

**Behavioral Support  
Guidelines and Procedures  
&  
Extracurricular  
Code of Conduct**

**2020-2021**



**MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207**

**Updated: July 6, 2020**

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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. These procedures have been reviewed and updated annually, as needed or in response to changes in state law. 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. (Revise to new policy)

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

## **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 make a reasonable 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.

### **OUT-OF-SCHOOL SUSPENSIONS**

In cases where out-of-school 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 Procedures found on the district website.
3. The inclusive dates of the suspension.
4. A statement of the rationale for the length of the suspension.
5. For suspensions of 1-3 days, the notice will include a determination that the student's continued presence in school would pose a threat to school safety or a disruption to other students' learning opportunities.
6. For suspensions of 4 or more days, the notice will include (a) a description of other interventions attempted, (b) a determination that there are no other appropriate and available interventions, and (c) a determination that the student's continued presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community or (ii) substantially disrupt, impede, or interfere with the operation of the school.
7. For suspensions of 5 or more days, the notice will include a determination of any support services that will be available to the student during the suspension period.
8. 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.
9. A request for an appeal conference concerning a suspension shall be made, in writing, within five school days to the Assistant Principal for Students or Principal designee. This appeal conference, as well as any subsequent conference, may include an adult advocate.
10. 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.

Students subject to out-of-school suspensions will have an opportunity to make-up work for equivalent academic credit.

## **EXPULSIONS**

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.

At its next regularly-scheduled meeting, the Board will review the information presented. Immediately following the Board review, the Board will send written notice of its decision to the student's parent(s) or legal guardian. The Board notice will include:

1. A statement of the reason for the expulsion.
2. Specific violations as described in the Discipline Procedures found on the district website.
3. The inclusive dates of the expulsion.
4. A statement of the rationale for the length of the expulsion.
5. A description of other interventions attempted.
6. A determination that there are no other appropriate and available interventions.
7. A determination that the student's continued presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community or (ii) substantially disrupt, impede, or interfere with the operation of the school.
8. The specific reasons why removing the student from the learning environment is in the best interest of the school.

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(s) 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) during off-campus activities where the violation is reasonably related to school matters and d) in places adjacent to school grounds designated and publicized by the building principals as having a reasonable relationship to school matters. Also, school officials may investigate and assign consequences for incidents occurring in other circumstances reasonably related to student health, safety, and opportunity to fully engage in school and school-sponsored activities, such as traveling to and from school and school-sponsored activities and participation in social networking websites (Facebook, email etc). Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.



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

In District 207, we believe that attendance is important, and correlated with academic success. Any time a student misses time in class, whether it be for an authorized or unauthorized reason, he or she is missing valuable learning experiences that cannot be recreated. We also believe it is important for students to learn to demonstrate professional behaviors such as meeting obligations to be present and on time when expected.

In addition, behaviors including attendance, are separate from academic skills, and thus should be addressed accordingly. School-based social privileges may be earned (or lost) based on attendance patterns. If it is determined that a student's academic progress is negatively impacted by attendance patterns, additional interventions and/or consequences may occur. Often parents/guardians are required to be a part of intervention meetings and plans. School leadership teams maintain an ongoing list of options for interventions and consequences, including but not limited to the following:

- Restriction of Option Areas
- Reassignment of lunch designation
- Removal of late arrival and/or early dismissal
- Field Trips
- Removal of other privileges such as parking permit, phone etc.
- Attend School Sponsored Activities (dances, athletic events, etc.)
- Participate in Extracurricular Activities (practices, rehearsals, competitions, performances, meetings, club events, etc.)
- Removal of Course from schedule with no credit

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 mental, emotional, or physical health or safety of the students

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

### **A. Tardiness to Class:**

Since teachers and students need to make full use of instructional time, students must report to class on time. Students are considered on time to class when they are in their assigned learning space by the assigned start time.

Students who arrive to their designated learning space after the designated start time without a valid pass or other type of authorization will be admitted and marked as “Tardy” in the Student Information System.

Repeated tardiness to class may result in interventions and/or consequences. Often parents/guardians are required to be a part of intervention meetings and plans. School leadership teams maintain an ongoing list of options for interventions and consequences, which is available upon request.

### **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.**

If a student is found to be in violation of this regulation the dean will confer with the student and determine appropriate consequences.

Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment and suspension. Repeat violations or engagement in behavior that is inappropriate, unsafe, or in violation of additional school policies, may result in suspension and/or revocation of parking privileges without refund.

### **Disruptive Classroom Behavior:**

**Students are expected to respect teachers as well as the educational opportunities of themselves and fellow classmates. As such, students must comply with teachers' instructional and classroom procedures.**

Students learn best in an orderly classroom. Students who are disruptive or insubordinate may be dismissed from the classroom by the teacher and sent to a department chair/dean for the remainder of the class period.

When a student is removed from class, the teacher will make a reasonable attempt to contact the student's parent(s) or legal guardian and refer the student to the department chair/ 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 make a reasonable attempt to 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.

### **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 ticketing and/or 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. 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.**

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 have the car ticketed and/or towed 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 and may place the student on driving probation on the school campus for the remainder of 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.

### **Cheating and Plagiarism:**

**Students are expected to complete all tests and assignments with academic integrity. Students will not collaborate on tests or other assignments unless directed to by the teacher.**

If a student engaged in cheating or plagiarism, 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 40% grade on the test or assignment and will make a reasonable attempt to call the student's parent or legal guardian. The teacher shall notify the counselor and may refer the student to the department chair. 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 and/or suspension.

2<sup>nd</sup> Violation: If a second violation occurs in the same class, the teacher will refer the matter to the dean. The dean will confer with the student. The dean may suspend the student and refer the matter to the Executive Committee for further action. Such action 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.

### **Forgery/Altering Information:**

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

The dean will confer with the student. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion. The dean will make a reasonable 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 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, including but not limited to such items 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, reassignment, or suspensions. Should the reassignment 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.

Refusal to present an I.D. as requested may be considered insubordination and may result in suspension. In addition, no student shall possess a school I.D other than their own I.D for the current school year and shall not use any I.D. other than their own current school I.D. to gain access to any area of the school or perform any transaction in the cafeteria or elsewhere in the school. Upon review, the dean may assign detentions, reassignment, or suspend the student from school.

### **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 student's parents or legal guardians, and may initiate further disciplinary action.

### **Dress Code Philosophy**

Maine Township High School District 207's student dress code supports equitable educational access and is written in a manner that avoids reinforcing stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

What we value:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

The goals we seek to accomplish through the implementation and enforcement of this dress code are to:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed.
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.

- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

### School Dress Code

Maine Township High School District 207 expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District’s intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student’s attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

#### **1. Basic Principle: Certain body parts must be covered for all students at all times.**

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

#### **2. Students Must Wear\*, while following the basic principle of Section 1 above:**

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

*\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) or special school events including, but not limited to, performances, field trips, or graduation ceremonies may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoe requirements are permitted (for example, athletic shoes for PE).*

#### **3. Students May Wear, as long as these items do not violate Section 1 above:**

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood loosely overhead is allowed, but the face and ears must be visible to school staff when view from the front).

- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

#### 4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed).
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears with the following exception:
  - **personal protection equipment (masks, shields) during a pandemic;**
  - or items worn as a religious observance.

#### 5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  - If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school’s dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to:
  - kneeling or bending over to check attire fit;
  - measuring straps or skirt length;

- asking students to account for their attire in the classroom or in hallways in front of others;
- calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
- accusing students of “distracting” other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, and prom. Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Assistant Principal for Students.

### **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. When a student is insubordinate, the teacher may assign the student detentions.**

Any staff member may refer an insubordinate student to the dean who will confer with the student. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

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

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

Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

### **Misconduct--in Common Areas:**

**Students are expected to behave in an appropriate manner in common areas of the school. Common areas include but are not limited to, the cafeteria, hallways, study halls, resource areas, restrooms, locker rooms, parking lots, etc. Students are responsible for cleaning up after themselves.**

Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

### **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.**

Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.



### **Presence in Unauthorized Areas:**

**Students are not permitted in unauthorized areas at any time. Unauthorized areas include any portions of the school building or grounds that are not intended for student presence, use, or designated on their class schedule for that period of the day. These unauthorized areas include, but are not limited to, areas that are unsupervised, unsafe, potentially dangerous or otherwise posted, communicated, or designated by the school administration.**

Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

### **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 appropriately 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 in any form – written, spoken, or electronic.**

When incidents occur, staff members will address students regarding the use of inappropriate language, gestures, or expressions. In cases of repeated offenses or flagrant violations, the student will be referred by the staff member to the dean. When a student is in possession of pornographic material, the staff member will make a prompt referral to the dean. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

### **Use of Electronic Devices**

**The use of such devices during the school day is prohibited, except as approved by school personnel in specific situations. Electronic devices may include but are not limited to I-Pods, netbooks, electronic tablets, etc.**

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

If a student does bring an electronic device to school, it should be turned off and secured when not being used in an authorized manner.

When a violation occurs, the dean will confer with the student. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

**The use of cellular telephones is allowed at designated times and in designated places approved by school personnel. The possession of electronic sending devices which include, but are not limited to, remote controls, and laser light projecting devices is prohibited.**

As outlined in board policy 6512 Mobile Electronic Devices, using a cellular telephone or any other mobile electronic computing device in any manner that disrupts the educational environment or violates the rights of others, including using the device for taking photographs in locker rooms or bathrooms, cheating, unlawful purposes, bullying, harassment, or otherwise violating staff or student conduct rules, is prohibited. Prohibited conduct also specifically includes creating, sending, sharing, viewing, receiving, or possessing indecent images of oneself or another person through the use of an electronic computing device. Students are prohibited from using a cellular telephone, video

recording device, personal digital assistant (PDA), or other electronic device to take or transmit digital photographic images, pictures, or movies of an individual or individuals without their consent during school, anywhere on school grounds, during a school related activity or at any other time or place where student conduct is subject to school discipline. Any use of a mobile computing device on school grounds

during or after the school day that disrupts educational process, goals of the institution, or violates the acceptable use policy is prohibited. All mobile computing devices brought on to school grounds are done so at the user's own risk and District 207 is not responsible for any loss or damage of a personal device.

Except for in areas designated by the Building Principal, all electronic devices must be kept silenced and out-of-sight and stored in a locker, backpack, purse, pocket, or other place where it is not visible during the regular school day. Students and guests must comply with staff directives, including but not limited to, ending phone conversations for face-to-face interaction, using appropriate voice volume, and appropriate device volume.

Violations of board policy 6512 may result in confiscation of the equipment by any school employee who will then turn the equipment over to the designated building administrator(s) as soon as possible. Arrangements must be made by the student's parent(s) or legal guardian to retrieve the equipment from the appropriate building administrator. The student may be suspended for up to five school days and the matter may be referred 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.

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. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, REA, suspension and/or expulsion.

### **Misuse of Computers, Computer Software, or School Networks:**

**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 Acceptable Use Policy and other relevant agreements.**

These agreements 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. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, REA, suspension and/or 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 Acceptable Use Agreement and other relevant agreements.

## 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 or fear 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. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

#### **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. Consequences to these infractions may include, but are not limited to, reassignment, suspension and/or expulsion. The student may be preliminarily suspended until the next Executive Committee meeting. If an incident is referred for consideration by the Executive Committee, then the Superintendent may issue additional discipline consequences including a referral 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. The Executive Committee may recommend that the student be suspended for up to ten (10) school days. For a first offense, the student may be offered an opportunity to enroll in a school approved drug/alcohol intervention program, at the parents' or legal guardian's expense in order to reduce the discipline consequence. Once enrolled, failure to participate in and complete the program as agreed will result in the issuance of additional disciplinary consequences. Any further violation of either Part A or B of this policy may result in a 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:**

Possession, use or distribution of any smoking device, tobacco, vaping, or over-the-counter nicotine replacement products, including but not limited to; electronic cigarettes and nicotine-containing skin patches, chewing gum and lozenges are prohibited.

Any student found in possession, distributing, or using any smoking device, tobacco, vaping, or nicotine product will be referred to the dean for disciplinary action. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion. 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.

### **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. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, REA, suspension and/or expulsion.

**The dean will make a reasonable attempt to contact the student's parent(s) or legal guardian informing them of the disciplinary action.**

### **Extortion:**

**The use of force, threats or other intimidating behavior, attempts to take food, money, or other items from another person or cause the student to take action or avoid action against the student's will is prohibited.**

If a student violates this regulation, the dean will confer with the student. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

**The dean will make a reasonable attempt to contact and will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action.**

### **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. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

The dean will make a reasonable attempt to contact the student's parent(s) or legal guardian informing them of the disciplinary action

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

**A gang is defined as 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 make a reasonable 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 (including Cyber 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, provocation, 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. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion. The deans will contact the student's parent(s) or legal guardian informing them of the disciplinary action.

### **Major School Disruption:**

**Major school disruptions are prohibited. A major school disruption involves 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. Examples of major school disruptions include but are not limited to falsely setting off a fire alarm, making a bomb threat, misuse of the emergency 911 telephone number, fights involving multiple parties or resulting in significant injury, or the initiation or propagation of a rumor or other misinformation that may lead to a material disruption of the educational process.**

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 make a reasonable attempt to contact and send a letter to the student's parent(s) or legal guardian informing them of a suspension. The dean may 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.

### **Theft:**

**Theft is prohibited. Theft is defined as stealing or possessing property belonging to others without permission. Students who find property of others are responsible for immediately turning the items over to a faculty or staff member. Students facilitating theft by acts such as, but not limited to, providing a lock combination, distracting a victim, or keeping watch while another performs the theft will also be found in violation of this policy.**

If the student violates this regulation, the dean will confer with the student. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

The dean will make a reasonable attempt to contact 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.

### **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. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

The dean will make a reasonable attempt to contact 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 payment and/or restitution.

### **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 may suspend the student for up to five school days. The dean will make a reasonable attempt to contact and will send a letter to the student's parent(s) or legal guardian informing them of a suspension. The dean will refer the matter to the Executive Committee. The Executive Committee may extend a 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 Superintendent or 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, Formulation or Distribution of Items Such as, But Not Limited to: Fireworks, Lighters, Matches, and Other Combustible, Flammable, Volatile or Explosive 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 make a reasonable 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 a 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 policy 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 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 alert, 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.

**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. Payment of costs associated with any chosen intervention program will be the responsibility of the parent(s) or legal guardian.

**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**—Includes (1) altering school forms or (2) using a false signature on any school form or document submitted to the school, or (3) misrepresenting identity or providing other false information by telephone, facsimile, or other electronic means.

**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, restrooms/locker rooms designated for the opposite gender, faculty parking areas, cafeteria preparation areas, etc.

**Plagiarism**--To use the words or ideas of another person as if they were your own words or ideas. To steal and pass off (the ideas or words of another) as one's own. The use of (another's production) without crediting the source. To commit literary theft or to present as new and original ideas or product derived from an existing source.

**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.

**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 reassignment.

**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  
FROST ACADEMY

**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 alcohol, regardless of vessel of travel.
- Tobacco, vaping
- 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 tobacco, vaping, 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. A student also acquires knowledge when that student attends a party or event at which minors are in possession of or consuming a prohibited substance. A student who is in attendance at a party where minors are in possession of or consuming a prohibited substance is considered to be in possession of that substance.

**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. (South has different practice)
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**

1<sup>st</sup> 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 may 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**

All participants in school-related sports, student productions, student activities and qualifying clubs and student organizations are covered by this Code.



## LETTER REGARDING UNDERAGE DRINKING

Dear Parent(s)/Guardian(s):

A child's wellbeing in and out of school is important to the schools and district. One area of concern for parents/guardians and educators across the country is underage drinking. Alcohol use can cause destructive behavior that has long-lasting consequences for a child's health, behavior and school performance regardless of when and where consumption takes place. It can also lead to increases in risky behavior.

According to national statistics, in cases of alcohol-involved drivers, the rate of fatal crashes for drivers between 16 and 20 years old is more than twice that for drivers older than 20. Studies have shown that regular alcohol consumption by minors also corresponds to increased rates of suicide, sexual assault, high-risk sex, fighting, crime and alcohol dependence. No one fully understands the lifetime consequences of alcohol consumption on the developing brain, but studies have shown weakened memory, and worsening of school performance due to increased truancy and learning impairments.

It is illegal for any person under 21 years of age to acquire, possess, or consume alcoholic beverages. Board policies prohibit alcohol use by students. Board policies also prohibit children from (a) alcohol use, possession, distribution, purchase, or sale at school or school functions, and (b) attending school or school functions under the influence of alcohol. In addition, there are many state laws that carry heavy penalties for both students and parents around the use of alcohol.

- State law indicates that any person under the age of 21 who has consumed alcohol and operated or been in actual physical control of a motor vehicle may be requested to submit to tests to determine alcohol content. If that person refuses the test or has an alcohol concentration greater than .00, his or her driver's license will be suspended for 3 months to one year (625 ILCS 5/11-501.1(c)). Consumption of alcohol by a minor is a Class C misdemeanor. Minors convicted of alcohol possession in a public space face up to six months in jail and a \$500 fine, plus court costs and court-ordered evaluations and counseling. If a person under the age of 21 pleads guilty to, or is found guilty of, consuming alcohol while under the age of 21, he or she will lose his or her driving privileges for at least 3 months, even if the person was not driving, and even if he or she gets court supervision (a non-conviction sentence) (235 ILCS 5/10-1(e) and 625 ILCS 5/6-206(a)(43)).
- Conviction for using a fake ID to obtain alcohol is a Class A misdemeanor. Punishment carries a fine of not less than \$500 and requires at least 25 hours of community service. It may also affect driving privileges. If possible, any community service must be performed for an alcohol abuse prevention program (235 ILCS 5/6-16(a)(i) and 625 ILCS 5/6-206(a)).
- Any parent/guardian or other adult who furnishes alcohol to a minor, or who allows his or her residence to be used for the unlawful possession or consumption of alcohol by minors, may be charged with a Class A misdemeanor punishable by a fine and/or jail for up to 1 year. Where a violation directly or indirectly results in great bodily harm or death to any person, the crime is a class 4 felony, punishable by 1 to 3 years in prison and up to a \$25,000 fine (235 ILCS 5/6-16(a-1)).

- Any parent/guardian or other adult who provides alcohol (such as at a home party) may be liable in a civil action for monetary damages totaling up to \$100,000. The action may be sought by someone who suffers personal injury, loss of support, or property loss through the actions of an intoxicated minor whose intoxication resulted from a parent/guardian or another adult giving the minor alcohol (235 ILCS 5/6-21).
- Driving while under the influence of alcohol is a Class A misdemeanor punishable by fine and/or jail for up to one year. By driving a motor vehicle anywhere in Illinois, a person gives implied consent to a test to determine the alcoholic/drug content of his/her blood. If a person refuses to submit to the test, his/her license will automatically be suspended (625 ILCS 5/11-501).
- It is unlawful for any person to transport, carry, possess, or have any alcoholic liquor within the passenger area of any motor vehicle except in the original container and with the seal unbroken (625 ILCS 5/11-502).

In conclusion, the District encourages all parents and students to discuss alcohol use and the consequences in order to prevent underage drinking by our students. Studies have shown that parents have the most influence on students with relation to not drinking alcohol. The schools and district are a partner in this effort and supports efforts to prevent underage drinking. For more information on underage drinking and how to talk to your child about it, please see the following links:

- [pubs.niaaa.nih.gov/publications/MakeADiff\\_HTML/makediff.htm](https://pubs.niaaa.nih.gov/publications/MakeADiff_HTML/makediff.htm)
- [www.centurycouncil.org/underage-drinking/parents](http://www.centurycouncil.org/underage-drinking/parents)
- [www.samhsa.gov/underagedrinking/](http://www.samhsa.gov/underagedrinking/)

Sincerely,

Dr. Ken Wallace  
Superintendent

## LETTER REGARDING STUDENT SAFETY

Dear Parent(s)/Guardian(s):

Student safety is the district's top priority. The district has developed a Comprehensive Safety and Security Plan. In addition to physical safety, the district is concerned with students' emotional well-being and will help students cope with an emergency or disaster and its aftermath. The following outlines our emergency and disaster response plans.

### **School Emergency Operations Plan (EOP)**

The District has plans for all four phases of emergency and disaster management:

1. Prevention – the capabilities needed to avoid, deter, or stop an incident.
2. Preparation – the capabilities needed to: (a) protect students, teachers, staff, visitors, networks and property against threats or hazards, and (b) mitigate the likelihood of an incident or to reduce the impact of one.
3. Response – the capabilities needed to stabilize an incident, save lives, establish a safe and secure environment, and facilitate the transition to recovery.
4. Recovery – the capabilities needed to restore the learning environment.

These phases are covered in each school Emergency Operations Plan. In addition, the District has a District Safety Coordinator and each school has a Safety Team. State law requires the District to annually review its plans.

### **Communications to Stakeholders**

The District monitors the Homeland Security Office and other emergency preparedness resources. The District will share emergency information via its website, email, phone and/or the media.

### **Emergency Responses**

Emergency responses will depend on the circumstances and may include evacuation or lockdown depending upon the threat and available information. The school and district will make decisions that are in the best interest of students and staff. For evacuation purposes, each school has at least one off-campus site. In the event the school is evacuated, the school will attempt to notify parents as soon as possible at the home and/or emergency telephone numbers on file. It is important that you maintain updated contact information with the school. The pick up

location and instructions will be provided in the event of an evacuation, including alternative methods to return your child home.

### **Cooperation and Assistance Request**

During any emergency or potential disaster and for the safety of all students and staff, we request that you follow the instructions of the District Director of Security, school principal and other school/district personnel. Those instructions will be widely disseminated.

Thank you for your support and cooperation.

Sincerely,

Dr. Ken Wallace  
Superintendent

## LETTER REGARDING SOCIAL MEDIA

Dear Parent(s)/Guardian(s):

Staying on top of social media trends is important for parents/guardians. The district wants you to be aware that the following social media apps have the potential to disrupt the school environment by becoming a platform for bullying, unlawful behaviors, and other dangers:

- Hyperlocal social media apps, e.g., YikYak, present safety and security concerns for students. Hyperlocal apps use GPS on cell phones to target groups in specific areas.
- Temporary social media apps, e.g., ask.fm, Snapchat, Burn Note, Whisper, and Secret, often present a false belief of anonymity. Temporary apps allow people to send messages and images that self-delete after a set window of time.

Students need to understand that their online choices are important. Content never truly goes away and no one online is anonymous. Law enforcement agencies have the ability to pinpoint users and content creators, and they do investigate crimes involving the internet and social media app usage.

The district encourages you to review the resources below and talk with your children. The district and schools serve as a partner to help children understand how their digital footprints affect their and others' futures. As you discuss this topic with your child, please remind him or her how to report his or her concerns:

1. Tell your child to take a screenshot when appropriate or does not include illegal content such as child pornography or video (when screen shot not possible), of the content and show you or another trusted adult. Always encourage open conversations about what is happening online. When age-appropriate, discuss that possession and forwarding of sexted images violates federal and state child pornography laws.
2. Use the reporting mechanisms within the social media apps.
3. When a situation begins to disrupt your child's education, report it to your child's school.

### Resources about Social Media Apps and Protecting Your Child Online

[www.common sense media.org](http://www.common sense media.org) - this site discusses apps, movies, and more by just typing in the app you want to learn more about through summary information.

<https://www.stopbullying.gov/cyberbullying/digital-awareness-for-parents/index.html> - this site share information about preventing cyberbullying and what to do if your child is a victim of cyberbullying.

<https://www.justice.gov/criminal-ceos/children-internet-safety> - this site provides information about internet safety.

Sincerely,

Dr. Ken Wallace  
Superintendent

## LETTER REGARDING SEXTING

Dear Parent(s)/Guardian(s):

Many parents are unfamiliar with sexting. It is generally defined as sending, sharing, viewing, receiving or possessing indecent visual depictions of oneself or another person using a cell phone. A student will be disciplined for sexting at school.

Discussing sexting and its legal and social consequences with your children may prevent and reduce incidences of it at school and elsewhere. A recent survey revealed that about 20 percent of teen boys and girls have sent sext messages. It can cause enormous emotional pain for the students involved and often results in legal implications. The following talking points from the American Academy of Pediatrics may help start the discussion between parents and students.

- Introduce the issue as soon as a child is old enough to have a cell phone. Even if the issue hasn't directly impacted your school building's community, ask "have you heard of sexting?" "Tell me what you think it is." Learn what your child's understanding is and add an age appropriate explanation. For more information about starting age appropriate discussions, see these websites: <https://www.healthychildren.org/English/family-life/Media/Pages/The-New-Problem-of-Sexting.aspx>  
[www.education.com/magazine/article/child-sexting-parents](http://www.education.com/magazine/article/child-sexting-parents)
- Make sure students understand that the district's student discipline policy prohibits sexting at school, and that it is further punishable in Illinois through the Juvenile Court Act and The Criminal Code of 2012.
- Collect cell phones at gatherings of tweens and teens. Experts have noted that peer pressure can play a major role in sexting, with attendance at parties being a major contributing factor.
- Monitor the media for stories about sexting that illustrate the consequences for both senders and receivers of these images. Ask "Have you seen this story?" "What did you think about it?" "What would you do if you were this child?"
- Rehearse ways your child can respond if asked to participate in sexting.

Sincerely,

Dr. Ken Wallace  
Superintendent