

## UNIVERSITY LABORATORY HIGH SCHOOL

### HEARING PROCEDURES

#### Procedure

University Laboratory High School (Uni High) Director and Associate Director, or their designee, are authorized to discipline, exclude, suspend, or expel students that have demonstrated gross disobedience or misconduct anywhere, including gross disobedience or misconduct perpetuated by electronic means, from school (including all school functions) in accordance with the following procedures. The school has the sole discretion to determine what constitutes gross disobedience or misconduct.

The administration reserves the right to consider individual student needs and special circumstances that may warrant the intervention of counseling or other services in conjunction with the disciplinary measures described in this handbook.

The school rules, disciplinary policies, and codes of conduct described in this handbook govern all school activities. Violations will result in a student being excluded as a participant or spectator from school, extracurricular activities, school sponsored events, and/or athletics for the duration of exclusion. **Some student code of conduct violations are cumulative for a student's entire attendance at Uni High. Any violations as outlined in the handbook can result in disciplinary sanctions, up to and including expulsion.**

#### Discipline Definitions

1. "Exclusion" means any denial of educational services, programs, participation in and/or attendance of school functions outside of the regular school day, or transportation, as the case may be, to which a student would otherwise be entitled.
2. "Suspension" means exclusion for a period not to exceed ten (10) school days, provided that if an act justifying suspension occurs within ten (10) school days of the end of the current school term, the suspension will be imposed in or carried forward to a succeeding school term.
  - a. "In-School Suspension (ISS)" – students will be placed in an isolated, supervised environment for the school day. Students will be expected to complete all work assigned by teachers for the school day.
  - b. "Out-of-School Suspension (OSS)" – students will be removed from school and school grounds. Students will be expected to complete all work assigned by teachers.
    - i. "Short term suspension (1-3 days)" the student's continued presence at school must constitute a threat to school safety or a disruption to other students' learning opportunities.
    - ii. "Long term suspensions (4-10 days)" the student's continued presence at school must constitute a threat to school safety or a disruption to other students' learning opportunities and other appropriate and available behavioral/disciplinary interventions have been exhausted.

3. "Expulsion" means an exclusion of more than ten (10) school days. An expulsion may be imposed in or carried forward to a succeeding school term when appropriate. An expulsion and/or disciplinary removal to an alternative school deems the student's continuing presence at school constitutes a threat to the safety of other students, staff or the school community or substantially disrupt, impede, or interfere with the operation of the school. The written notice of expulsion must include the specific reasons why removing the student from the learning environment is in the best interest of the schools; a rationale for the specific duration of the expulsion; documentation whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.

4. "Emergency" means a situation where a student's presence poses an immediate or a continuing danger to themselves, other persons or property, or constitutes an on-going threat of disrupting the education process.

### **Jurisdiction - When and Where Student Conduct Rules Apply**

The grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On school grounds before, during, or after school hours or at any time; "School grounds" means all property located on the UIUC campus including but not limited to Uni High.
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; "School event" means any event on or off school grounds that Uni High is affiliated with.
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of any member of the school community; or (b) endanger the health or safety of students, staff, or school property; or
5. Any misconduct during periods of remote learning.

### **Suspensions**

Before a student may be suspended for up to 10 days for gross disobedience, misconduct, exhibiting threatening behavior or other disciplinary violations, the following procedures shall apply:

1. The suspending administrator shall give the student oral or written notice of the charges which constitute the student's gross disobedience, misconduct, or exhibition of threatening behavior and a summary of the evidence which supports said charges. If the student denies the charges, the administrator shall give the student an opportunity to explain the incident. The administrator shall make a ruling, based upon the facts, whether the charges are supported and whether a suspension is appropriate. If a student is in an out-of-school suspension for a serious violation of school policy or rules, they will be sent home for a specified period of time. During the period of out-of-school suspension, the student may not be on school grounds and may not attend or participate in any school activities. A suspension ends when the student is readmitted to classes.

2. The administrator shall promptly send written notice to the student's parents or guardians informing them of the suspension, stating the reasons for the suspension including the specific act of misconduct and any school rule that was violated, stating the reasons for the duration of the suspension, and informing them of their right to appeal the suspension to University High School Appeals Committee. If the suspension is a long-term suspension, then the decision must also state whether other behavioral and disciplinary intervention. In case of an emergency suspension, written notice to the student's parents will be sufficient (step 1 does not apply). Following an emergency suspension, the school administrator will send a written notice extending the emergency suspension for an additional period which shall not exceed a total of 10 days. In the written short-term suspension decision, the school must explain (1) the specific act of gross disobedience or misconduct; and (2) the rationale for the specific duration of the suspension. Students must be provided an opportunity to make up any missed work for equivalent academic credit.

In the written long-term suspension decision, the school must (1) explain the specific act of gross disobedience or misconduct; (2) explain the rationale for the specific duration of the suspension; and (3) document whether other behavioral and disciplinary interventions were attempted or whether the school determined that there were no other appropriate and available interventions. Students must be provided an opportunity to make up any missed work for equivalent academic credit. Students suspended for longer than 4 school days shall be provided appropriate and available support services as determined by the school.

3. If the parents/guardians and/or student are unsatisfied with the decision of the suspending school administrator for a violation of the handbook, they may appeal to the University High School Appeals Committee within five (5) school days of the receipt of the written suspension notice. The appeal of the suspension decision must be filed in writing and submitted to [provost-facultyaffairs@illinois.edu](mailto:provost-facultyaffairs@illinois.edu) and in the subject line: Attention: Uni's Provost Liaison. The appeal must outline the reasons the students should not be suspended.

4. The University High School Appeals Committee review committee shall consist of a Provost staff member or designee, a Uni High staff member, and one additional member. The Committee may request further information from any party to the suspension review proceedings and may hold further proceedings if they deem it necessary. The University High School Appeals Committee shall give due consideration to the decisions of the suspending administrator but shall not be bound thereby. The University High School Appeals Committee chair may appoint some other person not involved in the case to act in their stead and shall do so if any member of the University High School Appeals Committee is a witness in any case with a conflict of interest. The University High School Appeals Committee chairperson or their designee shall issue a final written decision and mail it to the parents or guardian promptly.

Consistent with applicable law, if the school administrators deem necessary, students who have exhibited threatening behavior may be required to obtain an evaluation by appropriate members of the threat assessment team and/or medical/mental health profession as part of the risk assessment process. Student(s) will be excused from school to complete any requested assessment. Decisions regarding disciplinary action and/or readmission to school will be determined by school administration.

## **Expulsions**

Before a student may be excluded for more than ten (10) days or expelled for gross disobedience or misconduct, exhibiting threatening behavior or other disciplinary violations the following procedures shall apply:

1. The administrator shall give the student oral or written notice of the charges which constitute the student's gross disobedience, misconduct, or exhibition of threatening behavior and a summary of the evidence which supports said charges. If the student denies the charges, the administrator shall give the student an opportunity to explain the incident. The administrator shall make a ruling, based upon the facts, whether the charges are supported and whether a suspension or expulsion is appropriate. If a student is expelled from school for a serious violation of school policy or rules, they will be sent home for a specified period of time. During the period of expulsion, the student may not be on school grounds and may not attend or participate in any school activities. An expulsion ends when the student is readmitted to classes.
2. The administrator shall promptly send written notice to the student's parents or guardians informing them of the suspension or expulsion, stating the reasons for the suspension or expulsion, including any violation of the school rule; the time and place of the pending hearing; and the right to appear and present evidence to refute the charges.
3. A formal hearing before the University High School Appeals Committee shall be held within ten (10) school days of the incident or within thirty (30) school days by mutual agreement of the school and parents. Unless the student and parents/guardians indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. The hearing shall be conducted by the University High School Appeals Committee or their designee. The University High School Appeals Committee may appoint some other person not involved in the case to act in their stead and shall do so if any member of the University High School Appeals Committee is a witness in any case.
4. During the hearing, the only persons allowed to be present at the hearing shall be the student, their parents or guardians, the Director, and any other appropriate Uni High teacher or administrators. Attorneys may be present at the expulsion hearing solely in an advisory capacity. The University may also have counsel represented. The rules of evidence shall not apply at the hearing. The student and/or parent/guardian shall have the right to present evidence and testimony to refute the charges.
5. At the hearing, the University High School Appeals Committee may request further information from any party to the proceedings. The University High School Appeals Committee shall give due consideration to the prior decisions but shall not be bound thereby. The University High School Appeals Committee chair or their designee shall issue a final written decision and mail it to the parents or guardian promptly after the conclusion of the hearing.

## **Re-Engagement of Returning Students**

The Uni High Director or designee shall meet with a student returning to school from an out-of-school suspension, expulsion, or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an

opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Expulsion or suspension shall be construed in a manner consistent with the federal Individuals with Disabilities Education Act. A student who is subject to suspension or expulsion as provided in this Section may be eligible for a transfer to home district or an alternative school program in accordance with Article 13A of the School Code [*105 ILCS 5/13A-1 et seq.*].