

INDIAN PRAIRIE SCHOOL DISTRICT 204 MISSION STATEMENT

Our Mission Is:

To prepare all students to succeed in an ever-changing world through comprehensive programs and experiences in collaboration with family and community.

We Know:

Including and respecting all people strengthens public education;

We cultivate a climate charged with enthusiasm for teaching and learning;

We challenge all students to reach their potential;

Our students must develop the skills to become life-long learners;

Students learn best in a safe and caring environment;

Education works best when the entire community participates and shares the responsibility.

PRINCIPALS' MESSAGE

Welcome to the 2008 - 2009 school year.

This booklet provides information that is divided into two areas of interest to students and parents. The first section contains general school information. Information regarding attendance, student progress, resources, supportive services, school events and activities is covered. School climate expectations, rule violations and consequences are also included for your reference. Although the behavior of District #204 students is generally outstanding, instances do arise in which the disciplinary consequences need to be implemented. Awareness of the violations and consequences does provide a proactive environment for learning. Please read these violations and consequences. It is the students responsibility to be knowledgeable regarding the content of this handbook.

The second section of the booklet provides students with a valuable study guide and assignment notebook. We believe that this organizational tool is one of the keys to school success and we teach students to use it consistently. Parents are encouraged to review this information daily to support good study habits and assignment completion. Through cooperation of school staff, parents and students, District #204 will continue to provide a challenging environment for learning excellence.
Best wishes for a successful and productive school year.

Sincerely,

Allan Davenport, Stan Gorbatkin, Mary Kelly, Kathy Kosteck,
Jennifer Nonnemacher & Stephen Severson

Indian Prairie District 204—Middle School Principals

SECTION 1: STUDENT ACADEMIC PROGRESS

REPORTING PROCEDURES

As the district has moved to on-line grade reporting, progress reports and report cards will no longer be mailed unless requested by the parents or guardians. Parents or guardians are encouraged to monitor their student's progress on a regular basis using the on-line gradebook program. Official cut-offs for report card and progress report dates can be found on the school and district calendars.

Incompletes are given to students who are absent for an extended period of time or who have extenuating circumstances that require additional time to complete assignments. Parent(s) and the student are to be notified prior to the issuance of the incomplete with the reason for the incomplete, the measures needed to complete the class work, the time frame and consequences of failing to complete the assignments. All incompletes are handled on an individual basis and parent(s) are to be notified when the incomplete is removed from the permanent record.

MIDDLE SCHOOL GRADING GUIDELINES

Middle School teachers in District #204 recognize the wide range of abilities, aptitudes, stages of cognitive development, and levels of maturity of the students they serve. Therefore, they support an evaluation system which encourages the development of work habits, skills, and attitudes that are necessary for students to become life-long learners. Grading standards developed by individual teachers confirm this belief by promoting evaluation practices that:

- reflect student's achievement of curricular goals in respect to their abilities.
- reflect numerous and varied age-appropriate opportunities for students to succeed and demonstrate knowledge of subject matter.
- foster student's responsibility by considering work quality, effort, and task performance.
- effect good communication with students, parents, staff and community.

- **Grading scale, standards & GPA Values**

A	93–100	4.00	C	73–78	2.00
A–	91–92	3.67	C–	71–72	1.67
B+	89–90	3.33	D+	70	1.33
B	83–88	3.00	D	66–69	1.00
B–	81–82	2.67	D–	65	0.67
C+	79–80	2.33	F	64 & Below	0.00

- A Demonstrates outstanding progress
Demonstrates outstanding participation
Is motivated and organized

- Works beyond established goals for achievement and contribution
- B Demonstrates above average progress
 - Usually participates
 - Completes class assignments and homework
 - Is attentive
- C Demonstrates average progress
 - Occasionally participates
 - Completes most class assignments and homework
 - Is attentive
- D Demonstrates lowest acceptable progress
 - Rarely participates
 - Frequently does not complete assignments
 - Is inattentive
- F Demonstrates no progress
 - Does not participate
 - Does not complete assignments
 - Is inattentive

- **Calculating GPA**— To calculate your GPA for middle school, assign a grade point value to each letter grade according to the previous scale then take the total of those values and divide it by the total number of classes.

- **Effort**

O = Effort exceeds reasonable expectations for this student

S = Effort meets reasonable expectations for this student

U = Effort does not meet reasonable expectations for this student

- **Evaluation Components**

Teachers will use frequent and ongoing evaluation in determining grades. Various components may include the following:

- | | |
|------------------------|---------------------------|
| * Participation | * Notetaking |
| * Discussion | * Performance Evaluations |
| * Cooperative Projects | * In-Class Assignments |
| * Quizzes and Tests | * Special Projects |

The middle school honor roll is determined for each nine weeks by the calculations of grades received in all classes according to quality point scale value. Regular Honor Roll is obtained by maintaining a 3.25 average. The High Honor Roll is obtained by maintaining a 3.60 average.

The middle school honor roll is determined for each nine weeks by the calculations of grades received in all classes according to quality point scale value. Regular Honor Roll is obtained by maintaining a 3.25 average. The High Honor Roll is obtained by maintaining a 3.60 average.

ON-LINE GRADE BOOK PARENT/STUDENT VIEWER

Online Grade Book Parent/Student Viewer

The Pinnacle Online Grade Book System allows students and parent to monitor their grades from any computer with internet access.

How do I access the Parent/Student Grade Book Viewer?

1. Go to <http://gradebook.ipspd.org>
2. Click on the **Pinnacle Internet Viewer** icon on the left.
3. Use your 12 digit student ID number to login. Ex. 000000012345
(note: if your ID is less than 12 digits long, add leading zeros)
4. Use the student computer password in all lower case. Ex. abcdef
5. Choose **Hill** Middle School in the school area, then click Login.

What Will I see?

- After logging in, you will see the “Grade Summary”
- Use the “class reports” drop down menus on the left to create detailed reports.
- The grade displayed is the “Current” live grade.
- Student names are not displayed for security purposes.

Course	Numeric and Letter Grades					Year
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	2nd Sem	
SCIENCE-GRADE 6	90/B+					
READING-GRADE 6	92/A-					
MATHEMATICS-GRADE 6	96/A					
COMPUTER LAB-GRADE 6	98/A					
HEALTH-GRADE 6	89/B+					
PHYSICAL EDUCATION	99/A					
BAND 6	93/A					
ENGLISH-GRADE 6	86/B					
SOCIAL STUDIES-6	94/A					

Q: How often are the grades updated online?

A: A general guideline of two weeks should be expected between when an assignment is turned in and when it is recorded online. Please realize that this system shows a “live” grade and many grade updates will be at a work-in-progress status. Larger projects will generally have a longer grading timeline. If you or your student has a question about a grade, they should speak directly to the teacher.

Q: Can I be notified when a low grade is posted?

A: Yes, click the “Email Signup” link on the left menu bar.

Q: What other reports can I view?

A: The GB View offers a variety of reports as shown by the image to the right. To view a report, select the class from the pull down menu to on the left side of the screen. Using the second pull down menu, select the report you would like to view. Finally, select the marking period you would like to view, and click “Get Report.”

Q: What do the various grading codes mean?

A: The Grade Book Viewer displays several grading codes listed below.

Numeric Score = Actual points awarded for the assignment

Blank = Assignment has not been recorded yet / Does Not affect final grade

X = Student has been excused from this assignment / Does Not affect final grade

Z = Assignment is missing and zero points have been awarded / Does affect final grade

0 = Assignment has been turned in and zero points have been awarded / Does affect final grade

PARENT CONFERENCES

Parent conferences are scheduled twice a year, once in the Fall and once in the Spring. Conferences may be teacher or parent initiated. Specific dates may be found in the enclosed school calendar. Final information regarding conference dates and schedules will be in the school newsletter and communicated to parents by educational teams. Conferences can also be scheduled on non-designated parent/teacher conference dates if circumstances warrant.

RETENTION/PROMOTION PROCEDURE

Indian Prairie School District #204 believes that promotion from one grade level to another is an endorsement that a student is academically and socially prepared for success in the following school year. As such, it may be improper to socially promote students who have not met certain minimum standards. Students who do not achieve a yearly 1.5 average (A=4, B=3, C=2, D=1, F=0) for their academic/exploratory classes will be given consideration for retention.

For the 2008-2009 school year, an extensive summer school program or an alternative school placement will be considered for eighth grade students not meeting the minimum grade standards, if promotion to the high school is to occur. This summer school option will only be offered based on principal recommendation. As an extensive summer school program is not an option for sixth and seventh grade students, attendance at other special academic support sessions as determined by the principal, may be required in consideration of promotion to the next grade level.

The decision of retention/promotion must be individualized and examine several social, developmental and academic factors unique to each student. It must include parents, administration and teachers. Although parent support will be solicited, the final decision for retention/promotion will rest with the principal.

SECTION 2: RESOURCES

LIBRARY MEDIA CENTER (LMC)

The LMC is open during the school day from 7:30A.M. to 3:00 P.M. To use the LMC before 8:00 A.M., a student must get a pass from a teacher or an LMC staff member the previous day. If a student wants to work in the LMC after school, he or she needs to make arrangements with a teacher or LMC staff member to ensure that a faculty member will be present. Between 8:00 A.M. and 3:00 P.M., students may come to the LMC with their class, with a staff member, or on a pass from a staff member. Students are encouraged to use the myriad of resources available in the LMC for research, to find information, to explore an area of interest, or to get a book or magazine for personal reading. Parents are also welcome to use the resources of the LMC.

MEDICATION POLICY

Parents will have the option of having district personnel administer the medication or requesting that the child be allowed to self-administer. If choosing the self-administration route, it is recommended that the parent/guardian inform the school nurse in writing when the child will be taking medication and which medication the child is taking.

Parents who elect for their students to self administer should read these procedures and responsibilities carefully. Students who do not follow these procedures and/or students who abuse the decision to self administer by improper handling of medications may be liable for disciplinary consequences under drug abuse rule violations.

If the parent chooses self-administration, a one-day dosage of the medicine should be sent and will remain in the possession of the student at all times. The classroom teacher will allow the student time to take the medication, but the child will be responsible for remembering the prescribed time. There will be no involvement by school personnel concerning any student who is self-medicating.

Please make a special effort to ask your physician for time release medications and dosage schedules that eliminate medication being taken during school hours. This supports our goal of increasing the individual responsibility assumed by students and their families without increasing the amount of medication that is carried in the school.

If choosing to have district personnel administer the medication, the physician must sign the correct form and the medication will have to be brought to the school nurse in the appropriate pharmacy container with the appropriate amount of medicine for a one week supply.

Medication will not be administered by district personnel during the school day except when such doctor prescribed medication is absolutely necessary for the critical health and well being of the student. The use of prescription medication shall be applicable to the above stated district guidelines. The use of non-prescription drugs in school by students is to be strictly limited. Only over-the-counter medications which may routinely be appropriate for minor illness will be considered appropriate for school. Any questioned use of prescription or non-prescription drugs will be investigated by administration and will be evaluated for discipline.

Copies of this policy are available in the school office. Please call the school nurse if you have any questions.

NURSE

A full-time nurse will be available on a daily basis. If a student becomes ill in school he/she should secure a pass from his/her teacher prior to reporting to the nurse's office. The nurse will decide what action should be taken. Students may not leave the building because of illness without authorization.

SUPPORTIVE SERVICES

The following resources and supportive services are available to students and their parents or guardians: conferences with school personnel; counseling services by school counselors, social workers, and psychologists; testing by school psychologists and special education personnel; schedule or program changes; placement in alternative educational programs; special education assessment and placement; and referral to community agencies for appropriate services. Questions and requests for services can be initiated through the school guidance office.

SECTION 3: ATTENDANCE

PHILOSOPHY & EXPECTATIONS

District 204's educational program is built on the premise that regular attendance is vital to a student's success in school. Ensuring that a student maintains regular attendance requires cooperative effort by the student, parent(s), and school personnel. The student who is frequently absent misses social interaction, and class instruction and discussion, even though written work is made up.

Consistent with Section 26–1 of the Illinois School Code, District 204 expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, and to inform the school of any absences and their causes. The school will monitor each student's attendance and inform parents or guardians of any attendance problems. A parent should call the school between the hours of 7:00 - 8:30 A.M. on each day his/her youngster will be absent. In the case of a known extended absence of one week or more, only one call is necessary. If we are not contacted by 8:30 A.M., a parent will be called. If the sickness is interpreted to be a contagious disease, readmission to school is to be by a back-to-school permit signed by a physician. Pursuant to Illinois School Code, their child's school must notify parents of students that have missed 10% of the previous 180 attendance days of school. In addition, students that are excluded from school for non-compliance with the vaccination requirement can be considered as truant if the vaccination requirement is not met within five attendance days of the exclusion.

The following numbers should be called before 8:30 AM to report absences:

Crone	428-7460	Gregory	428-6316
Hill	428-6231	Scullen	428-7002
Granger	375-3412	Still	375-3902

Students do need to attend a minimum of a half day of school to participate in extra curricular events. 11:30 AM is considered the mid point for school attendance.

District 204 considers absenteeism excessive when it significantly interferes with a student's academic performance or social development. Excessive absenteeism includes excessive tardiness.

MAKE-UP WORK

If a student is unable to attend school for two or fewer days, he/she will receive make-up work upon return to school and be given an appropriate due date. For extended emergencies/illness, a parent may call the guidance office on the morning of the third day of absence to request make-up work. A parent may then come in the following morning to pick up the homework. As a general rule, one day of extra time is allotted for each day absent when scheduling make-up work.

MEDICAL DOCUMENTATION

The following are considered excused absences: illness, funerals, medical or dental appointments, and other absences for which permission has been granted in advance. The following, even with parental consent, are considered as unexcused reasons for absences or tardies: truancies, working, missing the bus, oversleeping, shopping, car not starting, keeping personal appointments, visiting out of town (unless excused prior to absence), needed at home (unless excused prior to absence), and other avoidable absences. If there is

doubt about whether an absence will be considered excused or unexcused, check in advance with the building office.

Under certain circumstances, parents or guardians may be required to present medical documentation of physical or emotional conditions causing a student's tardiness or absence.

TARDINESS

Consistent and regular attendance in all classes is an important component of academic achievement. Tardies to class interrupt this process, may negatively affect performance, and will receive prompt response. Any student arriving at school after 8:00 A.M. is to report directly to the receptionist to be issued a pass. No student will be admitted to class without a signed pass.

Unexcused tardies to school shall follow the step discipline procedures. Teachers shall record class tardies and follow the step discipline procedure for students reporting late to classes following first period.

TRUANCY

District 204 considers a student to be truant who is absent without valid cause for a school day or portion thereof, as defined in Section 26–2a of the Illinois School Code.

- **CHRONIC**—District 204 considers a student to be a chronic truant who is absent without valid cause for 10% or more of the previous 180 regular attendance days, per Section 26–2a of the Illinois School Code.
- **MINOR** –District 204, in keeping with Section 26–2a of the Illinois School Code, considers a truant minor to be a chronic truant to whom the above resources and support services have been provided and have failed to result in the remediation of the chronic truancy, or have been offered and refused by the parent(s). guardian(s), and/or student.
- **PUNITIVE ACTION**—In keeping with Section 26–12 of the Illinois School Code, District 204 will take no punitive action, such as out-of-school suspensions, expulsion, or court action against chronic truants for such truancy unless the above resources and support services have been offered to the student and parent(s) or guardian(s).
- **REFERRAL OF CHRONIC TRUANTS**—District 204 will refer chronic truants to the DuPage Educational Service Region in accordance with current procedures established by the Will and DuPage County Truant Offices.

VACATIONS

Every effort should be made to not have students miss school for vacation purposes. When absence occurs due to vacation, it is not always possible for students to receive all assignments in advance. Prior to their vacation, students may collect any homework assignments that are planned to be given during their absence. However, please be aware that students may receive additional homework upon their return. Due dates for this new work will be assigned accordingly.

SECTION 4: SCHOOL EVENTS & ACTIVITIES

PHILOSOPHY & EXPECTATIONS

The Board of Education of District 204 encourages its students to broaden their skills, knowledge and citizenship by participating in school-sponsored clubs, councils, interscholastic and intramural athletics, theatrical productions, and other extra-curricular activities. A complete list of school activities and clubs is available in the Guidance Office. In order to participate in afternoon and evening extra-curricular activities, students must check in at the Main Office no later than 11:30 A.M. on the day of the activity. Special requests may be honored by contacting the administration. Students who leave school due to illness will not be allowed to participate in after school activities.

ELIGIBILITY FOR INTERSCHOLASTIC ACTIVITIES

In order to participate in such school activities, however, each student must maintain a passing grade in all courses in which he/she is currently enrolled.

1. These guidelines apply to all interscholastic contest related activities.
2. Any student participating in one of these activities must maintain passing grades in all subjects.
3. The eligibility process will be coordinated and monitored by an administrator designated by the principal. Eligibility checks will be conducted approximately every two weeks, typically on Thursdays. Teachers will indicate passing or failing grades based upon the grade the student is currently receiving.
4. Staff members are responsible for keeping students informed as to their pass/fail status in each class. Coaches will also work with students who experience academic difficulty to assist them in utilizing all possible resources to improve their academic standing.
5. If a student is deficient (failing in any class), the following will occur:
 - a) For the first deficiency, the student will be put on probation, and given one week to achieve eligibility.
 - b) If the deficiency is not corrected at the conclusion of one week the student will be allowed to practice, but not participate in any contest during the second week.
 - c) If eligibility is not regained by the end of the second week, the student will not be allowed to practice or participate until eligibility is regained.
6. If a student earns a second deficiency mark after having regained eligibility, the above process will be followed less the week of probation.
7. Individual cases of eligibility will be reviewed by the coach/sponsor, assistant principal, teacher(s) and principal or his designee.
8. Students who are excused from PE due to medical reasons are not eligible to participate in interscholastic or intramural sports.

PHYSICAL EXAMS/ATHLETIC PARTICIPATION

All 7th and 8th grade students desiring to participate in any of the athletic programs are required to have a physical examination within one year of intended participation.

Please note, this physical report must be on file before a student may try out or practice for any sport. Participation in the intramural program does not require a physical exam. **Since only intramural programs are offered for 6th grade students, physical exams are not required.**

SCHOOL SPONSORED EVENTS

Students are encouraged to attend school–sponsored events which allow spectators. The purpose for such attendance is to help foster a feeling of confidence in our team and to develop a strong school spirit. Spectators are expected to act and behave in a courteous and considerate manner at all times. Arrangements to leave the school property or the event prior to its scheduled ending time must be made with the sponsoring adult. Students choosing to behave inappropriately at such events will risk not being allowed to attend future events. Supervision of students is available for only a short time after the end of a game. Students are expected to arrange for a ride home at that time. Parents: We ask that you cooperate in picking up your child no later than 20 minutes after the event. Students continuing to remain at school for an unreasonable amount of time after a game are at risk of not being able to attend future events.

- **Athletics**

The rules governing all home sporting events are as follows:

1. Remain in bleachers throughout the contest.
2. Leave the contest area only at half–time or between games.
3. Demonstrate appropriate conduct at all times.
4. Leave the premises only when ride arrives. Walkers may leave immediately.
5. Remain in the P.E. area at all times, excluding locker rooms.
6. Noise–making devices are not permitted.
7. Demonstrate good sportsmanship (booing is not acceptable).
8. Follow all directions.
9. No hats may be worn inside the building.

Possible Consequences

Assigned seat, exclusion from next game or up to remainder of season, Social Probation and/or referral to administration.

- **Evening Social Events**

Each middle school has periodic evening recreational activities planned strictly for their enrolled students. A wide variety of activities are offered ranging from basketball and volleyball in the gym, to board games and craft activities in one of the classrooms. Music is available in the Commons for those wishing to dance and special theme nights are held throughout the year. Activities are chaperoned by parents and staff. Information regarding dates and times will be provided at the start of the school year.

These activities are planned to encourage appropriate social interactions in a supervised setting. In order for everyone to have fun, certain rules must be enforced based on behavioral consequences occurring at school the week prior to, or the day of an activity.

1. All regular school rules apply.
2. Students must remain in the school building in the designated areas at all times.
3. Students must demonstrate proper respect for all adult supervisors.

4. Students must demonstrate proper respect for the property of the school and others.
5. Students must observe necessary safety rules at all times.
6. Students should arrange for rides to arrive no later than 20 minutes after the completion of the event.

Additionally, administration may consider restricting the privilege of participation based on behavioral consequences occurring at school on the day of an activity.

- **High School Athletic Events**

Throughout the school year, many of our middle school students want to attend athletic events at either Waubonsie Valley or Neuqua Valley High School. It is wonderful to see students' school spirit for their future high school begin in middle school. Collectively, middle school and high school administrators want to ensure that the behavior of the middle school students at high school athletic events is both safe and positive. With that in mind, we have worked with the administration at the high school to develop the following guidelines for students attending high school athletic events:

1. Remember that the Aurora city curfew for children ages 15 and under is 10:00 p.m. daily.
2. It is strongly suggested that parents supervise their children while at an athletic event. High school athletic events, especially football and basketball, tend to draw a large crowd.
3. Middle school students who are not accompanied by an adult must sit in an assigned area for supervision purposes.
4. All middle school students must show their school ID when they are paying to enter the game.
5. Remember that all school rules apply while students are in attendance at high school athletic events. Failure to comply with these rules will result in consequences. Following these guidelines will insure that your child has a safe and enjoyable evening at the high school athletic events.

- **Off Campus Trips**

Student behavior during all aspects of off-campus trips is governed by school rules. There will be no tolerance of any behavior which detracts from or interferes with these off-campus instructional activities. Punitive consequences may be instituted while the students are away from the building. Additional consequences may also be instituted upon the completion of the trip. Although these trips are a planned part of our core curriculum, a student may be excluded from a trip at the discretion of the administration. An appropriate, alternative instructional activity will be arranged at school for students who do not go on off-campus trips. Parents will be notified in advance of the day of the trip of such an action and the reasons for it. Students will not be excluded due to financial need. Scholarships are provided to students as appropriate. Parents should contact the grade level counselor for further details.

UNIFORMS

When a uniform is assigned to a student, he/she becomes financially liable to return that same uniform to the coach/sponsor at the end of the season. If a missing uniform is later found, the replacement fee will be refunded.

SECTION 5: GENERAL SCHOOL INFORMATION

ACADEMIC RESOURCES

- **Blackboard**

Blackboard is an on-line resource for students to access information from individual classes and teams. It is a course management system allowing teachers to establish course sites to share documents with students which can be accessed from home. Some of the other features include discussion boards, wikis and blogs. All communication occurs within the course through the student's unique password and none of the communication is shared with the public Internet. This site can be accessed at www.virtual-learning.ipisd.org

- **Homework Hotline**

Each student has the primary responsibility for recording daily assignments and has been issued an assignment notebook.

An automated phone system is available for students and parents to verify daily homework assignments. Parents of absent students may also check the homework hotline for work after 3:45 p.m.

Crone	428-7457	Scullen	428-7003
Hill	428-6232	Still	375-3906 (6)
Granger	375-3413		375-3907 (7)
Gregory	428-6317		375-3908 (8)
			375-3905 (Exploratory)

- **Library Media Center (LMC) Resource Page**

Students and or parents may access the LMC resource page from their school's homepage.

CAFETERIA

A hot lunch program is operated on a daily basis in which students may purchase a complete school lunch or ala carte items. Students may also bring their own lunch. Café Prepay ,www.cafeprepay.com, allows for payment of lunch as well as checking of current account balances and transactions. Once guardians establish an online account, they will always be able to log on and check the current lunch balances even if they choose to pay by cash or check. Checks should be made payable to IPSD 204 and turned into Sodexo personnel in the school cafeteria.

In an effort to maintain a positive climate and decrease exclusion, please refrain from ordering or delivering food or drinks for groups of students.

CLOSED CAMPUS POLICY

In order to maintain maximum safety and accountability of students, our middle schools are a closed campus. Once a student arrives on school grounds, they may not leave. Students are also expected to remain on campus after school until properly picked up. Once a student leaves the building from an after school activity, they may not return to the building. Students who violate the closed campus policy will receive appropriate consequences at the discretion of the administration.

Due to supervisory schedules, students who do not ride the bus shall arrive at school no earlier than 7:45 A.M. Upon arrival, students shall report to designated supervisory areas. For purposes of detention, or with special faculty permission, students may enter the building early through the main entrance only.

Student dismissal will be at 3:00 P.M. A bell will ring at 3:15 P.M. after which no student may remain in the building. Students involved in special activities after school are to remain in their assigned areas.

During the morning bus time (7:30 A.M. to 8:00 A.M.) and the afternoon bus time (3:00 P.M. – 3:15 P.M.), cars will not be allowed in the bus circle of each school. Parents may drop off or pick up students in the parking lot.

DIRECTORY INFORMATION - RELEASE OF INFORMATION

This handbook serves as notice that pursuant to the Illinois School Records Act and FERPA, a school may release directory information about its students. "Directory information" includes: name; address; gender; grade level; birth date and place; parents' names and addresses; academic awards, degrees, and honors; information relating to school-sponsored activities, organizations, and athletics; and period of attendance.

FAMILY LIFE & SEX EDUCATION

District 204's family life and sex education program will be taught sequentially-in relation to the students' physical, emotional and intellectual maturity levels.

- **Family Life:**

The district will provide age-appropriate instruction designed to promote a wholesome and comprehensive understanding of the emotional, psychological, hygienic, and social-responsibility aspects of family life. Also, students in grades 6 through 12 will receive instruction regarding the prevention, transmission and spread of HIV.

- **Sex Education:**

The District will provide instruction concerning sex education in accordance with the requirements of Section 27-9.1 of the Illinois School Code. Such sex education courses -- taught to students in grades 6 - 12-- will include instruction regarding the prevention, transmission and spread of HIV; sexual abstinence; and other preventive measures and their limitations. Class sessions that deal exclusively with human sexuality may be conducted separately for males and females. Course contact will be age-appropriate.

Note: No student will be required to take or participate in any class or course on HIV or sex education if his/her parent(s) or guardian(s) submits a written objection to the building principal. Further, that decision not to take or participate in any such course or program will not be reason for the suspension or expulsion of the student, or changing the student's grade. The student will be required to complete an alternative

activity that is aligned (by goals, purpose and standards) to the content and stated objective of the class or course.

HONESTY POLICY

Belief Statement - We believe that learning best occurs in an atmosphere of academic honesty in which students have developed a high sense of responsibility and exhibit a high standard of integrity. This is accomplished through the cooperative efforts of students, parents/guardians, and teachers. Although there is pressure to excel placed on students by the society in which we live, we will not tolerate nor condone academic dishonesty.

Students - It is expected that students will conduct themselves according to the school rules prohibiting cheating and will perform in a manner that reflects their knowledge and acceptance of these rules.

Parents/Guardians - As partners in the educational process, parents/guardians must support the ethical value of honesty and the enforcement of the school's policies on cheating so that an honest school environment is maintained.

Teachers - Teachers are expected to perform their instructional responsibilities in such a manner as to minimize the potential for dishonesty and by being fair and consistent in the implementation of consequences for cheating.

Definition of Cheating/Academic Dishonesty

Cheating occurs when a student obtains, or assists others in obtaining, credit for work that is not his/her own whether it is accessed verbally, in writing, graphically, or electronically. Examples of cheating/academic dishonesty include, but are not limited to the following:

1. Copying from another student's test, helping another student during a test, or providing other students with information regarding a test
2. Submitting another person's work as one's own
3. Stealing copies of tests or answer keys
4. Copying, or allowing another student to copy, a homework assignment, test, quiz, project, book report, or take-home test
5. Plagiarizing or presenting material taken from another source, including the Internet or computer files, and translation programs without appropriate documentation (Plagiarism is defined as 9 or more consecutive words taken from another source without documentation.)
6. Changing answers on a test, assignment, project, etc. after grading
7. Changing grades in a grade book or altering a computer grading program**
8. Using an electronic device in a manner not specified by the teacher (e.g., storing answers or equations)
9. Misrepresenting records for hands-on activities such as physical fitness testing
10. Using unapproved written materials (i.e. "crib sheets," "cheat sheets," etc.)

"Cooperative learning" is a recognized instructional practice. When this practice is acceptable to the teacher for a project or assignment, the teacher must clearly explain this expectation to the students. If not clearly delineated as approved, the copying of homework, papers, tests, quizzes, reports, etc. will be considered episodes of cheating.

Consequences of Cheating/Academic Dishonesty

- 1st offense 0% on class assignment, homework, test, quizzes or other projects and parent contact by teacher
- 2nd offense 0% on class assignment, homework, test, quizzes or other projects, parent contact, referral from administration, consequences at the discretion of the administration up to 3 days ISD
- 3rd offense 0% on class assignment, homework, test, quizzes or other projects, parent contact, up to 3 days OSS

**Possible legal, criminal, and disciplinary action may follow.

LOCKERS—Hallway and Physical Education

All students will receive locker assignments during the first day of school. Since lockers are for the safety and convenience of students, it is important to keep your locker locked (after the door is closed, spin the dial). **KEEP THE LOCK COMBINATION PRIVATE AND USE ONLY THE ASSIGNED LOCKER. STUDENTS ARE NOT PERMITTED TO MAKE UNAUTHORIZED MOVES INTO ANOTHER STUDENT'S LOCKER.** All students should inspect their lockers at the beginning of the school year for any damage or cleaning that might be needed. Report any trouble with your locker to the Main office. Defacing of lockers is not permitted. (Students will be assessed a monetary fine, to be determined by school personnel, if lockers are found to be damaged or defaced in any way.) Routine locker inspections will be conducted. Each student has the responsibility to clean out and remove locker contents at the end of the school year. **ALL STUDENTS' LOCKERS ARE THE PROPERTY OF INDIAN PRAIRIE SCHOOL DISTRICT #204 AND ARE ACCESSIBLE TO SCHOOL AUTHORITIES AT ANYTIME.** The locker and its contents are subject to search by school officials, especially if there is reason to suspect that unauthorized materials (example: drugs, alcohol, stolen property, etc.) are being housed in the locker.

Since the school cannot assume liability for any lost or stolen property, students are cautioned to keep their possessions locked at all times. Students are discouraged from bringing valuables and large sums of money to school.

- **Acceptable Practices:**

- A. Attachment of personal property to lockers, on the interior or exterior, shall be limited to taped items only
- B. Interior – Magnetized mirrors, note pads, pictures affixed by scotch tape

- **Unacceptable Practices:**

- A. Use of glues as an adhesive
- B. Pencil, pen, ink, marker, paint, nail polish, etc. markings on the interior or exterior
- C. Attachment of gum to the locker
- D. Adhesive backed stamps, posters, stickers
- E. Use of glitter
- F. Use of perfumes or foreign scents that may be disruptive
- G. Displays of materials that may be offensive to others in a public setting
- H. Large balloons

P.E. lockers will be assigned at the beginning of the year; P.E. locks must be purchased from the school. No other locks may be used. **NOTE:** Each year loss of personal property in the P.E. locker area is an issue of concern. In most cases students fail to use their lock and/or do not close it properly. Students are responsible for procedures to prevent loss/theft of personal property in the locker area. Neither lockers nor lock combinations are to be shared with other students under any circumstances.

Students are discouraged from bringing valuables and large sums of money to school. If a P.E. lock is lost, a replacement must be purchased from the school immediately so that all personal property is protected.

LOST BOOKS

If a student loses or damages a textbook or library book, he/she will have to pay the replacement cost of the book. If a lost book is found later, a refund will be issued. Any unpaid fees will be sent through a collection process.

MESSAGES TO STUDENTS AND STUDENT PHONE USE

Office staff is available during the school day for messages of an emergency nature. Phone calls by students during the school day should be limited; only use of pay phones during non-class time is appropriate for such calls. In general, students will not be allowed to use the office telephone but will be instructed to call collect. It is suggested that all students carry sufficient money to make an emergency phone call.

NEWSLETTER

School newsletters will be made available on a regular basis. This is one of our multiple means of timely and important communication with parents. Student achievements, special events and activities are highlighted. Students and parents are asked to read and discuss the information provided in the newsletter and to call the school if they have questions, concerns, or comments.

PERSONAL ITEMS

Students may "ride" skateboards or in-line skates to school but may not use them on school property. During the day, skateboards and in-line skates must be kept in lockers. Students riding the bus are not allowed to carry skateboards or in-line skates on the bus due to safety rules. In addition, the use of motorized skateboards is not permitted on school property.

Students are encouraged not to bring electronic listening devices or electronic portable radios, games, cd players to school, athletic or student activity practices, field trips or other events. Exceptions to this at the discretion of the administration.

The above items merely increase the noise level of the building and are distracting to the educational environment and purpose. Students who bring such devices to school must store them in their lockers during the school hours of 8:00 - 3:00. Failure to do so will result in confiscation of the device and disciplinary action. The school is not responsible for any lost or confiscated electronic items.

Illinois law prohibits the possession of personal pagers by students on school grounds due to possible connection with the distribution of controlled substances. Use of cellular phones during school hours is prohibited.

Coats, hats, bookbags/backpacks, sunglasses, and similar articles are to be kept in lockers during the school day.

Due to the potential danger of aerosol sprays, all aerosol sprays (i.e. hair spray, deodorants, etc.) are forbidden on school property, at school events such as Outdoor Education, extra-curricular activities, and on school buses.

PROCEDURES FOR STUDENT SIGN-IN/SIGN-OUT

A parent is requested to write a note if his/her child needs to leave early or arrive late. The note should state times, date, and reason. The student should bring the note to the main office **upon arrival at school** and will be issued the appropriate pass. When a student leaves the building prior to dismissal, his/her parent must sign them out at the main office/reception area.

RELEASE OF INFORMATION

Note to Divorced Parents - Copies of all correspondence and reports (reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school-initiated parent-teacher conferences, notices of major school-sponsored events such as open houses, which involve pupil-parent interaction, and copies of school calendar regarding the child) may be provided to both parents of a child whose parents are divorced. Such copies shall be provided by mail when they are requested by either parent, unless there is a court order to the contrary.

SCHOOL VISITORS

The Board encourages the public to visit District 204 schools because it is important that all members of the community be knowledgeable about school programs and student activities. In receiving visitors, District personnel will be cognizant of student welfare and safety, and the continuity of the educational program. In order to provide for an orderly process and worthwhile experience for visitors, the following guidelines will govern school visits:

1. Visitors will pre-arrange visits to the school with the building principal at least 24 hours prior to the visit.
2. Absent unusual circumstances previously discussed with the building principal, school visits will be limited to 1 hour per day.
3. School visits will generally be limited to adults. Parents should avoid visiting school accompanied by siblings or other children.
4. School visits to individual classrooms should generally be made only when the regularly assigned teacher is present.
5. In all cases, visitors must report to the Main Office upon entering the school building.
6. School and classroom visits must not be disruptive or in any way interfere with the instructional program. All visits and visitors will be subject to the authority of the building principal, who may restrict or limit visits, or visitors as he/she considers necessary.

7. Each visitor will be asked to wear an identification badge when visiting District classrooms. This is to be obtained at the Principal's Office or from the campus monitor/aide located at the front door.

The building principal will be responsible for ensuring that parents/guardians of students are aware of this policy. Also, he/she will be responsible for inviting them to visit the school and to thereby develop a spirit of mutual cooperation that will benefit the student(s) involved. Direct communication to homes, as well as using parent organizations and school meetings, to promote this policy is encouraged.

STUDENT INSURANCE

Student insurance will be available in the school office after the first day of school. Follow instructions provided on the insurance envelope.

SECTION 6: SCHOOL CLIMATE

PHILOSOPHY & EXPECTATIONS

Public schools, to be effective, must give all students the opportunity to learn and all teachers the opportunity to teach. Students must be taught that group living demands that individual actions must be tempered and limited. Such understandings take time for growth in the individual, and meanwhile external authority must prevail until desirable habits are acquired.

In this school system teachers and administrators are held responsible for upholding the disciplinary standards of the school. It is expected that high standards of conduct that are consistent with adolescence growth and development will be maintained at all times. The educational environment of the district shall be such that the administration and teachers shall demonstrate fair, just, and flexible attitudes and disciplinary efforts toward all students.

In all matters related to the discipline and conduct of the students in the school, the certified staff (teachers and administrators) assume the supervisory role of parent/guardians to the students. The relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students in the absence of their parents/guardians. This philosophy of our discipline program can be summarized as follows:

1. All youngsters can behave appropriately.
2. Misbehavior is a matter of choice.
3. A student will accept responsibility for his/her actions.
4. Teachers have the right to teach.
5. Students have the right to learn.
6. No student shall prevent a teacher from teaching or a student from learning.

The discipline program is intended to guide the student toward becoming a responsible and productive member of society in school and in general by:

1. Teaching appropriate social and adaptive skills through the advisory program.
2. Rewarding acceptable and exceptional behavior.
3. Discouraging inappropriate behavior through negative consequences.
4. Assisting the student to eliminate inappropriate behavior through counseling and guidance.

A good discipline program must have the following to be effective:

1. A set of clear, concise, observable rules which are consistently implemented.
2. Rules and expectations clearly explained to students and reinforced whenever necessary.
3. Positive and negative consequences implemented fairly and consistently on a school-wide basis.
4. Immediate and appropriate consequences.
5. Parents who are involved and supportive.

Prominently displayed in each classroom is a poster listing the following school rules:

1. Report to class on time.
2. Bring necessary materials including homework to class.
3. Keep your hands, feet, objects to yourself.
4. Be polite, courteous, and respectful.
5. Follow directions immediately when given.
6. Walk at all times.

In addition, each teacher posts a detailed explanation of his/her classroom rules as they relate to the overall school rules.

Recognizing Positive Student Behavior

Those students who choose to act in an acceptable manner may receive a variety of positive rewards. These rewards include such things as:

1. Verbal praise from his/her teacher.
2. Written praise in the form of a certificate or other type of award from the teacher or team of teachers.
3. Tangible reinforcers may be issued by staff members as spontaneous recognition for appropriate academic or behavioral actions. These reinforcers (such as PLUS TICKETS) can be used for special drawings, raffles and incentives throughout the year.

CAFETERIA BEHAVIOR

It is the expectation of District 204 that students behave as well in our cafeterias as they would in a restaurant. Students are expected to use courtesy, manners and common sense while eating lunch. Students who fail to meet these expectations will be dealt with in a manner consistent with other acts of disobedience or misconduct in the level system. Consequences may also include lunch detention or assigned seating.

CLASSROOM BEHAVIOR

Misbehavior is a matter of choice. Choosing to disrupt class infringes upon the right of the teacher and the right of other students in the class to learn. Even those disruptions that appear minor in nature seriously interfere with the educational process. Within a reasonable time frame student consequences will be stepped (see steps below) in the following categories:

1. **Supplies, materials and homework** – The expectation is for students to come to class prepared with the necessary books, supplies, and homework. Each time a student does not have the necessary pen, pencil, paper, book, etc. he/she will advance to the next step. If a step system is acted upon the student should not receive a double jeopardy of an additional consequence such as a zero (0) grade for the homework assignment.

2. **Classroom behavior** – Students are expected to use courteous behavior towards students and teachers. Each time a student neglects this courtesy he/she will advance to the next step. (Examples: interrupts or talks during class, is rude or disrespectful, does not follow teacher directions or classroom rules relating to behavior)

3. **Tardy to class** – Students should be in the classroom ready to begin at the time class is scheduled to begin. Each time a student arrives after this time, without a pass, he/she will advance to the next step. Chronic tardies could be considered as repeated refusal to comply with school rules.

Steps For Dealing With Classroom Misbehavior

First Consequence: The teacher will communicate to the student that the behavior is inappropriate (warning).

Second Consequence: Parent contact (by phone) is recommended but not required for all behavior infractions.

Third Consequence: Detention and/or other teacher intervention.

Further Consequence: If the problem persists additional detentions or other consequences may be assigned.

In addition, the following interventions may be implemented:

Range of Disciplinary Consequences:

- **Parent Conference**—The teacher(s) will share concerns with the student's parents in order to gain insight, receive suggestions, and confront the problem in a cooperative, supportive effort.
- **Team Intervention**—The teacher(s) will discuss the problem during team meetings.
- **Building Intervention/Teacher Assistance**—The teacher(s) will bring the problem to a team which consists of: teachers, social worker, counselor, and the assistant principal. Further discussion will take place and result in intervention strategies and a time line to monitor progress and update strategies. Some of the strategies may be a continuation of those implemented during the grade-level team intervention. Parents shall be notified of recommended strategies by the school.
- **Referral to Administration**—In instances of student gross misconduct or repeated misbehavior, teachers may refer students to the assistant principal. The student will be held responsible for his/her actions which may include consequences at the discretion of the administration.
- **Detention Procedure**
 1. The student will be issued a detention slip indicating the date given and a brief description of the inappropriate behavior.

2. The student is responsible for obtaining his/her parent's signature on the detention form.
 3. The detention must be served before or after school within three attendance days of the date issued. The signed detention form must be given to the detention hall supervisor. If a student is absent from school on each of the three consecutive attendance days following receipt of a detention, the detention is to be served the first day upon returning to school.
 4. Failure to serve a detention within the required three days will result in an in-school detention (ISD) or other appropriate consequence at the discretion of the administrator for refusal to comply with the school rule regarding detentions. Reasonable efforts will be made by administration to contact the student's parent on the day the ISD is assigned. The student will continue to be responsible for serving the original detention and will remain assigned to ISD until this responsibility has been completed.
 5. A student who earns more than two ISD's for failure to serve detentions in any quarter grading period, may receive an out of school suspension (OSS) at the discretion of the administration.
 6. Detention periods must be used for the purpose of independent study or reading appropriate material. Students must bring appropriate instructional materials.
 7. Detentions are to be served before school (7:20 A.M. -7:50 A.M.) or after school (3:10 P.M. -3:40 P.M.) Alternative arrangements are not available due to supervisory responsibilities. Parents shall be responsible for insuring that their child attends during one of these times if he/she is assigned.
- **Full Day In-School Detention (ISD)**—One of the interventions that may be assigned by the administration is the In-School Detention (ISD). While serving ISD the student is expected to do school assignments in a quiet area. On a day that ISD is assigned, the student will not be attending his/her regular classes but will be assigned to one supervised room. If the student is absent on a day that an ISD is assigned, he/she is to serve it on the first day after returning. Students who engage in misbehavior while serving an in-school detention may be subject to up to 3 days out of school suspension at the discretion of the administration. Parents will be responsible for making immediate arrangements to pick their child up at school.
 - **Social Probation**—The School administration considers social probation a serious consequence. Students on social probation will not be allowed to attend or participate in any before or after school activities for a period of time determined by the school administration. Students assigned social probation will lose all of their special privileges. These privileges include, but are not limited to, attendance at, or participation in; Student Council functions; intramural and interscholastic sports and other intramural programs or clubs; PTSA programs; band and chorus trips; other special non-academic assemblies; and the ability to be in the hallway after the school day unless accompanied by an adult. These special privileges that are lost do not include

participation in after-school activities which affect the students' grade such as band and chorus and presentation of school projects such as science fair. Students are expected to participate in these activities (concerts and other academic requirements) while assigned social probation unless told otherwise by the administration. In addition, participation in field trips, assemblies and other special activities including promotion may be suspended.

- **Out of School Suspension**—One of the interventions that may be assigned by the administration is the Out of School Suspension(OSS). While serving OSS, the student is not allowed on school grounds for any function without the prior direct consent of the Principal or Assistant Principal. Students will be allowed to make up the work that is missed. The student is responsible for obtaining the missing assignments and turning them in on the due date designated by the teacher. The expectation is that students shall be completing class assignments while serving the suspension and therefore, all assignments are due within 48 hours of returning to school.
- **Referral to the school resource officer (SRO)**—The establishment of the position of a School Resource Officer will permit the disciplinary structure of District 204 secondary schools, in concert with Naperville and Aurora police officers, to become prevention-oriented, and deal with youth concerns before they become youth problems. It is logical that community resources such as schools and law enforcement agencies provide each other with expertise for dealing with youth involvement in anti-social behavior. Because society expects schools to meet youth needs that range far beyond their education, community resources such as law enforcement must reach into the schools to provide expertise in dealing with youth. The school setting provides an educational environment that can offer preventive programs in deterring youth from involvement in criminal acts, alcohol use, drug use, gang involvement, theft and violence. The intent of the School Resource Officer Program is to establish positive working relationships with police, school administration, service agencies, parents and students to maintain a safe, secure environment free of violence and fear, enabling education to occur naturally and uninhibited.

Search and Seizure

An administrator, or other designated school official, may conduct a search of any student, and/or that student's possessions, whenever that school official has reasonable cause to believe the student is in possession of any illegal object(s), controlled substance(s), or other objects detrimental to the health, safety, or welfare of the educational process, other students, or other school personnel. Any search authorized under this policy must be reasonable in scope and limited to searching school lockers and ordering the student to empty pockets, purses, backpacks, book bags, or other personal articles. Failure to comply with the request under this procedure will be considered as insubordination.

Threats and Safe School

With the recent publicized episodes of violence in some schools across the nation, we intend to take irresponsible threats seriously. We caution all students that threats may result in serious disciplinary consequences. Police investigation, arrest, suspension, and recommendation for expulsions may be warranted.

ACTS OF DISOBEDIENCE OR MISCONDUCT

Disobedience or misconduct shall include any conduct, behavior, or activity which causes or may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel.

Disobedience or misconduct may occur on school grounds, on a school bus, or at a school function. It may also occur outside the school grounds, provided, however, that a direct relationship exists between the conduct of the student and the school's educational function.

Getting an education is both a privilege and a right for a student. Students guilty of disobedience or misconduct abuse that right, and the law provides the means by which the privilege can be withdrawn. State law provides that students may be subject to disciplinary consequences up to and including suspension or expulsion for gross disobedience or misconduct. Generally this type of behavior falls into four classifications:

1. Repeated minor misbehavior which continues in spite of disciplinary action.
2. Behavior which is destructive of property.
3. Behavior which is damaging to other persons or is seriously disrespectful of their rights.
4. Behavior which seriously interferes with the educational process or conduct of other students in the school.

Any action which demonstrates a clear and present danger to the safety and well-being of the students and staff either off school grounds or during non-school hours will be subject to disciplinary action by the school.

CATEGORIES OF OFFENSES

The following should not be interpreted as being the only offenses for which disciplinary actions may be taken. Any behavior, or attempt of any of the prohibited activities, whether or not on school property, that is not conducive to a healthy school environment or could pose a danger to oneself or others will be dealt with according to administrator discretion.

LEVEL I

Level I offenses or minor misbehaviors which interrupt the orderly operation of the classroom, school and/or bus. Such misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel. Level I infractions may include but are not limited to:

- **Cheating:** dishonesty while completing school work, plagiarism, using inappropriate materials (e.g., test, teacher's note, etc.) and/or falsifying or altering records. Refer to Honesty Policy in Section 5.

- **Disruption:** any negative behavior that tends to disturb or endanger the educational process and/or interferes with the liberty, property or other rights of a school employee, student, or any other person on school premises or attending a school or school-related event - this includes behavior in classrooms, media center, school grounds during the school day and at school and school-related events.
- **Disrespect:** to insult, call derogatory names, dishonor, or in any other manner abuse verbally or in writing any member of the school staff or student body.
- **Food, Candy or Soda:** consumption/use at unauthorized places and/or times.
- **Gambling:** to play a game for money or property, to bet on an uncertain outcome.
- **Graffiti:** an inscription or drawing on any surface that is inappropriate or unauthorized.
- **Hallway:** Being out of class without a proper hall pass; misuse of a hall pass.
- **Insubordination:** the willful failure to respond or carry out a reasonable directive by authorized school personnel.
- **Laser Pointers:** using the object to disrupt the educational process or resulting in the harm of another person.
- **Profanity:** obscene language, racial profanities, gestures (written, drawn, acted or spoken).
- **Student Attire:** A student's dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, modesty and decency as determined by the building principal, the Superintendent, and/or the Board of Education.

Student dress or attire will conform to the following minimum standards:

1. Clothing must effectively cover the student's torso. Underwear must be covered. Bare midriffs are not permitted. Prohibited shirts include, but are not limited to, backless, one shoulder, strapless, or thin-shouldered shirts or blouses. Also prohibited is clothing with low-cut necklines, clothing that exposes cleavage and shirts or pants that have any revealing holes. Shorts and skirts must come to at least fingertip length with arms fully extended.
2. Head coverings (e.g., hats, hoods, headbands, bandanas, etc.), coats, gloves, and sunglasses must be removed upon entering the building. (Religious headcoverings are exempt.)
3. All pants must be worn at the waist. Undergarments must be covered at all times.
4. Students must wear shoes; however, metal, plastic, wheeled or rubber cleats or other shoes that may damage the floors may not be worn.
5. Students will not wear beachwear to classes, except for special school-approved days.
6. Any item of clothing, shoes, jewelry, accessories, book bags, purses and other similar items may not be worn or brought to school or school-related events on which any of the following appear:

- Derogatory, inflammatory, sexual, discriminatory or offensive symbols, images, words, etc.
 - Any reference to alcohol, tobacco, drugs, etc. including advertisements
 - Any symbol, image, word, etc. that is obscene, vulgar or profane
 - Any reference, symbol, image, word, etc., to violence or gang activity
7. No spiked or dangerous jewelry, such as handcuffs, chains, wallet chains, etc. may be worn at school.
 8. Students may not wear or display items that are considered to be gang identifiers by our school and community. These identifiers include, but are not limited to: Playboy Bunny insignia, a single glove, 5- pointed stars, crowns, arrows or pitchforks shaved into the hair or otherwise displayed. Any other attire, item, insignia, or symbol, which the administration has reasonable cause to believe is gang identifier, will be prohibited even if it had not previously been so designated in this or any other statement of policy.
 9. At any school function, all middle schools reserve the responsibility to determine the appropriateness of dress.

Consequences include but are not limited to the following:

- A. Cover-up/change of clothes
- B. Parent contact
- C. Repeated offenses may result in further disciplinary consequences such as detention or in-school detention.

- **Tardiness:** The act of unexcused lateness to school, class, or any other part of the student's schedule.
- **Throwing Of Items/Objects:** Any item/object that is intended to disrupt the educational process or may result in the harm of another student. Examples may include but are not limited to: food, snowballs, ordinary objects, etc.

Level I Consequences are based on the seriousness of the incident and become more restrictive as the behavior persists. One or more of the following consequences may occur, but are not limited to: verbal warning, student conference, classroom isolation, parent contact, student services referral, student contract, team intervention, conflict resolution, detention, or administrator involvement if necessary.

LEVEL II

Level II involves misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. Level II and repeated acts of Level I misbehaviors may require the intervention of personnel on the administrative level. Level II infractions may include but are not limited to:

- **Aerosol Sprays:** Use or possession of aerosol sprays on school grounds.
- **Bullying, Cyber Bullying and Intimidation of Others:** any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or

demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature.

- **Cellular telephones – Digital cameras – Any electronic messaging devices during school hours**
 1. Cellular radio telecommunication devices may be used before and after school only unless prior administrative approval has been given.
 2. During the school day, cellular radio telecommunication devices must be turned off at all times. Programming such devices to vibrate rather than ring does not fulfill the “off” requirement; cellular radio telecommunication devices must be stored away out of view of the public. If your cellular radio telecommunication device is in view of the general public, you will be asked to take the device to an assistant principal and your parents will be asked to pick it up from the office.
 3. Cellular radio telecommunication devices may not be used to conduct any activities that violate Board policy, school rules, state law or federal law.
 4. Cellular radio telecommunication devices may not be used in any manner, which interferes with, or is disruptive to the educational or extracurricular activities or events. Notwithstanding the rules set fourth above, cellular radio telecommunication devices may be used at any time to respond to or report and emergency situation. Violations of this policy may result in disciplinary action, including suspension and/or expulsion.
 5. Cell phones cannot be used as a camera. Cell phones are not allowed in locker rooms or bathrooms.
 6. **If you bring a cell phone or digital listening device to school you are responsible for it if it's lost or stolen. We will not put a high priority on investigating theft of this item.**

- **Failure to Properly Serve Detention:** any student whose conduct disrupts the detention environment will be removed.
- **Forgery:** The act of falsely using the name of any other person or falsifying time, dates, grades, addresses or other data on school forms
- **Inappropriate Display Of Affection:** Embracing, kissing, or caressing another in a situation or other circumstances deemed inappropriate
- **Invasion of Privacy:** Any invasion of privacy of another, including but not limited to using a cellular telephone, personal digital assistant (PDA) or any other electronic or photographic device to take and/or transmit pictures of another without that person's consent. This prohibition does not include images take in circumstances where a person has no reasonable expectation of privacy such as a spectator at, or participant in, an athletic contest.
- **Obstruction of an Investigation:** Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving false information.
- **Repeated Incidents of Misbehavior:** Repeated refusal to comply with school rules.

- **Safety and Welfare Violation:** Acts which directly or indirectly jeopardize the health, safety and welfare of school personnel and students.
- **Solicitation:** unauthorized buying, selling or trading
- **Theft (minor - under \$300):** taking, removing, or possessing, without permission, property belonging to others
- **Tobacco:** Possession, sale, purchase, use or transfer of tobacco product, including matches & lighters. Possession of tobacco is in violation of Aurora and Naperville Ordinances. A referral to the school resource officer will be made.
- **Truancy:** absence without valid cause during the school day or a portion thereof
 - **First Incident:** 1 day in-school detentions and/or other interventions at the discretion of the administration.
 - **Second Incident:** 3 days in-school detention
 - **Further Incidents:** Depending on the frequency of occurrences, additional days of in-school detention and referral to the County Truancy Office may be forthcoming.

Level II Consequences are based on the seriousness of the incident and become more restrictive as the behavior persists. One or more of the following consequences may occur, but are not limited to: Student services referral, Detention, In-School Detention, Social Probation, Out of School Suspension, or Possible Expulsion.

LEVEL III

These severe offenses present a substantial disruption and/or danger to the orderly operation of the school and/or to the health and safety of students, employees and other persons.

Level III infractions may include but are not limited to:

- **Extortion:** to obtain property or conduct from a person by force or threats
- **Failure to properly serve an In School Detention**
- **Fighting:** Engaging in physical contact for the purpose of inflicting harm to another person.

Advice to students: If you are approached by another student who threatens you and wants to fight, simply tell the nearest staff member or go to the principal's office to report this information. There should also be an attempt to retreat. There should be an attempt to neutralize a hostile situation without escalating it. Do not involve yourself in a fight; you will be suspended from school if you do. These general guidelines apply also to travel to and from school and school sponsored activities.

To maintain a safe environment, fighting at school cannot be tolerated. When such an event happens, an investigation of the activity is conducted by the administration and discipline is usually issued to all participants. Unfortunately, such events are generally not the result of one simple act of aggression on the part of one individual. Usually, the fight is a result of a complex web of circumstances and verbal exchanges which have transpired for days or even weeks.

- **Gross disobedience:** Any conduct, behavior, or activity which causes or may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel.

- **Harassment:** any intimidating, demeaning or threatening behavior, verbal, non-verbal or written remarks which are based on a person's race, color, religion, national origin, sex, or disability.
- **Hazing:** Any act of aggressive behavior directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, activity, event or athletic team, whether sponsored or not sponsored by the District, whose members or participants include other students.
- **Misuse of the Internet/Computers:** Unauthorized and/or improper use of computers and/or the Internet or a violation of the District's Network/Internet Use Policy. In addition to any consequences associated with this level, the failure of any user to follow the terms of the Permission for Internet Access may result in the loss of privileges and/or restitution.
- **Sexual Harassment:** In keeping with the increased awareness of and concern with the issue of sexual harassment, it is important for students to know that this type of activity is not tolerated in District 204. Reported incidences of verbal or physical harassment will be thoroughly and discreetly investigated. **Sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that has the purpose or effect of limiting any student in the enjoyment of any right, privilege, advantage, or opportunity in the educational environment.)** Students who feel sexually harassed should contact any faculty member, counselor, or administrator. Complaints of sexual harassment by other students may be received orally or in writing. If the preliminary investigation reveals that the complaint is substantial and may warrant a suspension and/or other agency involvement, the student will be requested to put their complaint in writing; parents/guardians will be notified and involved in further investigation. The student's oral or written statement will be kept confidential, except as necessary to complete the investigation. District personnel will comply with the child abuse reporting laws, where applicable. Incidents may be evaluated and result in police involvement and recommendation for expulsion. Parents of all parties involved shall be contacted about discipline reports.
- **Sexually Explicit Materials or Pornography:** This includes the possession or distribution of such materials.
- **Theft (major-\$300 or more):** taking, removing, or possessing, without permission, property belonging to others
- **Vandalism:** Vandalizing school property or private property, which is lawfully on school premises, or being used in conjunction with a school-related activity. This includes intentional damage to, destruction or attempt to damage or destroy school property or the property of school personnel or other students. In addition to any consequences associated with this level, the student may be responsible for restitution.

Level III Consequences: One or more of the following consequences may occur, but are not limited to: In School Detention, Out of School Suspension, Social Probation and possible Expulsion.

Level IV

These severe offenses involve actions which are so serious that they always require administrative actions, which result in at least temporary removal of the student from school. Level IV offenses may involve the intervention of law enforcement authorities and action by the Board of Education. Level IV infractions may include but are not limited to:

- **Alcohol, Drugs, and Other Substances:** The use of alcohol and drugs is illegal and will not be tolerated. If a student is under the influence of alcohol or drugs, he/she will be immediately suspended from school pending an investigation of the situation. District 204 reserves the right to inspect any beverage containers brought into school. Students suspected of using alcohol may be subjected to a breath test. The mere possession of alcohol or drugs (including the paraphernalia associated with drugs) on a student's person, in a locker, in a car, or at school events will result in suspension and referral to an available community enforcement prevention agency. The school assumes that a person bringing such substances to school has the intention of using or selling them. At a suspension conference with the dean, counselor, parent(s)/guardian(s), and student, the specific circumstances of the suspension and any underlying problems will be discussed. A recommendation for alternatives, such as further education and counseling, may be made. The responsibility for getting special counseling will rest with the student and his/her parent(s)/guardian(s). Prior to the student returning to school, a meeting will be required with parent(s)/guardian(s) in attendance to determine what follow-up measures have been pursued. Students using or possessing alcohol or drugs, including paraphernalia, will be referred to the police.
 - **First Incident** – 10 days out-of-school suspension; possible police involvement; possible recommendation for expulsion sent to the Board of Education. Enrollment in an approved substance abuse treatment program, (i.e. Breaking Free Program) is encouraged and may reduce the suspension term. Enrollment in an approved program will be monitored by the Guidance Department. If the student fails to continue through the treatment program for the prescribed period of time (as per program guidelines), a ten day out-of-school suspension will be immediately imposed and recommendation for expulsion may be sent to the Board of Education. NOTE: For possession or use of drugs or other intoxicants, law enforcement authorities may be contacted.
 - **Second Incident** – 10 days out of school suspension, police involvement, and recommendation for expulsion.
- **Assault/Battery:** bodily contact with the intent to do harm or reckless disregard for safety of another or the verbal, written or physical attempt to do substantive physical harm to another.
- **Drug Paraphernalia:** Possession, sale, purchase, use, transfer or arranging to transfer any paraphernalia which is used or customarily intended for use in the administration of an illegal substance as defined in the section of this policy entitled "Alcohol, Drugs, and Other Substances."
- **Explosive:** Possession, sale, purchase, use, transfer or attempt to transfer ammunition, explosives, fireworks or other flammable substances not authorized by school personnel. This definition includes any component of an explosive or incendiary

device, e.g., schematic or other drawing, ignition agent, container, wiring, etc., when it is reasonably determined that the component was intended to be used as part of an explosive or incendiary device.

- **False Alarm:** the act of initiating a false alarm or initiating a false report, warning of a fire or an impending bombing or other catastrophe.
- **Fire:** Unauthorized use of a fire extinguisher, falsely activating a fire alarm, or arson.
- **Fireworks:** pyrotechnic devices such as firecrackers, rockets, sparklers, and poppers, which are exploded, burned, or produce a loud noise or lighting effect.
- **Gang Activity:** Indian Prairie School District 204 has a zero tolerance for activities that are associated with gang behaviors. Consequently, students engaged in activities that are associated with gangs will be dealt with swiftly and severely. For purposes of this policy, “gang” is defined as any group of two or more persons whose purpose includes the commission of illegal acts. Gang activity includes but is not limited to the display or possession of gang symbols; soliciting others for membership; requesting payment of dues, insurance, or other forms of protection from any individual; use of Satanic references, drawings, jewelry, signs, hand signals or gestures; intimidating or threatening any individual; and/or inciting others to participate in any form of physical violence involving persons or property.

Gang identifiers, which change periodically, may not be displayed by anyone in the District 204 schools at anytime, including after school events. Students may not display or wear any sign, gesture, insignia, symbol, color, combination of colors or combination of clothing, wearing apparel, or accessories which the administration has designated as a gang identifier. Examples of gang identifiers include, but are not limited to: Playboy Bunny insignia, a single glove, 5 pointed stars, crowns, arrows or pitchforks shaved into the hair or otherwise exhibited. The administration may add to this list of identifiers at any time. Administration reserves the right to check student notebooks, folders, etc. with reasonable suspicion that gang drawings/graffiti are present.

- **Threats or Endangering others:** Any act, threat, hoax, or prank of a dangerous nature, especially involving weapons, explosives, biological agents, or other dangerous material or look-alikes of such agents that endangers the physical or psychological well being of students or school personnel. This includes threatening destructive actions to persons or property.
- **Weapons:** Possession, use, control or transfer of a weapon. Weapons include, but are not limited to:
 - 1) guns, explosive devices, any other item that is typically used to cause bodily harm or defined by law to be a weapon, including but not limited to knives, brass knuckles, or billy clubs;
 - 2) items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm;
 - 3) look-alike weapons.

The Board of Education believes that weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment and present a threat to the life, health and safety of students, employees and visitors on school district property. Accordingly, the possession, use, control or transfer of knives, guns, explosives, firearms or other weapons or dangerous instruments will be

prohibited on school buses, in school buildings, and on school grounds, and at any school-sponsored activity or event, and at any activity or event that bears a reasonable relationship to school.

If a student sees a weapon on school property or on a school bus, the child should **never** touch the weapon. That child must go immediately to an adult and inform them about the location of the weapon.

All cases involving a weapon shall be handled in accordance to the Illinois School Code, 105 ILC5 5/10-22.6.

Level IV Consequences: One or more of the following consequences may occur, but are not limited to: Out of School Suspension, Social Probation and Possible Expulsion.

Repeated acts of gross misconduct:

Other behaviors deemed inappropriate and disruptive to the educational atmosphere of the school will be handled at the discretion of the school administration. Depending on the seriousness of the offense, the penalty may be more severe than listed above. Students involved in repeated acts of gross disobedience or acts of gross misconduct may be recommended for expulsion. Additionally, any student accumulating four out-of-school suspensions or a total of 20 days of suspensions during the school year may be recommended for expulsion.

Due Process Procedure

For out-of-school suspensions and expulsions, the District affords a due process procedure. Due process ensures that the student is informed of the charges and has an opportunity to respond.

Out of School Suspension Review Procedure

A review process is afforded the student when the discipline requires an out-of-school suspension. Reviews must be in the following order:

1. Principal
2. Superintendent or designee or School Board appointed hearing officer; at the discretion of the administration.

Any request for appeal of a disciplinary suspension of ten (10) days or less shall not delay the implementation of the suspension. However, if the suspension is overruled or modified upon review, the student will be permitted to make up work for any school days for which a suspension is vacated and disciplinary records will be removed from or revised in the student record, as necessary, to reflect the result of any review.

A student whose presence poses a continued danger to persons, property, or poses ongoing threats or disruption to the academic process may be immediately removed from school. In such cases, the requirements of suspension proceedings will follow as soon as possible.

It is important to keep in mind that participation in activities and athletics is a privilege, not a right. The rights of due process do not extend to such a privilege. The decision in cases of alleged misconduct will include both the regular school discipline and the extra-curricular discipline.

BUS REGULATIONS AND CONDUCT

Student transportation is an extension of the school program. The safety of the students on the bus will be protected. Misbehavior by students that puts the safety of students on the bus in jeopardy will not be tolerated.

The driver is in full charge of the bus and students. Students must obey the driver promptly. The right of all pupils to ride on the bus is conditioned on their good behavior and observance of the rules and regulations. Student behavior and the bus driver's management of that behavior are the two key elements to safe bus rides. In order to ensure this installation and utilization of video cameras to record the behavior of the students and the bus driver's methods of student management may be used.

When students violate bus regulations, a discipline report will be filed by the driver. The student will be called to the office, and be liable for disciplinary actions, including a bus suspension.

If a student is suspended from the bus, bus privileges may be revoked from 1 – 10 days, depending upon the cause and past bus behavior problems. If suspended, students must provide their own transportation to and from school. Continued infractions against the bus rules will result in bus expulsion.

The following is a list of rules and regulations regarding bus transportation:

1. Be at your bus stop five (5) minutes before scheduled pick-up time.
2. Be courteous to students and neighbors at bus stops and while traveling on the bus.
3. **Ride only your assigned bus. Permission to ride another bus is granted only when an emergency written request is received by the principal.**
4. Do not ask to stop at places other than the regular bus stop.
5. Cooperate with driver at all times.
6. Do not litter the bus or bus stop.
7. Do not use profane language.
8. Remain seated at all times.
9. Do not throw objects at, on, or from the bus.
10. Keep head, hands, feet inside the bus.
11. Do not vandalize equipment (seats will be assigned on vandalized buses).
12. Do not eat, drink, or smoke on the bus.
13. Obey the driver.
14. Gross misconduct on the bus.

Consequence

Appropriate intervention at the discretion of the administration up to 10 days out of school suspension and or bus suspension. Repeated incidents may result in a loss of bus riding privileges.

Possible consequences for misbehavior on the bus (as indicated by the driver on a bus referral) are as follows:

- Assigned seating.
- Detention
- Bus suspension for a period of up to ten days.

SECTION 7: STUDENT RECORDS

RIGHT TO INSPECT STUDENT RECORDS

Pursuant to Federal and State laws, a parent has the right to review his or her child's educational records. Records may be inspected by contacting the Principal of the school for an appointment.

1. To inspect and copy permanent and temporary records, except where an order of protection prohibits disclosure.
2. To control access and release of student records, and request a copy of information released.
3. To challenge contents in a student's record, except for academic grades, pursuant to the challenge procedures set forth below.
4. To be notified of persons, agencies or organizations having access to student records without parent consent. (See the following section.)
5. To copy student record information prior to destruction, and to be notified of the school's schedule for reviewing and destroying such information.
6. To be informed of the categories designated as directory information and to prohibit the release of such information.
7. To challenge, prior to transfer to another District, any information in a student's records, except for academic grades and references to expulsions or out-of school suspensions.

TYPES OF STUDENT RECORDS

The "permanent record" includes:

1. Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents/guardians;
2. Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations;
3. Attendance record;
4. Accident reports and health record;
5. Record of release of permanent record information; and
6. Scores received on all State assessment tests administered at the high-school level (grades 9-12).

The permanent record may also include:

1. Honors and awards received; and
2. Information concerning participation in school-sponsored activities or athletics, or

offices held in school-sponsored organizations.

The “temporary record” consists of all information not required to be in the student’s permanent record and may include:

1. Record of release of temporary record information;
2. Scores received on all State assessment tests administered at the elementary grade levels;
3. Disciplinary information;
4. Family background information;
5. Intelligence test scores, group and individual;
6. Aptitude test scores;
7. Reports of psychological evaluations and academic information obtained through test administration, observation, or interviews;
8. Elementary- and secondary-level achievement test results;
9. Participation in extracurricular activities;
10. Honors and awards received;
11. Teacher anecdotal records;
12. Special education files;
13. Any verified reports or information from non-educational persons, agencies or organizations; and
14. Other verified information of clear relevance to the education of the student.

PERSONS, AGENCIES OR ORGANIZATIONS HAVING ACCESS TO STUDENT RECORDS WITHOUT PARENT CONSENT

1. Access to student records without parental consent is afforded to school or School District officials with a legitimate educational or administrative interest regarding the student. A school or School District official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; or a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or data analysis/reporting firm). A school or School District official has a legitimate educational or administrative interest if the official needs to review a student record in order to fulfill his or her professional responsibility.
2. The District may also release student records without parental consent in accordance with the exceptions set forth in Section 6 of the Illinois School Student Records Act.

PROCEDURES FOR CHALLENGE

Parents may challenge or seek amendment of student records believed to be inaccurate, irrelevant, misleading, or otherwise in violation of the student’s privacy rights.

1. Parents wishing to initiate a challenge must provide the Assistant Superintendent for Student Services with a written description of the specific entry or entries to be challenged and the basis of the challenge.

2. The Assistant Superintendent will review the challenge and the appropriate records, conduct an informal conference with the parents, and issue a decision.
3. If the Assistant Superintendent denies the challenge, the parents will have the right to request a hearing before an impartial hearing officer.
4. If a hearing is requested, the hearing officer will schedule a hearing, with notice to the parents of the time and place. The parents will have the opportunity to present evidence at the hearing, and a record will be made of the hearing.
5. The hearing officer will issue a written decision, which will be transmitted to the parents. If the challenge is denied, the parents will be advised of any further appeal rights.

DIRECTORY INFORMATION

“Directory information” may be released to the general public, unless a parent requests otherwise. The District has designated the following information as directory information: student’s name, address, telephone number, gender, grade level, birth date and place; parents’/guardians’ names and addresses; academic awards, degrees and honors; information relating to school-sponsored activities, organizations and athletics; major field of study; and period of attendance in the school and District. Any parent who wishes to request that any or all such information not be released should complete a Directory Information Response Form within the first two weeks of each school year. The Directory Information Response Form may be obtained from the office of the Assistant Superintendent for Student Services.

RECORD INFORMATION

Permanent records are maintained for at least 60 years after the student has transferred, graduated or otherwise permanently withdrawn. Temporary records are maintained for at least 5 years after the student has transferred, graduated or otherwise permanently withdrawn.

The school may charge the actual cost (not to exceed \$0.35 per page) of copying student records at the request of a parent or student. However, no parent or student will be denied requested copies due to inability to pay for the copies.

Pursuant to the Family Educational Rights and Privacy Act (“FERPA”), a parent may file a written complaint with the U.S. Department of Education when he/she believes that a violation of FERPA has occurred.

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act.

