

TAYLORVILLE COMMUNITY UNIT SCHOOL DISTRICT #3
2026-2027

Junior High / High School

Student Discipline Code



The climb to success takes the right steps.

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Disclaimer:

This Student Discipline Code is a summary of Taylorville High School's rules and expectations, and is not a comprehensive statement of school procedures. Taylorville Community School District #3 subscribes to the PRESS and IPA updates to maintain the most up-to-date and current guidelines for school policy and student behavior.

MISSION STATEMENT

The Mission of Taylorville Community Unit School District #3 is to have each student acquire knowledge, skills, and values for life-long learning in a changing world through the cooperative efforts of a caring staff, an involved family, and a supportive community.

PHILOSOPHY OF DISCIPLINE

DISCIPLINE HAS BEEN DEFINED AS . . . “controlled behavior to develop within an individual responsibility for his or her own action in accordance with socially accepted conduct.”

With this definition as a guide, Taylorville Community Unit School District #3 has developed a philosophy and policy which will enable schools to provide an atmosphere for the development of effective citizens for the society in which they live.

Taylorville Community Unit School District #3 believes that the primary function of its schools must be the preparation of all students for meaningful, rewarding participation in our democratic society. The right to attend school will be respected and protected for each student so long as it does not result in behavior which denies others the same right.

This policy is designed to ensure that each classroom will have a climate of order, discipline, control, and learning as well as a climate that brings out the best qualities in both the teacher and the students, allowing for individual growth and differences. Furthermore, this discipline policy is a tool to reduce misconduct and thereby increase the educational benefits to which all students have a right.

While society can assume that schools should accept their share of accountability for citizenship training, it must be recognized from the outset that schools cannot do the job alone. Parents play the key role in this process, for the parent is the child's first teacher and remains the most important teacher throughout the formative years. The influence of the family, the community, and preschool training of children cannot be minimized . . . all work together to provide for the needs of good citizenship in our youth.

It is with this thought in mind that the Taylorville Unit Schools proceed with their plan to ensure safety and orderliness during the school day, on the school bus, and at all extra-curricular activities. It is a commitment that requires everyone – students, parents, school district personnel, teachers, administrators, and members of the Board of Education to assume their share of responsibility toward the attainment of that goal. To do otherwise would be a great disservice to the young people of Taylorville.



STUDENT DISCIPLINE CODE

This uniform discipline code has been established and will be enforced uniformly for all students in the Taylorville Community Unit Schools.

Listed in this booklet are the offenses which are prohibited and the disciplinary actions and procedures which may be used in dealing with those offenses. As students advance in age and maturity, they will assume greater responsibility for their actions. In each case, staff members shall recognize the differences in age and maturity and shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student. Mitigating circumstances include, but are not limited to, the following factors:

- Age, health, maturity, and academic placement of student
- Prior conduct
- Attitude of student
- Cooperation of parents and/or guardians
- Seriousness of offense
- Predetermined handicap

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Therefore, the following list of offenses is not intended to be all inclusive, but rather exemplifies that type of conduct which is prohibited.

In addition, each building will have some individual policies that are unique. Each principal, within his or her school may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools. Disciplinary responses may include but are not limited to the actions described in this handbook.

BOUNDARIES FOR ENFORCEMENT OF STUDENT DISCIPLINE CODE

The Student Discipline Code shall be enforced on all school property, on the school bus, and at all extra-curricular activities. Additionally, in order to allow students to traverse to and from school property in a safe and orderly fashion, the Discipline Code shall apply to prohibited conduct occurring on property within 1,000 feet of school ground or prohibited conduct that is plainly visible to a person situated on school grounds, **even if the misconduct occurs off of school property.**

INFORMATION SHARING WITH AUTHORIZED AGENCIES

When appropriate, information regarding students will be shared between the Taylorville Community Unit #3 schools and authorized agencies such as local law enforcement agencies. All information regarding students shared with agencies will be in accordance with applicable Illinois law.

The Principal, Assistant Principal, and other authorized school administrators shall develop written procedures (to be revised by them from time to time) to exchange appropriate information with authorized agencies in accordance with the guidelines set by state law. It is the intent of all cooperating agencies to assist each other in providing a safe and successful educational environment for all students and the community.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The Taylorville Community Unit School District #3 will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

LEVEL I ACTS OF MISCONDUCT

LEVEL I ACTS OF MISCONDUCT are minor misbehaviors which impede the orderly operation of the classroom, school, and/or bus. Such misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel.

Level I misbehaviors include the following:

- | | |
|---|--------------------------------------|
| A. classroom disturbance | E. tardiness |
| B. failure to have assignments and needed materials | F. loitering |
| C. littering | G. disrespect and/or insubordination |
| D. hallway misconduct | |

DISCIPLINE FOR LEVEL I ACTS OF MISCONDUCT

Disciplinary Procedures:

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.

If the violation occurs in the classroom setting, the teacher may invoke the Classroom Management Plan as approved by the building principal.

Repeated misbehavior may require a parent/teacher conference or a parent conference with a counselor, and/or administrator, and/or support personnel.

An appropriate record of the offense and disciplinary action is maintained by the staff member prior to movement to Level II.

Disciplinary Options:

- | | |
|--|--|
| - verbal reprimand | - counseling |
| - conference with student | - withdrawal of privileges |
| - conference with parents or guardian (by phone or in person) | - detention |
| - consequences as stipulated in the approved classroom management plan | - temporary removal from the lunchroom cafeteria |
| - behavioral contract | - Referral to a Student Assistance Program |

LEVEL II ACTS OF MISCONDUCT

Level II involves misbehaviors which are frequent enough and serious enough to disrupt the learning climate of the school. Those infractions which result from the continuation of Level I misbehaviors require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation.

These include such misbehaviors as:

- | | |
|---|--|
| A. continuation of unmodified Level I Acts of Misconduct | L. scuffling |
| B. bus misconduct | M. gross disrespect and/or insubordination |
| C. lunchroom disturbance | N. excessive tardiness |
| D. skipping class(es) | O. cheating |
| E. leaving the building without permission | P. forgery |
| F. truancy | Q. displaying gang membership or affiliation |
| G. failure and/or refusal to serve detentions | R. minor vandalism |
| H. inappropriate dress (see glossary definition) | S. dishonesty |
| I. public display of affection | T. misrepresentation and/or refusal to identify self |
| J. theft (\$5.00 or less) | U. loitering |
| K. locker misuse | V. parking violation |

DISCIPLINE FOR LEVEL II ACTS OF MISCONDUCT

Disciplinary Procedures:

The student is referred to the administrator for appropriate disciplinary action.

The administrator meets with the student and determines the most appropriate consequence for the misconduct.

A copy of the Discipline Referral and Report Form which indicates actions taken will be given to the staff member making the office referral.

An appropriate record of the offense and disciplinary action is maintained by the principal or dean.

Disciplinary Options:

- conference with the student
- conference with parents/guardian (by phone or in person)
- consultation by administrator or counselor
- [detention](#)
- temporary removal from class and or playground
- temporary removal from the lunchroom cafeteria
- placement in the alternative education room (AER)
- withdrawal of privileges
- referral to outside agency or school district support services
- [in-school suspension](#) (where available – maximum 5 days each offense)
- suspension of bus privileges (maximum 10 days)
- loss of credit for assignment and or test
- parking fine
- [Saturday detention](#)

LEVEL III ACTS OF MISCONDUCT

Level III involves acts which seriously disrupt the learning climate of the school. These acts of misconduct can usually be handled by the disciplinary mechanism in the school. The corrective measures which the school or district uses will be determined by the extent of the resources available for remediating the situation in the best interest of all students.

These acts include the following:

- A. continuation of unmodified Level II Acts of Misconduct
- B. * possession of tobacco, nicotine, and/or related products including E-cigarettes and “vapes”
- C. ** use of tobacco, nicotine, and/or related products including E-cigarettes and “vapes”
- D. vandalism, except minor vandalism
- E. throwing objects
- F. inflicting injury
- G. [theft](#) (more than \$5.00, but less than \$100.00)
- H. [gambling](#)
- I. fighting (no injury)
- J. [extortion](#)
- K. possession/distribution of pornography materials
- L. gross defiance and/or [verbal abuse](#) of school personnel
- M. [sexual harassment](#)
- N. participating in gang activities
- O. soliciting others for membership in any gang
- P. [computer misuse](#)
- Q. [internet misuse](#)
- R. [plagiarism](#)
- S. [misuse of electronic devices](#)
- T. [intimidation](#)/harassment
- U. [bullying/hazing](#)
- V. profanity, obscene remarks, gestures
- W. conduct (either verbal or written) which substantially threatens to or disrupts the educational process
- X. [bus misconduct](#)
- Y. possession of stolen property
- Z. misuse of [cell phone](#)

DISCIPLINE FOR LEVEL III ACTS OF MISCONDUCT

Disciplinary Procedures:

The administrator initiates disciplinary action by investigating the infraction and conferring with staff, the student, and the student's parents about the misconduct and subsequent disciplinary actions to be taken.

A copy of the Discipline Referral and Report Form which indicates action taken will be given to the staff member making the office referral.

School officials will contact law enforcement officials if and when appropriate.

An appropriate record of the offense and disciplinary action is maintained by the principal or dean.

In the case of fights and other serious cases when appropriate, law enforcement officials may be called and the student(s) may be arrested.

Disciplinary Options:

- temporary removal from class and/or playground
- alternative programs
 - A. program for disruptive youth
 - B. alternative learning environment
 - C. placement in the alternative education room (AER)
 - D. other appropriate district alternatives
- financial restitution (in cases where damage or loss is incurred)
- in-school suspension or AER (where available, maximum 5 days each offense)
- [out-of-school suspension](#) (maximum 10 days)
- [detention](#)
- suspension of bus privileges (maximum 10 days)
- expulsion from the school bus
- loss of computer privileges
- loss of credit for assignment and/or test
- referral to law enforcement
- [Saturday detention](#)

* JUNIOR/SENIOR HIGH LEVEL:

EACH OFFENSE - confiscation and 3 day AER

** JUNIOR/SENIOR HIGH LEVEL:

EACH OFFENSE - 3 days AER or ATS

LEVEL IV ACTS OF MISCONDUCT

Level IV acts involve actions which are so serious that they always require administrative actions which result in at least temporary removal of the student from the school. Level IV Acts of Misconduct may involve the intervention of law enforcement authorities and action by the Board of Education.

THESE INCLUDE:

- A. continuation of unmodified Level III Acts of Misconduct
- B. fighting (injury incurred)
- C. [assault](#) of student
- D. [battery](#) of student
- E. * possession, use, under the influence, delivery or sale of alcohol, cannabis (including marijuana, medical marijuana, hashish, and other substances containing THC), any controlled substance, illegal drugs, [inhalants](#), or [look-alike or counterfeit drugs](#). Additionally: any anabolic steroid or any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
- F. * possession of [drug paraphernalia](#), including devices that are, or can be used, or have been modified to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and/or (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).
- G. possession of fireworks
- H. ** use of fireworks
- I. ** arson and or setting fires
- J. **** possession or use of weapon(s)
 - 1. possession, use, control or transfer of any gun, rifle, shotgun, weapon or explosive device as defined by state or federal law.
 - 2. possession of any object if used or attempted to be used to cause bodily harm, including but not limited to knives, brass knuckles, billy clubs, box cutters, razor knives, etc.
 - 3. possession of "look-a-likes" of any weapon defined above in #1 or #2 if used or attempted to be used to cause bodily harm.
- K. possession of a knife, box cutter, razor knife, brass knuckles, billy club, or other item defined as a weapon and NOT USED to threaten or attempt to cause bodily harm. (This section specifically excludes guns, rifles, shotguns, explosive devices and weapons as defined by state and federal law.)
- L. false fire alarm
- M. bomb threat
- N. [theft](#) (equal to or greater than \$100.00)
- O. * assault of school personnel

- P. ** battery of school personnel
- Q. other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff, and/or to school property
- R. *** gang violence
- S. ***** threats of violence against the student population or personnel, or threats to inflict damage to school property, through the use of any type of weapon, incendiary (fire related) or explosive device
- T. possession and/or use of items or materials depicting and/or advocating violence, hate or destruction
- U. bus misconduct

NOTE: An accumulation of four referrals during one school year of Levels II, III and/or IV Acts of Misconduct may be sufficient cause for a referral to the Superintendent and or Board of Education.

DISCIPLINE FOR LEVEL IV ACTS OF MISCONDUCT

Disciplinary Procedures:

The principal or dean verifies the offense, confers with the staff member(s) involved, and meets with the student.

The student is immediately removed from his/her school routine. In drug related cases and/or other serious cases when appropriate, law enforcement officials may be called and the student(s) may be arrested. When it has been determined that a level IV act of misconduct has occurred, every reasonable effort will be made to contact the parent(s) or guardian as soon as possible.

Representatives of the school district will advise the family in securing adequate counseling for the offenders who are to be retained in school following the serving of discipline.

A complete and accurate report is submitted to the superintendent.

Disciplinary Options:

1. out-of-school suspension (MAXIMUM 10 DAYS)
2. alternative programs
 - a. program for disruptive youth
 - b. alternative learning environment
 - c. indefinite removal from the lunchroom cafeteria
 - d. other appropriate district alternatives
3. [expulsion](#)
4. expulsion from the school bus
5. referral to law enforcement

- *Two days OSS and three days of AER for first offense.
- ** ALL GRADE LEVELS – Up to ten (10) day out-of-school suspension and possible recommendation to the Board of Education for expulsion.
- *** FIRST OFFENSE may result in the assignment of the student up to ten (10) days out-of-school suspension and possible referral to law enforcement authorities. A second offense for this violation of the code shall result in the assignment of the student up to ten **(10)** days out-of-school suspension, possible referral to law enforcement authorities, and also will result in referral to the District Superintendent for possible expulsion proceedings.
- **** Any student with possession of any weapon(s), firearm(s) or any explosive device(s) has a prohibited item, as referred to in the next page, and shall be expelled for a period of not less than one year, except that the expulsion may be modified by the Board of Education in a case by case basis. A referral to law enforcement authorities will be made in every case.
- ***** Any violation of (p) shall be grounds for recommendation to the Board of Education for expulsion.

PROHIBITED ITEMS

The possession, use, and/or distribution of the following items of property is prohibited at all times on all school property and for all school events, including without limitation, in school buildings, on school property, on school buses, for all school sponsored or school sanctioned activities (such as field trips, athletic trips, and music trips), and at all times during the day, evenings, or on weekends (including before, during , and after school hours):

- pornographic materials or images (including but not limited to magazines, photographs, movies, cell phone pictures, electronic images, etc.)
- alcohol, drugs, [inhalants](#), [drug paraphernalia](#), or [look-alike drugs](#)
- fireworks or explosives
- firearms, knives, brass knuckles & other objects used or attempted to be used to cause harm
- tobacco, nicotine, THC, vapes and related products
- property obtained by [theft](#)
- unauthorized items or materials depicting and/or advocating violence, hate, or destruction

1. SEARCHES

To maintain order and security in the school, the building principal, his/her designee, and other appropriate school authorities may inspect and search lockers and other places and areas such as desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant.

Students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

If a search conducted in accordance with this paragraph produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities.

2. SEARCHES OF THE PERSON

The building principal and his/her designee may search the pockets of outerwear clothing and any object in the possession of the student such as a purse, satchel, backpack, or briefcase, as well as use a security wand if circumstances exist which cause a reasonable person to believe that such a search will lead to the discovery of one or more of the prohibited items named above. The building principal or his/her designee shall not require a student to remove any article of clothing and shall not "pat down" the body of any student, except under circumstances which create a probable cause that the student has hidden or concealed in student's clothing, on the student's body, or in any object possessed by the student, any of the prohibited items named above. If the student interferes with or refuses a search in any manner, it shall be conclusively presumed for disciplinary purposes that the **person or their possessions** in question contained the prohibited item(s) for which reasonable suspicion existed.

3. MOTOR VEHICLES

The building principal and his/her designee may search any motor vehicle parked on school grounds or on any property for which a school parking tag is required if, in the opinion of school administration, reasonable suspicion exists that one or more of the before named prohibited items is in the motor vehicle. The student driving or parking the motor vehicle on school grounds or on any property for which a school parking tag is required, shall be deemed to have possession of all items of property in the motor vehicle at the time of the search. If the student interferes with or refuses a search in any manner, it shall be conclusively presumed for disciplinary purposes that the vehicle in question contained the prohibited item(s) for which reasonable suspicion existed.

4. NOTICE OF SEARCH

The student's parent shall be notified if any search leads to the discovery of any prohibited items. [The notice](#) to the parent shall be made by phone call or letter through the U.S. mail or by personal delivery.

5. COOPERATION WITH POLICE AND PROSECUTORS

Representatives of the school district will in good faith and with due diligence report to and cooperate with the police or other persons responsible for investigating and prosecuting persons suspected of violating criminal law.

6. CUSTODY OF PROHIBITED ITEMS WHEN DISCOVERED

Representatives of the School District will turn over to appropriate law enforcement officials any of the above named prohibited items when discovered on or in the possession of the student, when such turnover is requested by the law enforcement officials. Except when turned over to appropriate law enforcement officials, any prohibited item named above, when discovered, shall remain in the possession of the School District in sealed envelopes or similar sealed packages, in a safe located in an administrator's office, or a secure location until such items are no longer needed for any disciplinary or legal proceedings.

PROCEDURES IN DISCIPLINARY ACTIONS

To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, the procedures in disciplinary actions are as follows:

I. OUT-OF-SCHOOL SUSPENSION/BUS SUSPENSION

- A. The student must be told what he/she is accused of and what the basis of the accusation is. A student must be given the opportunity to present information on his/her own behalf prior to suspension. The student may be suspended effective immediately after the opportunity given to the student to present information.
- B. The suspension shall be reported immediately to the parents or guardians of each suspended student, the Board of Education through the Superintendent of Schools and the building principal. The notice of suspension to the parents shall be made by phone, letter served by the U.S. Mail, or by personal delivery. A copy of the notice will be sufficient notification to all others.
- C. The out-of-school suspension or bus suspension shall not exceed a period of 10 consecutive school days. Students who are suspended from school are required to complete any assignments or tests administered while the student is serving an out-of-school suspension. Students will receive applicable credit for work that is completed. Homework must be turned in on the day of reinstatement. Students are required to take missed tests on the day of reinstatement. (It is the responsibility of the student to make arrangements with his/her instructors to get make-up work to earn credit.) The out-of-school suspension shall also suspend the student from all school sponsored extracurricular activities, including athletics, commencing immediately and ending at midnight on the last school day of the out-of-school suspension, except a suspended student may be present on school property with advance permission of the building principal and if accompanied by his/her parent or guardian.
- D. Taylorville JH/HS may utilize an Alternative To Suspension or ATS instead of out-of-school suspension to continue the delivery of educational services to students who would otherwise receive none during the period of OSS.

Students assigned ATS will be transported from door to door to the MENTA 612 safe school in Taylorville for the duration of the alternative to suspension. Students serving an ATS will have a reasonable opportunity to complete their coursework, receive equivalent credit for assignments, tests/quizzes, and receive additional support upon returning to Taylorville HS.

1. Additional Support consists of students receiving counseling services and support through a reintegration process prior to returning to regularly scheduled classes. Students are afforded a 1:1 time allotment to turn in work based on the day they received the assignment. Reintegration meetings may include an administrator, school counselor, and when appropriate, the teacher of record at the time the behavior occurred.
- E. The suspension notice to parents or guardians shall give a full statement of the reasons for the suspension, including the acts of the student which constitute gross disobedience or misconduct, and notice to the parents or guardians of their right to review. The procedure for review, if requested, will be as follows:
1. A review of the suspension will be made by the following persons in the order named:
 - a. The principal of the building in which the student is enrolled
 - b. The superintendent of schools for the school district
 - c. The Board of Education
 2. After the parent has reviewed the suspension with the building principal and the superintendent, the parent or guardian is entitled to request a hearing on the suspension before the Board of Education. A request for hearing before the Board of Education shall be made by the parent or guardian within 15 days after the receipt of the written notice of suspension. The hearing before the Board of Education shall be within 45 days from the date the suspension was ordered. The parent or guardian, the student, and any representative of the parent or guardian or student, may appear before the Board of Education and may present evidence to the Board of Education. At the conclusion of the hearing, the Board of Education may take such action as it finds appropriate. Any hearings before the Board of Education shall be held in executive session for the protection of the student involved.
 3. The action taken as found appropriate by the Board of Education shall be final and subject to judicial review only as permitted by law.
- F. The Dean of students, assistant principals, principals, the assistant superintendent, and the superintendent of the school district are authorized to order suspension of students. After suspension, a student may be reinstated by their building principal, assistant superintendent, superintendent, or the Board of Education.

Reinstatement after suspension may be ordered at any level of review. If a suspension is set aside and the student reinstated, the student will be entitled to make up all school work and otherwise placed in good standing as if the suspension had never been ordered.

II. EXPULSION

- A. Expulsion is an out-of-school suspension of a student for a period of time in excess of 10 consecutive school days, not to exceed two school years. A student can be expelled only upon a finding by the Board of Education that a student is guilty of gross disobedience or misconduct.
- B. Expulsion will take place only after the parents or guardians have been notified by personal service or by registered or certified mail to appear at a meeting of the Board of Education or with a hearing officer appointed by it, to discuss their child's behavior. The notice shall state the time, date, place, and purpose of the meeting, and generally describe the acts of the student allegedly constituting gross disobedience or misconduct.
- C. At the meeting of the Board of Education or with the hearing officer appointed by it, the student and the parents or guardian shall be entitled as follows:
 - 1. To personally appear.
 - 2. To have a legal representative present.
 - 3. To have a reasonable opportunity to confront or cross-examine persons making statements alleging that any acts of the student constitute gross disobedience or misconduct.
 - 4. To present evidence or statements for and on behalf of the student in defense or mitigation of any allegations that acts of the student constitute gross disobedience or misconduct.
 - 5. To have a fair and reasonable hearing.
- D. If a hearing officer is appointed by the Board, the hearing officer shall report to the Board of Education a written summary of the evidence heard. At the conclusion of the meeting or hearing, the Board of Education or the hearing officer appointed by it shall state the reasons for dismissal and the date on which the expulsion is to become effective. The Board of Education may take such actions as it finds appropriate.
- E. A pupil may be readmitted to school after expulsion only by official action of the Board of Education. Reinstatement should occur only after a parental conference involving appropriate school personnel.
- F. The action of the Board of Education to expel a student, if found appropriate by the Board, shall be final, and subject to judicial review only as permitted by law.

III. PROCEDURES IN OTHER DISCIPLINARY OPTIONS

- A. Except as set forth with respect to out-of-school suspensions, bus suspensions, and expulsion, the parent or guardian shall be entitled to the following rights of review (in order named) for all other disciplinary options, including those relating to Attendance Policies:
 - 1. Examination of the school records for the student.
 - 2. Copy of any written report related to the disciplinary matter in question.
 - 3. Conference with the person who ordered the disciplinary action.
 - 4. Preparation and placement in the temporary records of the student, a written response of the parent or guardian, not to exceed one typewritten page.
 - 5. Conference with the principal of the building in which the student is enrolled.
 - 6. Conference with Superintendent of Schools
- B. After the parent or guardian has exhausted the remedies set forth above, the parent or guardian may pursue any other remedy provided by law.

USE OF ARTIFICIAL INTELLIGENCE

Artificial Intelligence (AI) and Its Use in School

“Artificial Intelligence” (AI) refers to the intelligence demonstrated by computers, as opposed to human intelligence. AI encompasses abilities such as learning, reasoning, generalizing, and inferring meaning. Examples of AI technologies include ChatGPT, other chatbots, and large language models.

AI and Academic Integrity

AI is not a replacement for schoolwork that requires original thought and critical thinking. Students are not permitted to claim AI-generated content as their own. Using AI to take tests, complete assignments, create multimedia projects, write papers, or finish schoolwork without the explicit permission of a teacher or administrator is strictly prohibited. Such use of AI constitutes cheating or plagiarism.

Permitted Use of AI

In some cases, AI may be used as a learning tool or study aid. Students wishing to use AI for legitimate educational purposes must obtain prior permission from a teacher or administrator. Students may also use AI as authorized in their Individualized Education Program (IEP).

Prohibited Use of AI

Students are not allowed to use AI, including AI-generated images, **videos**, or voice technology, to violate school rules or district policies.

Ensuring Academic Integrity

To maintain academic integrity, all tests, assignments, projects, papers, and other schoolwork may be subject to AI content detectors and plagiarism recognition software.

Future of AI

AI will be advancing in its capabilities at a much quicker pace than school policy will. School policy towards AI will have to be amended throughout the school year and will not always be noted here.

ATTENDANCE POLICIES

This attendance policy is based on the premise that important facts and experiences are shared in class every day. Classroom activity and/or interaction with the teacher and students can never be recovered or duplicated. A student's optimum academic success is invariably linked to his or her attendance in school.

In order for Taylorville Community Unit #3 to be effective in educating all students entrusted to it, students must be in regular attendance. The district believes a successful educational program requires the cooperation of parents, students, and the entire school community to insure students attend school. Teachers cannot teach a student who is not present. The following policy has been developed for good attendance:

1. Daily attendance records will be maintained by the school district.
2. Verification of a student's absence is the responsibility of the parent/guardian. Every effort should be made by the parent/guardian to notify the school of a student's absence prior to **9:45 A.M.** the day of the absence. School office hours are 8:00 A.M. to 4:00 P.M. WHEN A PARENT/GUARDIAN CALLS, THEY ARE TO PROVIDE THE FOLLOWING INFORMATION:
 - a. The name of the person calling and relationship to the student;
 - b. The student's name;
 - c. The reason for the absence.
3. If a student is absent and the school is not notified by **9:45 A.M.** on the day of the absence, SKYalert will call the primary number listed on Skyward to notify the parent or guardian of their child's absence. Parents may alter their contact information by going to their Skyward account. Parents may choose to be notified by home phone, work phone, cell phone, email and/or text message. The parent or guardian will provide in advance, two (2) telephone numbers by which they may be contacted.
4. If a student is absent and no telephone or personal contact is made between the school and parent/guardian during the student's absence, the student **must report** to the attendance office for admission before reporting to class. The student **must bring** a written excuse from a parent/guardian stating the reason for the absence before class admission status is determined.

A STUDENT WHO RECEIVES AN UNEXCUSED OR UNVERIFIED ABSENCE BECAUSE OF NO PHONE CALL OR NOTE HAS THREE (3) SCHOOL DAYS TO CLEAR THE UNEXCUSED ABSENCE OR A TRUANCY WILL BE ASSIGNED.

5. If a student reports for school and then is absent for all or part of the day, a representative of the school will make every reasonable effort to contact the parent/guardian of the student by telephone to verify the absence.
6. If a parent/guardian knows in advance that a student will be absent from school for a part of the day or one or more days, the parent/guardian is expected to inform the attendance secretary, dean of students or building principal of such absences in advance of the day or days of absence.

7. Absences by a student in excess of 4 class periods per course per semester at the junior/senior high level will result in an unexcused absence and in the student's receiving a reduction in score up to 50%, at the teacher's discretion, for each period of absence in excess of the allowable absences per course per semester.

"Excused medical absences" and absences from a course due to participation in an authorized school program will be excluded from absences counted in the preceding sentence.

An "excused medical absence" will be limited to an absence for all or a part of the school day verified in writing by a representative of the medical office providing the medical care for the student. (It should be noted that to count as a medical absence—a medical excuse must be received in writing from the medical office within three (3) school days of the absence). Other excused absences will include court dates with documentation from an official at the courthouse and religious holidays.

"Excused mental health absences" will be excluded from absences counted in point 7. Students are allowed five (5) mental health days **per school year**. A parent/guardian must call the school on the day of the absence to notify the school of a mental health absence. These five (5) mental health absences will run concurrently with the four (4) parent verifiable absences allowed **per semester** for students. If a student uses all five (5) mental health absences in one semester, the fifth will be excused. Students may be referred by administration to see a school counselor after having a mental health absence. After two (2) mental health absences in a row, students will be referred to see a school counselor.

Students that have been referred to the Regional Office of Education for truancy services will not be allowed the 4 parent verifiable absences per semester at THS. or the 4 parent verifiable absences per semester at TJHS These students will be required to have a doctor's statement to validate any absence for the remainder of the school year or until the student is no longer receiving truancy services.

PARENTS SHOULD MAKE EVERY EFFORT TO REPORT THEIR CHILD'S ABSENCE TO THE SCHOOL ATTENDANCE SECRETARY OR DEAN BY 9:45 A.M.

Make-up work:

1. **Students will be given one day to make up work for each day they are absent.**
2. **Students should make every effort to be present for tests and semester examinations. If a student misses a test or examination, teachers may choose to give an alternative form of the original test.** Students who are truant during semester examination days will receive a zero on their semester examinations missed.

Credit for make-up assignments will be granted or denied as follows:

1. **Excused Absence** - The student must make arrangements to make up all work if he or she is to receive credit for work missed. Special help and time will be given by the teacher at the teacher's convenience, if such help is desired.
2. **Unexcused Absence** - Students who have unexcused absences may receive reduced credit for make-up work submitted within the designated timeframe. The amount of credit awarded is at the teacher's discretion and may be up to 50% less than the original value.

Once a student is in attendance for the day, an "excused medical absence" may also be granted by the nurse if she deems it necessary for the student to go home but with no need for doctor verification. "Excused medical absences" and absences from a class due to participation in an authorized school program will be excluded from absences counted in the preceding sentence.

8. Attendance violations consisting of tardiness and truancy:

- a. Tardiness – being punctual is a trait that is not only of extreme importance in school, but it is a carryover of significant importance in the workplace. It is each student's responsibility to use a reasonable degree of judgment in regard to the time available before school, between classes, and at lunch. USE GOOD JUDGMENT – BE ON TIME. The only excused tardiness to school will be:
 1. very serious family emergency.
 2. illness, medical appointment, verified court date.
 3. inclement weather.

Violations will begin as a [Level I Act of Misconduct](#).

- b. [TRUANCY](#) – is defined as the unauthorized absence from school, class(es), study hall, homeroom, or other mandatory school functions. Truancy is extremely detrimental to a student's educational progress and will be aggressively dealt with by the school system and supportive services and resources. Violations will begin as a [Level II Act of Misconduct](#).

For more information on attendance policies, see the Student Handbook: [Attendance Policies](#), [Late Arrival to School](#), [Skipping/Truancy](#).

Bullying Prevention

What is [Bullying](#)?

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Bullying can take place in the form of verbal, physical, psychological, electronic and/or social. Bullying is different from a single incident of teasing. It is also distinct from the normal conflicts of childhood. It is not bullying when two children of approximately equal strength and power have a fight.

Bullying, Intimidation & Harassment Prevention Policy

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property' (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school. Anonymous reports may be submitted online via the high school website or at speakup@tcusd3.org or by calling/texting 217-707-6650. Students adversely impacted by bullying will meet with their school counselor to discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Bullying Procedures

Taylorville High School finds that a safe, civil, and healthy school environment is necessary for all students to learn and achieve. Bullying causes physical, psychological, and emotional harm to students which interferes with this safe, civil, and healthy learning environment. Additionally, bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping, or dropping out of school, fighting, use of drugs/alcohol, sexual harassment, and sexual violence. (105 ILCS 5/27-23.7)

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical ornamental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited.

Bullying is contrary to State law and the policies of Taylorville High School. No student shall be subjected to bullying:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Nothing in this policy is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 of Article I of the Illinois Constitution.

A. Definitions:

Bullying

Includes "cyber-bullying" and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical

violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyber-bullying	Bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo optical system, including without limitation of electronic mail, Internet communications, instant message,s or facsimile communications. "Cyber-bullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person to the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. "Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.
Restorative Measures	A continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Illinois Human Rights Act.
School Personnel	Persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

B. Bullying Report Process:

Students, parents, and school personnel are encouraged to immediately report bullying to any administrator within Taylorville School District. Alternatively, reports may be made online to Speak Up for Safety at speakup@tcusd3.org or by calling or texting 217-707-6650.

Anonymous reports are accepted by emailing, calling, or texting the contact listed above and specifically indicating that you would like to remain anonymous. However, formal disciplinary action cannot be taken solely on the basis of an anonymous report.

C. Response to Bullying Reports:

Upon receipt of a report of bullying Taylorville High School will investigate whether such reported act of bullying is within the permissible scope of its jurisdiction.

Consistent with federal and State laws and rules governing student privacy rights, the parents or guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of

bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school within the 24-hour period.

Further, the administrator will promptly investigate and address the report of bullying by doing the following:

1. Making all reasonable efforts to complete the investigation within ten school days after the date the report of the incident of bullying was received, taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
2. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
3. Notifying the principal, school administrator, or his/her designee of the report of the incident of bullying as soon as possible after the report is received (if the principal or administrator is not the person who received the report).
4. Consistent with federal and State laws and rules governing student privacy rights, providing the parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal, school administrator, or his/her designee to discuss the investigation, its findings, and the actions taken to address the reported incident of bullying.

The principal, administrator, or his/her designee may implement interventions to address reports of bullying. This includes, but is not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. Additionally, Taylorville High School shall provide the victim with information regarding services that are available within the district and community, such as counseling, support services, and other programs.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. Such reprisal or retaliation will be treated as bullying for the purpose of determining appropriate consequences. No person will be subject to consequences for making a good-faith report of bullying. However, making a false accusation of bullying as a means of retaliation or as a means of bullying is prohibited and will be treated as bullying for the purpose of determining appropriate consequences.

D. Policy Evaluation

This policy is based on the engagement of a range of school stakeholders, including students and parents or guardians. Furthermore, the policy is consistent with the other policies of Taylorville High School.

This policy will be posted on Taylorville School District's existing, publicly accessible Internet website. Additionally, it will be included in the student handbook and where applicable, posted where other policies, rules, and standards of conduct are currently posted in the school. The policy will be provided periodically throughout the school year to students and faculty and will be distributed annually to parents, guardians, students, and school personnel, including new employees when hired.

Taylorville High School shall conduct a review and re-evaluation of this policy every two years to assess the outcomes and effectiveness of this policy and shall make any necessary and appropriate revisions. As part of this process, Taylorville High School shall review various factors including, but not limited to:

1. The frequency of victimization.
2. Student, staff, and family observations of safety at school.
3. Identification of areas of a school where bullying occurs.
4. The types of bullying utilized.
5. Bystander intervention or participation.

Taylorville High School may use relevant data and information it already collects for other purposes in the policy evaluation. The information developed as a result of the policy evaluation must be made available on the Internet website of Taylorville High School.

Date of Adoption: 05/07/2024

Date of Most Recent Review/Re-evaluation:

E. References:

105 ILCS 5/27-23.7 - Bullying Prevention

23 Illinois Administrative Code 1.295

STUDENT RESPONSIBILITIES



Students should:

- Be punctual and attend school regularly.
- Obey school rules.
- Obey city, state and federal laws.
- Respect the rights of fellow students and school personnel.
- Avoid abusive language, verbal or written.
- Dress appropriately and practice good habits of personal cleanliness.
- Participate in and enhance the educational process.
- Attain the best possible level of academic achievement.
- Respect authority both in school and at school-sponsored activities.
- Respect school and community property.
- Be responsible for their own actions.
- Know reasons and methods of discipline – including suspension and [expulsion](#).
- Strive for educational independence with the help of teachers.
- Inform teachers of any special needs or situations that might affect their education.

STUDENT RIGHTS



Students have the right to:

- Expect a quality educational experience.
- Be provided with an appropriate and challenging curriculum.
- Receive assistance in making decisions on educational goals.
- Be treated with dignity and respect.
- Expect a school climate free of physical and [verbal abuse](#).
- Expect an educational environment free of any [sexual harassment](#).
- Have adult representation during a scheduled conference with school authorities.
- Have access to a clear and concise written code of discipline.
- Know the reasons for any disciplinary action taken.
- Be disciplined in a humane and appropriate manner.
- Receive due process in matters of disciplinary action.

PARENTAL RESPONSIBILITIES



Parents should:

- Assume responsibility for their child's prompt and regular school attendance.
- Notify the school each day their child is absent from school.
- Provide the school with appropriate emergency contact information.
- See that their child is dressed appropriately and practices good habits of personal cleanliness.
- Understand that in matters relating to the discipline and conduct of their child in the schools, the teacher takes the place of the parent or guardian.
- Instill in their child respect for the law, for lawful authority, for the rights of others, and for private and public property.
- Talk with their child about school activities.
- Share with their child and his/her teachers an active and positive interest in report cards and school progress.
- Safeguard the physical and mental health of their child and be responsible for periodic health examinations as required by law.
- Attend individual and group conferences and special school programs.
- Plan the time and place for homework assignments and provide necessary supervision.
- Cooperate with the school in fulfilling recommendations made for their child.
- Instill a positive attitude in their child towards his/her school and education.
- Inform the school of any special needs or situations that might affect their child's education.
- Not allow children to bring to school fundraising items from any non-school organization.

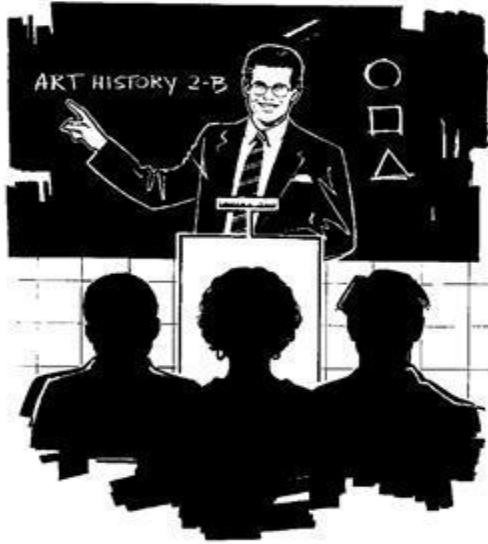
PARENTAL RIGHTS



Parents have the right to:

- Expect that disruptive action of a few will not interfere with the opportunity of the majority for academic and social growth.
- Expect an educational environment free of any [sexual harassment](#).
- Be granted reasonable access to all school records pertaining to their child.
- Receive periodic official reports of their child's academic progress and social adjustment.
- Share in the activities of the school PTA or other parent organizations.
- Share in their child's right to due process procedures in matters of disciplinary actions as outlined in the Student Discipline Code.
- Be notified of their child's violation of school rules and regulations as outlined in the Student Discipline Code.
- Request an evaluation of their child's eligibility for special services.

Teacher Responsibilities



Teachers should:

- Develop and exercise a disciplinary plan that is consistent with the district's disciplinary code.
- Be guided by professional ethics in relationships with others.
- Inform parents about academic progress and conduct of students.
- Show concern and respect for each student.
- Plan and conduct an effective and motivating instructional program.
- Establish classroom routines that contribute to instruction, a well-ordered classroom, and the development of civic responsibility.
- Be sensitive to the behavior of students and alert to changes that require additional assistance for the student.
- Refer for an evaluation to any student who might be in need of special services.
- Know and enforce the rules courteously, consistently, and fairly.
- Deal with misconduct quickly, firmly, and impartially.
- Report undesirable school situations to the principal, assistant principal and/or deans promptly.
- Take advantage of opportunities for promoting academic growth of the students at all levels.
- Take advantage of opportunities for professional growth.
- Report, as required by law, any suspected case of child abuse or neglect.

Teacher Rights



Teachers have the right to:

- Require a reasonable standard of orderly behavior in the classroom.
- Be treated with respect by students, parents, fellow staff members, and the school administration.
- Be supported and assisted in the maintenance of control and discipline in the classroom.
- Instigate a conference with all parties involved when a student's behavior problem has not been satisfactorily resolved.
- Appeal to a higher administrative level if a disciplinary and/or behavioral conference is unsuccessful.
- Remove any student from the classroom because of disruptive behavior.
- Use reasonable force, if necessary, to protect himself/herself, another teacher, or student.
- Be protected against any loss of, damage to or destruction of personal property as a result of any assault/battery during school activities.

SCHOOL RESOURCE OFFICER

Taylorville CUSD #3 has a sworn police officer assigned to duty in the buildings during the school year. This position is designed to establish and maintain relationships with students, faculty and parents. The Officer will serve as an educational liaison between the school, community and the local police department in numerous matters such as drug/gang awareness, safety and good citizenship. In addition, the Officer may enforce state laws, village ordinances, and applicable school rules and policies.

DURHAM BUS SERVICE

PHONE: 217-824-5636



STUDENT CONDUCT ON THE BUS

1. Be on time at the designated bus stop. If you are not riding on the bus, please call.
2. Stay off the roadway and do not approach the bus until it makes a complete stop.
3. Stay seated while the bus is in motion.
4. Keep hands and head inside of the bus at all times. Throw nothing out of the bus, use the waste baskets, and help to keep the bus safe and sanitary at all times.
5. Do not bring on the bus: animals, anything in glass, or anything that would spill.
6. Keep all books and other objects off the floor and out of the aisles.
7. Do not throw anything on the bus.
8. Do not use obscene language or gestures on the bus.
9. Do not eat or drink on the bus unless given permission by the driver or the sponsor.
10. Do not bring radios, tape players, or external speakers on the bus.
11. Treat the bus as you would valuable furniture in your home. Never tamper with safety equipment or vandalize any bus property.
12. Be absolutely quiet when approaching and crossing a railroad.
13. You may talk quietly on the bus. Unnecessary noise distracts the driver.
14. Be courteous to fellow students and to your driver. Remember any unnecessary confusion diverts the driver's attention and could result in a serious mishap. Give your attention to the driver who will alert you to any danger.

15. Do not put the bus windows below the black line on the bus body.
16. Students who leave school property without proper authorization, may be denied permission to ride the school bus. (Safety Issue) Bus transportation is provided ONLY from designated pick up point to school and vice versa. Students who abuse bus privileges may incur bus suspension or other disciplinary action.
17. Scissors, compasses, pencils, pens, and other sharp or pointed tools/objects shall not be used on the bus. The driver or sponsor may grant permission for the use of a pencil or pen.
18. Remember riding a bus is a privilege – MISCONDUCT will not be permitted.
19. In order to allow students to traverse to and from school in a safe and orderly manner, the Discipline Code shall apply to prohibited conduct occurring at or around the bus stop.
20. Students are not permitted to take pictures or videos of other students.
21. Possession, distribution, and/or use of drugs is strictly prohibited. This includes, but is not limited to alcoholic beverages, narcotics or hallucinogenic drugs, THC, marijuana, nicotine, barbiturates, amphetamines, intoxicants, inhalants, drug paraphernalia, and/or any other controlled substance including any look-alike drug and/or look-alike non-alcoholic beverage.
22. Absolutely no chewing tobacco, smoking, vaping, or related activities by passengers.

ACTIVITY BUS

1. The same rules as those for a route bus must be observed.
2. The aisles cannot be blocked. Do not hang uniforms or clothes to block the windows.
3. Absolutely no chewing tobacco, smoking, vaping, or related activities by students, teachers, coaches, or any person will be allowed on the bus.
4. Teachers and coaches are to go over the rules with the students before boarding the bus, including evacuation.
5. After and during the activity, the students are to stay with the teachers or coaches and are not to board the bus without a teacher present or without permission from the driver, teacher or coach.
6. Students may not enter or exit through the emergency door unless there is an emergency.
7. Teachers and or coaches are to supervise the students and maintain order to allow the driver to drive the bus safely.

FIELD TRIPS

1. The same rules as those for a route bus must be observed.
2. The teachers and chaperones are to supervise the students to enable the driver to drive the bus safely.
3. Teachers may not use whistles on the bus.
4. At least one adult will supervise students.
5. Absolutely no smoking or chewing tobacco by students, teachers, or chaperones will be allowed on the bus.
6. All students are to be picked up and unloaded on school property only.
7. Teachers are to go over the rules with students before boarding the bus, including evacuation.
8. Teachers should check with the bus service a few days before the trip relative to destination, time for pick up, and number going.

GLOSSARY

Assault – conduct which causes another person to be placed in fear of his or her own personal safety.

AER (or A.E.R.): Alternative Education Room - The Alternative Education Room (AER) is a supervised space for students who are temporarily removed from their regular classrooms for various reasons. It serves multiple purposes:

- **In-School Suspension (ISS):** Students who have violated school rules may be assigned to the AER for a designated period as a disciplinary consequence.
- **Academic Support:** Students who need a break from their regular classroom environment to catch up on missed work or receive additional academic support can utilize the AER.
- **Time-out/Reflective Pause:** In certain situations, students may be referred to the AER for a temporary time-out or reflective pause to address behavioral concerns or de-escalate a situation.

Click here to see the [rules of AER poster](#) and the [rules of AER document](#).

ATS (Alternative to Suspension)—a short-term disciplinary intervention that provides the out-of-school suspension eligible student educational services at an alternate site (MENTA 612 in Taylorville).

Battery – the unlawful beating or use of force upon a person without his or her consent.

Behavior contract – a written agreement between the student and the teacher specifically defining acceptable or expected behaviors and the consequences which will be applied in the event of misbehavior.

Bullying – any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Cell Phone – cell phones are to be turned off upon entering the school building. Students are not to use their cell phone in any capacity during the school day unless: (1) authorized by school personnel, (b) use of the device is provided in a student's IEP; or (c) it is needed in a severe emergency that threatens the safety of students, staff, or other individuals, and requires immediate notification of law enforcement or emergency personnel. (See [THS Student Handbook](#) regarding Taylorville High School policy)

Cheating – any attempt to get a grade on a test or assignment by means other than authorized by the teacher. Students who allow others to copy their work or assist any student to cheat shall be guilty of cheating. Students guilty of cheating shall receive a zero for that assignment or test and disciplinary action.

Classroom Management Plan – a pre-planned set of rules designed by the teacher to provide an atmosphere conducive to teaching.

Computer misuse – accessing, reading, altering, copying, damaging, erasing or printing other student's or teacher's files or system configuration. Creating, using or saving files that contain crude, vulgar or offensive

art/language or making reference to inappropriate material, illegal substances, or inappropriate/illegal practices.

Detention – keeping a student for a specified amount of time. Students will serve the detention that day or by the end of the next school day. Transportation arrangements are the responsibility of the student and parents.

Drug paraphernalia – refers to all equipment, products, and materials of any kind which are peculiar to or marketed for use in introducing into the human body cannabis or a controlled substance in violation of the Cannabis Control Act or the Illinois Controlled Substance Act.

Electronic device misuse – using any electronic paging device or using a cellular telephone, personal digital assistants (PDA's), chromebook, laptop, computer, tablet, or any other electronic device in any manner that disrupts the educational environment or violates the rights of others, including but not limited to, using the device to text message, take photographs, cheat, signal others, or otherwise violate the student discipline code rules. (See [THS Student Handbook](#) regarding Taylorville High School policy)

Expulsion – removal of a student from school for a period in excess of 10 consecutive school days, but not to exceed two school years.

Extortion – obtaining money, objects, or information from another by coercion or intimidation.

Forgery – altering information with the intent to deceive. This includes the use of forged materials and any form of pass abuse and the making of deceptive phone calls to impersonate or misrepresent identity.

Gambling – participation in games of chance or skill for money or profit.

Gang – three or more persons engaging or conspiring to engage in (i) any activity constituting a violation of this discipline code or (ii) any activity constituting a violation of the Criminal Code of the State of Illinois. Gang membership or gang member shall be any person who voluntarily associates himself or herself with three or more persons in a gang related activity. Gang related activity shall be any action by any gang member constituting (i) a violation of the discipline code or (ii) a violation of the Criminal Code of the State of Illinois. Gang violence is defined as one or more members of the gang committing assault, battery, or intimidation.

Guns/Explosives – includes all guns, firearms, ammunition, explosives, and any other related device described or referred to in federal laws 18 U.S.C.A.921 through 930.

Hazing – engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct.

Inappropriate Dress -student apparel and grooming detrimental to health and safety, or which are obscene, or which create classroom or school disorder. Examples of unacceptable attire include, but are not limited to:

1. Students are expected to wear clothing that is not revealing. Examples include bare feet, bare midriffs, halter tops, tank tops, strapless tops, backless tops, clothing that reveals undergarments, top that expose the chest and/or waist areas, shorts/pants that expose the buttocks while standing, sitting, or bending, shorts and tight skirts, and pants that are tight and/or frayed to the point of being revealing. Shorts, Skirts and Skorts should be worn at an appropriate length. **(Appropriate length shall be determined as longer than one's**

fingertips when arms rest naturally to one's side.) Pants/Jean shorts with holes, rips, tears or frayed areas above the thigh are inappropriate for school.

2. Baggy pants or shorts are not appropriate if the waistband hangs lower than the individual's waist.
3. Tops and shirts must have sleeves. Cold "open" shoulder tops are an exception to this policy.
4. No wearing apparel shall contain any reference to drugs, alcohol or tobacco. No wearing apparel shall make any reference to sexual conduct or misconduct, including double entendres. No wearing apparel shall make reference to hate, violence, racial/ethnic slurs, suicide, homicide, death or negative messages. This includes, but not limited to pictures, graphics, symbols, numbers, or other written or implied messages.
5. Garments with suggestive or obscene statements or symbols of endorsement of unlawful products are also inappropriate.
6. Underwear worn as outerwear is inappropriate.
7. No wallet chains, chains, or accessories of any kind that may be used as weapons may be worn.
8. Other inappropriate apparel include: hats, hoods, any other head covers, coats, pajamas or items of apparel deemed inappropriate by building administration.

Inhalants – chemical products that are misused to create certain physical effects.

In-school suspension – the student remains in school and will be given full credit for all assignments completed. All privileges are suspended; classes are not attended. The action is recorded in the student's temporary folder. In-school suspension shall not exceed 5 days for each offense.

Internet misuse – the failure of any user to follow the terms of the Authorization for Internet Access. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access.

Intimidation – engaging in behavior which attempts to control the actions of another by fear. Such prohibited behavior includes the use of threats (both spoken and implied), coercion, or force.

Loitering – standing idly about or loafing in classrooms, in other parts of the school building, or on school grounds when asked to refrain from such action.

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.

Out-of-school suspension – removal of a student from school not to exceed 10 consecutive school days during which a student's work may be requested and completed. The school work must be turned in on the day of reinstatement.

Parent – the term parent when used in this discipline code shall include the legal guardian for the student if in fact the guardian has lawful custody of the student.

Plagiarism – Plagiarism occurs when a student submits another person’s work as his or her own, downloads a work from the internet without documentation, copies verbatim without using quotation marks and citations, or paraphrases another’s work without including citations.

Public Display of Affection - Public display of affection other than holding hands is not approved or permitted in the school building or on the campus at any time. Proper conduct and behavior by all students is a necessity if the correct atmosphere for learning is to be maintained. Parents may be notified if necessary and may be requested to come to school for a conference. Inappropriate display of affection is a [level II offense](#) of the Student Discipline Code book.

Saturday detention – a disciplinary action taken by the school where students are required to attend school on a Saturday, typically from 8:00 AM to 12:00 PM, as punishment for misbehaving during the regular school week and/or for failure to complete assignments.

Sexual harassment – means any unwelcome sexual advances or request for sexual favors or any conduct of a sexual nature that has a purpose or effect of (i) substantially interfering with a student’s liberty or (ii) by creating an intimidating, hostile, or offensive educational environment.

Theft – taking or attempting to take possession, or assisting others to take possession of property belonging to another without consent.

LEVEL II – theft of tangible personal property having a retail purchase price of \$5 or less.

LEVEL III – (a) theft of tangible personal property having a retail purchase price of more than \$5 but less than \$100 and (b) theft of tests and other work products of teachers and theft of work products of students.

LEVEL IV – theft of tangible personal property having a retail purchase price equal to or greater than \$100.

Truancy – unauthorized absence from school, class(s), study hall, homeroom, or other school functions. A chronic truant is one who has missed 5% of the previous 180 school days.

Verbal abuse – name calling, profanity, obscenity, or other derogatory statements or gestures.

Weapon(s) - includes all items described as weapons in the Illinois School Code, including but not limited to guns, firearms, rifles, shotguns, explosive devices or "Look-a-likes" thereof. Such items as knives, brass knuckles, billy clubs, baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm. Weapons are defined in Section 921 of Title 18, United States Code; firearms defined in Section 1.1 of the Firearm Owners Identification (430 ILCS 65/1.1); or use of a weapon as defined in Section 24-1 of the Criminal Code (720 ILCS 5/24-1).

NOTE: Terms and phrases used in this Student Discipline Code are to be given their plain and ordinary meaning except as otherwise expressly defined in the code.

The terms and provisions of this Student Discipline Code are severable; if for any reason one or more of the provisions of this Student Discipline Code are determined to be void or unenforceable under any law on public policy, the remainder of the provisions of this Student Discipline Code that are valid and enforceable shall be binding and operative on all persons and shall remain in full force and effect.

Revised May 2024

SCHOOL VIOLENCE TIP LINE

1-800-477-0024

For students and others to anonymously report threats of violence.