.

The Boone County Probation Department shall also be invited to send a representative to the hearing to consult with the Board whenever the student is subject to the jurisdiction of the juvenile court system.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, when 48 hours advanced notice has been given. They may offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Presentation of Evidence:

- a. The parties may make a short opening statement as to their position on the issues at the commencement of the hearing.
- b. The school officials shall present their evidence first. Such evidence may be in oral or written form. The school officials need not present their witnesses for confrontation if the school officials determine that such witnesses would be subject to physical or mental harassment. In such cases a summary of the witnesses' testimony must be presented to the student at the hearing.
- c. The student may present evidence to refute the charges, either orally or in writing. He/she shall be afforded an opportunity for cross-examination of the witnesses and an examination of any written evidence presented.
- d. Pertinent and relevant evidence shall be received without regard to the rules of evidence in such a manner as is appropriate to the circumstances.
- e. The hearing shall be recorded. The Board shall take responsibility for this and offer the other party an opportunity to purchase a copy of the transcript or tape.
- f. There may be short closing arguments by the parties at the conclusion of the hearing.
- g. A motion to exclude witnesses may be made by either party.