

North Boone CUSD 200 PK-4 Handbook



June 22, 2011

PRE-K – GRADE 4 STUDENT HANDBOOK

BOARD OF EDUCATION

The members of the Board of Education, as legal officials of the State of Illinois, duly elected by the people of our district, are obligated to the students and adults of our District to ensure that the students' educational needs are met in the best possible manner. The board will exhibit leadership in all endeavors towards the improvement of the District's education program and facilities.

Board members believe that the educational program should provide all students with the opportunity to develop to their fullest capacity in the areas of mental, physical, and emotional development.

Minutes of the Board of Education as well as agendas of all meetings are posted at www.nbcusd.org and in each school building.

Members of the Board of Education are:

Mr. Don Ward, President

Mrs. Denise Balsley, Vice-President

Mrs. Laura Zwart, Treasurer

Mr. Collin Crull

Mr. Glen Gratz

Mr. Tom Kinser

Mrs. Amy Morris

CENTRAL OFFICE ADMINISTRATION

The District's Central Office is located at 6248 North Boone School Road, Poplar Grove, IL, Phone (815) 765-3322, FAX (815) 765-2053.

Office Staff:

Dr. Steven Baule

Superintendent

Mrs. Dianne Mulligan

Secretary to the Superintendent

Mrs. Cathy Nelson

Business Manager

Mrs. Mary Walraven

Receptionist

NORTH BOONE COMMUNITY SCHOOLS

Mission:

“The Mission of the North Boone educational community is to provide exceptional experiences that vigorously develop the minds and character of 21st century learners.”

Elementary:

Capron Elementary School
Grades PK-4
200 North Wooster Street
P.O. Box 218
Capron, IL 61012
(815) 569-2314, Ext. 4300, FAX (815) 569-2633
Mr. Matt Klett, Principal

Manchester Elementary School
Grades K-4
3501 Blaine Road
Poplar Grove, IL 61065-9492
(815) 765-2826, FAX (815) 292-3334
Mrs. Kristi Crawford, Principal

Poplar Grove Elementary
Grades K-4
208 North State Street
Poplar Grove, IL 61065-0039
(815) 765-3113, FAX (815) 765-1604
Dr. Sharon Olds, Principal

Middle:

North Boone Upper Elementary School
Grades 5 and 6
6200 North Boone School Road
Poplar Grove, IL 61065-8584
(815) 765-9006, FAX (815) 765-2496
Dr. Bridget Belcastro, Principal

North Boone Middle School
Grades 7 and 8
17641 Poplar Grove Road
Poplar Grove, IL 61065-9019
(815) 765-9274, FAX (815) 765-9275
Dr. Bridget Belcastro, Principal

High:

North Boone High School
Grades 9-12
17823 Poplar Grove Road
Poplar Grove, IL 61065
(815) 765-3311, FAX (815) 765-3316
Mrs. Christine Troller, Principal
Mr. Jake Hubert, Assistant Principal

ABSENCE FROM SCHOOL

In the event of any absence, the student's parent or guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

1. Under the School Code of Illinois 105 ILCS 5/26-2A, only the following are considered excused absences:
 - a. Personal Illness
 - b. Death in family
 - c. Observance of a recognize religious holiday or religious instruction
 - d. Family emergency
 - e. Reasons approved by the school administrator.
2. Other absences from school are considered unexcused. The school principal has the right to determine what constitutes an excused absence. A state ruling requires that students must be present for a minimum of 300 minutes in order to count a full day of attendance, with 150 minutes constituting one half day of attendance. Students in attendance less than 150 will be considered absent for the entire day.
3. Parents are asked to minimize doctor appointments during class hours unless there is an emergency. Students absent from school more than 45 minutes excluding lunch will be marked absent for one-half day.
4. If a student needs to leave early or arrives late to school, the student must report to the office and sign in or out and secure a pass.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

ADDRESS CHANGES

It is important that current address and phone numbers for home, work, and emergency be on file at all times. This information is especially important in emergency cases. Please notify the school immediately upon changing your address, telephone, or emergency contacts. A minimum of 3 emergency contact numbers must be provided at registration.

ADMISSIONS

Children who are entering the North Boone Community Schools for the first time must present a legal birth certificate. Physical examinations and proper immunizations are required are required for students entering Kindergarten or first grade; sixth and ninth grades; and any new enrollees in school. All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current year in accordance with rules adopted by the Illinois Department of Public Health. Students entering Kindergarten must also have an eye exam by a Physician or Optometrist by the first day of school.

Kindergarten: State law permits only children who have reached their 5th birthday before Sept. 1st of the current year to be eligible for admission to Kindergarten.

Placement: Placement of students will be determined by the School District based on standardized test data, student records, and other relevant information.

Residency: Illinois law indicates that a school district must establish free schools to accommodate students who reside within the District. Boards of Education have a statutory duty to charge tuition to the parents or guardians of non-resident students. In the North Boone School District all students are required to verify that they reside within the boundaries of the district and of the specific school they attend.

Residency is established only through physical presence. Guardianship papers are not sufficient evidence that a student is a legal resident within the district's or individual school's boundaries. The applicant must prove that the guardian has full custody and control of the student for an indefinite period of time.

Transfer Students: The Illinois School Student Records Act prohibits public schools from denying admission to students who do not present records from a school previously attended and further requires that such schools must furnish requested records to receiving school within 15 days of request. The responsibility for securing the records rests with the schools rather than with the student.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

ASBESTOS

All buildings in North Boone Community Unit District #200 are in compliance with federal and state regulations regarding the abatement and containment of asbestos materials. Asbestos management plans, as well as all inspection documents, are maintained in each building for inspection.

ATTENDANCE AT HIGH SCHOOL EXTRACURRICULAR AND SPORTING EVENTS

In the best interest of the health and safety of all students, any middle school age or younger student must be accompanied by a parent/guardian or other supervisory adult at any North Boone High School extracurricular or sporting event or on North Boone High School property during those events.

BICYCLE RIDING

Bicycle riding is left to the discretion of the parents and may be prohibited in any attendance center. The bicycle should be locked and parked in its' designated place. The District assumes no responsibility for loss or damage to bicycles parked on District property.

BUS SAFETY RULES AND MISCONDUCT PROCEDURES

In addition to the rules listed below, the School Discipline Code is in effect while students are traveling to or from school; at designated bus stops; and at any school activity, function, or event.

1. School bus riders, while in transit, are under the jurisdiction and supervision of the school bus driver.
2. Boarding the Bus. Students will...
 - a. Be on time at the designated school bus stop-help keeping the bus on schedule;
 - b. Stay off the road at all times while waiting for the bus;
 - c. Be careful approaching the place where the bus stops. Do not move toward the bus until it has come to a complete stop.
3. Students may be assigned seats for bus routes with the approval of the principal.
4. Behavior on the bus. Students will...
 - a. Be courteous to fellow pupils and the bus driver and help look after the safety and comfort of smaller children.
 - b. Keep books, packages, coats and all other objects out of the aisles and do not leave such articles on the bus. All musical instruments and book bags are the responsibility of the student and must be taken to their seats. Book bags and instruments that cannot be safely stored in their assigned seat will not be allowed on the bus.
 - c. Assist in keeping the bus safe and sanitary at all times. No eating or drinking is allowed on the bus. Exceptions may be made at the discretion of the bus driver.
 - d. Refrain from damaging or defacing bus equipment in any manner.
 - e. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
 - f. Talk in a normal or quiet voice rather than loudly or yelling.
 - g. Be absolutely quiet when approaching a railroad crossing stop.
 - h. Not bring animals on the bus.
 - i. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
 - j. Be able to play radios, CD players, MP3 players, or tape players on a regular route with headphones.
5. Leaving the Bus
 - a. The driver may not stop at places other than the regular bus stop or drop off students at other than their own stop except by proper authorization from a school official and a note signed by the parent. Students who wish to ride home with another student on a bus other than their assigned bus must have prior approval from the transportation department before being allowed on a different bus. Groups of students will not be allowed to ride together.
 - b. The student must observe safety precautions at the discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
 - c. Parents/guardians must sign their child off a bus for mid-day kindergarten and Pre-K routes.

BUS DISCIPLINE PROCEDURES

The following are considered steps of a progressive discipline policy that may begin with step one to step four, depending on the seriousness of the incident in question.

1. The bus driver will warn students whenever they fail to comply with the rules.
2. The bus driver will turn in a written misconduct report to the principal. Step one is a conference with the principal.
3. The bus driver will turn in a written misconduct report to the principal. Step two, the parents will be notified and disciplinary action will be taken.
4. The administrator has the authority to suspend the offending student from riding the bus, for up to ten consecutive school days. The administrator should immediately report any such suspension in writing to the parents.
5. The administrator has the authority to enforce the discipline code in effect for their school.

The School Board may suspend a student from riding the bus in excess of ten days for safety reasons and may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board. Serious misbehavior may result in the student losing his/her riding privilege or a suspension regardless of the number of offenses.

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal.

Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

CONCERNS/COMPLAINTS RESOLUTION

At times, parents may have concerns about situations that occur within school. The following procedures must be used to insure that concerns are handled promptly and directly.

- Step 1: Talk to the teacher or personnel directly involved with the concern. Most matters can be resolved with a parent/teacher discussion.
- Step 2: If a parent and teacher cannot resolve the concern, make an appointment to discuss the situation with the Building Principal.
- Step 3: In the event the problem is still not resolved, contact the Superintendent.
- Step 4: Matters that cannot be resolved through the first three steps are usually matters that involve school policy. School policy is set by the Board of Education. It is at this time that the matter should be brought to the attention of the Board for review.

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

ELECTRONIC MONITORING DEVICES

North Boone Community Unit District #200 reserves the right to use electronic monitoring devices to enhance school security. School buses are equipped with cameras.

EMERGENCY DISMISSALS AND CLOSING OF SCHOOL

The Superintendent or designee is authorized by the School Board to close the schools in the event of hazardous weather or other emergencies that present threats to the safety of students and staff members. The following procedure will be in effect in the event that schools or a school are closed:

1. In the event a school day must be shortened, each building principal will be notified and public announcements will be made.
2. In the case of an emergency closing during school, parents of students in grades K-6 will be contacted by School Messenger unless otherwise directed.
3. In the event inclement weather prevents the opening of school as scheduled, an announcement of the late start or closing will be made by radio and television stations and by School Messenger.
4. The same procedures will be used if a single building must be closed for some reason, such as boiler trouble.

TV Stations: WREX-TV 13, WTVO-TV 17 and WIFR-TV 23, FOX 39

Radio Stations: WROK 1440AM, WMCW 1600AM, WZOK 97.5FM, B103 103.1FM, WGEZ 1490AM

EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Dr. Steven Baule, Superintendent, 765-3113

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities, including [list fee-based activities]. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

GRADING AND PROMOTION

School report cards are issued to students three times per school year. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students.
7. A student may use the School District's Uniform Grievance Procedure to resolve a

complaint.

8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7. Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;

HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

INVITATIONS AND GIFTS

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

MEDICAL INFORMATION

Medication

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her education. The administration of medication to students is discouraged unless absolutely necessary for the student's health. **All medications given in school, including non-prescription drugs, shall be prescribed by a licensed physician on an individual basis as determined by the student's health status. All medication must be brought to the school in a container, labeled by the pharmacist or with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.**

If you know that your child will be taking medication at school, please take the required forms with you to your child's next appointment. The Authorization and Permission for Administration of Medication form and Parental Authorization form may be secured from the school office.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a

student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Illness

Our school nursing department has compiled a list of guidelines for you to use in deciding when your child is too ill to be in school. If you notice any of the following, please keep your child home from school and seek medical attention.

1. If there are signs of conjunctivitis (pinkeye) with matter coming from one or both eyes, itching, drainage/crusts of the eyelids. This needs to be evaluated and treated with medication prescribed by your physician.
2. If your child's temperature exceeds 100; or 1 to 2 degrees above the child's normal temperature. A child with such a fever should remain home for 24 hours after the temperature returns to normal.
3. If your child is vomiting and continues to experience nausea.
4. If your child complains of sever, persistent pain—this matter should be evaluated by your physician.
5. If your child shows signs of a severe upper respiratory infections (cold symptoms) which are serious enough to interfere with the child's ability to learn.
6. If there is a rash present with a fever.
7. If there are open sores that have not been evaluated by a physician.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

PARKING

Parents may drop students off no earlier than 7:50. School dismissal is at 2:45. Each school has a designated drop off and pick up area.

PESTICIDE APPLICATION

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds.

To be added to the list, please contact:

Jim Novak, District Facilities Engineer, 765-3322

Notification will be given before application of the pesticide. Prior notice is not required if there is no imminent threat to health or property.

PREVENTING BULLYING, INTIMIDATION & (SEXUAL) HARASSMENT

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

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

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

Examples of prohibited conduct include, 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student

nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Nondiscrimination Coordinator:

Name _____
Address _____
Telephone _____

Complaint Managers:

| | |
|-----------------|-----------------|
| Name _____ | Name _____ |
| Address _____ | Address _____ |
| Telephone _____ | Telephone _____ |

RECESS

Students will participate in recess activities at the schools. Students may go outside at any time if the temperature is above 0 degrees with wind chill.

REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

SCHOOL LUNCH PROGRAM

Lunch is served every school day from 11:00 a.m. to 1:00 p.m.

Lunch should be purchased on a weekly basis for \$ 10.00. A student may bring a sack lunch from home or may purchase a school lunch for \$ 2.00 and/or milk for \$ 0.35.

Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Microwave or refrigeration services are not available for student meals from home.

SCHOOL VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

STUDENT PRIVACY PROTECTIONS

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

STUDENT RECORDS

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. **Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.**

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted

without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue.
SW Washington, D.C. 20202-4605

STUDENT RIGHTS AND RESPONSIBILITIES

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitution, is not sponsored, promoted, or endorsed in any manner by the school or any school employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

STUDENTS WITH FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

TEACHER QUALIFICATIONS

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;

- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

TOBACCO PROHIBITION

The Board of Education prohibits smoking and using tobacco on school property, including school buses. Tobacco shall mean cigarettes, cigar, pipe, or tobacco in any other form, including smokeless tobacco which is any loose, cur, shredded, ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked.

TREATS & SNACKS [K-8]

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

UNIFORM GRIEVANCE PROCEDURES

Students, parents/guardians, employees, or community members should notify a District employee, following the channel of authority as set forth in the District's organizational chart, if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Statute, or Board Policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Individuals With Disabilities Education Act
5. Title VI of the Civil Rights Act
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act)
7. Sexual harassment (Illinois Human Rights Act, title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, programs
10. Victims Economic Security and Safety Act
11. Illinois Equal Pay Act of 2003
12. Provision of services of homeless students

The District employee will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is file, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with a District employee. The District employee may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The District employee shall assist the Complainant as needed.

2. Investigation

The District employee will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the District employee will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within 10 school days of the date of the complaint was filed, the District employee shall file a written report of his or her findings with the Superintendent. The District employee may request an extension of time. If a complain of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

Within 5 school days after receiving the District employee's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the District employee.

Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board of Education by making a written request to the District employee. The District employee shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 10 school days, the Board of Education shall affirm reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the Board of Education's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

This grievance procedure shall not be construed to create an independent right to a Board of Education hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

VIDEO AND AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

VISITORS TO SCHOOL

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

NORTH BOONE CUSD #200 2011-2012 DISCIPLINE CODE

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

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

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

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

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

Maintenance of Discipline

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

A school staff member shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s).

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

Nothing in this section affects the power of the board to establish rules with respect to discipline; except that each board shall establish a policy on discipline, and the policy so established shall provide that a teacher may use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self defense or the defense of property and may remove a student from the classroom for disruptive behavior and shall include provisions which provide due process to students.

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

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

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

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

Disciplinary measures may include:

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

Behavior Definitions

1. **Assault (Verbal):** Using language in a confrontational, threatening, or intimidating manner.

2. **Battery (Physical):** Use of force causing bodily harm to another person, but not mutual combat.
3. **Bullying:** Bullying occurs when a person intentionally injures, demeans, humiliates, or isolates another through physical contact, words, or other means repeatedly and over time.
4. **Dangerous Behavior/Physical Aggression:** Behavior that has the likelihood of causing harm to self or other.
5. **Disruptive Behavior:** Any student action which disrupts the learning environment for short periods of time and/or affects learning opportunities.
6. **Fighting:** The exchange of mutual, physical contact such as pushing, shoving and hitting with or without injury. Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties will be disciplined. The discipline assigned will be determined by the severity of the fight. Failure to stop fighting when directed to do so by an adult may result in a recommendation for expulsion.
7. **Firearms:** Any device using an explosive to propel a projectile that could inflict bodily harm upon others. This includes a starter pistol.
8. **Forgery:** Falsely making or altering a written document or letter, or signing of another person's name to a document.
9. **Gang:** Any group of 2 or more persons whose purpose includes the commission of illegal acts.
10. **Gang Activities:** Participation in any activity that serves to advertise or promote gang activity including the wearing of displaying or jewelry, clothing, signs, or other gang-related items. Subject to discretion of administration.
11. **Harassment:** Making another person anxious by demands, insults, or put-downs whether verbal, physical or written including, but not limited to, notes, emails, postings on websites, text messages, etc.
12. **Hazing:** Any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.
13. **Inappropriate Behavior:** Behavior that is disrupting or inhibiting the education of a student.
14. **Inappropriate Language and Gestures:** Language and gestures which convey grossly offensive, obscene, sexually-suggestive messages, or other suggestive language.
15. **Insubordination:** Action which actively or passively defies a school rule or a refusal to obey a request from staff.
16. **Possession:** Knowingly holding, either with or without rights of ownership, for any length of time.
17. **Public Display of Affection:** Includes behavior such as kissing, fondling, prolonged hugging, embracing, etc.
18. **Racial/Ethnic/Religious Harassment:** Using words, pictures, objects, gestures or other actions demeaning to any religious, ethnic, or racial group.
19. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

20. **Slander:** A false report maliciously uttered intending to injure the reputation of a person by using written/visual postings on the web, e-mails, text messages, notes, etc.
21. **Tardy:** Not being in your assigned seat when the bell rings.
22. **Truancy:** An unexcused absence. A student who is absent without valid cause for a school day or portion thereof. This includes a class period.
23. **Weapons:** A "weapon" means possession, use, control, or transfer of any object which may be used to cause bodily harm, including, but not limited to, knives, guns, rifles, shotguns, brass knuckles, firecrackers, and billy clubs. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, pens and snowballs may be considered weapons if used or attempted to be used to cause bodily harm.

Consequence Definitions

1. **Activity:** Any school-sponsored event held on or off campus involving students from the school district. An activity suspension takes place concurrently with all out of school suspensions or at the next scheduled event.
2. **Corporal Punishment:** Is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and certified personnel are permitted to use reasonable force as needed to maintain safety for students, staff or other persons, or for the purpose of self-defense or defense of property. Corporal Punishment is **NOT ALLOWED** in North Boone Community Unit School District #200.
3. **Detention:** student being required to serve a specific time penalty before or after school for an infraction. A teacher or administrator may assign a detention. A teacher detention is assigned by a teacher and is up to 30-minutes in length. An administrator detention is assigned by the principal/assistant principal and is 50-minutes in length. Students are required to serve all detentions and must arrange for their own transportation. Unserved detentions may result in additional detentions, an out of school, or suspension from an extra-curricular activity. If a student is suspended out of school the detention will still be required upon the student's return to school. Failure to attend a scheduled detention due to employment or extracurricular activities is not acceptable.
 - **Saturday Detention:** Students are required to attend school Saturday from 8:30 to 12:30 as a detention.
 - **2-hour Detention:** Students are required to stay at school for two hours after school and will be responsible for arranging their own transportation home.
4. **Expulsion:** The removal of the pupil from school or from riding the bus by the Board of Education for any length of time of more than ten days up to 2 calendar years.
5. **Extracurricular Code:** An additional set of expectations and consequences for students who represent the North Boone district in activities related to sports, clubs, student government, and other activities outside the regular school day.
6. **Hearings:** There are three types of hearings that are used in this discipline code:
 - Pre-suspension Hearing--The administrator meets with the student and identifies the rule violation and the evidence against him/her. In some instances parents may be involved in this hearing.
 - Suspension Hearing--The parent requests an administrative hearing to review the incident leading to the suspension and the discipline.
 - Expulsion Hearing--A hearing conducted by the Board of Education to determine if a student should be allowed to remain in school.

7. **In-School Suspension (ISS):** The temporary removal from classes for up to 5 school days. During the period of time a student is serving in-school suspension, the student shall be excluded from all North Boone School District #200 classes, but not activities (including graduation ceremonies), and practices both on and off-site. Suspended students must make up and complete all assignments as originally required. Term papers and other assignments that would normally be due on a date during the in-school suspension are still due that day. The student must make his/her own arrangements to have the assignment delivered to the teacher on the due date. Assignments turned in after the due date will be graded according to the late policy of the teacher or school or graded zero. Tests and quizzes will be required the day that the student returns to class, unless scheduled to take it during the in-school suspension time. Daily participation grades will be graded zero.
8. **Out-Of-School Suspension (OSS):** The temporary removal from school or from riding the bus for up to ten days. During the period of time a student is suspended, the student shall be excluded from all North Boone School District #200 classes, activities including graduation ceremonies), and practices both on and off-site. Suspended students must make up and complete all assignments as originally required. Term papers and other assignments that would normally be due on a date during the suspension are still due that day. The student must make his/her own arrangements to have the assignment delivered to the school on the due date. Assignments turned in after the due date will be graded according to the late policy of the teacher or school or graded zero. Tests and quizzes will be required the day that the student returns to school. Daily participation grades will be graded zero. Parents, guardians, or other responsible persons may pick up work daily at the school office within 45 minutes of the end of the normal school day. Students who return to school property during suspension will be considered as trespassing. Students will be given a sign-in sheet that must be signed by all of their teachers to show they have made up the necessary requirements, to include notes, movies, or any other time or material necessary to be present to get credit, missed during their suspension. If they do not get this signed by their teachers, then all school work turned in from the suspension will be graded using a 7.5% penalty loss (the final score will be multiplied by .925).
9. **Searches:** The District reserves the right to search the school grounds, the building, classrooms, lockers, and student property, in accordance with Illinois law, when there are reasonable grounds that the search will produce evidence the student has or is violating either the law or the rules of the school. Police and specially trained dogs may be used for any searches. Student vehicles while on school property may also be searched if there is a reasonable suspicion that the vehicle contains banned substances or stolen property. Students who refuse to allow their car to be searched will not be allowed to park or drive on school property for a period up to and including the remaining time they are enrolled at North Boone High School.

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

- a. Dress Code Violations
- b. Public Display of Affection
- c. Inappropriate Behavior

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

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

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

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

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher.

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

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

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

- k. Not dressing for P.E.
- l. Sleeping in class.
- m. Acts that endanger (Severity could result in suspension).

- n. Food or beverages outside of the commons area.
- o. Not standing during the pledge.
- p. Excessive tardiness.
- q. Truancy. A student will receive a zero for any work given during the time the student is truant. In addition, if a student is truant in excess of three times from the same class, they may be withdrawn from the class.

Serious violations requiring consideration of suspension for first offense

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

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

- m. Sexting
- n. Fighting or inciting mob or group action: (students who engage in physical contact to inflict harm on another person). This may be deemed a battery. A person commits battery if he/she intentionally or knowingly without legal justification and by any means, (1) causes bodily harm to an individual or (2) makes physical contact of an insulting or provoking nature with an individual. In many cases a student may be removed from class/building if deemed necessary by the administrator. If it is determined who provoked the fight or threw the first blow, different punishments may be imposed.
- o. Harassment-Hazing-Bullying: Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing bullying, bullying using a school computer or a school computer network, or other comparable conduct. A report of harassment shall be filed with the appropriate Law Enforcement Authority. The student may face legal action.

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

During the period of time a student is suspended, the student shall be excluded from all North Boone School District #200 classes, activities (including graduation ceremonies), games, and practices both on and off-site. Suspended students must make up all work missed including class work and homework. All missed assignments due to suspension will be counted and are due the day the student returns to school.

Students/parents/guardians may only pick-up assignments within 45 minutes of the end of the school day. Tests should be taken the day the student returns if time permits. Students will receive a zero (0) for class participation.

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

- a. Using, possessing, distributing, purchasing, or selling:
 - 1. Any illegal drug, controlled substances, or cannabis (including marijuana and hashish).
 - 2. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
 - 3. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

4. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
5. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
6. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

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

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

EXTRACURRICULAR DISCIPLINE CODE

In addition to the regular Discipline Code, students who are representing the school district in extracurricular activities must follow the appropriate rules of conduct every day and time of the week from the first day of formal organization and/or practice and extend through the last event of that activity. This policy shall be cumulative from one activity to another.

If a student receives any type of school suspension for an action that occurs within the school day, the student is not allowed to participate in any events during the duration of the suspension. The student will receive a one-event suspension. If the suspension does not occur on an event day, the student will miss the next scheduled event. Further, if a student violates any of the following rules any time of the day or week, additional discipline measures will be enforced.

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

The Board of Education defines the following list of offenses as gross misconduct or gross disobedience. The local sheriff's police may be called when state laws are violated on school property or at any school function.

NOTE: Any combination of the following offenses in rule #1 shall follow in the same 1st, 2nd, and 3rd. offense sequence.

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

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| 1 st Offense of School Year | Exclusion from at least two games or events |
| 2 nd Offense of School Year | Exclusion for rest of individual sport or event season |
| 3 rd Offense of School Year | Exclusion for rest of school year |

2. The following offenses no matter when they occur will result in the listed consequences:
 - a. Possession/Use of tobacco products:

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| 1 st Offense of School Year | Exclusion from games, practices, or events for 20 calendar days from the date of the write-up or re-evaluation assessment required. |
| 2 nd Offense of School Year | Exclusion from games, practices, or events for 40 calendar days from the date of the write-up and continued exclusion from further participation until presentation of proof that student with parent |

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| | knowledge has participated in a substance abuse assessment. |
| 3 rd Offense of School Year | Exclusion for rest of school year. |
- b. Possession/Use of alcoholic beverages, narcotics, controlled substances or any look-alike substance:
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| 1 st Offense of School Year | Exclusion for rest of school year. In lieu of exclusion for rest of school year, it is required that student actively participate in a substance abuse program. The program must be approved by the administration and certified in writing by a doctor or appropriate agency. The student and his/her parent will bear the burden of all financial obligations for the approved program. If successful completion takes place, the student will be excluded from the sport/extracurricular activity for 40 calendar days from the date of the write-up. |
| 2 nd Offense of School Year | Exclusion for rest of school year. |
- c. Possession of stolen property and/or theft:
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| 1 st Offense of School Year | Exclusion from at least two games or events |
| 2 nd Offense of School Year | Exclusion for rest of the individual sport or event season |
| 3 rd Offense of School Year | Exclusion for rest of school year |
- d. Physical assault on a school employee:
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| Any Offense | Exclusion for rest of school year |
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- e. False fire alarm, false 911 calls, bomb threat, weapon threat, threat of bodily harm or setting fires:
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| Any Offense | Exclusion for rest of school year |
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- f. Possession of weapons (any instrument or substance that can be used to inflict bodily injury):
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| Any Offense | Exclusion for rest of school year |
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GENERAL INFORMATION REGARDING CONDUCT

Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students

1. The School Principal and/or the Police Department School Liaison officer will arrange meetings as needed between school officials and individuals representing law enforcement to share information.
2. The Police Department School Liaison Officer and the School Principal will verbally report to each other the following activities when committed by a student enrolled in the Principal's school:
 - i. Unlawful use of weapons under Section 24-1 of the Criminal Code of 1961
 - ii. A violation of the Illinois Controlled Substances Act
 - iii. A violation of the Cannabis Control Act
 - iv. A forcible felony as defined in Section 2-8 of the Criminal Code of 1961

- a. The reporter should identify the student by name and describe the circumstances of the alleged criminal activity. Local law enforcement officials must certify in writing that the information received from the school will not be disclosed to any other party except as provided by State law without the prior written consent of the student's parent(s)/guardian(s).
 - b. The report should be made as soon as possible after the Liaison Officer or Principal reasonably suspects that a student is involved in such activity.
 - c. The School Principal's duty to report such activity arises only when the activity occurs on school property or off school grounds at a school-related function.
3. The State's Attorney shall provide to the School Principal a copy of any delinquency dispositional order where the crime would be a felony if committed by an adult, or was a Class A misdemeanor in violation of Section 24-1, 24-3, 24-3.1, or 24.5 of the Criminal Code (weapons offenses).
 4. Local law enforcement shall provide a copy of all arrest records, and the State's Attorney shall provide a copy of all conviction records, to the School Principal if the record involves a student who is arrested or taken into custody after his or her 17th birthday.

Early Identification: Aggressive Behavior

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

Home-Based Web Sites

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

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

Policies regarding proper grooming and dress

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

Clothing that is tight or short so as to cause distraction to others is not considered appropriate dress. Coats, gloves, bare midriff outfits, slashed clothing, spandex clothing, tank tops (no

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

Policies regarding inappropriate display of affection

Students are expected to control their display of romantic affection while in on school grounds and at school-sponsored events. If the couple is inappropriate in their display of affection, the couple will be asked to discontinue and appropriate disciplinary measures will be taken. Examples include, but not limited to, a kiss, prolonged hugging, groping, etc.

Policies regarding behavior on school-sponsored trips

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

HEARINGS AND APPEALS

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

shall be reported immediately to the parent(s) or guardian(s) of such pupil along with a full statement of the reasons for such suspension and a notice of their right to an appeal, a copy of which shall be given to the school board.

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

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

Disallowance of Suspension as a Result a Hearing:

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

Expulsion

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

Procedure for Expulsion Hearings:

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
 - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
 - b. The time, date and place for the hearing.
 - c. A short description of what will happen during the hearing.

- d. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
 - e. A request that the student or parent(s)/Guardian(s) inform the District with at least 48 hours advanced notice if the student will be represented by an attorney and, if so, the attorney's name.
2. The parent(s) or guardian(s) and the student may attend the hearing. Unless the student and parent(s)/Guardians(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. The hearing, if held by the School Board, shall be held in executive session.

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

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

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

Presentation of Evidence:

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