

- The age of the student engaging in misconduct;
- The extent to which the student acted intentionally or recklessly;
- Whether the student has received prior warnings; and
- Whether the student's misconduct is specifically intended to cause others physical harm or endanger the health, safety or welfare of others.

If a school official has any questions regarding the decision of whether to notify the police, he or she should contact the appropriate Area Office or, if necessary, the Law Department, as soon as possible and before notifying the police. However, at no time should the safety of students and/or staff be compromised to adhere to this provision of the SCC.

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## **IMPLEMENTATION OF THE STUDENT CODE OF CONDUCT**

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It shall be the responsibility of each school principal to:

- Confer with school personnel, parents and students to set expectations for positive student behaviors that support a safe, civil and respectful learning environment;
- Confer with school personnel, parents, students, and appropriate community agencies to create procedures and programs that teach, reinforce, model and review expectations for appropriate student behavior;
- Share expectations for appropriate student behavior with parents upon request or with the distribution of the SCC;
- Confer with school personnel, parents, students, and appropriate community agencies to implement evidence-based interventions that foster expected student conduct through targeted behavioral skill development;

- Ensure all school staff, parents, visitors and volunteers encourage positive behavior by students;
- Prepare and submit Misconduct Reports in VERIFY.net for any violation of the SCC. The Chief Executive Officer, or designee, and the Office of School Safety and Security should review Reports of Group 4, 5 and 6 violations of the SCC.
- Send a copy of the Misconduct Report to the student's parent/guardian for every occurrence of inappropriate behavior;
- Notify the Chicago Police Department as necessary to protect the safety, health and welfare of students and staff;
- Assist central office and the Law Department with expulsion proceedings by identifying and producing witnesses and transmitting documents to the Chief Executive Officer or designee and by reviewing all documentation regarding an incident to ensure that it is complete, accurate and properly written;
- Ensure compliance with the Individuals with Disabilities Education Act (IDEA) and applicable Illinois procedural safeguards for discipline of students with disabilities;
- Make a reasonable effort to meet with the student's parent/guardian or to ensure that another school official meets with the student's parent/guardian following every act of misconduct; and
- Ensure that students who are suspended receive homework assignments and are given the opportunity to participate in any statewide assessments given during the period of a student's suspension.

It shall be the responsibility of the Chief Executive Officer or designee to accomplish the following:

- Review school interventions or consequences and hear appeals regarding such actions;

- Monitor the implementation of prevention strategies and the safety/security program in each school;
- Systematically monitor suspension, expulsion, and other disciplinary data by race, ethnicity, and sex of student, and prepare recommendations for improvement of school discipline; and
- Provide assistance to the Law Department in expulsion proceedings, including transmittal of documents and monitoring of school compliance.