

*We Are*

**RESPECTFUL**

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**RESPONSIBLE**



*We Are*

**INVOLVED**

**MARLOWE MIDDLE SCHOOL  
STUDENT HANDBOOK  
2020-2021**

*We Are The*

**MARLOWE  
MUSTANGS**

# **Marlowe Middle School**

**9625 Haligus Road  
Lake in the Hills, IL 60156**



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### **ABSENCES / ATTENDANCE / TARDIES**

If your child is to be absent because of illness, you are required to call the school before 9:00 A.M. and report the absence each day. If your child is absent and we do not receive a call, we will call you at home or your place of employment to verify the absence. During a long-term illness, a parent may call on the first day and notify the office of the anticipated length of the absence. **School policy requires a doctor's written excuse for any student who is absent from school due to illness in excess of 4 days per quarter cumulative. Any absences in excess of 4 days per quarter will be marked unexcused without a doctor's note.** A doctor's note provided for an illness will be changed to "Medical Verification" for attendance purposes. These dates will not count towards the 4 days per quarter cumulative absences for illness. Parents are encouraged to communicate with their child's teachers if their child is absent three or more consecutive days. **Homework must be requested by 9:00 A.M. and may be picked up in the office between 2:30 and 3:30 P.M.** Please be aware that requests made after 9:00 A.M. may not be ready for pick up the same day.

For planned absences, such as family vacations during the school year, parents should notify the academic team and office in writing in advance. While such absences are discouraged, makeup work will be provided as long as teachers have sufficient notice. Every effort should then be made to complete this makeup work in a timely manner, as determined by each teacher. It must be realized that not all lessons taught in school can be made up at home or assigned weeks in advance. **Makeup work cannot replace actual attendance at school.**

A student must be in attendance for a minimum of 5 clock hours to be considered a full school day. For children who must leave school early or enter school late, parents are required to sign their children in or out in the office.

Students who leave school early for reasons of illness, appointments or notes from home will be released only to their parent or legal guardian unless prior arrangements have been made through the building principals. Conscientious school attendance is one of the most important tasks of a student. The attendance maintained while in school will be looked upon by future employers as one of the basic criteria of employment. Students who stay home for trivial illnesses or because they do not feel like attending school are, in effect, hurting no one but themselves. They are missing vital instruction in their education and, therefore, placing their future in jeopardy. We will closely monitor all absences and hope for the cooperation of parents in improving school attendance. Chronic or habitual truant shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for **5% or more of the previous 180 regular attendance days**. As attendance to school becomes a truancy issue, parents will be notified in writing of this concern.

**EXCUSED ABSENCE:** An excused absence is defined as an absence due to sickness or an emergency in the family in accordance with State law. Students who have been excused from school are allotted one (1) day per day excused to hand in all school work missed. It is the student's responsibility to contact each teacher for the assignments. If a student has received a long range assignment or notification of an assessment date and is absent (excused) when the assignment is due or on the day of the assessment, a teacher can require that the assignment be turned in or the assessment made up on the day the student returns to school.

Acceptable absences include, but are not limited to:

1. Personal illness
2. Death in the immediate family
3. Family emergency
4. Religious holiday observance
5. Quarantine
6. Court appearance
7. School sponsored activity
8. Other reasons such as family vacations, in which we have been notified in advance.

"**Needed at home**" is not a sufficient excuse. The parent's note must indicate the reason for the emergency requiring the student's missing school. **A student must be present at school a minimum of five (5) hours to be eligible for participation in after school extra-curricular activities such as athletics, band concerts, chorus presentations, trips, etc.** If a student goes home ill during the day, that student becomes ineligible for participation in any after school extra-curricular activities that day.

**MAKE UP WORK FOLLOWING EXCUSED ABSENCES:** An excused absence allows for make-up privileges. After such an absence, a student is expected to see their teachers and take the necessary steps to make up the work missed. Students have the number of days missed to turn in makeup work for full credit. This does not apply to longstanding assignments. Longstanding assignments are defined as projects or essays which students are given at least 5 school days to work on the assignment. For example, if a student was assigned a research paper and was absent on the date it was due; the makeup policy does not apply and the assignment is due upon return.

Our teachers are usually quite generous about giving students time to make up work for excused absences. The school cannot, however, promise to provide a tutoring service for students who have taken extended vacation trips.

**UNEXCUSED ABSENCES:** Examples of absences that cannot be excused include, but are not limited to:

1. Errands, which could be scheduled when a student is not required to be in school
2. Oversleeping
3. Car trouble
4. Leaving school without receiving proper authorization
5. Missing bus ride

**Unverified absences may result in an unexcused absence from school.** The decision whether an absence is excused or unexcused is at the discretion of the school's administration.

## **TARDIES**

**TO SCHOOL:** It is very important that children arrive at school on time. The educational process is disrupted for all concerned when this does NOT occur. When tardy to school, a student must report to the main office to sign in before attending class. Excused tardies are appointments with orthodontist, dentist, doctor, eye doctor, etc. with a doctor's note. Unexcused tardies are oversleeping, missing bus, etc. Tardy policy is in effect at the beginning of each quarter. All tardies to school are cumulative each quarter.

4th tardy:	One detention
5th tardy:	One detention
6th tardy:	Two detentions
7th tardy:	Two detentions
8th tardy:	Parent/Administration Meeting
9th and additional:	In-school suspension

**TO CLASS:** Tardiness to class is defined as when a student is not in his/her seat at the beginning of each class period. If a student has a pass from a teacher or other school personnel, he/she is excused for being late for class. Students will be held accountable for each unexcused tardy to class. A teacher, grade level, or team directed consequence will result for each incident up to seven (7) in each grading quarter. After that the eighth will result in referral to the office. All tardies to class are cumulative through each quarter.

## **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES**

If a student has an account on a *social networking website*, e.g., Facebook, Instagram, Twitter, ask.fm. etc., School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account that violates a school disciplinary rule or policy. The student may be required to share the content that is reported in order to allow school officials to make a factual determination as part of its investigation. School officials may not request or require the student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

*Social networking website* means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the services; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

## **AFTERSCHOOL ACTIVITIES**

Students who are in the building after school must be there for a specific activity and should have a ride arranged the day prior to the respective activity. If an activity concludes early, students must report to the supervised area until their ride arrives.

All students staying after school as spectators for athletic or special events or any other reason are subject to the student disciplinary code and consequences. Participating in after school activities or extra-curricular activities is not a valid excuse to miss an assigned after school detention.

**Students staying after school for any specified reason should arrange, in advance, for a ride home from school.**

## **BEHAVIOR & DISCIPLINE**

One of the core values of the Middle School is the maintenance of a pleasant, orderly, supportive atmosphere. To achieve this requires a spirit of cooperation among students, teachers, parents and administrators. This cooperation promotes an atmosphere that enables and encourages excellence in education. In an effort to support this cooperation, all students and their parents should review the student rules.

A good plan for discipline includes organization to prevent problems along with praise, appreciation and recognition for effort and achievement in addition to consequences for unacceptable behavior. This procedure does not define all types and aspects of students' behavior, but rather basic areas to help each student conduct him/herself in a proper manner as a member of the school community, treating others as they want to be treated, with respect and courtesy.

### **SCHOOL DISCIPLINE PROCEDURE:**

**Staff Responsibilities:** The staff at the Middle School will deal with the classroom discipline as well as other school related supervision. If a student's behavior is objectionable, the staff member may use any of the following appropriate options:

- |                               |  |
|-------------------------------|--|
| a. intervene to stop behavior | e. assign restrictions or detentions and/or refer to the principal |
| b. confer with the student    | f. assign restitution  |
| c. contact the parent         | g. confiscation and/or temporary retention of personal property    |
| d. counselor contact          |  |

### **Student/Teacher Rights**

- I have a right to teach
- My students have a right to learn
- In my classroom, no student will stop me from teaching or stop another student from learning

**Administrator's Responsibilities:** The administrators, as they work through this discipline procedure with staff, will at every stage be concerned with finding causes for misconduct for which the actions of the students are symptoms. It will be the goal to seek and find appropriate help for students who are in need.

The administration will establish the discipline philosophy and procedures for the Middle School. They will also serve as a resource for all discipline related problems. The principal is the final building level source of appeal in the "due process" procedures.

**Disciplinary measures:** Potential disciplinary measures include, without limitation, any of the following:

1. Verbal warning.
2. Notifying parent(s)/guardian(s).
3. Disciplinary conference.
4. Withholding of privileges.
5. Temporary removal from the classroom.
6. Lunch or teacher detention.
7. Return of property or restitution for lost, stolen, or damaged property.
8. In-school suspension.
9. After-school detention.
10. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
11. Suspension of bus riding privileges.
12. Out-of-school suspension.
13. Expulsion.
14. Notifying juvenile authorities or other law enforcement.
15. Other disciplinary action as deemed appropriate by the administration.

**Level-Step Disciplinary System:** The Middle School level-step disciplinary system identifies three levels (A through C) of misbehavior. Consequences are progressively more serious as infractions accumulate. It is the hope and intent that this system will deter future misconduct and engender in students a respect for the rights of others and the need for the rule of law both in school and society.

### **Level A - SCHOOL RULE INFRACTIONS THAT DISRUPT THE EDUCATIONAL ENVIRONMENT**

- Such as, but not limited to, classroom disruption, insubordination, disrespect, personal dishonesty, academic dishonesty, throwing objects, public display of affection, profanity, failure to report to an assigned disciplinary action, bus violations, dress code violations, electronic device/cell phone violation, being in an unauthorized area, violation of normal school rules, unexcused tardiness to class or school, and unexcused absence from class.
- **Level A infractions may result in warnings, restrictions, detentions, or suspension in/from school.**

### **Level B - SERIOUS RULE INFRACTIONS THAT INFRINGE UPON THE RIGHTS/SAFETY OF OTHERS**

- Such as, but not limited to, repeated level A infractions, aggressive behavior (includes play fighting), fighting, aiding and abetting the violation of school rules, vandalism, locker tampering, theft ( includes attempted theft or being caught in the act of), extortion, possession of inappropriate objects or material, technology violations, forgery, harassment of other students, chronic misbehavior and truancy. Tampering with a fire extinguisher or health safety equipment, false fire alarm.
- **Level B infractions may result in disciplinary measures up to and including suspension in/from school (up to 10 days), a recommendation to the Board of Education for expulsion (up to 2 years) and police notification/involvement**

### **Level C - GROSS DISOBEDIENCE**

- Such as, but not limited to, repeated level B infractions, an act that endangers oneself or others, felonious acts, threats/physical attacks of a staff member on or off campus, threat(s) towards others, possession or assisting in the possession of a weapon, arson, possession of or use of illegal drugs, marijuana, or alcohol, participation in a transaction/transfer of or attempted transaction/transfer of drugs, marijuana or alcohol, possessing/using tobacco products including, but not limited to, look alike tobacco products, electronic cigarettes/vape device, chewing tobacco, and herbal cigarettes or alternative nicotine products on school property or at a school sponsored event, gambling, gang activity, sexting, and assault.
- **Level C infractions may result in disciplinary measures up to and including suspension from school (up to 10 days), a recommendation to the Board of Education for expulsion (up to 2 years) and police notification/involvement. Any student who possesses a weapon as defined in Section 10-22.6(d) of the School Code or Board Policy 7:190 shall be expelled for not less than one year.**

In the event that any type of contraband (vapor devices, cigarettes, drugs, marijuana, etc.) is discovered as part of an investigation, it will be retained by the school and may be turned over to the police for destruction.

**Conduct Motivated by Prohibited Discrimination:** When making a determination as to the appropriate discipline to impose for misconduct pursuant to this Code of Conduct, including determining whether to recommend a student for expulsion, the administration may take into consideration whether a student was motivated, in whole or in part, by prohibited discrimination. Students who commit any offense directed against another person (including, but not limited to, assault, battery, bullying, harassment, threats, theft, or vandalism) where such conduct is motivated in whole or in part by prohibited discrimination may be subject to more severe disciplinary consequences. By way of example, and not limitation, a Level B offense may be elevated to a Level C offense if motivated by prohibited discrimination. "Prohibited discrimination" means conduct based upon actual or perceived color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, or pregnancy.

### **DISCIPLINARY CONSEQUENCES**

**Warnings:** Teacher/administrator/student conference may be held in hope of eliminating further disciplinary consequences.

**Lunch restriction/Isolated Lunch (ISO):** Lunch restrictions/Isolated Lunches are 30-minute detentions during the lunch period assigned by classroom teachers and served with staff. Students will be permitted to get their lunch and then should report to the supervising teacher for the remaining lunch period. Lunch restrictions/Isolated Lunches are assigned in cases of first time or infrequent misconduct of a lesser nature. The staff member will inform the student, and when appropriate, will call home.

**Teacher Assigned Detentions:** Teacher assigned detentions are detentions assigned by classroom teachers. They are served with the designated detention supervisor and are 1 hour and 15 minutes long. Teacher assigned detentions are assigned in cases of first time or infrequent misconduct. The staff member will inform the student and parent, and when appropriate, will call home. Parents are responsible for providing transportation home. Transportation inconveniences are not a valid excuse for missing a detention. Failure to appear for an assigned detention may result in further disciplinary consequences.

**Office Assigned Detentions:** Detentions can be issued by any staff member. However, office assigned detentions are assigned in cases of serious misconduct and/or frequent misconduct of the same nature. A detention will be 75 minutes in length (1 hour, 15 minutes) and commence immediately after classes are dismissed for the day. Students and parents will be notified of the assigned date(s) of the consequence. Parents are responsible for providing transportation. Transportation inconveniences are not a valid excuse for missing a detention. Failure to appear for an assigned detention may result in additional disciplinary consequences. Absence on the day of a detention will cause the detention to be served on the next detention day. Detentions will be assigned Tuesday through Thursday.

**Contracts:** An administrator may write a behavioral contract to provide a more structured setting for a student in hopes of eliminating inappropriate and unacceptable behaviors.

### **IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION**

Administration may assign a student an in-school suspension or out-of-school suspension for, but not limited to, chronic acts of misconduct, single acts of gross misconduct, gross insubordination, truancy, dangerous and threatening actions to self and/or others. Parents will be notified of any in or out-of-school suspensions directly by an administrator, both in writing and by phone.

**In-School Suspension:** In cases of some serious misconduct or frequent misconduct of the same nature, students will be assigned to the in-school suspension room for their classes that day. Any disruption may result in further disciplinary consequences.

**Out-of-School Suspension:** Administration reserves the right to require a parent meeting prior to reentering the student population following the suspension. Students may not participate in or attend extra-curricular activities while under suspension. At the time of an out-of-school suspension, the student will remain in the office until a parent/guardian or their designee comes to pick up the student from school.

A suspension may not exceed ten days. Prior to a suspension, a student will be advised of the reason for the proposed suspension and afforded an opportunity to present information on their own behalf. The student's parents will receive written notice that includes a statement of the reasons for the suspension.

A suspended pupil shall have the opportunity to make up any assignments and tests missed during the suspension period. The school will provide work for the student so that his/her future learning is not affected by the suspension. A student will receive credit for these assignments.

**EXPULSION:** Students may be expelled for up to two calendar years gross disobedience or misconduct. Expulsion shall take place only after the parents have been requested by registered or certified mail to appear at a meeting of the Board of Education, or to meet with a hearing officer appointed by the Board to discuss their son/daughter's behavior.



The request shall include:

- a. Details regarding the specific act of gross disobedience or misconduct resulting in the recommendation for expulsion;
- b. The time, date, and place of the hearing;
- c. A brief description of what will happen during the hearing;
- d. A list of the student's previous suspensions;
- e. A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years; and
- f. A request that the student or parent/guardian inform the District if the student will be represented by counsel at the hearing.

During the hearing, the student and his or her parent/guardian may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified on behalf of the administration, and otherwise present reasons why the student should not be expelled. After presentation of evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate. If the Board decides to expel the student, the written expulsion decision will detail the specific reasons why removing the student from the learning environment is in the best interest of the school, as well as the rationale for the duration of the expulsion. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard. A student may be readmitted to school after expulsion by official action of the Board of Education

#### **DUE PROCESS FOR SUSPENSIONS:**

Right to Review: The Appeals process must follow these 3 steps:

- A. Appeal to the Building Principal
- B. Appeal to Associate Superintendent or Designee
- C. Appeal to the Board of Education

#### **Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. No special education student shall be expelled for conduct that is a manifestation of his or her disability.

#### **BIRTH CERTIFICATE REQUIREMENTS**

Illinois law requires at registration, or within 30 days of registration, a certified copy of the student's county birth certificate to be on file with the district. If the certified copy is not available, then the school must be furnished at a minimum: the student's identity and age, along with an affidavit explaining the inability to furnish the birth certificate. If the person enrolling the student does not comply, the school district must report this fact in writing to the local law enforcement agency and provide written notice to the person enrolling the student that if they haven't complied within 10 days the situation will be reported to local law enforcement for investigation.

#### **CLOSED CAMPUS**

The Middle School maintains a closed campus policy. This means that all students eat lunch at school. Students may only leave school with a written excuse for a doctor or dental appointment. In this case, parent or legal guardian must sign them out. Parents that need to take students from school must come into the building and sign them out at the office.

#### **CO-CURRICULAR POLICY & ACTIVITIES**

The purpose of the co-curricular programs at the Middle School is to offer a wide variety of experiences for our young people. We endeavor to provide an enjoyable and healthful experience to develop present and future physical, social, mental and moral maturity.

Our specific goals are:

1. to develop in the young student satisfaction and pride.
2. to generate the feeling of pride in our school, our teams, coaches, staff and communities.
3. to instill in each student a sense of integrity and loyalty.
4. to generate in the student a sense of responsibility.
5. to realize the need for and satisfaction in establishing and attaining personal and team goals.
6. to create and maintain desirable school characteristics by having our students exemplify self-discipline in the classroom as well as on the practice and game fields.

We further believe that both students and parents should share in the mutual efforts toward attaining these goals.

Participation in co-curricular activities is a privilege, and therefore students are expected to conduct themselves in a manner, which will bestow honor to herself/himself, the team, the school and community. We further feel that students should:

1. follow good rules of sportsmanship.
2. be good students working up to their capability in all their school work and maintain satisfactory grades.
3. avoid detentions or misbehavior.
4. attend practices faithfully as scheduled by the coach.
5. demonstrate good sportsmanship during both practice and games.
6. abstain from use of alcohol, tobacco, drugs, marijuana and other substances, which are injurious to health, and minimize the effectiveness of the student's mind and body.

Students must maintain a high academic standard to be eligible to participate in co-curricular activities. Grades are monitored weekly. Students that have two Ds or one F in the current week are ineligible to participate for one full week (Monday through Sunday).

Students, who do not adhere to the above guidelines will become subject to penalty or ineligibility as deemed appropriate by his or her coach and/or the school administrators. This policy obviously does not cover all aspects of good conduct; therefore students and their parents are encouraged to talk to their coaches and/or administrators in situations that are not covered by the above.

**The complete co-curricular policy can be found in the co-curricular handbook. Copies will be given to all students participating in co-curricular activities. Extra copies can be picked up in the middle school office.**

Participation is dependent upon school attendance as well as academic performance and behavior. Students must be in school a minimum of 5 clock hours of attendance. Students who go home sick are ineligible to participate in that day's after school events. Students who have detentions which prevent them from reporting to the bus on time will not participate; nor will students who are serving an in or out of school suspension.

**SPORT PHYSICALS:** All students are REQUIRED to have a CURRENT sports physical on file at school BEFORE they can tryout or participate in any interscholastic sports. The physical must remain "current" during the entire sports season, meaning that it has been completed within the past 395 days of the participation date. Those who need sports physicals need to present an "**IHSA Pre-participation Examination**" form completed by the physician and the parents. An "**Illinois Certificate of Child Health**" form may also be used. If your child is in 8<sup>th</sup> grade, it is advisable to have the Illinois form filled out by the physician, as it will "count" for your physical that is required to enter 9<sup>th</sup> grade. Physical appointments need to be made well in advance of sport practices or tryouts. History shows that it takes time to schedule these appointments with your doctor.

## **CO-CURRICULAR ACTIVITIES**

We encourage middle school students to become involved in activities outside the classroom. In this way, students learn to budget time wisely, learn how to work well with others and develop social skills. Students who are actively involved in extracurricular activities seem to enjoy their middle school years and seem less apprehensive about entering into the high school environment.

## **CLOTHING AND GROOMING / APPEARANCE CODE**

Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress that is considered disruptive to the educational process is not permitted. Parents will be contacted in situations where student dress presents a problem.

Both research and experience have shown that a student's personal appearance and mode of dress impact the student conduct, identification with the school's purposes and activities, personal pride and self-respect, and even the student's level of learning responses. Students should dress neatly but simply for school, rejecting extreme fads concerning hairstyles, make up or clothing.

In addition to dress, cleanliness is of utmost importance. Since the physical well-being for all in an institution is at stake, the building administration may at any time take disciplinary action against any student if the administrator reasonably believes that the student's clothing or physical cleanliness is unsafe or interferes with the educational process.

We ask parents and students to become involved in supporting a "level of dress" that helps to promote a good atmosphere for learning. Through our health curriculum and in cooperation with the community programs, we share in the effort of prevention and education regarding drug, marijuana and alcohol use and abuse among school age children. In view of this effort, the school does not view as appropriate dress clothing that advertises drugs, marijuana or alcoholic beverages. Articles of clothing that are considered inappropriate include, but not limited to, hats, overly revealing clothing and dangerous/disruptive accessories. Any clothing that tends to interrupt the educational process and/or is demeaning to oneself or others is also considered inappropriate. Outerwear (jackets) may be brought to school, but during the school day must be kept in the student's locker and not carried around or worn during school hours.

### **APPEARANCE CODE**

Middle School recognizes that there is a direct correlation between a student's appearance and his/her academic achievement. Our dress code is designed to eliminate distractions to staff, students, or other visitors that make up our school community while allowing for student comfort by promoting an environment this is conducive to academic success.

#### **Acceptable clothing for students to wear is as follows:**

- T-shirts that are free from inappropriate language, symbols, or graphics that make references to drugs, Marijuana, alcohol, tobacco, gangs, or innuendos that are suggestive in nature
- Shorts, slacks, skirts, or dresses that are worn and kept at the waist, that are free from writing across the seat and preferably extend to the knees, but minimally reach the tip of the longest finger while the arm is extended at the side
- Shoes that do not pose potential safety problems
  - State law requires that shoes be worn at all times in public buildings
- Coats and jackets are to be worn only when entering and departing from the building
- Unnecessary head coverings that include but are not limited to caps, hats, sunglasses and bandannas are not to be worn in the building

#### **Unacceptable articles for students to wear are as follows:**

- Clothing, jewelry, or other garments that threaten the educational process and compromise the safety of the school's occupants including but not limited to hanging chains, protruding objects, or revealing attire

- Clothing that allows boxer shorts or undergarments to be seen
- Face painting or face drawings
- Halter tops, swim suit tops, spaghetti strap tank tops with straps less than 1" in width, off the shoulder or one shoulder tops, open back tops, bare midriff blouses and shirts, or any other clothing that bares the chest or midriff are not to be worn in school or at school sponsored events.

The administration reserves the right to make the final interpretation of the dress code guidelines. In addition, exceptions to this appearance code may be made for special school functions. Students will not be allowed to attend class until dressed properly. Parents should recognize that fad and fashion are not always appropriate for school and advise their children that appearance that is likely to be disruptive or dangerous will be prohibited.

### **DANCE GUIDELINES**

Unless noted, Student Council and/or the staff for 6th, 7th and 8th grade sponsor school dances. It is expected that parental transportation will arrive and depart within 15 minutes of starting and ending times of the dance.

### **DANGEROUS WEAPONS POLICY**

It shall be the policy of the District 158 School Board to prohibit the possession or the assistance of possession of weapons on school grounds, at any school activity, or on school transportation or any designated school transportation waiting area. The full District 158 policy on possession of weapons is found in Board Policy 7:190. A student who is determined to have brought one of the following objects to school, any school-sponsored event or activity, any event or activity that bears a reasonable relationship to school, or onto school transportation or a designated school transportation waiting area shall be expelled for a period of at least one calendar year, but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 USC § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/1.1), or firearm as defined in section 24-1 of the Illinois Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 may be modified by the Superintendent and the Board on a case-by-case basis. Nothing in this section shall prevent the administration or the deans from determining that an object not listed in paragraphs 1 or 2 is or is not intended to be used as a weapon, and assigning an appropriate penalty in accordance with the Behavior & Discipline section of this Handbook or Board Policy 7:190. Any item determined by the administration or the deans to have been possessed, used, transferred, or controlled in violation of this section will be retained by school officials, and turned over either to a parent or legal guardian at the end of the school year, or to the police.

### **DISCOURAGED ITEMS (POSSESSION OF INAPPROPRIATE ITEMS)**

Students shall not bring to school such items as, but not limited to: toys, cards (playing, trading, magic, etc.), tobacco and tobacco products, weapons of any kind, chemicals, electronic games, matches, fireworks, lighters, alcohol, over the counter and prescription medications, drugs, marijuana and drug (including marijuana) paraphernalia.

In the event that any type of contraband (vapor devices, cigarettes, drugs, marijuana, etc.) is discovered as part of an investigation, it will be retained by the school and may be turned over to the police.

### **DISTRICT POLICY OF NONDISCRIMINATION & GRIEVANCE PROCEDURES**

#### Non-Discrimination

No student shall be denied equal educational and extracurricular opportunities on the basis of color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, marital or parental status, or pregnancy.

Concerns or complaints related to potential violations of this policy should be directed to:

Non-Discrimination Coordinator:

Mr. Adam Zehr  
650 Dr. John Burkey Dr  
Algonquin, IL 60102  
(847) 659-6158

Complaint Managers:

Ms. Jessica Lombard  
650 Dr. John Burkey Dr  
Algonquin, IL 60102  
(847) 659-6158

Mr. Mark Altmayer  
650 Dr. John Burkey Dr  
Algonquin, IL 60102  
(847) 659-6158

Dr. Erika Schlichter  
650 Dr. John Burkey Dr  
Algonquin, IL 60102  
(847) 659-6158

Dr. Rocio Del Castillo  
650 Dr. John Burkey Dr  
Algonquin, IL 60102  
(847) 659-6158

Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described in Board Policy No. 2:260, a copy of which is available in the District Office, on the District website, or by contacting any of the individuals named above.

For concerns or complaints against District 158 or its employees other than a discrimination complaint, parents are encouraged to first contact the appropriate staff member directly. If the problem is not resolved, parents should then contact the Building Principal. If the problem remains unresolved, the parent should then contact the District Office.

**ELECTRONIC DEVICES**

Electronic devices are prohibited from being seen, heard, or used during regular school hours unless the building principals have first expressly authorized the use of such a device. Students will be allowed to use electronic devices only when directed to do so by the classroom teacher. Cell phones and any electronic devices are not to create a disturbance to the educational environment. **If used inappropriately the device will be confiscated and turned into the office. Parents will then have to pick up said device from the office. District #158 is not liable for damage or theft of personal property.**

**EMERGENCY CLOSING**

During severe fog or winter weather, you may listen to any of the following radio stations to find out if District 158 schools will be closed or on a one hour delayed start:

On television: WBBM CH.2, WMAQ CH.5, WLS CH7, WGN CH.9, WFLD CH.32, CLTV CABLE.

If no announcement is made, Consolidated School District 158 will open and buses will pick up students as regularly scheduled. School closing information may also be found on the District 158 website ([www.district158.org](http://www.district158.org)). In addition, Consolidated School District 158 uses Alert Solutions to notify parent(s)/guardians for a school closings and student safety communications. You may also receive high importance messages, general announcements, activity information and calls regarding transportation events. You can verify contact information and preferences by logging in to PowerSchool.

**Should it be necessary for school to close early due to severe weather or other emergency reasons, please discuss with your child where he/she should go.**

**EMERGENCY DRILLS**

Emergency drill procedures will be discussed with all children by their classroom teachers. Drills will be held several times throughout the school year. Students must quickly and quietly report to the appropriate location.

**FOOD**

Students shall refrain from eating candy, gum or food in the school, on the school grounds, and the bus unless approved by appropriate school officials.

## CAFETERIA EXPECTATIONS

Students are expected to cooperate with the following cafeteria procedures:

1. Deposit lunch account checks/cash in the designated area upon arrival to school.
2. Deposit all lunch litter in the garbage cans provided.
3. Return all trays to the dishwashing area.
4. Leave the table and floor around the area in a clean condition for others.
5. Have their identification card ready at the cash register.
6. Be considerate of others.

## PURCHASING FOOD

Students are advised that the school district uses an electronic system for purchasing lunch. Money may be added to the lunch account by creating a secure online account at MySchoolbucks.com (these funds may take 24 to 48 hours to be available in the students' account) or by bringing cash or check to the designated area in an envelope with their name and student identification number on it. The cafeteria will place these payments in the student's lunch account.

### *MySchoolbucks.com*

By creating a secure online account, parents can manage their student's account easily and conveniently. MySchoolbucks.com provides you with a direct link to your student's school lunch account wherever you have internet access. Now parents can experience the benefits of using MySchoolbucks.com by taking advantage of some of our popular features:

- Spending History – Parents can view a 7-day history of student purchases.
- Low Balance Email Notification – Parents can receive email notification when their student's account balance is low.
- Smart Pay – Set accounts to automatically replenish.
- Expired Credit Card Notification – Parents can receive email notification prior to credit card expiration.
- Spending Limit Settings – Parents can set daily and weekly spending limits for their students by calling the district's food service office.
- Multi-Student funding – Parents can fund multiple students at the same time.

Students should only be purchasing food and drink that they can consume during their regular lunch period. Open food/drink items (excluding water bottles with a cap) are not to be taken to lockers for future consumption.

## **GANG & GANG RELATED ACTIVITIES POLICY**

The Board of Education affirms its position that schools in District 158 shall provide an orderly place for learning. By this policy, the Board of Education acts to prohibit the existence of gangs on school property or at any activity associated with or under the general guidance of school authorities. "Gangs", as used in this policy shall mean three or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the district's rules and regulations.

No student:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other insignia which is evidence of membership or affiliation with any gang.
2. Shall draw gang graffiti or distribute gang related literature.
3. Shall use any speech or act in furtherance of gang activity.
4. Shall solicit others for membership in any gang.
5. Shall request any person to pay protection or otherwise use extortion on any person.
6. Shall commit any other illegal act or other violation of school district policies in furtherance of gang related activities.
7. Shall incite other persons to inflict physical violence against any other person.
8. Shall participate in any activity that could be interpreted as relating to gangs or gang activity.

Penalties for Violations: Any student found to have violated this policy shall be guilty of gross misconduct, and may be subject to disciplinary measures up to and including to ten (10) days suspension with consideration for expulsion and, in addition, a report to the police if a violation of the law is involved. All gang related paraphernalia or materials will be confiscated.

**GRADE POINT AVERAGE (GPA)**

**GRADE POINT AVERAGE:** In figuring a grade point average, points are earned for each quarter grade. These points are totaled and divided by the number of classes attempted.

A+ = 4.3	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = .7
F = 0		

Principal's List:	3.795 or better
High Honors:	3.495 – 3.794
Honors:	2.995 – 3.494

All classes are 1 credit. If a student is enrolled in ½ band or orchestra and ½ chorus, they will receive 0.5 credit for each class. Here is an example of how to calculate your GPA if you had the following grades in each class.

Example for calculation:

<b>Class</b>	<b>Credit</b>	<b>Grade</b>	<b>Points</b>
Art	1	3.7	3.7
PE	1	3.7	3.7
½ Band	.5	4.3	2.15
½ Chorus	.5	4.3	2.15
Science	1	4	4
Math	1	3.7	3.7
Literacy	1	3.3	3.3
History	1	4	4
<b>TOTAL</b>	<b>7</b>		<b>26.7</b>

**26.7/7= GPA 3.814**

Honors Scale: Algebra 1 (H), Geometry (H), and English 1 (H) that have been determined to be taught at the rigor of an honors high school course are given extra consideration in determining the grade point average. Honors weighted courses will use the following point system.

A+ = 4.8	A = 4.5	A- = 4.2
B+ = 3.8	B = 3.5	B- = 3.2
C+ = 2.8	C = 2.5	C- = 2.2
D+ = 1.3	D = 1.0	D- = .7
F = 0		

**HARASSMENT & HAZING/SEXTING/BULLYING**

**HARASSMENT AND HAZING**

It is the policy of District 158 to provide an educational environment free from harassment. No person, including a district employee or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, immigration status, marital status, pregnancy, association with a person or group with one or more of the aforementioned characteristics, or any other distinguishing characteristic.

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advance, requests for sexual favors, or other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or

2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment,
  - c. Depriving a student of educational aid, benefits, services, or treatment, or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Students are encouraged to report claims or incidences of sexual harassment to the Non-Discrimination Coordinator or complaint manager. Any student who believes he or she is being harassed may file a complaint by using the Uniform Grievance Policy outlined in Board Policy 2:269 and this Handbook. A student's good faith action in reporting harassment will not result in any adverse actions against the complainant. However, if a student or witness is found to have made an intentionally false report of harassment, the student or witness shall be subject to discipline. The full Board Policy on harassment may be obtained by calling the administrative office at (847)659-6158.

#### **SEXTING**

"Sexting" is an electronic transfer of any material that depicts an individual or multiple individuals fully or partially nude or engaged in any sexual or lewd conduct. "Electronic transfers" includes any transfers via computer or any other electronic communications device including cellular telephones and other handheld devices. It is a violation of Illinois law for anyone to possess or electronically transfer any material that depicts a minor fully or partially nude or engaged in any sexual or lewd conduct. Further, it is against school and district procedures for any student—minor or above the legal age of consent—to partake in sexting or be in possession of any image procured through sexting. The district prohibits students from engaging in sexting, including possessing sexually explicit photographs, videos, or images on any electronic device regardless of whether the depiction violates state law. Any electronic device may be searched upon reasonable suspicion of sexting. All students involved in sexting may be disciplined. In all cases where sexting is suspected, school administrators may contact the police.

#### **BULLYING**

"Bullying" includes "cyberbullying" and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student(s) or staff member which can reasonably be expected to have one or more of the following effects:

1. Placing the student in reasonable fear of harm to their person or property
2. Causing a substantially detrimental effect on the student's physical or mental health
3. Substantially interfering with the student's academic performance
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

#### **Bullying is defined as:**

- An act that is repetitive in nature (similar behavior which occurs more than once)
- Creates a power imbalance (by size, age, numbers or emotionally)
- Is intended to hurt or harm the victim (socially, emotionally, or physically)

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, immigration status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in the following situations:

1. During any school sponsored education program or activity;
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops, or at school sponsored or school sanctioned events or activities;



- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

The entire Board Policy on bullying may be obtained by calling the Administrative Office at (847)659-6158.

Students who feel they have been bullied should report the incident by:

- Contacting the Complaint Manager or other administrator, counselor, teacher, or social worker
- Using the District tip line: (847) 659-INFO (4636)
- Using the District Bullying/Harassment Report form found on the district website.

Following the Uniform Grievance Procedure outlined in Board Policy 2:260 and this Handbook.

At its discretion, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an act of bullying may face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the police consultant for criminal charges.

**WHERE TO GO IF YOU HAVE A CONCERN...**

Generally speaking, questions or concerns should be first discussed with the staff member who is closest to the situation. It is always best to follow the chain of command to ensure that all parties involved are properly informed of the situation. Parents should expect a response from the staff member listed or his or her designee, within 24 hours to discuss their concern. If no contact has been made please proceed to the next step in the chain.

Step 1: Teacher or Trusting Adult	Any staff member on your team or schedule.
Step 2: Counselor or Social Worker	Mrs. Duppler, Mrs. Mansfield, Mr. Nordan, or Mrs. Schwantje
Step 3: Assistant Principal	Mrs. Courtney Fulton or Mrs. Alicia Parker
Step 4: Building Principal	Mr. James Litchfield
Step 5: Associate Superintendent	Mrs. Jessica Lombard
Step 6: Superintendent	Dr. Scott Rowe

**HEALTH & SAFETY**

**Health Services**

The health program is designed primarily to maintain health and prevent serious disability or illness. A nurse is employed by the District in each school to be on duty when children are present during the regular school day.

**Except in emergencies, students need a pass from their teacher to visit the Health Office.** If a student decides that he/she needs to see the nurse during a passing period, that student should report to his/her next class and receive a pass to the nurse from that teacher. If the nurse is not there or the Health Office is closed, the student should report to the main office in case of emergency.

**The Health Office is to be used for acute illness or injury, emergencies, or medication administration. It is NOT to be used by students to sleep, to congregate with others, or to eat due to missed meals at home. Our goal is to ensure the best possible education for our students by keeping the students in class.**

**Illness and injury Procedure** When a student becomes ill at school, he/she may visit the Health Office. The Registered Nurse will assess the seriousness of the illness or injury and administer first aid. If warranted, the parents are notified. In accordance with the decision reached by the parent, the child may return to class, be picked up by the parent or guardian, or sent to the hospital. If the child has a fever of 100 degrees or greater, the student MUST be picked up from school. Other situations where a student must be picked up from school include, but are not limited to: vomiting, diarrhea, open lesions, lethargy, serious head injuries, undiagnosed persistent cough, eye drainage undiagnosed or new rashes, or redness and serious limb injuries. These situations will be given a "nurse home" attendance code. Parents will be called to come to school to assist if children are incontinent and need assistance in cleaning themselves. Parents are required to sign their child out in the office before leaving the building.

**Students must call their parents from the Health Office.** Per the school cell phone policy, students should not be texting or calling their parents on a cell phone during the day even if it pertains to illness. In the event that the student is unable to safely make it to the Health Office, a staff member will notify the RN and he/she will report to where the student is located. **911 will be called by the RN if any health situation is determined to be an emergency and parents will be notified immediately.**

**If a student sustains a concussion,** please notify the Health Office. MMS/HMS will support a student with a concussion working with the student's physician and by providing a Return-to-Learn protocol. The student will check in with the School Nurse daily to evaluate symptom severity. Athletes with concussions will also complete a Return-to-Play protocol under the supervision of their head coach.

If an accident or illness merits being excused from school and/or physical education, it is the student's responsibility to present a doctor's note that specifies when he/she may return to normal activity. **The school nurse will not be able to write a note to excuse the student from PE. If the student has not seen the doctor yet, the student must discuss the injury with the PE teacher.** If the accident or illness is for an extended period, a doctor's note is required for each semester. A physician's release to return to PE is required whenever a doctor's note for no PE has been given and for concussions. ALL notes excusing students for medical or dental reasons should be sent to the School Nurse.

**Administering Medication to Students:** Every attempt should be made to schedule medication administration outside of school hours. However, if under exceptional circumstances a child is required to take prescribed medication during school hours, all medication shall be transported to and from school by a parent or guardian. Students are not to transport or have medications in their possession except for the self-administration of diabetes medication, asthma medication, or epinephrine auto-injectors, as outlined in Sections below.

The R.N., principal and/or their designee will administer the medication in compliance with the following regulations:

1. Prescription Medication:

- **An "Administration of Medication Form" (which can be obtained from the website) signed by the medical doctor AND the parent or guardian, and renewed annually.(new form to be filled out at the beginning of each school year).**
- **The original prescription bottle must be brought to school by the parent (children may NOT carry the medication to school).**

The prescription bottle label must contain the child's name, name of medication, time to be administered, dosage, possible side effects and termination date of administering the medication. Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

2. Non-Prescription Medication:

- **An "Administration of Medication Form" (which can be obtained from website) signed by the medical doctor AND the parent or guardian, and renewed annually.(new form to be filled out at the beginning of each school year).**

Some non-prescription medications (Acetaminophen, Ibuprofen) may be supplied by the school – please check your school for specifics. (All medication needs to be labeled with the child's name and brought to school by the parent). Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student non-prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

3. Self-Administration of Medication

Students are permitted by law to carry and self-administer diabetes medication, asthma inhalers, and epinephrine auto-injectors, where appropriate. The parent or guardian must sign a statement

acknowledging that the district is to incur no liability as a result of any injury or claim arising from the self-administration of the medication or use of an epinephrine auto-injector regardless of whether authorization was given by the student's parent/guardian or by the appropriate medical official, and that the parent/guardian will indemnify and hold harmless the school district and its employees and agents against any such claims.

A. Diabetes Medication

Students may carry and self-administer their own diabetes medication. However, most parents of elementary aged students usually prefer the R.N. to monitor the student's diabetes.

B. Asthma Medication:

- **Students may carry and self-administer their own asthma inhalers.** Occasionally parents provide an additional inhaler to be kept as back up in the nurse's office.
- If the parent would like their child to carry their own inhaler, the parent must provide:
  - Written authorization through the "Request for Self-Administration of Asthma Medication" form found on the website.
  - A prescription label with the name of the medication, the prescribed dosage and the time or circumstances under which the medication is to be administered.
- It is recommended that an Asthma Action Plan (blank form can be obtained from the website) be provided by the student's physician and submitted at the beginning of each school year.

C. Epinephrine Auto injectors (PRESCRIBED for an individual) (EpiPen).

- Students may carry and self-administer an EpiPen.
- Please submit a Food Allergy Action Plan (blank form can be obtained from the website) completed by the student's physician. A Food Allergy Action Plan needs to be updated by the physician and submitted beginning of each school year.
- If the parent would like their child to carry and self-administer their EpiPen, the parent must also provide:
  - i. the student's parents have signed written authorization for the self-administration of medication, and written authorization from the student's physician, physician's assistant, or advanced practice registered nurse, which includes the following information:
    1. The name of the student;
    2. The name and purpose of the epinephrine auto-injector;
    3. The prescribed dosage;
    4. The time or times at which or the special circumstances under which the epi-pen is to be administered;
    5. The necessity for the medication during the school day;
    6. The likely side effects; and
    7. An emergency number where the physician can be reached.

The Emergency Epinephrine Act permits schools to stock a supply of EpiPen, authorizes physicians to provide school districts with a prescription to obtain the EpiPen from local pharmacists, and gives School Nurses and other trained personnel the authority to provide/administer the epinephrine to any person whom they believe in good faith is having an anaphylactic reaction. This includes students, staff, and visitors. The standing order and emergency supply of Auto-Injectors are kept in the office of the School Nurse.

**4. Effective July 1, 2020, students who are diagnosed with epilepsy or a seizure disorder must submit a seizure action plan at the beginning of each school year. This form is available on the District 158 website.**

5. The Illinois School Code permits schools to maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State Law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including

but not limited to naloxone hydrochloride (Narcan) or any other similarly acting drug approved by the U.S. Food and Drug Administration. A Huntley Community School District School Nurse may administer an undesignated opioid antagonist when they, in good faith, believe a person is having an opioid overdose. This includes students, staff, and visitors. The standing order and emergency supply of naloxone are kept in the office of the School Nurse or carried by the School Nurse.

The District and its employees and agents, including the physician, physician assistant, or advance practice nurse providing the standing protocol or prescription for school EpiPen and/or opioid antagonist, shall incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an undesignated EpiPen and/or opioid antagonist, regardless of whether authorization was given by a student's parents or guardians, or by a student's physician, physician assistant, or advance practice nurse.

#### Communicable Diseases

Please notify the school office as soon as possible if your child contracts any contagious disease. If such a disease is contracted, the child must be excluded from school. Communicable disease such as; chicken pox, German measles, impetigo, influenza, measles, mumps, scarlet fever, infectious mononucleosis, coronaviruses, and Strep throat are contagious before they reach a stage where they can be recognized and diagnosed. Certain communicable diseases will require a doctor's release for the student to re-enter school. Please check with the health office for specifics. As always, please keep your child at home during an illness to decrease the number of students who are exposed to the illness. **Students who have been running a fever (100 or greater) should be kept home fever-free for 24 hours before they return to school (unless guideline from the CDC or IHPD increase the timeframe). Students should also remain at home for 24 hours after vomiting has stopped and student can tolerate a solid diet. Parents are also strongly encouraged to keep students home until diarrhea-free for 24 hours.**

One of the District's highest priorities is the health and safety of students and employees. To meet this priority, all students must wear approved face coverings over their nose and mouth at all times while in district school buildings and on school buses, even when maintaining social distance (where individuals remain 6 feet apart from each other), in accordance with guidance established by the Illinois Department of Public Health and the Illinois State Board of Education.

Face Coverings may be removed for limited periods of time, as necessary, for a student to eat/drink, or to play a musical instrument. Students may wear the District-issued face covering or another cloth face covering that complies the guideline outlined in the student handbook under Clothing and Grooming.

Emergency Information: There are times when a student's illness or injury requires transportation to the hospital. The local rescue squad will transport student requiring emergency medical treatment to the appropriate medical facility. Every attempt will be made to notify the parent or guardian before transport. In order to contact parents quickly in the event of an emergency, it is required that we have complete and current information in PowerSchool on the following items; · Your home address and telephone number · Working status of both parents, including the name of the company, the address and the phone number where you can be · reached. · The name and phone number of a neighbor or friend who is willing to attend to your child in an emergency. · It is the parents' responsibility to notify the Registration Office at the District Office of any changes in the aforementioned items.

**Physical Examinations and Immunizations:** In accordance with the Illinois Department of Public Health and the Illinois School Code, physical examinations are required for all students entering kindergarten, sixth grade and ninth grade. Physicals are also required of all transfer students and students participating in interscholastic sports. The physical examinations **must be completed on an "Illinois Certificate of Child Health" Examination form** and must include a record of all immunizations that the child has received. All physicals and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school.

Every child who enters preschool, kindergarten, sixth or ninth grade and every child who enters a school, irrespective of grade, must present evidence of immunization as prescribed by the rules and regulations of the

Illinois Department of Public Health and the Illinois State Board of Education. Students failing to meet the required legal immunizations, against measles, tetanus, diphtheria, poliomyelitis, varicella (chickenpox) pertussis (whooping cough), meningitis, rubella, mumps, and Hepatitis B, will be excluded from all District schools. There are two exceptions to this State Law:

- Children whose parents or legal guardians object to immunizations on religious grounds must present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. Upon receipt of the form, the Superintendent or designee shall immediately inform the parent/guardian of exclusion procedures if there is an outbreak of one or more diseases from which the student is not protected.
- If the physical condition of the child is such that any one or more of the immunization agents should not be administered on medical grounds, the examining physician responsible for the performance of the health examinations shall endorse such fact upon the health examination form. (Illinois School Code).

A dental examination must be provided to the health office before May 15 of the current year for students in kindergarten, 2nd, 6th and 9th grades. A vision examination must be provided to the health office for students entering kindergarten or transfer students entering Illinois schools for the first time. Dental and vision examination forms can be downloaded from our website. A student may be exempt from the dental or vision examination requirements if the student's parent/guardian show an undue burden or lack of access to a dentist or qualified physician/optometrist.

- **Individual Physical Restrictions:** At times, individual students may require special restrictions to their activity level due to a medical situation. Any restrictions of physical activity need to be submitted by a medical physician and must specify the amount of time that the student has the activity restrictions. Please note that physician directives for ongoing activity restrictions need to be reviewed, and resubmitted, annually.
- **Sports Physical Requirements**  
All students are REQUIRED to have a CURRENT sports physical on file at school BEFORE they can tryout or participate in any interscholastic sports. The physical must remain "current" during the entire sports season, meaning that it has been completed within the past 395 days of the participation date. Those who need sports physicals need to present an "**IHSA Pre-participation Examination**" form completed by the physician and the parents. An "**Illinois Certificate of Child Health**" form may also be used. If your child is in 8th grade, it is advisable to have the Illinois form filled out by the physician, as it will "count" for your physical that is required to enter 9th grade. Physical appointments need to be made well in advance of sport practices or tryouts. History shows that it takes time to schedule these appointments with your doctor.

## HOMELESSNESS

Students who are homeless have a right to education under Federal law. The McKinney-Vento Homeless Education Act defines homeless to include children and youth:

- A. who lack a fixed, regular, and adequate nighttime residence; and
- B. includes:
  - i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; those awaiting foster care placement or children displaced by a natural disaster (case-by-case basis);
  - ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  - iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

- iv. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Students meeting the above criteria have the right to:

- Stay in the school of origin or choose the attendance area school where they are moving
- Receive transportation to and from their school of origin
- Immediately enroll in school, with or without records normally required for enrollment
- Get free lunch and school fee waivers

For more information, contact:

School District 158 Associate Superintendent, Jessica Lombard at 847-659-6158

School District 158 Homeless Liaison, Chris Budzynski at 847-659-6158

## HOMEWORK

Homework is an extension of learning in the classroom. Homework is assigned to challenge, reinforce and motivate. The quantity of homework will increase gradually throughout the grade school years, as students are able to assume greater responsibilities and independence. Some homework may be done during class or study hall. Whenever possible, supervised study time will be given in the classroom to help students get off to a good start on their assignments.

Homework is a good way of involving parents in the learning process and keeping them informed about their child's progress. It is important, however, that assignments be completed by the student in order for the teacher to make an accurate assessment of the student's learning. Both long- and short-term homework assignments will help students establish regular study habits, learn to budget time, develop an interest in the work assigned and learn the importance of accomplishing and turning in work on time.

### **Academic Limitations on Homework**

- Homework will not account for more than 40% of a student's overall grade.
- Late assignments are defined as assignments not turned in to the teacher when they are requested.
- Late assignments may be accepted for partial credit during a particular unit of study. Assignments may not be accepted for credit when that unit of study has been completed.
  
- Assignments turned in late will be assessed at a minimum of ½ credit.
- Extra credit may or may not be available in any given class at the discretion of the classroom teacher or team. Extra credit assignments shall not exceed 2% of a student's overall grade.

**Academic Dishonesty:** District 158 Middle Schools promote academic honesty. Students are expected to complete their own work. Therefore, credit will only be assigned to those students who submit their own original work.

Academic dishonesty is defined as, but not limited to the following:

**Plagiarism** – using another person's ideas, expressions, or writings as one's own.

**Cheating** including but not limited to:

- cheat sheets for tests or quizzes
- copying another person's work and turning it in
- using notes or technology without permission and turning it in
- telling other students what's on tests or quizzes

### **Students who are academically dishonest will be subjected to one or more of the following consequences:**

- the loss of credit for assignment, quiz or test
- a phone call to their parent(s)
- the notification of and consequence assigned by a school administrator

- a parent conference with parents, student, teachers, and administrator(s)

## HONOR ROLL

In order to recognize hard working, conscientious and high achieving students in grades 6-8, an honor roll will be published each quarter shortly after report cards have been received. Students must earn a 3.095-3.494 average to qualify for Honors. Those earning 3.495-3.794 will be acknowledged with High Honors and students with a 3.795 or better average will be placed on the Principal's List. Grades in literacy, math, social studies, science, exploratory, band/chorus/orchestra, skills-based studies and physical education will be used to calculate the honor roll.

## IDENTIFICATION CARDS

Students will be given an identification card and a breakaway lanyard at the beginning of the school year. Students are required to wear and properly display the identification card for the current school year. The ID card must be attached to a breakaway lanyard, worn around the neck, and visible at all times during the school day except when specifically exempted on a temporary basis by a faculty member. Students may not embellish their ID card with any drawing or writing. Students without an ID card or lanyard must obtain a replacement card or lanyard immediately upon entering the school building. Lost ID cards must be replaced at the student's expense through the Main Office. Disciplinary consequences will apply as follows for failure to properly wear and display the identification card for the current school year:

1 <sup>st</sup> Offense:	Warning & Obtain Loaner ID
2 <sup>nd</sup> Offense:	Warning & Obtain Loaner ID
3 <sup>rd</sup> Offense:	Parent Notification & Obtain Loaner ID
4 <sup>th</sup> Offense:	One detention & Obtain Loaner ID
5 <sup>th</sup> Offense:	One detention & Obtain Loaner ID
6 <sup>th</sup> Offense:	One detention & Obtain Loaner ID
7 <sup>th</sup> Offense:	Parent/Administration Meeting & Obtain Loaner ID
8+ Offense:	In-school suspension & Obtain Loaner ID

Identification card policy is in effect for the entire school year. All identification card offenses will reset at the start of each quarter.

## INTERNET / ELECTRONICS NETWORK ACCESS

### Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

**Acceptable Use** - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use. Use of the Internet, email, and other communication and collaboration tools to enhance productivity and enhance student learning is encouraged.

Additionally, if students have been provided with a 1:1 technology device; the following are guidelines for the expectation of using technology responsibly:

- a. Bringing a charged device to school every day
- b. Storing the device in the provided case at all times
- c. Moving safely through the hallway while carrying a device
- d. Respecting the property and privacy of others by not using another student's device or account

- e. Using the device, app, and other information resources to support learning, complete school assignments, and gain understanding of how technology works
- f. Using the Internet to gather information related to school, and to communicate with other students, teachers, and experts as it relates to school work

**Privileges** - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Director will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final. The Technology Director will work with the building administrator and the building administrator will deal directly with the violator.

**Unacceptable Use** - Staff and students are responsible for his or her actions and activities involving the use of computers and the network. Some examples of unacceptable uses include, but are not limited to:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space and bandwidth;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including images or video;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - Staff and students are expected to abide by the generally accepted rules of network etiquette while using any means of electronic communication such as email, blogs, wikis, discussion boards, instant messaging, etc. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.



**Indemnification** - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the network or Internet, the user must notify the Technology Department or Building Principal. The Building Principal is responsible for notifying the Technology Department. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network. **Keep your accounts and passwords confidential and do not use another individual's account.**

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web content must have written permission from the original producer before adding the material to their web page.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Email** - The District's email system and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain". This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Network Administrator. Downloading any file attached to any Internet-based

message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

- e. Use of the District's email system constitutes consent to these regulations.

### **Internet Safety**

- a. Internet access is limited to only those acceptable uses as detailed in these procedures.
- b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.
- c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
- d. The Network Administrator and Building Principals shall monitor student and staff Internet

### **LIBRARY RESOURCE CENTER (LRC)**

The LRC provides materials that support the mission of the district as well as the mission, philosophy, and goals of the middle school. Materials circulate for a period of two weeks. A student ID is required for library check out. All materials will be due two weeks before the end of the school year for inventory. Periodicals, reference materials and media materials are available for students to use in the LRC but do not circulate.

Students are charged fines for overdue books. The fine is \$.10 per day. Students having overdue materials OR fines will not be allowed to check out any more items until their account is clear. Students will be required to pay for books that are lost or damaged before any more materials can be checked out.

The LRC is a classroom. Student conduct as mentioned in other sections of this handbook will apply to the LRC. The LRC staff work with both students and faculty to provide reference/ research assistance and bibliographic instruction to meet the needs of the curriculum. While the LRC serves as a reference and resource center for students, it serves faculty as a teaching station. Students will need to respect this dual function and act in an appropriate and responsible manner.

### **LOCKERS**

Lockers are school property and thus are to be used only for the purpose of storing books, notebooks, lunches, coats, and other school related items. Students have no reasonable expectation of privacy in the locker assigned to them. Students may not display or store inappropriate or illegal materials in their lockers. **School lockers are subject to random search, without notice or consent. Individual lockers may be searched where there is reasonable suspicion to do so.** Sharing of lockers is not permitted. Opening of another student's locker or locker tampering of any kind may result in disciplinary action. Backpacks should be kept in lockers at all times unless authorized by an administrator due to the need for an intervention or special need.

### **LUNCH**

Students are advised that the middle school uses an electronic system for purchasing lunch. Money may be added to the lunch account by placing the check or currency in an envelope with the student's name and ID number and bringing it down to the main office first thing in the morning. There is a designated drop off for this payment on the front counter. The cafeteria will gather and place these payments in the student's lunch account before lunch begins. It is encouraged that students not bring cash or checks down with them at lunch as this slows the process for feeding all students. If a purchase is made with cash the remaining amount will be placed in the student's account. No change will be given. The cost of a daily lunch ticket and ala carte items will be decided before registration.

Students must remain at school during lunch. Students are expected to be courteous and mannerly. Parents will be advised of inappropriate behavior, which, if not corrected, will be followed up with appropriate school consequences such as but not limited to, the loss of the privilege of eating in the school lunchroom or an

assigned lunch room seat.

Lunches/food not provided by the school should be limited to just your child. Large quantities of lunches/food brought in during the school day cause an unnecessary disturbance in the building.

### MESSAGES TO STUDENTS

Delivering messages during class time is especially disturbing since lesson plans and continuity of thought are often disrupted. Parents are urged to reserve such requests only for serious emergency situations. Arranging for medical appointments, transportation requests or family activities are best done before school. If an urgent and necessary message must be sent to a student, call the middle school main office. In addition, students who are feeling ill must be seen by the nurse, determined to be sick, and must call home from the nurse's office phone as part of school policy. **Students are not to call or receive calls/text messages on their cell phones during school hours.**

The middle school also understands that students may forget homework or school related items. Please understand that we will not interrupt classroom instruction or academic progress to call down the student for these items. The school has two general call-down times during the day when the student will be asked to come down for the items.

### PASSES

With the exception of passing times, students in the halls must have a pass issued by a staff member.

### PEER RELATIONSHIPS

In order that the Middle School peer relationships remain at the highest level, we have what we call the "Hands Off Policy". Public displays of affection and inappropriate and/or unwanted touching are unacceptable behaviors and subject to disciplinary consequences. This is strictly adhered to in the building, on the campus, or at school related events.

### PESTICIDE NOTIFICATION

Parents/guardians will be notified 2 days prior to the application of any pesticides, and no pesticides will be applied while students are present at school (except where an emergency situation would require immediate application).

### PHYSICAL EDUCATION / PE UNIFORMS

Students in grades 6-8 are required to wear a P.E. uniform while participating in Physical Education. All students will be expected to dress in proper PE attire and participate in PE except those who have a written doctor's excuse and/or a note from the nurse. Normally a student who provides the nurse with a note from a parent can be excused from PE for up to 3 days. After 3 days, a doctor's note must be provided. Parent notes will only be honored twice per semester.

### POWERSCHOOL

District 158 parents can access this internet-based program that allows parents to be involved in their child's education. PowerSchool, which draws information from our student database system, provides parents with timely information about their student's progress in school. Parents have real time access to their child's grades, assignments and attendance information. Students also have their own accounts to access school information from home or at school.

Password information for students and parents and information on how to use the system are available from the District Registration office (847-659-6147).

### PROGRESS REPORTS/REPORT CARDS

Mid quarter progress report grades will be available on PowerSchool. An Alert Solution notification will be sent to parents on the day that mid quarter progress report grades are updated. Quarterly report cards will be sent home with your child. An Alert Solution notification will be sent to parents on the day that report cards are distributed. Parents may also access current grades at any time by using their parent account on PowerSchool.

#### **PROPERTY**

Students are to respect the property of others including that of students, staff and school. School issued materials, such as textbooks, lab materials, etc. are on loan to students. Any damage or replacement costs are the student's responsibility. Student storage areas are school property and thus are to be used only for the purpose of storing books, notebooks, lunches, coats, etc. These areas are subject to search by school authorities.

#### **REMEDIATION / RETENTION POLICY**

1. Decisions to promote or retain students shall be based on quarter grades in the four (4) core academic areas of science, social studies, math, and literacy. Decisions will not be made upon age or other social reasons not related to the academic performance of the students in accordance with state law.
2. Due to the research indicating the negative outcome regarding retention, the Middle School thinks that effective decision-making regarding retention needs to include a remediation plan throughout the school year. The remediation/retention process is a continuous process over the course of a school year that may include communication home, team supports, RtI supports, meeting with Administration, and/or social-emotional supports. This plan becomes more intense and restrictive as a student progresses through the remediation process. Retention will only occur if the remediation process is not successful.
3. Throughout the year, Administration will track student core class grades. Students who have failed two or more quarters of a core class at the end of the year will be considered for summer school and/or retention. The principal will have final decision-making authority over all retention decisions.

#### **SCHOOL DAY**

School hours for students in grades 6-8 are 7:30 A.M. - 2:25 P.M. We ask that students arrive on school grounds no earlier than thirty minutes prior to the start of their school day. Students remaining in the building after school hours are expected to report to a classroom, club, sport, or activity that is directly supervised by a staff member.

#### **SEX EQUITY**

No student shall be denied equal access to programs, activities, services, or benefits, be limited in the exercise of any right, privilege, or advantage, or be denied equal access to educational and extracurricular programs and activities on the basis of sex, sexual orientation, or gender identity.

Any student may file a sex equity complaint with the district's Complaint Manager or Nondiscrimination Coordinators, in accordance with the District's Uniform Grievance Policy (Board Policy 2:260). A student may appeal the School Board's resolution of a complaint filed to the Regional Superintendent, and, thereafter, to the State Superintendent of Education.

#### **SMOKING/VAPING**

Students and parents are not permitted to smoke or use e-cigarettes/vape devices in the school building, on school grounds, or on District transportation. This includes all after school activities and school related events.

#### **STUDENT RECORDS**

The District will maintain two sets of records for each student: a permanent record and a temporary record. All student records are permanent upon graduation for 60 years. (i.e., if your child graduated from high school in the class of 2000, records would be kept until the year 2060.)

**The permanent records may include:**

- Basic identifying information
- Accident and health reports
- Information pertaining to release of this record
- Academic Transcripts
- Honors and awards
- Attendance Record
- School-sponsored activities and athletics

**The temporary record may include:**

- Family Background
- Achievement test results
- Teacher anecdotal records
- Verified reports of information from non-educational persons
- Verified information or clear relevance to the student's education
- Information pertaining to release of this record
- Intelligence and aptitude tests
- Participation in extracurricular activities
- Disciplinary information
- Honors and awards
- Special education records
- Psychological reports

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

**1. The right to inspect and copy the student's education records within 10 business days or 45 school days of the day the District receives a request for access.**

Eligible students and parents or guardians of students less than 18 years of age have the right to inspect and copy their permanent record. Parent/s guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardians or eligible student of the time and place where the records may be inspected.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b) (15).

**2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading irrelevant, or improper.**

Parent(s)/guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the 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; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or

her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by the State for federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, birth date and place, parents'/guardians' name and address, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, or period of attendance in school.

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

**6. The right contained in this statement: 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 State law.**

**7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that

administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**STUDENT SERVICES**

**WAIVER OF STUDENT FEES:**

Waiver of student fees will be granted to those students who qualify. Parents/guardians may apply for waiver of school fees by completing and submitting a District fee waiver form and confirmation of current income. The Board Policy regarding fee waivers and a fee waiver application form will be sent to all parents of enrolled students prior to the start of the school year. These forms are also available by contacting the District Office at

**GUIDANCE AND COUNSELING:**

The middle school guidance counseling staff acts as a resource to teachers and students in educational, social/emotional development, and career awareness activities. Academic counseling is available when students appear to have organizational or motivational problems in school. The counseling staff will help coordinate home-school communication as necessary and also act as a liaison between students and teachers.

Individual counseling may be provided upon request of the pupil, parent or teacher. Such confidential discussions may be on any topic of concern including school adjustment problems and personal problems. Counselors do not do therapy, but can and will provide referrals as needed. In addition to the above services, it is our goal to provide for the personal growth and development of all students regarding such issues as self-esteem, decision making, social skills, life safety, etc.

**Problem Solving Team (P.S.T.):** Students who are experiencing academic, behavioral or social/emotional concerns, which affect academic performance, may be referred to our P.S.T. team. This regular education program is designed to assist and support students at-risk for academic failure. Staff and/or parents may refer students for this program to the child's guidance counselor. Based on the student's needs, an action plan will be developed and monitored to assist the student in achieving academic success.

**Response to Intervention:** Response to Intervention (RtI) is a multi-tier approach for early identification and support of students with learning and behavior needs. The RtI process begins with high-quality instruction and universal screening of all children. Children with identified needs are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These interventions may be provided by a variety of personnel, including general education teachers, special educators, paraprofessionals, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the dynamics, intensity and duration of interventions are based on individual student response to instruction. RTI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data.

The state of Illinois provides districts and schools with a framework for using RtI to determine a student's eligibility for and entitlement to special education services. Effective, research-based core instruction, interventions, and assessment play a critical role in this process and data from the core curricula and instruction, as well as interventions, is used in the eligibility determination process. If the intervention plan shows that the student demonstrates performance discrepancy as indicated by national, state and local assessments and do not demonstrate educational progress through those established national, state or local norms, the team will then refer the child to the Individual Problem Solving Team to discuss the process of special education entitlement.

**SECTION 504**

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act and the Illinois School Code may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Parents seeking information about Section 504 rights and services should contact the Assistant Principal at their child's school.

**Special Education:** The District shall provide a free appropriate public education in the least restrictive environment and any necessary related services to all children with disabilities enrolled in District 158, as required by the Individuals with Disabilities Act (IDEA). Once a student is determined to have a disability under IDEA an Individualized Education Plan will be developed by a team of educators along with parents. District 158 provides a continuum of services to children with Individual Education Plans (IEPs). Every effort is made to educate the student within their home school and classroom environment. The Individualized Education Plan (IEP) team, including parents and educators, meets annually to determine the needs of students and the

child's least restrictive environment. Students who move into District 158 with an Individual Education Plan will be provided with the services listed on said Individual Education Plan. All students with Individual Education Plans are afforded the safeguards and rights described in the Educational Rights and Responsibilities: Understanding Special Education in Illinois.

**Discipline:** The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Students eligible for special education services or those students receiving services under a Section 504 service plan may have an individualized behavioral intervention plan as provided in District Policy and as required by Illinois law. **However, all students must conform to the middle school handbook policy codes.**

**Transportation:** All Huntley School District 158 students with Individualized Educational Programs are provided with transportation entirely at District expense. The mode of transportation will be determined via the IEP conference. Parents wishing to waive the right to district approved transportation and desiring reimbursement for such services must seek reimbursement through the state of Illinois. District 158 will not provide reimbursement for expenses incurred by parental transport of students, as transportation is provided through avenues determined via the IEP conference at no expense to the student or guardian. Individuals wishing to apply for state reimbursement must do so within the state appointed guideline and meet deadlines set forth by the state. Applications for reimbursement from the state may be obtained by the Huntley School District 158 Transportation Department at 847-659-3000.

#### **SURVEILLANCE**

For the safety of our students and staff, surveillance cameras are located throughout our school buildings and anyone on school property may be videotaped.

#### **TRANSPORTATION / BUS DISCIPLINE**

The Transportation Department and its staff are dedicated to the service, safety and wellbeing of all of School District #158's students that it transports. Therefore the following guidelines and rules need to be followed and adhered to.

**Bus Transportation:** School bus transportation is an important part of each student's education experience and the Transportation Department will assist in making this experience as pleasant as possible. It is the responsibility of the Transportation Department to design and implement routes and stops according to guidelines set forth by the Illinois State Board of Education and Illinois State Law. Students are required to ride their designated routes and get on and off at their designated stops. Students must be picked up and dropped off at the same location Monday through Friday. Transportation needs to keep track of students riding their designated routes in the event of an emergency (i.e. bus collision, lost or missing students). Due to the number of students that are transported in the district and the growth in School District #158, it is no longer feasible to let students ride home on routes other than their designated routes. In the event of an emergency the parent must call the Transportation Department at **847-659-3000** to request a change in their child's designated route. Requests for changes will be accepted or denied based on the number of regular students riding the bus. Parents will have to contact Transportation and then Transportation will notify the school of the change.

**Bus Danger Zones:** Statistically school bus transportation is the safest means of transportation that a student can take to and from school. A student has a 150 times greater risk of being in an accident to and from school via another vehicle other than a school bus. The area within ten (10) feet in the front, sides, and rear of the bus are the most dangerous areas of the bus known as the DANGER ZONE. Precautionary guidelines must be adhered to when students are loading and unloading. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Students need to remain at least 10 feet away from the bus before loading. When unloading, students must exit the bus directly away from the bus, moving directly away from the bus at least 10 feet away from the bus. If a student should drop a personal item directly in front of or alongside of or at the rear of the bus the student should not retrieve that item until first letting the driver know that they have dropped that item. The driver will then decide if it is safe to retrieve the lost item. Not following these guidelines is a serious safety offense and the drivers have been



directed to submit bus conduct reports of students that do not follow these guidelines.

**Bus Drivers:** School District #158 bus drivers are responsible for the students riding their buses just as teachers are responsible for the students in their classrooms. Students are required to obey the driver at all times. The bus driver is required to report students that violate the rules of proper behavior and conduct while riding the bus. Bus drivers are not authorized to approve requests to change routes or make unauthorized stops unless approved through the Transportation Office.

**Bus Stops:** Students need to be at their designated bus stops 5 minutes prior to the scheduled arrival time of the bus. Bus drivers are required to report any student(s) that are consistently tardy for their bus, as corrective action may be necessary. It is important that the buses maintain a timely schedule. Students need to stand a safe distance on the sidewalk away from the curb and street where sidewalks are provided. In areas where sidewalks are not provided students need to stay off the road and harm's way of motorists using the roadway. Students waiting for the bus are not to approach the bus until the bus has come to a complete stop and the driver has opened the door. Students are to get on the bus single file in an orderly fashion without pushing and shoving. Students are to find a seat immediately. When students need to cross a road before boarding or after exiting the bus they must wait to do so until the driver has signaled them, giving permission to cross. Students should cross the road far enough in front of the bus (approximately 10 feet) so that the driver can see the student and the student can see the driver. Students that need to cross the road should notify the driver before getting off the bus that they would need to cross the road. The student should then exit the bus and proceed to the front of the bus remaining at least 10 feet in front of the bus, remaining on the curb or edge of the roadway, until the driver signals the student permission to cross the road. Students when unloading need to immediately step at least 10 feet directly away from the bus and proceed immediately to their destination. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

### **Bus Expectations**

- Maintain Appropriate Noise Level
- Use Appropriate Language
- Keep Hands, Feet, And Objects To Yourself
- Help Keep A Clean Area And Bus
- Stay Seated In Your Seat
- Keep Your Arms And Hands Inside The Bus
- Be On Time
- Follow Directions From Adults/Bus Drivers
- Walk To And From The Bus
- Report Unsafe Behavior To Driver
- Use only approved items on the bus

Cameras- Cameras are installed and operational on all the school district buses to monitor student behavior and will be reviewed to verify complaints of misbehavior.

### **Bus Discipline**

**The bus is an extension of the school and classroom in which all school rules, regulations and discipline policies and procedures apply.**

- Transportation Is A Right That Can Be Suspended
- Every student has a right to a safe and enjoyable ride to and from school, which is free from intimidation, threat or harassment.
- Each student is responsible, as well as his/her parents, for their behavior while on the bus and in the school bus loading, unloading areas.
- Suspension of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school. However, students suspended from the school bus who do not have alternate transportation to school will have the opportunity to make up missed school work for equivalent academic

credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

- If a student loses his/her bus riding privileges, their parents are responsible for transporting their student to and from school.
- Unacceptable conduct on the school bus or at a school stop may result in a warning, detention, suspension or expulsion from school.
- Decisions regarding special education students will take into account related disabilities and I.E.P.'s pertaining to transportation.

## **TRESPASSING**

Suspended students and unapproved visitors are not to be on campus or at school sponsored activities on or off campus, without specific permission from the principal's office. Failure to obtain this permission may result in arrest for trespassing and /or appropriate school consequences.

Students in the building during non-school times must be approved prior to admission or be subject to a charge of trespass. **Students should not be in the school building after school is dismissed unless for some academic or extra-curricular reason.** Loitering can result in disciplinary action by the principal or possible arrest for trespassing.

## **VISITORS**

Upon entering our school, we require that all visitors' report to the middle school office and sign in to receive a visitor's pass. Visitors who wish to remain in the building will be issued a pass. Violators may be questioned by any staff member and asked to leave the premises. Violators, who refuse to leave, may be subject to legal action.

**STUDENT VISITORS: Students will not be allowed to bring guests to school during the school day.**

## **WALKING / BICYCLES/DROP OFF/PICK UP**

For safety purposes, it is not recommended that students walk or ride bicycles to school. Adults that choose to drop off/pick up students are asked to review the drop off/pick up procedures carefully. We are aware that many drivers are in a hurry to drop off/pick up their student and get to their next destination; however, **the safety of our students and drivers is most important.** To create a safe, calm and orderly morning and afternoon for all involved please follow the drop off/pick up protocol at all times.

**Morning:** All students should be dropped off in the drop off lane that is designated curbside in the front of the school. Please use the entire front of the building to drop off, helping to efficiently drop off as many students in the quickest time possible. This is a single use lane. Only buses are allowed in the back of the school. **No student should be dropped off in parking lot.** Students are allowed in the building at 7:15 am.

**Afternoon:** All students being picked up must be picked up in the pickup lane that is designated curbside in the front of the school. Please use the entire front of the building to pick up, helping to efficiently pick up as many students in the quickest time possible. This is a single use lane. **No student should be picked up in parking lot at the end of the school day.** Adult supervision of car riders ends at 2:35 PM. Students who are not involved in a school-sponsored activity may not remain on campus. If you cannot pick up your child by this time, please arrange to have him or her ride the bus home.

## **DISCLAIMER**

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.