

Rolling Meadows High School

STUDENT ATTENDANCE

TO REPORT AN ABSENCE

To Report a Student's Absence, Late Arrival, or Early Dismissal (Pass out of Building), please phone any of the following numbers with this information:

Student's Name, Student's ID Number _____
Date(s) of Absence, Reason for Absence.

24 Hours

718-5601

Parents or guardians are asked to notify the school when their daughter or son will be absent from school, preferably on the day of the absence. **Only school officials have the authority to excuse an absence.** Generally, absences, which are reported on the same day of the actual absence, are considered as excused. Absences reported after the day of the absence, but within 48 hours are considered as unexcused, the student is subject to disciplinary action. Other absences are considered as cuts or truancy, which will result in immediate disciplinary action. Examples of Excused absences are:

Illness, Death in the family,
Court Appearance, Religious Observance.
Extreme Emergency (Requires Administrator Approval),

All students must have a parent call BEFORE being readmitted to class following an absence. Students, whose parents or guardians have called the ATTENDANCE OFFICE on the day of their absence, may report directly to their classes. Students whose absences were not reported will be required to get an ADMIT PASS from the ATTENDANCE OFFICE.

ATTENDANCE CONCERNS

State law and local ordinance require attendance at school. In order to be successful in school, students must be in the classroom, doing the assigned work, and contributing to the class, all on a regular basis. Only in the classroom can the student take full advantage of fellow classmates' ideas, the teacher's explanations and expertise, as well as other particulars that enrich the learning experiences. It is

ATTENDANCE CONCERNS *continued*

impossible to fully recreate the classroom environment for the student who has been absent.

STUDENTS ARE EXPECTED TO COMPLETE ALL MISSED ASSIGNMENTS AND TESTS IN A TIMELY MATTER.

Students have the right to make up all missed work due to absences. Credit for the missing assignments is based on the classification of the absence. The amount of credit allowed makeup work for UNEXCUSED ABSENCES is at the discretion of the teacher, in accordance with School Board Policy.

Students with attendance problems, including excessive absences, whether Excused, Unexcused or Cut / Truancy should expect Dean of Students' Interventions. These interventions may result in disciplinary action, which may include:

Parent Conferences;
Doctor's note to qualify for excused absence;
Detentions; Extended Detentions;
Saturday Detentions;
Loss of Privileges (Parking Permits, Open Lunch, Participation in Co-curricular Activities);
and / or Truancy Tickets.
Loss of credit / class.

ATTENDANCE CODES

Excused Absence: Absence that was reported to the Attendance Office on the actual day of absence and meets the school criteria for excused absences. Excessive excused absences may result in measures to prove that the absences are appropriate reasons for missing school. **Full Credit for Make Up Work.**

Unexcused Absence: An absence that meets the school criteria for excused absences but was either reported late, or the student did not follow prescribed school procedures, or the student was suspended. Some examples are:

- Failure to sign out for early dismissal - Non pre-approved vacation - Failure to sign in upon late arrival - Non pre-approved field trip - Non pre-approved college visit - Car trouble - Oversleeping - Missed the bus - Working - Out of School Suspension - Late call, (Call received after the day of absences - Excessive parent calls without formal documentation: i.e. court, medical).

ATTENDANCE DEFINITIONS *continued*

Unexcused Absence *continued*

In accordance with School Board Policy, ***Credit for completed make up work for absences considered as UNEXCUSED is at the discretion of the teacher.*** In addition, students may face Disciplinary Action by the Dean of Students.

Cut: The student missed class without a valid school approved reason. Some examples are:

- Sick but did not report to nurse's office
- Work
- Attended another class or resource area
- Excessive oversleeping
- More than 30 minutes late to a class
- Excessive missed the bus
- Went to lunch, did not return to school, parent call after the fact.
- Excessive car trouble
- Left school before parent called Attendance Office
- Non pre-approved field trip
- **Left class prior to the class ending**

In accordance with School Board Policy, ***Credit for completed make up work for absences considered as Cut is at the discretion of the teacher.***

Students who cut are expected to make up all missed work in a timely manner, other than during assigned class time. Students are subject to disciplinary actions, which may include:

Parent Conferences, Doctor's Note indicating that absence from school is necessary, Detentions, Extended Detentions, Saturday Detentions, Loss of Privileges, (Parking Permits, Open Lunch, Participation in Co-curricular Activities), and / or Truancy Tickets.

Truancy: Absence from school, for a portion or full day, without the knowledge and approval of the parents and school administration. Any absence beyond 15 days with or without parental approval or knowledge will be considered Truant unless there is doctor verification. In addition, students are subject to disciplinary actions as defined in the CUT definition section. In accordance with School Board Policy ***credit for make up work is at the discretion of the teacher.***

ATTENDANCE DEFINITIONS *continued*

DO NOT EXCUSE LIST

Students who accumulate 10 days of absences for the year, whether excused or unexcused will be placed on the Do Not Excuse List, (DNEL). In order to have an absence classified as "Excused" after 10 absences, a doctor's note will be required. According to the State of Illinois, anyone who misses 10%, (18.5 school days,) of the school year, whether excused or unexcused, is considered a Chronic Truant.

PRE-ARRANGED ABSENCES

Parents are to call the Attendance Office **at least 48 hours prior** to the date of any known absence, such as **college visits**, court dates, and medical appointments. Vacation notification should be reported at least 2 weeks prior to the actual dates in order to make arrangements for class work with the teachers. Depending on the total amount of absences a student has accumulated, not all of the vacation days may be considered as "Excused."

ATTENDANCE CODES

CODE	DEFINITION	CLASSIFICATION
ADM	Administration	Excused
CUT	Cut (Period)	Unexcused
FT	Field Trip	Excused
ETY	Late Excused	Excused
HB	Homebound	Excused
ISS	In-School Suspension	Unexcused
LTE	Late: >30 minutes	Unexcused
MED	Medical	Excused
PEX	Parental Excused	Excused
UNA	Unauthorized	Unexcused
RN	Nurse	
OSS	Suspension	Unexcused
TRU	Truant (All Day Cut)	Unexcused
UNV	Unaccounted	Not yet determined
	If not rectified will change to	Unexcused
VAC	Vacation	Excused
EXC	Excused	Excused

STUDENT RULES AND REGULATIONS

STUDENT BEHAVIOR EXPECTATIONS

District Policies: 4.1, 4.8, 4.9

The Board of Education establishes district policies regarding student conduct. Rolling Meadows High School Administration institutes regulations and procedures to enforce the district policies. Students are expected to comply with all of the regulations and procedures of the school, to obey promptly all directions of the school staff, to observe school order, and to conduct themselves at school or at school-related activities in a manner that their conduct will either harm themselves or others, or bring discredit to the schools or the district. Students whose behavior is not appropriate according to these established guidelines will face disciplinary action.

All students enrolled at Rolling Meadows High School will be held accountable for their behavior while participating in or attending any school related activity. R.M.H.S. students are expected to demonstrate behavior consistent with accepted social standards of good citizenship. These expected behaviors include: courtesies and respect, the display of common decency, respect the rights of others, and abide by the school rules at all times. In addition, students are to attend classes daily, on time, and put forth an honest effort to succeed. Students are accountable and expected to complete all work missed during an absence from class. Students who choose to violate these expectations face disciplinary actions from the school staff to correct the demonstrated inappropriate behavior.

Behavior, which is disruptive and tends to interfere with the teaching-learning process, is not acceptable. Examples of unacceptable behaviors include but are not limited to the following:

- Fighting / physical abuse
- Theft
- Extreme displays of affection
- Vandalism
- Using a beeper or cellular phone
- Cheating
- Use of obscene, profane, or abusive language
- Hazing

STUDENT BEHAVIOR EXPECTATIONS

continued

- Use of racial, ethnic, or religious insults or epithets
- Harassment
- Bullying
- Sexual Harassment
- Gang or gang like, representation including graffiti, signs, symbols, clothing, intimidation, harassment, or recruitment of any kind.
- Possession or use of any weapon, either real or look alike.
- Flagrant disrespect
- Be a member, recruit, solicit, pledge or attend any function of a public school fraternity, sorority or secret society. (ILCS 5/32-1 Article 31.)
- Participating in any plan to inflict harm, to commit an illegal act, or act of violence. Additionally, any act or acting in such a manner that causes a disruption to the educational process or school environment.

Due to constant changes not all acceptable or unacceptable behaviors are described. Students are expected to use socially acceptable behaviors at all school activities.

ATHLETIC EVENTS

Students are expected to extend all courtesies at school athletic events. RMHS students are to sit in the cheering section provided for them. Spectators may not throw objects in the air, use mechanical noisemakers, or display moveable signs. Behavior such as passing students over the heads of others is not acceptable. The unison stamping of feet or standing throughout a game is discouraged. Trash talking and other insulting remarks are not acceptable. Students are expected to have their ID cards with them at all school events.

SCHOOL DANCES

If guests are permitted at a school-sponsored dance, guest passes may be obtained from the Deans' Office or the Assistant Principal for Student Activities. Guests are expected to comply with all of the school regulations. Students should remain in the dance until they expect to leave for the evening. Once a student leaves the dance, he / she may not re-enter. All school regulations are in effect. **Students must have a valid school ID in**

STUDENT BEHAVIOR EXPECTATIONS

continued

order to attend. The administration reserves the right not to allow students and guests who do not conform to the school dress code to attend.

FIELD TRIPS

R.M.H.S. students are expected to demonstrate behavior consistent with accepted social standards of good citizenship. Regular school rules and regulations, including no smoking and electronic devices are in effect during field trips. Students must use the transportation provided by the school in order to attend the field trip. Standard disciplinary procedures apply.

SEMINAR

Students are expected to use seminar time to improve their learning. Students may use the school's resources, such as the library and computer rooms, seek help from their teachers, and work with their peers. Playing games and sleeping are not acceptable. Students may be grounded by their seminar teacher or administrators for inappropriate behavior or poor academic performance. Absences during seminar are considered as unexcused unless accompanied by a doctor's note upon return to school. Students are expected to report to Seminar on time and with proper materials to perform class work.

CONSEQUENCES for INAPPROPRIATE BEHAVIORS

District Policy:

Students will be held accountable for inappropriate behaviors displayed while attending any school related activities. School officials will assign students who choose to act inappropriately disciplinary consequences. Consequences or disciplinary actions are intended to help change inappropriate behavior and to offer alternatives for future situations. In order for the consequences to be effective, a cooperative effort is needed between the student, parents and school staff. Students receiving Special Education Services will receive consequences in accordance with rules and regulations as provided by current IDEA practices.

CONSEQUENCES for INAPPROPRIATE BEHAVIORS

continued

Disciplinary actions in district schools include, but are not limited to:

- Verbal reprimand
- Detention
- Extended Detention
- Community Service
- Restitution
- Suspension
- Expulsion
- Loss of Privileges
- Parent Conference
- Seminar Grounding
- Lunch Detention
- No Co-curricular Act.
- Saturday Detention
- Removal from class
- Police intervention

*The use of Corporal Punishment will not be permitted. Work is not an excuse for failing to serve the assigned consequence.

Students may be restricted from attending an event or participating in an activity if outstanding obligations are not fulfilled according to prescribed expectations. (Events and activities may include, but not limited to dances contests, performances, prom and graduation ceremonies).

STUDENT'S RIGHT TO DUE PRCESS

District Polices

The superintendent, principal, associate principals, and deans are authorized to suspend students for gross disobedience or misconduct committed on school property or at school related activities for a period not to exceed ten school days. Special Education students may be suspended in accordance with law and regulations for special education. In all cases involving suspension, students have the right to due process as particularized in established procedures.

The Board of Education is authorized to expel all students for gross disobedience or misconduct as set forth in Section 4.10. In all cases involving expulsion, students have the right to procedural due process. The professional staff shall consider and utilize appropriate alternative measures prior to recommending the expulsion of any student.

Students and parents have the right to appeal any suspension. The procedure to appeal a suspension decision at Rolling Meadows High School is as follows. Upon notification of the suspension, the parent may request to have the suspension decision reviewed by the Dean of Students. An appointment with the principalship is required to appeal the final decision of the Dean of Students. Students may be suspended from classes during the appeal process.

STUDENT'S RIGHT TO DUE PRCESS

continued

Special education students who may be considered for suspension/expulsion will receive service in accordance with the Individuals with Disabilities Education Act (I.D.E.A.).

ACADEMIC INTEGRITY

District Policy

Students, teachers, and administrators work together to establish and maintain an academic environment that is fair to all students. Students are expected to strive to maintain academic integrity and to refrain from academic misconduct or from aiding others in academic misconduct. Academic misconduct is subject to disciplinary action defined by district and school/site procedures. Teachers will review the district policy and procedures regarding academic integrity at the beginning of every course and will incorporate instruction regarding the need for and value of academic integrity in their lessons.

Examples of Academic Misconduct include but not limited to: Scholastic Dishonesty, Cheating, Plagiarism, Furnishing False Information, Creating an Improper Disadvantage, Theft/Damage of Intellectual Property and Selling or Distributing Materials. More detailed information may be obtained from teachers.

Consequences include but not limited to: zero credit for the assignment, student is given the opportunity to make up the assignment/examination at the teacher's discretion at no credit, loss of consideration for academic awards, course failure, co-curricular code violation.

ACCIDENT or INJURY

Students who have the misfortune to be involved in an accident or experience an injury while at school or a school sponsored activity must report the incident to the staff member in charge at the time of the accident. If no adult is present at the time of the accident the student should report to the nurse's office so that the nurse can assist the student in this matter.

BULLYING

To provide a learning environment free from all forms of bullying and intimidation. The Board of Education prohibits the bullying and intimidation of students in the school environment. Bullying and/or intimidation of others may include but is not limited to any repetitive, aggressive, or negative gesture, or written, verbal or physical act that places another

BULLYING

continued

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. Examples of bullying behavior include pushing, hitting, threatening, name-calling or other physical or verbal conduct of a belittling nature. Such behavior most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Whenever a student(s) violates this policy, the parent or guardian of both the student(s) bullying as well as the student(s) being bullied will be notified. Bullying and intimidation can constitute gross disobedience or misconduct. Consequences may include discipline consequences up to and including expulsion. **This policy will include cyber bullying via MYSPACE, YOUTUBE, FACEBOOK, etc.**

BUS PRIVILEGES

Riding the school bus is a privilege and students must exhibit appropriate behavior. All school rules apply when riding the bus. In order to ensure safety and good order, students must follow the driver's rules. The driver has the authority to assign students to specific seats. Students MUST present their bus passes in order to board the bus. The administration is authorized to suspend bus privileges to students who are guilty of gross disobedience or misconduct while on a school bus or waiting to board the bus. Such suspension of bus riding privileges will be handled in accordance with procedures for suspension of students from school. **Students are only permitted to ride the bus route that they are assigned by the school district. Students who do not qualify to ride the bus may not do so.**

ACTIVITY BUS: After school bus transportation is provided to students who qualify for bus service and stay after regular school hours for additional class work, tutoring, club activities, or detention. The buses usually leave school 30 to 45 minutes after regular dismissal time. Students should pay attention to or read the daily announcements for any schedule changes. These routes are different than the regular bus routes. Additional information may be obtained from the front office, attendance office or the activity office.

EVENING ATHLETIC / ACTIVITY BUS

After school bus transportation is provided to students who qualify for bus service and stay after regular school hours for additional class work, tutoring, club activities, detention, or sports. The buses usually leave school around 5:45 PM. Students should pay attention to or read the daily announcements for any schedule changes. These routes are different than the regular bus routes. Additional information may be obtained from the front office, attendance office or the activity office.

BUS SAFETY: when entering or exiting a school bus, students must be cautious. They should only cross about 10 feet in FRONT of a stopped school bus, when the bus stop arm is extended, the overhead lights are flashing and the driver signals them to cross.

CELL PHONES

District Policy

All electronic communication devices (pagers, cell phones or other radio devices capable of transmitting or receiving messages,) must be turned off and stored in the student's locker during school hours and school hour activities. Students may not use cell phones anywhere in or on school property during school hours. For more information regarding this topic, go to the ELECTRONIC COMMUNICATION DEVICES section.

COATS and HATS

In order to provide the most positive learning climate, students will not wear large bulky winter coats in classrooms. Caps must be in the students' locker during school hours. Head coverings of any type are not permitted to be worn inside of the building before 3:00 PM. Head coverings include but not limited to the following: doo rags, bandanas, headbands, winter caps, baseball type caps, picks, etc. The Deans of Students, must approve exceptions to this policy based on individual circumstances.

COMPUTER USAGE

Computers are available for student use throughout the day. Computer availability is determined by each individual room/lab. The most accessible computers may be found in the Resource Center, (Library,) or the Writers' Workshop. Student ID cards are required to check out a computer.

DITCH DAY

Rolling Meadows High School does not support "Ditch Day" of any type. Students who participate in such activities are considered as **TRUANT** from school, regardless if a parent excuses their child from school. Students face disciplinary consequences for cutting classes.

DRESS / APPEARANCE

While allowing diversity of taste, fashion, and individual preference, the school expects every student to dress in a manner that does not disrupt the educational process. All students are expected to observe the basic standards of cleanliness, modesty, and good grooming. When the school deems that a student's appearance is disruptive to the educational process, the student will be directed to change his or her appearance. The school prohibits clothing, which depicts alcohol or drugs, which has sexual or obscene connotations, which advocates violence, or which states ethnic or racial superiority. Clothing or accessories that may damage school property or be readily used as a weapon are prohibited.

RMHS STUDENT DRESS CODE

1. Students should not show any underwear.
2. Spaghetti straps, tank tops, halter tops, unless they are covered with a shirt or sweater, are not acceptable dress at RMHS.
3. No see-thru shirts, pants or dresses are acceptable.
4. Females should not wear a shirt or blouse that shows any cleavage.
5. The length of shorts, skirts or dresses should reach the individual's fingertips when standing.
6. It is appropriate that pants and shirt should meet.
7. Sleeveless shirt is permissible as long as it is tasteful.

Consequences for violation of the dress code include but are not limited to: change of clothing, detentions assigned for missing class, unexcused absences, (N,) and other standard disciplinary consequences.

DRUG VIOLATIONS

The possession, purchase, sale, and/or use of illegal drugs, including alcohol, or drug paraphernalia, or look alike drugs, on school property or at a school related activity is prohibited. Being under the influence of illegal drugs, including alcohol, on school property or at a school related activity is also prohibited. Consequences for violation of this district policy are as follows:

1st Offense

- ~ 4 – 10 days of out of school suspension.
- ~ Police Report
- ~ Re-entry conference with the school's principalship.
- ~ Implementation of a Remediation Plan developed by the school.

2nd Offense

- ~ 10 days of out of school suspension.
- ~ Report to police.
- ~ Mandatory drug evaluation.
- ~ Possible expulsion hearing.
- ~ Re-entry conference with the school's principalship.
- ~ Implementation of a Remediation Plan developed by the school.

3rd Offense

- ~ 10 days of out of school suspension.
- ~ Report to police.
- ~ Mandatory drug evaluation.
- ~ Re-entry conference with the school's principalship.
- ~ Expulsion Proceedings

DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIAL ON SCHOOL GROUNDS by STUDENTS District Policy

Upon receiving a request, the principal or designee shall review the request in accordance with the standards set forth in Section D of these procedures, and notify the student within two school days as to whether he/she shall be permitted to distribute the requested materials. The principal/designee may also designate the time and place that the distribution shall take place. Generally, the

DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIAL ON SCHOOL GROUNDS by STUDENTS

continued

principal/designee shall permit distribution to occur at a central location or locations inside the building prior to the start of classes, during lunch hour, and/or after the end of the school day so as not to substantially disrupt the proper and orderly operation and discipline of the school or school activities. The distribution of such materials will be subject to time, place, and manner regulations and may not violate the district's policy regarding obscene and libelous materials, in accordance with Section 4.15.1

Students who are permitted to distribute materials must do so in an orderly and peaceful manner. Distribution, which is coercive so as to affect the free exercise or any person's right to accept or reject any offered material, is prohibited. In addition, distribution shall be conducted in a manner which does not cause additional work for school personnel. Therefore, students who distribute material shall be responsible for cleaning up any of their material that has been discarded in the immediate area of distribution.

The principal/designee may require a disclaimer of school sponsorship on any materials to be distributed.

PROHIBITED MATERIALS: Students are prohibited from distributing material which:

1. will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. is obscene, pornographic, pervasively lewd and vulgar, or contains indecent and vulgar language;
4. might reasonably be perceived to advocate the use of drugs, alcohol, tobacco, or other substances or materials which may constitute a danger to the health of students;

**DISTRIBUTION OF NON-SCHOOL
SPONSORED MATERIAL ON SCHOOL
GROUNDS by STUDENTS**

continued

5. advocates misconduct prohibited by district policy, school rules, or local, state or federal law;
6. might reasonably be perceived to be district-sponsored; or
7. is primarily intended for the immediate solicitation of funds.

For further information regarding this policy, please see contact the Principal's Office.

ELECTRONIC COMMUNICATION DEVICES

District Policy

The Board of Education authorizes the administration to implement procedures that allow students to possess electronic communication devices (e.g., cellular telephones, **camera telephones**, pagers) in a restricted and regulated manner, while on school property. Such devices shall not be used for or associated with any unlawful activities. Violation of this policy **and its procedures** will subject the student to disciplinary consequences.

Student possession and use of electronic communication devices must conform to the following restrictions:

Electronic Communication Devices shall mean cellular telephones, camera telephones, pagers, radios, and similar devices.

During the regularly scheduled school day, electronic communication devices must be stored in a student's locker in the "off" mode. Note exception: students are permitted to retrieve electronic communication devices from

their lockers for purposes of using them off campus during their lunch periods.

For purposes of these procedures, the "regularly scheduled school day" shall begin the moment an individual student arrives on school grounds during a day that students are in attendance for instructional purposes. The "regularly scheduled school day" ends when the last class of the day has ended for all students.

ELECTRONIC COMMUNICATION DEVICES

continued

Electronic communication devices shall not be used for or associated with unlawful purposes.

Using a cellular telephone, personal digital assistant (PDA) or any other electronic communication device capable of taking and/or transmitting digital photographic images to take and/or transmit pictures of an individual without his or her consent anywhere on school premises or any other location during a school-related activity is considered an invasion of privacy and is not permitted without the express permission of the building principal.

Students shall be personally responsible for the security of their electronic communication devices. The District assumes no responsibility for theft, loss, or damage of such devices.

II. Violations

Students who fail to abide by the policy and regulations regarding use and possession of electronic communication devices shall be subject to disciplinary action as set forth below:

Upon the first offense, the student's electronic **device will be confiscated in its entirety, inspected, stored in the main or dean's office, and returned to his/her parent/guardian** at the end of the school day. Alternative disciplinary action, including, but not limited to, suspension, may be imposed in response to a first violation of these procedures when deemed necessary by the administration based on the circumstances surrounding the offense.

Any further offenses will result in the student's loss of privileges to bring electronic communication devices for a designated length of time or on a permanent basis and/or up to three days out-of-school suspension. Students may also be subject to other disciplinary consequences, including, but not limited to, detention, suspension up to ten days and/or expulsion when deemed necessary by the administration based on the circumstances surrounding the offense.

Students using electronic devices for unlawful purposes will be disciplined according to the District's standard discipline policy and/or referred to law enforcement where appropriate.

EMERGENCY/ CRISIS PLAN

In cooperation with local authorities and agencies, an EMERGENCY / CRISIS PLAN has been developed for Rolling Meadows High School. The plan is routinely reviewed and revised in order to provide the safest environment possible for the students and staff. For further information please contact the Principal's Office.

EQUALITY of OPPORTUNITY

The district is an equal opportunity employer and assures that there will not be discrimination against any person on the basis of age, race, religion, creed, gender, national origin, marital status, disability, unfavorable discharge from military service, ancestry, sexual orientation, or color.

FIGHTING and AGGRESSIVE BEHAVIOR

Fighting and aggressive behavior, including verbal arguments or confrontations will not be tolerated. Students are urged to take advantage of the **PEER MEDIATION PROGRAM** to resolve their differences.

Students who choose to engage in aggressive behaviors will face disciplinary consequences. These disciplinary consequences include but are not limited to the following: detentions; suspensions; loss of privileges, including academic, athletic events, dances and school provided transportation services. Those students involved in co-curricular activities may face a **CODE CO-CURRICULAR VIOLATION**. In addition to the school consequences, students may also be arrested.

FOOD and DRINK

As long as the students accept the responsibility for appropriate behavior, students will be allowed to have food and drink in the hallway during passing periods. Students are expected to accept personal responsibility for the proper disposal of all waste materials into the proper containers provided. **Due to health and equipment concerns, no food or drink will be permitted in the following areas:**

**Gymnasium - Field house – Library –
Theater - Computer Laboratories - All
Resource Centers**

Students may not have food or drinks in classrooms or laboratories, unless the teacher in charge determines that food and drink consumption enhances the students' learning. Students are expected to comply with the directives of the school staff in order to maintain this privilege.

GANGS and GANG-LIKE BEHAVIOR

District Policy

Gangs and gang-related or gang-like activities in the school setting cause a substantial disruption to the desired safe and learning environment of the school. Gang and gang-like activities will not be tolerated on school property or at school affiliated activities. No student may intimidate or harass another student or staff member.

Gang/gang-like behavior is defined as: any on-going organization, association, or group of three and 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 has 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.

Gang and "gang like" activities/behavior as used in this policy shall mean, but not limited to: wearing, possessing, using, distributing. Displaying or selling any clothing, jewelry, emblem, badge, symbol sign, tattoo or other item that is representative of membership or affiliation in any gang. Also, demonstrating verbal or nonverbal behavior representative of membership or affiliation in any gang such as: Intimidating, recruiting or congregating to illustrate solidarity; harassing; making gestures or handshakes; possessing or creating slogans or drawings; using inappropriate verbal expressions/comments. Committing any act which furthers gang or "gang like" activity/behavior such as soliciting others for membership in any gang; encouraging other students to act with physical violence and/or act with intimidation upon any other person; using electronic devices to access information associated with gangs that is not part of a curricular assignment. All violations will be referred to local police via the Dean of Students, or other administrator, e.g. principal/director.

Violation of the District Gang Policy will result in a parent conference with a Dean of Students and/or other administrator. The school police liaison may be involved if necessary. Action will be determined based upon the severity of the current and previous offense(s). These consequences/interventions shall include but are not limited to one of the following:

GANGS and GANG-LIKE BEHAVIOR

continued

- Formal warning;
- Referral to outside community agencies;
- Suspension;
- 45-day alternative placement (Special Ed.);
- Expulsion
- Arrest for criminal offense.

GOOD NEIGHBOR POLICY

All students are asked to be respectful and good neighbors to the families and property owners that they come in contact with on their way to and from school. Please do not disturb our neighbors, or litter any property, as you approach or leave our campus. Students are not allowed to congregate in any residential area near our campus. Students who congregate in these areas may be sighted for trespass violations with the local police department as well as receive school consequences. Students who park their vehicles in these areas may have their cars ticketed and towed at their expense. Thank you for your cooperation with this matter.

HALL PASSES

During class and seminar periods, students are required to have hall passes issued by a faculty member. Students without hall passes will be considered cutting the class and subject to disciplinary action. Students have 5 minutes from the time that the pass is issued to get to their destination.

HARASSMENT / INTIMIDATION

District Policy

District 214 will provide a learning environment free of harassment and intimidation. Harassment/intimidation may include but are not limited to the following behaviors: physical assault; physical contact; direct, indirect or subtle threats; a pattern of threatening statements; stalking; and/or participation in groups which engages in threatening or intimidating behavior. This also includes the use of electronic communication devices to perform the above behaviors regardless of where or how the message was generated. **Including, but not limited to: MYSFACE, YOUTUBE, FACEBOOK, etc.**

IDENTIFICATION CARDS / ID CARDS

Each student is issued a picture ID card. Students are required to carry their ID; cards at all school related activities and are required to present them to any staff member upon request. The ID cards also serve the following purposes: Bus Pass, Library Card, Lunch Card, Activity Pass, and Internet Permission. Lost/stolen ID cards must be reported to the Deans' Office. There is a \$5.00 replacement fee for missing ID cards.

IMAGE TAKING / PHOTO TAKING / VIDEOTAPING

District Policy: 4:30.1 III.E

Illinois Criminal Code 720 ILCS 5/260-4

It is unlawful for any person to knowingly videotape, photograph, or film another person without that person's consent in locker rooms, changing rooms, restrooms, etc. In addition to the police being notified standard disciplinary procedures will apply.

INTERNET USAGE

District Policy

Students, who qualify to use the INTERNET, must comply with the regulations and procedures. The following materials or items are not permitted: chat rooms; MUDS; games; or inappropriate material including but not limited to nudity, drugs, gangs, gambling, violence, illegal activities. Disciplinary action will be assigned for inappropriate behavior **and e-mail**

LASER LIGHTS or POINTERS

Laser lights are not permitted in school or at school functions. Disciplinary actions will include confiscation of the laser light.

LEAVING SCHOOL PROPERTY (EARLY DISMISSAL)

District Policy

No student will leave school during school hours except by permission of the principal or duly delegated authority, (Attendance Office). Such permission will be given only in case of sickness, personal written request of the parent or guardian setting forth reasons therefore, or other sufficient reason. Phone Calls received before students leave will be accepted. All students, who are leaving

LEAVING SCHOOL PROPERTY

continued

early, MUST check out, BEFORE LEAVING the campus, at the Attendance Office. The only exceptions are during the student's scheduled lunch period or an approved field trip.

LOCKERS

Hall lockers are the property of the school and are provided to students for the storage of school related materials and outer garments. Students are assigned to specific lockers by the school. Only the locks provided by the school will be permitted, no other locks will be allowed. Students should keep the lockers locked at all times and should not pre-dial their combination. Sharing of lockers, unless assigned, is not recommended and is highly discouraged. Students are responsible for the lockers assigned to them are expected to report damage to them immediately. Writing on lockers or placing damaging materials in or on the surface of lockers is not permitted. Reports of theft or vandalism should be made to the police counselor. The school is not responsible for items lost or stolen from lockers. The administration has the right to open and search any lockers to insure student health and safety. The P.E. locker rooms are governed by the P.E. Department. Thefts in these lockers should be reported to the P.E. Office as well as the Police Counselor.

LOST and FOUND

The LOST and FOUND is located in the Attendance Office. Articles that are not claimed are donated to local charities.

LUNCH PERIODS

Each student will be assigned a 50 minute lunch period. Students may leave the campus for lunch unless restricted by a parent request. Students who use the area must accept personal responsibility for the proper disposal of all waste into the proper containers provided. Inappropriate behavior either on or off campus may be referred to the Deans of Students for disciplinary consequences.

MAKE-UP WORK POLICY

Excused or Administrative Absences: A student whose absence is classified as excused or administrative will be permitted to make up the work missed. Credit will be given for such work that is appropriate to the nature to the work missed and to the quality of the make-up work. The teacher will establish reasonable time limits for its completion.

Unexcused Absences: A student whose absence is classified as unexcused will be permitted and is expected to make up the work missed. The amount of credit will be at the discretion of the teacher who will establish reasonable time limits for its completion. A student may request a review of these decisions by the appropriate division head.

Medication

All medications, prescribed and non-prescribed, (Over/Behind the Counter,) must be stored and distributed in the Nurse's Office ONLY. THE DISTRICT 214 Medication Request Form must be signed by both the Doctor and Parent which allows the nurse to dispense such medication to only their own child. This form must be completed and on file in the Nurse's Office. The student's family is responsible for providing the medication which is to be in its original container or one properly labeled by the pharmacy that will be securely held in the Nurse's Office. All medications must be in their original container and clearly marked. You may request this form from the Nurse by calling 847-718-5713.

MESSAGES TO STUDENTS

In order to maintain an excellent learning environment, only EMERGENCY messages will be delivered to students. Messages are delivered through the Student Services Office. 718 – 5622.

OBSCENE or LIBELOUS MATERIAL

District Policy

Distribution in school of material that is obscene or libelous is prohibited. Distribution in school includes distribution on or adjacent to school property or at school related activities. Obscene material is that which an average person, viewing the material as a whole and applying community

OBSCENE or LIBELOUS MATERIAL

continued

standards for children of a relevant age, would find depicts sexual conduct in an offensive way, appeals to a prurient interest, and lacks serious literary, artistic, political or scientific value. Libelous material is that which tends falsely to injure the reputation of another. Students who distribute such material or who write or publish such material for distribution engage in gross disobedience and misconduct and will be disciplined in accordance with Section 4.8, 4.10, and 14.11. This policy is applicable specifically to non-school sponsored materials.

PARKING

The use of the school parking lot, during school hours, is a privilege granted by the school to qualifying students. All vehicles parked on school property are subject to a search. Due to limited parking availability, only juniors and seniors will qualify for the lottery to determine who may receive parking permits. A current official RMHS parking permit must be displayed on the vehicle, according to instructions, while the vehicle is in the lot. Parking permits are not transferable, only the student and vehicle that the permit is registered to will be permitted to park in the lot. A student's privilege to park on campus may be denied as a result of disciplinary action taken by the Dean of Students for attendance and tardy problems, inappropriate behavior or driving and parking violations. Students who violate parking regulations face disciplinary action, which may include the *TOWING OF THE VEHICLE AT THE OWNER'S EXPENSE*. Students who receive traffic tickets during school hours may lose their parking privileges. Due to special events, parking space in the front lot may not be available to students with parking permits at these times

PARKING PERMITS

Parking Permit fees are set by the school district. Due to limited parking facilities at R.M.H.S., parking permits will be issued in the following manner:

1. Seniors, (who apply within the sign up period.)
2. Juniors who are enrolled in a District "WORK PROGRAM" course.
3. Juniors, (by lottery, based on available space.)

TEMPORARY EMERGENCY PARKING

Junior and Senior students who are unable to use their registered vehicle may park along the tennis courts and MUST check in at the Attendance Office, before attending any classes to obtain a temporary parking permit. All other student drivers are to make arrangements through the Attendance Office, 24 hours in advance, in order to purchase a temporary parking permit for the day (Cost: \$5.00.)

PEER MEDIATION

Trained student peer mediators will negotiate and mediate minor conflicts between volunteering disputants to reach viable solutions to the disagreement. Participating students will sign a written agreement and be monitored by the Dean for verification, that they have abided by the agreed upon terms of the contract.

PERSONAL RADIO, TAPE and DISC PLAYERS

Students may use the personal type of radio, tape and disc players in the student cafeteria and locker commons area throughout the day, as long as the learning atmosphere is maintained. Students may not use radio, tape and disc players during seminar period, in resource areas and classrooms, unless the staff member in charge determines that such use enhances the students' learning. Students are expected to comply with the directives of the school staff in order to maintain this privilege.

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

District Policy

Students will be excluded from school if physicals and immunizations are not complete, current, and on file in the Nurse's Office.

POWDER PUFF FOOTBALL

District 214 does not recognize nor support Powder Puff Football. Any materials related to Powder Puff Football on school grounds are prohibited. Students who display such items are subject to disciplinary consequences, including confiscation of such items and suspension.

Go Mustangs Go!

PROM

Prom is formal dance for Rolling Meadows High School junior and senior students only, either separately or as a couple. One person of the couple attending must be a RM junior or senior. The RM student may bring an outside guest, under the age of 21, to this school-sponsored dance provided the GUEST REQUEST FORM is completed and approved by a RM Dean of Students. Guest Request Forms may be obtained from the Deans' Office or other designated areas as outlined at the Prom Information Meeting held prior to the ticket purchase. All forms must be completed in their entirety and turned in before tickets may be purchased. Students and guests who give false information on these forms may not be allowed to attend and no refund of fees paid in addition to other disciplinary consequences. Guests and RM students are expected to comply with all school regulations. Students should remain in the dance until they expect to leave for the evening. Once a student leaves the dance, he / she may not re-enter. All school regulations are in effect. Students must have a valid school ID in order to attend. The administration reserves the right not to allow students and guests who do not conform to the school dress code to attend. Consequences for inappropriate behaviors while attending or in transit to and from the event, including post prom activities could include, but not limited to arrest and suspension from all District 214 activities, including loss of participation in Graduation Ceremonies. The RMHS Administration reserves the right to not permit students to attend this event due to previously displayed behavior issues.

SCHOOL SAFETY RECIPROCAL REPORTING

District Policy IL. Public Act 88-376

District personnel will attempt to assure student safety in all programs, activities and facilities of the district. In compliance with Illinois State Statutes, and in order to promote and ensure violence free, safe schools, schools of District 214 will maintain a reciprocal reporting system among the district and local law enforcement agencies regarding criminal offenses committed by students.

SEARCH AND SEIZURE POLICY

District Policy

To maintain order and protect the health and safety of students and employees, the Board of Education authorizes the administration to monitor and search all locations on property and buses owned or controlled by the School District and any vehicles or personal effects left in those places with or without notice to or consent of the owner and to seize any items that are illegal or in violation of school rules. Students and visitors cannot reasonably expect their belongings and persons to be treated as private in those locations. Students and visitors and any personnel who have a reasonable suspicion that the individual possesses an item illegally or in violation of school rules. School personnel may request the assistance of law enforcement officials in such searches. When documented safety concerns in a building warrant it, students and visitors and their personal effects may be screened randomly or at checkpoints through use of metal detectors or similar devices that are minimally intrusive. School officials are authorized to turn seized items over to the police. The Board of education authorizes the administration to develop procedures for implementation of this policy and to disseminate a summary of this policy to students and their parents annually.

SEXUAL HARASSMENT POLICY

District Policy: 4.19

The Board of Education will provide a learning environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Anyone who feels that he or she is the victim of sexual harassment, or any teacher or administrator, who is made aware of an alleged incident of sexual harassment, is expected to take immediate action to resolve the matter according to established procedures. It will be a violation of Board policy for any student to sexually harass other students or staff.

STUDENT VISITATION (SHADOWING)

The parent of a non-RMHS student may request a RMHS student to act as a host student for their child to visit RMHS through the RMHS Attendance Office. The parent of the host student must give permission for their child to act as the host student.

Student Visitation (Shadowing)

continued

Both sets of parents, a school administrator of the visiting student and the teachers of the host student must complete the permission form, which is obtained in the RMHS Attendance Office. The completed form must be returned 48 hours in advance of the visitation date to the RMHS Attendance Office for approval by one of the RMHS Deans of Students. The visitor's school must not be in session at the time of the visit and the visitor must be at least in 8th grade. The host student will be held accountable for the behavior of the guest. The administration of RMHS reserves the right to end the visitation at any time and the parents of the visitor are responsible for the transportation from RMHS. Both the visitor and host student must have their ID Cards on their person at all times.

SLEEP OUT or SLEEP OVER

Rolling Meadows High School does not support "Sleep Outs" of any type. Students who participate in such activities on school grounds are considered trespassing. In addition to school assigned consequences students may be arrested.

SMOKING or USE OF TOBACCO

PRODUCTS

DISTRICT POLICY

The Surgeon General of the United States has determined that smoking causes lung cancer, heart disease, and emphysema. Students are not permitted to smoke anywhere on the campus, anywhere in the school building, or at any school function. Using tobacco of any type, in any manner, is prohibited at all times. This includes chewing, smoking (cigar, cigarette, or pipe) or holding a cigar, cigarette or pipe, lit or unlit. The City of Rolling Meadows has an additional ordinance that prohibits even simple possession.

STUDENT SCHOOL DAY

District 214 has established that the school is responsible for student time from 7:00 A.M. until 3:30 P.M. Under certain circumstances such as academic or disciplinary reasons, it may be necessary to restrict a student's unscheduled time, i.e., lunch, open or activity periods.

STUDY / RESOURCE PERIODS

Study / Resource period is considered as a class period. Resource areas are: Library, (IMC); ERC, (English Resource Area); MSRC, (Math/Science Resource area); SSRC, (Social Science Resource Area). All students must account for their attendance in Resource each day. Resource period is not an open period where students may come and go as they please. Students are expected to be on time and maintain a quiet study atmosphere. Students who are assigned Resource periods at the start of or at the end of the day may apply for late arrival, or early dismissal.

STUDENT SUSPENSION ON OTHER DISTRICT 214 CAMPUSES

DISTRICT POLICY

Any student violating District 214 policy at any site is subject to immediate suspension by that site's dean or administrator.

TARDINESS

Tardiness to class creates a disruption to the learning environment and takes time away from the class activity. Students are expected and required to report to class on time with their class materials. The classroom teacher will assign disciplinary measures for tardiness to class. Students who are chronically tardy will be referred to the Division Head for further disciplinary action. If the tardy problem continues the student will be referred to the Dean of students for additional disciplinary consequences, which may include extended detentions, Saturday Detentions, or Loss of Privileges and Removal from Class. Students who are more than 10 minutes late to school should report to the Attendance Office for an Admit Pass. Parents are urged to call the ATTENDANCE OFFICE to report the reasons for Late Arrivals to school on the day of the late arrival.

USE OF SCHOOL FACILITIES

DISTRICT POLICY

Use of school facilities by the public will be permitted only when it will not interfere with district activities and shall be subject to regulations and rental charges for community use of facilities established by the administration and approved by the Board.

USE OF SCHOOL FACILITIES

continued

F. Non-students are prohibited from participating in interscholastic team practices or scrimmages, “free play”, or conditioning activities.

G. Non- students are prohibited from using district/school facilities except where permitted in this policy – children of employees.”

VISITORS

In order to maintain an educational atmosphere, visitors will be restricted. Visitors of school age must have advanced, written approval from the teacher(s) and the Deans’ Office, to attend any class. All visitors, including former students are to obtain a pass from the receptionist upon entering the building. Please use the flag pole entrance and report to the receptionist who will issue a pass for your appointment.

VISITING COLLEGES

If the college visit will take place while Rolling Meadows High School (RMHS) is in session, the RMHS Attendance Office requests that a parent call the Attendance Office a minimum of three days in advance of the visit. Juniors are allowed two (2) pre-approved visits in a school year and seniors are allowed three (3) pre-approved visits in a school year. A visit is defined as taking a school-sponsored tour of the campus and/or meeting with a school official on campus. Keep in mind that simply visiting a student you know on the campus is not considered an official visit by the Attendance Office. After the visit the student will be required to bring some documentation back to the Attendance Office indicating that the visit took place. Examples of documentation that could be brought back include, but are not limited to, a business card from someone at the school, school literature, or a letter confirming the visit.

WEAPONS

In order to provide a safe environment, weapons of any type, including look alikes, explosives, or fireworks will not be permitted at any school function or activity. Students who violate this policy will be suspended Out of School. The school administration may also seek expulsion of the student from school. In addition to the school consequences, the student may be arrested. □

**Rolling
Meadows
Mustangs!**

THE COCURRICULAR CODE

BOE approved 8/26/05

Background Information

A code is a system of guiding rules and principles intended to communicate norms and values, define standards of conduct and help individuals distinguish between acceptable and unacceptable conduct. This code outlines District 214's expectations for the conduct of students who choose to participate in the cocurricular activities program. Township High School District 214 offers an extensive and diverse cocurricular activities program to provide additional learning opportunities to students who wish to develop their special interests, skills, and talents to a higher level. Involvement in these activities is both voluntary and a privilege; students choosing to participate take on extended responsibilities as representatives of their team/activity, their school, the school district, and the community. These extended responsibilities justify holding students who choose to participate in the cocurricular activities program to a higher standard of conduct as a condition of participation. Accordingly, students who choose to participate in the cocurricular activities program are responsible for behaving in accordance with this code of conduct.

Purpose

All District 214 students are expected to comply with the rules and regulations of the school and school district, observe good order, and conduct themselves in a manner that will bring credit and honor to themselves, their team/activity, their school, and the school district. This code defines the specific rules that must be followed by all students involved in cocurricular activities, defines the consequences for those students who violate those rules, and establishes procedures intended to ensure consistent enforcement of the code.

Administration

The Cocurricular Code is administered by each school's assistant principal for student activities. Only the assistant principal for student activities, an associate principal, or the principal (or his/her designee) are authorized to suspend students from the cocurricular activities program for violation of the Cocurricular Code.

Distribution

The Cocurricular Code will be distributed annually to all students who choose to participate in cocurricular activities. It will also be published in the district's Parent-Student Handbook, the Student Activities Handbook, and/or each school's Student Handbook. Students and parents are encouraged to discuss any questions regarding the code with their coaches/directors/sponsors or the assistant principal for student activities.

Enforcement

The Cocurricular Code applies to the "school-related conduct" of all students involved in cocurricular activities, on and off campus, 24 hours a day, seven days a week, all year. "School-related conduct" is any conduct, on or off campus, that affects the discipline or general welfare of the school or that brings, or may bring, the school or school district into disrepute.

Violations of the Cocurricular Code are limited to incidents that are verified by:

- District 214 staff;
- a law enforcement agency(ies); and/or
- an admission of guilt.

A code violation is verified if, by the evidence available, it appears more likely than not that a code violation has occurred. Direct reports from law enforcement agencies and incidents reported by staff will be investigated. Anonymous or secondhand reports of possible violations generally will not be investigated, absent substantial confirming information. While violations of the Cocurricular Code that are not verified within 90 days of their occurrence are not subject to the provisions of the code, such violations may be recorded by the school and reported to parent(s)/guardian(s).

THE COCURRICULAR CODE

BOE approved 8/26/05

continued

Code Violations

Examples of the conduct prohibited by this code are listed in Appendix A. “Level A” code violations are acts of serious misconduct prohibited by this code including, but not limited to, the possession, sale, delivery, use, or being under the influence of any controlled substance, possession of weapons or look alike, mob action, theft, and participation in gang activity. Less serious acts of misconduct shall be considered “Level B” violations, except that repeated or cumulative “Level B” violations may result in “Level A” consequences. The consequences for “Level A” violations are more severe than the consequences for “Level B” violations.

Consequences

From first violation to third violation, the intention of the consequences for violating the Cocurricular Code shifts from problem awareness (1st violation), to an emphasis on rehabilitation (2nd violation), to significant punishment (3rd violation). While the consequences for code violations are described in Appendix B, the administration may, in its discretion, impose additional or more severe consequences for serious code violations. The flow chart found in Appendix B describes the progression of consequences for violations of the Cocurricular Code. The consequences differ depending on the level of each violation and the order in which successive violations occur (See Appendix B).

Suspension

A student not involved in cocurricular activities at the time of violation will normally be assigned a suspension beginning upon his/her next involvement in a cocurricular activity. A student, however, may not become involved in a new cocurricular activity solely to serve the assigned suspension. The assistant principal for student activities may prevent a student from doing so by assigning a suspension to be served during the student’s next involvement in his/her regular activity(ies). Calendar year suspensions begin with the date of violation and are not related to the beginning or end of seasons. Suspensions for one season include the period from the first day until the last day of the IHSA season and do not include any portion of the current season.

Reinstatement

Students are considered for reinstatement based on the following criteria:

1. Letter from the student requesting reinstatement.
2. Letter from parent(s)/guardian(s) supporting reinstatement.
3. Letter from the dean of students supporting reinstatement based on the student’s record of absences, tardiness, and deportment during the suspension period.
4. Letter from counselor supporting reinstatement.
5. Testimony from others familiar with issues relevant to reinstatement.

Based on the above evidence, the assistant principal for student activities will rule on requests for reinstatement after one full season of suspension. A committee of administrators and staff, chaired by the special program administrator, will rule on requests for reinstatement after one calendar year of suspension.

Cumulative Violations

Violations of the Cocurricular Code accumulate throughout a student's high school career beginning with his/her first participation in cocurricular activities and ending with graduation.

School Rules, District Policies, and the Law

The consequences for violating this code are separate from and in addition to those assigned for violating school rules, school district policies, and the law. Furthermore, this code in no way limits the authority of the administration or Board of Education to impose other or additional consequences in accord with school rules and district policies.

THE COCURRICULAR CODE

BOE approved 8/26/05

continued

Coach/Director/Sponsor Rules

In addition to the prohibited conduct described in Appendix A, coaches/directors/sponsors, in collaboration with the assistant principal for student activities, may establish rules specific to their activity. Such rules, however, may not exceed the provisions of this code. These rules will be distributed and explained to all students and parents by the coaches/directors/sponsors at the beginning of a student's participation in the activity and annually thereafter. They will also be filed with the assistant principal for student activities.

Coaches/directors/sponsors will consistently and fairly enforce their activity-specific rules and will inform students, parents, and the assistant principal for student activities of any major or repeated violations.

Practice/Rehearsal Limitations

The assistant principal for student activities, in collaboration with the involved athletic director, coordinator, coach and/or sponsor, will determine whether or not a student may practice/rehearse during the suspension period. Except during practice/rehearsal a student may not dress in uniform, compete, or perform while suspended.

Due Process

The following procedure will be utilized in enforcing the Cocurricular Code:

1. The student, his/her parent(s)/ guardian(s), and the coach(es)/sponsor(s) will be informed of the misconduct at issue. If no disciplinary action is taken, the enforcement process is terminated;
2. The student will be given an opportunity to tell his/her side of the story; and
3. The assistant principal for student activities will determine the consequence based on the provisions of this code and will inform the student, his/her parent(s)/guardian(s), and the coach(es)/sponsor(s).

Review

The student or his/her parent(s)/guardian(s) may request review of the code violation and the assigned consequences within five school days after being informed. The request must be addressed to the principal in writing and must articulate the reasons that a review should be granted.

Based upon the reasons articulated in the written request and all information available at the time, the principal (or his/her designee) will determine whether further review of the code violation and assigned consequences is proper. The principal may determine that no further review is necessary.

After the principal (or his/her designee) takes action on the requested review, the student or his/her parent(s)/guardian(s) may, within five school days, request in writing that the superintendent (or his/her designee) review the code violation and assigned consequences. Review beyond the school principal is allowed if, and only if, relevant information is available that was not known at the time of the original ruling or at the time of the principal's review. The written request must be addressed to the superintendent and must articulate the reasons that a review should be granted.

Based upon the articulated reasons in the written request, the superintendent (or his/her designee) will determine whether further review is proper. The determination of the superintendent (or his/her designee) shall be final.

The assigned consequences for the code violation are in effect during any review process.

Overnight Activities

The High School District 214 overnight activities policy is in effect for all overnight activities. Coaches/directors/sponsors will review this policy with each student and his/her parent(s) or guardian(s) prior to departure. A student's participation in subsequent overnight activities may be affected by a violation of the Cocurricular Code.

THE COCURRICULAR CODE

BOE approved 8/26/05

continued

IHSA Activities Regulations

A student who participates in cocurricular activities is subject to all applicable Illinois High School Association By-Laws, Policies, and Rules.

Voluntary Admission

The following provision may be used only once and on a first offense by any student during his/her high school career. If a student seeks out a coach or sponsor to admit having a substance abuse problem before a documented violation, the student will be referred to an appropriate representative of the Student Services Program to complete an assistance program. While the student will receive a code violation under such circumstances, suspension from participation in cocurricular activities may be held in abeyance upon agreement of the coach/sponsor and the assistant principal for student activities. A student's suspension will be waived upon successful completion of the assistance program. A student who does not successfully complete the assistance program will be required to serve the full suspension from that point in time.

Suspension from School

A student suspended from school shall be ineligible to attend or participate in any cocurricular activities during the period of suspension.

Title IX Compliance

District 214 complies with the provisions of Title IX, i.e.; "No person in the United States shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid."

Cocurricular Activities Covered by the Cocurricular Code

Athletics

Boys and Girls Soccer
Boys and Girls Volleyball
Boys and Girls Tennis
Boys and Girls Cross Country
Boys and Girls Golf
Boys and Girls Basketball
Boys and Girls Swimming
Boys and Girls Track
Boys and Girls Gymnastics

Boys and Girls Water Polo
Girls Badminton
Girls Bowling
Girls Softball
Boys Football
Boys Wrestling
Boys Baseball

Musical
 Fall Play
 Winter Play
 Spring Play
 Cheerleaders
 Pom Poms
 Jazz Band*
 Drill Team
 Orchesis Performance
 Chess Team
 Class Board Officers
 Student Council Officers
 Cricket
 Robotics Team
 School Art Performance/Play
 Show Choir*
 (*Interscholastic Competition or Non-Graded Performance)

Activities

Competitive Marching Band*
 Debate Team
 IE/Speech Team
 Math Team
 Scholastic Bowl Team
 Science Olympiad Team
 Student Congress Team
 Group Interpretation

APPENDIX A

The following are examples of conduct prohibited by the Cocurricular Code and descriptions of “Level A” and “Level B” code violations.

PROHIBITED CONDUCT	<u>LEVEL “A” VIOLATION</u>	LEVEL “B” VIOLATION
Inflicting or attempting to inflict harm upon any person or property	Premeditated or intentional incidents of inflicting or attempting to inflict harm upon any person or property.	Unintentional or accidental incidents of inflicting or attempting to inflict harm upon any person or property including being a victim of circumstance.
Illegal acts	Illegal acts that are verified by a law enforcement agency and documented in a police/arrest report.	<u>No “B” Violations, all are considered as “A” violations.</u>
Insubordination; flagrant or persistent disrespect; or deliberate attempts to antagonize, harass, bully, haze, and/or intimidate others.	Acts of flagrant or persistent insubordination, disrespect, or deliberate attempts to antagonize, harass, bully, haze, and/or intimidate others.	Isolated, unintentional, or uncharacteristic cases of insubordination or disrespect. Indirect or minor involvement in acts or activities that antagonize, harass, bully, haze, and/or intimidate others.
*Possession, sale, delivery, use or being under the influence of any controlled substance including, but not limited to, alcohol and tobacco; or the *possession, sale, or delivery of “look-alikes” or the *possession of drug paraphernalia.	*Possession, sale, delivery, use or being under the influence of any controlled substance including, but not limited to, alcohol and tobacco; or the *possession, sale, or delivery of “look-alikes” or the *possession of drug paraphernalia.	<i>* Possession, or use of tobacco by students who are 18 years of age or older.</i>
Being present where others are, in violation of this code, in *possession, selling, delivering, using, or under the influence of any controlled substance including, but	Being present where others are, in violation of this code, in *possession, selling, delivering, using, or under the influence of any controlled substance including, but	The first incident of being present where others are, in violation of this code, in *possession, selling, delivering, using, or under the influence of alcohol if, and only if, a legal breathalyzer report of 0.00 is

not limited to, alcohol and tobacco.	not limited to, alcohol and tobacco.	presented. Subsequent incidents are Level A violations.
*Possession of weapons or “look-alikes.”	All cases/incidents	No “B” Violations, all are considered as “A” violations.
Vandalism, malicious mischief, and/or reckless endangerment.	Willful and wanton vandalism, malicious mischief and/or reckless endangerment.	Pranks or playful tricks.
Mob action and/or demonstrations which substantially disrupt the co-curricular or instructional program.	Free and willing participation in mob action and/or a demonstration intended to substantially disrupt the co-curricular or instructional program.	Circumstantial involvement or participation in mob action and/or a demonstration that disrupts the co-curricular or instructional program.
Representation or participation in a gang or gang-like activity. Representation is any display of a symbol(s) that may be identified with a gang or gang-like activity.	Representation or participation in a gang or gang-like activity with the intent or for the purpose of instigating gang or gang-like activity or engaging in gang or ganglike misconduct.	Representation or participation in a gang or gang-like activity without intent to instigate gang or gang-like activity or to engage in gang or gang-like misconduct.
Misconduct related to using district transportation services.	Misconduct related to using district transportation services that jeopardizes the health, welfare, and safety of self and others.	Isolated pranks and annoying or inappropriate acts.

THE COCURRICULAR CODE

BOE approved 8/26/05
continued

* Possession means having 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 does not constitute lack of knowledge. Also, for example, coming on to school grounds or to a school-sponsored event in a vehicle which the student knows contains an item constitutes possession of that item, even if the vehicle or the item is not the student’s.

APPENDIX B

The following chart describes the progression of consequences for violations of the Cocurricular Code. The consequences differ depending on the classification of each violation and the order in which successive violations occur.

1st Violation

LEVEL A: Suspension from 25% of contests/performances in each activity.

LEVEL B: Suspension from up to 25% contests/performances in

each activity.

2nd Violation

LEVEL A

Suspension for one calendar year with the opportunity of reinstatement after one

LEVEL B

Suspension from 25% to 50% of contests/performances in each complete season/activity.

3rd Violation

LEVEL A

Suspension for The remainder of High school with opportunity of reinstatement after one calendar year.

LEVEL B

Suspension for one calendar year with the opportunity of reinstatement after one complete season.

LEVEL A

Suspension for one calendar year with the opportunity of reinstatement after one complete season.

LEVEL B

Suspension from 50 % of contests/performances in each activity.

4th Violation

Suspension from participation in all cocurricular activities for the remainder of high school without the opportunity for reinstatement.