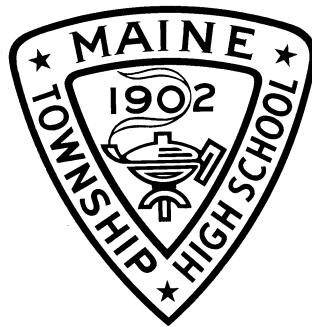


# **Discipline Procedures And Extracurricular Code Of Conduct**

**2010-2011**



**MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207**

**REVISED  
JULY 2010**

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## **Maine Township High School District 207**

### **Statement of Purpose**

Together we educate students to be informed, inquisitive, responsible, creative, and reasoning individuals.

The following goals represent the commitment of District 207 to develop all students according to their individual potential.

### **Goals**

All students will read, write, speak, and listen effectively in English.

All students will recognize their responsibilities as members of a family, the school, the community, the nation, and the world.

All students will recognize their responsibilities as stewards of the environment.

All students will demonstrate an understanding of and be able to apply the important concepts in mathematics, language, social science, the natural and physical sciences, the fine and/or applied arts and will recognize their interconnections.

All students will demonstrate an understanding of the American heritage and other cultures of the world.

All students will develop the habits necessary to conduct research, engage in problem solving, and make informed decisions through analysis, synthesis, and evaluation.

All students will demonstrate cooperation, respect for themselves and others, commitment to quality performance, and will recognize the value of teamwork and leadership.

All students will demonstrate an understanding of the principles and applications of technology.

All students will develop the skills of self-direction which they will use to engage in life-long learning, prepare for one or more careers, and pursue physical and emotional well-being.

All students will have the opportunity to participate in a wide variety of co-curricular activities and interscholastic competitions.

***Our Mission is to Improve Learning***

## Philosophy of School Discipline

Quality schools are active in their commitment to a philosophy of student discipline that is fair, consistent, and effective. The purpose of these procedures is to promote the development of student citizenship and learning by maintaining a safe and educationally conducive environment for students, faculty and members of the community. To cultivate such a discipline program in Maine, a committee of parents, students, teachers, administrators, and board members developed comprehensive discipline procedures in 1986 that established expectations for student behavior, as well as consequences for misbehavior. District 207 Discipline Procedures are distributed in booklet form to students and their parents, teachers, department chairs/lead teachers, counselors, deans, and others, who then can function as a team to promote a wholesome, safe, and secure school climate.

While most students do exercise self-discipline and self-control, occasionally some students violate the rules. Students, parents, and school personnel should take a few minutes to familiarize themselves with the regulations of this District 207 Discipline Procedures booklet. Designed not only to inform and guide, written discipline procedures also promote the idea that students must take responsibility for their own behavior. Effective discipline is possible only when students, parents, and school personnel know, understand, and support the school rules and regulations. Correspondingly, they should also understand and support the consequences of misbehavior. Only with effective discipline can students have the maximum opportunity to develop emotionally, socially, and intellectually.

**Discipline Procedures** was first published in 1986 in compliance with a provision of the Illinois Educational Reform Act of 1985 which required school districts to organize a parent/teacher advisory committee to develop a written policy on student discipline with the school board. All students are expected to be familiar with the information contained in this booklet of discipline procedures.

The policy is reviewed annually by a committee of administrators, students, teachers, and parents. Parents, students, and faculty members who have concerns or recommendations regarding these policies or procedures should contact the Assistant Principal for Students for their respective school. District 207 will notify students, student's parents or legal guardian of any changes in these disciplinary procedures.

It is the policy of District 207 not to discriminate on the basis of sex, sexual orientation, color, physical handicap, race, nationality, residence, age, religion, or religious affiliations.

The Title IX and Section 504 coordinator is the Assistant Superintendent for General Administration, who may be contacted at (847) 692-8007.

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Revised: 6/01/98  
Revised: 6/07/99  
Revised: 6/5/00  
Revised: 7/9/01  
Revised: 7/8/02  
Revised: 4/11/05  
Revised: 4/18/06  
Revised: 5/2/06  
Revised: 6/9/08  
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## **Due Process**

Maine Township High School District 207 will provide due process in all matters of significant student discipline, such as student suspensions and expulsions. The nature of due process will vary with the severity of the violation and the proposed discipline. However, the essential elements of due process are notice of the misconduct with which the student is charged and an opportunity for the student to respond. Where appropriate and legally permissible, the District will strive to maintain the anonymity of student witnesses.

While implementing due process in District 207, the administrator authorized to suspend will confer with the student and will investigate the matter. During this conference, the administrator will inform the student of the violation, state the reasons for the proposed disciplinary action and give the student the opportunity to respond. If the administrator suspends the student, the administrator will attempt to notify the student's parent or legal guardian by telephone and will send written notice to the student's parent(s) or legal guardian.

The responsible administrator shall inform the student and/or the student's parent(s) or legal guardian of the opportunity for appeal. Either the student or the student's parent(s) or legal guardian may request the administrator to call a conference with the responsible staff member and/or department chair. This appeal conference, as well as any subsequent conferences, may include an adult advocate. Following that appeal conference and at the request of the student's parent(s) or legal guardian, the appeal conference may be referred to an assistant principal. If the student is suspended, the suspension will remain in effect pending the resolution of the conference.

In cases where suspension is enacted, the responsible administrator will provide written notice to the student's parent(s) or legal guardian. This notice will include:

1. A statement of the reason for the suspension.
2. Specific violations as described in the Discipline Procedure Booklet.
3. The inclusive dates of the suspension.
4. A statement indicating that a suspension will be limited to a maximum of five (5) school days by the dean and may be extended to up to ten (10) school days by the Executive Committee. Only the Board of Education can extend a suspension beyond ten (10) school days.
5. An explanation of the rights and procedures required for requesting a formal hearing before the Board of Education or its hearing officer, including the final date by which the hearing may be requested.

A request for a formal hearing concerning a suspension shall be made in writing within five school days after the initial date of suspension or the date of the assistant principal or principal conference.

The suspension will remain in effect pending the resolution of a conference/formal hearing. If the conference/formal hearing determines that the suspension is inappropriate, the suspension will be reversed and the student will not be penalized for school days absent or incomplete work.

The student or the student's parent(s) or legal guardian may request a formal hearing when the student is being referred by the Principal to the Board of Education for expulsion from school.

When a student is referred by the Principal to the Board of Education for expulsion from school, the Principal will send written notice to the parents to include:

1. The purpose of the formal hearing.
2. A request that the student and student's parent or legal guardian attend.
3. The date, time, and place of the hearing; the student's right to be represented, at the student's own expense, by an advocate of the student's own choice including legal counsel.
4. The student's right to have evidence presented on the student's behalf; the right to review the student's personal school records; the right to present witnesses.
5. The name and title of the hearing officer.

Within seven (7) school days of a formal hearing, the Board will review the information presented to it or its hearing officer. Immediately following the Board review, the Board will send written notice of its decision to the student's parent(s) or legal guardian.

Any suspension or expulsion from school includes all school activities and a prohibition from being present on school grounds or at school activities.

### **Expectations of Student Behavior**

Acceptable student behavior is an important part of a well designed and effectively managed educational program. The information in Sections I and II establishes District 207 expectations for acceptable student behavior, outlines the alternatives for responding to violations and misbehavior, and establishes disciplinary consequences for improper student conduct.

Communication between school and home is essential to promoting good student behavior. Oftentimes, faculty members will call a student's parent(s) or legal guardian to discuss their expectations for student behavior. Student's parent(s) or legal guardian are also encouraged to call teachers, counselors, and other school personnel.

Students are subject to suspension, expulsion or other discipline for misconduct as described in these Discipline Procedures that occurs:

a) during school time, b) on school grounds or at any school supervised or school sponsored activity, c) going to or from school or school related activities, d) during off-campus activities where the violation is reasonably related to school matters and e) in places adjacent to school grounds designated and publicized by the building principals as having a reasonable relationship to school matters. **Also, the disciplinary consequences set forth in this book are guidelines only, and action taken by school officials or the Board of Education may be more or less severe where appropriate.**

**Section I**  
**General Expectations**  
**Absenteeism**

All students are expected to be in classes, study halls, or assigned areas each period of the school day.

Under the Illinois School Code, absences may only be authorized for the following reasons:

1. Student illness
2. Death in the immediate family
3. Observance of a religious holiday
4. Family emergency
5. Situations beyond the control of the student as determined by the administration, such as hospitalization or serious illness, for which the school receives timely, acceptable documentation.
6. Circumstances which cause reasonable concern to the parent for the safety or health of the student.

A parent/legal guardian is responsible for informing the attendance office of their student's absence within 24 hours. Voicemail/recording is available 24 hours. Excessive absences that are non-school related may require further documentation as reasonably requested and approved by the school.

**A. Excessive Authorized Absences from Class**

Students are expected to be in school in order to receive instruction in their classes. Maine Township High School District 207 believes that regular class attendance fosters successful academic performance and the full development of punctuality, self-discipline, and individual responsibility.

District 207 limits the number of class absences, without formal consequences, to seven (7) per semester. Once a student has accumulated eight (8) absences in a semester, he/she will be considered excessively absent. Strict formal consequences, including but not limited to withdrawal from the course and loss of credit, may be imposed on students deemed as excessively absence from a class.

Field trips, school sponsored activities, and other school-related absences do not count towards excessive absences. However, participation in such activities may be limited based on a student's attendance record.

Upon reaching four (4) absences in a semester, the following will occur:

- a letter will be sent home notifying the student's parent(s) or legal guardian of the absences.
- notification will be sent to the student's counselor, dean, nurse, teacher(s) and attendance review board coordinator.

Upon reaching six (6) absences in a semester, the following will occur:

- the student and parent/guardian will be notified and may be required to attend a meeting with relevant school personnel which may include but not limited to the case coordinator, counselor, dean, nurse, teacher(s) and attendance review board coordinator. At this time, the following will occur:
  1. discuss the reason(s) for the absences and any extenuating circumstances that may serve as contributing factors to the absences.
  2. develop an intervention plan to improve attendance and prevent the student's absences from becoming excessive.
  3. set up an attendance contract with the student and his/her parents to limit future absences.
  4. discuss the possible consequences that could be incurred if the absences become excessive, including but not limited to the loss of privileges, loss of credit for make-up work, and/or withdrawal from the course without credit and assigned a failing grade.

Upon reaching eight (8) or more absences in a semester, the attendance review board coordinator will meet with the building Executive Committee which will determine the extent of the consequences to be imposed that may include, but not limited to, withdrawal from the course with a failing grade and loss of credit.

## **B. Unauthorized Absenteeism from Class**

When a student is absent without authorization from class, the following will occur as a result of the first and subsequent unauthorized absences:

1<sup>st</sup> Violation: The teacher will confer with the student, may assign a detention, and will call the student's parent(s) or legal guardian and will process a truancy form notifying both the student's parent(s) or legal guardian and the counselor.

2<sup>nd</sup> Violation: The teacher will confer with the student, may assign a detention, and will process the truancy form notifying both the student's parent(s) or legal guardian and the counselor. The counselor and department chair/dean will work cooperatively to confer with the student to develop an attendance contract, place the student on probation, and inform the parent(s) or legal guardian of the unauthorized absences and probation in the class.

3<sup>rd</sup> Violation: The teacher will process the truancy form. The teacher/dean will notify the student's parent(s) or legal guardian. The dean will confer with the student and will review the remediation contract. If the contract has been violated, the dean or Executive Committee may remove the student from the class and reassign the student to a supervised study area for the remainder of the semester. When removal from class occurs, a failing (F) grade will be assigned to the student for the semester. A letter will be sent by the dean to the student's parent(s) or legal guardian informing them of the disciplinary action. **If a student re-enrolls in the same course/department second semester, the student will re-enter on probationary status.**

### **C. Unauthorized Absenteeism from a Study Hall or an Assigned Area:**

When a student is absent from study hall or from an assigned area without authorization, the following will occur as a result of the first and subsequent unauthorized absences:

1<sup>st</sup> Violation: The supervisor will report the absence to the dean who will confer with the student and will assign two detentions.

2<sup>nd</sup> Violation: The dean will confer with the student, will notify the counselor, and will assign either one REA or five detentions. If the REA is assigned, the dean will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action.

3<sup>rd</sup> Violation: The dean will confer with the student and may suspend the student from school for up to three school days. If a suspension is enacted, the dean will attempt to notify the student's parent or legal guardian by telephone and will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action.

4<sup>th</sup> and Subsequent Violations: The dean will confer with the student. The dean may suspend the student, confer with the student's parent or legal guardian, or refer the matter to the Executive Committee for further action. If a suspension is enacted, the dean will attempt to notify the student's parent(s) or legal guardian by telephone and will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action.

### **Tardiness to Class:**

**Since teachers and students need to make full use of instructional time, students must report to class on time.**

If the student is unauthorized tardy to class, the teacher shall admit the student to class, record the tardy in the gradebook and the following will occur as a result of the first and subsequent unauthorized tardies:

1<sup>st</sup> - 2<sup>nd</sup> Violation: The teacher may confer with the student and may assign one detention to be served with the teacher.

3<sup>rd</sup> Violation: The teacher may confer with the student, will notify the student's parent(s) or legal guardian and may assign two detentions to be served with the teacher.

4<sup>th</sup> Violation: The teacher will refer the matter to the department chair/lead teacher and will notify the student's parent(s) or legal guardian. The department chair/lead teacher may assign detentions or may refer the matter to the dean.

5<sup>th</sup> and Subsequent Violations: The teacher will refer the matter to the dean. The dean will confer with the student and assign detentions and may refer the matter to the Executive Committee for further action.

## **Tardiness to School**

**Because school must open on an orderly basis each day, students must report to school on time. Students who arrive after the official start of their school day must sign in at the Attendance Office immediately upon arrival and before reporting to class. Failure to do so may result in detentions, REAs, or suspensions.**

### **A. Authorized Tardies**

**Under the Illinois School Code, Tardies may be authorized for the following reasons: student illness, court summons, funeral, religious holiday, and/or family emergency.**

District procedures require the student's parent(s) or legal guardian call by 1:00 p.m. the day of the tardy, or the tardy is recorded as unauthorized. The following will occur as a result of the first and subsequent authorized tardies to school:

1<sup>st</sup> - 3<sup>rd</sup> Violations: The tardy will be recorded in the attendance office and in the teacher's gradebook.

4<sup>th</sup> Violation: A letter of concern will be sent to the student's parent(s) or legal guardian in an effort to remediate the tardy situation.

5<sup>th</sup> Violation: The student's parent(s) or legal guardian will be notified when a student has accumulated five (5) authorized tardies. A record of the tardy dates and the reason for each tardy will be sent to the student's counselor for subsequent intervention by the attendance review board if the situation persists.

### **B. Unauthorized Tardies**

An unauthorized tardy occurs when a student is tardy with no call from the student's parent or legal guardian and/or the reason for tardiness does not fall within the State Guidelines for an authorized tardy. If a student is tardy unauthorized to school 20 minutes or more into the period, the tardy will be recorded in the attendance office and in the teacher's gradebook and counted as a class cut. The following will occur as a result of the first and subsequent unauthorized tardies to school:

1<sup>st</sup> Violation: The tardy will be recorded in the attendance office and in the teacher's gradebook.

2<sup>nd</sup> Violation: An attempt will be made to contact the student's parent(s) or legal guardian by phone, and/or a letter will be sent home.

3<sup>rd</sup> Violation: A one-half hour detention will be assigned.

4<sup>th</sup> Violation: Two half hour detentions will be assigned, and a conference will be held with a tardy supervisor.

5<sup>th</sup> & 6<sup>th</sup> Violations: Five half hour detentions will be assigned, or a two-hour Saturday detention will be assigned.

7<sup>th</sup> Violation: The dean will assign one REA or a two-hour Saturday detention. A letter will be sent by the Dean to the student's parent(s) or legal guardian informing them of the decision.

8<sup>th</sup> Violation: A dean's conference will occur, and a one (1) day suspension may be assigned. A letter will be sent by the dean to the student's parent(s) or legal guardian notifying them of the suspension.

9<sup>th</sup> and Subsequent Violations: A dean's conference will occur and a one (1) day suspension may be assigned. A letter will be sent by the dean to the student's parent(s) notifying them of the suspension. The case may also be referred to the Executive Committee.

### **Cheating and Plagiarism:**

**Students are expected to complete all tests and assignments honestly and will not collaborate in dishonest actions. Students will not give or accept answers or assignments unless directed to by the teacher.**

If a student is found to be cheating, the following will occur as a result of the first and subsequent violations:

1<sup>st</sup> Violation: The student's teacher will assign a zero grade on the test or assignment and will call the student's parent or legal guardian. The teacher shall notify the counselor and may refer the student to the dean. Upon referral the dean may place the student on probation in that class for the remainder of the course. The dean may suspend the student and may refer the student to the Executive Committee depending on the severity of the infraction. If a student is placed on class probation, a letter will be sent by the dean to the student's parent(s) or legal guardian informing them of the probation or suspension.

2<sup>nd</sup> Violation: If the violation recurs in the same class, the teacher will refer the matter to the dean. The dean will confer with the student. The dean may refer the matter to the Executive Committee for further action, which may include but not be limited to removal from the class, assignment of a failing grade, and reassignment to a supervised study area. A letter will be sent by the dean to the student's parent(s) or legal guardian informing them of the decision.

### **Disruptive Classroom Behavior:**

**Students are expected to respect teachers and to comply with teachers' instructional and classroom procedures.**

Students learn best in an orderly classroom. Students who are disruptive or insubordinate will be dismissed from the classroom by the teacher and sent to a designated supervised area for the remainder of the class period. Before the student returns to class the teacher may initiate a conference with the student.

In cases of serious misbehavior the teacher will contact the student's parent(s) or legal guardian and refer the student to the department chair/lead teacher or dean who will confer with the student and assign appropriate discipline. The dean may place the student on probation for the remainder of the course. A letter will be sent to the parent(s) or legal guardian informing them of the disciplinary action. A student on probation first semester will remain on probation second semester in the same course/department.

If the student continues to misbehave or disrupt the class, the teacher will contact the student's parent(s) or legal guardian and refer the student to the dean. The dean will confer with the student, assign appropriate discipline, and may refer this matter to the Executive Committee for further action. This action may include but not be limited to, removal from class, assignment of a failing grade, and reassignment to a supervised study area. If the student re-enrolls in the same course/department second semester, the student will re-enter on probationary status.

### **Unauthorized Departure from School:**

**Students are expected to remain in school or on the school campus during the school day unless they have proper authorization to depart.**

If a student is found to be in violation of this regulation the following will occur as a result of the first and subsequent violations:

1<sup>st</sup> Violation: The dean will confer with the student and assign either five detentions, one REA, or study area during non-class time for up to 30 school days and/ or revoke the student's parking and driving privileges for the remainder of the school year without refund of the parking sticker fee. A letter will be sent by the dean to the parent(s) or legal guardian informing them of the disciplinary action.

2<sup>nd</sup> Violation: The dean will confer with the student and assign either two REAs or study area during non-class time for up to 60 school days and/or revoke the student's parking and driving privileges for the remainder of the school year without refund of the parking sticker fee. A letter will be sent by the dean to the parent(s) or legal guardian informing them of the disciplinary action.

3<sup>rd</sup> Violation: The dean will confer with the student and will assign either three REAs, study area during non-class time for the remainder of the school year and/or revoke the student's parking and driving privileges for the remainder of the school year without refund of the parking sticker fee. A letter will be sent by the dean to the student's parent(s) or legal guardian informing them of the disciplinary action.

4<sup>th</sup> and Subsequent Violations: The dean will confer with the student, suspend the student for up to three school days, and refer the student to the Executive Committee for further action. The student's parking and driving privileges will be revoked for the remainder of the school year without refund of the parking sticker fee. A letter will be sent by the dean to the student's parent(s) or legal guardian informing them of the suspension.

## **Driving and Parking Violations:**

**Any student who drives a vehicle to school and parks on campus must register that vehicle with the school, pay the parking fee, and then have the sticker or placard displayed according to school policy, and park only in the designated space. Drivers must drive safely and comply with driving regulations as prescribed by the Secretary of State in the booklet "Rules of the Road" as well as with local and school traffic regulations. Eligibility for driving and parking at school is determined by the school administration and is related to the availability of parking spaces at the campus. Any vehicles in violation of the preceding parking regulations are subject to towing at the owner's expense and risk. Violation of parking regulations or unsafe driving may lead to removal and revocation of parking stickers without refund of the sticker fee as well as denial of future parking privileges.**

If a student is found to be in violation of driving or parking regulations the following will occur as a result of the first and subsequent violations:

1<sup>st</sup> Violation: The dean may tow any car without conferring with the student for a parking violation and the student will be responsible for the expense and risk of such action. The dean will confer with the student and a letter will be sent by the dean to the student's parent(s) or legal guardian informing them of the disciplinary action. The dean may suspend the student's driving privileges on campus for ten school days and may place the student on driving probation on the school campus for the remainder of the semester or for the school year. The dean may remove the student's driving privileges on campus for the remainder of the current school year for a flagrant violation that threatens the safety and welfare of any individual. The dean may suspend the student for up to five school days and may refer the student to the Executive Committee and/or may refer the student to the police for further action depending on the severity of the violation.

2<sup>nd</sup> and Subsequent Violations: The dean may tow any car without conferring with the student for a parking violation and the student will be responsible for the expense and risk of such action. The dean will confer with the student and a letter will be sent by the dean to the student's parent(s) or legal guardian informing them of the disciplinary action. The dean will suspend the student's driving privilege on campus for 30 calendar days and may place the student on driving probation on campus for the remainder of the semester or for the school year. The dean may remove the student's driving privileges on campus for the remainder of the school year for a flagrant or repeated violation that threatens the safety and welfare of any individual. The dean may suspend the student for up to five school days and may refer the student to the Executive Committee and/or may refer the student to the police for further action depending on the severity of the violation.

## **Forgery/Altering Information:**

**Information submitted to the school shall be honest and without alteration. This includes information on school forms and documents, as well as information submitted via telephone and other forms of electronic transfer or fake phone calls. Impersonating a parent, guardian or others will constitute a violation of this rule.**

The dean will confer with the student and will assign the student REAs or may suspend the student for up to five school days. The dean will attempt to contact and will send a letter to the student's parent (s) or legal guardian informing them of the suspension. The dean may refer the matter to the Executive Committee. The Executive Committee may extend the suspension to a maximum of ten school days and a student may be dropped from the class with a failing grade and be reassigned to a supervised study.

### **Games of Chance:**

**Games of chance are prohibited. Gambling paraphernalia, such as cards and dice, will be confiscated and delivered to the dean.**

Students who engage in games of chance may be referred to the dean. Upon referral, the dean will confer with the student and may assign detentions, REAs, or suspensions, depending upon the seriousness of the activity. Should the REA or suspension be necessary, the dean will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action. In certain instances, the dean may refer the matter to the Executive Committee for further action and may also contact the police.

### **Identification (I.D.) Cards**

**The board requires Identification Cards for all students and staff.**

**IDENTIFICATION (I.D.) CARDS: The student is expected to carry his/her current student I.D. card while at school or while attending a school related activity and is expected to present it to a staff member upon request.**

If a violation occurs, the student will be considered insubordinate and the following will occur:

1<sup>st</sup> Violation: The dean will confer with the student and may assign detentions.

2<sup>nd</sup> Violation: The dean will confer with the student and may assign up to five detentions or one REA. The dean will send written notice to the student's parent(s) or legal guardian if the REA is assigned.

3<sup>rd</sup> and Subsequent Violations: The dean may assign detentions or REAs or may suspend the student for up to three school days. The dean will send written notice to the student's parent(s) or legal guardian if a suspension is enacted or an REA is assigned.

### **Inappropriate Displays of Affection:**

**Students are expected to exercise restraint in displaying affection toward one another.**

When a staff member observes students who are not exercising restraint in

displaying affection, the staff member will request the students to stop. Students are expected to abide by the request of the staff member. Failure to comply with a request may result in referral to the dean. Upon referral the dean will confer with the students, may contact the students' parents or legal guardians, and may initiate further disciplinary action.

### **Inappropriate Dress:**

**Students are prohibited from dressing in a manner that may endanger the safety and welfare of any student or staff member, disrupt the school environment, or conflict with acceptable community standards. Wearing of or possessing hats, headcovering (excluding for medical or religious reasons), chains, bandanas, headbands, hoods, and outerwear such as jackets and overcoats is prohibited during the school day within the building.**

Students wearing hats, headcovering, and/or outerwear to school must place such items in their locker immediately upon arrival at school and not remove them until they leave the building at the end of their school day. Students are expected to wear opaque clothing that covers them from shoulder to mid-thigh. Clothing which displays obscenities, gang affiliation or cult symbols, sexual connotations, drugs, alcohol or violence is prohibited. The wearing of any clothing or accessory that poses a threat and/or hazard to the safety of the student, to others or to property is also prohibited. Shoes which do not mar or damage floors must be worn. Students who are inappropriately dressed for school will be referred by the staff to the dean. The dean will confer with the student and, if necessary, will contact the student's parent(s) or legal guardian to arrange appropriate dress for the student.

Refusal to comply with the expectations stated above and/or repeated violations may result in suspension and may be referred to the Executive Committee for further action.

### **Insubordination:**

**Students must respect the authority of staff members. Insubordination usually is manifested by blatant disobedience, outright refusal to respond to a direction or directive, or refusal to respond to reasonable requests by staff members including requests for conferences with counselors, deans, or department chairs/lead teachers.**

When a student is insubordinate, the student's teacher may assign the student detentions. Any staff member may refer an insubordinate student to the dean who will confer with the student and may assign detentions, REAs, or suspend the student. If a suspension is enacted or if REA is assigned, a letter will be sent by the dean to the student's parent(s) or legal guardian informing them of the disciplinary action. In addition, the dean may refer the student to the Executive Committee for further action which may include, but not be limited to, removal from class, assignment of a failing grade, and reassignment to a supervised study area.

### **Misconduct-- General:**

**Students are expected to engage in proper behavior at school, going to or from school or school-sponsored activities. Behavior that is antisocial, disrespectful, illegal, - general wrongdoing- which disrupts the educational environment or may be dangerous to other students, faculty, or staff is prohibited.**

When incidents occur the dean will confer with the student and may assign detentions, REAs, or suspend the student. If a suspension is enacted or REA is assigned, a letter will be sent by the dean to the student's parent(s) or legal guardian informing them of the decision. In addition, the dean may refer the student to the Executive Committee for further action.

### **Misconduct--in Cafeteria:**

**Students are expected to behave in an orderly manner in the cafeteria and are responsible for keeping eating areas, tables, and surrounding areas clean.**

When a violation occurs the cafeteria supervisor may refer the student to the dean. The dean will confer with the student. The dean may assign detentions to the student and/or reassign the student to a supervised area in lieu of cafeteria privileges. Other disciplinary procedures may be invoked by the dean when appropriate. The "Misconduct—General" rules as stated above apply.

### **Misconduct--on Buses:**

**Whenever students ride buses to and from school or to and from school-sponsored activities, they are participating in an "extended school day." Therefore, while riding these buses, students must comply with the rules of the school and bus company. The "Misconduct—General" rules as stated above apply.**

In serious cases of inappropriate conduct deemed antisocial or illegal, the dean may deny bus-riding privileges to and from school or school-related activities for up to ten school days. In addition, the dean may refer the student to the Executive Committee for further action.

### **Presence in Off-Limits Areas:**

**Students are not permitted in off-limits areas at any time. Off-limit areas include any portion of the school building or grounds that is not intended for student presence or use. These off-limit areas include areas that are unsupervised, unsafe, potentially dangerous or otherwise posted, communicated, or designated by the school administration.**

When a student is in an area designated by school authorities, as an off-limit area the dean will confer with the student. If the student's presence is determined by the dean to be an off-limit area violation then the dean may suspend the student for up to five school days. The dean will attempt to contact and will send a letter to the student's parent(s) or legal guardian informing them of the suspension. The dean may refer the matter to the Executive Committee. The Executive Committee may extend the suspension to a maximum of ten school days and may refer the student to the Superintendent of Schools who may refer the student to the Board of Education for expulsion from school.

## **Presence in Unauthorized Areas:**

**Students must have proper authorization to enter areas not designated on their class schedule for that period of the day.**

If a student is found to be in violation of this regulation, the following will occur as a result of the first and subsequent violations:

1<sup>st</sup> Violation: The dean will confer with the student and will either assign up to five detentions, one REA, or study area during non-class time for ten school days. If the REA is assigned, the dean will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action.

2<sup>nd</sup> Violation: The dean will confer with the student and will assign either two REAs or study area during non-class time for 30 school days. If the REA is assigned, the dean will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action.

3<sup>rd</sup> Violation: The dean will confer with the student and will assign either three REAs or study area during non-class time for 90 school days. If the REA is assigned, the dean will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action.

4<sup>th</sup> Violation: The dean will confer with the student, suspend the student for up to three school days, and refer the matter to the Executive Committee for further action. The dean will send a letter to the student's parent(s) or legal guardian informing them of the suspension.

## **Use of Profanity, Obscene and/or Indecent Gestures, and Possession or Use of Pornographic Material:**

**Students are expected to use appropriate language and to conduct themselves in a fitting manner for the school environment. Vulgar words, expressions, gestures, and/or possession of pornographic material which violate the standards of the school and community will not be tolerated.**

When incidents occur, staff members will counsel students regarding the use of inappropriate language, gestures, or pornographic materials. In cases of repeated offenses or flagrant violations, the student will be referred by the staff member to the dean. The dean will confer with the student and may assign detentions, or REAs, or suspend the student. The dean will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action.

## **Use of Radios, Cassette/CD Players, Televisions, Video games, Electronic devices similar to the foregoing, and Earphones:**

**The use of Radios, Cassette/CD players, earphones, and other electronic devices during the school day is prohibited, except as approved by the classroom teacher in specific situations.**

The school assumes no responsibility for electronic equipment brought to school.

Therefore, students are discouraged from bringing audio or related electronic equipment to school. However, if a student does bring such equipment, it must be placed in the student's locker immediately upon that student's arrival to school and not be removed until the student leaves the building at the end of the school day. Prior to first period and following the school day, equipment should not be used in a manner that would be disruptive to the school environment.

If a staff member reports a violation to the dean, the following will occur as a result of the first and subsequent violations:

1<sup>st</sup> Violation: The equipment may be confiscated by any school employee who will then turn the equipment over to the dean as soon as possible. The dean will confer with the student and permit the student to retrieve the equipment at the end of the school day.

2<sup>nd</sup> Violation: The equipment may be confiscated by any school employee who will then turn the equipment over to the dean as soon as possible. The dean will confer with the student and notify the student's parent(s) or legal guardian. Arrangements may be made by the student's parent(s) or legal guardian to retrieve the equipment from the dean.

3<sup>rd</sup> Violation: The equipment may be confiscated by any school employee who will then turn the equipment over to the dean as soon as possible. The dean will confer with the student and assign five detentions or one REA. The dean will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action. Arrangements may be made by the student's parent(s) or legal guardian to retrieve the equipment from the dean.

4<sup>th</sup> and Subsequent Violations: The dean will confer with the student, assign 2 REAs, or suspend the student. The dean will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action. The dean may also refer the matter to the Executive Committee for further action. Arrangements may be made by the student's parent(s) or legal guardian to retrieve the equipment from the dean.

### **Use or Possession of Electronic Pagers, Electronic Sending Devices such as Remote Controls, Cellular Telephones and Laser light projecting devices**

**The use or possession of electronic pagers and/or electronic sending devices which include but are not limited to remote controls, cellular telephones and laser light projecting devices is prohibited.**

The use of cellular phones is limited to before and after school hours only. In areas of the school in which there can be a reasonable expectation of privacy, such as rest rooms, locker rooms, and the Nurses's Office, use of cellular phones is prohibited at all times. Cell phones must be stored out of sight and in the "off" mode (not able to transmit or receive communication). Modes of operation such as silent, vibrating, text messaging or alarm will not be considered "off" mode. Parents must contact the school during the school day for students expecting or receiving emergency phone calls.

When a violation occurs the equipment may be confiscated by any school employee who will then turn the equipment over to the dean as soon as possible. Arrangements must be made by the student's parent(s) or legal guardian to retrieve the equipment from the dean. The dean may suspend the student for up to five school days and may refer the matter to the Executive Committee. The Executive Committee may extend the suspension to a maximum of ten school days and may refer the student to the Superintendent of Schools who may refer the student to the Board of Education for expulsion from school.

### **Misuse of Computers and/or Computer Software:**

**All students who use district owned computers and/or computer related connections, equipment and/or software must comply with the rules and regulations set forth in the computer policy contracts.**

These contracts include such items as copying software, which is prohibited. In addition, only authorized codes, programs and files shall be used. Students must maintain proper care when using the computer and/or computer software.

When a violation occurs, the dean will confer with the student and may suspend the student up to five school days and may refer the student to the Executive Committee. The Executive Committee may extend the suspension to a maximum of ten school days and may refer the student to the Superintendent of Schools who may refer the student to the Board of Education for possible expulsion.

The student will be held responsible for the cost of replacing or repairing the damage to the computers or the system that is caused by the student's failure to comply with the computer policy contract. The student may be banned from the computer lab and lose computer privileges. The student may also be placed on probation or dropped from the class and be reassigned to a supervised study area.

## Section II

### Student Behaviors and the Safety and Security of the School

The following student misbehaviors or evidence of a clear intent to participate in these misbehaviors are among the most serious that occur in schools. Accordingly, they will be dealt with severely and may be referred to the Executive Committee and the Superintendent for possible expulsion by the Board of Education; the incident may also be referred to the police, and/or Extracurricular Code consequences as defined in Section 3 may also be applied. Repeated violations of the general expectations stated in Section I may also be dealt with similarly.

#### **Assault, Battery, or Reckless Behavior:**

**Verbal or physical aggression or reckless behavior with the potential to put any individual at risk of injury is prohibited.**

If a staff member finds a student to be in violation of this regulation, the matter will be referred to the dean. The dean will suspend the student for up to five school days and will notify the student's parent or legal guardian. The dean will report the student to the police and refer the matter to the Executive Committee. The Executive Committee may extend the suspension to a maximum of ten school days, and may refer the student to the Superintendent of Schools who may refer the student to the Board of Education for expulsion from school.

#### **Policy for Illegal Substances**

**Students are expected to remain free of drugs, alcohol, tobacco and all illegal substances. If a student possesses, consumes, emits the odor of, participates in the distribution of or is under the influence of alcohol, drugs, tobacco products, "look alike" substances, marijuana, or any other substance not used as prescribed, or any other illegal substance, the student is in violation of this policy. Also, if any such substance is used by a student to achieve a high or an altered mental state, or if a student is in possession of drug-related paraphernalia, the student is in violation of this policy.**

##### **A. Sale and or Distribution:**

Any student involved in the sale or distribution of an illegal substance will be reported to the local police. In the preceding case the student will be immediately suspended until the next Executive Committee meeting when a recommendation will be made to the Superintendent who may refer the student to the Board of Education for expulsion from school.

##### **B. Possession/Under the Influence/Consumption:**

Any student found to be in possession of such items as but not limited to pipes, rolling papers, quick hitters, and other drug paraphernalia /or an illegal substance used to achieve a high or altered mental state or not used as prescribed, may be reported to the local police and may be immediately suspended until the next Executive Committee meeting. **Generally, District 207 will not pursue criminal charges for a first offense of possession, use or consumption of illegal substances. However, nothing in this policy limits District 207's authority to refer students for juvenile, civil and therapeutic interventions.** The Executive Committee may recommend that the student be suspended for ten (10)

school days or suspended for five (5) school days and enroll in a school approved drug/alcohol intervention program. If the student opts not to enroll, the suspension may be ten (10) school days in length. Once enrolled, failure to participate in and complete the program as agreed may result in a ten (10) school day suspension. **Generally, the Executive Committee will not recommend expulsion from school for a first offense of possession, use or consumption of an illegal substance except in egregious circumstances. However, nothing herein shall limit the discretion of the Board of Education to implement expulsion or other disciplinary consequences.** Any further violation of either Part A or B of this policy will result in an automatic 10-day suspension. The student will also be referred to the Executive Committee, which may refer the student to the Superintendent, who may in turn refer the student to the Board of Education for expulsion from school.

#### **C. Possession or use of Tobacco:**

Any student found in possession or using tobacco or tobacco related products will be suspended and referred to the Executive Committee for disciplinary action.

The dean will confer with the student, and send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action for a violation of this policy. The Executive Committee must approve enrollment in the District's Drug/Alcohol Abuse Intervention Program.

Approved: July 10, 2006

#### **Chronic Disobedience:**

**The repeated violation of school rules and regulations is prohibited.**

If a student repeatedly violates school rules and regulations, the dean will confer with the student and may suspend the student for up to five school days. The dean will contact the student's parent(s) or legal guardian and send a letter if a suspension is enacted. The dean may refer the matter to the Executive Committee. The Executive Committee may extend the suspension to a maximum of ten school days and may refer the student to the Superintendent of Schools who may refer the student to the Board of Education for expulsion from school.

#### **Extortion:**

**The use of force or threat to take food, money, or other items from another person is prohibited.**

If a student violates this regulation, the dean will confer with the student and may suspend the student for up to five school days. The dean will attempt to contact and will send a letter to the student's parent(s) or legal guardian informing them of the suspension. The dean may refer the matter to the Executive Committee. The Executive Committee may extend the suspension to a maximum of ten school days, report the student to the police, and may refer the student to the Superintendent of Schools who may refer the student to the Board of Education for expulsion from school.

## **Fighting:**

**Pushing, shoving, fighting, or other physical confrontations are prohibited. Any violation of this policy may be reported to the police and may result in an arrest.**

If the student violates this regulation, the dean will confer with the student and may assign up to five detentions if the fight is judged to be minor. When fights occur that are judged to be serious, thereby clearly jeopardizing the health, safety, and welfare of others, the dean will confer with the student and may assign detentions, REAs or suspension of up to five school days. The dean will attempt to contact and will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action. The dean may refer the matter to the Executive Committee who may extend the suspension to ten school days and may refer the student to the Superintendent of Schools who may refer the student to the Board of Education for expulsion from school.

## **Gang and/or Secret Organization Affiliation:**

**A gang means any ongoing organization, association or group of three (3) or more persons whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, that may have an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal activity or activity relating to the violation of school rules. Involvement with gang-related activities and/or secret organizations is prohibited. The use or possession of symbols, that include, but are not limited to drawings, hand signs, hats, attire, and representation related to gang activities is prohibited. In addition, threats involving stated or implied gang activity are likewise prohibited. Persons who join in or solicit others to join in any type of a secret society which includes gangs, will be suspended or expelled in accordance with the Illinois School Code, Article 31-3.**

If a student is found to be involved in the activities prohibited above, the dean will confer with the student and may suspend the student until the next Executive Committee meeting. The dean will also inform the principal. The dean will attempt to contact and will send a letter to the student's parent(s) or legal guardian informing them of the suspension. The dean may refer the matter to the Executive Committee. The Executive Committee may extend the suspension to a maximum of ten school days, report the student to the police, and may refer the student to the Superintendent of Schools who may refer the student to the Board of Education for expulsion from school.

## **Bullying, Intimidating, Hazing and/or Harassing of Staff Members and/or Students:**

**Bullying, intimidating, hazing and/or harassing of staff members or students is prohibited. Such behavior includes but is not limited to the following - using force, threats, gestures, dress, demeanor, clustering, blocking, comments, or other means - is prohibited. Harassment related to a person's gender, sexual orientation, color, disabling condition, race, marital status, religious affiliation, national origin, or ethnic background is prohibited.**

If the student violates this regulation, the dean will confer with the student and

may assign up to five detentions if the harassment is judged to be minor. When harassment occurs that is judged to be serious, thereby jeopardizing the health, safety and welfare of others, the dean will confer with the student and may assign detentions, REAs or suspension of up to five school days. A letter will be sent by the dean to the student's parent(s) or legal guardian informing them of the disciplinary action. The dean may refer the matter to the Executive Committee for further action.

### **Major School Disruption:**

**Major school disruptions are prohibited. A major school disruption includes intent to participate in or engaging in any activity which substantially or materially disrupts or could disrupt the school operation and/or endangers the health, safety, or security of others. Setting off a false fire alarm, making a bomb threat, or the misuse of the emergency 911 telephone number are examples of a major school disruption.**

If a student violates this regulation, the dean will confer with the student, suspend the student for up to five school days, and send a letter to the student's parent(s) or legal guardian informing them of the suspension. The dean shall refer the matter to the Executive Committee for further action. The Executive Committee may extend the suspension to a maximum of ten school days, report the student to the police, and may refer the student to the Superintendent of Schools who may refer the student to the Board of Education for expulsion from school.

### **Stealing:**

**Stealing or possessing property belonging to others without permission is prohibited. Students who find property of others are responsible for immediately turning the items over to a faculty or staff member.**

If the student violates this regulation, the dean will confer with the student and may suspend the student for up to five school days. The dean will attempt to contact and will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action. The student and student's parent(s) or legal guardian shall be responsible for restitution. The dean may report the matter to the Executive Committee for further action. The Executive Committee may extend the suspension to a maximum of ten school days, report the student to the police, and may refer the student to the Superintendent of Schools who may refer the student to the Board of Education for expulsion from school.

### **Vandalism:**

**Students must respect the property of others. Defacing, damaging, or disrupting the appropriate use of school property or the personal property of others is prohibited. Acts of vandalism directed toward a staff member, on or off campus, will still be subject to school discipline.**

If a student violates this regulation, the dean will confer with the student and may suspend the student for up to five school days. Payment and/or restitution will be

required. The dean will attempt to contact and will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action. The dean may refer the matter to the Executive Committee. The Executive Committee may extend the suspension to a maximum of ten school days, report the student to the police, and may refer the student to the Superintendent of Schools who may refer the student to the Board of Education for expulsion from school.

### **Possession or Use of Weapons or Explosives:**

**The possession, use, or distribution of weapons or “look-alikes” such as but not limited to firearms, knives, or explosives is prohibited. The minimum discipline of the student who violates this rule will be expulsion for one year subject to modification by the Board of Education or the Superintendent on a case-by-case basis.**

If a student violates this regulation, the dean will confer with the student and will suspend the student for five school days. The dean will attempt to contact and will send a letter to the student's parent(s) or legal guardian informing them of the suspension. The dean will refer the matter to the Executive Committee. The Executive Committee may extend the suspension to a maximum of ten (10) school days and refer the student to the Superintendent of Schools who may refer the student to the Board of Education for expulsion from school. In accordance with the Federal Gun-Free Schools Act of 1994 and the related provisions of the Illinois School Code, the minimum discipline for a student who violates this rule with respect to weapons will be expulsion for one calendar year, subject to modification by the Board of Education on a case-by-case basis. The administration may detain and remand the student to the police. The school administration will confiscate all such items and deliver them to the police.

### **Possession, Use, or Distribution of Items Such as But Not Limited to Fireworks, Lighters, Matches, and Other Combustible, Flammable, Volatile or Explosive Substances.**

**The possession, use, formulation or distribution of fireworks, such as lighters, matches, and other combustibles, flammable, or volatile substances is prohibited.**

If a student violates this regulation, the dean will confer with the student and may suspend the student for up to five school days. The dean will attempt to contact and will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action. The dean may refer the matter to the Executive Committee. The Executive Committee may extend the suspension to a maximum of ten school days, report the student to the police, and may refer the student to the Superintendent of Schools who may refer the student to the Board of Education for expulsion from school. The school administration will confiscate all such items and deliver them to the police.

### **Searches**

**Students and their personal effects are subject to search whenever school authorities have a reasonable suspicion that the search will produce evidence that the student has violated a school rule or the law. Other property and areas are subject to search in accordance with the Illinois School Code.**

The Illinois School Code (10-22.6) provides as follows:

"To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the students, and without a search warrant. As a matter of public policy.....students have no reasonable expectation of privacy in these places or areas or in their personal effects left in these places and area. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons or other illegal or dangerous substances or materials including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this section produces evidence that the student has violated or is violating either the law, local ordinance, or the school's discipline policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities."

Vehicles in parking lots or on other school property are subject to search in accordance with the terms of Section 10-22.6 of the Illinois School Code quoted above.

Hand-held scanners may be used on any person on school grounds who is subject to a search under these Discipline Procedures or Illinois Law. The hand-held scanner may be used on any item left unsecured in and around the building. Only the Principal, Assistant Principals, and Deans may authorize use of the hand-held scanner. Only the Principal, Assistant Principals, Deans, school security officers and the School Resource Officer can use the hand-held scanner.

The school district and school personnel will not conduct or authorize strip searches.

## MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

### CANINE SEARCH PROTOCOL

**The planning and implementation of all canine searches will be the responsibility of the Building Level Search Committee. Members of this committee will be assigned and supervised by the building Principal. Individuals serving on this committee may include the School Resource Officer, members of the Executive Committee and other district personnel approved by the Superintendent to serve on the committee. This committee, working in consultation with the Superintendent, will determine the frequency and scope of all searches. Each Building Level Search Committee will be responsible for reviewing the procedures, as outlined in the protocol, prior to initiating a canine search on school grounds. The building Principal will determine the date and time of a search, which may include searches conducted after school hours when no students are present.**

1. The Principal will convene the Building Level Search Committee to initiate the canine search. He/she is responsible for declaring and securing the search area(s).
2. For canine searches conducted during regular school hours, the bell system will be turned off and students will remain secured in their classrooms while continuing to be engaged in the instructional process. Classroom instructors will ensure students are not allowed to exit the classrooms or enter the hallways during the search. The scope of the canine searches will be limited to school grounds. No canines will have direct contact with students for the purpose of conducting a search for illegal substances. It is expected that all canine searches would be completed within one class period to avoid disruption to the educational process.
3. The Search Committee, along with safety monitors, security guards and specific administrators will monitor all areas of the building to maintain clear hallways and ensure that all students are in a supervised/secured area.
4. **ALL TEACHING STAFF** will do the following to assist in commencing a canine search:
  - Remain outside their classroom until students arrive and the halls are clear.
  - Take attendance once the search is initiated and the search area(s) is secured.
  - Maintain order in the classrooms during the search and prevent students from leaving the secured classrooms until the search has been completed.
5. **ALL NON-TEACHING STAFF** will monitor the hallways and escort visitors to the appropriate site to sign in and to attend to their business.
6. **ALL BUILDING LEVEL SEARCH COMMITTEE MEMBERS** including all police officers/handlers and their canines will report to a designated entrance for staging and to receive final instructions. Each search team will consist of a police officer/handler, a school administrator and a canine. Each search team will be responsible for searching a specific area of the school grounds.
7. If a canine alerts, indicating the scent of an illegal substance on school grounds, a school administrator will conduct a search for contraband.
8. If contraband is found, the parents of the student believed to be in possession of the contraband will be contacted and all District 207 policies and procedures related to an alleged violation of the illegal substances policy would be followed. If contraband is not found, the parents will be informed of the actions that occurred during the search and subsequent alert.
9. Once the canine search has been completed, the Principal will announce the “all clear” signal and the bell system will resume as regularly scheduled.

(Approved: July 10, 2006)

## **Electronic Surveillance**

The passive use of electronic surveillance is primarily for the purpose of assisting in maintaining a safe and orderly educational environment for students and staff and the protection of school property. All persons present on District 207 property are subject to video surveillance.

### **Video Surveillance Notification**

Notice of surveillance will be posted on those school building exterior doors in the vicinity of the area under surveillance. All persons present on District 207 property are subject to video surveillance.

### **Use of Video Surveillance Equipment**

Video surveillance may be used to monitor the behavior and conduct of any person present on District property at any time to promote a safe school environment and protection of District property.

The use of surveillance equipment does not replace the authority and responsibility of District employees for assisting in the maintenance of a safe and secure educational environment

Surveillance equipment will be used to monitor campus activity and such recordings may be used as evidence in student disciplinary investigations, due process hearings, criminal or civil cases, or otherwise to enforce Board policy or the law.

Appropriate disciplinary action may be taken for misconduct that is captured via a video surveillance recording up to and including suspension and expulsion for students and suspension without pay and dismissal for employees.

All images of students recorded by the surveillance equipment are subject to the confidentiality accorded student records under applicable laws, Board policy, and administrative regulations.

### **Prohibited Conduct**

All persons are prohibited from tampering with or causing damage to the video surveillance cameras, recording equipment or recordings. Persons who violate this regulation shall receive a consequence in accordance with the *District 207 Discipline Procedures*, or other District policies that may include any or all of the following: arrest, suspension or expulsion and may be required to make restitution for any property damage.

## **Glossary of Terms**

**Assault**--A threat to do physical harm or constrain a person or do damage to a person or property.

**Battery**--Any physical harm or constraint to a person or damage to property.

**Bullying** --The term “bullying” encompasses behaviors including, but not limited to, any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school’s educational mission, or the education of any student. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling or other physical or verbal conduct of a belittling or browbeating nature.

**Chains** -- Inappropriate size and length as determined by the dean or the administration eg. Heavy metal, non-jewelry.

**Chronic**--Frequent recurrence.

**Detention**--A period of extra attendance time which usually is served before school, after the student's school day, or after school. A teacher or a dean may assign the detention.

**Disobedience**--Refusing or neglecting to obey school rules and regulations or directives and directions from staff members.

**Drug/Alcohol Abuse Intervention Program**--A drug/alcohol abuse intervention program of counseling with student and student's parent(s) or legal guardian that may be used in combination with a 5-day out-of-school suspension. Failure to enroll in, participate in, or successfully complete the intervention program will result in a 10-day out-of-school suspension. This program may be used as an alternative only once during the student's high school years. A student's parent or legal guardian may voluntarily enroll their child in a school approved drug/alcohol intervention program.

**Executive Committee**--A committee at East, South, and West chaired by the building principal and consisting of assistant principals, deans, and the director of student personnel services. One of its functions is to determine consequences for serious violations of school rules.

**Expulsion**--Action by the Board of Education to remove a student from school and all school related activities for a period not to exceed two calendar years.

**Extortion**--By using force, threats or other intimidating behavior, a student attempts to take money, food, or other items from another or cause the student to take action or avoid action against the student's will.

**Extracurricular Activities**--School-related activities outside the classroom including, but not limited to, athletics, clubs, and dances.

**Forgery**--Altering school forms or using a false signature on any school form.

**Gang**--Any ongoing organization, association or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which may have an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity or activity relating to the violation of school rules.

**Harassing**--Tormenting another person by repeated or severe threats or actions.

**Hazing**--Initiating or disciplining fellow students by means of horseplay, practical jokes, or tricks; to harass by banter, ridicule, or criticism; to play abusive and/or humiliating tricks.

**Illegal Substance**--The term "illegal substance" includes:

- all alcoholic liquor (including those substances as defined in 235 ILCS 5/1-3.05),
- all controlled substances ( including those substances as defined in 720 ILCS 570/100-603) except when prescribed for the student by a licensed physician,
- cannabis ( including those substances as defined in 720 ILCS 550/1-19),
- any "look-alike" substance ( including those substances as defined in 720 ILCS 570/102),
- any drug paraphernalia such as but not limited to pipes, one- hitters, rolling papers etc., and other drug paraphernalia ( including those substances as defined in 720 ILCS 600/2), or any device which contains residue of an illegal substance,
- any anabolic steroid ( including those substances as defined in 720 ILCS 570/102), and
- tobacco ( including those substances as noted in 105 ILCS 5/10-20.5b and defined in 105 ILCS 5/34-18.11).
- any substance used to achieve an altered mental state or a "high".

**Insubordination**--Disobedience to constituted authority; refusal to obey a directive from a teacher or staff member; unwillingness to respect authority.

**Lead Teacher**--A department member designated by the building principal to assume certain duties in the absence of the department chair.

**Look-alike**--any substance or item which is not, but reasonably appears to be, or is represented to be, the real substance or item. Examples include:

- a. a toy gun which is very difficult to distinguish, except upon close examination, from an actual gun,
- b. a green leafy plant material which is not, but is claimed, believed or intended to appear to be, marijuana,
- c. a white powdered substance which is not, but is claimed, believed or intended to appear to be a toxic chemical or biological agent.

**Misconduct**--Violation of rules; wrongdoing or improper behavior; a transgression of an established and definite rule.

**Off-limits Areas**--Areas at or within each building where students are not permitted at any time. Such areas may include but are not limited to: boiler rooms, electrical vaults, storage areas, etc.

**Possession**--any knowledge of, and any control over, an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student intend to control the item. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student's knowledge will be determined based on the surrounding circumstances, not just the student's statements. For example, "forgetting" that an item is in one's locker, personal effects, or vehicle may not constitute lack of knowledge. Also, for example, coming onto school grounds or to a school-sponsored event in a vehicle which the student knows contains an item may constitute possession of that item, even if the vehicle or the item is not the student's. This provision on possession applies to any policy or rule which regulates or prohibits possession of any item, such as weapons or drug paraphernalia, and such substances as tobacco, alcohol, drugs and look-alikes of such items or substances.

**Probation**--A period of time when a student's behavior is closely monitored and evaluated by the teacher, counselor, and administration.

**Profanity and Obscenity**--Irreverence or contempt; to engage in wrong or vulgar speech or actions; repulsive.

**(REA) Reassignment Area**--A supervised room for students who have been dismissed from the regular classroom or assigned elsewhere for disciplinary reasons. Students may have the option of serving a Saturday REA in lieu of a weekday REA.

**Review Board**--A committee at East, South, and West chaired by the assistant principal for students which determines consequences for serious violations of school rules during extracurricular activities. The committee includes the coach or sponsor who directly supervises the student in the activity affected and the department chair or athletic director responsible for the activity affected. The head coach or sponsor of the activity affected may be asked to serve on the committee at the option of the Review Board Chair.

**Stealing**--To take or knowingly possess the property of another without permission.

**Suspension**--Temporary removal of a student from school and all school activities for up to ten school days depending on the seriousness of the student's misbehavior. The deans, assistant principals, principals, and the Superintendent may suspend. A student who is suspended shall not be on campus or at any school district activity on weekend and/or holidays while on suspension.

**Tardy**--Being late to class or school.

**Terrorist-type Activities**--Any act, threat, hoax or prank of a terrorist nature, especially involving weapons, explosives, biological agents, or dangerous materials or look-alikes of any such items.

**Unassigned Time**--School time for which the student earns no credit such as lunch periods or study period.

**Vandalism**--Willful or malicious destruction or defacement of public or private property.

**Weapons**--Weapons, guns, knives, "look-alikes" or any device attempted to be used to cause bodily harm, (including, but not limited to locks, pens, pencils, bats, etc.) and any other device defined by law as a weapon.

## **Section III EXTRACURRICULAR CODE OF CONDUCT**

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207  
MAINE EAST HIGH SCHOOL  
MAINE SOUTH HIGH SCHOOL  
MAINE WEST HIGH SCHOOL

### PHILOSOPHY

Maine Township High School District 207 offers a variety of extracurricular programs to provide additional opportunities to students. Participation in these activities is highly encouraged but remains a privilege. Students choosing to participate in these activities accept the responsibility of representing their school both in the community and at school. These extended responsibilities include holding students who choose to participate to a higher standard of conduct as a condition of participation. The goals of an extracurricular program are to offer students direction in developing healthy living habits, discipline, leadership, teamwork, citizenship skills and respect for structure, rules and responsibilities. Individual initiative, character and teamwork can only be developed when there is team cooperation with established procedures. We believe this Code will help make participation in our extracurricular program a strong and enduring learning experience. District 207 staff remains committed to developing the whole person.

### PURPOSE

All students involved in extracurricular activities shall comply with these rules and regulations and conduct themselves in a manner that will bring credit and honor to themselves, their schools and their communities. The Code defines the specific rules for student participation in extracurricular activities and guidelines and procedures to be followed for violations, which may also be applied to student behaviors as defined in Section II of the District 207 Discipline Procedures.

### PROHIBITED CONDUCT

Prohibited conduct is any possession, delivery or use of a prohibited substance or look-alikes and any criminal activity, including involvement with gang-related activities and/or secret organizations.

### DEFINITION OF TERMS

#### **Prohibited substances are:**

- All alcoholic beverages.
- All “controlled substances” such as Cannabis, Ecstasy any and all “controlled substances” as defined in Illinois law (see 20ILCS 570/102, Section 102(f)) except when prescribed for a student by a licensed physician.
- Any drug paraphernalia, as defined in Illinois law (see for example 720 ILCS 600/2 Sec. 2(d)) such as but not limited to pipes, one-hitters, rolling papers or any device or item that contains residue of an illegal substance.
- Any anabolic steroid.
- Any substance used to achieve an altered mental state or “high” or artificially boost performance.

**Use:** any student who has consumed or used any amount of a controlled substance, marijuana, alcohol or intoxicants will be considered under the influence.

**Possession:** any student having knowledge of, and any control over, an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student intended to control the item. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student's knowledge will be determined based on the surrounding circumstances, not just the student's statements. For example, "forgetting" that an item is in one's locker, personal effects or vehicle does not constitute a lack of knowledge.

**Delivery:** a transfer, or attempted transfer, of possession or control to another person whether or not the substance or item is in that person's immediate presence. Delivery includes, but is not limited to any gift, exchange, sale or other transfer with or without payment or other consideration.

**Look-alike:** any substance or item which is not, but reasonably appears to be, or is represented to be a Prohibited Substance. Examples include, but are not limited to (a) a green leafy plant material, which is not, but is claimed, believed or intended to appear to be marijuana; and (b) a white powdered substance which is not, but is claimed, believed or intended to appear to be a toxic chemical or biological agent.

**Extracurricular Activities:** include all activities sponsored or approved by District 207 or any of its schools other than academic classes, such as but not limited to athletics, band, plays, choral groups and clubs.

**Criminal Activity:** any activity that would constitute a violation of any state or federal criminal law, other than minor traffic offenses. However, proof beyond a reasonable doubt is not required.

**Gang and/or Secret Organization Affiliation:** any ongoing organization, association or group of three (3) or more persons whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, that may have an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal activity or activity relating to the violation of school rules.

**Review Board:** the Assistant Principal for Students in addition to the Athletic Director or Fine Arts Chairperson as well as a guidance counselor, coach, club/activities sponsor, social worker, dean or other school personnel that are appropriate as determined solely by the Principal shall constitute the school Review Board.

#### APPLICATION OF CODE

This Code of Conduct is in effect 24 hours a day, every day of the calendar year. It applies to incidents of Prohibited Conduct on or off school property, whether in season or not, and whether school is in session or not. Violations of the code accumulate throughout a student's high school career.

Violations of the Code are limited to incidents of Prohibited Conduct verified by District 207 staff or law enforcement agencies or by an admission of guilt. Direct reports from law enforcement agencies of Prohibited Conduct will be investigated. Arrest for criminal activity or reasonable evidence of criminal activity, may result in imposition of consequences under this Code. Anonymous or secondhand reports of possible Prohibited Conduct will not be investigated absent substantive confirming information. A Code violation is verified if, by the information available, it appears more likely than not a Code violation has occurred.

The consequences of Prohibited Conduct in violation of this Code are separate from and in addition to those assigned for violating school rules, school district policies and the law. This Code in no way limits the authority of the administration, coaches, club sponsors or the Board of Education to impose other or additional consequences in accord with school rules and district policies.

Any student who represents himself/herself to District 207 staff, as having a substance abuse problem will have full practice and participation privileges as long as the following conditions are deemed satisfied by the District 207 administration:

1. admission of the abuse is not initiated by the student as a means of escaping disciplinary action;
2. the student and/or parents(s) receive counseling;
3. the student and/or parent(s) provide proof of their successful completion of such counseling; and
4. the student does not violate any of the Code rules after he/she admits to abuse.

## PROCEDURES

The following procedure will take place in enforcing the Extracurricular Code:

1. Reasonably credible reports of violations of this Code will be investigated by the Principal or designee at the school at which the student is enrolled. The investigation will include an interview of the student and parental notification.
2. After completion of the investigation, the Principal will consult with the Executive Committee for a determination as to whether a violation of the Code has occurred.
3. At the direction of the Principal after the Executive Committee's determination, the Assistant Principal for Students will schedule a Review Board hearing within three (3) school days of the completion of the investigation of the misconduct. Parents or guardians, student and other appropriate school staff will be invited to participate in the hearing.
4. The Review Board will consider all the relevant information, including the student's cooperation, and apply consequences appropriate to the circumstances, including prohibiting the student's participation in practices and rehearsals.
5. If new information becomes available, parents may request a second Review Board hearing from the Assistant Principal for Students.
6. The student or his/her parent or guardian may request a review of the Review Board's decision by the Principal. This request must be made in writing to the Principal within five (5) business days of the receipt of the Review Board's decision and must articulate the reason(s) that a review should be granted.
7. The Principal will determine if the consequences should be upheld, reversed or modified. An appeal of the Principal's decision must be filed with the Superintendent within five (5) business days of the delivery or attempted delivery of the Principal's decision.

## CONSEQUENCES

A principle purpose of this code is to deter Prohibited Conduct; accordingly the Assistant Principal for Students, the Review Board, the Principal, the administrative staff and others involved in effecting this code shall do so in a manner which takes into consideration the rehabilitation of students who have engaged in Prohibited Conduct. Among other steps, consequences may be deferred or abated for students who 1. enroll in a school-approved intervention program. 2. commit to perform community service, such as speaking to student groups about their experience, or other services approved by the Review Board, and 3. otherwise redress their conduct and undertake steps to avoid future Prohibited Conduct.

Subject to the foregoing, students who are found to have violated this code of conduct will be suspended from participation in extracurricular activities in accordance with the guidelines set forth below. The

Assistant Principal for Students and the Principal upon review shall have the discretion to determine the severity of the consequences, based on the circumstances surrounding the misconduct. A student not involved in extracurricular activities at the time of the violation will be assigned a consequence beginning upon his/her next involvement in an extracurricular activity.

Any assigned consequences for the Code violation are in effect during any request for a review. A student suspended from school shall be ineligible to attend or participate in any extracurricular activities during the period of suspension unless the Assistant Principal for Students determines otherwise.

#### PENALTIES FOR PROHIBITED CONDUCT

1st Offense: The student will be suspended from participation in the extracurricular activity. The Review Board shall have discretion to determine the date(s), duration, and nature of all suspensions. Generally, the student may be prohibited from participating in up to 40% of the extracurricular activity. If the current extracurricular activity ends before the suspension is completed, the suspension will be completed or served in the first extracurricular activity in which the student next participates. The student may choose to participate in a District 207 approved intervention program, for example substance abuse, to reduce the suspension to half the assigned consequence. Failure to successfully complete the program will result in the student serving the full and original consequence.

2<sup>nd</sup> Offense: A second violation of the code will result in suspension from all extracurricular activities for up to one calendar year from the date of the Review Board's decision.

3<sup>rd</sup> Offense: The student will be excluded from all extracurricular activities for the remainder of his/her high school career in Maine Township District 207.

An account including investigation, details and findings for a student's 2<sup>nd</sup> or 3<sup>rd</sup> offense under this Code, along with a description of the consequences imposed, shall be provided to the Board of Education by the Review Board.

## ACTIVITIES COVERED BY THE EXTRACURRICULAR CODE OF CONDUCT

### BOYS SPORTS

Gymnastics  
Baseball  
Track  
Tennis  
Volleyball  
Cross Country  
Football  
Golf  
Soccer  
Basketball  
Swimming  
Wrestling  
Fencing  
Water Polo

### GIRLS SPORTS

Soccer  
Track  
Badminton  
Softball  
Cross Country  
Swimming  
Tennis  
Volleyball  
Basketball  
Gymnastics  
Fencing  
Golf  
Water Polo

### FINE ARTS

Jazz Band  
Show Choir\*  
Individual Speech Events  
WMTH Radio  
Color Guard  
Theatrical Technicians Guild (South)

Chamber Orchestra\*  
Speech Team  
Debate Team  
WMTH TV  
Orchesis  
Lighting Staff (East & West)

All Drama Productions (including cast and crew members, musicians; everyone affiliated with the show)

All Plays, V-Show and All-School Musical

\*denotes groups that are equivalent between buildings but named differently.

### CLUBS/ACTIVITIES

Big Brother/Big Sister  
Chess Team & Club  
Key Club  
Mock Trial  
Tri-M  
Scholastic Bowl  
Science Olympiad  
Varsity Club/M Club  
Brotherhood Society  
DECA  
Marlin Swim Club

Cheerleaders  
HERO  
Literary Magazine  
National Honor Society  
Pom Pom/Drill Team  
Mathletes  
Student Council  
Class Councils  
Constitution Team  
Mock Trial Team  
VICA