INDIAN PRAIRIE SCHOOL DISTRICT 204

Inspire all students to achieve their greatest potential.



2026-2027
Middle School
Student Handbook

Table of Contents

INDIAN PRAIRIE SCHOOL DISTRICT 204 MISSION STATEMENT 4

PRINCIPALS' MESSAGE 4

INDIAN PRAIRIE SCHOOL DISTRICT 204 SCHOOLS AND FACILITIES 5

- **Elementary Schools** 5
- **Middle Schools** 6
- **High Schools** 6
- **Other District Facilities** 6

ATTENDANCE 7

- **Attendance (BP 7:70)** 7
- **Doctor and Dental Appointments (BP 7:100)** 8
- **Procedures for Student Sign-in / Sign-out** 8
- **Make-up Work (BP 7:70)** 9
- **P.E. Excuses (BP 7:260)** 9

GENERAL SCHOOL INFORMATION 9

- **Academic Awards (BP 6:330)** 9
- **Academic Honesty Policy (BP 7:190)** 9
- **Animals (BP 6:100)** 10
- **Assemblies (BP 6:255)** 10
- **Buses (BP 7:220)** 10
- **Cell Phones and Electronic Devices (BP 7:190)** 11
- **Closed Campus Policy** 12
- **Dance and Sporting Event Re-Entry (BP 7:190)** 12
- **Dress Guidelines (BP 7:160)** 12
- **Elevator Use** 13
- **Family Life & Sex Education (BP 6:60)** 13
- **Grading Scale – Middle School Guidelines (BP 6:280)** 13
- **Grading Scale, Standards & GPA Values (BP 6:330)** 13
- **Honor Roll (BP 6:330)** 0
- **Guidance** 0
- **Health Information: Illness, Infectious Diseases and Medical Conditions (BP 7:280)** 0
- **Home and Hospital Instruction (BP 6:150)** 1
- **Integrated Pest Management (BP 4:160)** 1
- **Internet Access (BP 6:235)** 1

Lockers (BP 7:140) 2
Lost and Found 3
Lunch (BP 4:130) 3
Medication (Self-Dispensing or Self-Administration) (BP 7:270) 3
No Trespass Letters (BP 8:30) 4
Parent Conferences (BP 8:95) 4
Permanent Records (BP 7:340) 4
Personal Information (BP 7:15) 4
Personal Items 4
Physical Exam and Screening 5
Retention/Promotion Procedure 5
School Closing (BP 4:170) 5
School Resource Officer (SRO) (BP 7:150) 5
Search and Seizure (BP 7:140) 6
Sexual Abuse (BP 4:165) 6
Social Suspension (BP 7:240) 8
Student Directory Information (BP 7:340) 8
Student Identification Cards (BP 7:190) 8
Student Privacy and Parental Access to Information (BP 7:15) 9
Supportive Services 9
Student Records (BP 7:340) 9
Technology (BP 6:235) 11
Telephone Access and Use During the School Day 11
Visitors During the School Day (BP 8:30) 11
School Visitation Rights Act 12
SCHOOL CLIMATE Refer to Board Policy 7:190 for additional information 12
Philosophy and Expectations 12
Cafeteria Behavior 13
Classroom Behavior 13
Range of Disciplinary Measures 13
Search and Seizure (BP 7:140) 16
Threats and Safe School 16
Acts of Disobedience or Misconduct 16
Categories of Offenses 16
Re-Engagement of Returning Students (BP 7:190) 22

Prevention of and Response to Bullying, Intimidation and Harassment (BP 7:180) 22
STUDENT ACTIVITIES, CLUBS & ATHLETICS 26
Philosophy & Expectations 26
Eligibility for Interscholastic Activities 27
Physical Exams/Athletic Participation 27
Concussion Management Guidelines (BP 7:305) 27
School Sponsored Events 27
Uniforms 28
1:1 TECHNOLOGY HANDBOOK (BP 6:235) 28
Overview 28
Receiving Devices 29
Returning Devices 29
Repair and/or Replacement Costs 29
Administrator-Initiated Restrictions 29
Students with Disabilities 29
Use of Cameras & Microphones 30
Chromebook Care 30

INDIAN PRAIRIE SCHOOL DISTRICT 204 MISSION STATEMENT

Our mission is to…
Inspire all students to achieve their greatest potential.

Guiding Principles
Students will be best prepared to achieve their greatest potential if equipped to:

- Engage in relevant and rigorous learning
- Live and work productively with others
- Embrace their role and responsibility within their community and world.
- Value and respect self and others in a diverse society
- Become lifelong learners

We will best serve our students if our:

- Schools, families and community are actively engaged in the district's mission
- Staff is highly skilled and motivated
- Culture is characterized by high expectations and excellence
- Schools are safe and caring places where all are valued

PRINCIPALS' MESSAGE

Welcome to the 2026 – 2027 School Year

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

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

Sincerely,

Kimmer Cornish, Melissa Couch, Allan Davenport, Scott Loughrige, Leslie Mitchell, Patrick C Raleigh and Kevin Schnable
Indian Prairie School District 204 – Middle School Principals

INDIAN PRAIRIE SCHOOL DISTRICT 204 SCHOOLS AND FACILITIES

Elementary Schools

Brookdale Elementary School
1200 Redfield Road, Naperville, IL 60563 (630) 428-6800

Gwendolyn Brooks Elementary School
2700 Stonebridge Boulevard, Aurora, IL 60502 (630) 375-3200

Wayne Builta Elementary School
1835 Apple Valley Road, Bolingbrook, IL 60490 (630) 226-4400

Robert E. Clow Elementary School
1301 Springdale Circle, Naperville, IL 60564 (630) 428-6060

Mary Lou Cowlishaw Elementary School
1212 Sanctuary Lane, Naperville, IL 60540 (630) 428-6100

Fry Elementary School
3204 Tallgrass Drive, Naperville, IL 60564 (630) 428-7400

Georgetown Elementary School
995 Long Grove Drive, Aurora, IL 60504 (630) 375-3456

Peter M. Gombert Elementary School
2707 Ridge Road, Aurora, IL 60504 (630) 375-3700

V. Blanche Graham Elementary School
2315 High Meadow Road, Naperville, IL 60564 (630) 428-6900

Oliver Julian Kendall Elementary School
2408 Meadow Lakes Drive, Naperville, IL 60564 (630) 428-7100

Longwood Elementary School
30W240 Bruce Lane, Naperville, IL 60563 (630) 428-6789

May Watts Elementary School
800 Whispering Hills Drive, Naperville, IL 60540 (630) 428-6700

McCarty Elementary School
3000 Village Green Drive, Aurora, IL 60504 (630) 375-3400

Owen Elementary School
1560 West Glen Drive, Naperville, IL 60565 (630) 428-7300

Patterson Elementary School
3731 Lawrence Drive, Naperville, IL 60564 (630) 428-6500

Peterson Elementary School
4008 Chinaberry Lane, Naperville, IL 60564 (630) 428-5678

Spring Brook Elementary School
2700 Seiler Drive, Naperville, IL 60565 (630) 428-6600

Reba O. Steck Elementary School
460 Inverness Drive, Aurora, IL 60504 (630) 375-3500

Arlene Welch Elementary School
2620 Leverenz Road, Naperville, IL 60564 (630) 428-7200

White Eagle Elementary School

1585 White Eagle Drive, Naperville, IL 60564 (630) 375-3600

Nancy Young Elementary School
800 Asbury Drive, Aurora, IL 60504 (630) 375-3800

Middle Schools

Clifford Crone Middle School
4020 111th Street, Naperville, IL 60564 (630) 428-5600

Gregory Fischer Middle School
1305 Long Grove Drive, Aurora, IL 60504 (630) 375-3100

Francis Granger Middle School
2721 Stonebridge Blvd., Aurora, IL 60502 (630) 375-1010

Gordon Gregory Middle School
2621 Springdale Circle, Naperville, IL 60564 (630) 428-6300

Thayer J. Hill Middle School
1836 Brookdale Road, Naperville, IL 60563 (630) 428-6200

Thomas G. Scullen Middle School
2815 Mistflower Lane, Naperville, IL 60564 (630) 428-7000

Jeffrey C. Still Middle School
787 Meadowridge Drive, Aurora, IL 60504 (630) 375-3900

High Schools

Metea Valley High School
1801 N. Eola Road, Aurora, IL 60502 (630) 375-5900

Neuqua Valley High School
2360 95th Street, Naperville, IL 60564 (630) 428-6000

Birkett Freshman Center
2720 95th Street, Naperville, IL 60564 (630) 428-6400

Waubonsie Valley High School
2590 Route 34 Aurora, IL 60504 (630) 375-3300

Gail McKinzie High School
3003 West 103rd Street, Naperville, IL 60564 (630) 375-3375

Other District Facilities

Howard Crouse Education Center (630) 375-3000
Prairie Children Preschool (630) 375-3030
780 Shoreline Drive, Aurora, IL 60504

District Reprographics Office
3015 Cedar Glade Drive, Naperville, IL 60564 (630) 428-6560

Wheatland Facility
3003 West 103rd Street, Naperville, IL 60564 (630) 428-7250

ATTENDANCE

Attendance (BP 7:70)

Regular daily attendance is important to student success. Ensuring that a student maintains regular attendance requires cooperative effort by the student, parent(s)/guardian(s), and school personnel. The student who is frequently absent misses class instruction, social interaction, and discussions, even when work is made up.

District 204 expects parent(s)/guardian(s) to inform the school of any absences and their causes. A parent/guardian should report absences via ParentVUE or call the school attendance line prior to the start of the school day on each day the child will be absent. In the case of a known extended absence of one week or more, only one call is necessary. For convenience, absences can be entered in ParentVUE/attendance line 24 hours a day seven days a week. School officials will determine if an absence is excused or unexcused.

If the school is not contacted by the start of the school day, administration or a designee, reserves the right to call and confirm with the parent/guardian the reason for the student's absence. Failure to provide the school with a valid cause for the absence will result in the absence being classified as unexcused.

The school will monitor each student's attendance and inform parents or guardians of any attendance concerns. In addition, students who are excluded from school for non-compliance with the vaccination requirement can be considered truant if the vaccination requirement is not met within five attendance days of the exclusion date

The following number should be called before 8:30 a.m. to report absences

Crone	(630) 428-7460
Fischer	(630) 375-3110
Granger	(630) 375-3412
Gregory	(630) 428-6316
Hill	(630) 428-6200
Scullen	(630) 428-7002
Still	(630) 375-3902

Definition of Attendance Terms

<u>Definition of Attendance Terms</u>

Parent(s)/guardian(s) are responsible for the daily attendance of their children. However, Illinois School Code does not grant them the authority to excuse their children from attending classes without valid cause.

1. **Pre-Arranged Absence** – When parents/guardians know in advance that their student will be absent, they should make every effort to report their absence at least two days in advance.
2. **Excused Absence** – A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students who are absent with a valid cause may make up missed homework and classwork assignments. The number of days they are out will determine the number of days they have to complete the work upon their return.

3. **Absence Due to Illness** – A student who has been absent 5 or more consecutive days due to illness must present a physician's statement or visit the school nurse to be readmitted to classes. When an illness is determined to be contagious, District 204 will follow the infectious disease guidance from the Illinois Department of Public Health and Center for Disease Control.
4. **Mental Health Days** - Students may take up to five mental or behavioral health days per year. A student is not required to provide a medical note and will be given the opportunity to make up any schoolwork missed during such absences. Following the second mental health day, a student may be referred to the appropriate school personnel for follow-up (Public Act 102-0321/Senate Bill 1577).
5. **Unexcused Absences (Truant)** – Absent from school without a valid cause. Unexcused absences include, but are not limited to oversleeping, vacation, working, missing the bus, car trouble, shopping, traffic, babysitting, etc. Students with unexcused absences are classified as truant.
6. **Unverified Absences** – These are absences not sanctioned by the school or by their parent/guardian. After 48 hours, an unverified absence becomes classified as truant.
7. **Chronic Absenteeism** - Absences that total 10% or more of school days of the most recent academic school year, including absences **with and without valid cause.**
8. **Excessive Absences** – Excessive excused absences interfere with student achievement. A student will be allowed nine (9) excused absences per school year without a doctor's note. After 9 days, all absences without a doctor's excuse may be considered unexcused. A doctor's note must state the reason the student was unable to attend school and give exact times the student was seen in the doctor's office.

Once a student has accumulated nine (9) days of unexcused absences within the past 180 regular school attendance days, he or she is considered to be chronically truant by state law and a referral to DuPage/Will County truancy may be made. Individual intervention plans may be developed for students found to be excessively absent from school. These plans will be designed to remediate the attendance patterns by attending to and supporting the function of the student's barrier(s) to consistent school attendance. This will also help meet local and state attendance expectations.

9. **Administrative Withdrawal** –If a student fails to attend school for 15 consecutive days without valid cause, and attempts to locate or get the student to return to school have been unsuccessful, the student will be deemed to have voluntarily withdrawn on the 16th day. The student will be removed from the District's enrollment roster.
10. **Late Arrival/Early Dismissal** – Students who arrive late or leave early must be signed in/out by a parent/guardian and a reason must be given. If a reason is not given, the late arrival/early dismissal will be marked as unexcused.
11. **Tardiness** – Consistent and regular attendance in all classes is an important component of academic achievement. Tardies to class interrupt this process and may negatively affect performance. Unexcused tardies will be addressed on an individual basis by building administration.

Doctor and Dental Appointments (BP 7:100)
Indian Prairie School District discourages absences for doctor and dental appointments during the school day and encourages parent(s)/guardian(s) to make every effort to schedule appointments after school and/or on weekends/days off. A doctor's note may be required if absences become excessive. These absences will be included in total student absences..

Procedures for Student Sign-in / Sign-out
A parent is requested to write a note if his/her child needs to leave early or arrive late. The note should state times, date, and reason. The student should bring the note to the main office **upon arrival at**

school and will be issued the appropriate pass. When a student arrives late or leaves the building prior to dismissal, his/her parent must sign them in/out at the main office/reception area.

Make-up Work (BP 7:70)
When a student is absent from school for excused absences or suspension, they are allowed to make up the work that has been missed. The number of days they are out will determine the number of days they have to complete the work upon their return. For example, if a student has an excused absence for 2 days, they will have 2 days upon their return to complete the work. Depending on the student's age, it is the student/parent/guardian's responsibility to view Google Classroom and/or request makeup work from teachers within this timeframe.

P.E. Excuses (BP 7:260)
If a student needs to be excused from P.E., the excused absence needs to come from the nurse's office. In conjunction with the parents, the nurse may excuse the student for no more than three days. If the student will be out for more than three days, a "physician" order with the diagnoses, length of absence including dates and specific restrictions must be given to the school. This information may be faxed to the nurse with parent permission. The nurse may need to clarify physician orders.

GENERAL SCHOOL INFORMATION

Academic Awards (BP 6:330)
Students have an opportunity to work towards the following types of academic recognition during their middle school experience:

- Regular honor roll by maintaining a 3.25 grade point average.
- High honor roll by maintaining a 3.60 grade point average.

Academic Honesty Policy (BP 7:190)

- **Belief Statement** - We believe that learning best occurs in an atmosphere of academic honesty in which students have developed a high sense of responsibility and exhibit a high standard of integrity. This is accomplished through the cooperative efforts of students, parents/guardians, and teachers. Although there is a priority to excel placed on students by the society in which we live, we will not tolerate nor condone academic dishonesty.
- **Students** - It is expected that students will conduct themselves according to the school rules prohibiting cheating and will perform in a manner that reflects their knowledge and acceptance of these rules.
- **Parents/Guardians** - As partners in the educational process, parents/guardians must support the ethical value of honesty and the enforcement of the school's policies on cheating so that an honest school environment is maintained.
- **Staff** - Staff is expected to perform their instructional responsibilities in such a manner as to minimize the potential for dishonesty and by being fair and consistent in the implementation of consequences for cheating.

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

1. Copying from another student's test, helping another student during a test, or providing other students with information regarding a test
2. Submitting another person's work as one's own
3. Stealing copies of tests or answer keys
4. Copying, or allowing another student to copy, a homework assignment, test, quiz, project, book

report, or take- home test

5. Plagiarizing or presenting material taken from another source, including the Internet or computer files, and translation programs without appropriate documentation (Plagiarism is defined as 9 or more consecutive words taken from another source without documentation.)
6. Changing answers on a test, assignment, project, etc. after grading
7. Changing grades in a grade book or altering a computer grading program**
8. Using an electronic device in a manner not specified by the teacher (e.g., storing answers or equations)
9. Misrepresenting records for hands-on activities such as physical fitness testing
10. Using, sharing, swapping or distributing unapproved written materials in hard form or via online resources

Possible disciplinary and/or legal action may follow.

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

Cheating on Homework or Quizzes, Assignments, Tests and Projects

1st Offense 0% on class assignment, test, projects and parent/guardian contact by teacher or administration regarding the incident to communicate further consequences for a repeat offense. **

2nd Offense 0% on class assignment, test, or other projects, parent/guardian contact, referral from administration, and consequences at the discretion of the administration

Students involved in violation of the academic dishonesty policy may be denied participation or recognition in programs or events related to academic achievement.

Animals (BP 6:100)

Students are prohibited from bringing animals to school unless permission to do so has been granted by the Principal or their designee.

Assemblies (BP 6:255)

From time to time, special assemblies are scheduled for the student body. For most, but not all of these assemblies, we offer an alternative location for independent work/study. There will be some assemblies that we feel will benefit all students. Therefore, we ask parents/guardians not to call the school to have their students excused from assemblies. These will not be considered excused absences. We reserve the right to require written verification for absences for reasons on assembly days.

Buses (BP 7:220)

Students are expected to follow all school rules on the bus. All students will be required to present a valid student ID when boarding the school bus. Safety is a major concern, and if a student endangers others with their behavior, the student may be subject to the normal range of disciplinary consequences and removed from the bus for up to 10 days, leading to a possible expulsion from the bus. Student behavior and the bus driver's management of that behavior are two key elements to safe and enjoyable bus rides. Students may only ride assigned buses. Permission must be obtained from an administrator to ride another bus pending confirmation of parent approval. The installation and utilization of video cameras on school buses are aimed at improving student behavior on the bus by recording the behavior of the students and the bus drivers' methods of student management. Buses will be equipped with a special box installed in the front in which a video camera can be stored and operated. Once a video is completed, appropriate District 204 staff may review the tape.

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

1. Be at your bus stop five (5) minutes before scheduled pickup time.
2. Be courteous to students and neighbors at bus stops and while traveling on the bus.
3. Ride only your assigned bus. Permission to ride another bus is granted only during emergency situations in which the parent has been in direct contact with the building's administration.
4. Do not ask to stop at places other than the regular bus stop.
5. Cooperate with driver at all times.
6. Do not litter the bus or bus stop.
7. Do not use profane language.
8. Remain seated at all times.
9. Do not throw objects at, on, or from the bus.
10. Keep head, hands, and feet inside the bus.
11. Do not vandalize equipment (seats will be assigned on vandalized buses).
12. Do not eat, drink, or smoke on the bus.
13. Obey the driver.
14. Gross misconduct on the bus will not be permitted.
15. All students must present their student ID to board the bus (at the individual school's discretion).

Cell Phones and Electronic Devices (BP 7:190)

The use and possession of electronic devices will be permitted only in approved areas throughout the school day. These devices may include, but not be limited to cell phones, smart phones, personal listening devices, personal digital assistants, earbuds, AirPods, Bluetooth devices, portable gaming systems, electronic computing devices, etc.

- Use of these devices will be allowed only in non-instructional areas designated by the school Administrators.
- In areas where there is a reasonable expectation of privacy, such as the rest rooms, locker rooms, nurse's office, etc. the use of electronic devices is prohibited at all times.
- The use of electronic devices during school assemblies and programs is also prohibited.

Use of any electronic device to engage in any of the following is strictly prohibited. Violations will result in the administration of the appropriate school consequences.

- Failure to comply with a teacher's directive for use in an instructional setting
- Academic dishonesty
- Planning inappropriate behavior that would impact the orderly process of the school day or the educational process
- Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures, images or statements (sexting)
- Talking and/or transmitting pictures, videos, or audio recording of another, without that person's consent
- Cellular phone calls
- Bullying, intimidating, threatening, or harassing others
- Identity theft
- Interfering with a school investigation
- Creating a disruption to the educational process

It will be the responsibility of the student to ensure that all rules and regulations related to the use of electronic devices, both in instructional and non-instructional settings, are adhered to completely. School and district policies, as well as classroom guidelines must be followed. Violators will be subject to disciplinary action, which may include the confiscation of the device. The school is not responsible for lost or stolen devices.

Use of electronic devices for instructional purposes will be permitted only in classrooms where the teacher has designated the use for educational purposes. The classroom teacher has the sole discretion to allow

this in his or her instructional setting. ***During the school day (from 8:00AM-3:00PM) cell phones, headphones, earbuds, Bluetooth devices, etc. should be powered off and out of sight in all areas.***

Cell phones that are seen and/or heard in unapproved areas or inappropriately in use in other areas may be confiscated, turned into the Main Office and returned to the student at the end of the school day. Disciplinary consequences may be issued for subsequent offenses.

An opt-out policy is used for technology. Permissions have been verified by parents during registration. Students will be able to access internet resources at school and use personal technologies unless a parent/guardian chooses to opt-out through the registration process or by contacting the main office at the child's school. Technology use policies and guidelines can be viewed on the district website under Tech Services -> Policies and Guidelines (http://tech.ipsd.org). As part of Google apps for Education, all secondary students are issued a district-assigned email account.

Thefts of electronic devices on school grounds should be reported to administration as soon as possible. Administration will work with the School Resource Officer (**SRO**) to file a report and investigate. However, ultimately the school is not responsible for lost or stolen property, so students should take extreme care when having valuable items in their possession. Students are encouraged to log all electronic devices with the online Electronic Device Registry.

Closed Campus Policy

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

Due to supervisory schedules, students who do not ride the bus shall arrive at school no earlier than 7:45 A.M on Mondays, Tuesday, Thursday, Friday, and 8:05 A.M. on Wednesday. Upon arrival, students shall report to designated supervisory areas. For purposes of detention, or with special faculty permission, students may enter the building prior to the listed times as long as they are under the direct supervision of a staff member. Student dismissal will be at 3:00 P.M. A bell will ring at 3:15 P.M. after which no student may remain in the building. Students involved in special activities after school are to remain in their assigned areas. During the morning bus time (7:30 A.M. to 8:00 A.M.) and the afternoon bus time (3:00 P.M. – 3:15 P.M.), cars will not be allowed in the bus circle of each school. Parents may drop off or pick up students in the designated student drop areas.

Dance and Sporting Event Re-Entry (BP 7:190)

For the safety and security of all students and guests, students may not leave and re-enter a dance or sporting event. Once a student enters an event, they are encouraged to stay until the completion of the event. If a student chooses to leave, they are not allowed to return to that event. This includes off campus events such as athletic contests.

Dress Guidelines (BP 7:160)

Indian Prairie School District #204 Middle School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Certain body parts must be covered for all students at all times and attire should not preclude students from accessing the school's educational programming. Clothes must be opaque fabric. Dress code also

applies to accessories, book bags, purses and other similar items that may be worn or brought to school or school-related events.

Middle School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student or staff.

Head coverings (e.g., hats, hoods, and sunglasses must be removed upon entering the building. (Religious head coverings are exempt.)

Elevator Use

If a student needs to use the elevator due to injury or illness, he/she needs to report to the nurse's office and appropriate passes will be issued for the duration of the recovery from injury or illness.

Family Life & Sex Education (BP 6:60)

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

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

Grading Scale – Middle School Guidelines (BP 6:280)

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

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

Grading Scale, Standards & GPA Values (BP 6:330)

Grade	Percent Range	GPA	Grade	Percent Range	GPA
A	92-100	4.00	C+	78-79	2.33
A-	90-91	3.67	C	72-77	2.00
B+	88-89	3.33	C-	70-71	1.67
B	82-87	3.00	D+	68-69	1.33
B-	80-81	2.67	D	62-67	1.00
			F	59 & below	0.00

A: Demonstrates outstanding progress
Demonstrates outstanding participation
Is motivated and organized
Works beyond established goals for achievement and contribution

B: Demonstrates above average progress
Usually participates
Completes class assignments and homework
Is attentive

C: Demonstrates average progress
Occasionally participates
Completes most class assignments and homework
Is attentive

D: Demonstrates lowest acceptable progress
Rarely participates
Frequently does not complete assignments
Is inattentive

F: Demonstrates no progress
Does not participate
Does not complete assignments
Is inattentive

Calculating GPA: To calculate your GPA for the middle school, assign a grade point value to each letter grade according to the above scale. Take the total of those values and divide it by the total number of classes.
*The ELA Block should be counted twice in GPA and number of classes

Effort: E = Effort exceeds reasonable expectations for this student
S = Effort meets reasonable expectations for this student
U = Effort does not meet reasonable expectations for this student

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

* Cooperative Projects
* Discussion
* In–Class Assignments
* Note taking
* Participation
* Performance Evaluations
* Quizzes and Tests
* Special Projects

Honor Roll (BP 6:330)

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

Guidance
The Guidance Department provides counseling and information for students and their families to help young adolescents navigate academics and social interactions.

Health Information: Illness, Infectious Diseases and Medical Conditions (BP 7:280)
The school district follows the guidelines developed by the county health department in regard to infectious diseases that are communicable to large numbers of students. Please check with the nurse regarding specific infections and the guidelines that need to be followed for diseases such as measles, chicken pox, meningitis, and mononucleosis. Pink eye, or conjunctivitis, is seen frequently in the school setting. If this is suspected while the student is in school, the student will be sent home and must be seen by a doctor. The student may return after they are cleared by their doctor to do so. In general, if a student has a temperature of 100 degrees or greater, they should be kept at home.

Home and Hospital Instruction (BP 6:150)

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility will be determined according to State law and the Illinois Board of Education rules.

Integrated Pest Management (BP 4:160)

Public Acts 91-0099 and 91-0525 require Integrated Pest Management (IPM) for all Illinois public schools. IPM is a method for managing damage by pests with the least possible hazard to people, property and the environment. This method for managing pests includes the careful use of pesticides such as insecticides, herbicides, rodenticides and fungicides. Integrated Pest Management also requires that parents or guardians have prior notice of pesticide applications. In order to provide timely information to parents or guardians who would like to be notified about these pesticide applications, the School District develops a registry each year. Forms will be available at each school.

Internet Access (BP 6:235)

Terms and Conditions of Internet Use:

- **Acceptable Use** – All use of the District's connection to the Internet must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board of Education, and be incompliance with and subject to district and building discipline codes.
- **Privileges** – The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this Permission and may deny, revoke, or suspend access at any time; his or her decision is final. Violations of the code of conduct or professional requirements may result in the loss of privileges and employee or student discipline. Due Process will be given commensurate with the seriousness of the offense.
- **Unacceptable Use** – The user is responsible for the user's actions and activities involving the network. Some examples of unacceptable uses are given below. The list is not intended to be exhaustive. The Administration may periodically revise the concepts of acceptable and unacceptable use. These revisions will become part of this document.
    - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
    - Unauthorized access or downloading of software, electronic files, e-mail, or other data (commonly referred to as "hacking");
    - Downloading copyrighted material for reasons other than legal personal or professional use;
    - Using the network for private financial or commercial gain which adversely affects the district;
    - Wastefully using district resources, such as file space;
    - Gaining unauthorized access to resources or entities;
    - Invading the privacy of individuals;
    - Using another user's account or password;
    - Posting material authored or created by another without their consent;
    - Posing anonymous messages;
    - Using the network for commercial or private advertising; accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
    - Using the network while access privileges are suspended or revoked;
    - Publishing or otherwise disseminating another person's identity, personal information, account, or password;
    - Using the network for unauthorized product advertisement, political activity, promoting or encouraging the use of illegal or controlled substances;
    - Forgery or alteration of e-mail; and

    - Unauthorized use of the network to play computer games, enroll in listserv, or participate in chat rooms.
- **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
    - Be polite. Do not become abusive in your messages to others.
    - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
    - Do not reveal the personal addresses or telephone numbers of students or colleagues.
    - Recognize that electronic mail (**e-mail**) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
    - Do not use the network in any way that would disrupt its use by other users.
    - Consider all communications and information accessible via the network to be private property.
- **No Warranties** – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- **Indemnification** – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising from any breach of this authorization.
- **Security** – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or building Principal. Do not show the problem to other students. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
- **Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as many malicious attempt to harm or destroy the networks, software, hardware, and data of the District, another user, the Internet, or any other network. This prohibits degrading or disrupting of equipment, software, or system performance. It also includes, but is not limited to, the uploading or creation of computer viruses. Users are responsible for any and all costs related to the repair or restoration of any damage done through vandalism The District will use the legal system to seek restitution.
- **Telephone Charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
- **District Purchase of Goods and Services** – Any purchase or ordering of goods or services on behalf of the District must conform to the rules, regulations and procedures required by the District's business office.

Lockers (BP 7:140)

All students will receive locker assignments during the first day of school. Since lockers are for the safety and convenience of students, it is important to keep your locker locked. (After the door is closed, spin the dial.) KEEP THE LOCK COMBINATION PRIVATE AND USE ONLY YOUR ASSIGNED LOCKER. STUDENTS ARE NOT PERMITTED TO MAKE UNAUTHORIZED MOVES INTO ANOTHER STUDENT'S LOCKER. All students should inspect their lockers at the beginning of the school year for any damage or cleaning that might be needed. Report any trouble with your locker to the appropriate staff member or the Main Office. Defacing of lockers is not permitted. Students will be assessed a monetary fine, to be determined by school personnel, if lockers are found to be damaged or defaced in any way. Routine locker inspections may be conducted. Each student has the responsibility to clean out

and remove locker contents at the end of the school year. The locker and its contents are subject to search by school officials especially if there is reason to suspect that unauthorized materials (e.g., drugs, alcohol, stolen property, etc.) are being housed in the locker. Since the school cannot assume liability for any lost or stolen property, students are cautioned to keep their possessions under lock at all times. Students are discouraged from bringing valuables and large sums of money to school.

Student athletes must remove locks and personal items from the athletic lockers at the conclusion of each athletic season. Failure to do so may result in the removal of the lock and belongings by school personnel.

Note: ALL STUDENT LOCKERS ARE THE PROPERTY OF INDIAN PRAIRIE SCHOOL DISTRICT 204 AND ARE ACCESSIBLE TO SCHOOL AUTHORITIES AT ANY TIME.

School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant.

Lost and Found
Lost and found articles will be taken to the Main Office or school Lost & Found. Inquire about items of value (i.e. gold or silver jewelry, wallets, purses, cash) in the Main Office.

Lunch (BP 4:130)
Our food service operation is located in the cafeteria. Students may purchase a meal which includes a choice from a variety of entrees plus two or three sides. Sides include a choice of salads, fruit, vegetables, and juice or milk that round out the nutritious and popular menu.

The District offers an online prepayment system at www.pushcoin.com. Parents can register for a free account that allows them to manage their student's meal account by checking end of year balances, paying off any negative balances, preparing for the next school year, and seeing what your student has purchased in the lunchroom. Student meals are purchased using their student ID.
Online payments are accepted, but not required. Payments via check will be accepted at the school and the monies entered on the student account. Payments will be reflected the next day on the account. Students may also bring their own lunch. A la carte items and beverages may be purchased.

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

Free and Reduced Lunch – USDA National School Lunch Program (BP 4:130)
The District participates in the USDA National School Lunch Program to supply free/reduced breakfasts/lunches to students of families whose gross income qualifies them for such assistance. Parents may apply at any time during the school year STARTING JULY 1. The application may be submitted online or be requested from the school office.

Medication (Self-Dispensing or Self-Administration) (BP 7:270)
Students should not take medication during school hours or during school-related activities 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 and follow the District's procedures on dispensing medication. No student shall 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 policy and its implementing procedures.

Students may possess and self-administer emergency rescue medications, which include those for allergies, diabetes, asthma, and seizures. It is required that the parent/guardian has completed and signed an *SMA Form*. There will be an Emergency Action Plan on file for each self-administering student.

See the "Administering Medicine to Students" section of IPSD 204 Parent-Student Handbook for more details.

No Trespass Letters (BP 8:30)

If an individual is considered to be disruptive, his or her access to school activities and school property will be limited to the school day by being issued a No Trespassing Letter from the Administration. If students do not comply with the No Trespassing Letter they will be suspended for insubordination and may be subject to arrest.

Parent Conferences (BP 8:95)

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

Permanent Records (BP 7:340)

Students' permanent records will be kept for sixty years after promotion. Temporary records will be destroyed five years after promotion. Students and parents/guardians may inspect, copy, and challenge the records that are in temporary and permanent files before they are sent to a new school or destroyed.

Personal Information (BP 7:15)

Collection of personal information for marketing purposes:
In connection with any instrument used to collect personal information for the purpose of marketing or selling the information (or otherwise providing the information to others for that purpose): **(1)** parents will receive prior notification of the administration or distribution of any such instrument; **(2)** upon request, a parent may inspect any such instrument prior to its administration or distribution; and **(3)** a parent may elect not to allow his or her child to participate in the completion of or response to any such instrument.

- **Opt-Out/Inspection Request Procedures: (BP 6.260)-** Parents who wish to opt their children out of participation in one or more of the activities identified herein must submit a signed and dated written opt-out notice to the Building Principal at least two (2) school days prior to the activity date. The notice must identify the activity and state that the parent elects not to allow his or her child to participate in the activity.
  Parents who wish to inspect surveys, instructional materials and/or instruments used to collect personal information for marketing purposes must submit a written inspection request to the District office, directed to the Superintendent. The request must identify the specific item to be inspected and must be submitted prior to any deadline set forth in the notice of inspection rights.
- **Additional Notice to Parents: (BP 7:15)-** The District also will notify parents/guardians of the approximate dates on which the following activities (if any) are scheduled or are expected to be scheduled: **(1)** surveys requesting personal information; **(2)** collection of personal information for marketing purposes; and **(3)** physical examinations or screenings.

Personal Items

Students may ride skateboards or wear in-line skates to school but may not use them on school property. During the day, skateboards and in-line skates must be kept in lockers. Students riding the bus are not

allowed to carry skateboards or in-line skates on the bus due to safety rules. In addition, the use of motorized skateboards, hoverboards, scooters or drones is not permitted on school property.

Due to the potential danger of aerosol sprays, all aerosol sprays (i.e. hair spray, deodorants, etc.) are forbidden on school property, at off-campus school sponsored events, at extra–curricular activities, and on school busses.

Physical Exam and Screening

Parents will receive prior notice of any non-emergency, invasive physical examination or screening that is – (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student or other students. In addition, parents may elect not to allow their children to participate in such a physical examination or screening.

Retention/Promotion Procedure

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

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

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

School Closing (BP 4:170)

When winter weather occurs, the safety and well-being of our students is always a top priority. District 204 follows a plan whenever there is consideration of a school closing due to weather conditions. We contact parents using the following methods:

- Information is posted first by @ipsd204 on Twitter and at www.ipsd.org
- Connect-ED phone call to parents/guardians
- Local television and radio stations
- Emergency Closing Center's website

More information can be found at http://www.ipsd.org/Subpage.aspx/WinterWeather

School Resource Officer (SRO) (BP 7:150)

As officer of the Police Department, School Resource Officers (SRO) work to establish a positive relationship between the police department and the school community. The goal of the School Resource Officer (SRO) is to assist in the maintenance of a safe and secure school environment and to allow for the educational process to occur in a natural and uninhibited manner. The SRO will be involved in law enforcement duties, educational programming, and counseling as situations dictate. In addition to being a member of the Police Department, the SRO is part of the IPSD and School community. The SRO will collaborate with and advise school personnel, act on referrals from school personnel and issue consequences ranging from counseling to arrest. Questioning or interviewing of

students conducted by school officials does not require parental contact or consent, even if such questioning occurs in the presence of the School Resource Officer or the information obtained by school officials is shared with a School Resource Officer.

Search and Seizure (BP 7:140)
For the safety and supervision of students in the absence of their parent(s) and guardian(s), to maintain discipline and order in schools, and to provide for the health, safety, and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal belongings, as well as District property. If school authorities have reasonable suspicion that a student has violated or is violating the law or district's policy, school authorities may conduct a search to produce that evidence. School authorities may also inspect and search places such as lockers, desks, and other school property and equipment owned or controlled by the District, without notice to or consent of the student. Furthermore, within reason, their belongings may be searched as students are approaching and departing campus. Students who leave the building without permission may be subject to search upon returning to the building. Interviewing or questioning of students by school officials, including the School Resource Officer, does not require parental contact or consent.

Sexual Abuse (BP 4:165)
State legislation was enacted that requires the inclusion of an evidence-informed age-appropriate curriculum for students in Pre-Kindergarten through 12th grade regarding sexual abuse. Parents/guardians of students in any of grades K through 8 will be provided written notice at least five days before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing. A copy of the Board Policy 4:165: Awareness and Prevention of Child Sexual Abuse and Grooming Behavior policy is available on the district website.

According to RAINN.org, child sexual abuse is a form of child abuse that includes sexual activity with a minor. A child cannot consent to any form of sexual activity, period. When a perpetrator engages with a child this way, they are committing a crime that can have lasting effects on the victim for years. Some forms of child sexual abuse include but are not limited to:

- Exhibitionism, or exposing oneself to a minor
- Fondling
- Intercourse
- Masturbation in the presence of a minor or forcing the minor to masturbate
- Obscene conversations, phone calls, text messages, or digital interaction
- Producing, owning, or sharing pornographic images or movies of children
- Sex of any kind with a minor, including vaginal, oral, or anal
- Sex trafficking
- Any other contact of a sexual nature that involves a minor.

Grooming is committed when a person knowingly uses a computer on-line service, Internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child under 17 years of age, a child's guardian, or another person believed by the person to be a child or a child's guardian, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

Children often show us rather than tell us that something is upsetting them. There may be many reasons for changes in their behavior, but if we notice a combination of worrying signs, it may be time to call for help or advice.
The following warning signs of possible sexual abuse have been taken from https://www.erinslaw.org

Warning Signs of an Abused Child

- Nightmares
- Trouble sleeping
- Bed wetting
- Change in appetite
- Fear of certain people, places, activities
- Mood swings: Rage, Anger, Fear, anxiety, insecure or withdrawn
- Depression
- Aggression
- Feeling shameful or guilty
- Isolating oneself
- Withdrawal from someone
- Resisting removing clothes when appropriate times (bedtime, bath time)
- Change in academics
- Running away from home
- Suicidal thoughts
- Acting out sexually
- Exhibits adult sexual behaviors, knowledge, and language.

Signs more common in Adolescents

- Eating Disorders
- Self-Injury
- Drug and Alcohol Abuse
- Promiscuous activity
- Running away
- Suicidal
- Depression and Anxiety
- Fear
- Academic problems

Signs of an adult who may be sexually abusing your child

- Giving a child special attention
- Trying to spend a lot of time alone with a child
- Buying child expensive gifts or giving them money
- Treating a child as a “favorite” from other children
- Physical affection towards child: Kissing, hugging, holding hands, or wanting to be very close to a child.

Any one sign doesn't mean that a child was or is being sexually abused, but the presence of several suggests that you should begin to ask questions and consider seeking help. Keep in mind that some of these signs can emerge at other times of stress such as:

- During a divorce
- Death of a family member or pet
- Problems at school or with friends
- Other anxiety-inducing or traumatic events

Physical warning signs:
Physical signs of sexual abuse are rare; however, if you see these signs, take your child to a doctor. Your doctor can help you understand what may be happening and test for sexually transmitted diseases.

- Pain, discoloration, bleeding or discharges in genitals, anus or mouth
- Persistent or recurring pain during urination and bowel movements
- Wetting and soiling accidents unrelated to toilet training

If a child discloses abuse

- Listen to the child
- Let them know they did the right thing by telling
- Tell them this is not their fault
- Say you believe them
- Let child know they are safe now and won't be hurt again
- Report abuse immediately to the police

If you suspect that a child is a victim of sexual abuse, please report it immediately. A sexual assault of a child is a criminal act. Contact the Department of Children and Family Services at 800-252-2873 and your local police department.

Call 911 for police and/or paramedic assistance if the situation is an emergency. An emergency is a situation where a child faces an immediate risk of assault that could result in death or serious harm.

Resources

You can call the National Sexual Assault hotline at 1-800-656-4673 to speak to someone. You can also talk to someone online at https://www.rainn.org.
Rape Abuse Incest National Network Hotline at 1-800-656-HOPE (4663)
Childhelp National Child Abuse Hotline at 1-800-4-A-CHILD (800-422-4453)
Erin's Law website: https://www.erinslaw.org/

Social Suspension (BP 7:240)

Students may be placed on Social Suspension for certain violations of the Code of Conduct, Acts of Disobedience or Acts of Misconduct. Social suspension includes the loss of privilege to attend after school, extra-curricular events including but not limited to athletic events, music and drama performances and all school dances.

Student Directory Information (BP 7:340)

Directory information may be released to the general public, unless a parent requests otherwise. The District has designated the following information as directory information: student's name, address, telephone number, gender, grade level, birth date and place; parents/guardians names and addresses; academic awards, degrees and honors; information relating to school-sponsored activities, organizations and athletics; major field of study; and period of attendance in the school and District. **Any parent who wishes to request that any or all such information not be released should complete a Release of Directory of Information Opt-Out Form within the first two weeks of each school year located at** https://www.ipsd.org/Page/2827.

No photograph highlighting individual faces will be used for commercial purposes (including solicitation, advertising, promotion or fundraising) without prior, specific, dated and written consent of parent/guardian, or student, as applicable. The following shall not be designated as directory information: an image on a school security video recording, student social security number or student identification or unique student identifier.

A parent/guardian may ask the District not to release directory information by submitting a **Release of Directory of Information Opt-Out Form** to the student's school, addressed to the principal within the first two (2) weeks of the school term.

Student Identification Cards (BP 7:190)

Students must carry a valid (current school year) ID card with them at all times. Specifically, students may be required to show a valid student ID card to a teacher, administrator or other school personnel while on school district property. Students without valid ID cards will not be admitted to such events. On certain occasions when attempting to identify multiple students in a timely manner, a school official may ask a

student to show or temporarily surrender their ID card. When asked to do so, students must comply with a request regarding ID cards or they may be subject to disciplinary actions.

Student Privacy and Parental Access to Information (BP 7:15)
The following statement appears in all student handbooks and is distributed at the beginning of each school year. In the event no handbook is available, the building principal will ensure that all parents receive or have access to, at the beginning of the school year and/or at enrollment time, a copy of the following statement either in hardcopy or via online:

- ***Notice – Student Privacy/Parental Access to Information:*** This Policy addresses student privacy and parents' rights to information relating to instructional materials, surveys, physical examinations/ screenings, and collection of personal information for marketing purposes.

A Summary of the Policy is Set Forth Below:

- ***Instruction material:*** Upon request, a parent may inspect any instructional material (BP 7:15) used as part of the educational curriculum for his or her child.
- ***Surveys Created by a Third Party:*** Upon request, a parent may inspect a student survey created by a third party before the survey is administered or distributed by a school official or staff member.
- ***Surveys Requesting Certain Personal Information:*** Upon request, a parent may inspect any student survey requesting information about: (1) political affiliations or beliefs; (2) mental or psychological problems; (3) sexual behavior or attitudes; (4) illegal, anti-social, self-incriminating or demeaning behavior; (5) critical appraisals of other individuals with whom students have close family relationships; (6) legally recognized privileged or analogous relationships; (7) religious practices, affiliations or beliefs; (8) income (other than as required by law to determine eligibility for a program and/or for financial assistance).
  The District will obtain prior written consent from parents before students are required to submit to any such survey funded in whole or in part by U.S. Department of Education funds. For any such survey not funded in whole or in part by U.S. Department of Education funds, parents will receive prior notice of the survey and an opportunity to opt their children out of participating.

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

Student Records (BP 7:340)
School student records are confidential and information from them shall not be released other than as provided by law. The Superintendent shall fully implement the policy and will designate an official records custodian for each school. Concerns related to student records may be addressed with the building principal.

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

Types of Student Records

The "permanent record" includes:

- Basic identifying information, including the student's name, address, birth date, birth place, gender, and the names and addresses of the student's parents/guardians;
- Academic transcript, including grades, graduation date, grade level achieved, and scores on college entrance examinations;
- Attendance record;
- Accident reports and health record;

- Record of release of permanent record information.

The "permanent record" may also include:

- Honors and awards received; and
- Information concerning participation in school sponsored activities or athletics, or offices held in school sponsored organizations.

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

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

Rights of Parents:

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

Persons, Agencies or Organizations Having Access to Student Records Without Parent Consent:

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

Procedures for Challenge:

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

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

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

Additional Information:
Permanent records are maintained for at least 6 years after the student has transferred, graduated or otherwise permanently withdrawn. Temporary records are maintained for at least 5 years after the student has transferred, graduated or otherwise permanently withdrawn.
The school may charge the actual cost (not to exceed $.0354 per page) of copying student records at the request of a parent or student. However, no parent or student will be denied requested copies due to inability to pay for the copies.

Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), a parent may file a written complaint with the U.S. Department of Education when they believe that a violation of FERPA has occurred.
No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act.

Technology (BP 6:235)
All students are asked to sign an Acceptable Use Policy defining acceptable use of the Internet and technology in general. The essence of the policy is that the students will use the technology to enhance their education based on our curriculum. Infractions of the policy will be categorized as disobedience and will involve consequences.

> ***1:1 District Issued Digital Device:***
> Indian Prairie School District #204 will provide students a Google Chromebook for use at school and at home to support learning. Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of technology and district networks. We also expect that students will keep their district-issued devices safe, secure and in good working order. Additional responsibilities and guidelines are accessible online at
> http://ipsdweb.ipsd.org/uploads/1to1/StudentParentAgreement1to1MSEnglish.pdf
> http://ipsdweb.ipsd.org/uploads/1to1/Handbook1to1MSEnglish.pdf
> http://ipsdweb.ipsd.org/uploads/1to1/StudentParentAgreement1to1MSSpanish.pdf
> http://ipsdweb.ipsd.org/uploads/1to1/Handbook1to1MSSpanish.pdf

Telephone Access and Use During the School Day
If a situation arises in which phone use is needed, students may report to the Main Office to make a call. Parents/guardians needing to contact their student for emergency purposes should call the Main Office. Parents/guardians are discouraged from contacting students via cell phones during the school day. Cell phone use by students may result in consequences as outlined in the discipline policy.

Visitors During the School Day (BP 8:30)
In receiving visitors, District personnel will be cognizant of student welfare and safety, and the continuity of the educational program. In order to provide for an orderly process and worthwhile experience for visitors, the following guidelines will govern school visits:

1. Visitors will pre-arrange visits to the school with the building principal at least 24 hours prior to the visit.
2. In all cases, visitors must report to the Main Office upon entering the school building and present a **valid picture ID.** All IDs will be scanned into the schools database.
3. School and classroom visits must not be disruptive or in any way interfere with the instructional program. All visits and visitors will be subject to the authority of the building principal, who may restrict or limit visits, or visitors as he/she considers necessary.
4. Each visitor will be asked to wear an identification badge when visiting District classrooms.
5. The federal Gun-Free School Zones Act (18 U.S.C. §922(q)(2)) provides generally that it is unlawful for any individual knowingly to possess a firearm in a school zone.

School Visitation Rights Act

Pursuant to the School Visitation Rights Act, parent/guardians are notified that an employer must grant an employee leave of up to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during nonwork hours; however, no leave may be taken unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee must provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours' notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer. Letters verifying parents'/guardians' participation in school conferences or other activities are available from the school office upon request.

SCHOOL CLIMATE

Refer to Board Policy 7:190 for additional information

Philosophy and Expectations

The Superintendent or their designee, with input from the parent-teacher advisory committee, will prepare disciplinary rules that implement the District's policies. Each student is responsible for becoming familiar with the district's disciplinary policies and rules, and any claim of lack of knowledge of such policies and rules will not affect any disciplinary proceedings that are initiated against a student.

This school believes in the development of self-discipline of each student. Parents/guardians, teachers and school officials are all partners in helping students acquire that self-discipline. At school, teachers are the first resource in fostering an orderly school atmosphere.

When a student is involved in a disciplinary matter, the student will be given individual attention in a positive, corrective manner. Disciplinary action may range from a warning/behavioral intervention to detention or suspension from school. Expulsion from school is the most serious option used in maintaining student discipline.

Parents/guardians are informed of significant disciplinary action involving their student as well as the procedure for due process appeals for suspensions. Questioning or interviewing of students conducted by school officials does not require parents/guardians contact or consent, even if such questioning occurs in the presence or vicinity of the school resource officer or the information obtained by school officials is later shared with a School Resource Officer.

All school rules apply during travel to and from school and at school-sponsored activities, including parking lots used by students for school attendance, anytime in the building, or any school-sponsored activity in or away from school at any time.

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

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

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

Classroom Behavior
The following are basic classroom behavior expectations:

1. **Supplies, materials and homework** – The expectation is for students to come to class prepared with the necessary books, supplies, and homework. Each time a student does not have the necessary pen, pencil, paper, book, etc. he/she will advance to the next step. If a step system is acted upon the student should not receive a double jeopardy of an additional consequence such as a zero (0) grade for the homework assignment.
2. **Classroom behavior** – Students are expected to use courteous behavior towards students and teachers. Each time a student neglects this courtesy, he/she will advance to the next step. (Examples: interrupts or talks during class, is rude or disrespectful, does not follow teacher directions or classroom rules relating to behavior)
3. **Tardy to class** – Students should be in the classroom ready to begin at the time class is scheduled to start. Each time a student arrives after this time, without a pass, he/she will advance to the next step. Chronic tardiness could be considered as repeated refusal to comply with school rules.

Steps for Dealing with Classroom Misbehavior

- First Consequence: The teacher will communicate to the student that the behavior is inappropriate (warning).
- Second Consequence: Parents/guardians contact (by phone) is recommended but not required for all behavior infractions.
- Third Consequence: Detention and/or other teacher intervention.
- Further Consequence: If the problem persists, additional detentions or other consequences may be assigned. In addition, other interventions may be implemented. These disciplinary measures are a range of options that will not always be applicable in every case.

Range of Disciplinary Measures

- **Parents/Guardians Conference—**The teacher(s) will share concerns with the student's parents/guardians in order to gain insight, receive suggestions, and address the problem in a cooperative, supportive effort.
- **Team Intervention—**The teacher(s) will discuss the problem during team meetings.
- **Building Intervention/Teacher Assistance—**The teacher(s) will bring the problem to a team which consists of teachers, social worker, counselor, and the administration. Further discussion will take

place and result in intervention strategies and a timeline to monitor progress and update strategies. Some of the strategies may be a continuation of those implemented during the grade–level team intervention. Parents/guardians shall be notified of recommended strategies by the school.

- **Referral to Administration—**In instances of student gross misconduct or repeated misbehavior, teachers may refer students to the assistant principal. The student will be held responsible for his/her actions which may include consequences at the discretion of the administration.
- **Detention Procedure**
  1. The student will be given a detention slip indicating the date issued and a brief description of the inappropriate behavior.
  2. The student is responsible for obtaining his/her parent's/guardian's signature on the detention form.
  3. The detention must be served before or after school within three attendance days of the date issued. The signed detention form must be given to the detention hall supervisor. If a student is absent from school on each of the three consecutive attendance days following receipt of a detention, the detention is to be served the first day upon returning to school.
  4. Failure to serve a detention within the required three days may result in an in–school suspension (ISS) or other appropriate consequence, at the discretion of the administrator, for refusal to comply with the school rules regarding detentions.
  5. Two or more failures to serve detentions may result in future consequences as determined by the administration.
  6. Detention periods must be used for the purpose of independent study or reading of appropriate material. Students must bring appropriate instructional materials.
  7. Detentions are to be served before school **(7:20 A.M. -7:50 A.M.)** or after school **(3:10 P.M. - 3:40 P.M.)** Alternative arrangements are not available due to supervisory responsibilities. Parents/guardians shall be responsible for ensuring that their child attends during one of these times if he/she is assigned.
- **In-School Intervention (ISI)** – ISI is an intervention that is utilized for under half a day. While serving ISI, the student is expected to complete school assignments in a quiet area. On a day that ISI is assigned, the student will not be attending his/her regular classes but will be assigned to one supervised room. If the student is absent on a day that an ISI is assigned, he/she is to serve it on the first day after returning. Students who engage in misbehavior while serving an in–school intervention may be subject to disciplinary consequences that are appropriate for the misbehavior.
- **In-School Suspension (ISS)—** ISS is an intervention that is utilized for over half a day. While serving ISS, the student is expected to do school assignments in a quiet area. On a day that ISS is assigned, the student will not be attending his/her regular classes but will be assigned to one supervised room. If the student is absent on a day that an ISS is assigned, he/she is to serve it on the first day after returning. Students who engage in misbehavior while serving an in–school suspension may be subject to disciplinary consequences that are appropriate for the misbehavior. Parents/guardians will be responsible for making immediate arrangements to pick their child up at school.
- **Out of School Suspension (BP 7:200)—**One of the interventions that may be assigned by the administration is the Out of School Suspension (OSS). Building administration place a priority on keeping students in school; however, there are individual cases that may warrant a student receiving an out-of-school suspension. Students will be issued an out-of-school suspension if the student's continued presence in school would pose a threat to school safety OR would disrupt to other students' learning opportunities.
  - While serving OSS, the student is not allowed on school grounds for any function without the prior direct consent of the Principal or Assistant Principal.
  - In cases where a student receives an out-of-school suspension for 3 days or fewer, notification to parents/guardians will detail the policy infraction and the rationale for the duration of the suspension.

- In cases where a student receives an out-of-school suspension for 4 days, notification to parents/guardians will detail the policy infraction, the rationale for the duration of the suspension, and all behavioral and disciplinary interventions that have been attempted.
- In cases where a student receives an out-of-school suspension for 5 - 10 days, notification to parents/guardians detail the policy infraction, the rationale for the duration of the suspension, and all behavioral and disciplinary interventions that have been attempted.
- During out-of-school suspensions of 3 or more days, class work will be collected by the guidance counselor and may be picked up by the parent/guardian in the guidance office. The length of suspension is measured in school days when students are in attendance.
- If a student receives an out-of-school suspension, they are responsible for turning in all missed work. The number of days they are out will determine the number of days they have to complete the work upon their return. For example, a student receiving an out of school suspension for 2 days will have 2 days upon their return to complete the work.
- Upon returning from an out-of-school suspension, expulsion, or alternative placement all, students will have a re-engagement meeting. The goal of the re-engagement meeting will be to help the student successfully transition back into the school environment.
- In disciplinary cases in which a student is removed from a classroom for a day or longer, the district affords due process procedures. Due process ensures that the student is informed of the charges and is given the right to respond. Appeals must be made within seven days of the suspension. A request for an appeal shall not delay the implementation of the suspension. Disciplinary records will be removed from or revised in the student record, as necessary, to reflect the result of any review. If a student or parent/guardian wishes to appeal an administrator's decision, he/she may appeal to the principal or his designee according to due process procedures. A parent/guardian may attend such appeal with the student. Appeal hearings are held at school or at the Crouse Education Center.
  Reviews must be in the following order:
  - First Level: Principal or designee
  - Second Level: Superintendent or designee or School Board appointed hearing officer, at the discretion of the administration.
- A student whose presence poses a continued danger to persons or property, or poses ongoing threats or disruption to the academic process, may be immediately removed from school. In such cases, the requirements of suspension proceedings will follow as soon as possible.
- It is important to keep in mind that participation in athletics/activities is a privilege, not a right. The rights of due process do not extend to such a privilege. A separate compatible participation code covers conduct by students involved in athletics/activities both in and out of season. The decision in cases of alleged misconduct will include both the regular school discipline and the extracurricular discipline.

- **Referral to the School Resource Officer (SRO) (BP 7:150) —**The establishment of the position of a School Resource Officer will permit the disciplinary structure of District 204 secondary schools, in concert with Naperville and Aurora police officers, to become prevention-oriented, addressing youth concerns before they become youth problems. It is logical that community resources such as schools and law enforcement agencies provide each other with expertise for dealing with youth involvement in at-risk behavior. Because society expects schools to meet youth needs that range far beyond their education, community resources such as law enforcement must reach into the schools to provide expertise in dealing with youth. The school setting provides an educational environment that can offer preventive programs in deterring youth from involvement in criminal acts, alcohol use, drug use, gang involvement, theft and violence. The intent of the School Resource Officer program is to establish positive working relationships with police, school administration, service agencies, parents and students to maintain a safe, secure environment free of violence and fear, enabling education to occur naturally and uninhibited.
- **Social Probation—**The school administration considers social probation a serious consequence. Students on social probation will not be allowed to attend or participate in any before or after school

activities for a period of time determined by the school administration. Students assigned social probation will lose all of their special privileges. These privileges include, but are not limited to, attendance at, or participation in; Student Council functions; intramural and interscholastic sports and other intramural programs or clubs; PTSA programs; band and chorus trips; other special non-academic assemblies; and the ability to be in the hallway after the school day unless accompanied by an adult. These special privileges that are lost do not include participation in after-school activities which affect the student's grade, such as band and chorus, and presentation of school projects. Students are expected to participate in these activities (concerts and other academic requirements) while assigned social probation unless told otherwise by the administration. In addition, participation in field trips, assemblies and other special activities including promotion may be suspended.

Search and Seizure (BP 7:140)

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

Threats and Safe School

Any threat will be taken seriously. We caution all students that threats may result in serious disciplinary consequences. Police investigation, arrest, suspension, and recommendation for expulsion may be warranted.

Acts of Disobedience or Misconduct

Disobedience or misconduct shall include any conduct, behavior, or activity which causes or may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel. Disobedience or misconduct may occur on school grounds, on a school bus, or at a school function. It may also occur outside the school grounds provided, however, that a direct relationship exists between the conduct of the student and the school's educational function.

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

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

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

Categories of Offenses

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

LEVEL I

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

Misuse of Hall Pass/Unauthorized Area: Any act involving the misuse of a hall pass for the purpose of going to an unauthorized area without explicit permission.

Leaving Without Permission: Leaving an area without permission or knowledge of a staff member.

Failure to Carry/Misuse of ID: Misrepresentation of self or others by using another student's ID or not having a current school ID.

Tardy: The act of unexcused lateness to school, class, or any other part of the student's schedule.

Profanity: Obscene, inappropriate, or vulgar language including but not limited to swearing and cursing.

Throwing Objects: Unintentionally or purposefully throwing objects.

Forgery: The act of falsely using the name of any other person or falsifying time, dates, grades, addresses, or other data on school forms.

Cheating/Plagiarism (BP 7:190): Cheating or plagiarism occurs when a student intentionally or unintentionally obtains, or assists others in obtaining, credit for work that is not his/her own whether it is accessed verbally, in writing, graphically, or electronically.

Lying: Failure to tell the truth or withholding information.

Insubordination: The willful failure to respond or carry out a reasonable directive by authorized school personnel.

Disrespect: Lack of respect or courtesy towards staff members or students, including but not limited to: insults, derogatory name calling, dishonoring or any other manner that is abusive in a verbal or written form.

Disrupting the Educational Process: Any conduct (verbal, written, or physical) that interrupts the learning environment.

Off-Task Behavior: A student completely disengages from the learning environment and task in order to engage in an unrelated behavior.

Unprepared for Class: Failure to bring required materials or assignments to class.

Disorderly Conduct: Any behavior or conduct that disturbs, alarms, or interrupts the peace and good order of the school.

Electronic Devices (BP 7:190): Any use of electronic devices in unapproved areas or situations.

Bus Violation (BP 7:220): Any inappropriate conduct or behavior (verbal, physical, or written) that occurs on the bus.

Possession or Use of Tobacco: Students on school premises using tobacco or in possession of tobacco or tobacco paraphernalia with or without the intent to distribute. This includes the possession or use of e-cigarettes or vaping devices.

Dress Code Violation (BP 7:160): Indian Prairie School District #204 Middle School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Certain body parts must be covered for all students at all times and attire should not preclude students from accessing the school's educational programming. Clothes must be opaque fabric. Dress code also

applies to accessories, book bags, purses and other similar items that may be worn or brought to school or school-related events.

Middle School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student or staff.

Head coverings (e.g., hats, hoods, and sunglasses must be removed upon entering the building. (Religious head coverings are exempt.)

Students whose clothing is in violation of the dress code, will be provided the following options:

- Student will be asked to cover-up or change into alternative school appropriate clothing
- If alternative clothing is not available within the school building, the student's parent/guardian may be called to bring alternative school appropriate clothing

If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

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

LEVEL II

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

Theft-minor (under $500): Taking, removing, or possessing, without permission, property belonging to others.

Bullying (physical/verbal/cyber) (BP 7:20): The verbal, physical, written, or technological use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others over time. This behavior is often repeated and habitual. One essential prerequisite is the perception by the bully or by others of an imbalance of social or physical power, which distinguishes bullying from conflict.

Truancy (BP 7:70): Absent without valid cause during the school day or a portion thereof. Appropriate consequence will apply and may include referral to the County Truancy Office.

Failure to Serve: Student neglects to serve his or her assigned detention by the agreed upon due date.

Failure to Serve ISI / ISS: Student does not come to school or fails to report on the assigned ISS or ISI date.

Unwanted Physical Contact: Unwanted physical contact including but not limited to poking, touching, kicking, nudging, or any other actions that may otherwise cause distraction and discomfort.

Public Display of Affection: Embracing, kissing, or caressing another in a situation or other circumstances deemed inappropriate

Gross Insubordination: The willful failure to respond or carry out a reasonable directive by authorized school personnel that may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel.

Safety Violation: Acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel and students

Technology Violation: Failure to follow the guidelines of the IPSD 204 Acceptable Use Agreement or Student Handbook for technology

Level II Consequences are based on the seriousness of the incident and become more restrictive as the behavior persists. One or more of the following consequences may occur but are not limited to: verbal warning, student conference, preferred seating, parent/guardian contact, student services referral, student behavior contract, team intervention, conflict resolution, detention, Student Services referral, In-School Intervention, In-School Suspension, Social Probation, restitution, Out-of-School Suspension, or referral to School Resource Officer.

LEVEL III

These severe offenses present a substantial disruption and/or danger to the orderly operation of the school and/or to the health and safety of students, employees and other persons. Level III infractions may include but are not limited to:

Possession of Inappropriate/Pornographic/Hate Media (BP 7:310): This includes the possession, distribution, or intent to distribute such materials.

Racial/Ethnic/Sexual/Religious/Disability Comments (BP 7:190): Using verbal or written remarks which are based on a person's race, color, religion, ethnicity, sex, or disability in order to demean or disparage.

Vandalism (BP 7:190 and BP 7:130): Vandalizing school property or private property, which is lawfully on school premises, or being used in conjunction with a school-related activity. This includes intentional damage to, destruction or attempt to damage or destroy school property or the property of school personnel or other students. In addition to any consequences associated with this level, the student may be responsible for restitution.

Reckless Conduct: Totally unreasonable conduct that is a gross deviation from what a reasonable person would do. Reckless conduct is much more than negligence and can result in perceived or physical injury of others.

Gang Related Activity (BP 7:190): Any behaviors associated with a gang or gang related activities. These activities may include wearing, possessing, drawing, or displaying items that are considered to be gang identifiers.

Mob Action: When two or more people engage in or threaten reckless force or violence to another person which may or may not result in injury.

Incident Not Resulting in Physical Injury:

- **Battery to Staff Member:** An offense involving unlawful physical contact to a staff member not resulting in serious physical injury.
- **Fighting (BP 7:190):** Engaging in physical contact for the purpose of inflicting harm to another person--generally with two people engaging in inflicting harm.
  Advice to students: If you are approached by another student who threatens you and wants to fight, simply tell the nearest staff member or go to the principal's office to report this information. There should also be an attempt to retreat. There should be an attempt to neutralize a hostile situation without escalating it. Do not involve yourself in a fight; you will be suspended from school if you do. These general guidelines apply also to travel to and from school and school-sponsored activities. To maintain a safe environment, fighting at school cannot be tolerated.
- **Hazing (BP 7:190):** Any act directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, activity, event, athletic club, or athletic team, whether sponsored or not sponsored by the district, whose members or participants include other students.

- **Physical Aggression (BP 7:190):** Behavior threatening physical harm towards others. This includes hitting, kicking, biting, using weapons, or destroying others' possessions--generally with one person inflicting harm on another or an object
- **Sexual Harassment (BP 7:190 & 7:20):** Unwelcomed sexual advances, requests for sexual favors, and/or other verbal, physical, written or technological conduct of a sexual or sex-based nature, imposed on the basis of sex that has the purpose or effect of limiting any student in the enjoyment or right, privilege, advantage, or opportunity in the educational environment. Students who feel sexually harassed should contact any faculty member, counselor, or administrator. Complaints of sexual harassment by other students may be received orally or in writing. If the preliminary investigation reveals that the complaint is substantial and may warrant a suspension and/or other agency involvement, the student will be requested to put his/her complaint in writing; parents/guardians will be notified and involved in further investigation. The student's oral or written statement will be kept confidential, except as necessary to complete the investigation. District personnel will comply with the child abuse reporting laws, where applicable. Incidents may be evaluated and result in police involvement and recommendation for expulsion. Parents of all parties involved shall be contacted about discipline reports.
- **Sexual Misconduct:** Defined as inappropriate sexual behavior, sexual activity, or sexual language.
- **Theft-major ($500 & up) (BP 7:190):** Taking, removing, or possessing, without permission, property belonging to others.
- **Threat/Intimidation, Threat to Staff Member, Threat of School Violence (BP 7:190):** Any act, threat, hoax or prank of a dangerous nature, especially involving weapons, explosives, biological agents, or other dangerous material or look-alikes of such agents that endangers the physical or psychological wellbeing of individual students or staff members. This includes threatening destructive actions to a student/staff member or property.

Level III Consequences are based on the seriousness of the incident and become more restrictive as the behavior persists. One or more of the following consequences may occur but are not limited to: verbal warning, student conference, preferred seating, parent/guardian contact, student behavior contract, team intervention, conflict resolution, detention, Student Services referral, In-School Intervention, In-School Suspension, Social Probation, restitution, Out-of-School Suspension, referral to School Resource Office, or possible expulsion.

Level IV

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

Alcohol and Drug Offenses (BP 7:190): Students on school premises under the influence of alcohol/drugs or in possession of alcohol/drugs or drug paraphernalia with or without the intent to distribute. This includes the use or possession of look-alikes. District 204 reserves the right to inspect any beverage containers brought into school. Students suspected of using alcohol may be subjected to a breath test. The mere possession of alcohol or drugs (including the paraphernalia associated with drugs) on a student's person, in a locker, or at school events will result in suspension and referral to an available community enforcement prevention agency. This also includes the attempt to purchase or obtain these items in a manner that impacts the school climate. The school assumes that a person bringing such substances to school has the intention of using or selling them. A recommendation for alternatives, such as further education and counseling, may be made. The responsibility for getting special counseling will rest with the student and his/her parent(s)/guardian(s). Prior to the student returning to school, a meeting will be required with parent(s)/guardian(s) in attendance to determine what follow-up measures have been pursued. Students using or possessing alcohol or drugs, including paraphernalia, will be referred to the police.

Dangerous Weapon-Firearm* (BP 7:190): Students on school premises in possession of a handgun, shotgun, rifle, unidentified firearm or look-alike which could threaten the physical or psychological welfare of other students or school personnel.

Dangerous Weapon-other* (BP 7:190): Students on school premises in possession of a dangerous weapon or any object being used as a dangerous weapon which could threaten the physical or psychological welfare of other students or school personnel.

*The Board of Education believes that weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment and present a threat to the life, health and safety of students, employees and visitors on school district property. Accordingly, the possession, use, control or transfer of knives, guns, explosives, firearms or other weapons or dangerous instruments will be prohibited on school buses, in school buildings, and on school grounds, and at any school-sponsored activity or event, and at any activity or event that bears a reasonable relationship to school. If a student sees a weapon on school property or on a school bus, the child should **never** touch the weapon. That child must go immediately to an adult and inform them about the location of the weapon. All cases involving a weapon shall be handled in accordance to the Illinois School Code, 105 ILC5 5/10-22.6.

Incident Resulting in Physical Injury:

- **Fighting (BP 7:190):** Engaging in physical contact for the purpose of inflicting and resulting in physical harm to another person.
- **Physical Aggression (BP 7:190):** Physically aggressive behavior resulting in physical harm towards others. This includes hitting, kicking, biting, using weapons, or destroying others' possessions.
- **Sexual Assault (BP 7:190 & 7:20):** Any involuntary sexual act in which a person is coerced or physically forced to engage against their will or any nonconsensual sexual touching of a person.
- **Theft-Major ($500 and up) (BP 7:190):** The act of taking, removing, or possessing, without permission, property belonging to others resulting in serious physical injury.
- **Battery to a Staff Member (BP 7:190):** An offense involving unlawful physical contact to a staff member resulting in serious physical injury.
- **Hazing (BP 7:190):** Any act directed against a student resulting in serious physical violence for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, or activity, event or athletic club, activity, event or athletic team, whether sponsored or not sponsored by the district, whose members or participants include other students.
- **Bullying (BP 7:190 and 7:20):** The verbal, physical, written, or technological use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others over time. This behavior is often repeated and habitual. One essential prerequisite is the perception by the bully or by others of an imbalance of social or physical power, which distinguishes bullying from conflict.
- **Threats of Mass Harm or School Violence (BP 7:190)**- Any direct or indirect, written, verbal, or electronic communication that threatens or implies an act of mass harm or school violence, including but not limited to shootings, bomb threats, or other forms of large-scale violence against students, staff, or school property. This includes statements made as jokes, social media posts, or any other medium, regardless of intent, that cause alarm or disruption to the school environment.

Level IV Consequences are based on the seriousness of the incident and become more restrictive as the behavior persists. One or more of the following consequences may occur but are not limited to: verbal warning, student conference, preferred seating, parent/guardian contact, student behavior contract, team intervention, conflict resolution, detention, Student Services

referral, In-School Intervention, In-School Suspension, Social Probation, restitution, Out-of-School Suspension, referral to School Resource Officer, or possible expulsion.

Repeated Acts of Gross Misconduct
Other behaviors deemed inappropriate and disruptive to the educational atmosphere of the school will be handled at the discretion of the school administration. Depending on the seriousness of the offense, the penalty may be more severe than listed above.

In disciplinary cases in which a student is removed from a classroom for a day or longer, building administration will determine if the suspension will be in in-school suspension, out-of-school suspension, or a combination of the two. *Suspensions are determined on a case-by-case basis.*

Re-Engagement of Returning Students (BP 7:190)
As determined on a case-by-case basis, the building administrator will initiate and schedule a re-engagement conference and/or develop a re-engagement plan with students who are returning from an out of school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of expulsionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Prevention of and Response to Bullying, Intimidation and Harassment (BP 7:180)
Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;

3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

<u>Bullying Prevention and Response Plan</u>
The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of bullying as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has

information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Carey Beth Harry,
Chief Human Resource Officer
PO BOX 3990
Naperville, IL 60567
carey_harry@ipsd.org
630.375.3055

Complaint Managers:

Dr. Nicole Howard
780 Shoreline Drive, Aurora, IL 60504
nicole_howard@ipsd.org
630.375.3025

Brad Hillman
780 Shoreline Drive, Aurora, IL 60504
brad_hillman@ipsd.org
630.375.3025

Laura Rosenblum
780 Shoreline Drive, Aurora, IL 60504
laura_rosenblum@ipsd.org
630.375.3025

Anonymous Reporting email: www.ipsd.org/tips

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
    a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
    b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
    c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
    d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;
    c. Identification of areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation.

    The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

    1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
    2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
    3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary

    The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
    a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.

b. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
c. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
d. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
e. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
f. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
g. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
h. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
i. 7:310, Restrictions on Publications; Elementary Schools (PreK - 8), and 7:315, Restrictions on Publications; High Schools. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
    a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
    b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
    c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
    d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

STUDENT ACTIVITIES, CLUBS & ATHLETICS

Philosophy & Expectations

The Board of Education of District 204 encourages its students to broaden their skills, knowledge and citizenship by participating in school-sponsored clubs, councils, interscholastic and intramural athletics, theatrical productions, and other extra-curricular activities. Participating school-sponsored activities is a privilege extended to all students. We expect the behaviors of those to be at the highest order as you are representing the school and school district. A complete list of school activities and clubs is available on

your school's website. **In order to participate in afternoon and evening extra–curricular activities, students must check in at the Main Office no later than 11:30 A.M. on the day of the activity**. Special requests may be honored by contacting the administration prior to the absence. Students who leave school due to illness will not be allowed to participate in after school activities.

Eligibility for Interscholastic Activities

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

1. These guidelines apply to all interscholastic contests related activities.
2. Any student participating in one of these activities must maintain passing grades in all subjects.
3. The eligibility process will be coordinated and monitored by an administrator designated by the principal. Eligibility checks will be conducted at a minimum of every week. Teachers will indicate passing or failing grades based upon the grade the student is currently receiving.
    a. Step 1: Student will be on probation and have one week to bring up their grade(s) to passing.
    b. Step 2: Student will be allowed to practice but not compete. They will have one week to bring up their grade(s) to passing.
    c. Step 3: Student will not be allowed to practice or compete. They will have one week to bring up their grade(s) to passing.
    d. Step 4: Student may be removed from the team, club, or activity.
4. Individual cases of eligibility will be reviewed by the coach/sponsor, assistant principal, teacher(s) and principal or his designee.
5. Students who are excused from PE due to medical reasons are not eligible to participate in interscholastic or intramural sports.

Physical Exams/Athletic Participation

All 7th and 8th grade students desiring to participate in any of the athletic programs are required to have a physical examination within one year of intended participation. Please note, this physical report must be on file before a student may try out or practice for any sport. Physical Exams are only valid for 13 months from the date of the actual examination.

NOTE: Participation in the intramural program does not require a physical exam.

Concussion Management Guidelines (BP 7:305)

All students participating in interscholastic programs must complete a Concussion Information Sheet (https://www.ihsa.org/documents/sportsMedicine/current/Sports%20Medicine%20Consent%20and%20Acknowledgement.pdf). This document must be signed by both the athlete and legal guardian before participation will be allowed.

With regard to student athlete concussions and head injuries, the District complies with the protocols, policies, and bylaws of the Illinois High School Association. Specifically, the District will follow the "IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions", and/or any update thereof, and the District will implement the IHSA "Return to Play Policy", and/or any update thereof.

School Sponsored Events

Spectators are expected to act and behave in a courteous and considerate manner at all times. All regular school rules apply. Students choosing to behave inappropriately at such events could face possible consequences, including but not limited to not being allowed to attend future events. Students are expected to arrange for a ride home at the conclusion of the event. Parents: We ask that you cooperate in picking up your child no later than 15 minutes after the event. Students continuing to remain at school for an unreasonable amount of time after a school-sponsored event are at risk of not being able to attend future events.

1. Students should remain in the school building in the designated areas at all times. Students should refrain from leaving the event until the end of a period/halftime or game.
2. Students must demonstrate proper respect for all adult supervisors.

3. Students must demonstrate proper respect for the property of the school and others.
4. Students must observe necessary safety rules at all times.

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

- **High School Athletic Events**
  Throughout the school year, many of our middle school students want to attend athletic events at Waubonsie Valley, Neuqua Valley or Metea Valley High School. Collectively, middle school and high school administrators want to ensure that the behavior of the middle school students at high school athletic events is both safe and positive.
  1. It is strongly suggested that parents supervise their children while at an athletic event. High school athletic events, especially football and basketball, tend to draw a large crowd.
  2. Middle school students who are not accompanied by an adult must sit in an assigned area for supervision purposes.
  3. All middle school students must show their school ID when they are paying to enter the game.
  4. Remember that all school rules apply while students are in attendance at high school athletic events. Failure to comply with these rules may result in consequences. Following these guidelines will ensure that your child has a safe and enjoyable evening at the high school athletic events.
- **Off-Campus Trips**
  Remember that all school rules apply while students are attending off campus trips. Failure to comply with these rules may result in consequences. Although these trips are a planned part of our core curriculum, a student may be excluded from a trip at the discretion of the administration. An appropriate, alternative instructional activity will be arranged at school for students who do not go on off–campus trips. Parents will be notified in advance of the day of the trip of such an action and the reasons for it. Students will not be excluded due to financial need. Scholarships are provided to students as appropriate. Parents should contact the grade level counselor for further details.

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

1:1 TECHNOLOGY HANDBOOK (BP 6:235)

Overview
As part of the District's digital transformation and 1:1 Initiative, the Indian Prairie School District #204 will be providing each middle school student a Google Chromebook for use both at school and at home to support their learning.

All middle school students/parents/guardians will have an opportunity to participate in a 1:1 orientation session. For students, these sessions will take place during the school day. Parent sessions will take place during curriculum nights. Additional parent opportunities will be planned throughout the school year. All students/parents/guardians are required to review and sign the IPSD 1:1 Student/Parent Agreement as a condition of receiving a Chromebook.

All students must comply with existing board of education policies, including but not limited to 6:235 – Authorization for Access to Electronic Networks, and 7:190 – Student Behavior. All of these policies can be found on the district website at http://board.ipsd.org/Pages/Policies.aspx. In addition, all applicable guidelines and handbook language apply, including Acceptable Use Guidelines for Electronic Networks, which is available at https://ipsdweb.ipsd.org/acceptableuse.html.

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district networks. We also expect that students will keep their district-issued devices safe, secure and in good working order.

Individuals are prohibited from recording school-related video conferences and/or audio conferences (including but not limited to instruction, small group activities, and other educational services). Pursuant to applicable confidentiality and privacy laws, the School District does not authorize or consent to any such recording. Parents/guardians, students, and all others must not record remote learning educational activities, instruction, and/or services. Violations of this requirement will result in consequences, which may include removal of the student's access to remote learning activities and/or discipline for student misconduct.

Because the borrowed device is the property of the school district, it is subject to monitoring of use and search of contents at any time. Per Board Policy 6:235, there is no expectation of privacy in use or data stored on the district-owned device.

Receiving Devices
Students along with parents/guardians, will be required to sign the IPSD 1:1 Student/Parent Agreement before a student can be issued a Chromebook. All students new to the district following the initial device distribution phase will also be required to have a signed IPSD 1:1 Student/Parent Agreement on file. Orientation will be available for these students and parents/guardians once a device has been assigned to the student. Each school will determine a schedule and method for Chromebook distribution. This schedule will be communicated by the school.

Returning Devices
Students will turn in their Chromebooks at the end of each school year, when they transfer to another building in the district, or transfer out of the district. Students must also return devices immediately upon request of school officials if warranted by a disciplinary situation or investigation. Students who withdraw from IPSD #204 School District must turn in their Chromebook and its accompanying materials on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged a replacement cost. Students who refuse to voluntarily turn in their Chromebook or fail to pay the full replacement cost will also be responsible for the payment of all costs, including but not limited to attorney's fees, incurred by the district to recover the Chromebook or any owed fees.

Repair and/or Replacement Costs
Loss, theft, or damage of a device must be reported to school officials as soon as feasible. School administrators and Technology staff will assess the situation and confirm costs to be assessed to the student/parent.

Administrator-Initiated Restrictions
Noncompliance with the expectations of the IPSD #204 Student/Parent Handbook or violation of the District Technology Policies as outlined in the overview section of this document can result in the loss of privilege to use, or restricted access to, district-provided technology as a consequence for misuse or a safety measure with a particular student. If this is the case, a school administrator has the authority to make arrangements that may deny or restrict access to the resource in question. The use of technology is a privilege that will only be afforded to students who abide by the District's Acceptable Use policy. Other disciplinary actions defined in Board Policy may be applicable.

Students with Disabilities
IPSD #204 School District is committed that all students will have the tools needed to access the curriculum. The device that students with disabilities use will be determined individually by their individualized education program (IEP) or other appropriate plan. For some students this may be a Chromebook, and for others it may be a specialized device that allows for access and meets the unique

needs of the student. Devices will not be exchanged and replaced without consideration given to each individual situation. In the case where a Chromebook is not the appropriate electronic device, another type of device will be considered to assist the student in accessing the curriculum.

Use of Cameras & Microphones
Use of the Chromebook to record images, video or audio in the classroom is permitted only when approved by the classroom teacher.

- All electronic recordings created with the device must comply with district policies and state and federal laws.
- Due to privacy requirements, any recorded content must not be shared beyond the classroom unless approved by participants and the teacher.

Recording Equipment
The Chromebook comes equipped with audio and video recording capabilities through a built-in microphone and front-facing camera.

Use of Recording Equipment
Use of electronic recording devices is prohibited if it compromises the privacy interests of individuals or involves harassment and bullying. Use of the Chromebook in a manner that violates district policy may result in revocation of the device and further disciplinary consequence.

Use of the Chromebook and other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher. The student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are only for instructional/educational purposes and individual use.

Therefore, electronic recordings obtained with the Chromebook may not be shared, published, or rebroadcasted for any reason by the student without permission. Furthermore, users of the Chromebook should be aware that state and federal laws in many instances prohibit secret or surreptitious recordings undertaken without the knowledge and consent of the person or persons being recorded. Violations of state and federal recording laws can be reported to the proper authorities.

Chromebook Care
Students will need to carefully transport their fully charged Chromebook to school every day. Chromebooks may be transported in student-provided backpacks or cases. Careful placement in a backpack is important. Never throw or drop a backpack or bag that contains a Chromebook. Never place a Chromebook in a backpack or bag that contains food, liquids, heavy, or sharp objects. While the Chromebook is scratch resistant, it is not scratch proof. Avoid using sharp objects on the Chromebook. The Chromebook screen is glass and is vulnerable to cracking. Never place heavy objects on top of the Chromebook and avoid dropping your Chromebook.

Chromebook Battery
Students will be expected to charge their Chromebook each night in preparation for school. It is the student's responsibility to charge the Chromebook at home and ensure it is ready for use in school each day. Failure to do so may result in the student's inability to participate in classroom learning activities. Classrooms will have limited means to support charging during class time.

Cleaning the Chromebook
Avoid exposing the Chromebook to moisture or liquids. Avoid applying liquids to the Chromebook surface. The Chromebook should be cleaned with a soft cloth. If necessary, slightly dampen the cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the screen of the Chromebook.

Keeping the Chromebook Secure

- Never leave a Chromebook unattended.
- When not in your personal possession, the Chromebook should be in a secure, locked environment.
- Chromebooks are configured for individual use, utilizing an IPSD Google Apps for Education account. Personal account use is not feasible or allowed.
- Student passwords are the same as their IPSD computer login password, which helps to secure personal information and files. Students are responsible for remembering their passwords. Unless requested by the teacher or District personnel, students should not share their password with others.

Identifying Chromebooks

Each Chromebook has a unique identification number and at no time should identifying labels be modified or removed. There will be an approved means for students to identify their Chromebook. Students may not decorate and individualize devices with stickers or other items. Students will be fined for modifications, damage or personalization.

Lost/Stolen/Damaged Chromebooks

If a student 1:1 device is damaged, lost, or stolen, the student will be charged a fine to cover the actual repair or replacement costs for school-issued materials.

Troubleshoot/Diagnose/Repair

Make sure that only school district personnel troubleshoot, diagnose, or repair your borrowed device. Do not allow third party service people to handle your assigned Chromebook. This will void the warranty and you will be responsible for all damage associated with the device. ***Any attempt to alter the current configuration either physically or mechanically is strictly prohibited.***

Home Network/Wireless Usage

- IPSD #204 Chromebooks are designed to work as a single, independent workstation in a home wireless network that allows for such.
- IPSD #204 Chromebooks will connect to home wireless networks if the wireless network is open or only requires a network key, or passcode, to connect.
- Do not attempt to reconfigure any device settings or operating system defaults, even if your home network calls for it.
- Many public destinations now offer free public Wi-Fi to its patrons that can provide your device Internet access away from school.
- IPSD #204 devices cannot be used with Wi-Fi networks that require installation of networking software, reconfiguration of security settings, or manually assigning an IP address.
- Chromebooks do not have Ethernet ports, so by default, a wired home network cannot be used. If a wireless network is not available, a USB/Ethernet adapter can be purchased to facilitate network access at home.

Content Filtering

The district has the authority to monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access. The content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited. More information can be found in the Acceptable Use Guidelines for Electronic Networks document which is available at https://ipsdweb.ipsd.org/acceptableuse.html.

Through the District's student-issued Google Apps for Education account, the district's content filter will filter content on student Chromebooks even when they are off the district's network and connected to

the Internet. Because of the nature of the Internet, no content filter is foolproof. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for accessing content that is not school-related, whether blocked by the filter at that particular time or not. Disciplinary consequences in accordance with Board policy may occur for attempting to access unauthorized or inappropriate Internet sites.

Attempts to disable, reconfigure, or circumvent the content filter is a violation of the Acceptable Use Policy and aforementioned device usage practices as defined above and can result in disciplinary action.