

GLENSIDE MIDDLE SCHOOL CODE OF CONDUCT

The students and staff have the right to learn and work in a pleasant, safe and orderly environment. The Middle School Code of Conduct has been developed in order to ensure these rights while promoting the child's self-esteem and self-confidence.

The Code of Conduct or "Step" Program was designed to provide a system for addressing student behavior that is not responsive to the classroom management plan on a consistent basis. Every effort will be made to address inappropriate behavior with the least restrictive intervention. Students and parents/guardians are expected to familiarize themselves with the Step Program in an effort to avoid confusion if the student's behavior warrants this level of intervention.

STEP I: PHONE CALL AND WARNING FROM THE TEACHER (WITH DOCUMENTATION)

If a student has failed to observe a rule, the teacher will remind the student of the rule being violated. If the misbehavior continues, the teacher will discuss the behavior and the consequences with the student, the parents/guardians of the student and the school disciplinarian in making every effort to resolve the problem. Step I will be initiated if resolution of the problem fails to occur. The teacher will contact parents/guardians of the student by phone to discuss the misbehavior and inform the parent/guardian that the next misbehavior will result in referral to the school disciplinarian for the purpose of initiating Step II. The teacher will keep a record of the call, stating which rule was violated.

At any time during the program, the student has the opportunity to be removed from placement on the Step Program outlined in the Code of Conduct if no other violation occurs within 30 school days.

STEP II: NOTIFICATION HOME FROM THE SCHOOL DISCIPLINARIAN

If similar behavior continues, the school disciplinarian will notify the parents/guardians of the student to explain the violation and the procedure that will follow if similar behavior continues. The school disciplinarian may offer the services of the school counselor at this time. The school disciplinarian will keep a report of the notification.

At any time during the program, the student has the opportunity to be removed from placement on the Step Program if no other violation occurs within 15 school days.

STEP III: AFTER-SCHOOL DETENTION

If, after progressing through the first two steps, the student continues to be uncooperative, the student will be placed on Step III. The school disciplinarian will contact the parents/guardians by phone. In addition, a letter describing the infraction and the penalty will be sent home.

After-school detention is a 40-minute period supervised by a certified staff member and has special rules. It is not to be confused with staying after school for a teacher. The student will be deemed ineligible until the detention is satisfactorily completed. A student who is ineligible loses all privileges such as, but not limited to: field trips, school dances, athletics, and clubs, etc.

A student may be placed directly on Step III if he or she:

1. *Directly challenges the authority of any staff member at Glenside.*
2. *Disobeys or acts disrespectfully toward an adult during a school-related activity.*
3. *Is involved in a play fight.*
4. *Is in possession of items that do not belong to him/her.*
5. *Uses profanity, vulgarity or an obscenity.*
6. *Fails to attend classes without a valid excuse.*
7. *Fails to follow the direction of and/or cooperate with a substitute teacher.*
8. *Throws, spits, or shoots any object in school or on school grounds.*

9. *Fails to come before or after school upon the request of a teacher for disciplinary reasons (without a valid excuse).*
10. *Violates hallway/lunchroom rules.*
11. *Appears at any school function when ineligible.*
12. *Defaces school or private property.*
13. *Fails to attend homework club or leaves homework club without permission.*
14. *Commits any act similar in nature to those listed above.*

If another violation occurs within 15 school days, the student and parents/guardians will be required to attend a conference to devise a behavior contract.

At any time during the program, the student has the opportunity to be removed from placement on the Step Program if no other violation occurs within 15 school days.

STEP IV: BEHAVIOR CONTRACT AND TEAM DEVELOPED 10 DAY POINT SHEET AND TEMPORARY LOSS OF PRIVILEGES.

If after progressing through Step I, II and III, or receiving three Step III infractions within 15 school days, the student will be placed on Step IV.

The student, the guidance counselor, the advisor, and the parent/guardian will develop a behavior contract with input from the teacher(s) involved. Following that meeting a point sheet will be developed from the objectives developed by the team. This will occur within 5 days. In order for a student to successfully complete the objectives and Step IV the student must achieve at least 80% of their stated goals. If the parent/guardian is unable to be present while the contract is being developed, the contract will be sent home for the parent's/guardian/s signature. A copy of the form will need to be returned to the advisor within seven calendar days.

The student and parent/guardian will be given a written explanation of the next step should the student's behavior continue to violate school rules. The student will be placed on Step V if the objectives of the contract are not met.

In the absence of a contract, it will be necessary to implement a behavior program for the student. The terms of the program will be in effect for 15 school days from the designated date. If the terms of the behavior program are violated, Step V will be activated.

The remaining steps on the Code of Conduct may result in the student being removed from classes and as such must comply with the Illinois School Code.

At any time during the program, the student has the opportunity to be removed from placement on the Step Program if no other violation occurs within 15 school days.

STEP V: EXTENDED REMOVAL FROM CLASS, TEMPORARY LOSS OF PRIVILEGES, AND IN-SCHOOL ASSIGNMENT

In an effort to maximize direct instructional time despite the need for increased interventions due to inappropriate behaviors, alternatives to suspension are provided at the Step V level. There are a variety of alternatives at this level, dependent upon the severity, intensity and frequency of the incident(s). Final judgment of the severity of the incident, notification of the police and appropriate punishment is up to the discretion of the school disciplinarian. This applies to Steps VI and VII, as well as Step V.

A Step V offense can be handled through before or after school time, as well as during the school day. It is always the preference to have a student make arrangements to attend the before or after school session in order to attend class during the instructional day; however, this may not always be possible. In that case, the student may be assigned to an in-school session

or a removal from class. In all cases, the student will be provided with class work and given credit for any work completed during that time.

When a student receives a Step V, the school disciplinarian will contact the parent/guardian via the telephone.

A student will be placed on Step V if he or she:

1. Fails to comply with the objectives of the contract established on Step IV.
2. Commits an act of gross disobedience or misconduct which is evidenced by a severe violation of the District Code of Conduct.
3. Verbally harasses, provokes, or threatens an adult or another student.
4. Is involved in a real fight.
5. Smokes on school property or at school sponsored activities.
6. Vandalizes school or private property.
7. Is in possession of any type of weapon, excluding knives or guns (please refer to Step VI for details regarding knives and Step VII for details regarding guns).
8. Is in possession of items that do not belong to him/her.

A student who receives a before/after school assignment will:

1. Report to the LMC from 7-8 a.m. for a before school assignment for six (6) consecutive days.
2. Report to the Main Office from 2:50-3:50 p.m. for an after-school assignment for six (6) consecutive days.
3. Remain silent and be allowed to complete homework or read.

A student who receives an in-school assignment will be:

1. Removed from classes for a specified amount of time.
2. Required to follow the rules as listed below:
 - a. Report on time to the in-school assignment area.
 - b. Bring appropriate materials for daily and/or make-up assignments.
 - c. Refrain from talking unless in response to the monitor.
 - d. Remain in an assigned seat.
 - e. Remain awake and in proper posture throughout the day.
 - f. Request permission from the monitor for the following privileges: leave, eat lunch and use the washroom.
 - g. User proper respect and courtesy at all times.

The student will be allowed bathroom breaks during the day. Lunch will be eaten in the in-school assignment area. All work must be done to the satisfaction of the school disciplinarian and/or subject teacher. Work carelessly done will not be accepted as fulfilling requirements.

The student will become ineligible from the time the step is issued and will remain ineligible for a period of 15 school days. Should the parents/guardians request a board review; the student will be eligible during that review.

At any time during the program, the student has the opportunity to be removed from placement on the Step Program if no other violation occurs within 30 school days.

STEP VI: SUSPENSION, OUT-OF-SCHOOL SUSPENSION AND PERMANENT LOSS OF PRIVILEGES

The school board has authorized the principal, associate principal, and/or assistant principal to suspend students guilty of gross disobedience or misconduct which is evidenced by a severe violation of the District Code of Conduct. The parents/guardians will be asked to attend a conference to discuss the decision to suspend the student.

Suspensions will be governed by procedures as defined by state and federal law. Prior to imposing a suspension, the following procedures will be observed:

1. The suspending school official shall give the student oral or written notice of the charges and evidence to support the charges.
2. Students accused of offenses that warrant suspension shall be guaranteed due process in order to present a defense, to explain the circumstances of the alleged improper actions, or to attempt to prove innocence.
3. If the student denies the charges, an opportunity shall be given to the student to present an explanation in a conference with the suspending school official. The school official shall inform the student whether or not the suspension is to be imposed.
4. The suspending school official shall immediately notify parents/guardians, by phone and/or in writing, of the suspension, the reason for the action, the number of days removed (not to exceed ten school days), and the notification of the right to seek school board review of the suspension.
5. The suspending official must receive parent/guardian requests for board review by the end of the next school day. The suspension shall not take place until after the review. At a board review, the student/parents/guardians have a right to legal counsel at their own expense, the right to question the person who made the decision to suspend, the right to present and question witnesses, and the right to put forward a defense.
6. If a review is requested, the school board or the review officer appointed by the board will review the suspension as soon as possible. At this session, the parents/guardians may discuss the suspension with the board or the review officer. If the board appoints a review officer, the review officer shall report to the board a written summary of the evidence presented at the review. After the review or upon receipt of the written report of the review officer, the board may take appropriate action.
7. If the suspension decision is reversed, all references in the student's records shall be removed.

A student may be immediately removed from school when his/her presence poses a continuing danger to persons or property or an ongoing threat of disruption of the academic process. In such cases, the requirements of suspension proceedings must follow immediately.

The student will also become ineligible from the time the Step VI is issued and will remain ineligible for a period of 30 school days. Should the parents/guardians request a board review; the student will be eligible during that review.

A student may be suspended from the school bus, following the same procedure as required in any other suspension. The bus driver may not suspend or remove a student from the bus except as a safety measure in cases of immediate harm or disruption. At any time during the program, the student has the opportunity to be removed from the Code of Conduct if no other violations occur within 30 school days.

The student will be placed on Step VI if he or she:

1. Fails to comply with the objective established on Step V.
2. Commits an act of gross disobedience or misconduct (which is evidenced by a severe violation of the District Code of Conduct) which would make his/her presence a continuing danger to the persons, property, and/or academic process of the school.
3. Brings and/or is in possession of a knife on school property.
4. Is in possession of or under the influence of a controlled substance (drugs, alcohol, etc.) on school property or at school-sponsored activities. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities.

A student who receives an out-of school suspension will be:

1. Immediately removed from all classes for a period not to exceed ten school days.

2. Required to attend a conference with his/her parents or guardian and the school disciplinarian before being readmitted to all classes. The purpose of this conference is to establish final measures for changing behavior.

A student on an out-of-school suspension is not to be on school grounds at any time. An out-of-school suspension is considered the most serious disciplinary measure the administration can take to correct improper behavior. It also represents the final effort on the part of the school to direct the student toward acceptable school conduct. If this effort fails, the school board will determine the future of the student.

In this vein, it is strongly suggested that the parents/guardians follow these guidelines during an out-of-school suspension:

1. The student is under adult supervision at all times.
2. The student should not be allowed any rewarding experiences. This time off should not be considered a vacation.

It is very important that the student realizes the seriousness of the situation. To this end, home and school need to work together in dealing with the student. The student is responsible for all work missed during the out-of-school suspension. Homework will be available daily upon request. Mutual support can be used as a foundation to reconstruct acceptable school behavior.

STEP VII: AN OUT-OF-SCHOOL SUSPENSION WITH A REQUIRED APPEARANCE BEFORE THE SCHOOL BOARD

The student will be placed on Step VII, which may result in an expulsion, if he or she:

1. Brings and/or is in possession of a gun on school property.
 2. Physically attacks the person or property of any person on school property, at school-sponsored activities, or in areas within school jurisdiction.
 3. Fails to comply with the objectives established on Step VI.
- A. All procedures for suspension will be enacted prior to a school board review:
 1. Due process.
 2. Written notice of charges and evidence in support of charges.
 3. Opportunity to present explanation in conference with suspending official.
 - B. The student's parents/guardians shall be notified of the reasons for the proposed suspension, be required to attend the school board review to discuss their child's behavior and will be notified of the date, time, and place of the school board review. Such information will be sent by registered or certified mail.
 - C. At the review by the school board, the parents/guardians have a right to counsel at their own expense, the right to question the person who made the recommendation to suspend, the right to present and question witnesses, and the right to make a statement in their own behalf.

After appearing before the school board, it will be determined if the student's gross disobedience warrants a recommendation for expulsion.

RECOMMENDATION TO THE BOARD OF EDUCATION FOR EXPULSION

If after appearing before the School board it is determined that the student's gross disobedience continues to endanger the health and/or safety of others, or is an ongoing threat of disruption to the academic process, a recommendation to the Board of Education for expulsion will be made by the school principal/disciplinarian/superintendent.

A recommendation to the Board of Education for student expulsion may result for the following reasons, but is not limited to:

1. Brings and/or is in possession of a gun on school property.

2. Physically attacks the person/property of any person on school property, at school-sponsored activities, or in areas within school jurisdiction.
3. Fails to comply with the objectives established after an out-of school suspension.

The power to expel belongs solely to the school board. In cases where all other methods have failed to change the situation, endangers the safety of the school environment or the act is so grievous, the principal/school disciplinarian has no recourse but to recommend expulsion. In expulsion cases the following procedures will be observed:

- A. All procedures for recommendation of expulsion will be enacted prior to a school board review.
 1. Due process.
 2. Written notice of charges and evidence in support of charges.
 3. Opportunity to present explanation in conference with suspending official.
- B. The student's parents/guardians will be notified by registered or certified mail of the reasons for the recommended expulsion and be required to attend the school board review to discuss their child's behavior. The notification shall include a full statement of the reasons for the proposed expulsion, the recommended length of the expulsion, and the date, time, and place of the school board review. The expulsion shall not take place until after the school board review.
- C. At the review by the school board, the student may be represented by counsel at the parent/guardian's expense. The parent/guardian have a right to: question the person who made the recommendation to expel; present evidence; call and question witnesses; and make a personal statement.
- D. If requested by the student, the parents/guardian, or representative, a record of the proceedings will be kept.
- E. If a review officer is appointed by the board, he/she shall report to the board a written summary of the evidence heard at the meeting and the board may take such action as it finds appropriate. [Ill. Rev. Stat., Ch. 122 Para 10-22.6 (1989)]

In the interest of helping students, the school district may assist parents/guardians in providing or locating alternative educational opportunities for an expelled student. The Illinois State Board of Education provides information and assistance to school districts and students interested in educational alternatives within a school or off campus.

DISCIPLINE OF STUDENTS WITH DISABILITIES

In cases where a student with an identified disability requires discipline procedures, guidelines mandated by the Individuals With Disabilities Education Act (IDEA) will be enforced. These mandates require careful consideration of the child's disability and the relationship of the behavior to such. A multidisciplinary team will be involved in the process to ensure compliance with the law.

STUDENT INVOLVEMENT IN GANG ACTIVITIES

A "gang" as used in this policy shall mean two or more individuals whose purposes include the disruption of the learning environment, or whom associate with each other primarily for criminal, and/or other activities prohibited by law and/or the district's rules and regulations.

No students on or about school property or at any school activity shall engage in the following:

1. Wear, possess, use, distribute, display, give or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item which is an indication of membership or affiliation in any gang.
2. Communicate either verbally or nonverbally (gestures, handshakes, slogans, drawings, markings, etc.), membership in or affiliation with a gang.
3. Commit any act, which furthers gang activity, including but not limited to:
 - a. Soliciting others for membership in any gang;

- b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
- c. Inciting other students to act with physical violence upon any other person;
- d. Committing any other illegal act or other violation of school district policies.

Discipline for student violation of this policy will be in accord with the District Discipline Code of Conduct.

PENALTIES FOR VIOLATION

A student violating the school's policy on #1 or #2 above will be subject to the following:

1. Required to surrender any material or item alleged to violate this policy to school officials;
 - a. conference with the building principal or his/her designee;
 - b. parental notification and/or conference with the building principal or his/her designee;
 - c. notification to the police liaison officer for additional intervention and assistance;
 - d. subsequent related violation of this policy will subject the student to suspension or expulsion.
2. A student violating the district's policy on #3 above may be suspended for up to ten (10) days and may be recommended for expulsion for up to one year and will be referred to the proper law enforcement agency.