

**HINCKLEY-BIG ROCK MIDDLE SCHOOL  
PARENT STUDENT HANDBOOK**

*HOME OF THE ROYALS*



*Ready to go....*

*2019-2020*

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## Chapter 1 - Introductory Information & General Notices

### *H-BR Vision*

Through a community outreach effort, the members of the school community, board members, and school district employees collaborated to create a “profile” of what learning should be about within the Hinckley-Big Rock schools. The “Profiles” are broken into an “**Ideal H-BR Graduate Learner**” and an “**H-BR Learning Community Profile**.”

The “**Ideal H-BR Graduate Learner**” describes the characteristics of what a student graduate from our schools will have experienced and achieved to the best of his/her abilities. The description includes those characteristics and qualities that community members and others felt each graduate should possess if he/she is going to be an effective, contributing member to society after graduation from our community school system. These characteristics and qualities included a list of specific skills and knowledge, a set of attitudes, and a list of values that members involved in the process felt all graduates should possess.

The “**H-BR Learning Community**” identified a list of experiences each H-BR student should have while in school, a learning philosophy, a description of what they would hope the district’s reputation was and/or would become, beliefs about what the role of parents should be, and what should be expected of teachers who work within our school district.

The school community has adopted/emphasized four school-wide expectations which are:

- Respect yourself
- Respect others
- Respect learning
- Respect property

### *Professional Learning Community*

Hinckley-Big Rock District #429 is committed to the concept of professional learning communities (PLCs). All teachers in the district work collaboratively in professional learning community teams to focus on student learning. Within the PLC teams, teachers work together on curriculum development, instructional planning, and assessment. Weekly PLC meetings center around four main questions: What is it we want all students to learn?; How will we know when each student has mastered the essential learning?; How will we respond when a student experiences initial difficulty in learning?; How will we deepen the learning for students who have already mastered essential knowledge and skills? (R. DuFour, R. Eaker, R. DuFour, p. 15, 2005). Teachers routinely give formative assessments that provide information about the skills and learning activities a student needs to develop and master essential skills, as well as summative assessments that show what students have mastered as a result of completing learning activities and experiences. Teachers analyze data around student learning and make instructional decisions based on this data.

### *Hinckley-Big Rock Visitor Protocol*

The Hinckley-Big Rock schools extend a warm welcome to parents/guardians and others to visit our schools and classrooms. At the same time, we must ensure that our students and staff are safe and learning is not disrupted. Schools must be aware of who is in the building and why they are there. All schools have a buzz-in system so no one can enter the building without the knowledge of the office staff. In addition, we have developed the following guidelines for school visitors to follow upon entering the building:

1. Upon arrival at school, visitors will use the buzzer at the main school entrance to be admitted to the building and stop at the front desk. *Do not enter the school via any other entrance.*
2. At the front desk, all visitors must state the purpose of their visit, give a photo I.D. to the secretary and sign the visitor's sheet. The photo I.D. will be returned at the end of the visit.
3. Visitors will receive a **Visitor Badge** when they sign in. Please be sure your **Visitor Badge** is visible while you are in the school. **Visitor Badges** are not required at Open Houses, Parent/Teacher Conferences or other school-sponsored events open to the public.
4. Upon departure from the school, visitors should sign out in the office, return the **badge** and will have their I.D. returned to them.
5. Should there be a fire or any other emergency, including an emergency drill, while you are in the building, you *must follow the directions of staff* and may not leave the building without checking out at the main office.
6. For the safety of our students and staff, visitors who do not sign in and are not wearing a **Visitor Badge** will be escorted to the office.
7. Visitors will not be allowed unmonitored access to children or school areas, but are allowed to visit only the classroom(s) or area(s) which pertain to their visit.
8. Visitors who want to meet with a teacher or administrator must make an appointment before their visit to the school. Regular school business keeps teachers and administrators on a tight schedule during the day. Appointments should be made in order to ensure that a productive meeting can occur.
9. If parents/guardians need to pick up their child before the regular dismissal time, they should call or notify the school office first. They must pick up their child in the office or other location named by the school. Parents/guardians may not go directly to the classroom to pick up their child. The school will not release a student to anyone other than a custodial parent without prior arrangements with the parent/guardian and proper identification.

### ***Locked Doors and Visitor Badge***

To ensure the safety of the students, all the doors will be locked during the school day from 9:00AM to 3:00 PM. There is a white "airphone" button located to the right of the front door if it is locked (it works like a walkie talkie; press to talk/release to listen). At times the front doors may be unlocked to allow entrance into the locked, glass entryway where the secretary can see you and let you in. All visitors/parents must report to the office, sign in, and get a badge during school hours. ***STUDENTS SHOULD NOT OPEN ANY DOOR FOR ANY STRANGER.***

### ***Notice of Non-Discrimination***

The Hinckley-Big Rock Community Unit School District insures equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion, or disability. Questions in reference to educational opportunities may be directed to:

Travis McGuire, Superintendent  
Hinckley-Big Rock School District  
P.O. Box 1270  
Hinckley, IL 60520  
815-286-7575

### ***Non-Discrimination Student Grievance Procedure***

A grievance is a difference of opinion raised by a student or group of students involving: 1. The meaning, interpretation or application of established policies; 2. Difference of treatment; or 3. Application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place, which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights or the courts. Due process shall exist throughout the procedure with the right to: 1. Representation; 2. Presentation of witnesses and evidence; 3. Confidentiality; 4. Review of relevant records; and 5. Guarantee against harassment and/or retaliation.

STEP I – The student(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

STEP II – If the grievance is still not resolved, it should be submitted in writing within ten (10) days to: Hinckley-Big Rock Middle School Principal, Coordinator for Non-Discrimination. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

STEP III – If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Office of the Superintendent or designee within the (10) days from the receipt of the response on Step II. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

STEP IV – If the issue is not satisfactorily resolved on Step III, the grievant(s) may appeal the grievance in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

STEP V – If the grievance is not settled in accordance with the foregoing procedures, the grievant may appeal to the Regional Superintendent of Schools pursuant to Section 3-10 of The School Code of Illinois and, thereafter, to the State Superintendent of Education pursuant to Section 2-3.8 of The School code of Illinois.

### ***2019-2020 School Schedule & Calendar***

Please refer to the district calendar for institute, holiday, report card, and midterm dates. A calendar is available on the district web page at [www.hbr429.org](http://www.hbr429.org)



## Chapter 2 - Attendance, Promotion & Graduation, Physical Education

### *Arrival/Departure Times and Procedures*

All students line up/gather at the flagpole **no earlier than 8:05 AM**. Students must follow directions of staff on duty. Staff begins supervision at 8:05AM. Students who walk from school must go home immediately after school and report to their parents, after 3:30.

In bad weather, staff will direct students into front hall at 8:05 to wait for the 8:35 AM bell to report to classes. The tardy bell is 8:40 AM.

### *Attendance - School Board Policy*

The School Board believes that attendance is a key factor in student achievement and success in education. The responsibility for regular student attendance is the responsibility of the parents/guardians and the student.

*A student must be in attendance for ½ of a school day in order to attend or participate in a district extracurricular activity.* Emergency situations shall be given due consideration by the principal.

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

### *Vacation*

The school district discourages parents or guardians from taking vacations during periods when school is in session. Such vacations disrupt the continuity of a student's learning and result in academic problems. Parents requesting vacation leave for their child **are asked if possible to** complete a "vacation" form available in the school office. **Vacation** leave requests must be submitted one (1) week prior to the first day of absence. For school attendance purposes, vacation days will be noted as "**unexcused.**" **Students, if provided homework in advance of vacation, will have three school days to complete assigned homework upon returning to school.**

### *Illness at School*

If a student becomes ill in school, he/she should request permission from his/her teacher to report to the office where aid will be provided in administering relief, in contacting the home, or in securing medical assistance. *Current phone numbers of parents, guardians, and/or a neighbor to call if the student needs to be sent home are needed by the office.* Under no circumstances are students to leave school without a parent or guardian picking them up in the school office. If an adult other than the parent/guardian is to pick up the student, the school office will verify this and may ask for some form of identification. Students who need to leave school early will be dismissed from the office. Parents/guardians are to pick them up there and sign them out.

**A student should be free of fever and symptoms of nausea for 24 hours before returning to school.**

**Hinckley-Big Rock Middle School policy is to notify parents of students with a temperature of 100 degrees or higher and ask that the child be picked up from school.**

### ***Excused/Unexcused Absences***

Parents or guardians must call the school to report a student's absence by 9:00 a.m. on the day of the absenteeism (and each day thereafter if the absence lasts beyond one day) and **must indicate a reason for the absence.** Parents may call the school attendance at 630-556-4190. It is important the school office have a current home and work phone number and/or a designated person's phone number as the school office will be calling for any child's absence that has not been reported. Absences shall be excused only for the following reasons:

Excused absences include but are not limited to:

1. Personal illness
2. Medical appointments
3. Observation of religious holidays or events
4. Bereavement
5. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
6. Written requests approved in advance by the administration

*Students returning to school without an acceptable reason for the absence, or without a parental note or phone call explaining the absence, will be issued an unexcused absence. Unless the absence is excused by a parent by the start of the next school day, it will remain unexcused.*

### ***Excused/Unexcused Tardies***

A student is tardy if he/she is not in his/her assigned seat or in class at the time the tardy bell rings (8:38 AM). Arrival to a class more than 10 minutes late will be considered an absence. A student who is tardy to class or school three times, the student will receive a detention.

Excused tardies include:

1. inclement weather/train across the tracks
2. serious family emergency (parent must verify this with the office)
3. late bus
4. unusual circumstances as verified to the school office

***Oversleeping is not an excused tardy for school.***

### ***Truancy***

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law

### ***Statement to Students for Academic Success***

At Hinckley-Big Rock Middle School we want all students to have the opportunity to use technology in a productive way. In order to allow all students access to the learning center in an atmosphere where you can get work done.

- During 5A the learning center will be used only by 7<sup>th</sup> graders.
- During 5B the learning center will be used only by 8<sup>th</sup> graders.
- During 5C the learning center will be used only by 6<sup>th</sup> graders.

Students will be responsible for doing the following:

- Getting a pass to the learning center BEFORE going to study hall.
- Checking in at study hall before going to the learning center. Your study hall teacher will take attendance and will also sign the pass to the learning center.
- Coming to study hall and the learning center with all materials needed to work.

Using the learning center is a privilege:

- Students will not be allowed to go to the learning center if they are late for study hall.
- Students will not be allowed to use the learning center if they arrive more than three minutes after the bell rings.
- Once students are in the learning center they may not leave until the bell rings.
- Students will lose the privilege of using the learning center if they are not using the time to work quietly.

Should you need to use a laptop in your study hall, you may check one out in the office. Should you need to get a book to read, your study hall teacher will write you a pass for that reason.

Middle School Royals are responsible. Part of personal responsibility is to be prepared for class. In order to monitor this expectation, students will be asked to do the following:

- At the beginning of every class you will put your planner and textbook on your desk
- You will open your planner to the correct date
- When the assignment is given you will write it in your planner
- If there is no assignment you will write “none”

If a student does not have a planner or textbook, the student will be marked as unprepared. If a student is unprepared three times in one week the student will be given a detention.

Responsible students who come to class prepared will be recognized in various positive ways.

### ***Grading Scale***

The following grading scale will be implemented for the purpose of determining grades when a numeric grading scale is applied. The scale is identical with the high school scale.

<u>Grade</u>	<u>Numerical Value</u>
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A	Superior	90-100
B	Above Average	80-89
C	Average	70-79
D	Below Average	60-69
F	Failure	0-59

### ***Plagiarism Policy***

Our school defines plagiarism as “giving the impression that you have written or thought something that you have borrowed from someone else.” Consequences will be determined by the principal and teacher[s] involved. **All 6<sup>th</sup> grade students will be taught about plagiarism.**

These sources include:

- Books
- Magazines
- Newspapers
- Internet Web sites
- Audio-visual material

We consider other people’s thoughts, words, and works as “intellectual property”. To avoid misuse of “intellectual property” a student must cite:

1. Another person’s idea, opinion or theory
2. Any facts, statistics, or graphs that are not common knowledge
3. Quotations of another person’s spoken or written words.

### ***Accelerated Placement***

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

### ***Types of Plagiarism***

Academic and journalistic [plagiarism](#) is an age old practice. However, [Internet plagiarism](#) is now rampant with the advent of the Internet, and plagiarism has taken many new forms. Now it is just about cut, copy, and paste, or a little rephrasing. But copy it is!

**Full Plagiarism:** Content that has been presented as own, without any changes made to the language, thoughts, flow, and even punctuation is known as full plagiarism. Many academicians believe that is generally the work of people who are incompetent in the particular subject, or are just plain lazy to make an effort.

**Partial Plagiarism:** When the presented content is a combination of two to three different sources, where the use of rephrasing and synonyms is rampant, then it is known as partial plagiarism. Here, the author uses some originality, but inadequacy of knowledge on the particular subject is a common reason for the occurrences of partial plagiarism.

**Minimalistic Plagiarism:** Here, the plagiarist authors someone else concept, ideas, thought, or opinions in their own words and in a different flow. Although many do not regard this as plagiarism (probably the ones who do it!), it is considered as stealing someone's study or thoughts. Minimalistic plagiarism involves a lot of paraphrasing.

**Source Citation:** When complete source information with quotes is provided, it does not amount to plagiarism. However, the definition of a complete source citation varies vastly. Some writers quote the source's name, but give no other accessible information. While some conveniently give false references, some just merge their information with an original piece of writing. A ghost writer is a perfect example of a plagiarist. Here the writer feels free to source information and reproduce it as their own.

**Self-plagiarism:** This form of plagiarism is perhaps most contested as "it is" and "is not". Using one's own work, fully or partially, or even the same thought and re-writing it, is known as self-plagiarism by many. Publishing the same material through different mediums without referencing it correctly is a very common habit among many writers. The content on many websites are perfect examples of self-plagiarism.

According to Professor Paul Brian's opinion posted on the Internet Humanist Forum, "self-plagiarism, or the recycling of an old work in a new guise is also a theft since the author leads the book-buyer to think that there is a new book of his on the market. The author is misleading his/her readers." "Self-plagiarism is fraud if not outright theft".

### ***Extra Credit***

Students may request additional work for extra credit. It will be given at the discretion of the teacher. Please note that extra credit is not given in place of missing assignments or in situations where the student does not complete the regular daily work/assignments.

### ***Report Cards***

Report cards communicate to parents the progress that their children are making in their schoolwork. Report cards should not be used to make comparisons among children. Each grade that is placed upon the card has had considerable thought given by the teacher and is intended merely to show what type of work the student is doing in relation to the type of work he/she is capable of doing.

The reporting period for our school will be nine weeks, which means that students receive a total of four reports during the year. Each report is to be taken home, signed by the parent or guardian, and returned to the teacher within two days. Failure to return report cards promptly, signed by a parent or guardian, can result in disciplinary consequences for students in grades 6-8.

### ***Midterm Report Card***

A midterm progress report is sent home halfway through each grading period. All 6-8 students will receive a midterm each quarter, unless the teacher(s) sent home progress reports on a regular basis (e.g., weekly, every 2 weeks, etc.). Midterms are not additional report cards. They are used to inform parents of recent student progress. A parent or guardian should sign and return the midterm in two days as indicated on the form.

### ***Promotion and Retention***

The building principal will direct and aid teachers in their evaluation of students and review grade assignments in order to ensure uniformity of evaluation standards. A student's achievement of skills for the grade to which he or she is assigned and his or her readiness for work at the next grade level will be assessed and evaluated before determining the succeeding grade placement.

A student's questionable academic achievement may result in a "placed" designation instead of promotion. Criteria for the "placed" designation will be determined on the number of subjects in which a failing year average was received. The purpose of this distinction is to bring to the parent and student's attention that his/her academic performance needs to be improved in order that future academic success is achieved.

### ***Class Assignments***

Students are assigned to classes based on the following criteria.

1. Academic strengths and needs.
2. Personal, social and emotional strengths/needs.
3. Learning styles.
4. Gender balance.
5. Total number of students in the class.

Creating balanced classrooms with respect to learning styles, student abilities/needs, class size, gender, and personal, social and emotional needs helps provide an educational climate that meets the needs of students. It is our goal to maintain balanced classrooms that meet the needs of all of our students.

### ***Dissection***

State law [P.A. 91-0771] allows students who object to performing or participating in dissection to be excused and perform/complete an alternative project. A student may not be penalized for refusing to participate in or perform a dissection. If a Hinckley-Big Rock Middle School student does not want to participate in a dissection, then he/she and the parent must inform the science teacher in writing to this effect. An alternative project will be assigned.

### ***Homework Policy***

Homework is a valuable part of the curriculum. It gives students the opportunity to practice important skills learned in class. It also is part of encouraging the skills of **STUDYING** and **RESPONSIBILITY**. Just as adults have deadlines that need to be met in the workplace, students have deadlines that need to be met at school.

### ***Academic Coaching***

Hinckley-Big Rock Middle School has a tutorial program after school. Students in grades 6-8 invited to attend, or who request to attend and are given approval, may receive support in any subject area from a middle school teacher/academic coach. The program is offered 2 times per week after school. Weekly progress reports and reports of assignments will be given to the academic coach/teacher by the middle school staff to enable her to better meet the needs of students in the after-school sessions. This program will be open for students of all ability levels who are willing to work- this is not a social or extracurricular opportunity. **\*With the approval**

**of an athletic coach**, after-school attendance at tutoring sessions is considered excused and does not affect athletic participation.

It will be the parents' responsibility to pick up their child at the conclusion of the tutorial sessions called "academic coaching." The sessions will be Tuesdays and Thursdays after school from approximately 3:00 to 4:00 PM. It is our hope that students will take deadlines seriously, use class time effectively, and that our commitment to student achievement through the after-school tutorial program will be recognized as valuable and useful for parents and students.

### ***Make-Up Work Due to Absences***

Absences, even if they are excused, affect student performance because valuable information from class discussion and lecture is missed. The following guidelines will be adhered to if an absence is unavoidable:

- If a student is absent, it is his or her responsibility to request and complete make-up work.
- If a student has Internet access at home, the website may be checked for posted homework assignments at [www.hbr429.org](http://www.hbr429.org).
- If a student knows about a long-term assignment due date before his/her absence, then he/she will be expected to turn in that assignment the day after his/her return. (e.g. monthly book reports, long-term projects, etc.)
- After a student returns, he/she has the same number of days he/she was absent plus one more day to complete make-up work. (i.e. If a student is absent three consecutive days, he/she has four days to complete all makeup work.)

### **Physical Education Exemption**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

It shall be the policy of the Board of Education that students in grades 7<sup>th</sup> and 8<sup>th</sup> may request exemption from physical education for the following reason:

1. Student athletes may apply for a PE exemption provided they will participate in back to back seasons and only for that semester (ex. participating in Soccer or Volleyball and Girls Basketball will qualify for an exemption for the fall semester). Any student athlete who participates in three sports in one school year would be eligible to be exempt from PE for both semesters.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in their IEP. Chapter 10 in Middle School Handbook

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

### **Chapter 3 – Student Fees, Meal Costs and Student Accident, Injury and Illness Proof of Residency**

To attend school in the District without a tuition charge, a student shall reside within the boundaries of the District. In case of doubt, the administrator may require proof of residence.

A student whose family moves out of the District during the school year shall be permitted to attend school for the remainder of the year without payment of tuition.

If a student's family plans to move into the District on or before thirty-one (31) calendar days after the beginning of school, the student will be allowed to start school at the beginning of the school year. Written evidence, such as a contract for purchase or rental of a home must be presented.

#### ***Birth Certificate***

Legislation requires that a certified copy of student birth certificates be kept on file by the schools. Therefore, any student who enrolls in our school for the first time, whether the student is just beginning school (early childhood/kindergarten) or is a transfer student, must furnish the school with a certified copy of the birth certificate within thirty days of the enrollment date. Copies of the official birth certificate may be obtained from the County Clerk's office in the county of birth. A copy of the certified birth certificate will be made and kept by the school. The certified copy will be returned to the parent/guardian.

If the certified copy is for any reason not available, then the school must be furnished some other reliable proof under the guidelines of the State Police. The minimum required is 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, this fact must be reported to a local law enforcement agency. If compliance does not occur within ten days, the situation must be reported to the State Police.

#### ***Cafeteria Cash Plan***

Hinckley Big Rock Middle School's lunch program uses a computerized all-in-one payment system called PushCoin. This fully secure mobile-friendly technology gives families greater



control and discretion over their students' lunchtime purchases, while making the purchase transaction easier and more convenient for students. **Note students will not receive change back from cash purchases the amount over the purchase price will be added to their PushCoin account. Any money left over at the end of the year will follow the student to the next school year.**

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.<sup>1</sup>

<sup>1</sup> The Hunger-Free Students' Bill of Rights Act applies to all schools that participate in the United States Department of Agriculture child nutrition program.

This year, the cost for a school lunch with milk will be \$2.90. Milk is also available for purchase for \$.55. If a student would like to purchase a school lunch but has no available funds in their PushCoin account, they will be able to charge up to three lunches. A hot lunch can be supplemented with cold items from home if so desired.

If a student has no lunch available to them, a sandwich and water are provided. Parents of students (particularly important for those students with food allergies or other food-related health concerns) should verify available food items that could be given to the student if no lunch or money is provided from home.

## **Student Accident, Injury and Illness**

It is extremely important that parents/guardians provide the school office with the current home, work, and emergency telephone numbers to be used should a student become ill or injured during the school day.

All injuries must be reported to a teacher or to the office staff. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will contact family members in the order listed on the emergency contacts list provided by the parent/guardian during the school registration process. In some medical situations the staff will need to contact a local emergency responder before the parents, the child's physician, or any other adult acting on the parent's behalf.

### **Accident Insurance**

If your child is injured at school, or while participating in a school sponsored event, the school district provides the option to file a student accident insurance claim. This student accident insurance is secondary to your family's other health insurance and does not replace that insurance. Instead, this insurance may act as a supplement to provide additional coverage beyond that of your primary insurance coverage. Please note that this is supplemental insurance for

accidents and not for other medical concerns, such as illness. For further details, or for a claim form, please contact the middle school office.

The school district also offers the opportunity to purchase Voluntary Student Accident Medical Insurance if your family does not have a primary health insurance policy. If you would like to purchase accident insurance for your child, or children, currently enrolled in the district please contact the middle school office.

## **Chapter 4 – Transportation**

### ***Transportation***

School bus transportation is provided for students who live more than 1½ miles from school, or on hazardous routes. Safety dictates that riders follow rules set down for this service. Busses are also used for transporting teams and groups to various functions, such as field trips. Those riding school busses for any purpose must follow regulations as made by the supervisor of that activity. Students riding busses must return on the bus except when being brought home by a parent with written permission given to the sponsor of the activity.

## **Chapter 5 – Health and Safety**

### ***Student Support***

The school provides a social worker counseling program for students. The school social worker is available to those students who require additional assistance. If you believe your student is in need of these services please contact the office at 630-556-4190.

### ***Physicals***

According to Illinois School Code, it is necessary for entering early childhood, kindergarten and 6<sup>th</sup> grade students to have a physical examination and the necessary immunizations recorded on the Certificate of Child Health Examination form (R.01-05). This form accommodates the new required screen/risk assessments for lead and diabetes. This form must be signed and dated by a physician licensed to practice in all of its branches or by an Osteopath (D.O.), and completed within one year prior to entry to the above grades.

*-Lead Screen- for children 6 months to 6 years of age*

*-Diabetes risk assessment- every physical*

This form also includes the medical history portion, and is to be completed and signed by the parent or legal guardian. The physical forms should be completed and returned by the first day of school. If a student does not have a current physical, then he/she will not be allowed to attend school until the office receives the completed physical form.

*Transfer students* from another state are also required to have a current physical recorded on the Illinois form.

*Athletes* participating interscholastic sports he/she is required to have a physical examination for each year of participation and prior to being allowed to attend practice. Furthermore, the Illinois School Code authorizes the principal to require medical examinations for individual pupils as needed in maintaining individual and group health standards. No student will be allowed to attend school and/or participate or practice in interscholastic sports or intramurals until in compliance. A sports physical is not acceptable in place of the required complete physical examination.

### ***Home and Hospital Instruction***

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Dental Examination**

All students entering kindergarten, second, sixth, and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

## **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

## **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

## **Self-Administration of Medication**

A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

## **Designated Caregiver Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

Both the student and the designated caregiver possess valid registry identification cards issued by IDPH:

Copies of the registry identification cards are provided to the District; and that student's parent/guardian completed, signed, and submitted a School Medication Authorization Form – Medical Cannabis,

Medical cannabis infused product (Product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she required administration of the product during school hours.

### ***Communicable Diseases***

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### ***Head Lice***

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.

3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal or secretary and the child is determined to be free of the head lice and eggs (nits).

### ***Students with Food Allergies***

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (630) 556-4190.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### ***Emergency/Disaster Procedures***

#### **Safety Drill Procedures**

Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

#### ***Fire***

State law requires conducting of fire drills. In order that we may have an orderly drill, the following regulations will be used:

- At the sound of the fire bell, the classes will proceed immediately from their rooms in an orderly manner and walk to their assigned fire exit.
- The first person in line has the responsibility of holding the doors. Room doors should be closed after leaving. Students should be kept well away from the building and out of the fire department's way.
- If any student is not with her/his class, he/she should join the first group he/she sees leaving the building. For attendance, students should join their regular homeroom/class after they arrive at the assigned location outside if it is safe to do so.

- If any exit is blocked, the first alternative exit should be taken. Do not reenter until all clear is given.
- Detailed instructions are posted in each room.

### ***Tornado Procedures***

The National Weather Service urges that all schools develop plans and conduct drills to cope with tornadoes. In order to be better prepared for possible tornadoes, all school personnel should be familiar with the procedures.

- A “tornado warning” suggests that a tornado has been sighted nearby and that you should go at once to the area posted in the classroom. The signal will be a series of short intermittent blasts from the bell system, air horn, or voice announcement (“Please report to your assigned disaster stations immediately.”) on the intercom.
- If you see or hear a tornado coming, do not wait for the warning signal – go directly to your shelter area if there is time; if not, curl up on the floor and protect yourself by lying face down, drawing your knees up under you, and covering the back of your head with your hands.
- When the signal is given, students should move quickly to their designated area and sit on the floor facing the walls (using the above protective procedures).
- If a tornado strikes while on the playground, lie flat on the ground and protect your head with your arms. Parents and visitors will also be asked to take shelter with us. Calmness during an emergency is imperative.

### **Emergency/Disaster Procedures During Dismissal Time**

If a weather emergency occurs during dismissal, please stay calm and follow these directions in a quick and orderly way.

1. Students should go back to their disaster drill stations.
2. The decision to send students back into the building may be made by the principal, bus supervisors, crossing guard, and other teachers. The office is to be notified immediately! If possible, the information will be relayed over the intercom and/or room-to-room. An air horn may also be used for notification.
3. All staff should help to keep students calm and send them back to their disaster drill stations.
4. No students will be allowed to leave including walkers and bike riders.
5. No students should be sent to the office to use the phone at this time.
6. Following the emergency, bike riders that are bus riders should ride the bus home. Non-bus riders that are bike riders should walk home. Bikes left here will be put in the building until the next day.

Staff should remind students to keep remarks to themselves concerning the storm. We want to avoid frightening anyone during this time. Students should also be informed that they may come back to the school if they feel that weather conditions are a threat to their safety. If students cannot make it back to the school, they should lie on the ground and protect their head with their arms. Parents will also be asked to take shelter with us. We need your help and calmness during an emergency.

## Snow and School Closings

Winter snow, ice, and drifting can create unexpected, dangerous road conditions for drivers. Winter weather often changes school schedules. Decisions regarding busing and school closings are complicated by a variety of factors. In a weather emergency situation, the superintendent considers information from township road commissioners and area superintendents. The extent to which the town and country roads are passable is of critical importance. This varies from one storm to the next because of differences in snowfall, wind direction and velocity, temperature, wind-chill, and the clearing of roads by the state, city, and township. **Parents are not individually called/notified, etc., by phone tree if school is closed prior to the start of the school day.**

Occasionally, weather conditions isolate a small area or neighborhood in the school district and make it impossible to operate school busses on those roads. In such cases, the buses may cover part of the route if the roads are open. As soon as school closing or other emergency situation is known, it is announced on WSPY (FM 107.1) and WAUR (AM 930) in Plano and Aurora, WDKB (FM 94.9), WLBK (AM 1360), WKKD (FM 95.9 & AM 1580), WGN (AM 720), and WNIJ (AM 90.5). Parents are urged to listen to the radio announcement rather than to call the school or radio stations.

When an emergency condition occurs during the day, a decision may be made to send students home early. Parents must have an emergency plan for their children for early dismissals. (E.g. It is possible only Hinckley-Big Rock Middle School may be released in a power outage when the rest of the school district would remain in session\*). It is important that students understand your plan. Each student must have an alternate place to go if no responsible person is home and an emergency closing is necessary.

\*Hinckley-Big Rock Middle School dismisses after one hour with no electricity due to well/septic issues. Phones run on a battery system without electricity (as long as lasts). Be sure your plan takes into account Hinckley-Big Rock Middle School only dismissal and appropriately describes who is aware they may be responsible for your child.

## **Chapter 6 – Discipline and Conduct**

### **LIBRARY SCHEDULE**

At Hinckley-Big Rock Middle School we want all students to have the opportunity to use technology in a productive way. In order to allow all students access to the learning center in an atmosphere where you can get work done.

- During 5A the learning center will be used only by 7<sup>th</sup> graders.
- During 5B the learning center will be used only by 8<sup>th</sup> graders.
- During 5C the learning center will be used only by 6<sup>th</sup> graders.

Students will be responsible for doing the following:

- Getting a pass to the learning center BEFORE going to study hall.
- Checking in at study hall before going to the learning center. Your study hall teacher will take attendance and will also sign the pass to the learning center.
- Coming to study hall and the learning center with all materials needed to work.

Using the learning center is a privilege:



- Students will not be allowed to go to the learning center if they are late for study hall.
- Students will not be allowed to use the learning center if they arrive more than three minutes after the bell rings.
- Once students are in the learning center they may not leave until the bell rings.
- Students will lose the privilege of using the learning center if they are not using the time to work quietly.

Should you need to use a chrome book in your study hall, you may check one out in the office. Should you need to get a book to read, your study hall teacher will write you a pass for that reason.

### **Student Responsibilities**

Middle School Royals are responsible. Part of personal responsibility is to be prepared for class. We have a common expectation that students will come prepared with their planner and textbook to every class. In order to monitor this expectation, students will be asked to do the following:

- At the beginning of every class you will put your planner and textbook on your desk
- You will open your planner to the correct date
- When the assignment is given you will write it in your planner
- If there is no assignment you will write “none”

If a student does not have a planner or textbook, the student will be marked as unprepared. If a student is unprepared three times in one week the student will have a meeting with the principal to discuss options to help student get prepared. Responsible students who come to class prepared will be recognized in various positive ways.

### ***Student Conduct***

The School Board expects student conduct to be such as to contribute to a productive learning climate. Individual rights are to be honored and protected; however, the rights of one individual shall not take precedence over those of another individual or of the group itself and all students shall have equal rights and equal responsibilities in their demeanor in the classroom or on any school property.

- A. The school is primarily an institution for learning and the instructional process is and shall be the most important function of the school. Considerations of behavior for the individual as well as the group are to be made with this foremost in minds. Students shall not bring items to school that will disrupt the learning environment or pose a danger to others.
- B. Traits of courtesy, punctuality, reliability, dependability, responsibility, and cooperation are valued in our society and in the world of work. Effort will be made in the general operation of the school to develop desirable qualities of this nature.

- C. The personal rights of students in school will be the same as those of a citizen specified in the Bill of Rights. It should be point out, however, that violations of school rules are not “crimes” and are not subject to all the same rights and/or penalties. However, rules of evidence, opportunity for appeal, and invasion of privacy (search) will be applied.
- D. Students will be informed of regulations and penalties for violation as to avoid difficulty through misunderstandings.
- E. As teachers and staff are charged with the responsibilities of instruction, safety, protection, and care of property, it is reasonable to expect that students will follow directions given by staff members in and about the school.
- F. As students are in voluntary school attendance after age sixteen, it is expected that they make a diligent effort in the classroom. The community has provided buildings, staff, and materials for instruction. The only obligation in return expected of the students is to make a reasonable effort to participate and cooperate in the learning process.
- G. Staff members will be charged with seeing that students under their direction are treated as consistently as possible. By the same token, it is expected that teachers abide by regulations that are held in common with students. Students must realize, however, that the corrective actions concerning a teacher must follow the provisions of his/her contract with the Board of Education and must comply with The School Code of Illinois.
- H. For the good of the vast majority of the student body, individual students who consistently violate the rights of others or who exhibit little or no interest in the basic purpose of the school - -learning -- may be removed from the institution in a manner and for a period of time consistent with the laws of the State of Illinois.
- I. Although behavior expectations outlined in the following apply to all students in the school district, consideration will be given to the age and placement of students before application of all the rules, guidelines, and procedures is made.

### ***Discipline Referral***

Discipline referrals are written communication used for any student conduct concern. It is a form of communicating with involved staff, parents, and the office about student behavior. Discipline referrals may be used school-wide: on the bus, on field trips, in P.E., on the playground, in the cafeteria, etc., and by all staff members. If a referral form is sent home with your child, please sign and return the form after you have discussed it with your child. You may contact the classroom teacher or school office with questions.

The following are offenses, which are prohibited by the Hinckley-Big Rock Middle School’s Code of Conduct, and the disciplinary actions and procedures used in dealing with those offenses.

### ***Acts of Misconduct – Levels I & II***

- A. **Bus Conduct.** The school bus is considered an extension of the school. The rules of conduct that apply in the building or on campus also apply on the bus. In addition, students are required to abide by the following rules of conduct in relation to school bus transportation.
  - a. Students must never tamper with the bus or any of its equipment.

- b. Students must take seats promptly and remain seated throughout the trip.
  - c. Good behavior is required. Unnecessary confusion diverts the driver's attention and could result in a serious accident. Hands and heads must remain inside the bus at all times. Items are not to be thrown out of the bus windows.
  - d. Care must be taken in approaching the place where the bus stops. Riders not to move toward the bus until it has come to a complete stop. Safety rules must be followed when getting on and off the bus.
  - e. Students must not bring items on the bus, which might injure or harm other students.
  - f. The use or possession of tobacco, alcohol and drugs are prohibited on all buses transporting students to and from school, including authorized trips.
- B. **Cell phones** cannot be operational during the school day. If a student uses a cell phone during class or if the phone rings during class, it will be confiscated. Students need to have permission from their teacher to have any type of electronic device. These include but are not limited to radios, tape players, CD players, MP3 players, Ipods
- C. **Creating disturbances** in classrooms, in the school building, or on school.
- D. **Gambling** and participation in games of chance or skill for money or profit.
- E. **Gum chewing.** The teachers believe that junior high students can be responsible in keeping the school property clean and chew gum.
- a. Students cannot chew gum in the gym, science lab, computer lab and library.
  - b. It will be at the teachers' discretion whether or not gum chewing is allowed in the classroom. If a teacher asks a student to remove the gum, it is expected that the student will follow without question or argument. If the student questions or argues, the student will be issued a detention for disrespect and not following directions.
  - c. If the teachers notice gum on school property, the gum policy will be revised and gum chewing will not be allowed.
- F. **Littering.** Careless discarding of rubbish or other items.
- G. **Loitering.** Standing idly about or loafing in classrooms or other parts of a school building or on school grounds when asked to refrain from this action.
- H. **Misrepresentation** (lying).
- I. **Refusal to identify self.**
- J. **Stealing** (minor). Limited to small, inexpensive items, i.e., books, pencils, etc. The unauthorized taking of larger, more expensive items would make the infraction a Level IV Act of Misconduct. (See item C-13 in next section.)
- K. **Tardiness.** Failure to enter a class at the assigned time without an acceptable excuse.
- L. **Truancy.** Unexcused absences from school, classes, study hall, homerooms or other school assignments.
- M. **Use or possession of tobacco** in school, on school property, or property adjacent to school property. This includes matches and/or lighters.

- N. Use or possession of a vaporizer, or any materials associated with the use of a vaporizer/vaping will result in two day in-school suspension
- O. **Verbal abuse.** Name-calling, bullying, profanity, obscenity, racial slurs or other derogatory statements or gestures. Excuses such as “Oh, I was just joking around” or “We are friends” will not be accepted. Hurt feelings, verbal abuse or a fight can result which, in turn, interferes with school safety. **Spreading/repeating rumors** will not be tolerated. Excuses such as “I just told my friend what I heard” will NOT be accepted.
- P. **Violent behavior.** Disruptive scuffling, jostling, “**play**” **fighting**, kicking, tripping, pushing, shoving, elbowing, body slamming, throwing objects, bullying. Gesturing as if pretending to fight, kick, elbow or box -- even though there is no physical contact. Excuses such as “I was just playing/fooling around” or “We’re friends” will not be accepted.
- Q. **Writing notes** in class. Such acts interfere with the learning environment.

***Acts of Misconduct - Levels III & IV***

- A. **Unmodified Levels I and II Acts of Misconduct.** Repeated violations of Levels I and II Acts of Misconduct may move the infraction to Levels III and/or IV and the consequences which follow will be appropriate to those levels.
- B. **Bomb threats.** The conveyance of threats or false information concerning the placement of bombs.
- C. **Extortion.** Use of force or threatened use of force to obtain another person’s property or money.
- D. **Fighting** or assault (even if the student did not “start” the fight).
- E. Furnishing or selling **controlled substances** (drugs) on any school property or while attending any school-sponsored or school-related function. “Look-alike” drugs in school are prohibited because they constitute a physical threat to students and create an unhealthy drug-oriented atmosphere and could lead to a psychological dependence on the part of some students. Selling or providing over-the-counter or prescription drugs.
- F. **Gang or gang related activity.**
  - a. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, or other items which evidence membership or affiliation to any gang.
  - b. Committing any act or using any communication either verbal or non-verbal [gestures, handshakes, etc.] showing membership or affiliation to a gang.
  - c. Drawing gang-related graffiti/symbols or distributing gang-related literature.
  - d. Any other activity in furtherance of the gang, which violates school district policy.
- G. Laser pens are not allowed.
- H. **Paging devices** are not allowed in their possession [or in their locker] at any time while on school property. These requirements are mandated by the Illinois State Law. Pagers and beepers are subject to seizure and delivery to police agencies. Further, possession is

due cause for a search to be conducted, as well as the assignment of a suspension penalty. Cell phones cannot be operational during the school day. If a student uses a cell phone during class or if the phone rings during class, it will be confiscated.

- I. **Possession, use, or under the influence of alcohol** on any school property or while attending any school-sponsored or school-related function.
- J. **Possession, use, or under the influence of controlled substances**, furnishing or selling of controlled substances (drugs) and possession of drug paraphernalia on any school property or while attending any school-sponsored or school-related function unless such substance was obtained directly from, or pursuant to, a valid prescription or order of a medical doctor. **Pacifiers** are considered drug paraphernalia. Any **“look-alike” drug**, substances perceived by other children as a drug anything a student passes off as a drug.
- K. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley’s Law*.
- L. Possession and/or sale of **stolen property**.
- M. Possession of **weapons** and/or the use of weapons or other objects to produce bodily harm. (**Toy weapons** or anything that can be construed as a weapon are not allowed on school property.) Items such as baseball bats, pipes, bottles, locks, sticks, rocks, nails scissors, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.
- N. **Setting false fire alarms**, or unlawfully discharging fire extinguishers.
- O. **Setting fires**. This offense is committed when, by means of fire or explosives, a person knowingly damages any real property, or personal property. This includes fireworks, smoke bombs and/or similar devices.
- P. **Taking of property of another by force or violence**.
- Q. **Taking the property of another with or without force or violence**. (This refers to items of greater value than those described in stealing under Level II.)
- R. **Threats to others**. A threat to apply force or a threat to do physical injury to another student or to a school employee. Excuses such as “I was just joking” or “I did not mean it” will not be accepted. Threats will be taken seriously.
- S. **Trespassing** on other than school property.
- T. **Trespassing on school property**. Trespassing on school property means one or more of the following acts.
  - a. Entering upon or in property without justification or without implied or actual permission.
  - b. Entering or remaining upon or in school property without justification after being notified or requested to abstain from entering.

- c. Entering an area of the school building, which is restricted in use and so posted.
- U. **Vandalism or attempt to damage property**. Defacement or destruction of any school building or fixture including the willful writing, making marks, drawing characters, etc. on walls, furniture, and fixtures.
- V. **Other acts** of misconduct which are seriously disruptive and/or which create a safety hazard to students, staff and/or school property may be considered Level III or Level IV violations of the Code of Conduct [e.g., throwing of objects that result or could result in bodily injury]. Please note that the example given here may not be the only one that could qualify in this category.
- W. **Sexual assault/abuse.**

***School Disciplinary Actions/Procedures***

- A. **Actions Taken Prior to Office Referral (Level I Acts of Misconduct)**. Each teacher is to establish a Classroom Management Plan (to be approved by the building principal no later than the first full day of classes) and put into use prior to making an office referral, unless the behavior is of such serious nature that immediate office referral is warranted.

Parents must be notified regarding excessive minor misbehavior of their youngster. Examples of disciplinary actions taken under Level I by teachers as part of their Classroom Management Plans include:

- a. Verbal warning
  - b. Behavior contract
  - c. Counseling
  - d. Withdrawal of privileges
  - e. Detention
  - f. Conference with parents (by phone or in person)
  - g. Conference
  - h. Zero credit for cheating on assignment or test
- B. **Office Referrals** A pupil will be referred to the office when the seriousness of the offense, the persistence of the behavior, or the disruptive effect makes the continued presence of the pupil in the classroom detrimental to the educational process. Typically, office referrals would be Levels II, III and IV Acts of Misconduct.
  - C. **Intermediate Types of Disciplinary Methods** Acts of Misconduct in Levels II or III will result in one or more of the following types of disciplinary responses to attempt to correct the offending behavior.
    - a. Conference with parents
    - b. Conference with student
    - c. Time-out area
    - d. Withdrawal of privileges
    - e. Referral to outside agency or school district support services
    - f. In-school suspension
    - g. Saturday detention

- h. \*\*After-school detention
- i. Temporary removal from class
- j. Alternative programs
- k. Financial restitution
- l. Suspension of bus privileges
- m. Out-of-school suspension
- n. \*\*\*Noon detention

\*\* Students accumulating after-school or Saturday detentions for violation of school regulations will be suspended according to the following.

**D. Detentions -- alternative system**

- a. Step I. Once a student accumulates 5 detentions during a grading period, he/she may serve an in-school suspension for one day, and will meet with the building administrator to work out a plan to change behavior.
- b. Step 2. In the event the detention system proves ineffective for certain individuals, conferences with parents, teachers, PPS (Pupil Personnel Staff) and the building principal will be held to determine action.

**E. \*\* Consequences for Receiving Three Lunch or After-School Detentions or One Suspension**

If a student receives three or more lunch or after-school detentions [can include a Saturday detention], or one suspension within a given quarter, then that student will not be allowed to attend any special events, dances [including school-sponsored dances held at the Community Building], field trips, entertaining assemblies, Games Day and athletic events, etc. for that quarter. A clean slate will begin with a new quarter. If a student is participating in an athletic extracurricular activity, then the athletic policy also applies.

**F. Types of Disciplinary Methods for Serious Acts of Misconduct.** Acts of misconduct which usually fall under Level IV will result in the use of one or more of the following types of disciplinary responses.

- a. **Out-of-School Suspension.** The Board of Education authorizes suspension for students who commit Levels III and IV Acts of Misconduct. Out-of-school suspensions may range from one to ten days, depending on the nature of the violation.
- b. **Alternative Program for Highly Disruptive Youth.** A student who is highly disruptive may be staffed to an alternative program in an effort to avoid out-of-school suspension or expulsion. This program would provide an isolated school setting away from the regular school, where a structured, supervised educational experience can be provided.
- c. **Expulsion.** Violations of offenses listed in Level IV Acts of Misconduct are just cause for administrative recommendation to the Board of Education for expulsion.

**G. Make-up Work Privileges Relating to Suspension.** Students suspended will be permitted to make-up work missed.

### ***Student Rights in Disciplinary Procedures***

To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspensions, or recommendations for expulsions are made in accordance with the following procedures.

- A. **In-school suspension/Out-of-school suspension/Bus suspension.** A student must be given the opportunity to present information on his/her behalf prior to suspension. The suspension shall be reported immediately to the parents or guardians of each suspended student and to the Superintendent of Schools. The report to the parents shall be made by certified letter.
- a. If the situation is such that the physical well-being of the student, other individuals or the property of the school district are in jeopardy, then the student may be suspended immediately and given an opportunity for a review within 24 hours.
  - b. The suspension letter shall give a full statement of the reasons for the suspension and notice to the parents or guardians of their right to review.
  - c. The procedure for review, if requested, shall be as follows.
    - i. All requests for review shall be made by the parent or guardian within ten days after receipt of the notice of suspension and shall be made to the person ordering the suspension.
    - ii. If the parent (guardian) or student are dissatisfied with the review of a pending suspension, a request must be made to the Superintendent for appeal to the Board of Education.
    - iii. Upon receipt of the appeal request, the Board may take such action as it finds appropriate provided, however, that nay hearings should be held in executive session for the protection of the student involved.
  - d. A student shall be reinstated after the suspension by the principal or his/her representative only. Further continuance of school is contingent upon the conduct of the student being consistent with that, which is expected of good school citizens. Reinstatement should occur only after a parental conference involving the appropriate school personnel.
- B. **Expulsion** A student may be excluded from school and/or denied educational services, to which the student would otherwise be entitled, for a period of more than ten days not to exceed one school term. The student and parents of the student shall be notified by registered or certified mail of the following.
- a. Reason(s) for expulsion, including a copy of the specific rules and regulations allegedly violated by the student.
  - b. Time, place and date of the hearing.
  - c. Review hearing procedures set forth below.
    - i. The hearing shall be held in executive session
    - ii. The student shall be afforded the following:



1. Right to be represented by counsel at the expense of the student or parent(s);
  2. Right to present evidence and call witnesses;
  3. Right to cross-examine the opposing witnesses.
- d. A written decision shall be issued to the student and the parent(s) within ten school days after a review hearing conducted by the Board of Education. It shall contain a statement of acts and the basis for the decision.

### ***Level I Acts of Misconduct***

Level I Acts of Misconduct are minor misbehaviors, which impede the orderly operation of the classroom, school and/or bus. Such misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other support personnel. Level I misbehaviors include the following:

- Classroom disturbances
- Dishonesty or cheating
- Failure to carry out directions
- Littering
- Tardiness
- Possession of radios, tape players, CDs, CD players without permission
- Possession of laser pens

### ***Level I Disciplinary Response***

- A. **Disciplinary Procedures:** There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. If the violation occurs in the classroom setting, the teacher invokes the Classroom Management Plan as approved by the building principal no later than the first full day of classes. Repeated misbehavior may require a parent/teacher conference or a parent conference with a counsel and/or administrator. The staff member maintains a proper and accurate record of the offense and disciplinary action.
- B. **Disciplinary Options**
- a. Conference with parents (by phone or in person)
  - b. Conference with student
  - c. Consequences as stipulated in the approved Classroom Management Plan
  - d. Verbal Warning
  - e. Behavior contract
  - f. Counseling
  - g. Withdrawal of privileges
  - h. Detention
  - i. Confiscate notes, laser pens, radios, CDs, or other electronic devices
  - j. Zero credit on assignment or test for cheating

### ***Level II Acts of Misconduct***

Level II involves misbehaviors whose frequency or seriousness tend to disrupt the learning climate of the school. Those infractions which result from the continuation of Level I

misbehaviors require the intervention of personnel on the administrative level because the execution of the Level I disciplinary options has failed to correct the situation. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel. These include such misbehaviors as:

- Continuation of unmodified Level I Acts of Misconduct
- \*Use or possession of tobacco on, or adjacent to, school property (first offense)
- Truancy
- Forgery or the use of forged notes or excuses
- Disrespect/insubordination
- Refusal to identify self
- Misrepresentation (lying)
- Loitering
- Gambling
- Bus misconduct
- Verbal abuse, bullying, and/or spreading or repeating rumors [Excuses such as “I was just joking” or “I just repeated what my friend told me” will not be accepted.]
- Stealing ( minor)
- Failure to abide by corrective measures for misconduct
- Physical abuse: tripping, bullying, kicking, jostling, elbowing, pushing, shoving, body slamming, fighting (even if the student did not start the altercation). Excuses such as “ I was just playing/fooling around” or “We are friends” will not be accepted.
- **Gesturing as if pretending to fight, kick, elbow or box -- even though there is no physical contact.**

\* First offense for use or possession of tobacco [including lighters and/or matches] is an automatic two-day in-school suspension or Saturday Suspension (where this alternative exists).

### ***Level II Disciplinary Response***

#### **A. Disciplinary Procedures**

- a. The student is referred to the administrator for appropriate disciplinary actions.
- b. The administrator meets with the student and/or teacher and assigns the most appropriate response.
- c. A copy of the Disciplinary Referral and Report Form, which indicates the actions taken, will be given to the staff member making the office referral and a copy sent to the parents.
- d. The administrator maintains a proper and accurate record of the offense and disciplinary action.

Repeated misbehavior will require a parent/teacher conference or a parent conference with an administrator.

#### **B. Disciplinary Options [See disciplinary actions for bullying.]**

- a. Conference with parents (by phone or in person)
- b. Conference with student
- c. Detention
- d. Time-out

- e. Withdrawal of privileges
- f. Referral to outside agency or school district support services
- g. Referral to truant officer
- h. Physician verification of absence
- i. In-school suspension
- j. Saturday suspension/detention [if this option exists]

### ***Level III Acts of Misconduct***

Level III involves acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others in the school. Level III Acts of Misconduct can usually be handled by the disciplinary mechanism in the school. The corrective measures which the school or district uses will be determined by the extent of the resources available for remedying the situation in the best interest of all students.

These acts include the following:

- Continuation of unmodified Level II Acts of Misconduct
- \*Use or possession of tobacco, lighters/matches (second or repeated offenses)
- \*\*Possession, use or under the influence of alcohol
- \*\*Possession, or use of controlled substances (drugs) and/or look-alike drugs and/or drug paraphernalia. Pacifiers are considered drug paraphernalia
- Selling or providing over-the-counter drugs [e.g., aspirin, Tylenol, etc.]
- \*\*\*Sale of or supplying illegal drugs/alcohol/look-alike illegal drugs, to another student or to anyone on school property or at school-related activities
- Fighting or assault (even if the student did not “start” the fight) or inciting group violence
- Vandalism or attempt to damage property
- Extortion
- Trespassing
- Gang or gang-related activity
- Sexual Harassment
- Possession of beepers and pagers

### ***Level III Disciplinary Response***

#### **A. Disciplinary Procedures**

- a. The administrator initiates disciplinary action by investigating the infraction and conferring with staff, the student, and the student’s parents about the misconduct and subsequent disciplinary actions to be taken.
- b. A copy of the Discipline Referral and Report Form, which indicates actions taken, will be given to the staff member making the office referral and a copy sent to the parents.
- c. A proper and accurate record of the offenses and disciplinary actions taken maintained by the administrator.

- B. Disciplinary Options
- a. Withdrawal of privileges
  - b. Temporary removal from class
  - c. Detention
  - d. Alternative Programs
  - e. Program for disruptive youth
  - f. Other appropriate district alternatives
  - g. Financial restitution (in cases where damage or loss is incurred)
  - h. In-school suspension
  - i. Saturday Suspension /detention (if such option exists)
  - j. Out-of-school suspension
  - k. Suspension of bus privileges (maximum of 10 days)
  - l. Pager/beeper will be seized and not returned to the student; parent contact; police referral; State Attorney's office contact [Also, see p. 18]
- C. **Out of school Suspensions-** Any student with and OSS will be required to have a re-engagement plan. The plan may include but is not limited to behavior contract, plan to repair relationship with possible victim, conflict resolution with other party or formal social skills training.

***Level IV Acts of Misconduct***

Level IV acts involve actions which are so serious that they always require administrative actions which result in at least temporary removal of the student from school. Level IV Acts of Misconduct could involve the intervention of law enforcement authorities and action by the Board of Education. These include:

- Continuation of unmodified Level III Acts of Misconduct
- Furnishing or selling of controlled substances (drugs) or “look-alike” drugs
- Furnishing or selling prescription drugs
- Possession or use of weapons or other objects to produce bodily harm or anything construed as a weapon. Items such as baseball bats, pipes, bottles, locks, sticks, rocks, scissors, nails, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.
- Laser pens are not allowed.
- Bomb threats
- Threats to others [Excuses such as “I was just joking” or “I did not mean it” will **NOT** accepted.]
- Setting fires, fireworks, smoke bombs and/or similar devices
- Setting false fire alarms and unlawfully discharging fire extinguishers
- Stealing property of others with or without force or violence
- Possession and/or sale of stolen property
- Other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff and/or school property
- Sexual assault/abuse.

***Level IV Disciplinary Response***

- A. Disciplinary Procedures

- a. The administrator verifies the offense, confers with the staff member(s) involved and meets with the student.
  - b. The student is immediately removed from the school environment and parents are notified.
  - c. School officials will contact law enforcement officials, if and when appropriate.
  - d. A complete and accurate report is submitted to the Superintendent.
- B. Disciplinary Options
- a. Out-of-school suspension
  - b. Alternative programs
    - i. Program for disruptive youth
    - ii. Other appropriate district alternatives
  - c. Expulsion

**Out of school Suspensions-** Any student with and OSS will be required to have a re-engagement plan. The plan may include but is not limited to behavior contract, plan to repair relationship with possible victim, conflict resolution with other party or formal social skills training.

### ***Corporal Punishment***

There shall be no corporal punishment of students in district schools. Corporal punishment is defined as inflicting physical pain or restraints upon a student in order to punish him/her for misconduct.

Classroom teachers and other staff members also shall refrain from using disciplinary methods which may be psychologically damaging to children such as ridicule, excessive display of temper, etc.

Physical restraint may be used when necessary to protect the student or other individuals and/or property from physical harm.

### ***Detention Philosophy and Procedures***

It is believed that all students can behave appropriately in the school building. The faculty and students will not tolerate students who interfere with the teaching/learning process.

### **Examples of behaviors that may result in a detention**

- Excessive tardiness without reason
- Running in the halls
- Unreasonable behavior in the building or on the school grounds
- Littering of grounds or building
- Throwing of objects
- Continuation of unmodified Level I or II Acts of Misconduct
- Disruptive scuffling, teasing, or play fighting
- Disrespect to staff, students, or property
- Other behavior which threatens students' safety or the regular pursuit of school purposes

*Whenever two students are involved in an altercation and the learning environment is disrupted, a detention is justified for both students.*

### *After - School Detention Procedure*

- a. **Detentions will be held from 3:05 until 4:00 p.m. unless otherwise specified at time of notification.**
- b. In case of inclement weather or an unexpected early dismissal, the detention will be served at the next regularly scheduled detention period.
- c. THE ONLY EXCUSE FOR MISSING A DETENTION WILL BE A DOCTOR OR DENTIST APPOINTMENT [TO BE VERIFIED] OR AN EXCUSED ABSENCE FROM THE SCHOOL. POSTPONED DETENTIONS FOR EMERGENCY REASONS, NEED TO BE MADE BY PRIOR ARRANGEMENT WITH THE OFFICE. If a student is assigned a detention which falls on a day that there is a game, that student will not be allowed to reschedule the detention for another day.
- d. No talking, communicating, or idleness will be allowed in the detention room.
- e. Students may be given a writing assignment to be completed by the end of the detention period.
- f. Unsuitable behavior while serving a detention will result in the assignment of one additional detention plus the original one.
- g. Students are expected to arrive on time with the appropriate writing materials and anything they need to take home. Failure to do so will cause an additional detention to be administered.
- h. Students will not be allowed to return to their lockers after detention and will immediately exit the building by way of the west door.
- i. Skipping detention will result in a one day in-school suspension and notification of parents. Repeated occurrences will be reviewed by the principal. If the student or parent questions the suspension, they have a right to a hearing. However, the Board of Education will address the failure to serve the detention, not the behavior incident.
- j. Students will be issued a detention, which will contain information as to the particulars of the of the detention.
- k. Teachers and students will notify the parents concerning the detention during school hours. The principal is the final authority on decisions regarding detentions.
  - i. It is the parents' responsibility to arrange transportation home on any evening that their child has a detention. If they themselves cannot drive due to work or not having an available vehicle, they must arrange transportation with a neighbor or friend.
  - ii. Arranging transportation is part of the parents' responsibility in working with schools to provide a functional discipline procedure. Good discipline is necessary to promote an optimal learning atmosphere. Failure in

meeting this responsibility may result in an ineffective discipline policy and a poor learning situation.

### ***Lunch Detentions***

Students may be assigned a lunch detention for disruptive behavior in the classroom, cafeteria, or anywhere on school property. A student assigned a lunch detention will serve the detention during lunch and eat lunch (alone) during recess.

### ***Consequences for Receiving Three Lunch or One After-School Detentions [can include Saturday suspension/detention] or One Suspension***

If a student receives three or more lunch or after-school detentions [can include a Saturday detention] or one suspension within a given quarter, then that student will not be allowed to attend any special events, dances [included school-sponsored dances held at the Community Building], field trips, entertaining assemblies [e.g., Jump for Heart], Games Day and athletic events, etc. for that quarter. A clean slate will begin with a new quarter. Students must demonstrate that they can conduct themselves in an appropriate manner in school before they can be allowed to attend events off school grounds or after school. If a student is participating in an athletic extracurricular activity, then the athletic policy also applies.

### ***Student Privileges***

Appropriate student behavior has its privileges. However, these privileges are earned through responsible student behavior and academic performance. Inappropriate student performance will result in loss of these privileges.

Students that accumulate an excessive amount of inappropriate student behavior or academic reports, detentions, etc. will be subject to losing their privilege of attending school-sponsored events such as, but not limited to the following: assemblies, field trips, special class activities, extra-curricular events (athletic events, dances, district events, and other student or class-related functions).

### ***Student Dress & Appearance***

Students should take pride in how they look. Jackets and jacket-type coats should not be worn during the school day under normal circumstances. School dress should be in accordance with good taste with emphasis on cleanliness, health and safety. Caps, hats or head coverings shall not be worn in the building. Clothing containing wording or drawings that could be construed as offensive or advertising alcohol, tobacco, or drugs is prohibited. Wearing of any of the above example-style dress will result in the student being required to change before being admitted to class. Immodest/revealing clothing is not allowed.

Students are expected to present an appearance that does not disrupt the educational process or interfere with a positive teaching/learning climate. Clothing which disrupts the learning environment is inappropriate. Students are expected to keep themselves well-groomed/neatly dressed.

Dress and/or grooming which is not within reasonable standards of health, safety and decency will be considered inappropriate. Teachers and the building principal are the final authority for judging the appropriateness of a student's appearance.

Clothing that is representative or suggestive of gang affiliation or activities disrupts the learning environment. A “gang,” as the term is used here, is any group of two or more persons whose purposes include the commission conspiracy or the advocacy of illegal acts.

Students **shall not**, while at school or at school-related functions wear any of the following:

1. Hats, sweat-bands, head scarves, bandanas, gloves, sunglasses, outdoor coats or jackets, or other outer clothing, except at a teacher’s discretion.
2. Any clothing with language/pictures conveying or implying obscenities, sex, or promoting the use of tobacco, alcohol, firearms, illegal drugs, promoting violence or other illegal acts, promoting intolerance or conveying other messages inconsistent with community values. (“Hooters” and “Co-Ed Naked” are examples.)
3. **Modesty in dress is expected. Bare torsos, bare waists, bare backs, low fronts, tank tops, muscle shirts, jeans with excessive rips, and revealing clothing in the judgment of the staff will not be allowed. Students cannot wear tube tops or tops with thin “spaghetti” straps. Shorts and skirts should be an appropriate length (mid-thigh) so as not to be too revealing or disruptive to the educational process. Absolutely no bare midriffs or undergarments showing!**
4. Any item of clothing, colors or jewelry containing a symbol or a gang or which, by its manner of display, constitutes a symbol or a gang.
5. Chains and/or dog/cat collars or any spiked jewelry will be considered inappropriate and disruptive to the educational process.
6. According to State Health Standards, feet will be covered by footwear with complete soles.

Any form of dress, make-up, or hairstyle which is considered contrary to good hygiene or which is distractible in appearance, detrimental to the purpose or conduct of the school, and/or disruptive to the instructional process will not be permitted. Consequences for inappropriate dress may entail the following:

- Students may be asked to change their clothing if it is felt that their clothing is inappropriate.
- Parents also may be called and asked to bring a change of clothing for the student.
- The student may be sent home if dress is determined to be inappropriate.
- Students may be asked to remove/change distracting make-up.

### ***Public Display of Affection***

Public display of affection is considered inappropriate for junior high students. Any demonstration of this will be dealt with in an understanding, but appropriate manner.

### ***Gang and Gang-Related Activities***

The presence of or student involvement in gangs or gang-related activities on school grounds, while school is in session or at school-related events, including the display of gang symbols or



paraphernalia is strictly prohibited. Flashing gang signs or pretending to flash gang signs are not permitted. Any student who violates this policy shall be subject to suspension or expulsion in accordance with the District's student discipline policy.

As used herein, the term "gang" shall mean any organization, club or group composed wholly or in part of students, which seeks to perpetuate itself by accepting additional members from the students enrolled in the District, and which is assembled for the common purpose or design of (1) committing or conspiring to commit criminal offenses, (2) engaging in conduct that is adverse to the public good, or (3) engaging in conduct that interferes with or disrupts the District's educational process or programs.

As used herein, the phrase "gang-related activity" shall mean any conduct engaged in by a student (1) on behalf of any gang, (2) to perpetuate the existence of any gang, or (3) to effect the common purpose and design of any gang, including without limitation recruiting students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against their will in furtherance of the common purpose and design of any gang.

"Gang talk" will not be permitted on school grounds. "Gang talk" entails a student talking about being in a gang, wanting to be in a gang, or engaging in gang or gang-like activities. "Gang talk" will result in a referral to the Principal and disciplinary action outlined in the Code of Conduct. Parents will be called and may be asked to attend a conference to discuss the issue and problem-solve ways to change the behavior if necessary.

### ***Cell Phones***

If a student uses a cell phone during class or if the phone rings during class, it will be confiscated. Multiple offenses of cell phone use without permission will result in parent picking up phone.

### ***Alcohol and Drug Use***

Student use or possession of alcohol and drugs is a serious violation of the law as well as a violation of school regulations. The use or possession of alcohol or illegal drugs or drug-related paraphernalia (pacifiers are considered drug paraphernalia) will not be permitted while students attend school; school sponsored activities, or school functions. Due to the seriousness of drug and alcohol use by minors, police intervention is always a possibility. For information regarding consequences for using drugs, please refer to the Hinckley-Big Rock Middle School Code of Conduct.

Please note that "drug talk" also is considered seriously and will not be allowed in school. "Drug talk" entails a student talking/joking about using drugs, wanting to use drugs, asking where to obtain drugs, etc.

### ***Inhalants***

Inhalants are not allowed at school and this includes any substance that may be harmful if inhaled (e.g., nail polish, polish remover, white-out, etc.) Inappropriate use of markers, hairspray, perfume, breath freshener, aerosol products or any other substance or item will result in confiscation of the substance and disciplinary action.

Use or possession of a vaporizer/vaping, or any materials associated with the use of a vaping is not allowed.

### ***Drink Containers***

Containers may be checked, as needed, to ensure that alcohol is not brought onto school property, school sponsored activities or school functions.

### ***Back Pack Policy***

Students are not to bring backpacks to their classes or the cafeteria unless approval is given by the teacher or supervisor. Students bring their backpacks to and from school and store them in their locker during the day.

### ***Possession or Use of Weapons on School Property***

Student safety is of paramount importance. Each student has the responsibility for maintaining a safe school environment. Students are encouraged to report unsafe conditions to a teacher.

Students are not allowed to bring weapons to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school. The term “weapon” means possession, use, control, or transfer of any object which may be used to cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, use of weapon as defined in Section 24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or “look alike” thereof. Such items as baseball bats, pipes, bottles, locks, ice picks, nails, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm...[105 ILCS 5/10-22.6(d).]

*\*Beepers, laser pens, and toy weapons (considered “look alike”) are not allowed on school property.*

Students may be expelled for bringing a weapons to school. A student expelled for bringing a weapon to school has forfeited the right to a public education in every public school in the state during the period of expulsion. [105 ILCS 5/2-3.13a]

**Joking about having weapons or shooting/killing someone will not be tolerated and can result in a student suspension. Please refer to the Hinckley-Big Rock Middle School Code of Conduct for specific consequences.**

### ***Reporting Criminal Activity***

School personnel are required to report to law enforcement officials criminal offenses committed by students in school, on school grounds, off school grounds at a school related activity, or by or against school personnel. [Cf.105 ILCS 5/10-22.6(e).] School personnel are required to report attacks on school personnel to the local law enforcement authorities no later than 24 hours after the occurrence.

### ***School-wide Rules***

1. Follow directions.
2. Walk and keep hands, feet objects to self.
3. Follow dress guidelines.
4. Show respect by using appropriate language, tone of voice, and body language.
5. Respect the school's and other people's property.

6. No skate boarding, roller blading, “heelies”, or bike riding on school property. Bikers must walk their bikes to the bike rack once they reach school property. “Heelie” shoes may only be worn with wheels removed.
7. Do not wear roller blades or shoes with wheels in the school building. There is no roller blading on school property. Just like the bikers, the students must remove their roller blades once they reach school property. The reason for this rule is that there have been a number of instances where little children have been run into by students roller blading.

### ***School Bus Rules***

The bus drivers inspect the buses for any damage before and after the students leave. If there is damage to the seat [writing, poking holes, etc.], the students sitting in the seat will be responsible for paying for the repair. If the student sees that there is damage to the seat or wall before he/she sits down, it is the student’s responsibility to report it to the bus driver and teacher. Otherwise, the student will be held responsible for the damage.

1. School bus riders, while in transit, are under the jurisdiction of the school bus driver. If school bus patrols are used, they shall aid in student control by reporting to the bus driver anyone who refuses to abide by the rules.
2. Students must be on time at the designated school bus stop to keep the bus on schedule. Drivers are instructed to continue on route if students are not ready.
3. Students are to stay off the road at all times while waiting for the bus.
4. Students must be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
5. The bus must come to a complete stop before students leave their seats to get off the bus or attempt to enter the bus. No one is permitted to stand/move about on bus when it is in motion
6. Be alert to a danger signal from the driver.
7. Riders must keep hands/head/and objects inside the bus at all times after entering and until leaving the bus.
8. Remain in the bus in the event of a road emergency until instructions are given by the driver.
9. Do not throw anything out the bus windows.
10. Students are to assist in keeping the bus safe and sanitary at all times. This includes no eating on the bus or discarding papers on the floor.
11. Loud talking/laughter or unnecessary confusion can divert the driver’s attention and result in a serious accident and will not be allowed
12. Bus equipment shall not be tampered with or marked.
13. Books, lunches, or other articles are not to be left on the bus.
14. Animals or weapons of any kind are not allowed on the bus.
15. Keep books, packages, coats, instruments and all other objects out of the aisles.
16. Be courteous to fellow students and the bus driver.

17. Help look after the safety and comfort of smaller children.
18. When the bus is stopping for a railroad crossing, students must be absolutely quiet.
19. Do not ask the driver to stop at places other than the regular bus stops. He/She is not permitted to do this except by proper authorization from the school officials. A written or oral request from parents should be presented and approved by the school office to allow students to be dropped off at a stop other than their regular stop.
20. Observe safety precautions at drop off points. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of road where traffic may be observed in both directions. Wait for signal from bus driver allowing you to cross.
21. At all times students should keep their attention forward to be alert for any sudden stops.
22. Students reported by the driver for continued misconduct on the school bus, may be suspended from riding the bus or from school until the matter has been resolved satisfactorily by parents and school officials.
23. Students who ride the bus to out of town athletic events or extra-curricular activities are expected to return home by the same means of transportation. In the event of other arrangements, the chaperone will need to be notified by the parents with a note or the student will need to be signed out by the parent on a roster provided by the teacher, coach, or chaperone.
24. When a student is ill or will not be on the bus, and the route might be altered, drivers should be notified in advance in order that they may plan their routes accordingly.

### ***Cafeteria Rules***

1. Follow directions.
2. Junior high students sit at assigned tables.
3. Keep hands, feet, utensils, garbage, and food to yourself.
4. Eat, handle, and throw away food appropriately. [Do not toss or throw food or have food “air-borne”.]
5. Sit and have conversations. [No loud talking, yelling, whistling, pounding table, etc.]
6. Stand in line appropriately.
7. If the jukebox is operational, follow adult/supervisor directions as to use.

### **Positive Reinforcers**

1. Praise
2. A clean, safe place to eat lunch.

3. Juke box privileges

### Consequences

1. Warning (more serious consequence may be issued immediately if appropriate)
2. Student will move to a different area as directed by supervisor.
3. Lunch detention the following day and no snacks.
4. After-school detention.
5. One week lunch detention and no snacks.
6. Suspension for repeated offenses.
7. Jukebox privileges revoked and assigned seating for up to any length of time.

If a student receives three or more lunch or one after-school detention, the student loses privileges for the remainder of the quarter. The student will not be able to attend any dances, field trips, entertaining assemblies, athletic events etc. during the remainder of the quarter.

For severe disruption: Sent to Principal's office.

### ***Study Hall Rules***

1. Follow Directions.
2. Come to study hall with work or materials. [If you do not have materials, the study hall supervisor may assign you work. You will not be given permission to leave the classroom to get work.]
3. No talking unless given permission.
4. Remain seated unless you have permission.
5. Students must have permission to work (quietly) in groups [2-3 students].
6. Reward study hall activities are at the discretion of the study hall supervisor and must include an option/location for quiet study hall work time for students who wish to work.

### Possible Positive Reinforcers (to be determined by each study hall)

1. Play music the teacher brings.
2. Play music the student brings in and is approved by the teacher.
3. Verbal praise
4. Play board games
5. Meet in a different location such as the Learning Center, gym, outside area, or the cafeteria for other appropriate activities
6. Bring a snack or pop to study hall

### Consequences

1. Warning
2. Move seat
3. Time-out in appropriately supervised assigned location
4. Lunch detention with no snacks.
5. After school detention.
6. Severe - Send to principal and contact parent.

### ***Learning Center Rules***

1. Follow directions.
2. Respect school property.
3. Use quiet voices.
4. Replace all materials in the correct space.

### ***Bathroom Rules***

1. Dispose of waste appropriately.
2. Respect school property.
3. No loitering [“hanging out”].
4. No graffiti or writing in the bathroom.
5. Use all paper products and hand soap appropriately (If hand soap and paper towels must be removed due to damage caused students, they will be able to wash and dry hands in the classroom with teacher supervision)

### ***Gym Behavior Rules***

1. Be a respectful audience.
2. Enter/exit single file and quietly. [No running]
3. Walk up and down the black sections on the bleachers.
4. No pop or food in gym.
5. Do not go under the bleachers.
6. No stomping of feet/hands on bleachers.
7. All students must have a separate, clean pair of indoor gym shoes for athletics and PE classes.

### ***Rules for Student Conduct During Athletic and Extracurricular Events***

1. Be a respectful audience.
2. Support the team/participants in a sportsmanlike manner.
3. Students who leave the game may not return unless given permission. Students who did not attend the game may not come the school when the game is over, unless given permission or accompanied by an adult.
4. Students may not loiter in the hallway or in the washrooms- they are to be participating in the gym as a player or spectator. Students who behave in an unsportsmanship manner may be denied admission to school events for up to one year.

Examples of unsportsmanship conduct include:

- using vulgar or obscene language
- possessing or being under the influence of any alcoholic beverage or illegal substance
- possessing a weapon or anything construed as a weapon
- fighting or otherwise striking or threatening another person
- failing to obey the instructions of a school district employee
- engaging in any activity which is illegal or disruptive
- possessing laser pens

### ***Hall Rules***

1. Walk – No running, pushing, shoving, touching others
2. No yelling, screaming, loud talking
3. No kicking or hitting the lockers

### ***Locker Combination Rules***

STUDENTS ARE NOT TO SHARE LOCKER COMBINATIONS WITH ANYONE. If you choose to share your combination with another student, you may be responsible for lost textbooks and the charges incurred.

### ***Threats of Violence and Intimidation***

The Hinckley-Big Rock Unit School District #429 will not tolerate verbal or physical intimidation or threats of violence toward any employee or student. Any employee or student who believes that the actions or words of a supervisor, fellow employee, fellow student, or parent, constitutes intimidation or threat of violence, should report the incident as soon as possible to the appropriate supervisor, teacher, or principal.

All complaints of intimidation or threats of violence will be investigated and may be referred to the appropriate legal authority for possible prosecution.

Any employee, supervisor, or student who is found, after appropriate investigation, to have engaged in any act of intimidation, threat of violence, or other behavior prohibited by this policy will be subject to appropriate disciplinary action. For students, this action can include expulsion from school.

### ***Discipline Procedures for Bullying***

Students have the right to be educated in a school that is physically safe, emotionally safe, and free of fear and harassment. Students also need to feel safe going to and from school. Parents and students who witness or are aware of bullying have a responsibility to report such incidents to their teacher or the principal.

### ***Definition of Bullying***

“Bullying is a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression and create terror. Bullying will always include the three elements” [Coloroso, 2003, p. 13].”

1. Imbalance of power: The bully can be older, bigger, stronger, more verbally adept, higher up on the social ladder, of a different race, or of the opposite sex. Sheer numbers of kids banded together to bully can create this imbalance.
2. Intent to harm: The bully means to inflict emotional and/or physical pain, expects the action to hurt, and takes pleasure in witnessing the hurt. This is no accident or mistake, no slip of the tongue, no playful teasing, no misplaced foot, no inadvertent exclusion, no “Oops, I didn’t mean it.”
3. Threat of further aggression: Both the bully and the bullied know that bullying can and will occur again. This is not meant to be a onetime event [Coloroso, 2003, p. 13 – 14].”

Bullying is repetitive negative actions targeted at a specific victim [Garrity et. al, 1998].

### ***Types of Bullying***

Verbal bullying “can take the form of name calling, taunting, belittling, cruel criticism, personal defamation [damaging a student’s reputation], racist slurs, and sexually suggestive or sexually abusive remarks. It can involve extortion of lunch money or possessions, abusive phone calls, [abusive notes], intimidating e-mails, anonymous notes containing threats of violence, untruthful accusations, false and malicious [mean] rumors and gossip [Coloroso, 2003, p. 16].”

Physical bullying “includes slapping, hitting, choking, poking, punching, kicking, biting, pinching, scratching, twisting limbs into painful positions, spitting and damaging or destroying clothes and property belongings to the bullied child [Coloroso, 2003, p. 16].”

Relational bullying [social alienation] occurs when the bully hurts the “bullied child’s sense of self worth through ignoring, isolating, excluding or shunning...Relational bullying can be used to alienate and reject a peer or to purposefully ruin friendships. It can involve subtle gestures such as aggressive stares, rolling of eyes, sighs, frowns, sneers, snickers and hostile body language [Coloroso, 2003, p. 17].”

Relational aggression or bullying also “includes acts that harm others through [or the threat of damage] to relationships or feelings of acceptance, friendship or group inclusion. Relationally aggressive behavior is ignoring someone to punish them or get one’s own way, excluding someone socially for revenge, using negative body language or facial expressions, sabotaging someone else’s relationships, or threatening to end a relationship unless the friend agrees to a request [Simmons, 2002, p. 21].”

Sexual Bullying Bullying can also have sexual overtones which is considered to be sexual harassment. There are three types of sexual bullying.

Verbal sexual bullying – “There is no invitation – just an attack. The student is embarrassed, humiliated and shamed and tends to feel powerless [Coloroso, 2003, p. 37].”

Example words often used to target boys include but are not limited to the following: “derogatory [belittling] terms defining them as ‘less than a boy’ – that is, a girl [sissy, wuss, ‘you run like a girl’] or homophobic terms [gay, fag, queer, homo] [Coloroso, 2003, p. 35].”

Words often used to bully girls tend to “objectify their body, demean [degrade] their sexuality [fat, dog, slut]...Verbal bullying can also include threats to sexually violate the target, verbal assessments [judgments] of the target’s body, sexist or sexual jokes, etc. [Coloroso, 2003, p. 36].”

Physical sexual bullying “can include, but is not limited to, touching, or grabbing in a sexual way, pinching, pulling down pants or pulling up skirts, brushing against a target in a sexual way or sexual assault [Coloroso, 2003, p. 37].”

Relational sexual bullying includes but is not limited to the following: “sexual rumors or sexual writings on bathroom walls or lockers, ‘scanning’ a target’s body, staring at a girl’s chest, leering or making obscene gestures. These types of acts systematically diminish a student’s self worth [Coloroso, 2003, p. 38].”

### ***Bystanders***

Bystanders of bullying are considered as supporting people who help and agree with the bully. There are no innocent bystanders. “Bystanders can stand idly by or look away, or they can



actively encourage the bully or join in and become one of a bunch of bullies [Coloroso, 2003, p. 62].”

There are five types of bystanders.

1. “Followers – who take an active part but do not start the bullying.
2. Supporters: passive bully/bullies – who support the bullying, but do not take an active part.
3. Passive supporters: possible bully/bullies – who like the bullying but do not display open support.
4. Disengaged onlookers – who watch what happens, say “It is none of my business”, don’t take a stand.
5. Possible defenders – who dislike the bullying and think they ought to help out but don’t do it [Coloroso, 2003, p. 66].”

### ***Disciplinary Actions***

Depending upon the circumstances and severity of the incident, disciplinary actions for bullying and being a bystander to bullying may entail any of the following [not necessarily in this order].

- warning
- time-out
- detention
- withdrawal of privileges
- conference with the students and parents
- in-school suspension
- out-of-school suspension
- outside counseling at parents’/guardian’s expense
- police report
- alternate school setting
- restitution to the victim of bullying

### **Sources/References**

Coloroso, Barbara. The Bully, the Bullied, and the Bystander. Harper Resource, 2003. Copyright © 2003 by Barbara Coloroso. All rights reserved. Printed in the United States of America. No part of this book may be used or reproduced in any manner whatsoever without prior written permission except in the case of brief quotations embodied in critical articles and reviews.

*Quotes reprinted by permission of HarperCollins Inc.*

Carla Garrity, Kathryn Jens, William Porter, Nancy Sager, and Cam Chort-Camilli. Bully Proofing Your School. Longmont, Colorado: Sopris West, 1998.

Simmons, Rachel. Odd Girl Out. Harcourt, Inc., 2002.

### ***Sexual Harassment***

The School Board will neither condone nor tolerate sexual harassment of students by District employees. The Board believes that a student has the right to be free from harm perpetuated by anti-social acts while the student is attending school.

For purposes of this policy, the term sexual harassment is defined as follows: Verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services or treatment protection under Title IX.

The School Board interprets the definition of sexual harassment to include but not be limited to the following behavior:

- unwanted sexual behavior, such as touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, cornering or blocking student's movement, pulling at clothes, attempted rape, rape

- a student in predominantly single-sex class subjected to sexual remarks by teachers who regard the comments as joking and part of the usual class environment

- impeding a girl's progress in classes, such as industrial arts, by hiding her tools or questioning her ability to handle the work or suggesting she is somehow "abnormal" for enrolling in such a class

- purposefully limiting or denying a student's access to educational tools, such as computers

- teasing a male student about his enrollment in a home economics class

The Superintendent shall interview the employee or agent of the District as soon as possible after an allegation of sexual harassment was made against the employee or agent. The Superintendent is responsible for investigating allegations of sexual harassment and will keep the School Board informed of all developments.

The employee may be suspended pending an investigation and, if the allegations are substantiated, the employee may be subjected to disciplinary measures, including suspension and dismissal. District action shall be in accordance with Illinois law.

An allegation of sexual harassment by one student to another student shall be handled by the Complaint Manager. The Complaint Manager shall proceed with the investigation immediately, adhering to the District's procedures. Each complaint shall be handled with appropriate confidentiality.

In a case of suspected sexual abuse of a student by a District employee, the Superintendent or the Superintendent's designee shall serve as the District's representative with legal authorities, the media, the community, other District employees and students. The Superintendent will call upon the counseling resources of the school district to attend to the needs of school and community persons.

The Superintendent shall direct the administrators in the writing and distributing of procedures to process complaints of sexual harassment, investigate allegations of sexual harassment, inform employees, students and the community of the school district's policy, educate students about sexual harassment and any other matters which related to the prevention of sexual harassment of students.

## ***Hazing***

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. “Hazing” means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or included other students. Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from extra-curricular activities.
2. Conference with parents/guardians.
3. Referral to appropriate law enforcement agency.
4. Suspension
5. Expulsion for the remainder of the school term.

## **Chapter 7 – Internet, Technology and Publication**

### ***Acceptable Use Policy and Authorization for Use of the District Technology System***

All Users of the District Technology System (“System”) must comply with the district’s acceptable use guidelines, as amended from time to time.

The System shall include all computer hardware and software owned or operated by the district, the district electronic mail, the district website, the district online services, bulletin board systems, any and all internet traffic that occurs on the district’s network, and any accounts created by the district. “Use” of the System shall include use of or obtaining access to the System from any computer terminal or device.

All use of the System shall be consistent with the district 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 may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **Terms and Conditions**

1. **Acceptable Use** - Access to the district’s System must be for the purpose of education, research, curricular, co-curricular, or extracurricular activity and be consistent with the objectives of the district.
2. **Privileges** - The use of the System is a privileges, not a right. Inappropriate use may result in a cancellation of those privileges. The system administrator and/or building principal will make all decisions whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. The system administrator and/or building principal’s decision is final.
3. **Unacceptable Use** - The user is responsible for his or her actions, activities, and any actions or activities by their assigned account involving the System. SOME examples of unacceptable uses are, but not limited to:
  - a. Using the System for any illegal activity, including violation of copyrights or other contracts, or transmitting any material in violation of any federal or state laws or regulation or district policy or rules.
  - b. Engage in activities which are inconsistent with the district’s educational mission.
  - c. Unauthorized downloading or installing of any software or applications (apps).

- d. Using the System for private financial or commercial gain, or commercial, private, or political advertising/lobbying.
  - e. Wastefully using technology resources such as file space, and/or internet bandwidth.
  - f. Gaining unauthorized access to resources or entities.
  - g. Invading the privacy of individuals.
  - h. Using or sharing accounts or passwords WITH OR WITHOUT the user's permission or concealing or misrepresenting the user's identity while using the System.
  - i. Using the System to post material created by another without his or her consent.
  - j. Accessing, submitting, posting, publishing, storing, sending, or displaying any defamatory, intentionally inaccurate, abusive, obscene, profane, sexually explicit, threatening, offensive, harassing, or illegal materials.
  - k. Using, or assisting others in using, the System while technology privileges for the user are suspended or revoked.
  - l. Gain unauthorized access to or vandalize the data or files of another user, the System, or the technology system of any other individual or organization.
4. **Technology resource use and internet etiquette** - The user is expected to abide by the generally accepted rules of technology and internet etiquette. These include, but are not limited to:
- a. Be polite and use appropriate language.
  - b. Do not reveal personal information including addresses or telephone numbers of students, faculty, or staff.
  - c. Recognize that electronic mail (E-mail) is not private. People who operate the System have access to all mail even after you have deleted the message. Messages relating to, or in support of, illegal activities may be reported to the authorities.
  - d. Do not use the System in any way that would disrupt its use by other users.
  - e. Disclose to teachers, or other school employees, any message you receive that violates the Acceptable Use Policy or makes you feel uncomfortable.
5. **Security** - Network security is a high priority.
- a. If the user identifies a security problem in the System, the user is obligated to notify the system administrator, his or her teacher, and/or the building principal. Identified security problems should only be demonstrated to the system administrator, teacher, and/or building principal.
  - b. Keep your account usernames and passwords confidential.
  - c. Any user identified as a security risk may be denied access to the System. This includes, but is not limited to the uploading or creation of computer viruses.
  - d. The district may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.
6. **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 obtained via the internet at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

7. **Indemnification** - The user agrees to indemnify the school 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.

## **Chapter 8 – Search and Seizure**

### ***Search and Seizure Policy***

For the safety and supervision of students in the absence of parents(s)/guardian(s), to maintain discipline and order in the schools, and to provide for the health, safety, and welfare of students and staff, school authorities are authorized to inspect and conduct searches of students and their personal effects, as well as District property. Such authority to conduct searches shall extend to all certificated personnel, school administrators, and school liaison police officers ("school authorities"). Such searches may take place at school, on school premises, at any school-sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, whether on or off District #429 premises.

### ***Students and Their Personal Effects***

School authorities may search a student and/or the student's personal effects in his/her possession, including but not limited to, purses, wallets, backpacks, lunch bags, lunch boxes, containers of any kind, books, notebooks, outer clothing and hats when there are reasonable grounds for suspecting the search will turn up evidence that a student has violated or is violating a state law or school rule, is reasonably related to the objectives of the search and is not excessively intrusive considering the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- outside the view of others;
- in the presence of a school administrator or adult witness;
- by a school authority of the same sex.

Immediately following the search of a student, a report shall be made by the school authority who conducted the search. The written report shall be submitted to the Building Principal, where appropriate, and forwarded to the Superintendent. The parents/guardians of a student searched in accordance with this policy shall be notified of the search as soon as possible.

### ***School Property***

School property, including, but not limited to, lockers, desks, parking lots, and other school property and equipment owned or controlled by the District, as well as personal effects (as described in this Policy) left by students in those places and areas may be searched by school authorities at any time without notice to or consent of the student, and without a search warrant. Students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g. searches of all student lockers) without the notice to or consent of the student, and without a search warrant.

### ***Assistance from Outside Authorities***

School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, vehicles parked on school property and other school property and equipment owned or controlled by the District for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### ***Seizure of Property/Penalties***

If a search conducted pursuant to this policy produces evidence that the student has violated or is violating either the law, local ordinance, or the District's policies or rules, school authorities may seize the evidence and take appropriate disciplinary action, which may include suspension from school and school-related activities for up to ten (10) days, and expulsion from school and school-related activities for up to two (2) calendar years. School authorities may also turn over evidence to local law enforcement authorities.

Any student who violates this Policy or refuses to cooperate in the conduct of a search by school authorities will be subject to a possible police referral, for up to one (1) year, suspension from school and school-related activities for up to ten (10) days, and expulsion from school and school-related activities for up to two (2) calendar years.

## **Chapter 9 – Extracurricular and Athletic Activities**

### **Extracurricular Activities**

#### ***Athletics***

Hinckley-Big Rock Middle School participates in the Jr. Ten Conference. Both boys and girls may participate in basketball, soccer, track, or volleyball. Cheerleaders will also be governed by the athletic policies and cheerleading constitution. ***A student must be in attendance for ½ day (4 full periods) in order to participate in or attend an extracurricular athletic activity.*** Emergency situations shall be given due consideration.

All students participating in athletics, cheerleading, and intramurals must have a current physical examination on file with the school. A release indicating coverage by either the school insurance program or an individual insurance program must be signed by a parent or guardian. The user fee must also be paid prior to participation.

With the start of each season the coaches will notify students and parents of practice times and season schedule by way of a letter issued to each student. Eligibility is determined by the athletic policies which follow.

#### ***Cheerleading***

Tryouts may be held for 7<sup>th</sup> and 8<sup>th</sup> grade cheerleaders in the spring each year. Cheerleading candidates must meet the conditions as provided by school regulations and organization rules. Their primary responsibility involves helping to organize the school spirit and lead cheers at athletic contests. Cheerleaders must meet academic and behavioral eligibility requirements and

have adequate knowledge of skills and routines in order to participate in practices and games. The cheerleading sponsor and/or the athletic director may determine the eligibility of a cheerleader to perform. Fees are not prorated or refunded to students whose participation is not allowed due to academic or behavioral concerns.

### ***Intramural Athletics***

Both boys and girls are eligible to participate in the before/after school intramural basketball program. The main emphasis of this activity is to develop fundamental basketball skills. Academic eligibility must be maintained in order to participate. Practices are usually two days per week. Transportation is not provided by the school.

### ***Athletic Policies***

\*(Refer to addendum to Code of Conduct, Co-Curricular Eligibility Requirements.)

These policies are set to encourage self-discipline in behavior and to develop academic responsibility so those students participating in athletics set a good example while representing the school and community.

### **Grades:**

1. Grades will be checked each week starting the second week of the season to determine if a student is ineligible for athletics due to failing grade.
2. Parents will be notified by letter when ineligibility occurs and the reason for the ineligibility.
3. No student shall have a failing grade and remain eligible.
4. Grades shall be based on ability.
5. Students who become ineligible due to a failing grade shall miss all games and practices during the following week and remain ineligible until the grades are brought up to a passing level. When ineligible, students are not allowed to dress for the game, sit on the bench during a game, or travel with the team or attend the game.
6. The report of the failing grade will be made to the office on Thursday. Ineligibility begins the following Monday.
7. One unexcused absence from practice will result in the loss of playing one game. Two unexcused absences from practice will result in the student being removed from the team.

### **Behavior:**

1. A suspension (in-school or out-of-school) will result in the loss of three days of participation for each day suspended. In addition, the student will not be allowed to attend any special events, dances, field trips and entertaining assemblies for the remainder of the quarter. A “clean slate” will begin with a new quarter. \*See the Code of Conduct.

2. Behavior will be checked each week starting the second week of school to determine if a student is ineligible for athletics due to failing behavior. The report of the failing behavior will be made to the office on Thursday. Ineligibility begins the following Monday.
3. No student shall have failing behavior and remain eligible. Students ineligible due to failing behavior shall miss all games and practices during the designated week of ineligibility and remain ineligible until the behavior is brought up to a passing level. When ineligible, students are not allowed to dress for the game, sit on the bench during a game, or travel with the team.
  - a. Sixty (60) total minutes of detention (or 3 discipline referrals) result in a student being ineligible for one (1) week. Each additional referral or 20-minute detention, following a week of ineligibility for behavior, adds an additional week of ineligibility. Three (3) weeks of ineligibility results in removal from the team for the remainder of the season. \*See the Code of Conduct.
  - b. In addition, the student will not be allowed to attend any special events, dances, field trips and entertaining assemblies [e.g., Jump Rope for Heart] for the remainder of the quarter. A “clean slate” will begin with a new quarter.
4. One unexcused absence from practice may result in the loss of playing one game. Two unexcused absences from practice may result in the student being removed from the team.

Notification of Ineligibility:

1. The student and coach will be informed by the principal on Friday of the week the ineligibility occurs.
2. The principal will also inform the student and the coach on Friday when the student is again eligible.
3. Parents will be notified by letter when ineligibility occurs and the reason for the ineligibility.
4. Three weeks of ineligibility for any reason (consecutive or not) results in removal from the team.

***Grade 6-8 Exploratory Classes***

Students in grades 6-8 take an exploratory class during 6<sup>th</sup> 7<sup>th</sup> and 8<sup>th</sup> period. Such classes rotate every quarter. Exploratory classes are used to complement the core curriculum. Changes do occur from year to year in the scheduling and curricular offerings of exploratory classes.

***Band***

Band students will only be able to join or drop these activities at the beginning or the end of the semester. Unusual situations shall be given due consideration by the principal. Permission to drop an activity must be secured by the parent as well as the instructor. If a student will not



attend a concert or contest, that student must inform the instructor before the event takes place. Band students must be in good standing behaviorally and academically in order to participate in band trips.

### ***Student Clubs***

The available student clubs exist for the purpose of encouraging student involvement and service. Clubs are directed by a teacher/advisor and operate by established rules/procedures. Each year, clubs may be added or removed according administration. Briefly, those clubs include:

- *Student Council*- Student council consists of elected members in grades 6-8.
- *Yearbook* – Students prepare a school yearbook under the direction of the yearbook sponsor for spring distribution. Students do many facets of yearbook preparation.
- *Science Club*- Science club is open to all middle school students and meets during the normal school day.

Special meeting times for all clubs can be provided during the school day. It may be necessary for a club to meet before or after school.

### ***Special Events***

Each year there are certain events (assemblies, dances, sports, and musical programs) in which students will take part, either as a participant or as a spectator. These may consist of a variety of activities. At all times, students are expected to conduct themselves as ladies and gentlemen and show that they take pride in the school they attend. A voluntary participation means a willingness on the student's part to fully cooperate with staff or event chaperones. Inappropriate behavior at special events may result in the student's removal from the program and/or exclusion from attendance at future school activities of a similar nature. Other school consequences may be included. The privilege of attending special events may be denied if academic and/or school behavior warrants loss of privileges. \*Students may not remain after school unsupervised to attend an athletic event. Students must go home and come back to school for the event at the proper time. Athletes, supervised by a coach or teacher, may remain after school for an athletic event.

Only enrolled Hinckley-Big Rock Middle School students may attend the middle school dances. Once a student leaves a dance, he or she may not return. Also, a student must have been in attendance for the entire school day in order to attend a dance in the evening.

## **CO-CURRICULAR ELIGIBILITY REQUIREMENTS**

Participation in co-curricular activities is dependent upon course selections and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-sponsored athletic or extracurricular activity, a student must maintain a passing grade in each course in which the student is enrolled. Any student-participant failing to meet these academic criteria shall be suspended from the activity for 7 calendar days or until the specified criteria are met, whichever is longer. **Students who do not dress for PE will not be allowed to participate in the athletic contest the evening of the no-dress.**

**HINCKLEY-BIG ROCK CUSD #429  
CO-CURRICULAR CODE OF CONDUCT**

**The Co-Curricular Code of Conduct is based on the premise that participation in co-curricular activities is voluntary and a privilege. When the student chooses to participate s/he must agree to comply with the Co-Curricular Code of Conduct, the guidelines/expectations set forth by coaches, sponsors, or advisors, and behavioral rules set forth in the PARENT/ STUDENT HANDBOOK at the school they attend.**

**WHO is governed by this code?**

All participants in all extra-curricular activities, including, but not limited to:

- |                         |            |                               |
|-------------------------|------------|-------------------------------|
| *Clubs                  | *Athletics | *Royalettes                   |
| *Cheerleading           | *SOS       | *Student Council              |
| *National Honor Society |            | *Drama Production cast & crew |

**WHEN are participants covered?**

Students are governed by the Co-Curricular Code of Conduct 365 days a year, 24 hours a day. Participation is seen as beginning with the graduation date at the school students attend in one year and ending with the graduation date at the school they attend next.

**EXPECTATIONS:**

- A. Participants will obey coaches' and/or sponsors/advisors' rules.
- B. Participants will obey the school code of conduct.
- C. Participants will not use or possess alcohol, tobacco illegal/inappropriate chemical substances in any form; paraphernalia for drug/tobacco use; arrange for sale or exchange of any of the aforementioned; or attempt to obtain any of the aforementioned at any time during his/her school career. Possession includes permitting the use of alcohol and other illegal or inappropriate chemical substances in one's vehicle and/or residence by minors. Participants will use prescription medication only under medical supervision, and as directed by their physicians.
- D. Participants will obey all local, state & federal laws.

**CONSEQUENCES FOR VIOLATION**

**Notification:**

The student and his/her parent(s)/guardian(s) will be notified by the building principal or his/her designee as soon as possible in the event that a student is in violation of the Co-Curricular Code of Conduct. Notification will include the specifics of the infraction, and the consequences involved. Students will have the opportunity to meet with the principal or his/her designee within 5 calendar days to review the infraction and consequences and present their version of events. A request for review must be made within 24 hours of notification of the infraction and consequences. A request for review will not delay the imposition of disciplinary action, but if appropriate, such action may be reversed after review.

**Expectation A:**

Participants will obey coaches' and/or sponsors'/advisors' rules.

\* Participants are subject to discipline under the rules, constitution, and guidelines of the club, team or organization, under the supervision of the group's school advisor/sponsor/coach.

**Expectation B:**

Participants will obey the school Code of Conduct.

1. Participants are subject to the consequences set forth in the parent/student handbook of the school attended.
2. A participant's suspension from school will result in ineligibility for **3** days for each day of suspension, beginning the first day of the suspension, (excluding Sundays).

**Expectation C:**

Participants will not use or possess alcohol, tobacco, illegal/inappropriate chemical substances in any form; paraphernalia for drug/tobacco use; arrange for the sale or exchange of any of the aforementioned; or attempt to obtain any of the aforementioned at any time during their school careers. Possession includes permitting the use of alcohol and other illegal or inappropriate chemical substances in one's vehicle and/or residence by minors. Participants will use prescription medication only under medical supervision, and as directed by their physicians.

**First Violation of Expectation C (including those involving arrest):**

1. The participant must enroll in, and complete in a timely fashion, a mutually agreed upon smoking cessation or alcohol/drug education/early intervention program, at parental expense **OR** complete a professional chemical dependency evaluation at a mutually agreed upon treatment center and follow all recommendations from the evaluation, at parental expense.
2. The student will be ineligible for one game/performance/activity.
3. If this infraction also involves suspension from school, the participant will lose eligibility for **3** days for each day of suspension, beginning the first day of the suspension, (excluding holidays and Sundays).

**OR**

4. Participant will lose eligibility to participate in any co-curricular activities for one calendar year.

The student may have 5 calendar days to decide a course of action, during which time he/she will be ineligible for all events. Students should report their decision to the building principal or his/her designee.

**Second Violation of Expectation C (including those involving arrest):**

1. The student will lose eligibility to participate in any co-curricular activity for one calendar year.
2. If the student wishes to have eligibility reinstated, he/ she and parents must make a

written request, to the building principal, no sooner than 90 days after the infraction, that a hearing be held with the Code of Conduct Council to consider reinstatement. The burden of proof that appropriate changes have been made rests with the student and parent(s) or guardian(s).

**Third Violation of Expectation C (including those involving arrest):**

1. The student will lose eligibility to participate in any co-curricular activities for the remainder of his/her tenure at the school.
2. If the student wishes to have eligibility reinstated, he/she and parents must make a written request, to the building principal, no sooner than 180 days after the infraction, that a hearing be held with the Code of Conduct Council to consider reinstatement. The burden of proof that appropriate changes have been made rests with the student and parent(s) or guardian(s).

**Expectation D:**

Students will obey all local, state and federal laws.

\*Students arrested, indicted, or convicted of crimes other than minor traffic violations are in violation of this expectation.

\*In the event that a student is found not guilty or that charges are dropped, the student will be reinstated immediately.

**First Violation of Expectation D (non-violent):**

1. The student must perform 10-30 hours of supervised service to the school. The exact amount will be determined by the building principal. These service hours will be supervised by the principal or his/her designee.
2. The student will be ineligible for one game/performance/activity.
3. If this infraction also involves suspension from school the participant will lose eligibility for **3** days for each day of suspension, beginning the first day of the suspension, (excluding holidays and Sundays).

**OR**

4. Participant will lose eligibility to participate in any co-curricular activities for one calendar year.

The student may have 5 calendar days to decide a course of action, during which time he/she will be ineligible for all events. Students should report their decision to the building principal or his/her designee.

**Second Violation of Expectation D (non-violent):**

1. The student will lose eligibility to participate in any co-curricular activity for one calendar year.
2. If the student wishes to have eligibility reinstated he/she and parents must make a

written request, the building principal, no sooner than 90 days after the infraction, that a hearing be held with the Code of Conduct Council to consider reinstatement. The burden of proof that appropriate changes have been made rests with the student and parent(s) or guardian(s).

**Third Violation of Expectation D (non-violent):**

1. The student will lose eligibility to participate in any co-curricular activities for the remainder of his/her tenure at the school.
2. If the student wishes to have eligibility reinstated, he/she and parents must make a written request, to the building principal, no sooner than 180 days after the infraction, that a hearing be held with the Code of Conduct Council to consider reinstatement. The burden of proof that appropriate changes have been made rests with the student and parent(s) or guardian(s).

**First Violation of Expectation D (violent):**

The student will enroll in an approved counseling program, at parental expense, and will remain ineligible until the program is successfully completed.

**Second Violation of Expectation D (violent):**

1. The student will lose eligibility to participate in any co-curricular activities for the remainder of his/her tenure at the school.
2. If the student wishes to have eligibility reinstated, he/she and parents must make a written request, to the building principal, no sooner than 180 days after the infraction, that a hearing be held with the Code of Conduct Council to consider reinstatement. The burden of proof that appropriate changes have been made rests with the student and parent(s) or guardian(s).

## **Chapter 10 – Special Education**

### ***Special Education Rights***

In accordance with state and federal law, Hinckley-Big Rock School District #429 provides special education programs and services to all individuals who qualify. Parents have a right to receive, upon request, a copy of the rights of exceptional children and rules pertaining thereto. [23 Ill. Admin. Code 505(b)(1)]

As a result of the Individuals with Disabilities Education Act (IDEA) Reauthorization (PL105-17), a Free and Appropriate Education is required for all students with disabilities who are between the ages of 3 and 21, and who have not yet graduated from high school.

If your child is having trouble in school, you should contact the teacher or principal to discuss your concerns. Your child's classroom teacher will meet with a team of school personnel to review your concerns and they will suggest academic and/or behavioral strategies in an attempt to change or improve student performance.

Should your child continue to have difficulties even after these strategies have been tried for several weeks, it might be because your child's problems are due to a disability or significant learning problems. At this time, either you or the teacher may want to refer your child for a comprehensive case study evaluation to determine whether or not your child may be eligible for special education and related services. Your child must meet all of the requirements in the eligibility category(ies) listed in the Illinois State Board of Education Rules and Regulations for Special Education before she/he is allowed to receive special education services. Eligibility categories for special education include: autism, deaf-blindness, deafness, developmental delay, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impaired, specific learning disability, speech and/or language impairment, traumatic brain injury, or visual impairment/blindness.)

To request a case study evaluation, you should send a letter to the principal of your child's school. After receiving this letter, you will be invited to a meeting that will include the principal, your child's classroom teacher, the social worker, the school psychologist, and a special education teacher, in order to discuss your request and to determine whether or not it is necessary to go forward with the comprehensive case study evaluation. Other individuals may be asked to attend this meeting if it is felt that their expertise may be helpful. You may invite whomever you wish. If you have any questions, please feel free to contact Carolyn Beard, Special Education Coordinator.

The PPS (Pupil Personnel Services) are involved in several services offered by the school system. Hearing and Vision Screening, Special Education, Preschool Screening, Counseling Services, Iowa Achievement Test Schedules, Kindergarten Testing, Speech and Language Services, Resource Programs, Intensive Programs, and Early Childhood classes are services that are provided. These programs are offered by district staff (i.e. Special Education teachers and counselors) in coordination with D.C.S.E.A. (DeKalb County Special Education Association) personnel.

The Pupil Personnel Services Team consists of the following personnel: Principal, Special Education Coordinator, School Nurse, Psychologist, and Social Worker. It is their responsibility to attend staffings, to refer students for further testing, and to help to determine a student's eligibility for special education services.

### ***Education of Children with Disabilities***

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (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. For further information please contact the building principal.

### ***Request to Access Classroom or Personnel for Special Education Evaluation or Observation***

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal. A form is available from the office.

## **Chapter 11 – Student Records and Privacy**

### ***Permanent Record***

Parents should be aware of information that is included in the student records. A student permanent record contains the following information:

1. Basic identifying information, including student and parent names and addresses, birth date and place, and gender.
2. The academic transcript, including grades, class rank, graduation date, and grade level achieved.
3. The attendance record.
4. Any accident reports and the health record.
5. A record of release of permanent record information.
6. Any honors and awards received.\*
7. Information concerning participation in school sponsored activities or athletics, or offices held in school sponsored organizations.\*

(\*Optional information items which may or may not be included by the district)

The student permanent record will be maintained for a minimum period of 60 years after the student has transferred, graduated or permanently withdrawn from Hinckley-Big Rock CUSD #429.

### ***Temporary Record***

A student temporary record consists of all information not required in the permanent record. It may include:

1. Family background information.
2. Intelligence test scores, group and individual.
3. Aptitude test scores.
4. Reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews.
5. Elementary and secondary achievement level test results.
6. Participation in extra-curricular activities including any offices held in school sponsored clubs or organizations.
7. Honors and awards received.
8. Teacher anecdotal records.
9. Disciplinary information.
10. Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals.
11. Any verified reports or information from non-educational persons, agencies or organizations.

12. Other verified information of clear relevance to the education of the student. Record or release of temporary record information. The temporary record will be reviewed every one to four years or upon change in attendance centers, whichever occurs first for destruction of out-of-date information and will be entirely destroyed within five years after the student has transferred, graduated or otherwise permanently withdrawn from this district.

### ***Student Directory Information***

Directory information consists of the following:

1. Identifying information -- name, address, gender, grade level, birth date and place, and parents' names, addresses, and telephone.
2. Academic awards, degrees and honors.
3. Information in relation to school-sponsored activities, organizations and athletics.
4. Specific class assignment.
5. Period of attendance in the school.

Directory information may be released to the general public, unless a parent requests that any or all such information not be released concerning his/her child or children.

### ***Parental Rights Regarding Student Records***

Parents/students have the right to inspect and copy:

1. The student permanent record.
2. The student temporary record.
3. Any student record proposed to be destroyed or deleted from the student records.

Parents shall have the right to challenge any entry exclusive of grades in the school student records on the basis of accuracy, relevance, and/or propriety. This right includes the right to challenge the information contained in the student record(s) before the transfer of the record(s) to another district in the event of the child/children's transfer to another school system. The procedures for challenging the contents of student records include the following steps:

1. A request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
2. An initial informal conference with the parents, within 15 school days of receipt of the request for a hearing.

If the challenge is not resolved by the informal conference, formal procedures shall be initiated:

1. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the school.
2. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall both parties of the time and place of the hearing.

At the hearing, each party shall have the following rights:

1. The right to present evidence and to call witnesses.
2. The right to cross-examine witnesses.



3. The right to counsel.
4. The right to a written statement of any decision and the reasons therefore.

A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.

The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted immediately to the parents and school district. It shall be based solely on the information presented at the hearing and shall be one of the following:

1. To retain the challenged contents of the student record,
2. To remove the challenged contents of the student record, or
3. To change, clarify or add to the challenged contents of the student record.

Any party shall have the right to appeal the decision of the local hearing officer to the Superintendent of the Educational Service Region within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Superintendent of the Educational Service Region. The school may initiate an appeal on its own behalf by the same procedures. Upon receipt of such documents, the Superintendent of the Educational Service Region shall examine the documents and record, make findings, and issue a decision to the parents and the school within 20 days of the receipt of the appeal documents.

The school shall be responsible for implementing the decision of the Superintendent of the Educational Service Region. The final decision may be appealed to the judicial system. Parents also have the right to insert into their child's student record a statement of reasonable length stating their position concerning any disputed information in the record. This statement will be included whenever the disputed information is released.

Parents have the right to control the release of student records. The release of the records requires the prior, specific, dated written consent of the parent. It also must designate the person to whom the records are released, the reason for the release and the specific records to be released. Parents may limit their consent to specific records or parts of records and request a copy of the released information.

There are persons, agencies, and organizations which have access to student records without parental consent. They include:

1. The records custodian of another school system into which the child/children transfer(s) if parents make no objection within 10 school days, to the contents of the school records listed in the notice to transfer records.
2. Persons authorized, as required by state or federal law. In such cases parents will receive prior written notice of the nature and substance of the information to be released and an opportunity to inspect copy and/or challenge such information. If this release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents.

The school shall grant access to, or release information from, school student records without parental consent or notification:

1. An employee or official of the school or school district or the State Board of Education, provided such employee or official or State Board of Education has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest.
2. To any person for the purpose of research statistical reporting, or planning, provided that such person has the permission of the State Superintendent of Education, and no student or parent can be identified from the information released.

Pursuant to a court order, provided that the procedures outlined in IL Rev. Stats. 1975, Ch. 122, Article 50 - 6(a), (5) are observed.

A parent or student may not be forced by any person or agency to release information from the temporary record in order to accrue any right, privilege or benefit, including employment, credit or insurance.

Psychological evaluations, special education files and other information contained in student temporary records (or copies thereof) which may be of continued assistance to the student may be transferred to the custody of the parent or student upon the graduation or permanent withdrawal of a handicapped student. These records may be of some future usefulness to you or your child in some circumstances. They may possibly be helpful in obtaining some types of social security benefits or other benefits for the handicapped from other agencies.

Parents and students are hereby notified that the district will maintain permanent student records for a minimum of 60 years and temporary records for a maximum of five years from the time a student graduates, transfers or permanently withdraws from the school district. Parents/students have the right to request copies of such records at any time prior to their destruction.

Request form are available at our school offices. Upon graduation from eighth grade, all permanent records, psychological records and PARCC and MAP scores are sent to the Hinckley-Big Rock High School to be maintained there.

### ***FERPA Notice***

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

A parent/guardian or eligible student should submit to the Records Custodian, principal, or other appropriate official, written request that identify the records(s) they wish to inspect. The District official will make arrangements for access and notify parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official

responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the district has contract (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

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 responsibilities.

Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. 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, S.W.  
Washington, D.C. 20202-4605.

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational agency or institution attended.

## **Chapter 12 – Parental Right Notification**

### ***Teachers as Mandated Reporters***

Teachers are mandated reporters and are required by law to report suspected child maltreatment immediately when they have reasonable cause to believe that a child known to

them in their professional or official capacity may be an abused or neglected child. (ANCRA sec. 4) This is done by calling the DCFS Hotline at 1-800-252-2873.

## **Communication**

### ***Newsletters and Calendars***

Every effort is made to keep parents informed about events and activities at school. Parents are encouraged to call the office when any question arises. To conserve paper, one copy of each publication is distributed per family in many cases. Usually, the youngest member of the family will be bringing home the school communications. Generally, the following practices have been developed to communicate school events.

Newsletter – A newsletter is sent home throughout the year via email if you would like a yard copy please contact the office 630-556-4190. This newsletter contains important information about school, students, and staff. A monthly cafeteria menu is included.

Website - [www.hbr429.org](http://www.hbr429.org) contains information about the school calendar, recent and upcoming events, PTO activities, Market Day, athletics, band, choir, etc. Log on frequently!

Black Board Connect – Automated phone system will be used for emergencies school closing and other school activities.

### ***Distribution of Flyers***

Any sign, poster, or circular directed to the interest of the student body must be approved by the administration. Notice concerning activities by outside agencies or groups must be approved by the administration. Any unapproved communication items will be removed.

### ***Telephone***

To minimize classroom interruptions, teachers and students will not be called from class to take a phone call. Messages will be delivered in case of emergency. Teachers are usually available for phone calls between 7:45-8:30 AM or at 3:15 PM. The office phone number is 630-556-4190 and staff members have voice mail for you to leave a message.

In the event of a loss of electricity, the phones operate on a battery (as long as that may last). Emergency plans for your student may/will be carried out in an emergency early dismissal without a phone call to you. Please be sure your child and your child's caregivers in these emergency situations are aware of this procedure. Students cell phones may not be operational during the school day.

It is extremely important that during winter storms and blowing or drifting snow conditions that the office phone lines are kept open. Please do not call during these periods to ask about school closing and/or early dismissals; instead listen to the radio stations for this type of information.

### ***Dealing with Concerns***

Although we try to prevent this from occurring, occasionally situations will develop that cause parents to have questions and concerns. If this happens, please contact the school. We recommend that you first talk to the teacher involved. If you would like to talk to the teacher, please contact the teacher and/or office to set up an appointment. It is helpful to the teacher to know in advance when you're coming and the topic you wish to discuss. Just "dropping in" during the day or after school may be convenient to you, but not for the teacher's schedule.

Initial communication with the involved party remedies and clarifies the majority of student/parent concerns. However, if your questions and concerns remain, please contact the building principal. Any remaining concerns should then be directed to the Superintendent of Hinckley-Big Rock Schools and then the school board. We're confident that the majority of concerns that could arise may be resolved with good communication at the school level by contacting the teacher or principal.

### **Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

### **Sex Offender and Violent Offender Community Notification Laws**

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website.

The ISP website contains the following:

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry,  
[www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

## ***Hinckley-Big Rock P.T.O.***

The Hinckley-Big Rock PTO is an active organization with the goal of enhancing the educational opportunities of our students while promoting their wellbeing at home, in our school, and in our community. PTO sponsors many educational and beneficial projects and programs for students. The PTO sponsors a booth at the Plowing Match, a fall fundraiser, Pork Chop Dinners, monthly Market Day sales, and many other activities and events that enhance the curriculum. PTO sponsors a track program, drama club, educational assemblies, teacher appreciation events, and purchase of supplemental educational materials requested by staff. There is a need for more volunteers and participation in Hinckley-Big Rock PTO. Please get involved!

Your participation and support ensures the continuing enhancements to our children's education and the opportunity for fun family events. PTO meetings are generally scheduled monthly on the 2<sup>nd</sup> Tuesday of the Month at the elementary school. Evening meetings begin at 7:00pm. A schedule is available through the school office, or by contacting a PTO officer. All parents who have students in CUSD # 429 are considered members of the PTO no signing up is required.

## **Miscellaneous Information**

### ***Traditional Events***

*School Picture Day* – In the fall, individual student pictures are taken. Pictures from this day are also used in the yearbook. Photographs with special backgrounds are also taken in the spring of the year and are available on preview for purchase.

*Parent/Teacher Conferences* – In October, conference days are arranged for teachers to meet with all parents. These meetings are scheduled to discuss student progress.

*Welcome Back Night*- In the fall, an evening is selected for an Open House for the parents, students, and community

*Spring Concerts* –The Hinckley-Big Rock Middle School 6-8 grade band performs a spring concert.

*8<sup>th</sup> Grade Dance/Class Trip/Promotion* – There is a promotion dance and an eighth grade class trip scheduled in the spring (on different dates). There is a graduation ceremony each year several days before the last day of student attendance. Eighth graders may receive recognition for outstanding achievement.

### ***Personal Celebrations and School***

Invitations to birthday parties or other social events should not be brought to school for distribution unless every girl or boy in the class will be receiving one.

***Fund-Raising***

All fund-raising projects must be approved by the principal. Any tickets or articles, other than those associated with school-sponsored activities may be sold on school property only by the permission of the principal. The funds raised will be used by the sponsoring organization.

***Personal Property at School***

Students are responsible for their own belongings. All items should be marked with the student's name. The school cannot be responsible for lost or stolen property. Periodically, the lost and found is placed on tables for at least one week for student/parent and staff review, and then unclaimed items are removed/donated to an appropriate organization (e.g. the Salvation Army). Radios, CD players, ipods, mp3 players, and handheld video games, etc. are not to be brought to school unless a teacher has granted permission.

**Hinckley-Big Rock Middle School**  
**Student and Parent Handbook/Code of Conduct Acknowledgement Form**  
**2019-2020**

**I/We understand the following reminders:**

The Illinois Parental Responsibility Act provides that “the parent or legal guardian of an un-emancipated minor who resides with such parent or legal guardian is liable for actual damages for the willful or malicious acts of such minor which cause injury to a person or property.” [740 ILCS 115/3]

The above statement means that parents or legal guardians are responsible for the willful or malicious acts of their child who causes injury to a person or damages school property.

Disclaimer

Rules established in the Student Handbook and Code of Conduct are not intended to create contractual or other rights between the student and the District. The handbook and code of conduct are intended to describe the school, its current practices, procedures, rules and regulations. It is subject to Board Policy, which may be modified.

Handbook Changes

The information included in this handbook is subject to change by action of the faculty, administration, and/or Board of Education. Announcement of changes may be made through written communications.

I/We have received the Hinckley-Big Rock Middle School **2019-2020 Student Parent Handbook** and the **6-8 Code of Conduct and Addendum to the Code of Conduct**. I/We understand that it is our responsibility to read the **2019-2020 Student Parent Handbook** and **Code of Conduct** for Hinckley-Big Rock Middle School, as well as the classroom discipline plan provided by Hinckley-Big Rock Middle School teachers. Please note it is your responsibility to ask for clarification if you find any of the statements/rules vague or unclear.

I/We understand that the rules and policies are designed to support a respectful and appropriate learning environment for all learners at Hinckley-Big Rock Middle School. I/We understand that not being aware of a Hinckley-Big Rock Middle School policy or procedure does not exempt our child from being subject to consequences associated with choices or behavior.

Student Signature	Date	
Parent/Guardian Signature	Date	
Parent/Guardian Signature	Date	