Champaign 4 UNIT SCHOOL DISTRICT

RESPECT

for self

for others

for property

Student Code of Conduct

2026-27

Adopted by the Board of Education
January 12, 2026

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Unit 4 Administrative Center
School Supports and Student Assignment Department

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February 2026

Dear Students and Families:

The Champaign Unit 4 School District is committed to partnering with families to support the academic success personal growth, and overall well-being of every student. We believe that students thrive when expectations are clear, relationships are strong, and social-emotional needs are addressed alongside academic learning. With this shared commitment in mind, the Board of Education has adopted the Student Code of Conduct to guide behavior in a way that is fair, supportive, and centered on student growth.

The Student Code of Conduct is rooted in the belief that learning occurs best in environments where students feel safe, respected, valued, and connected. Our approach emphasizes prevention, skill-building, and restoration rather than punishment alone. When challenges arise, our goal is to understand the underlying needs, teach appropriate behaviors, and help students repair harm, reflect on their choices, and strengthen their ability to make positive decisions in the future.

To proactively support students, our schools provide a range of behavioral, social, and emotional supports. These may include:

- Explicit instruction in social-emotional learning skills such as self-regulation, problem-solving, empathy, and responsible decision-making.
- Access to counselors, social workers, psychologists, and other student support staff.
- Tiered behavioral interventions and supports designed to meet individual student needs.
- Opportunities for restorative conversations, mediation, and reflection following conflicts or behavioral concerns.
- Collaboration with families to develop individualized support plans when appropriate.

We recognize that behavior is a form of communication, and we are committed to responding with care, consistency, and compassion. Disciplinary responses are designed to be instructional and restorative whenever possible, while also ensuring the safety and well-being of the entire school community.

Families play a vital role in supporting student success, and we value open communication and collaboration. We encourage parents and guardians to review the Student Code of Conduct with their students, discuss expectations together, and reach out to school staff with any questions or concerns. Working together, we can support students in developing the skills they need to succeed both in school and beyond.

The Student Code of Conduct will be provided to all students through Chromebooks and is also available on the District website: *www.champaignschools.org*. If you have questions or would like additional support, please contact your school principal or the Champaign Unit 4 School District Administrative Center at (217) 351-3792. We appreciate your partnership and continued support.

Sincerely,

Orlando Thomas

Orlando Thomas, Executive Director
School Supports and Student Assignment

Promoting Positive Student Behavior

Each school is expected to promote a positive school culture and climate that provides students with a supportive environment in which to grow both socially and academically. Schools are expected to take a proactive role in nurturing students' pro-social behavior by providing them with a range of positive behavioral supports as well as meaningful opportunities for social/emotional learning.

Effective social/emotional learning helps students develop fundamental skills for life effectiveness, including: recognizing and managing emotions; developing caring and concern for others; establishing positive relationships; making responsible decisions; and handling challenging situations constructively and positively. Such skills help prevent negative behaviors and the disciplinary consequences that result when students do not live up to behavioral standards.

School staff members are also responsible for addressing inappropriate student behaviors which disrupt learning. Administrators, teachers, counselors, and other school staff are expected to engage all students in interventions and prevention strategies that address a student's behavioral issues and discuss these strategies with the student and his/her parent.

To access a list of community support services, please click on the following link: http://famservcc.org/selfhelp-center. For suicide prevention assistance:

- Call The 998 Suicide and Crisis Lifeline at 1-800-273-8255 or call/text 988 to connect with a Suicide and Crisis Counselor.
- Text HOME to 741741 to connect to a Crisis Hotline Counselor.

A Vision of Behavioral Supports - Discipline Philosophy

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

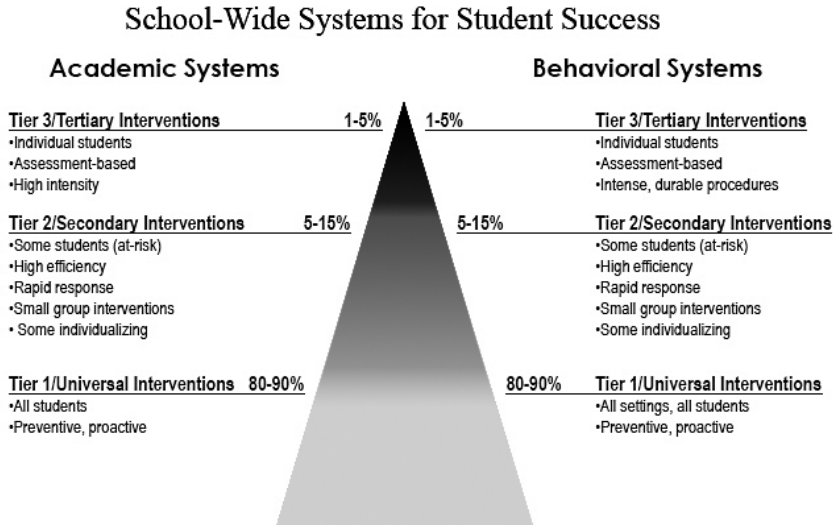
1. Everyone is entitled to a safe, secure, orderly environment in which to learn and work.
2. Student growth is enhanced by positive and successful school experiences.
3. Discipline is a shared responsibility: students, staff, and parents are all responsible for an orderly, safe, equitable learning environment.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

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

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

Positive Behavior Interventions and Supports (PBIS)

PBIS – What is PBIS? Positive Behavior Interventions and Supports (PBIS) is a system for establishing the behavioral supports needed for all students to achieve social, emotional, and academic success. PBIS guides schools in identifying, implementing, and sustaining effective evidence-based practices to create a positive school culture that is safe, respectful, and conducive to learning.



Range of Disciplinary Actions and Supports

More Severe



Less Severe

Board Action (Requires Parental Notification)

Expulsion

Assigned by Administrator (Requires Parental Notification)

Alternatives in Education (AIE)

Out-of-School Suspension/ACTIONS (1-10 days)

In-School Suspension (1-10 days)

Saturday/Evening School

In-School Supervision

Social Probation

Work Detail/School Service/Community Service
(not during academic portion of the day)

Supervised Area

Assigned by Teacher or Administrator

Child sent to administrator

Parent conference

Parent contact

Restorative Practices

Detention

Warning (verbal and written)

Throughout the process, students may be referred to the Response to Intervention (RtI) team or other support services.

Explanation of Disciplinary Actions and Supports

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

Definitions of Disciplinary Actions and Supports

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

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

Work Detail	Tasks, to be determined by an administrator, are performed around the school and property, outside of the academic school day.
Social Probation	Exclusion from participation in and/or attendance at an extracurricular school-sanctioned activity.
Restorative Practices	Restorative practices in schools prioritize repairing harm done to relationships over the need for assigning blame and dispensing punishment when a rule is broken or an incident occurs. Restorative practices increase accountability, and both student and teacher satisfaction, while using such events as a natural opportunity to promote social and emotional learning, positive youth development, and rational and empathetic thinking. Restorative practices used in schools include peace making circles, restorative chats, restorative conferences, and peer conferencing. Outcomes from all practices include increased satisfaction from those harmed, higher rates of completion of consequences, and lower rates of continued disruptive behaviors as well as a greater sense of safety in the school community.
In-School Supervision	Student is removed from his/her regularly scheduled classroom for more than two hours/periods, but less than one day. The student will bring or be given instructional materials and work on class assignments under the supervision of a District employee.
Saturday/Evening School	Consequence for serious or persistent misconduct in which students may be assigned to attend a session on one or more Saturdays/evenings at a designated time and place. Saturday/Evening School may also be used as an alternative to out-of-school suspension.
In-School Suspension	A period of time, not less than one day or more than 10 days, during which a student is suspended from school (pursuant to Board policy) but serves the suspension on the school premises. The decision to place a student in in-school suspension will remain at the discretion of the building administrator.
Out-of-School Suspension	A period of time, not to exceed ten school days, during which a student is suspended from school.
ACTIONS	ACTIONS is an alternative suspension program that strives to reduce recidivism in suspensions and provide behavioral supports to students. Students suspended out of school are assigned to the ACTIONS Program instead of serving their suspensions at home; thereby allowing their out-of-school suspensions to be counted as in-school suspensions.
Alternatives in Education (AIE)	There are many positive options and opportunities along the continuum of disciplinary consequences for students. Alternatives in Education in the "Recommended Range of Discipline Consequences" may include a decision to reassign a student who is experiencing a serious behavioral problem, or multiple behavioral problems, to an alternative setting. At the elementary level, AIE may include the assignment of a student to homebound services. AIE at the secondary level could be any of the District's approved alternative programs. One commonly used alternative program is the READY Program.
Expulsion	Board of Education approved exclusion of a student from regular attendance center for a period of time greater than ten school days, but for no longer than two school years.

Student Discipline

All standards of conduct will apply to address students' behavior under the school district's jurisdiction. Fair and equitable discipline is intended to protect the rights and privileges of all persons, in all matters relating to the operation of the school. Staff stand *in loco parentis*, that is, they are responsible for students in the absence of parents.

The teaching of self-discipline and becoming responsible for one's own actions are goals of the Champaign School District's Student Code of Conduct. To ensure that students exhibit appropriate behavior and performance, it is the school's responsibility to implement a program for teaching a system of essential rules and to administer just and constructive corrective measures. Administrative actions are not limited to the disciplinary actions listed on page 3.

State Law

State law requires that schools keep discipline records for serious infractions in the student's temporary record for not less than five years after the student has transferred, graduated, or otherwise withdrawn from school. A student's temporary record must include information regarding serious disciplinary infractions that resulted in expulsion, suspension, or the "imposition of punishment or sanction." A serious disciplinary infraction is defined as "an infraction involving drugs, weapons, or bodily harm to another."

Rules of Conduct for Students

1. The school community must establish rules of conduct for its members if it is to achieve its goals. These rules will govern the school/District grounds, attendance and participation in all extracurricular activities, other school-related functions scheduled on or off the school campus, and other activities bearing a relationship to school. Therefore, certain rules of behavior have been established for students. Students have the following responsibilities:
2. It is the responsibility of each student to conduct himself/herself in such a manner that does not interfere with his/her own safety or learning, or the safety or learning of others.
3. It is the responsibility of each student to attend class on time and to be prepared to participate.
4. It is the responsibility of each student to help keep the building clean, not to litter, mark on, or deface school property and community areas.
5. It is the responsibility of each student to behave respectfully toward all staff and other students by being honest and polite. Directions given under school supervision are to be complied with, regardless of whether a student is in the classroom, in the halls, in the cafeteria, at extracurricular activities, or at any other location on school property. The perception that "he/she is not my teacher, so why should I listen to him/her" is to be avoided.
6. It is the responsibility of each student to keep doorways, hallways, restrooms, stairs, and bus aisles clear at all times. It is the responsibility of each student to leave the area, in the event that a disruption involving students occurs. The student's mere presence as an onlooker lends support and encouragement to those students causing the disruption. Failure to cooperate may subject the onlookers to disciplinary action.
7. Harassment, bullying, and/or intimidation will not be tolerated while at school or while engaged in activities bearing a relationship to school. Any student who experiences such a situation should report the incident to the principal, or his/her designee, as soon as possible. **No student should try to settle the problem himself/herself by allowing the situation to escalate into a physical confrontation.**
8. The health and safety of many people depend upon cooperation of students during fire or disaster drills. It is the primary responsibility of each student to move quickly and quietly to the assigned safety areas. Instructions given by staff are to be followed.
9. It is the responsibility of students to observe the same appropriate standards of conduct at extracurricular activities (home or away) as they do at their own school. Violence, disruptive behavior, or involvement with drugs/alcohol at extracurricular activities or on buses may result in serious disciplinary action. Such action may include suspension and/or reassignment to an educational setting in a different location than the student's home school (Alternatives in Education-AIE*) and/or expulsion from school, suspension from attendance and/or participation at future extracurricular activities, and/or police action. Parents may be required to pick up their student at an out-of-town function.
10. Students shall not make sexual advances, request sexual favors, or exhibit sexually motivated physical conduct. Students shall not make other verbal or physical communication of a sexual nature whose purpose or effect is to create an intimidating, hostile, or offensive environment.
11. All students are entitled to have the opportunity to obtain maximum benefit from their educational experience. Thus, it is necessary to have rules and regulations that provide an educational climate in which learning can best take place. Students who show disrespect for the rights of others and disregard regulations may be subject to disciplinary action, which could include suspension or reassignment to Alternatives in Education (AIE) and/or expulsion. In addition, they may be subject to removal from extracurricular activities and/or positions of leadership (e.g., Student Council, officer of Student Council or class).
12. It is the responsibility of each student to use educational technology (computers, Internet, District-assigned email, District-assigned Cloud accounts, etc.) in an appropriate manner. Failure to do so can result in restricted access, as well as other disciplinary action.

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

Students' Rights and Responsibilities

RIGHTS	RESPONSIBILITIES

1. To be treated with dignity, courtesy, and respect.
2. To be treated as an individual.
3. To be academically challenged.
4. To be given the opportunity to be heard as well as have witnesses and/or an advocate speak on one's behalf.
5. To pursue a successful education without disruption.
6. To discuss educational concerns with teachers and other school staff.
7. To be informed of student responsibilities, rights, and discipline policies.
8. To receive fair and equitable treatment without discrimination in every aspect of the educational system.
9. To expect cultural respect.
10. To expect learning to be relevant to life situations.
11. To participate in courses and extracurricular activities that promote individual skills, academic achievements, and talents.
12. To be transported in a safe and timely manner.
13. To access facilities that correspond to their gender identity. Any student who is uncomfortable using a shared facility will be provided with an alternative. Students or parents should contact the building principal to request an alternative to a shared facility.

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

Parents' Rights and Responsibilities

RIGHTS	RESPONSIBILITIES

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

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

Staff Rights and Responsibilities

RIGHTS

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

RESPONSIBILITIES

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

Champaign Unit 4 Parent Communication Protocol

To help parents, guardians, and community members know the best way to communicate with the school, we have created protocols for parents. By contacting the following people in the order listed, your questions and concerns can be dealt with more efficiently. It is our expectation that parents will contact staff in advance to schedule meetings and will conduct themselves in a respectful manner. Inappropriate conduct including, but not limited to, profane language, threats, or yelling will not be tolerated and could result in a no-trespass notice.

	PK-12 Curriculum & Instruction Matters	PK-12 Teacher Matters	PK-12 Discipline Matters	PK-12 Special Education Matters	School Assignment and Transfers	Athletic/Activity Matters
1st Contact	Teacher	Teacher	Teacher	Teacher	Student Assignment Specialist	Coach/Advisor
2nd Contact	Principal	Principal	Dean, Assistant or Associate Principal	Case manager	Exec. Dir. of School Supports and Std. Assignment (transfers) Exec. Dir. of Data and Accountability (student assignment)	Athletic Director
3rd Contact	Exec. Director of Teaching and Learning	Assistant Superintendent	Principal	Building Special Education Designee		Principal
4th Contact		Assistant Superintendent for Human Resources	Exec. Director of School Supports and Student Assignment	Special Education Administrator		Exec. Director of School Supports and Student Assignment
5th Contact				Exec. Director of Special Education		

Attendance Expectations 8/4/2022

Pursuant to the new Champaign Unit 4 Attendance and Truancy policy (7:70) adopted March 28, 2022, the following are the updated specific procedures for student attendance.

Champaign Unit 4 is guided by the Unit 4 Strategic Plan with the vision of empowering each learner to thrive in a diverse and changing world. To that end, students are expected to be present and participate every day throughout the school year as their attendance is critical to the learning process. When a student is absent from class, the student loses valuable teacher instructional time and class interaction.

A student is considered "Chronically Absent" if they miss 10% or more of the school year regardless of excuse. A student is considered a 'Chronically Truant" if they miss 5% of more of the regular school days with an unexcused absence.

Excused Absences

1. Student illness
2. Observance of a religious holiday
3. Death in the immediate family
4. Family emergency
5. ISBE-approved mental health day
6. College visits

Excused Absences - Will require:

- Daily call to school office by parent/guardian
- Verification of absence after 5 consecutive days

Unexcused Absences

Unexcused absences may include but not be limited to the following examples:

1. Absences with no parent/guardian notification to the school office
2. Non-school related athletics and activities such as:
    a. Running family errands
    b. Staying home to care for younger siblings
    c. Shopping or non-health appointments
    d. Vacations

Unexcused absences of 15 consecutive days or more will require:

- Any student absence of 15 consecutive days or more may result in the student being withdrawn.
- Upon return to the District, the parent/guardian must re-enroll the student and comply with all registration requirements and School Assignment process.
- Families with a prior arranged Extended Unexcused Absence may petition the attendance review committee via email at u4ARC@u4sd.org to avoid being withdrawn. The request must be made at least 30 days prior to the first day of absence.

Extended unexcused absence requests will be granted/denied on a case-by-case basis.

Cell Phone and Electronic Devices Guidelines

Electronic Devices

Purpose

The Board of Education may establish appropriate rules and disciplinary procedures governing the use or possession of cellular radio telecommunication devices ("cell phones") by a student while in a school or on school property, during regular school hours, or at any other time. The Board recognizes the role these devices play in the lives of students and the variety of uses that can be both healthy and beneficial; however, these devices have proven to be disruptive during instructional time. Consistent with best practices and research conducted surrounding the impact of cell phones on student learning and behavior, the Board has determined that limited use of cell phones and other personal electronic devices, particularly during instructional time, provides students with the greatest opportunity for social, emotional, and academic success.

Disclaimer

The District does not assume responsibility for any lost, damaged, or stolen personal property brought to the school or to a school activity. While the District strongly discourages students from bringing cell phones and other electronic devices onto school premises, should a student choose to do so, the student must follow the guidelines outlined below.

By clicking on the Code of Conduct Acceptance Form in their Chromebook, students in grades 6-12 will not only be acknowledging they received their Student Code of Conduct bookmarked in their U4SD.org folder, which should appear when they sign in to their Chromebook, but also that they agree to hold harmless from all liability stemming from any loss, damage, or theft of personal property including cell phones and other electronic devices.

Student Use of Cell Phones and Other Personal Electronic Devices

The following outlines expectations of students and procedures teachers and administrators will follow in response to student violations of the cell phone/electronic devices guidelines. The consequences for such violations are listed in the consequence section of this Code (Violation #9).

Expectations of Teachers and Administrators (and administrative designees)

Regarding implementation of these guidelines, the following expectations of teachers and administrators (or administrative designees) were established:

- If students have phones out during instructional time without permission of the supervising teacher, a Discipline Referral must be written so enforcement is consistent.
- Violation #9 Misuse of Electronic Devices should be used for all cell phone violations.
- Teacher will attempt to write the Discipline Referral for #9 immediately. If this is not possible, teacher will call the office to let administration know the student is being sent down for a cell phone violation with Discipline Referral to follow. Consequences may exceed those stated in these guidelines if the student's behavior escalates and results in other Student Code of Conduct violations such as, but not limited to, disobedience, disruptive behavior, or verbal abuse.
- Teacher will call home to notify the parent/guardian of violation of the cell phone policy.
- Administrator or designee will meet with the student and the phone will be confiscated for the remainder of the day
- Administrator or designee will call home to notify the parent/guardian of the cell phone violation.
- Administrator or designee will place phone in locked phone case.
- Administrator or designee will utilize a cell phone documentation log to update student/teacher name, date, and time cell phone was returned.

Lost, Stolen, or Damaged Devices: Students are responsible for their own personal items including electronic devices. The school district assumes no liability or responsibility for lost, damaged, or stolen personal property; however, students should contact a school administrator to make him/her aware of stolen devices. The administrator will, in turn:

- Make contact with the parent/guardian to inform them of the theft.
- Make a reasonable attempt to recover the stolen item.
- May contact the SRO or a police officer for assistance.

Students are reminded to:

- Keep devices on their person, if possible.
- Lock cell phones with a password or fingerprint.
- Record the device's serial number.
- Enable the phone's locator device, if possible

Student Chromebook Expectations

Champaign Unit 4 School District is a fully 1:1 district with each student having a Chromebook assigned to them.

K-5 One-to-One Student Devices

Champaign Unit 4 School District provides each K-5 elementary student with one Chromebook and one charging cord for use at school and at home.

- When it is determined that students will take their Chromebooks home at night, they are expected to bring their Chromebook back to school fully charged and ready for use.
- Student use of the Chromebook must be in compliance with Champaign Unit 4's Technology Acceptable Use Policy
- Students who misplace or damage their Chromebook are expected to report it to their teacher immediately.

Middle School and High School One-to-One Student Devices

Champaign Unit 4 School District provides each middle school and high school student with one Chromebook and one charging cord for use at school and at home.

- Students are expected to bring their Chromebook to school fully charged and ready for use each day, unless otherwise instructed.
- Student use of the Chromebook must be in compliance with Champaign Unit 4's Technology Acceptable Use Policy.
- Students who misplace or damage their Chromebook are expected to report this to the building Chrome Depot immediately.

Use and Care of Student Devices

Service Fees

If it is determined that damage to the device or loss was caused by disregard, Champaign Unit 4 School District reserves the right to hold the student/family responsible for repair or replacement costs of the device.

Examples of negligent or accidental damage include but are not limited to:

- Damage due to liquid spills
- Dropping or otherwise mishandling the device
- Excessive pressure applied to the display by closing pens or pencils inside the device
- Damage to the charging cable due to a pet chewing on it

Determination of accidental damage is at the discretion of the assigned building Computer Technician. If the damage to the device is due to action by another student, the charges will be placed on that student's account. This must be approved by the building principal or other administrator.

Service fees for damaged or lost devices

Fees are based upon current market prices.

Repair Costs	
Part	**Cost**
Screen Only	$30
Keyboard	$20
Palmrest	$90
Trackpad	$20
Charger	$20

Replacement Costs	
Model	**Cost**
3100	$150
3100 2-in-1	$200
3110	$250
3110 2-in-1	$350
3120	$300
Loaner	$150

Service fees are applied to the student's account through MySchoolBucks, and are not required to be paid immediately upon repair/replacement. Families receive email notifications from MySchoolBucks. Outstanding fees may, however, be counted against the student's eligibility to attend after-school activities, such as dances and athletic events, as well as eligibility to walk the stage at graduation.

Upon reporting the device as lost/missing, the student receives a new Chromebook, and the corresponding charge is placed on their student account. Unit 4 does not allow for students to bring in their own devices to use in lieu of a District-issued Chromebook. If a lost device is later recovered in working condition, the charge will be removed/refunded. If the device is recovered with damage, the original charge will be refunded, less the required repairs to the device. In the event that a device is discovered to be in use by another student, the charges will be placed on that student's account.

Exceptions

Loss of student device due to certain events such as a house fire, theft, or natural disaster will not incur charges against the student's account. However, these events must be accompanied by a corresponding police or fire report.

All devices include a one-year manufacturer's warranty from the time of purchase. Any repairs under the manufacturer warranties will be covered and students will not incur charges for manufacturing defects.

Transportation Issues

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

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

Bus Conduct

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

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

School Bus Rules

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

NOTES:

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

Champaign Unit #4 Bus Consequences

The administrator in charge will make a decision about whether more severe disciplinary consequences will be given.

1st Referral: Warning and parent contact
Repeated/Severe: Up to 10-day bus suspension, reteach expectations, and parent conference with administrator

Middle and High School Safety and Security Measures

Student Identification Cards (Grades 6-12)

Every middle and high school student is issued a student ID card which must be worn on a neck lanyard at all times, with the exception of when it could pose a safety threat, such as while participating in athletic activities or working near machinery in a shop class. These ID cards will be scanned for a variety of school purposes including, but not limited to: school attendance, lunch purchase, bus transportation, and after-school activities. Replacement cards may be purchased. The student must surrender this card upon request by any faculty or staff member or by the school bus driver. Failure to wear this student ID card or to follow the above procedures may result in disciplinary action.

Metal Detectors (Grades 6-12)

To enhance school safety at the middle and high schools, walk-through metal detectors are used to prevent and deter students from bringing weapons to school. School officials are authorized to conduct daily metal detector screenings of students and searches of their personal belongings. A student who refuses to comply with the search process will not be allowed entry beyond the detectors and may be subject to disciplinary consequences pursuant to the Student Code of Conduct. Hand-held or walk-through metal detectors may also be used for students and visitors entering the school building or attending school events/activities.

The following pages pertain to K-12 Students.

The following acts are only examples of gross disobedience or misconduct, and the list is not exhaustive. All parents and students should be aware that some of the acts may also bring criminal prosecution and penalties as well as school disciplinary action. The school, individual staff members, the police, state's attorney, parents, and/or students may bring legal action. Administrative actions taken are not limited to the disciplinary consequences listed on page 3.

Among the factors that an administrator considers are:

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

Acts of Gross Disobedience/Misconduct

So that all students and parents may know what might be considered "gross disobedience or misconduct," the Board of Education stipulates that any or all of the following acts may be considered as evidence of "gross disobedience or misconduct," and may be cause for suspension or reassignment to AIE and/or expulsion (see Glossary, pp. 24-28:

- ★ 01. Alarms, False/Bomb Threats
- ★ 02. Alcohol-Related Offenses
- ★ 03. Arson/Attempted Arson
- ★ 04. Computers, Misuse of
- 05. Detention, Refusal to Serve
- 06. Disobedience
- 07. Disruptive Behavior
- ★ 08. Drug-Related Offenses
- 09. Misuse of Electronic Devices (Cell Phones, Laser Pointers, iPods, MP3 players, PSPs, etc.)
- ★ 10. Extortion/Shakedown/Strong-Arm
- ★ 12. False Reports/Forgery
- ★ 13. Gambling
- ★ 14. Gang-Related Activities
- ★ 15. Harassment/Hazing/Sexual Harassment/Bullying/Cyberbullying
- 16. Horseplay/Scuffling
- ★ 17. Participation in Acts Designed to Disrupt School (Strikes, Walkouts, Mass Defiance, etc.)
- ★ 18. Physical Confrontation with Staff
- ★ 19. Physical Confrontation with Students or Others
- ★ 20. Property Damage/Vandalism/Littering
- ★ 21. Sexual Conduct
- 22. Tardiness
- ★ 23. Theft
- ★ 24. Threats to/Intimidation of Staff
- ★ 25. Threats to/Intimidation of Students
- ★ 26. Tobacco Products, Use or Possession of
- ★ 27. Trespassing/Loitering
- 28. Obscenity/Verbal Abuse/Profanity to Staff
- 29. Obscenity/Verbal Abuse/Profanity to Students
- ★ 30. Harmful Objects
- ★ 31. Any Other Acts that Endanger the Well-Being of Students, Teachers, or Any School/District-Authorized Personnel
- ★ 32. Truancy
- 33. Leaving class without permission/out of assigned area.
- ★ 34. Weapon-Related Activities
- ★ 36. Mob Action
- ★ 37. Possession of Fireworks
- ★ **Acts which may also result in criminal prosecution and penalties as well as school disciplinary actions. Violation of federal, state, or local law shall be promptly reported to the appropriate law enforcement authorities.**

Procedures for Teacher Involvement in Student Discipline

The following is an expectation which provides interventions or steps that a teacher would consider before sending a student to an assistant principal or other administrator for infractions that do not interfere with the daily operation of the school/classroom and health/safety of staff and students. First and foremost, every teacher should have classroom expectations posted in the room and made known to both students and parents. The following steps are for Level 1/minor disciplinary problems that are not a major occurrence. As many interventions as appropriate and necessary should be attempted.

A teacher is required to follow the steps below before involving an administrator in the disciplinary process for Level 1/minor offenses/infractions:

Step 1: Hold a conference with the student (including performance or goal-setting expectations);

Step 2: Contact the parent by phone and/or meet with the parent in person for the purpose of discussion when classroom disruptions or problems begin to occur;

Step 3: Notify the administration that a problem(s) has occurred with a student and state the interventions that have been attempted.

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

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

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

Behavioral Expectations and Consequences

Guidelines for Determining Penalties and Consequences for Gross Disobedience and Misconduct (see pp. 14-23).

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

1. Repeated cases of the same offense may result in more severe disciplinary action.
2. Certain offenses (see pp. 14-23) may result in first consideration given to the expulsion process.
3. With the exception of reassignments to AIE, expulsions, or violations of the substance abuse policy, physical confrontations with student or staff, or weapons violations, consequences do not carry over to the following school year. (Students who are unable to complete the sanction for these types of violations during the course of a school year, shall complete the sanction during the first few days of summer break. Should students not complete their sanction over the summer, the sanction will be carried over into the next school year.) Each school year shall be regarded separately for purposes of progressive discipline.
4. A student may be disciplined for any offenses identified in this section which occur at any time, including, but not limited to, the following:
   a. While on school grounds;
   b. While going to or returning from school;
   c. During the lunch period, whether on or off the school campus;
   d. During, or while going to, or coming from, a school-sponsored activity;
   e. While using school-provided transportation, including the MTD (see page 11, Bus Conduct).
5. Administrative actions taken are not limited to the disciplinary consequences listed on page 3.
6. Students and parents have the right to due process and appeal for disciplinary action taken against a student.

Disciplinary Violations and Consequences

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

Stated consequences shall be adapted to meet special education requirements. The violation examples that follow are not the only acts or conditions for which disciplinary actions are warranted.

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

Administrative actions are not limited to the disciplinary actions listed on page 3.

K-12 Disciplinary Violations/Consequences

#	Conduct Violation	Elementary Consequences	Middle School Consequences	High School Consequences	Interventions
01	★Alarms, False/ Bomb Threats	**Any Offense:** Up to recommendation for reassignment to AIE* and/ or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**Any Offense:** Up to recommendation for reassignment to AIE* and/ or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**Any Offense:** Up to recommendation for reassignment to AIE* and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	ACTIONS support for student ACTIONS support for teacher Breaks from the task or for emotional management Change in schedule with administrative approval Check-In/Check-Out (CICO) Classroom meeting/circle* Conference with student, parent, staff, family, and/or administrator Consultation/Intervention with other teachers/counselors/ support personnel, i.e., social worker and ACTIONS staff Creation of or changes to student's behavior management plan Detention Identification of causes of behavior Incentives/positive reinforcement Informal mentoring Mentoring program Multi-Tiered Systems of Support (MTSS) Nonverbal cues Peer mediation Referral to after-school program Referral to community-based services Reflective essay/activity Restitution Role play School service* Seating change Social skills instruction Social-Academic Instructional Groups (SAIG) Student-led phone call home to explain behavior Student-Teacher mediation Success plan created by teacher and student Teaching of expectation and skills Temporary removal from distraction Timely contact with parent (site, phone, letter, home visit) Use of verbal de-escalation methods Verbal apology Verbal correction/warning Victim-Offender mediation* Withdrawal of privileges Written apology *= Restorative practices
02	★Alcohol-Related Offenses 02a. Use/ Possession/Under the Influence	**1st Offense:** Up to 1-day out-of-school suspension. **Repeated/Severe Offense(s):** Up to 10-day out-of-school suspension and recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Up to 3-day out-of-school suspension. **Repeated/Severe Offense(s):** Up to 10-day out-of-suspension and recommendation for reassignment to AIE and/ or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Up to 3-day out-of-school suspension. **Repeated/Severe Offense(s):** Up to 10-day out-of-suspension and recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	
	02b. Delivery/ Attempt to Deliver	**Any Offense:** Up to 10-day out-of-school suspension, recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**Any Offense:** Up to 10-day out-of-suspension, recommendation for reassignment to AIE and/ or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**Any Offense:** Up to 10-day out-of-suspension, recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	
03	★Arson/ Attempted Arson	**Any Offense:** Up to 10-day out-of-school suspension, recommendation for reassignment to AIE and/ or expulsion, and referral to juvenile fire setters program. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**Any Offense:** Up to 10-day out-of-suspension, recommendation for reassignment to AIE and/ or expulsion, and referral to juvenile fire setters program. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**Any Offense:** Up to 10-day out-of-suspension, recommendation for reassignment to AIE and/ or expulsion, and referral to juvenile fire setters program. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	
04	★Computers, Misuse of Electronic Devices	**1st Offense:** Parent contact and restriction of access to electronic devices. **2nd offense:** Further restriction of access to electronic devices through 2-day out-of-school suspension. **Repeated /Severe Offenses(s):** Further restriction of access to electronic devices through recommendation for reassignment to AIE and/or expulsion.***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent contact and detention, and/or restriction of access to electronic devices. **2nd Offense:** Further restriction of access to electronic devices through 5-day-out-of-school suspension. **Repeated/Severe Offenses(s):** Further restriction of access to electronic devices through recommendation for reassignment to AIE and/ or expulsion.***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent contact and/or restriction of access to electronic devices. **2nd Offense:** Further restriction of access to electronic devices through 5-day-out-of-school suspension. **Repeated/Severe Offenses(s):** Further restriction of access to electronic devices through recommendation for reassignment to AIE and/ or expulsion.***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	

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

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

****NOTE: AIE is "Alternatives in Education."***

#	Conduct Violation	Elementary Consequences	Middle School Consequences	High School Consequences	Interventions
05	Detention, Refusal to Serve	Parent contact and supervised area.	**1st Offense:** Parent contact and completion of assigned detention. **Repeated/Severe Offense(s):** Parent conference through in-school supervised area.	N/A	ACTIONS support for student ACTIONS support for teacher Breaks from the task or for emotional management Change in schedule with administrative approval Check-In/Check-Out (CICO) Classroom meeting/circle* Conference with student, parent, staff, family, and/or administrator Consultation/Intervention with other teachers/counselors/ support personnel, i.e., social worker and ACTIONS staff Creation of or changes to student's behavior management plan Detention Identification of causes of behavior Incentives/positive reinforcement Informal mentoring Mentoring program Multi-Tiered Systems of Support (MTSS) Nonverbal cues Peer mediation Referral to after-school program Referral to community-based services Reflective essay/activity Restitution Role play School service* Seating change Social skills instruction Social-Academic Instructional Groups (SAIG) Student-led phone call home to explain behavior Student-Teacher mediation Success plan created by teacher and student Teaching of expectation and skills Temporary removal from distraction Timely contact with parent (site, phone, letter, home visit) Use of verbal de-escalation methods Verbal apology Verbal correction/warning Victim-Offender mediation* Withdrawal of privileges Written apology *= Restorative practices
06	Disobedience	**1st Offense:** Supervised area and parent contact. **Repeated/Severe Offense(s):** Parent conference through 5-day out-of-school suspension. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent conference through 1-day out-of-school suspension. **Repeated/ Severe Offense(s):** Parent conference through recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent conference through 1-day out-of-school suspension. **Repeated/ Severe Offense(s):** Parent conference through recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	
07	Disruptive Behavior	**1st Offense:** Supervised area and parent contact. **Repeated/Severe Offense(s):** Parent conference through 5-day out-of-school suspension. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent conference through 1-day out-of-school suspension. **Repeated/ Severe Offense(s):** Parent conference through recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services***.	**1st Offense:** Parent conference through 1-day out-of-school suspension. **Repeated/ Severe Offense(s):** Parent conference through recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	
08	★Drug-Related Offenses 08a. Use/ Possession/Under the Influence	**1st Offense:** Up to 1-day out-of-school suspension. **Repeated/Severe Offense(s):** Up to 10-day out-of-school suspension and recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services***.	**1st Offense:** Up to 3-day out-of-school suspension. **Repeated/ Severe Offense(s):** Up to 10-day out-of-suspension and recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services***.	**1st Offense:** Up to 3-day out-of-school suspension. **Repeated/ Severe Offense(s):** Up to 10-day out-of-suspension and recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	
	08b. Delivery/ Attempt to Deliver	**Any Offense:** Up to 10-day out-of-school suspension and recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**Any Offense:** Up to 10-day out-of-suspension and recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services***.	**Any Offense:** Up to 10-day out-of-suspension and recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	

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

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

****NOTE: AIE is "Alternatives in Education."***

#	Conduct Violation	Elementary Consequences	Middle School Consequences	High School Consequences	Interventions
09	★Misuse of Electronic Devices	Electronic devices (phones, electronic smart watches, earbuds, headphones or listening devices, or other personal electronic devices may be brought to school, but must be OFF and left in the student's backpack during the entire school day. This includes recess, lunch, or field trips unless approved by the teacher or administrator. OFF means "powered off" and not in "vibrate" or "silent" mode. Forgetting to turn off the cell phone is not an excuse. **1st Offense:** Discipline referral, parent contact, and confiscation of phone for the remainder of the day. **Repeated/Severe:** Discipline referral, parent contact, confiscation of phone for the remainder of the day through daily check-in with administration, and parent retrieval of phone. Consequences may exceed those stated in these guidelines if the student's behavior escalates and results in other Student Code of Conduct violations such as, but not limited to, disobedience, disruptive behavior, or verbal abuse.	Electronic devices (phones, electronic smart watches, earbuds, headphones or listening devices, or other personal electronic devices may be used in the cafeteria during lunch. At the start of class, teachers will remind students to put phones, electronic devices in pockets or backpacks. Phones must be powered off or silenced during instructional times unless, during appropriate independent work time, the supervising teacher allows students to use cell phones/other electronic devices. If this becomes a distraction, students will be asked to put their phones/electronic devices away. Schools will follow existing procedures for processing discipline referrals. Teachers are not responsible for confiscating cell phones. School administrators or their designees are the only staff responsible for confiscating cell phones. Locked cases will be provided for school administrators to store confiscated phones. **1st Offense:** Discipline referral, parent contact, and confiscation of phone for the remainder of the day. **Repeated/Severe:** Discipline referral, parent contact, confiscation of phone for the remainder of the day through daily check-in with administration, and parent retrieval of phone. Consequences may exceed those stated in these guidelines if the student's behavior escalates and results in other Student Code of Conduct violations such as, but not limited to, disobedience, disruptive behavior, or verbal abuse.	Electronic devices (phones, electronic smart watches, earbuds, headphones or listening devices, or other personal electronic devices may be used in the hallways during passing times and in the cafeteria during lunch. At the start of class, teachers will remind students to put phones, electronic devices in pockets or backpacks. Phones must be powered off or silenced during instructional times unless, during appropriate independent work time, the supervising teacher allows students to use cell phones/other electronic devices. If this becomes a distraction, students will be asked to put their phones/electronic devices away. Schools will follow existing procedures for processing discipline referrals. Teachers are not responsible for confiscating cell phones. School administrators or their designees are the only staff responsible for confiscating cell phones. Locked cases will be provided for school administrators to store confiscated phones. **1st Offense:** Discipline referral, parent contact, and confiscation of phone for the remainder of the day. **Repeated/Severe:** Discipline referral, parent contact, confiscation of phone for the remainder of the day through daily check-in with administration, and parent retrieval of phone. Consequences may exceed those stated in these guidelines if the student's behavior escalates and results in other Student Code of Conduct violations such as, but not limited to, disobedience, disruptive behavior, or verbal abuse.	ACTIONS support for student ACTIONS support for teacher Breaks from the task or for emotional management Change in schedule with administrative approval Check-In/Check-Out (CICO) Classroom meeting/circle* Conference with student, parent, staff, family, and/or administrator Consultation/Intervention with other teachers/counselors/support personnel, i.e., social worker and ACTIONS staff Creation of or changes to student's behavior management plan Detention Identification of causes of behavior Incentives/positive reinforcement Informal mentoring Mentoring program Multi-Tiered Systems of Support (MTSS) Nonverbal cues Peer mediation Referral to after-school program Referral to community-based services Reflective essay/activity Restitution Role play School service* Seating change Social skills instruction Social-Academic Instructional Groups (SAIG) Student-led phone call home to explain behavior Student-Teacher mediation Success plan created by teacher and student Teaching of expectation and skills Temporary removal from distraction Timely contact with parent (site, phone, letter, home visit) Use of verbal de-escalation methods Verbal apology Verbal correction/warning Victim-Offender mediation* Withdrawal of privileges Written apology *= Restorative practices

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

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

****NOTE: AIE is "Alternatives in Education."***

#	Conduct Violation	Elementary Consequences	Middle School Consequences	High School Consequences	Interventions
10	★Extortion	**1st Offense:** Up to 1-day out-of-school suspension. **Repeated/ Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent conference and up to 3-day out-of-school suspension. **2nd Offense:** Parent conference and up to 5-day out-of-school suspension. **Repeated/Severe Offense(s):** Up to 7-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent conference and up to 3-day out-of-school suspension. **2nd Offense:** Parent conference and up to 5-day out-of-school suspension. **Repeated/Severe Offense(s):** Up to 7-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	ACTIONS support for student ACTIONS support for teacher Breaks from the task or for emotional management Change in schedule with administrative approval Check-In/Check-Out (CICO) Classroom meeting/circle* Conference with student, parent, staff, family, and/or administrator Consultation/Intervention with other teachers/counselors/ support personnel, i.e., social worker and ACTIONS staff Creation of or changes to student's behavior management plan Detention Identification of causes of behavior Incentives/positive reinforcement Informal mentoring Mentoring program Multi-Tiered Systems of Support (MTSS) Nonverbal cues Peer mediation Referral to after-school program Referral to community-based services Reflective essay/activity Restitution Role play School service* Seating change Social skills instruction Social-Academic Instructional Groups (SAIG) Student-led phone call home to explain behavior Student-Teacher mediation Success plan created by teacher and student Teaching of expectation and skills Temporary removal from distraction Timely contact with parent (site, phone, letter, home visit) Use of verbal de-escalation methods Verbal apology Verbal correction/warning Victim-Offender mediation* Withdrawal of privileges Written apology *= Restorative practices
12	★False Report/ Forgery	**1st Offense:** Parent contact through 1-day out-of-school suspension. **2nd Offense:** Parent conference through 3-day out-of-school suspension. **Repeated/Severe:** Up to 5-day out-of-school suspension. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent contact through 1-day out-of-school suspension. **2nd Offense:** Parent conference through 3-day out-of-school suspension. **Repeated/ Severe:** Up to 5-day out-of-school suspension. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent contact through 1-day out-of-school suspension. **2nd Offense:** Parent conference through 3-day out-of-school suspension. **Repeated/ Severe:** Up to 5-day out-of-school suspension. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	
13	★Gambling	Parent contact.	**1st Offense:** Parent contact and/or warning. **2nd Offense:** Parent conference through 1-day out of school suspension. **Repeated/ Severe Offense(s):** Up to 5-day out-of-school suspension. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent contact and/or warning. **2nd Offense:** Parent conference through 1-day out of school suspension. **Repeated/Severe Offense(s):** Up to 5-day out-of-school suspension. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	
14	★Gang-Related Behavior 14a. Display	**1st Offense:** Parent conference. **2nd Offense:** Parent conference through 3-day out-of-school suspension. **Repeated/ Severe:** Up to 5-day out-of-school suspension. 10-day suspension issued only in cases where expulsion is being sought. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent conference and up to 1-day out-of-school suspension. **2nd Offense:** Parent conference through 3-day out-of-school suspension. **Repeated/Severe Offense(s):** Up to 10-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent conference and up to 1-day out-of-school suspension. **2nd Offense:** Parent conference through 3-day out-of-school suspension. **Repeated/ Severe Offense(s):** Up to 10-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	

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

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

****NOTE: AIE is "Alternatives in Education."***

#	Conduct Violation	Elementary Consequences	Middle School Consequences	High School Consequences	Interventions
14	14b. Threats/ Intimidation	**1st Offense:** Parent Conference. **2nd Offense**: Parent conference through 3-day out-of-school suspension. **Repeated Severe:** Up to 5-day out-of-school suspension. 10-day suspension issued only in cases where expulsion is being sought. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent conference through 3-day out-of-school suspension. **2nd Offense:** Parent conference through 5-day out-of-school suspension. **Repeated/Severe Offense(s):** Up to 10-day out-of-school suspension through recommendation for reassignment to AIE and/ or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent conference through 3-day out-of-school suspension. **2nd Offense:** Parent conference through 5-day out-of-school suspension. **Repeated/Severe Offense(s):** Up to 10-day out-of-school suspension through recommendation for reassignment to AIE and/ or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	ACTIONS support for student ACTIONS support for teacher Breaks from the task or for emotional management Change in schedule with administrative approval Check-In/Check-Out (CICO) Classroom meeting/circle* Conference with student, parent, staff, family, and/ or administrator Consultation/Intervention with other teachers/ counselors/support personnel, i.e., social worker and ACTIONS staff Creation of or changes to student's behavior management plan Detention Identification of causes of behavior Incentives/positive reinforcement Informal mentoring Mentoring program Multi-Tiered Systems of Support (MTSS) Nonverbal cues Peer mediation Referral to after-school program Referral to community-based services Reflective essay/activity Restitution Role play School service* Seating change Social skills instruction Social-Academic Instructional Groups (SAIG) Student-led phone call home to explain behavior Student-Teacher mediation Success plan created by teacher and student Teaching of expectation and skills Temporary removal from distraction Timely contact with parent (site, phone, letter, home visit) Use of verbal de-escalation methods Verbal apology Verbal correction/warning Victim-Offender mediation* Withdrawal of privileges Written apology *= Restorative practices
15	★▲ Harassment/ Hazing/ Bullying	**1st Offense:** Parent conference and referral to social worker through 1-day suspension. **Repeated/ Severe Offense(s):** Up to 5-day out-of-school suspension. 10-day suspension issued only in cases where expulsion is being sought. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent conference through out-of-school suspension and referral to social worker. **2nd Offense:** Up to 5-day out-of-school suspension. **Repeated/Severe Offense(s):** Up to 6-day out-of-school suspension though recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent conference through out-of-school suspension and referral to social worker. **2nd Offense:** Up to 5-day out-of-school suspension. **Repeated/Severe Offense(s):** Up to 6-day out-of-school suspension though recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	
	15a. Cyber-bullying of Student	**1st Offense:** Parent conference and referral to social worker through 1-day suspension. **Repeated/ Severe Offense(s):** Up to 5-day out-of-school suspension. 10-day suspension issued only in cases where expulsion is being sought. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent conference through out-of-school suspension and referral to social worker. **2nd Offense:** Up to 5-day out-of-school suspension; **Repeated/Severe Offense(s):** Up to 6-day out-of-school suspension through recommendation for reassignment to AIE and/ or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent conference through out-of-school suspension and referral to social worker. **2nd Offense:** Up to 5-day out-of-school suspension; **Repeated/Severe Offense(s):** Up to 6-day out-of-school suspension through recommendation for reassignment to AIE and/ or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	
	15b.Cyber-bullying of Staff of School/ District Authorized Personnel	**Any Offense:** Parent conference and referral to social worker through 1-day suspension. **Repeated/ Severe Offense(s):** Up to 5-day out-of-school suspension. 10-day suspension issued only in cases where expulsion is being sought. . ***All suspensions in excess of three days must receive approval from the Dept of School Supports and Student Assignment. If there are extenuating circumstances that mitigate the student's conduct, the principal may submit in writing to the Superintendent the reason that the student should not be recommended for reassignment to AIE and/or expulsion.***	**Any Offense:** Student may be suspended pending a recommendation to the Board of Education for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept of School Supports and Student Assignment. If there are extenuating circumstances that mitigate the student's conduct, the principal may submit in writing to the Superintendent the reason that the student should not be recommended for reassignment to AIE and/or expulsion.***	**Any Offense:** Student may be suspended pending a recommendation to the Board of Education for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept of School Supports and Student Assignment. If there are extenuating circumstances that mitigate the student's conduct, the principal may submit in writing to the Superintendent the reason that the student should not be recommended for reassignment to AIE and/or expulsion.***	

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

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

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#	Conduct Violation	Elementary Consequences	Middle School Consequences	High School Consequences	Interventions
15	15c. Sexual Harassment of Student (See Champaign Schools Policy 7:20)	**1st Offense:** Up to 3-day out-of-school suspension and referral to social worker. **Repeated/Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Up to 1-day out-of-school suspension and referral to social worker. **2nd Offense:** Up to 5-day out-of-school suspension. **Repeated/ Severe Offense(s):** Up to 6-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense**: Up to 1-day out-of-school suspension and referral to social worker. **2nd Offense:** Up to 5-day out-of-school suspension. **Repeated/ Severe Offense(s):** Up to 6-day out-of-school suspension through recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	ACTIONS support for student ACTIONS support for teacher Breaks from the task or for emotional management Change in schedule with administrative approval Check-In/Check-Out (CICO) Classroom meeting/circle* Conference with student, parent, staff, family, and/or administrator Consultation/Intervention with other teachers/counselors/ support personnel, i.e., social worker and ACTIONS staff Creation of or changes to student's behavior management plan Detention Identification of causes of behavior Incentives/positive reinforcement Informal mentoring Mentoring program Multi-Tiered Systems of Support (MTSS) Nonverbal cues Peer mediation Referral to after-school program Referral to community-based services Reflective essay/activity Restitution Role play School service* Seating change Social skills instruction Social-Academic Instructional Groups (SAIG) Student-led phone call home to explain behavior Student-Teacher mediation Success plan created by teacher and student Teaching of expectation and skills Temporary removal from distraction Timely contact with parent (site, phone, letter, home visit) Use of verbal de-escalation methods Verbal apology Verbal correction/warning Victim-Offender mediation* Withdrawal of privileges Written apology *= Restorative practices
	15d. Sexual Harassment of Staff or School/District-Authorized Personnel (See Champaign Schools Policy 7:20)	**1st Offense:** Up to 3-day out-of-school suspension and referral to social worker. **Repeated/Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services. If there are extenuating circumstances that mitigate the student's conduct, the principal may submit in writing to the Superintendent the reason that the student should not be recommended for reassignment to AIE and/or expulsion.***	**Any Offense:** Student may be suspended pending a recommendation to the Board of Education for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept of School Supports and Student Assignment. If there are extenuating circumstances that mitigate the student's conduct, the principal may submit in writing to the Superintendent the reason that the student should not be recommended for reassignment to AIE and/or expulsion.***	**Any Offense:** Student may be suspended pending a recommendation to the Board of Education for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept of School Supports and Student Assignment. If there are extenuating circumstances that mitigate the student's conduct, the principal may submit in writing to the Superintendent the reason that the student should not be recommended for reassignment to AIE and/or expulsion.***	
16	Horseplay/Scuffling	**1st Offense:** Parent contact . **Second Offense:** Up to 1-day out-of-school suspension. **Repeated/ Severe Offense(se):** Up to 3-day out-of-school suspension.	**1st Offense:** Parent contact. **Second Offense**: Up to 1-day out-of-school suspension. **Repeated/ Severe Offense(se):** Up to 3-day out-of-school suspension.	**1st Offense:** Parent contact. **Second Offense:** Up to 1-day out-of-school suspension. **Repeated/ Severe Offense(se):** Up to 3-day out-of-school suspension.	
17	★Participation in Acts of Mass Defiance (Strikeouts, Walkouts, etc.)	**1st Offense:** Parent conference through 5-day out-of-school suspension; **Repeated/ Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent conference through 5-day out-of-school suspension; **Repeated/ Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent conference through 5-day out-of-school suspension; **Repeated/ Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	

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

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

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#	Conduct Violation	Elementary Consequences	Middle School Consequences	High School Consequences	Interventions
18	★▲Physical Confrontation with Staff or School/ District-Authorized Personnel Staff Intervention in Student Physical Confrontation	**Any Offense:** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.*** ***While the District rejects the use of violence as a means of settling disputes, it recognizes that physical confrontations between students will occur. Staff members may intervene in physical confrontations to restore order and ensure the safety of students.*** ***When a staff member arrives on the scene of a confrontation and instructs students to stop fighting, students are expected to cease and desist from any further hostilities. If a student refuses to stop fighting and, as a result, strikes, shoves, or otherwise comes into physical contact with a staff member, the principal shall recommend to the Board of Education that the student be reassigned to AIE or expelled.*** ***If there are extenuating circumstances that mitigate the student's conduct, the principal must submit in writing to the Superintendent the reason that the student should not be recommended for AIE and/or expulsion.***	**Any Offense**: Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.*** ***While the District rejects the use of violence as a means of settling disputes, it recognizes that physical confrontations between students will occur. Staff members may intervene in physical confrontations to restore order and ensure the safety of students.*** ***When a staff member arrives on the scene of a confrontation and instructs students to stop fighting, students are expected to cease and desist from any further hostilities. If a student refuses to stop fighting and, as a result, strikes, shoves, or otherwise comes into physical contact with a staff member, the principal shall recommend to the Board of Education that the student be reassigned to AIE or expelled.*** ***If there are extenuating circumstances that mitigate the student's conduct, the principal must submit in writing to the Superintendent the reason that the student should not be recommended for AIE and/or expulsion.***	**Any Offense:** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.*** ***While the District rejects the use of violence as a means of settling disputes, it recognizes that physical confrontations between students will occur. Staff members may intervene in physical confrontations to restore order and ensure the safety of students.*** ***When a staff member arrives on the scene of a confrontation and instructs students to stop fighting, students are expected to cease and desist from any further hostilities. If a student refuses to stop fighting and, as a result, strikes, shoves, or otherwise comes into physical contact with a staff member, the principal shall recommend to the Board of Education that the student be reassigned to AIE or expelled.*** ***If there are extenuating circumstances that mitigate the student's conduct, the principal must submit in writing to the Superintendent the reason that the student should not be recommended for AIE and/or expulsion.***	ACTIONS support for student ACTIONS support for teacher Breaks from the task or for emotional management Change in schedule with administrative approval Check-In/Check-Out (CICO) Classroom meeting/circle* Conference with student, parent, staff, family, and/or administrator Consultation/Intervention with other teachers/ counselors/support personnel, i.e., social worker and ACTIONS staff Creation of or changes to student's behavior management plan Detention Identification of causes of behavior Incentives/positive reinforcement Informal mentoring Mentoring program Multi-Tiered Systems of Support (MTSS) Nonverbal cues Peer mediation Referral to after-school program Referral to community-based services Reflective essay/activity Restitution Role play School service* Seating change Social skills instruction Social-Academic Instructional Groups (SAIG) Student-led phone call home to explain behavior Student-Teacher mediation Success plan created by teacher and student Teaching of expectation and skills Temporary removal from distraction Timely contact with parent (site, phone, letter, home visit) Use of verbal de-escalation methods Verbal apology Verbal correction/warning Victim-Offender mediation* Withdrawal of privileges Written apology *= Restorative practices
19	★Physical Confrontation with Students of Others (not staff)	**1st Offense:** Up to 1-day out-of-school suspension. **Second Offense:** Up to 3-day out-of-school suspension. **Repeated/ Severe Offense(s)**: Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Up to 2-day out-of-school suspension. **2nd Offense:** Up to 3-day out of school suspension. **Repeated / Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Up to 2-day out-of-school suspension. **2nd Offense:** Up to 3-day out of school suspension. **Repeated / Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	
20	★Property Damage/ Vandalism/ Littering	**1st Offense:** Parent contact and restitution. **2nd Offense:** Parent contact, restitution, through 1-day out-of-school suspension. **Repeated/ Severe:** Restitution through recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent contact and restitution. **2nd Offense**: Parent conference, restitution, through 3-day out-of-school suspension. **Repeated/ Severe Offense(s):** Restitution through recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent contact and restitution. **2nd Offense:** Parent conference, restitution, through 3-day out-of-school suspension. **Repeated/ Severe Offense(s):** Restitution through recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	

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

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#	Conduct Violation	Elementary Consequences	Middle School Consequences	High School Consequences	Interventions
21	★Sexual Conduct and/or Inappropriate Touching/ Display	**1st Offense:** Parent conference, referral to social worker, and supervised area. **2nd Offense:** Parent conference through 3-day out-of-school suspension. **Repeated/Severe Offense(s):** Up to 5-day out-of-school suspension. 10-day suspension issued only in cases where expulsion is being sought. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent conference through 3-day out-of-school suspension. **2nd Offense:** Parent conference through 5-day out-of-school suspension. **Repeated/ Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent conference through 3-day out-of-school suspension. **2nd Offense:** Parent conference through 5-day out-of-school suspension. **Repeated/ Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	ACTIONS support for student ACTIONS support for teacher Breaks from the task or for emotional management Change in schedule with administrative approval Check-In/Check-Out (CICO) Classroom meeting/circle* Conference with student, parent, staff, family, and/or administrator Consultation/Intervention with other teachers/ counselors/support personnel, i.e., social worker and ACTIONS staff Creation of or changes to student's behavior management plan Detention Identification of causes of behavior Incentives/positive reinforcement Informal mentoring Mentoring program Multi-Tiered Systems of Support (MTSS) Nonverbal cues Peer mediation Referral to after-school program Referral to community-based services Reflective essay/activity Restitution Role play School service* Seating change Social skills instruction Social-Academic Instructional Groups (SAIG) Student-led phone call home to explain behavior Student-Teacher mediation Success plan created by teacher and student Teaching of expectation and skills Temporary removal from distraction Timely contact with parent (site, phone, letter, home visit) Use of verbal de-escalation methods Verbal apology Verbal correction/warning Victim-Offender mediation* Withdrawal of privileges Written apology *= Restorative practices
22	Tardiness	N/A	**Any Offense:** Parent contact and referral to Attendance Improvement Team	**Any Offense:** Parent contact and referral to Attendance Improvement Team	
23	★Theft (or accomplice)	**1st Offense:** Parent contact and restitution through 1-day out-of-school suspension. **2nd Offense:** Restitution and up to a 3-day out-of-school suspension. **Repeated Severe Offense(s):** Restitution and up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent contact and restitution through 2-day out-of-school suspension. **2nd Offense:** Parent conference and restitution through 3-day out-of-school suspension. **Repeated/Severe Offense(s):** Restitution and up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent contact and restitution through 2-day out-of-school suspension. **2nd Offense:** Parent conference and restitution through 3-day out-of-school suspension. **Repeated/Severe Offense(s):** Restitution and up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	
24	★▲Threats to/ Intimidation of Staff or School/ District-Authorized Personnel	**1st Offense:** Up to 1-day out-of-school suspension. **2nd Offense:** Up to 3-day out-of-school suspension. **Repeated/ Severe Offense(s)**: Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**Any Offense:** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**Any Offense:** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	
25	★Threats to/ Intimidation of Students	**1st Offense:** Parent conference and referral to social worker. **Repeated/ Severe:** Up to 3-day out-of-school suspension. 10-day suspension issued only in cases where expulsion is being sought. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent conference and up to 3-day out-of-school suspension. **2nd Offense:** Parent conference and up to 5-day out-of-school suspension. **Repeated/ Severe Offense(s)**: Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent conference and up to 3-day out-of-school suspension. **2nd Offense:** Parent conference and up to 5-day out-of-school suspension. **Repeated/ Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	

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

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#	Conduct Violation	Elementary Consequences	Middle School Consequences	High School Consequences	Interventions
26	★Tobacco Product, Use or Possession of	Parent contact and confiscation.	**1st Offense:** Parent contact and confiscation. **2nd Offense:** Parent contact through 1-day out-of-school suspension. **Repeated/ Severe Offense(s):** Parent conference through 3-day out-of-school suspension.	**1st Offense:** Parent contact and confiscation. **2nd Offense:** Parent contact through 1-day out-of-school suspension. **Repeated/ Severe Offense(s):** Parent conference through 3-day out-of-school suspension.	ACTIONS support for student ACTIONS support for teacher Breaks from the task or for emotional management Change in schedule with administrative approval Check-In/Check-Out (CICO) Classroom meeting/circle* Conference with student, parent, staff, family, and/or administrator Consultation/Intervention with other teachers/counselors/ support personnel, i.e., social worker and ACTIONS staff Creation of or changes to student's behavior management plan Detention Identification of causes of behavior Incentives/positive reinforcement Informal mentoring Mentoring program Multi-Tiered Systems of Support (MTSS) Nonverbal cues Peer mediation Referral to after-school program Referral to community-based services Reflective essay/activity Restitution Role play School service* Seating change Social skills instruction Social-Academic Instructional Groups (SAIG) Student-led phone call home to explain behavior Student-Teacher mediation Success plan created by teacher and student Teaching of expectation and skills Temporary removal from distraction Timely contact with parent (site, phone, letter, home visit) Use of verbal de-escalation methods Verbal apology Verbal correction/warning Victim-Offender mediation* Withdrawal of privileges Written apology *= Restorative practices
27	★Trespassing/ Loitering	**1st Offense:** Parent contact through 3-day out-of-school suspension. **Repeated/Severe Offense(s):** Up to 5-day out-of-school suspension. 10-day suspension issued only in cases where expulsion is being sought. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent contact and no-trespass letter. **2nd Offense:** Up to 3-day out-of-school suspension. Repeated/ **Severe Offense(s):** Up to recommendation to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent contact and no-trespass letter. **2nd Offense:** Up to 3-day out-of-school suspension. Repeated/ **Severe Offense(s):** Up to recommendation to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	
28	★Verbal Abuse/ Profanity to Staff	**1st Offense:** Parent contact through 1-day out-of-school suspension. **2nd Offense:** Parent contact through 3-day out-of-school suspension. **Repeated/Severe Offense(s):** Parent contact through 5-day out-of-school suspension.	**1st Offense:** Parent contact through 3-day out-of-school suspension. **2nd Offense:** Up to 5-day out-of-school suspension. **Repeated/ Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent contact through 3-day out-of-school suspension. **2nd Offense:** Up to 5-day out-of-school suspension. **Repeated/ Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	
29	★Verbal Abuse/ Profanity to Student	**1st Offense:** Parent contact. **2nd Offense:** Parent contact through 1-day out-of-school suspension. **Repeated/ Severe Offense(s):** Parent contact through 2-day out-of-school suspension.	**1st Offense:** Parent contact and detention. **2nd Offense:** Parent conference through 2-day out-of-school suspension. **Repeated/ Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent contact. **2nd Offense:** Parent conference through 2-day out-of-school suspension. **Repeated/ Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	
30	★Harmful Objects	**Any Offense:** Parent conference and confiscation	**Any Offense:** Parent conference and confiscation.	**Any Offense:** Parent conference and confiscation.	
31	★Other Acts that Endanger the Well-Being of Students, Staff, or any School/District-Authorized Personnel	**1st Offense**: Parent contact through 1-day out-of-school suspension. **2nd Offense:** Parent conference through 3-day out-of-school suspension. **Repeated/ Severe Offense(s):** Up to 5-day out-of-school suspension. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent contact through 3-day out-of-school suspension. **2nd Offense:** Parent conference through 5-day out of school suspension. Repeated/ **Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Parent contact through 3-day out-of-school suspension. **2nd Offense:** Parent conference through 5-day out of school suspension. **Repeated/ Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	

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

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

****NOTE: AIE is "Alternatives in Education."***

#	Conduct Violation	Elementary Consequences	Middle School Consequences	High School Consequences	Interventions
32	Truancy	N/A	**1st and 2nd Offenses:** Parent contact. **Repeated/Severe Offense(s):** Parent conference and referral to Attendance Improvement Team.	**1st and 2nd Offenses:** Parent contact. **Repeated/Severe Offense(s):** Parent conference and referral to Attendance Improvement Team.	ACTIONS support for student ACTIONS support for teacher Breaks from the task or for emotional management Change in schedule with administrative approval Check-In/Check-Out (CICO) Classroom meeting/circle* Conference with student, parent, staff, family, and/or administrator Consultation/Intervention with other teachers/counselors/support personnel, i.e., social worker and ACTIONS staff Creation of or changes to student's behavior management plan Detention Identification of causes of behavior Incentives/positive reinforcement Informal mentoring Mentoring program Multi-Tiered Systems of Support (MTSS) Nonverbal cues Peer mediation Referral to after-school program Referral to community-based services Reflective essay/activity Restitution Role play School service* Seating change Social skills instruction Social-Academic Instructional Groups (SAIG) Student-led phone call home to explain behavior Student-Teacher mediation Success plan created by teacher and student Teaching of expectation and skills Temporary removal from distraction Timely contact with parent (site, phone, letter, home visit) Use of verbal de-escalation methods Verbal apology Verbal correction/warning Victim-Offender mediation* Withdrawal of privileges Written apology *= Restorative practices
33	Leaving Class Without Permission/ Out of Assigned Area	**Any Offense:** Parent conference and possible safety plan.	**1st Offense:** Parent contact and conference with student. **2nd Offense:** Parent conference through in-school supervision. **Repeated/Severe Offense(s):** Parent conference through 2-day out-of-school suspension.	**1st Offense:** Parent contact and conference with student. **2nd Offense:** Parent conference through in-school supervision. **Repeated/Severe Offense(s):** Parent conference through 2-day out-of-school suspension.	
34	★Weapon-Related Activities Possession/ Display/Use or Intent to Use	**Any Offense:** Up to 10-day out-of-school suspension and recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.*** As required by the Illinois School Code, 105ILCS 5/10-22.6(d), students who engage in weapon-related activities shall be expelled for a period of not less than one year, unless modified by the Superintendent or the Board of Education on a case-by-case basis.	**Any Offense:** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services***. As required by the Illinois School Code, 105ILCS 5/10-22.6(d), students who engage in weapon-related activities shall be expelled for a period of not less than one year, unless modified by the Superintendent or the Board of Education on a case-by-case basis.	**Any Offense:** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services***. As required by the Illinois School Code, 105ILCS 5/10-22.6(d), students who engage in weapon-related activities shall be expelled for a period of not less than one year, unless modified by the Superintendent or the Board of Education on a case-by-case basis.	
36	★Mob Action	**1st Offense:** Up to 3-day out-of-school suspension; **Repeated/ Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense:** Up to 5-day out-of-school suspension; **Repeated/ Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**1st Offense**: Up to 5-day out-of-school suspension; **Repeated/ Severe Offense(s):** Up to recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	
37	★Possession or Use of Fireworks	**Any Offense:** Parent contact and confiscation through recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**Any Offense:** Parent contact and confiscation through recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	**Any Offense:** Parent contact and confiscation through recommendation for reassignment to AIE and/or expulsion. ***All suspensions in excess of three days must receive approval from the Dept. of School Supports and Student Services.***	

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

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

****NOTE: AIE is "Alternatives in Education."***

Glossary

★ = Acts which may also result in criminal prosecution.

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

1. Student illness
2. Observance of a religious holiday
3. Death in the immediate family
4. Family emergency
5. ISBE-appproved mental health day
6. College visits

ABSENCES, UNEXCUSED - Pursuant to Champaign Unit 4 Attendance and Truancy policy 7:70 and the Procedure for Attendance dated 8/4/2022, unexcused absences may include but not be limited to the following examples:

1. Absences with no/parent/guardian notification to the school office
2. Non-school-related athletics and activities such as:
    a. Running family errands
    b. Staying home to care for younger siblings
    c. Shopping or non-health appointments
    d. Vacations

ACCOMPLICE- A person who joins with another in carrying out some plan of wrongdoing.

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

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

★ALCOHOL-RELATED OFFENSES - Possession, use, or transfer of any alcoholic beverage. (See Policy #7:190).

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

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

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

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

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

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

1. placing the student in reasonable fear of harm to his/her person or property;
2. causing a substantially detrimental effect on the student's physical or mental health;
3. substantially interfering with the student's academic performance; or
4. substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying may take various forms including, without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is illustrative and non-exhaustive.

BUS MISCONDUCT - Disobeying rules for riders of the Champaign school or MTD buses.

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

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

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

★COMPUTERS, MISUSE OF - Improper or illegal use of District computers or computer systems as explained in Board policy.

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

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

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

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

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

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

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

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

DISHONESTY (LYING) - Intentionally telling untruths.

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

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

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

DISTRACTION - Actions that divert the concentration of others.

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

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

1. Elementary and Middle School: Hats, head coverings, jackets, coats, and gloves are not to be worn in school. Students must remove their head coverings upon entering the building.

   High School: Students are prohibited from wearing any item or combination of items that substantially obscures the face or makes the student's identity difficult to verify. This includes, but is not limited to, full-face masks, ski masks (balaclavas), or costume masks during the instructional day and at school-sponsored events.

   For saftey and identification purposes, the face and ears must remain visible to school staff at all times when a student is in school buildings or on school grounds

   While hooded sweatshirts and jackets may be worn, the hood must remain off the head while inside any school building.

   Permitted Exceptions

   - Medical and Health: High-quality protective masks (e.g., surgical, N95) worn for health and saftey reasons, provided they do not obscure the eyes and top of the head.
   - Religious and Cultural: Headwear or face coverings worn as part of a sincere religious or cultural observance.
   - Safety and Curricular: Safety equipment required for specific courses (e.g., science labs, shop classes) or approved theatrical costumes for school-sanctioned events.
2. Students will wear shoes.
3. Students' clothing will cover undergarments and bare midriffs (such as may be associated with beachwear).
4. Garments or jewelry depicting alcohol, tobacco, or other drugs will not be worn at school.
5. Garments or jewelry with messages or symbols that include obscenity, derogatory language, sexual innuendo, gang affiliation, or occult reference will not be worn at school.
6. Pants must be worn at the waist so that undergarments and midriff skin are not visible.

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

★DRUGS (UNLAWFUL, RELATED OFFENSES) - (See Policy #7:190.)

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

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

ELECTRONIC DEVICES - Devices such as cell phones, laser pointers, iPods, MP3 players, PSPs, etc. Refer to cell phone/ pager guidelines on page 9.

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

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

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

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

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

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

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

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

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

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

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

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

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

GROSS DISOBEDIENCE/MISCONDUCT - Repeated refusal or failure to comply with directions and/or instructions of a staff member that impedes the educational process or interferes with the teaching and learning of others. An administrator must attempt to deescalate and reason with the student prior to suspension, if feasible.

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

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

★HAZING - Unauthorized initiation practices.

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

HORSEPLAY/SCUFFLING - Any disruptive display in which the students are wrestling, shoving, pushing, or pulling each other in jest or that is less serious than a physical confrontation. The seriousness of this offense results from the potential escalation of the act into a fight.

IN-SCHOOL SUPERVISION - Student is removed from his/her regularly scheduled classroom for more than two hours/periods, but less than one day. During an in-school supervision, the student will bring instructional materials and work on class assignments under the supervision of a District employee.

IN-SCHOOL SUSPENSION - A period of time, not less than one day or more than 10 days, during which a student is suspended from school (pursuant to Board Policy) but serves the suspension on the school premises.

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

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

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

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

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

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

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

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

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

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

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

OUT-OF-SCHOOL SUSPENSION - A period of time, not to exceed ten school days, during which a student is suspended from school.

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

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

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

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

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

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

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

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

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

RESPONSE TO INTERVENTION TEAM (RtI) - A team composed of building staff that meet on a regular basis. The purpose is to discuss students who are referred to the team by their teacher(s) or parent and exhibit academic and/or social difficulties. Parents of students being discussed are invited to attend. The teacher is provided with supports, interventions, and strategies so the student can achieve success.

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

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

RESTORATIVE PRACTICES - Restorative practices in schools prioritize repairing harm done to relationships over the need for assigning blame and dispensing punishment when a rule is broken or an incident occurs. Restorative practices increase accountability, and both student and teacher satisfaction, while using such events as a natural opportunity to promote social and emotional learning, positive youth development, and rational and empathetic thinking. Restorative practices used in schools include peacemaking circles, restorative chats, restorative conferences, and peer conferencing. Outcomes from all practices include increased satisfaction from those harmed, higher rates of completion of consequences, and lower rates of continued disruptive behaviors as well as a greater sense of safety in the school community.

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

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

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

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

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

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

SEX-BASED DISCRIMINATION - Discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, or gender identity.

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

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

SEXUAL HARASSMENT - Regardless of whether individuals are of the same sex/gender or different sex/gender, sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature whose purpose or effect is to create an intimidating, hostile, or offensive educational environment.

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

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

STAFF - All District employees and authorized personnel.

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

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

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

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

In-School Suspension: A period of time not less than one day or more than 10 days, during which a student is suspended from school, but serves the suspension on the school premises. It will only be used in extreme circumstances when out-of-school suspension cannot be facilitated. The decision to place a student in in-school suspension will remain with the discretion of the building administrator. The District shall follow the same procedures for in-school suspensions that it follows for out-of-school suspensions.

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

SUSPENSION (OUT-OF-SCHOOL) - A temporary exclusion of a student from school (including all activities sanctioned by the Champaign School District), from riding the school bus or from a class or classes for a period of time not to exceed ten school days. A student may be suspended from riding the school bus in excess of ten school days for safety reasons.

TARDINESS - Arriving late to one's assigned area.

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

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

★TOBACCO PRODUCTS, USE AND POSSESSION - Using, possessing, distributing, purchasing, or selling tobacco materials, "look-a-likes," or E-cigarettes, including any smoking/vaping materials or related equipment.

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

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

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

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

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

★WEAPON-RELATED ACTIVITIES - Possessing, using, or representing the possession of a firearm (including any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code such as any weapon which will expel a projectile by the action of an explosive, a firearm muffler or silencer, any explosive, incendiary, or poison gas, bomb, grenade, rocket having a charge of more than one-quarter ounce, mine, or similar object; firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act; or firearm as defined in Section 2401 of the Criminal Code of 1961), knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or a "look alike" of any firearm. In addition, weapon-related activities include the use or attempted use of any other object (including but not limited to mace/pepper spray, sticks, pipes, bottles, pencils, staplers, and scissors) to cause bodily harm. It is illegal for individuals under the age of 18 to use or carry pepper spray in Illinois.

Board Policies

(The most up-to-date policies are posted on the District website and supersede prior, printed versions in the Student Code of Conduct.)

Policy 7:20

Harassment of Students Prohibited

No person, including a School District employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, 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. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board policies 2:265, Title IX Grievance Procedure, and 2:260, Uniform Grievance Procedure.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Reports under this policy will be considered a report under Board policy 2:260, Uniform Grievance Procedure, and/or Board policy 2:265, Title IX Grievance Procedure. The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.

Nondiscrimination Coordinator:
Orlando Thomas and Ken Kleber
502 W. Windsor Rd., Champaign
thomasor@u4sd.org kleberke@u4sd.org
217-351-3792 or 217-351-3822

Title IX Coordinator:
Orlando Thomas
502 W. Windsor Rd., Champaign
thomasor@u4sd.org
217-351-3792

Complaint Managers

Ken Kleber
502 W. Windsor Rd., Champaign
kleberke@u4sd.org
217-351-3822

Dr. Angela Ward
502 W. Windsor Rd., Champaign
wardan@u4sd.org
217-351-3702

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.

2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Title IX Coordinator or designee shall consider whether action under Board policy 2:265, Title IX Grievance Procedure, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.

For any other alleged student harassment that does not require action under Board policies 2:265, Title IX Grievance Procedure, or 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policies 2:260, Uniform Grievance Procedure, and/or 7:190, Student Behavior, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11- 9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, Abused and Neglected Child Reporting. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, Title IX Grievance Procedure, or Board policy 2:260, Uniform Grievance Procedure.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, Uniform Grievance Procedure, 2:265, Title IX Grievance Procedure, and 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Adopted: October 6, 2025

Policy 7:180

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

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 or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection 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** in each of the following situations:

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 school 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 nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Bullying includes cyberbullying 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; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Cyberbullying means 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, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or 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. Cyberbullying 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 means 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 Ill. Human Rights Act.

School personnel means 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.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below.

1. The District uses the definition of bullying as provided in this policy.

2. Bullying is contrary to state law and the policy of this District; however, nothing in the District's bullying prevention and response plan 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 U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Executive Director of School Supports & Choice or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the Executive Director of School Supports & Choice or any staff member. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:	**Title IX Coordinator:**
Orlando Thomas and Ken Kleber	Orlando Thomas
502 W. Windsor Rd., Champaign	502 W. Windsor Rd., Champaign
thomasor@u4sd.org kleberke@u4sd.org	thomasor@u4sd.org
217-351-3792 or 217-351-3822	217-351-3792

Complaint Managers	
Ken Kleber	Dr. Angela Ward
502 W. Windsor Rd., Champaign	502 W. Windsor Rd., Champaign
kleberke@u4sd.org	wardan@u4sd.org
217-351-3822	217-351-3702

4. Consistent with federal and state laws and rules governing student privacy rights, the parents/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 within the 24-hour period.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

    a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
    b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
    c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
    d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred; however, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.

11. Pursuant to State law and Board policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;

c. Identification of areas of a school where bullying occurs;
d. The types of bullying utilized; and
e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

i. An updated version of the policy with the amendment/modification date included in the reference portion of the policy;

ii. If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or

iii. A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
b. 2:265, Title IX Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
c. 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
d. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
e. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
f. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
g. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
h. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
i. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
j. 7:310, Restrictions on Publications; Elementary Schools, and 7:315, Restrictions on Publications; High Schools. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Adopted: October 6, 2025

Policy 7:190

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

3. Traveling to or from school or a school activity, function, or event; or

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling. or offering for sale:

    a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. 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.
    d. 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. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
    g. Look-alike or counterfeit drugs, including a substance that is prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance, or other substance that is prohibited by this policy.
    h. 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.

4. Using, possessing, controlling, or transferring a weapon as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered off or silenced during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP) or Section 504 plan; (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Sexting, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual

dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

11. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

13. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.

14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

15. Entering school property or a school facility without proper authorization.

16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

17. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.

18. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

20. Violating any criminal law, including, but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purpose of this policy, the term possession includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).

2. Disciplinary conference.

3. Withholding of privileges.

4. Temporary removal from the classroom.

5. Return of property or restitution for lost, stolen, or damaged property.

6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.

7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation

arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.

10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.

11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.

12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), look-alikes, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by 105 ILCS 5/10-20.33.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, Ill. State Board of Education (ISBE) rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

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 two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012 (720 ILCS 5/24- 1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including look-alikes of any firearm as defined above.

The expulsion requirement under either paragraph one or two 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.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of 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 or is subject to a battery. School grounds includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report these incidents to ISBE through its web-based School Incident Reporting System as they occur during the year and no later than July 31 for the preceding school year.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other licensed educational employees, and any other persons (whether or not a licensed employee) providing a related service for or with respect to a student, may only use reasonable force as permitted by 105 ILCS 5/10-20.33. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Associate Principal, or Assistant Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

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

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

Incorporated by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

Adopted: October 6, 2025

Frequently Asked Questions About School Resource Officers

1. What is an SRO?

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

2. What training does an SRO have?

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

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

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

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

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

5. What happens if the SRO is not there?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Champaign Police Department

Employee Conduct Form – Use for a Complaint or Commendation

Please complete each section. If you need assistance in completing the form, please contact Champaign Police Department Professional Standards at (217) 403-6913 or City of Champaign Community Relations Office at (217) 403-8830.

- If you have been arrested, you are strongly encouraged to discuss your charges with an attorney.
- If information requires clarification, we will contact you.
- If you are filing a formal complaint, we need to be able to contact you, and you may be asked to meet with us in person.
- Please refer to the Form Instructions for completing this form.

Is this a complaint or a commendation? Check ✓ one box: ☐ Complaint ☐ Commendation

PLEASE PRINT CLEARLY:

Your information:

Last name: (Required)	First name: (Required)	Middle name or initial: (Required)
Home Address – Street Address: (Required)	City: (Required)	State and Zip Code: (Required)

Home phone: ( ) -	Work phone: ( ) -	Cell phone: ( ) -	Email address:
Other contact info:	Age: (Required for statistical data)	Race: (Required for statistical data)	

Incident information: (Required)

Date of incident: MM/DD/YYYY	Time of occurrence:	Address where incident occurred:	Location (i.e. Business Name)

Description of incident: (Required)

Please describe what you believe the officer/employee did properly or improperly, and explain how you were personally involved in this incident. Attach another sheet, if necessary.

Champaign Police Department employee(s) information (if known):

Employee's name:	Badge or ID #:
Employee's name:	Badge or ID #:

If the name(s) of the officer(s) or employee(s) is/are not known, please provide description(s).

Witness information:

Last name, first name:	Street Address, City, State:	Phone number:
Last name, first name:	Street Address, City, State:	Phone number:

Evidence information:
Occasionally, citizens have evidence or documentation that supports their complaint allegations. If so, please indicate what evidence or documentation you have, and be willing to provide a copy to the Police Department so that a thorough investigation can be completed.

Verification of complaint allegations: (REQUIRED)

Allegations of police employee misconduct are serious, and you are asked to verify that the information you have provided is true and correct, to the best of your knowledge.

By placing a checkmark (✓) in this box, ☐
"I hereby certify that the information in this complaint is true and correct, to the best of my knowledge and belief."

_____ Date: ____/____/_____
Signature (Required) **MM DD YYYY**

Mail completed form to:	Champaign Police Department Attn: Professional Standards Unit 82 East University Avenue Champaign, IL 61820
(OR)	
Drop completed form off at:	**Location 1:** Champaign Police Dept. (same address as above) (OR) **Location 2:** Community Relations Office, 102 North Neil Street, Champaign