Northwood Middle School



2026-2027
Parent/Student Handbook

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IN ADDITION TO THE INFORMATION REGARDING NORTHWOOD MIDDLE SCHOOL, PLEASE SEE THE DISTRICT HANDBOOK WHICH DESCRIBES THE POLICIES AND PROCEDURES WHICH EVERYONE IN DISTRICT 200 IS EXPECTED TO FOLLOW. PLEASE BECOME FAMILIAR WITH ALL OF THAT INFORMATION.

GENERAL SCHOOL INFORMATION

2121 North Seminary Avenue, Woodstock, IL 60098
Phone Number – 815-338-4900
Attendance Line – 815-337-8618
Fax Number – 815-337-2150
Mrs. Bethany Hall - Principal
Ms. Kelsey Murphy - Assistant Principal

District website: www.woodstockschools.org
School website: https://www.woodstockschools.org/northwood

MISSION STATEMENT & P.R.I.D.E. EXPECTATIONS

Northwood Middle School's community members take P.R.I.D.E. in their school by believing in the power to embrace learning and own their future.

P stands for **Purpose**
This involves setting academic and personal goals and putting a plan in place to achieve them.
R stands for **Respect**
This involves celebrating diversity, becoming a global citizen, being honest, self-confident and a team player.
I stands for **Independence**
This involves taking risks, problem solving, believing in your power to be self-reliant and proactive.
D stands for **Discipline**
This involves exercising self-control, upholding moral conviction and having a sense of responsibility.
E stands for **Excellence**
This involves learning from your mistakes and actively pursuing your goals.

DAILY SCHEDULE

Hours: School begins at 8:45 a.m. and ends at 3:35 p.m. The office is officially open from 7:30 a.m. until 4:00 p.m.

Students who enter the building prior to 8:15 a.m. will be required to remain in the cafeteria until they are released to their homeroom. If a student cannot behave, he or she will not be allowed in the building until 8:15 a.m. The office is open to students at 8:15 so that students may pay fees or take care of other business. Parents should be advised that students are unsupervised until 8:00 a.m.

ATTENDANCE AND DISMISSAL PROCEDURES

Absences: On a day when a student will be absent, the parent should call the attendance line at the following number: **(815) 337-8618**. This line is directed to an answering machine that operates twenty-four hours a day. The message must include the student's name and grade, the name of the person calling and the reason for absence. Also, please notify us whether a fever over 100° is present and what symptoms your child is exhibiting. Students are strongly encouraged to bring a doctor's note whenever possible. **Accumulations of unexcused absences can result in disciplinary intervention and the potential for referral to McHenry County Truancy.**

If a student is to be dismissed early on a school day, the student should bring a signed note to school and come to the office when it opens in the morning. The student will be given instructions as to when they should come to the office later in the day for dismissal.

If a student is tardy to school in the morning, they must report to the office before going anywhere else in school. The student must have a reason for being tardy and must sign a form on the office counter. Excessive tardiness may result in disciplinary action. A tardy is defined as ANY time that a student is late to school. Tardies for a medical reason (i.e. doctor's appointments, etc.) will not be counted as a tardy, but administration may require additional documentation.

Students must be in attendance for at least half the school day when there is an after school event. Failure to meet this requirement may result in the student being excluded. In addition, students that are sent home sick from school from the nurse or students sent home from school for disciplinary reasons cannot attend after school events.

Attendance and Tardiness: A student's future success in life and work reflect on good attendance and punctuality habits that are formed when they are young. It is very important for the health and well-being of all students that their school attendance is regular and punctual. When a child misses a significant number of days, even if only from one class, that child's education suffers significantly. To that end, our school complies with the Compulsory Attendance Provision of Illinois School Law Chapter 105 ILCS 5/26-1 through 5/26-15. Parents will be notified of excessive attendance issues. Subsequent non-compliance will be referred to the Regional Office of Education.

If a student is tardy to school in the morning, they must report to the office before going anywhere else in school. The student must have a reason for being tardy. Excessive tardiness may result in disciplinary action. A tardy is defined as ANY time that a student is late to school. Tardies for a medical reason (i.e. doctor's appointments, etc.) will not be counted as a tardy, but administration may require additional documentation. **Excessive tardies will be reviewed on a continual basis. Consequences can range from a warning/parent conference up to and including an in-school suspension**.

Additionally academic teams may institute their own tardy guidelines with regard to students being tardy to class.

Chronic Absences: The state of Illinois addresses students who are absent without good cause for more than 5% of the last 180 days of school. Nine days constitutes 5% of an entire school year. Truancy is a legal situation that can result in fines, loss of state assistance to the family, and/or jail time.

Northwood Middle School complies with the Compulsory Attendance Provision of Illinois School Law Chapter 105 ILCS 5/26-1 through 5/26-15. Student attendance will be evaluated each month, and notification will be sent to those students who are chronically absent or truant for more than 5% of the school year. You may receive one of the following letters:

First Notification: Notification that a student is on track to reach 5% absenteeism for the year and that a doctor's note may be required to excuse future absences if 5% absenteeism

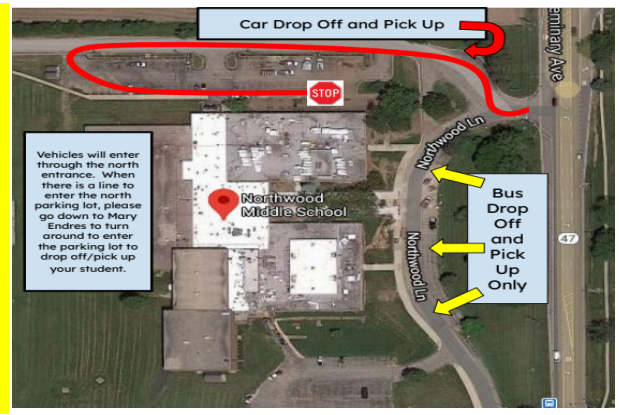
Second Notification: Student has now reached 5% absenteeism. Parents are notified that truancy discipline applies to all unexcused absences. Additionally, if attendance rate continues to decrease, an official referral to the Regional Office of Education Truancy Office can be made if improvement is not shown by student. (If the student's attendance improves markedly, the requirements may be lifted)

Third Notification: A referral to the Regional Office of Education Truancy Office has been made and an R.O.E. Truancy Interventionists will be in contact with the family for probable legal proceedings in accordance with Illinois truancy laws.

For further information, please contact the McHenry County Regional Office of Education at 2200 North Seminary Ave. Woodstock, IL 60098. Phone: 815.334.4475
website https://www.mchenrycountyil.gov/county-government/regional-office-of-education/services/truancy-prevention

Dismissal Procedures: At 3:35 p.m., a bell will ring signaling that it is time for the end of the day. Shortly before the bell rings, announcements will be made over the public address system. It is imperative that students listen carefully as some of the announcements will ask particular students to come to the office for messages. When the bell rings, all students will be dismissed to their lockers. Students should leave the building immediately after visiting their lockers and collecting everything they need to take home. Car riders must exit the building on the NORTH side of the school. Parents who are picking up their children MUST park along the drive on the north side of the property or in an available parking stall. **UNDER NO CIRCUMSTANCE SHOULD PARENTS PARK ON THE EAST or SOUTH SIDES OF THE BUILDING TO WAIT FOR THEIR CHILDREN.** ***Doing so could create a hazardous situation for bus riders.*** Teachers will be at the bus loading area on the south and east sides of the school and will release the buses when all students have boarded. ***DO NOT PASS A BUS W/THE "STOP" ARMS OUT***. Students involved in after-school activities should report to their destinations immediately after visiting their lockers.

Parking Information



Family Vacations or Emergencies: It is the goal of Northwood Middle School to have students in attendance every day of the year. Families are **STRONGLY DISCOURAGED** from taking vacations during the school year that result in student absence. In the event of an extended absence, parents are required to **submit a letter** to the Principal informing her of the days that will be missed. It is Northwood's policy to encourage students to read and keep up to date with Canvas assignments where possible. All specific assignments and missed work are to be made up after the student returns to school. For example, if a child is absent for four days due to a family emergency, that child will have four days to make up the work, unless another time frame is mutually agreed upon by the teacher and parents. It is important to remember that make-up work is still not equivalent to actual time spent in the classroom.

Illness: Should a student begin to feel sick during the school day, he should ask the teacher for a pass to the nurse's office. The student must tell the nurse that he/she is not feeling well. Should the student be seriously ill, the nurse, or designee, will contact the family. **Students are not allowed to use a cell phone or to call their parents from a classroom to tell them to pick them up from school. A student will be excused from school ONLY by the school nurse or by an administrator once already in school. Should a student be picked up without going through the nurse or administrator, the absence will be unexcused.**

Medical Excuse: If a child is absent from school due to an illness, parents are requested to obtain a doctor's notice regarding the absence. The child's attendance record will be marked with a medical excuse. Student absences that are excused by a medical excuse are not considered when evaluating students for chronic absences.

Partial Day Absences: Students who need to leave during the school day for an appointment or other emergency must have a note from home or an appointment card from the doctor or dentist before they will be released from school. Students are never permitted to leave during the school day without permission from the office. Parents and/or guardians are required to appear in the school office to sign-out and pick up their children. All students must sign out in the office before leaving the building for any reason.

Truancy/Unexcused Absence: Students are considered truant if the school does not receive notification from a parent or legal guardian regarding the nature of the absence. An absence is considered unexcused if the absence is reported but the reason for the absence is not acceptable or substantiated. This notification can be in the form of a phone call or a handwritten note. **An unexcused absence may result in a consequence. Excessive truancy may result in a referral to the county truancy officer.**

SAFETY AND EMERGENCY PROCEDURES

Bus Safety: All students will participate in bus safety activities throughout the school year. Students who ride the buses are expected to behave in accordance with the rules established for bus riders by the District 200 Transportation Department. The concern of all bus drivers is safety; students are expected to behave in a manner that ensures the safest operation of the bus. When an infraction of the rules occurs, notice of that infraction may be given to the administration, which will discuss it with the student and may impose a consequence in accordance with the recommendation of the Transportation Department.

Students will only be allowed to ride a different bus home in an **emergency situation**. This requires principal approval. Should an emergency occur, a signed parent note must be given to the office by 9:30 a.m. stating this information. Additional notification may also be required.

A student who does not normally ride a bus may NOT ride any bus home. This is not a school rule; it is a Transportation Department rule.

Emergency Drills / Emergency Events: Bus, fire, disaster, and lockdown drills are conducted on a regular basis throughout the school year. These are planned according to the recommendation of the Civil Defense Program, the Woodstock Fire Department, and the Illinois State Board of Education. The staff of Northwood Middle School, under the direction of a nationally respected consultant, has developed a Crisis Plan. Contact the office if you need further information. During drills, or actual events, NO students will be released until the administration determines that the drill is over or the crisis has passed.

Emergency School Closing: Weather conditions sometimes make it necessary to close school. In the event of schools being closed due to inclement weather, you will receive a phone call from the superintendent notifying you of the closing via our automated message system. Information regarding these closings will be broadcast on the following stations: WGN 720 AM, WBBM 780 AM, WMAQ 670 AM, WMCW 1600 AM, WLS 890 AM, WZSR 105.5 FM. You may also check the district website.

Security Cameras: Please be aware that security cameras have been installed throughout Northwood Middle School and its grounds to help ensure student and staff safety. These cameras record 24 hours a day. Students may be disciplined based on video evidence of misconduct.

SCHOOL SERVICES, PROGRAMS AND INITIATIVES

Health Services: Northwood Middle School has a full-time nurse on staff. District 200 personnel, including the nurse, are not able to provide diagnostic services such as a physician would provide.

If a student feels ill during the school day, they should go to the nurse. If the nurse, following district guidelines, determines that a student needs to go home, she will contact parents to pick the student up. If a nurse does not excuse the student, they will be unexcused. A student is NOT allowed to call a parent from their cell phone, nor a classroom phone and ask a parent to pick them up. Should that occur, a student will be unexcused and there may be disciplinary consequences for using their cell phone during the day, if applicable.

District 200 staff is required to adhere to stringent state law regarding the administration of medicine. For those students who must be given medicine during the day, the medicine must be in a bottle with the proper label and the physician must complete a form requiring the school to administer the dosage. No medication will be administered until these requirements have been met. This includes over-the-counter medication. Over-the-counter medication will only be administered with a physician's note allowing the school to administer. All over-the-counter medication must be in unopened packaging marked with the student's name. Inhalers may be carried by students and be self-administered with proper documentation from the doctor on file in the nurse's office. **Students are responsible for coming to the office at a specific time to receive the medicine.** District 200 has a pandemic flu plan with specific guidelines/procedures and words directly with the McHenry County Health Department in regards to possible pandemic outbreaks.

Head Lice: Head lice (pediculosis) are found worldwide. Although it is not a serious medical condition, it can cause an interruption in students' education. Control of head lice requires a cooperative effort between home and school. The presence of head lice does not indicate lack of hygiene or cleanliness. Lice are small, grayish-black insects which lay eggs (nits) on the hair, especially at the nape of the neck and in the area behind the ears. Nits (eggs) are tiny yellowish-white oval flecks attached to the hair with waterproof, cement-like glue. Unlike dandruff, nits cannot be removed unless pulled from the entire length of the hair strand. Symptoms are itching and irritation of the scalp.

To prevent the spread of head lice to other children, District 200 has established the following policy.

1. A student's parents or guardians will be contacted by the school if the child is suspected of having a lice infestation.

2. Any child who is found to have live adult lice and/or nits on the hair shaft that are ¼ inch or less from the scalp will be sent home for same day treatment.
3. Parents and guardians are strongly urged to notify their child's close contacts regarding the possibility of head lice transmission.
4. The school nurse will provide parents and guardians with evidence-based guidelines and information pertaining to the elimination of head lice.
5. Following treatment, the student should be brought back to school by the parent or guardian and taken to the school nurse who will inspect the child's head for lice to determine if any additional measures are needed.

How to Check for Head Lice: Under a good light, separate all of the hair especially behind the ears and at the nape of the neck using wooden sticks such as toothpicks. If dandruff is found, it will loosen easily when rubbed vigorously with the stick. If nits or lice are found, please inform the school of your child's condition and follow the directions above. For more information about the diagnosis, prevention and treatment of head lice, visit woodstockschools.org/health and select the resource tab.

Library/Learning Resource Center: The learning center is open every day from **8:30 a.m. to 3:30 p.m.** Students may use the library for school projects and research. Students may check out two books for two weeks at a time. It is expected books will be returned in the same condition as they were checked out. Librarians are available for assistance.

The library is used on a regular basis. Most of the time this will be for learning activities, but students will find that many meetings are held in the library. The librarian will provide teachers with guidelines for student use and behavior; teachers will then review them with all students. Students are encouraged to check out books and materials as they need them and to use the library whenever appropriate.

Social Work/Counseling Services: A Social Worker and a Counselor are available to assist students. These professionals have offices in the main office. Should a student wish to make an appointment, they should simply ask a teacher or administrator to contact a social worker or they can speak directly with the social worker by stopping by their office. Discussions with these people are treated in a sensitive and discreet manner. These discussions should take place during lunch period or during study hall. Any time a student misses a class to meet with a social worker/counselor, they will be responsible for any class work that was missed.

Student Planner: All students are issued a Northwood student planner at the beginning of the school year. Students are to use this planner as a tool to help them organize and keep track of their assignments and learning. Parents are asked to review the planners each evening. Communication to the teachers may also be written in the student planner. A student who loses his/her planner may purchase a replacement for $5.00 from the office subject to availability.

Student and Parent Canvas Access: For the upcoming school year, all students will utilize the district's learning management system (Canvas) for homework assignments. Canvas allows teachers to create and post assignments unique to your child's individual classes. Signing up for parent access to Canvas will allow work and assignments specific to your child's classes to be viewed.

Technology: Northwood Middle School is outfitted with wireless internet around the building to be used on school issued Chromebooks. One technology lab is devoted to the 21st Century Skills class that all students take as part of their Exploratory curriculum. Students learn how to operate basic computer programs and use the computer as a tool for learning. The concepts of research, development of basic curricular skills, and processing information are the major areas of focus. Much like books, papers and pencils, and video players, technology is one of the educational tools used at Northwood Middle School. All of the computers are multimedia machines with a connection to the district wide-area network and Internet. All Internet access is filtered through our filtering software. Students and parents must sign a "USER AGREEMENT" when the student enters Northwood Middle School. This agreement is in effect until the student leaves Northwood or has his/her technology usage terminated for using the system for illegal or illicit purposes.

Additional consequences may also be issued for illegal or illicit use of technology in the building or on school-owned devices or accounts.

All students will be assigned a Chromebook for use in and outside the classroom. Students are responsible for the care and appropriate use of their Chromebook. An optional Chromebook repair and replacement program will be available for parents and families.

ACADEMIC PROGRAM AND PROGRESS REPORTS

Academic Reports: At the end of each quarter/rotation, every student is issued a report with grades in each of the major academic subjects, physical education, band/orchestra and/or chorus, and the exploratory class in which the student is enrolled for that quarter/rotation (art, music, health, world languages, 21st Century Skills). At the midpoint of the grading period, students will receive a progress report if grades have fallen to a "D" or "F". Report cards and progress reports are handed out at conferences or given to the students with an automated message being sent to the parents to alert them. Report cards are mailed home to families following the quarter's end.

Annual School Report Card: The State of Illinois requires each school to publish a report card in October of each year. Information pertaining to average class size, minutes spent per curricular area, and other statewide comparison information is presented. Copies of this report card are available on the Internet at http://www.isbe.net. Additional copies can be obtained by contacting the school office.

Grading: The following grading scale is used at Northwood Middle School:

A = 100-90
B = 89-80
C= 79-70
D = 69-60
F = 59 or lower

Advanced Classes: The D200 middle schools believe in providing challenging academic experiences for all students. In order to accomplish this goal, qualified students will be given opportunities to take accelerated classes. Successful completion of these classes can lead to advanced placement at Woodstock North High School. Students qualify for these classes by meeting all of the three criteria listed below:

1) Academic Performance
   a. The student has performed at the superior level (either an "A" or an "Exceeds Expectations") consistently in the classroom.
2) MAP Test Performance
   a. The student has performed at or above an average of the 85th percentile on the MAP test.
   b. Students who perform around the cut score **may** be considered if there is room available in the class.
3) Standardized Test Performance
   a. The student has earned an "Exceeds Expectations" on the most recent state test scores available.

Homework: All students will be assigned homework on a regular basis. That does not mean that a student will have homework in every subject every night. Assignments will differ in their difficulty and their type. Teachers include homework as part of a student's grade; therefore, it is in the best interest of the student to complete all assignments.

It is the student's responsibility to review Canvas assignments daily. For the convenience of parents and students, all homework assignments will be available, for verification, on your child's Canvas page. These will be updated daily and can be accessed through the school's website.

Students are responsible for completing all work as assigned by their teachers. Penalties for late work may be assessed in compliance with the homework policies of grade level teams. All students will be informed of these procedures during the first week of school.

Following are the email addresses for each grade level's team leader.

Grade 6: Mrs. Sarah Braun SBraun@wcusd200.org
Grade 7: Mrs. Jen Wiegel JWiegel@wcusd200.org
Grade 8: Mrs. Kelly Healless KHealless@wcusd200.org
Exploratories: Ms. Jen Koeser JKoeser@wcusd200.org

Homework Procedures for Absent Students: A student who is absent from school or removed from class to attend another activity will be responsible for the work assigned and covered in class during his/her absence. Students are to speak with their teachers to obtain the assignments that they are to complete in order to be prepared for the next class.

Students who are absent from school for one day are asked to review their Canvas calendar to get the day's assignments. Students who are absent from school for more than one day should continue to review their Canvas calendar's for missing assignments. The teachers will make every effort to fulfill requests for homework after the third day of absence. We ask that parents please pick up the requested work to ensure their children do not fall behind in their classes. Work requested while absent from school should be completed to the best of the student's ability before returning to school. Late penalties may apply in compliance with the homework policies of grade level teams. Students who do not arrange for homework during their absence will be given one day for each day of excused absence to make up for the missing assignments. It is the student's responsibility to inquire about missed work, as well as turn in assignments from the absence.

Parent-Student-Teacher Conferences: Contact with parents is vital to the success of any school. The team or an individual teacher often initiates this contact. In addition, twice during the year (Fall and Winter), District 200 sets aside times for parent conferences. The purpose of the conference is to discuss academic concerns and set goals for the upcoming year. We encourage your child to attend these conferences with you. Notification of the conferences will be sent home with the students with instructions on how to use our web-based scheduling program.

School Improvement Plan: Annually the administration, teachers, and parents prepare a series of activities designed to improve the curriculum and instruction of the building. A synopsis of this plan is found on the back of the School Report Card. Complete copies of the plan can be obtained by contacting the principal at the beginning of each school year.

Standardized Assessment: All students at Northwood Middle School participate in the PARCC (Partnership for Assessment of Readiness for College and Careers) testing in spring. These tests are used to measure individual student progress as well as grade level and building wide progress. Parents receive a copy of the test results for every assessment listed.

In addition, students will take the MAP test in the fall, winter and in the spring. This is a web based test that is used to assess student growth through the year and placement for the following year.

Student Records: For every student in District 200, a permanent record is maintained in the school he or she attends. A variety of records are maintained, but at the conclusion of the eighth grade, records not deemed vital are removed from the folder and the folder is sent to the high school. Any parent who wishes to examine his/her child's records should contact the school and a meeting may be scheduled with an administrator.

Textbooks: Students may be issued textbooks at the beginning of the school year. The student is responsible for keeping textbooks and other rented material in the same physical condition that they were when received. Students will be assessed a fine or replacement cost for lost or damaged materials.

RESPONSE TO INTERVENTION

Mission Statement: The mission of the Woodstock D200 Middle Schools' Response to Intervention program is to create a positive, unified environment where all students are academically and behaviorally successful through a data-driven process that identifies specific student needs, provides differentiated instruction, and positive behavioral interventions in a collaborative environment where all are committed to student achievement.

Academic: Response to Intervention, RtI, is a tiered system of support and a problem-solving process that is used to more effectively educate all students. At Northwood Middle School, many students will be benchmarked three times throughout the year in order to assess their readiness in reading and math. Based on this individualized data, interventions will be delivered throughout the day to the students.

Behavior: Positive Behavior Intervention and Supports (PBIS) is a proactive approach in establishing the behavioral and social culture needed for all students to achieve social, emotional, and academic success. At Northwood Middle School, our goal is to help students develop PRIDE. Building expectations determined to accomplish this goal are listed and explained on our school-wide matrix found at the beginning of this handbook. Throughout the year students who demonstrate these expectations will be allowed to participate in our incentive activities.

FOOD SERVICES

Food Service Debit Card Program: Northwood Middle School serves two types of lunches. The first is the standard hot lunch; the other is an a la carte type of lunch service. Students using the a la carte service will be able to choose from lunch combos, salads, sandwiches, hot entrees, and a variety of drinks and snacks. All students will be issued a photo ID card. This ID card will also serve as their "debit card" that is used to purchase food at lunchtime. **There will be no cash transactions in the cafeteria.** All students must use their ID in order to make purchases in the lunchroom. **If a student does not have their ID card, they may get lunch from the hot lunch line ONLY.** Students without their ID card will not be allowed to purchase food from the a la carte lines. These students will have to go to the end of the hot lunch line for their name to be coded into the system. Meal prices for breakfast, lunch, milk and juice are listed on the monthly menus and on the district website at www.woodstockschools.org.

In order for a student to use their ID card, they must first make a deposit into their lunch account. This must be done before school starting at 8:00 every day in the foodservice office. Students must make a minimum deposit of $5.00 into their account. **NO CHANGE WILL BE GIVEN FROM DEPOSITS MADE INTO THEIR ACCOUNT!** Once there is a positive balance in their account, the students will be allowed to purchase food. The money in the account is for food purchases only. It cannot be used for any other purpose. At the end of the year, any balance on the account will be transferred to the next grade level. Students moving out of the district will receive a refund for any unused money.

Student's picture ID cards can be replaced at a cost of **$3.00**, paid to the office.

A great many students eat in the cafeteria at every lunch period. Obviously it is necessary that certain rules be followed. These rules will be given to each student at the beginning of the year by their cafeteria supervisor and will be reviewed at that time. Students who find it difficult to abide by these simple rules of courtesy may be restricted in their use of the cafeteria.

Lunch Times: All students are given a 30-minute lunch period. The times are as follows:
11:03 - 11:46 6th grade 11:49 - 12:32 7th grade 12:35 - 1:18 8th grade

Morning Breakfast: Each morning from 8:00-8:30, students are offered an opportunity to participate in a breakfast program. Breakfasts are debited to the child's account in the kitchen. Students who participate in the Federal Free and Reduced Lunch Program may also receive breakfast for a free or reduced price depending on their qualifications.

Opened Food: Opened food items and beverages are only allowed in the cafeteria unless approved by administration.

MISCELLANEOUS PROCEDURES AND INFORMATION

Accidents / Insurance: All accidents should be reported to school personnel immediately. An accident report must be completed and filed with the nurse, principal, and district office. Insurance coverage for students is available through the school district. This insurance is a secondary policy and will pick up only after the primary insurance. Please ask at the office for appropriate forms.

Address of Students: Any change of home address, home telephone number, emergency telephone number, or family physician should be reported to the office as soon as possible.

Aerosols: Due to the increasing number of students and faculty with asthma and other sensitivity to scents and sprays, aerosol spraying is prohibited at Northwood Middle School. Students should bring stick or roll-on deodorant for after PE. Aerosols will be confiscated if found on school property and disciplinary consequences may be handed out.

Backpacks, Bags and Purses: Students may not use their backpacks, bags and purses during the school day to carry their books or items from class to class. Rolling backpacks are not permitted at Northwood Middle School. Our lockers do not accommodate these types of backpacks.

Bicycles/Skateboards/Other Wheeled Items: Students are always welcome to ride their bikes to school. Students should use the bike racks provided. Students should always **use a lock** to secure the bike. Bikes are not to be ridden on school grounds. Northwood Middle School is not responsible for bikes brought onto school property. Riding in the parking lots during the time that cars are moving is dangerous.

Scooters, skateboards, "Heely's" shoes and roller blades are not permitted at Northwood Middle School. The lockers are not large enough to accommodate these items and all the other material students are required to have at school.

Cell Phones: Students may bring a cell phone to school. Cell phones are encouraged to be kept in lockers, backpacks, or purses. If a student carries their phone with them on their person during the school day rather than storing it in their locker, it should not be in use at any point during the school day or any location within the school. Students may be asked to turn in phones to an administratively approved space in the classroom if they bring them with to class. Students may not use cell phones during the school day unless they are under the direction and supervision of the main office for the purpose of contacting parents, guardians, or family. Students who abuse the privilege of bringing a cell phone to school will follow a progressive expectation of consequences including warning, phone confiscation, parent meeting and loss of privilege.

Custody Arrangements: Please report immediately any custody, divorce, order of protection, or other court order safety information regarding your children to the office. A copy of the court order is necessary for our files and for the building to enforce any legal arrangements. It is extremely important that the school knows if a student is not to be released to a specific person. Please bring this information to our attention each school year and as the situation changes.

Electronic Devices: Students are required to comply with district policy regarding electronic telecommunication devices. Students are prohibited from using any electronic device (i.e. iPods, smart watches [when used akin to a cellphone], airpods, gaming systems, Bluetooth speakers, etc.) while on school property unless approved by administration. If these devices are in use, or the device covers a student's ears, said device will be confiscated. If a student is inappropriately using a device, consequences may be the same as using a cell phone in school. Please see above. **Students are advised to not bring these items, as the school is not responsible for loss or theft.**

Additionally, students are not allowed to use a camera, or other device which records or takes pictures, on school property and to photograph/videotape any student, unless approved by administration. Students who bring a camera, or other device which records or takes pictures, may have the device confiscated and it may be turned over to a parent. If a student is inappropriately using a device, consequences may be the same as using a cell phone in school. Please see above.

Should a student's property be confiscated due to their violation of school rules, the school will not be held responsible for damage, theft or loss of said property.

Northwood Middle School recognizes the value of book readers and other devices which provide students with the ability to read electronically. If a device is required by an IEP, a contract for use will need to be signed. **However, should a student bring this type of device to school, the school shall not be held responsible for damage, theft or loss of said device.**

Energy Drinks/Coffee: While energy drinks and coffee have become increasingly popular, we do not recommend that students bring them to school. Energy drinks and coffee are not permitted for consumption in classrooms and may only be consumed before the school day begins or during a student's lunch period. Additionally, beverages in containers that cannot be resealed are not permitted outside of the cafeteria to help maintain a clean and safe learning environment. Administration may confiscate these items if they are used outside of the approved times or locations.

Field Trips: Individual teams/groups may take field trips that may be either curriculum-based or reward-based. Field trips are a privilege provided to students. They are not an entitlement. Due to this fact, individual teams/groups may choose to set conditions that students need to meet in order to be eligible to attend a field trip. These conditions may include behavior, grades, meeting deadlines for returning slips and money, etc. All students must ride the bus to the field trip. Any student who goes to the site of a field trip, but is not considered "on the field trip," will have their absence considered an unexcused absence.

Lockers: Each student is assigned a hall and gym locker for storage of school supplies, equipment and clothing. Only school issued combination locks will be permitted on the locker. Students are NOT allowed to add a padlock to their locker. Padlocks may be cut off with no liability on the part of school. Since lockers are a permanent part of the building, students are expected to keep them in good and usable condition and may be assessed a fine for damages. All students should adhere to the following:

- **Never share your locker combination with *anyone*.**
- ***Never keep sums of money or valuable personal possessions in their locker.***
- Never leave your locker without making sure you locked it. Test your locker to make sure it is locked.
- Do not pre-set your lock combination dial.
- Do not share lockers.
- Keep your belongings inside in a neat and orderly manner.

The school is not responsible for valuables left in the school locker. Students who bring these items to school do so at their own risk. Any person caught tampering with, opening, or removing items from any locker other than his or her own may face disciplinary action.

Lost and Found: All articles of clothing, books, etc., that are found and not able to be identified are brought to the office where they are stored. Students who are missing any clothing or other personal belongings should check in the office. At each of the parent conference sessions, all lost and found items will be displayed for parents to examine. Unclaimed items are donated to charitable organizations.

Passes: With the exception of passing times, students in the halls should have completed a digital pass prior to leaving (unless otherwise noted in a specialized plan). Students in the hall without a pass may be issued a consequence.

Personal Property: Students are not to bring valuable items (iPods, electronic games, jewelry, rings, etc.) or carry more money than they need for a lunch or school-sponsored activity. The school is not responsible for lost or stolen valuables or money. All personal items (i.e. gym clothes, lunch bags, books, materials) should be marked with personal identification. Games and other toys are prohibited without specific permission from a staff member or a school administrator. No trading, which includes the purchasing and selling of items between students, unless authorized by an administrator.

Physical Education: All students must participate in physical education classes on a daily basis in accordance with District 200 policy. Students are **required** to wear their t-shirt (school bought) and proper athletic shoes. Athletic shorts and or pants are highly recommended (brought from home). Students should have sweatpants and sweatshirts available when the weather is cool. A school issued lock and locker will be given to each student. All other PE policies and procedures will be reviewed with students during the first week of school.

Students Being Picked Up After Events: Students are expected to be picked up after extracurricular events, dances, sporting events, practice, etc. ***within 15 minutes of the end of the activity.*** Continued violation of this policy may result in a student being excluded from future events or removed from the team.

Student Fees: The Board of Education has established the following fees for the 2026-2027 school year:

Registration Fee	$154.00 (*This includes an agenda)*	Band/Orchestra	$79.00
Drama	$35.00	Chorus	No Fee

Athletics (per season)	$79.00	Intramurals	$47.00
PE Shirts	$8.00	Yearbooks (optional)	$25.00

Students who withdraw from school prior to the end of the school year must request in writing reimbursement for fees paid. Registration fees will be reimbursed on a quarterly pro-rated basis.

Athletic fees will be reimbursed as follows:

1. Athletes will be given a full refund of the athletic fee if they quit or have been 'cut' during the first week of practice (5 school days). No refund will be given if athletes were dropped for a training violation or a disciplinary problem.
2. Any student who is injured during the first half of the season and who cannot participate in the second half of the season can receive a fifty percent (50%) refund.
3. All requests for refunds must be submitted in writing to the building principal.

Supplies: Students are expected to maintain the proper supplies for the entire school year. A copy of the supply list for each grade level can be found on the district or school website. Please check with your child each month to make sure they have enough of the required supplies. Students are not allowed to bring or to use liquid White-Out, rubber bands and permanent markers at school. Should these items be necessary for a specific project, the teacher will provide them.

Teams: Northwood Middle School is organized into interdisciplinary grade level teams. Each team is responsible for the teaching and learning in the areas of literacy, math, science and social studies. There are also teams composed of the faculty for physical education, health, 21st Century Skills, music, art, world language.

Teachers on a team have common time in which they plan activities, review student progress and meet with students and parents. During the year, many students will meet with the teachers to discuss individual concerns.

Telephone: Students should make every effort to arrange transportation, etc. prior to coming to school. In the event of an emergency or change in plans, students should use a teacher's phone. If a student needs to call home at the end of the day, they must call from their last period teacher's classroom. **Students *will not* be allowed to make calls from the office, especially at the end of the school day.** Please make sure that all after-school arrangements are made prior to coming to school.

Telephone Messages: It is very difficult to give personal messages to the children each day. Please discuss after-school arrangements with your child before the start of the school day. We realize that emergencies do occur and will assist when possible.

Teachers will not be interrupted during class for parent phone calls. A voice mail system is available for parents to leave messages for teachers 24 hours a day. Parents are encouraged to use this system to leave messages or questions for teachers after hours.

PARENT INVOLVEMENT

Northwood Middle School strives to develop and foster a strong partnership between home and school. It is only through this partnership that children can truly be successful. To that end, we have established several programs and opportunities for parents to become involved in their child's educational process. While some of these programs and activities are more formal than others, they are all designed as a way to strengthen the communication between the classroom teacher and parent.

Newsletters and Communication: The staff at Northwood Middle School believes communication is a two-way process. We welcome your comments and questions. Please communicate your ideas with your child's teachers or the building administration. Our website, https://www.woodstockschools.org/Northwood, contains valuable information that will be useful to you throughout the year.

The Northwood newsletter is published on the last school day of each month. This newsletter contains information about the school, a calendar of events and activities you can do at home to help your child. In addition to a newsletter, information will come from your child's teachers to inform you of things more specific to his or her subject area. Please check your child's backpack, the districts' "Virtual Backpack" and the U.S. mail for school information.

We also like to highlight exciting things happening or provide notifications through social media. You can like us on Facebook @NorthwoodMiddleSchoolWCUSD200.

Parent Teacher Organization (PTO): Northwood Middle School has an active and supportive parent organization. School assemblies, special activities, and equipment are often funded by the PTO. In addition, the PTO discusses issues pertaining to student safety, curriculum, and technology. Meetings have generally been held on the third Tuesday of each month at 7:00 P.M. in the library. THE PTO NEEDS YOU!! Please consider becoming involved by contacting the building administration.

Parent Volunteers : We welcome and encourage parent participation in the educational process. Volunteers are needed to assist with computers, library, classroom activities, art activities, clerical work, and a variety of other things. If you are interested, please contact the office, classroom teacher, or PTO. We need and value your participation.

Visitors: Parents and community members are welcome to visit our school. We love to show off our achievements!!!! **However, for the safety of all, we require that everyone wait to be buzzed in at Entrance #2, stop in the office, sign in, and get a badge. All visitors are required to present their IL driver's license or state issued ID and wear a visitor ID while they are in the building.** This will allow us to monitor more closely those people who are in our school.

Students are not allowed to bring school-age friends/relatives to school. Their presence can be a disruption to the other students in the classroom and for safety and security reasons we cannot allow them to attend if they are not District 200 students. Former students wishing to come back and visit may not do so until after 3:30 and with previously set appointments.

CODE OF CONDUCT

VISION STATEMENT:

Northwood Middle School's community members take P.R.I.D.E. in their school by believing in the power to embrace learning and own their future.

Character

W.P. Warhawk exemplifies the ideal Northwood Middle School student. W.P. takes **P.R.I.D.E.** in the school and fulfils various expectations for character development and growth.

P stands for **Purpose**. This involves setting academic and personal goals and putting a plan in place to achieve them.
R stands for **Respect**. This involves celebrating diversity, becoming a global citizen, being honest, self-confident and a team player.
I stands for **Independence**. This involves taking risks, problem solving, believing in your power to be self-reliant and proactive.
D stands for **Discipline**. This involves exercising self-control, upholding moral conviction and having a sense of responsibility.
E stands for **Excellence**. This involves learning from your mistakes and actively pursuing your goals.

RESPECT AND RESPONSIBILITY

All members of the Northwood Middle School community share in the responsibility for creating a positive school climate. Our primary goal is to guide students through a variety of exciting and challenging experiences in a safe and caring environment that encourages students to achieve success.

Students are expected to conduct themselves in a manner that reflects positively on themselves, their parents, and their school. Students are also expected to respect the rights, feelings and property of others and to respect the skill and authority of the school personnel. In addition to respect, students must be able to accept responsibility for their actions and the consequences that occur as a result of their actions. It is the philosophy of Northwood Middle School that all members of the school are to uphold the Code of Conduct in a manner that is both respectful and responsible.

The following expectations are designed to protect and nurture the physical, social, mental, and emotional growth of the middle school child. These rules, procedures, and policies are made to ensure that all students are in an environment that is safe and conducive for learning. Our policies specifically limit the behavior of one student to interrupt another student's educational growth. All discipline procedures in this handbook are in accordance with the policy and rules established in the Woodstock CUSD #200 Board of Education Policy #7:190.

ALL-SCHOOL EXPECTATIONS

Student Expectations

1. Complete/turn-in assignments on time.
2. Welcome help from family/teachers on homework and papers.
3. Plan study time to avoid conflicts with other activities.
4. Keep track of assignments on Canvas and regularly monitor the "Home Access Center" with a parent.
5. Arrive at school on time and be ready to learn.
6. Read regularly.
7. Study at home.
8. Behave responsibly and treat other people with respect.
9. Recognize and accept the positive and negative outcomes of my behavior.
10. Accept responsibility for my learning and persist until I get the job done.
11. Demonstrate good citizenship in the classroom, school, home, and community.
12. Attend parent/teacher conferences and keep my parents informed about what I am doing in school.

Parent Expectations

1. Access your parent Canvas account.
2. Engage your child in a conversation about what they did in school, ask questions.
3. Provide a quiet place for your child to read and to do homework.
4. Find family reading time or find time to discuss what all of you are reading.
5. Work with your child on homework.
6. Parents (with students) use Home Access once a week (if possible).
7. If there is no homework, have your child review work done in the last few days (review vocabulary, notes, etc…).
8. Have your child attend school.
9. Expect and encourage your child to behave responsibly and respectfully.
10. Include your child in responsibilities at home (this builds responsibility at school).
11. Show your child that choices he/she makes or resists have consequences.
12. Encourage and model healthy activities with your child.
13. Be an active member in your child's educational career (attending conferences, contacting teachers, etc).

Faculty Expectations

1. Keep parents informed of the skills their children are learning and how they can reinforce these skills at home.
2. Provide time for students to read and encourage discussions and writings about what they read.
3. Participate in professional development activities to learn and implement more effective teaching strategies.
4. Model good reading skills to students.
5. Teach students reading strategies for the purpose of mastering various assigned material.
6. Assign meaningful homework regularly and offer valuable feedback.
7. Teach students how to study and how to monitor their own learning.
8. Expect students to behave responsibly and treat others with respect.
9. Teach and encourage students to be helpful and demonstrate good manners.
10. Teach and encourage attentive listening skills.
11. Clearly apprise students of assignments to be completed and hold students responsible for meeting obligations.
12. Teach and model responsible decision-making.
13. Teach and model acceptance of responsibility for the positive and negative outcomes of personal behavior.
14. Model and encourage students to demonstrate good citizenship.
15. Communicate frequently with parents about their child's progress.
16. Hold at least two parent/teacher/student conferences a year.
17. Encourage parents to participate in volunteer opportunities offered by the school.

Building Administrator Expectations

1. Provide leadership for establishing an effective student behavior plan and building a reward plan.
2. Provide leadership that creates an engaging learning environment.
3. Treat students and parents respectfully.
4. Treat faculty respectfully
5. Communicate with parents in a timely and respectful manner.

STUDENT DISCIPLINARY PROCEDURES

D200 middle schools are dedicated to providing a safe and healthy educational setting for all students in grades 6-8. In an effort to maximize learning potential, discipline is key. Discipline, when administered, should be applied in a fair and equitable way. The middle schools offer the following discipline program in an effort to provide a tool that communicates the schools' rules and regulations and, at the same time, the consequences for nonconformance. If and when aspects of this program are applied, the following may be considered in determining consequences:infraction

* Student's age
* Ability/functional level
* Seriousness of offense
* Frequency
* Intent
* Circumstances - family, emotional
* Potential effect on school environment
* Relationship of the behavior to any handicapped condition
* Relationship of the behavior to alcohol or drug influence

Referral to Office: A student may be removed from the classroom at the discretion of the teacher. Consequences may be issued in accordance with the building behavior plans. The issuance of these consequences is dependent upon the severity and frequency of the disruption and/or district policy.

Lunch Detentions: A student may be removed from the lunchroom for multiple reasons. Lunch detentions may be used as a consequence or as an opportunity for students to complete assignments or assessments. Students may be removed from the lunch at the discretion of the supervisors/teachers/or administrators. Consequences will be issued in accordance with the building behavior plan. The issuance of these consequences is dependent on the severity and frequency of the disruption.

After School Detentions: After school detentions are usually served the night following the offense (except under specific conditions). Detentions are for either a half hour or an hour depending on the severity of the offense. Detentions handed out by administration are to be served in the office. Failure to serve a detention may result in the rescheduling of that detention, plus an additional detention as a penalty. Failure to serve an office detention for a second time may result in a Saturday detention. Furthermore, students may not attend or participate in any school-sponsored function on the same day as their detention.

Saturday Detentions: A Saturday detention is usually served on the Saturday following the offense. Saturday detentions are from 8:00 am – 11:00 am and will be served at either Northwood Middle School or Creekside Middle School. Students are required to be on time and to come prepared to work. Students must bring school related work to the center with them and be working quietly on something academic during detention time. All materials needed to complete assignments must be in the room by 8:00 a.m. Students must come with their own work to do or have appropriate educational material to read. Students will not be allowed access to any learning center materials. Students who are disruptive or do not follow the rules as outlined above may be sent home and additional consequences may be given. Furthermore, students assigned a Saturday detention may be prohibited from attending any school-sponsored function or event prior to the discipline at administration's recommendation.

In-School Suspension: In-school suspensions are occasionally given to students. All in-school suspensions are served in the office. Students will not be allowed to attend any classes during their suspension time. Students are allowed to get their lunch and they will eat it in the office. Furthermore, students may not attend or participate in any school-sponsored function during their suspension.

Out-of–School Suspension: The Board of Education may directly or through its designees suspend or expel any student whose behavior is disruptive to the educational process or decorum of the school or who violates the school rules. It is expected that any student suspended from school will spend the time at home or under the supervision of a parent or guardian. Students who are out-of-school suspended are not permitted on the grounds of any district facility during their suspension. Furthermore, students may not attend or participate in any school-sponsored function during their suspension. The ability of students to make up work during a suspension is at the discretion of the teacher.

Leveled Behaviors and Possible Interventions
The following are examples of disciplinary infractions, but this list is not all-inclusive of all infractions that may occur. Discipline is handled on a case-by-case basis.

Level I Offenses: These offenses may result in a consequence up to and including a Saturday detention.

- Rudeness/Insubordination to a staff member
- Inappropriate dress
- Classroom misconduct
- Inappropriate physical contact/display of affection
- Minor violations of classroom or school policies
- * Academic dishonesty
- * Possession of electronic devices
- * Tardies to class
- * Hallway misconduct
- * Use of profanity - not directed at a person

Level 1 Behaviors: The behaviors and interventions at this level will most likely be addressed at the classroom level between the student, teacher, and parent. The following list is not all-inclusive but rather represents typical Level 1 behaviors and interventions.

Behaviors

- * Insubordination
- * Classroom Misconduct
- * Hallway Misconduct
- * Cafeteria Misconduct
- * Gum Chewing
- * Tardies to class
- * Minor violations of classroom or school policies
- * Academic dishonesty
- * Inappropriate dress
- * Possession of electronic devices
- * Littering
- * Inappropriate physical contact/display of affection
- * Making derogatory remarks
- * Use of profanity – not directed at a person

Interventions

- * Apology letter
- * Assigned school service relative to behavior
- * Behavior contracts/management plans
- * Brief hall conference with student
- * Classroom activity exclusion
- * Classroom meeting
- * Conference
- * Conference with administration
- * Confiscation of
- * Consultation/intervention with other teachers, etc.
- * Controlled ignoring
- * Cooling off time/time out
- * Incentives/positive reinforcers
- * Parent/Guardian conference/in class with child
- * Behavior contracts/management plans
- * Detention(s) before/after school
- * Parent/Guardian conference with teacher
- * Writing of responsibility "last chance" paragraph
- * Withdrawal of privileges
- * Verbal correction
- * Temporary alternative placement
- * Teacher-initiated detention
- * Supportive confrontation
- * Seating change
- * Peer mediation
- * Nonverbal correction

Level 2 Offenses: These offenses may result in a consequence up to and including an Out-of-School Suspension:

- Fighting (physical/verbal)
- Tardy to school
- Insubordination
- Racial, ethnic, or sexual slurs or discriminatory conduct
- Computer/Internet misuse
- Distribution,possession, exhibition of offensive/harmful materials
- Forgery on non-academic material
- General misconduct - any action that affects the safe operation of the school or creates disruption to the learning environment such as:
    - Vulgar actions/speech
    - Fighting
    - Vandalism (plus restitution and clean-up)
    - Theft (plus restitution)
- Failure to serve detentions
- Violation of "Gangs and Gang Activity" policy
- Gambling
- Inappropriate drawings, pictures, or writings of alcohol, drug, gang, or violence
- Physical/verbal harassment or hazing

- Smoking/possession of tobacco products, electronic cigarettes, vapor pens, hookah pens, and lighters
- Inappropriate texts, pictures, and other materials sent electronically
- Tampering with fire extinguishers or other safety and health equipment

Level 2 Behaviors and Interventions: The behaviors and interventions at this level will most likely be addressed at the building level between the student, administration and parent. The following list is not all-inclusive but rather represents typical Level 2 behaviors and interventions.

Behaviors

* Repeated Level 1 offenses
* Fighting (physical/verbal)
* Tardy to school
* Use of a cell phone
* Racial, ethnic, or sexual slurs or discriminatory conduct
* Computer/Internet misuse
* Failure to attend assigned discipline program
* Pushing and shoving
* Minor vandalism (plus restitution and clean-up)
* Possession of stolen property
* Possession of a lighter
* Sexual Harassment
* Forgery on non-academic material
* Reckless behavior
* Throwing snow
* Extortion
* Threats/intimidation/bullying
* False fire alarm (inc. payment @ fire department rate)
* Skateboarding, rollerblading and/or roller shoes on building grounds
* Distribution, possession, exhibition of offensive/harmful materials (including laser pens)
* Violation of items 1 or 2 in paragraph three of "Gangs and Gang Activity Prohibited"
* Drawings, pictures or writings of alcohol, drug, or violence
* Cutting class
* Truancy
* Theft
* Fight with bodily harm
* Assault/battery
* Verbal abuse toward staff
* Physical abuse
* Violation of gang contract
* Major vandalism (plus restitution and clean-up)
* Gambling
* Harassment/Hazing
* Gross disobedience or misconduct
* Possession of a weapon with no intent to harm
* Use/possession of tobacco
* Threatening a staff member/police
* Tampering with fire extinguishers or other equipment

Interventions

* Parent/Guardian conference with teacher/administrator
* Loss of privileges
* Detention(s) before/after school
* Behavior contracts/management plans
* Saturday detention—1 (+) day(s)
* Parent attendance with child at Saturday detention
* Consultation/referral to police agency and possible arrest
* Out-of-school suspension— with restitution and/or follow-up to outside agency or authority
* Community service
* Restitution
* Referral to outside agency
* In-school suspension—1 (+) day(s)
* Out of school suspension – 1+ days
* Alternative Educational Placement

Level 3 Offenses: The offenses may result in a consequence up to and including a recommendation for expulsion:

- Repeated Level 2 offenses
- Violation of item 3 in paragraph three of "Gang and Gang Activity" policy
- Dangerous acts which may affect the health and safety of self or others
- Use, possession, distribution or participation in transfer of alcohol, inhalants, drugs or drug-related substances and/or look-alike
- Use/possession of drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances
- Arson
- Disorderly conduct, including any verbal or written threats that may affect the health and safety of self or others or significantly disrupts the normal operation of the school

Level 3 Behaviors and Interventions: The behaviors and interventions at this level will be addressed at the administrative level between the student, building administrator, and parent. The following list is not an all-inclusive list, but rather represents typical Level 3 behaviors and interventions.

Behaviors

- Excessive/repeated Level 2 behaviors that are dangerous
- Possession of cannabis or a controlled substance
- Use, possession, distribution or participation in transfer of alcohol, inhalants, drugs or a drug-related substance and/or look-alike
- Use/possession of drug paraphernalia, including devices that are or can be used to: (a)ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances
- Use/possession of alcohol
- Use/possession of a weapon
- Fireworks
- Use of a legitimate tool as a weapon
- Violation of item 3 in paragraph three of "Gangs and Gang Activity Prohibited"
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable in their possession.

Interventions

- Out-of-school suspension – 5 (+) days
- Out-of-school suspension – with recommendation for expulsion
- Consultation/referral to police agency and possible arrest
- Alternative Educational Placement
- For possession, use, or being under the influence of an alcoholic beverage, drug, and/or look-alike drug at any time in the building, on school grounds, in a school locker, on school busses, or at school-sponsored activities, the following may apply: Students found in violation of this rule for the first time may have their suspension reduced if the student enrolls in and completes a community-based substance abuse program approved by the principal.

Academic Honesty: All students are expected to demonstrate honesty and integrity while in attendance at school. Students are expected to do their own work. This includes test taking, homework, class assignments, etc. All work is considered individual unless otherwise specifically stated. No work is to be shared. Cheating, plagiarizing, copying homework, etc. are considered academic theft and they will **NOT** be tolerated under any conditions. Violation of this policy may result in 1) an academic penalty to be administered at the discretion of the team, 2) an appropriate disciplinary penalty to be administered by the administration and/or 3) extra-curricular penalties when these guidelines are violated.

Bullying/Aggressive Behavior: No student should be subject in school to bullying, aggression and violence. Accordingly, aggressive student behavior including student bullying in all forms is prohibited on school grounds, on a school bus, at any school-sponsored event or activity, or any event or activity that bears a reasonable relationship to school.

For the purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of causing a student fear of harm, causing a substantially detrimental effect on the student (either mentally or physically), having a substantial detrimental effect of a student's academic performance, substantially interfere with a student's ability to participate in school or in school activities. Examples of bullying may include, but are not limited to:

Physical Bullying: punching, shoving, poking, hair pulling, or other similar behaviors.

Verbal Bullying: name calling, teasing, gossip, humiliation, intimidation, threats or other similar behaviors.

Cyberbullying: the use of electronic information and communication devices, including, but not limited to, e-mail messages, instant messaging, text messaging, social networks, or other similar types.

Aggressive behavior is defined as assertive words and/or actions intended to threaten, injure, harass, provoke or incite another person or as hostile words and/or action towards the property of another.

Bus Disciplinary Consequences: Students who ride the bus are expected to behave in accordance with the rules established for bus riders by the District 200 Transportation Department. The concern of all bus drivers is safety; students are expected to behave in a manner that ensures the safest operation of the bus. When an infraction of the rules occurs, notice of that infraction may be given to the administration, which may discuss it with the student and may impose a consequence in accordance with the recommendation of the Transportation Department.

District #200 Transportation Policy states that students may receive the following consequences for misbehavior on the bus ranging from a warning to loss of bus privileges. For more information, please see the transportation section in the District #200 handbooks. In every incident, parents will be notified by phone and/or in writing.

Fighting/Assault and Battery: Hitting someone is dangerous at any time. Students are advised that they should never 'jokingly' threaten another student or an adult, nor should students engage in "play fighting". Such actions lead to serious situations for which the student will be held responsible. Students who fight or assault another student at school will be held responsible for their actions. Students who provoke a fight with inappropriate language, threats, or other provocative language will be held accountable for their role in the fight or assault. Please note, it does not matter who started the fight or who got hurt the most, consequences will be distributed to all students involved in the altercation. Consequences may include Saturday Detention, in-school suspension, out of school suspension, and/or referral to the police.

Gangs and Gang Activity: The visibility of gangs and gang-related activities in the school setting causes a substantial disruption and/or material interference with school and school activities of this district. Gangs and gang related activities are prohibited on school property or at school affiliated activities.

"Gang" as used in our policy means two or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and /or the district's rules and regulations. Such activities may include intimidating, harassing, threatening or inflicting physical violence on any person, bullying, committing illegal acts, and violating school rules. Police may be contacted for gang activity by a student. Refer to the district handbook for additional information on gang and gang related behaviors.

Wearing color combinations to show affiliation of a gang is prohibited. As trends necessitate, some color combinations could be prohibited.

Public Display of Affection: Public displays of affection are not permitted at Northwood Middle School. Parents will be notified and repeat offenders may be subject to additional disciplinary action up to, and including, suspension.

Search and Seizure: The U.S. Supreme Court decision in the case of New Jersey vs. TLO on January 15, 1985, stated that school teachers and administrators have the right to search a student and his/her personal items (purses, billfolds, jackets, pockets, lockers, cars, etc.) if they have "reasonable suspicion" that the student has something prohibited by law, school board policy or school regulations.

The search is not a violation of a student's constitutional right to privacy in school when there are reasonable grounds for suspecting that the search may turn up evidence that the student has violated or is violating the law or the rules of the school.

The school's right to search is granted to school officials in order to protect the health, safety and general welfare of the students and staff. Police assistance may be requested.

Sexual Harassment: Harassment of a sexual nature or on the basis of gender is a violation of board policy and state and federal law. Everyone has a right to learn/work in an environment free of such harassment. Persons who jeopardize this environment through inappropriate comments, behavior, and/or physical conduct are subject to disciplinary action up to and including expulsion. Any student who has a complaint of sexual harassment should notify his/her teacher, supervisor, or administrator. All complaints of sexual harassment will be investigated.

Student Dress Code

Dress and grooming are important components of an overall positive learning environment that prepares students for operating in a professional and educational setting. Dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health and safety, at school or a school sponsored event.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities. School administrators may make individual accommodations, as appropriate, at their discretion.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes and school sponsored events, This also includes course specific attire such as science class (eye or body protection) or PE (athletic attire/shoes).
- Prevent students from wearing clothing, shoes or accessories with inappropriate or offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing, shoes or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities including gang references.
- Prevent students from wearing clothing or accessories that reasonably can be constructed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.

Student CANNOT wear:

- Coats, hats, hoods on sweatshirts, or other headwear may not be worn in the building at any time unless special permission by building administration. These items should be left in the student's backpack
- Bulky (large) coats or blankets. It is recommended that these items be left in the locker if they are a distraction and/or disruption to the learning environment.

PE uniforms may NOT be altered in any way (for example, cut-off sleeves)

Dress Code Enforcement

Students in violation of the dress code will be provided two (2) options to be dressed to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed to code for the remainder of the day.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

Substitute Teachers: Substitute teachers are guests in our building and deserve the fullest respect from all students. Misbehavior by a student for a substitute may lead to disciplinary action.

Weapons Policy: In accordance with federal law and state school code, Northwood Middle School practices a no-tolerance policy for all weapons and look-alike weapons. This includes but is not limited to pocket knives (regardless of size), kitchen knives of any kind, utility and craft knives, guns, firearms, rifles, shotguns, explosive devices, brass knuckles, billy clubs, or "look-alikes" (play guns, realistic looking squirt guns or other type of play guns) and any other type of item that is used as a weapon or to threaten the safety of anyone at school.

The consequences for bringing these items to school may include the following:

- A suspension from school ranging 3 days up to a maximum of 10 days
- Parent conference
- Hearing with a board-appointed officer to determine additional consequences that may include expulsion from school.

Expulsion is a serious consequence. Students who are expelled are not permitted to return to any school in District #200 or any public school in the state of Illinois for the period of the expulsion.

Parents are encouraged to check their child's backpack, lunch box, and coat pockets to make sure none of these items are brought to school. The above-named consequences are administered regardless of the reason for bringing the item to school. Please take a few minutes to check what your child brings to school.

STUDENT RECOGNITION PROGRAMS

The student recognition programs at Northwood Middle School are designed to acknowledge students who have demonstrated a positive attitude towards school, their peers, themselves, and their academics. Grade level teams and departments will establish their own procedures for recognizing children and communicate the procedures to parents at the beginning of the year.

Quarterly Honor Roll: Throughout the school year the Northwood Middle School Honor Roll is posted to recognize those students who demonstrate outstanding achievement. In addition, these students will be recognized each quarter for their academic achievements.

High Honor Roll GPA	3.5-4.0 and no grade lower than a B-
Honor Roll GPA	3.0 – 3.49 and no grade lower than a C-

Student of the Month: Each month, teams will nominate a student who shows outstanding characteristics of specific attributes associated with the P.R.I.D.E. acronym. Students and their families will be invited in for a breakfast to recognize these achievements.

Positive Behavior Recognition: Students will earn Northwood Cash throughout the year. Students can use this at school events or to purchase rewards during lunch period.

AFTER-SCHOOL AND CURRICULAR EXTENSION PROGRAMS

Students at Northwood Middle School are offered a wide variety of extra-curricular programs in the areas of art, athletics, drama, leadership, and music. Information is available from the coaches and sponsors before the activity/season begins.

Students must be in attendance for at least half the school day when there is an event. Failure to meet this requirement may result in the student being excluded.

A student who does not dress for PE may not be allowed to participate in extracurricular activities that night.

Homeschooled students are eligible to participate in extracurricular activities if they are enrolled in at least two academic classes during the school day.

Students are expected to be picked up after extracurricular events, dances, sporting events, practice, etc. within 15 minutes of the end of the activity. Continued violation of this policy may result in a student being excluded from future events or removed from the team.

After Event Pick-Up By Parents: All athletes and students MUST ride the bus to all athletic events, extra-curricular activities and field trips in order to participate in the event. A student will be released to a parent, after the event, with written permission of the parent (which may be in the form of a sign-out sheet). Students will NOT be released to another student's parent without prior arrangement with administration or the coach/advisor.

Athletics – Fox Valley Conference: Northwood Middle School is a member of the Fox Valley Conference. We field one team for each of the team sports listed below. A fee is assessed for participation in the sport. All participants are required to have a current physical on file in the nurse's office.

Fall	**Winter**	**Spring**
Cross-Country – 6th, 7th & 8th grade	Boys' Basketball – 7th & 8th grade	Track – 6th, 7th & 8th grade
Girls' Volleyball – 7th & 8th grade	Girls' Basketball – 7th & 8th grade	
	Wrestling – 6th, 7th, & 8th grade	
	Cheerleading – 7th & 8th grade	
	Dance Team – 6th, 7th & 8th grade	

Athletics – Intramurals: Students at Northwood Middle School may, at times, have the option of participating in intramural sports as well. A fee for intramurals is assessed for each sport and a physical is not required.

Band/Orchestra/Chorus: During the school day, students in all grades are offered the opportunity to participate in band/orchestra and/or chorus. These programs meet during a student's skills lab period. This is a graded class, and the grades are averaged for honor roll status.

Dances: Dances are held at different times in the year. They are sponsored by the Student Council and usually are held on a Friday after school. **Students must make arrangements for transportation prior to coming to school that day. Students are expected to be picked up within 15 minutes of the end of the dance. Continued violation of this policy may result in a student being excluded from future events. These travel plans must be arranged prior to the beginning of the dance.** Refreshments are served at the dance for a modest fee. All proceeds benefit the Student Council or other charitable organizations.

Eligibility: Students who participate in extra-curricular and/or athletic activities at school must maintain certain academic standards in order to remain an active member of the group. All participants are expected to maintain passing grades. An eligibility listing will be given to all coaches and activity sponsors each week. The following procedure is followed to determine academic eligibility for participation in extra-curricular and/or athletic activities. Each week during the season, the teachers will post student grades. Should a student be failing one or more courses, that student may continue to participate for one week while attempting to improve the failing grade(s). Should the student have a failing grade at any future grade check, the student is ineligible to participate until the next weekly grade check showing that the grade(s) have been raised to a passing grade. **A student may only be on probation once during a season.** The school provides study hall assistance during the school day.

Extra Curricular Activities: A wide variety of after-school clubs and activities are available for students. Some of these extra-curricular programs have a fee, and others do not. Students are encouraged to check with their homeroom teacher or activity/club sponsor for more information. Here is a partial listing of the sponsored clubs and activities:

* Art Club	* Student Council	* Drama/Play
* Scrapbooking Club	* Web Design Club	* Newspaper/Writing Club
* Coding Club		

High School Football Games: Middle school students who attend high school football games are expected to attend with adult supervision. This applies to **all** football games at both WHS and WNHS. Students will not be allowed to attend the game with siblings.

Jazz Band and Selected Singers: The Jazz Band and Select Singers are extracurricular groups that require auditions for membership. Both of these groups meet prior to the start of the school day. Please see the band and/or chorus teacher for more information.

Spectators at School Sponsored Events: Students are encouraged to attend school-sponsored events. The purpose of such attendance is to help foster a feeling of confidence in our teams and to develop a strong school spirit. Spectators are expected to act and behave in a courteous manner at all times. Students choosing to behave inappropriately at such events may risk not being allowed to attend future events. Supervision of students is available from 15 minutes prior to the event until 15 minutes after the event. Parents are expected to pick up their children immediately following an event.

The following rules govern all home sporting events:

- Remain in the bleachers throughout the contest.
- Leave the contest area only at halftime or between games.
- Demonstrate proper conduct at all times.
- Leave the premises only when your ride arrives.
- Remain in the gym and lobby area at all times.
- Noise-making devices are not permitted
- Demonstrate good sportsmanship at all times.
- Booing is not acceptable
- Follow all directions by supervisors, coaches, or referees.

Woodstock Community Unit School District 200
Middle and High School
Activities Code of Conduct

Welcome
On behalf of the Athletic and Activities Departments of Woodstock Community Unit School District 200 (WCUSD 200), we welcome everyone to the new activities season. We are very proud of our students and are excited to have your child as part of our programs.

Activities are one of the most important elements in the overall education of our students. Activities provide an opportunity to extend the learning process. The intention of this manual is to provide students and parents with a guide for understanding the philosophy, programs, procedures, organization, and expectations of the WCUSD 200 Activities Departments. This manual will define our expectations for students and parents of all extracurricular activities.

Philosophy
Woodstock Community Unit School District 200 provides students with opportunities to participate in extracurricular activities because we believe that such activities make valuable contributions toward the achievement of educational goals, provide significant lifetime learning experiences that are not duplicated in other instructional settings, and assist in the positive development of the individual. Among the intended outcomes of such activities are physical fitness; the development of virtues such as fair play, honesty, courtesy, self-restraint, and favorable attitudes; an understanding of what it means to be successful in any setting; achieving personal and team goals; and the development of positive interpersonal relationships. We believe that participation in extracurricular activities should be an indispensable part of the total middle and high school program.
Participation in these activities is a privilege that includes responsibilities to the school, team, community, and the individual participants themselves. To these ends, we expect all of our student participants to exhibit four basic traits:
1. Exemplary moral character in and out of activities and sports
2. Enthusiasm for self, team, sport, other programs, and the school
3. Confidence in self, team, and coaching and activity staff
4. Commitment to academics, athletics, and support for other extracurricular programs

Goals and Objectives
The following objectives guide the WCUSD 200 extracurricular program::
1. Instilling a positive competitive spirit
2. Exhibiting good character
3. Improving skills
4. Accepting individual and group responsibility
5. Developing desirable habits of physical fitness, health, safety, and hygiene
6. Promoting leadership and the appropriate reaction to leadership
7. Emphasizing positive and suitable interpersonal relationships

Eligibility
1. All students must have clearance from the athletic and activities secretary, principal, nurse, or athletic/activities director before they will be allowed to begin to participate, practice, or be issued equipment. This clearance will verify that the following requirements have been met:

   a. completed physical examination form (athletes only)
   b. signed parent/legal guardian consent and waiver on file (athletes only)
   c. written acknowledgment of the *Middle and High School Activities Student/Parent Rules & Regulations*
   d. attendance at mandatory district level education night
   e. attendance at any athletic or activity meetings
   e. payment of appropriate fee (if applicable)
   f. payment of all previous monetary obligations

Students will be given a refund of the fee if they quit or have been "cut" after the first week of participation (5 school days). No refund will be allowed if the student was dropped for a violation or a disciplinary problem. It should be understood that payment of the fee does not guarantee equal participation time. Athletes only: Any athlete who is injured during the first half of the season and cannot participate in the second half of the season may receive a 50% refund.

2. On the first day of practice or tryouts, each coach or advisor will clarify eligibility rules with students. The basic requirements that must be met for participation in high school sports or activities are listed below:

a. The student must be passing twenty-five (25) hours of academic work when the eligibility sheet is sent out and must have passed twenty-five (25) hours of work the previous semester.

b. The student must file a current physical examination (athletes only). This also applies to middle school athletes.

c. The student must be under twenty (20) years of age.

3. By the end of the first week of practice or tryouts, each head coach or advisor will submit the complete list of participation forms for students in each activity to the athletic/activities director.

4. Weekly eligibility for all students is also determined by academic performance.

Any high school student not passing 25 hours a week is considered on probation but can still fully participate. The student has one week to raise the number of passing hours to 25 or will be ineligible to participate in games or contests, but may continue to practice and be part of the activity until the requirement is met.

Any middle school student failing even one class is considered on probation but can still fully participate. The student has one week to raise any failing grades or will be ineligible to participate in games or contests, but may continue to practice and be part of the activity until the requirement is met. Middle school students are allowed only one probation period per activity.

Honor societies and some special activities may set standards higher than the ones listed above. Please refer to your advisor/sponsor's specific rules and regulations for that activity for more information.

5. If a high school student fails a semester, he or she is ineligible for participation in any sport or activity the next semester. This does not apply to middle school students.

6. Each coach or advisor will be responsible for communicating with parents/legal guardians and students the expectations for his or her sport or activity. Each student must sign a statement indicating acknowledgement of these rules.

Coach or Advisor/Student/Parent Communications

As your child becomes involved in programs at WCUSD 200, he/she will experience some of the most rewarding of life's moments. It is important to understand that there also may be times when things do not go the way you and/or your child wish. At these times discussion with the coach or advisor is encouraged. Appropriate concerns to discuss with coaches and advisors are:

1. What role will my child play in this activity and why?
2. What does my child have to do in order to be better?
3. What can we as parents do to help our child fulfill their expectations?

Students may not participate as much as parents/guardians expect. Coaches and advisors are professionals. They make judgment decisions based on what they believe to be the best for all students involved. As you can see from the list above, certain things should be discussed with your child's coach or advisor. Other things must be left to the discretion of the coach or advisor, including;

1. Participation time is entirely in the hands of the coach/advisor and no one else.
2. Strategies are entirely in the hands of coaches/advisors and no one else.
3. Other students - it's unprofessional to discuss other participants' talents.

Scheduling a Conference with the Coach or Advisor

There are situations that may require a conference between the coach or advisor and the parents/guardians. Conferences are encouraged. It is important that both parties have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to promote a resolution of the concern:

1. Parents/guardians should call the school office to schedule an appointment.

2. If the coach or advisor is not available, please leave a message for the athletic/activities director. He/she will set up the meeting for you.

3. Please do not attempt to confront a coach or advisor before, during, or after a contest or practice. These can be emotional times for the parent/guardian, the athlete or participant, and the coach or advisor. Meetings of this nature do not promote resolution and are inappropriate when students are present. Advisors and coaches have been instructed to avoid such confrontations.

Complaint Procedure
When a parent feels that the meeting with the coach or advisor does not provide a satisfactory resolution, the next step in the process is to call the athletic/activities director for a conference. If the situation is not adequately resolved, a meeting should be scheduled with the principal. On very rare occasions, when the situation cannot be resolved by the principal, the Assistant Superintendent for Middle and High School Education should be contacted for further resolution.

Co-Curricular Participation by Home Schooled Students
Middle School Level - A homeschooled student at the middle school level must be enrolled in a minimum of two academic classes during the school day. This includes, but is not limited to all music programs, athletic programs, clubs, and activities.

High School Level - In order for a homeschooled student to participate in a co-curricular program at a WCUSD 200 high school, the student must be enrolled in a minimum of two classes (10 hours) at a WCUSD 200 high school. The student is still required to pass the standard number of hours of instruction required by the WCUSD 200 Board of Education (25 hours of instruction each week during each semester). The student's home school classes must be approved curriculum that is fully accredited by the North Central Association. Eligibility checks for the home school courses will be done each week, and it is the responsibility of the parent/guardian to phone the athletic/activities department secretary each Thursday before noon and report the weekly progress in the home school coursework. If the home school student refuses to enroll in this minimum number of classes, no participation or eligibility will be allowed for that student.

Athletic Team Structures and Goals
In the great majority of our athletic offerings, we will have five team levels, each with its own structure and goals. The following system, or segments of it, will be used throughout the Activities Departments:
1. Sixth Grade - this is the entry level to all our programs. The emphasis here is on introduction to the activity, learning the basic fundamentals needed to help the athlete be their best at the activity, and a healthy balance between competition and participation. The goal is not about winning at this level; it is about learning in an atmosphere that is dominated by having fun, learning the activity, and playing in competitive situations that meet the student's skill level. (Cross-country, wrestling, and track are played at the conference level.)
2. Seventh/Eighth Grades - this is step two in the seven-year process. The emphasis here is on building upon the basics and further developing the student's skills to match his or her personal maturation level. We need to continue the balance between competition and participation that is introduced in the sixth-grade program. (All sports available at the conference level. In addition, volleyball and basketball are offered as intramurals.) This is the first level of competition in which the number of participants on the team may be limited.
3. Freshman/Sophomore - this is the first real intensely demanding level within our programs. The emphasis here is to further hone the basic skills and the complex elements of the activity within a regular conference schedule and atmosphere. The number of participants on the team may be limited.
4. Junior Varsity - this is the varsity preparatory level. Basic skills will still be a key concern, and the complex elements are really emphasized in preparation for the varsity level. The number of participants on the team may be limited.
5. Varsity - basic skill development and complex systems are continually developed within the rigors of the intensely competitive demands of the conference and state competition. The number of participants on the team may be limited.

Activity/Athletic Participation and Retention
Factors such as time, facility availability, equipment, staffing, budgetary considerations, and tradition limit the ability of WCUSD 200 on providing participatory opportunities. However, our goal is to provide as many students with as many program opportunities as possible.
Students are encouraged to participate in activities throughout the entire school year. It should be clearly noted that multi-activity participation has the most benefits. Generally speaking, the most successful adults are those who were involved as students in activities because they learn the skills needed for future success: leadership, self-discipline, cooperation, work ethic, decision-making, perseverance, etc.

Participation Selection
Certain activities at certain levels have limitations on the number of participants. We do not want to limit participation. In fact, it is the most difficult decision any coach or advisor has to make, but in some instances it may have to be made. You should know that many factors are considered before limiting the number of student participants. Decisions to limit participation will be in as fair and professional manner as possible. Questions concerning such decisions should be directed to the activities/athletic director.

Mandatory Meetings
At the beginning of each year a district level education program will be held for all middle and high school students and their parents.. Attendance at one of these meetings is required for students who plan on participating in a school sponsored activity or sport and at least one parent/guardian of that student. These district level meetings will be held during the school day as well as the evenings to make every attempt to accommodate different schedules. The purpose of this meeting is to educate all parents and students on the good conduct policy and other issues related to the health and safety of students involved in activities. In addition, the high school athletic departments will have a mandatory meeting at the start of the fall, winter, and spring sport seasons. Other extracurricular activities and middle school sports may have mandatory meetings at the beginning of the school year or when the event/season begins. The reason for these mandatory meetings is to convey the philosophy, goals, rules and regulations associated with athletics and activities, especially athletics.

Attendance and Participation
All activity and athletic participants will conduct themselves properly and will abide by all policies listed in the district and student handbook, including the *Middle and High School Activities Student/Parent Rules & Regulations.*

1. Daily attendance at school and regular class attendance are expected.
2. Athletes coming from one season to another will be offered two (2) school days of rest between sports.
3. All activity and athletic participants that are out-of-school suspended may not practice or participate in any sport or activity during the time of the suspension or until the suspension has been served. Administration will determine, on a case-by-case basis, if a student can participate in any practice/event on the day of a Saturday School or in-school suspension.
4. The activity or athletic participant will be obligated to attend all practices, games, and activities. Students are expected to participate in their chosen activity the entire season. Excused and unexcused absences will be enforced as follows:
    a. An activity or sport participant must be in attendance for the second half of the school day when a game/event is scheduled. Any change from this must have a parent/legal guardian note or a doctor's excuse, and the activities/athletic director must be informed.
    b. Any excused absence (a 24-hour notice when possible) is to be approved personally by the coach or sponsor before practice, game, or event. In cases of conflict, coaches and advisors shall cooperate with other school activities.
    c. In the case of unexcused absences, the coach or advisor in question will handle the first occurrence. The second unexcused absence could result in being removed from the activity or sport. An unexcused absence is defined as when the student is not on the excused absence list in the school's attendance office and has failed to notify the coach or advisor of the reason for the absence. If a student misses school and is excused, the student must still inform the coach or advisor if he or she cannot be at a practice, event, or contest as soon as possible.
    d. Non-school day, including winter and spring break, practice policies are as follows:
        i. If the team or individual is in a tournament/event or a scheduled contest, activity and sport participants are expected to attend practices or games.
        ii. If the team or individual is not scheduled for a contest or tournament/event over winter or spring break vacation periods, practices missed do not have to be made up.
        iii. If parents/legal guardians take the activity or sport participant out of town and he/she misses a practice or contest, the student will not be allowed to participate in as many contests as the coach or sponsor feels the student needs to prepare to participate (physically and team preparation), not to exceed the number of contests missed.
    e. Administration-approved cancellations of games, practices, and events may include, but are not limited to, shortage of participants and/or inclement weather.

Sunday Participation
Under Illinois High School Association (IHSA) rules, there will be no interscholastic activities scheduled on Sundays. There are also no practices on Sundays.

Inclement Weather Situations
When school is dismissed early due to inclement weather, no practice or open gym will be conducted. All students are to go home. When school start time is delayed due to inclement weather, no morning practices will be held. When school is canceled, no practice or open gym will be held. Competitions or other scheduled tournaments may be held at the discretion of the district office.

Homework and Make-up Work
Students who miss school to participate in an activity shall be responsible for coordinating all makeup work with their teachers. Participation in an activity is not an excuse for non-completion of required assignments.

Appearance and Dress
Students representing the school will dress and appear in a manner which is a credit to the school. Specific dress and appearance will be prescribed by coaches or advisors.

Cancellation of a Scheduled Event
In the event any scheduled activity has to be canceled or postponed, the athletic/activities departments will inform parents through Athletics 2000 and Com Ed (via phone call and/or e-mail). Students and parents can also call the athletic/activities department at their individual school.

Uniform and Equipment Policy
Every participating student will be provided with necessary equipment and/or uniforms by the district. Students are responsible for these items. Lost or damaged items will result in a fine being levied upon the student for replacement cost of the lost item. All school-issued uniforms and equipment must be returned after the season or event is completed within the timeline established by the coach or advisor. The following are the expectations for equipment and uniforms by all student participants:

1. It is the student's responsibility to pay the replacement cost for lost, stolen, or broken items through abuse.
2. If the student is no longer practicing with the team or does not complete involvement in an event or activity, he or she is to turn in school-issued equipment and/or uniform to the coach or sponsor within the next three school days and remove all personal items from his or her sport locker.
3. It is the student's responsibility to turn in his/her school issued equipment when the season or activity ends on the date determined by the coach or advisor..
4. All school-issued equipment must be turned in to the appropriate coach or advisor. Any exceptions are to be made in advance with the coach or advisor.
5. All school-issued uniforms/equipment must be turned in to the coach or advisor before the student is allowed to try out for or participate in another activity.

Participation Safety Procedures
Although participation in supervised activities may be one of the least hazardous activities any student can engage in, by its nature, activities, especially athletics, include a risk of injury that can range in severity from mild to catastrophic – including temporary and/or permanent disability, or even death. Serious injuries are not common; however, it is possible only to minimize the risk – not eliminate it entirely.

STUDENTS MUST OBEY ALL SAFETY RULES, REPORT ALL PHYSICAL PROBLEMS TO THEIR COACHES OR ADVISORS, FOLLOW THE DIRECTED CONDITIONING PROGRAM, AND PERSONALLY INSPECT THEIR EQUIPMENT DAILY.

By signing the permission sheet, the parent/guardian and student acknowledge that they are aware of the risks involved.

Injuries
Students must report injuries to the coach or advisor immediately. Injuries will be reported to the proper authorities (nurse and trainer) by the coach or advisor within 24 hours or the next school day.
The coach, advisor, and/or trainer will contact the parents/legal guardians regarding injuries as soon as possible.

Concussion
In collaboration with Centegra Hospital and Accelerated Rehabilitation, the district has developed specific procedures for students who may sustain a concussion during an athletic event or an activity. If an injury occurs, the student will be removed from the game or activity and be evaluated by the athletic trainer or nurse.. The athletic trainer/nurse will notify the parent and, if appropriate, provide options for medical follow-up. In cases where the athlete is not allowed to return to play that same day, the athlete will need to receive clearance from a licensed health care provider in order to begin the "return to play protocol". The "return to play protocol" is a multi-day process that is determined by the severity of the concussion. Please contact the school's athletic director or athletic trainer for additional details.

Traveling with Activities
The school will provide transportation to and from every event. It is expected that all high school student participants take the school transportation to and from all events. Exceptions to this are permissible for valid reasons. Requests for exceptions to this rule need to be submitted to the athletic/activities department or activities advisor at least 48 hours prior to the event. Students who are eighteen years of age or older are **not** exempt from this policy. Middle school participants are allowed to travel with parents if they have signed out appropriately with the coach or advisor.

RULES OF CONDUCT

Coaches, teachers, staff members, students, administrators, and/or law enforcement agencies may **report** any alleged violations of the Code of Conduct at any time. Any person from the public may notify school authorities regarding alleged rule violations by a signed letter to the Athletic or Activity Director or Principal.
These rules are in effect for a student's entire school career, including summer. These rules begin on the student's first day of middle school and end on the final day of the student's senior year. Offenses may be cumulative as indicated below. Penalties for infractions in the second semester of eighth grade will be carried over to freshman year if they are not served at the middle school level.

Activity participants must always remember that participation in activities and athletics is a privilege, not a right. Students who participate in extracurricular activities must observe regulations that are more restrictive than those relating to the general student community. Participation is both an honor and a responsibility. Activity participants earn recognition for the achievements as representatives of their school and its ideals. Those students who are selected for the privilege of membership on teams or as members of other extracurricular activities should conduct themselves at all times in such a manner as to be a credit to their parents or guardians, the school, and their community. Exemplary conduct is expected throughout the year, in or out of activity, whether on campus or off.

Alcohol, Drugs, and Other Substances

Possessing, purchasing, using, being under the influence of or attempting to transfer to others any alcohol, drug-related substances, look-a-likes, unauthorized prescription medications, inhalants, performance enhancing drugs as identified by the IHSA, and unauthorized over-the-counter medicines or apparatus or paraphernalia designed or intended for smoking, inhaling, lighting, injecting, or ingesting any illegal substance is strictly prohibited. Violation of this policy will result in consequences up to and including expulsion. (see Attendance and Participation section). The appropriate police authorities will be notified.

Use or possession of alcohol, tobacco, and/or illegal drugs or substances is expressly forbidden. This may include misuse of over-the-counter drugs as well.

Attendance at Parties Where Illegal Substances are Present

We expect our students to be healthy and safe and obey the law. If an activity or sport participant attends a party where alcohol or drugs are being illegally dispensed, the student-participant must leave the party and encourage teammates and other activity participants to leave with them. Students choosing not to leave a party leave themselves open to possible violations of the policy through social media posts, information from other students, and police involvement. It is in the student's best interest both for purposes of these procedures and for health and safety that he/she leaves a party where alcohol and/or drugs are present.

Violation of Law

Any arrest will be investigated by the administration for its merits and possible consideration of a violation of the rules of conduct**.** If any student, while on a school-sponsored activity, violates the law, he/she will be reported to the proper authorities.

Cyber Images

Any identifiable image, photo, or video that implicates a student to have been in possession of or in the presence of drugs, or portrays the actual use or out-of-character behavior or crime, shall be confirmation of a violation of the rules of conduct. It must also be noted that there may be persons who would attempt to implicate a student by taking such images, to place them in a situation where they might be in violation of these rules. This is our rationale for demanding that our students not place themselves in such environments.

Hazing

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any athletic team or club, etc. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. WCUSD 200 does not permit any form of initiation or harassment, known as hazing, as part of any school-sponsored activity. No student, coach, advisor, volunteer, or district employee shall plan, direct, encourage, assist, or engage in any hazing activity. Suspected acts of hazing should be reported to the coach, advisor, activities director, principal or other school administrator.

Team/Activity Rule Violations
Each team/activity will notify its members of any special rules or expectations that are in addition to those listed in this code. Team/activity members are expected to follow those rules and expectations. Consequences for violations of these rules may include temporary loss of playing or practice time or, upon consultation with school administration, removal from the team/activity.

District and School Disciplinary Violations
In addition to the specific violations listed above, any infraction of the district's discipline policy and/or the rules listed in the student handbook could be considered as violations of the Activities Code of Conduct. Consequences, in addition to those handed out as part of the regular discipline procedures, may include temporary suspension or complete removal from the activity or team.

PENALTIES FOR INFRACTION OF ATHLETIC/ACTIVITIES CODE OF CONDUCT

Violations Procedure
The athletic director or activities assistant principal will meet with the student to discuss the infraction/violation and provide an opportunity for the student to respond. Students are expected to be honest and forthcoming during the investigation of any infraction/violation of the Rules of Conduct. If a student is not truthful during the administration's investigation, the penalty may be increased.

The athletic director or activities assistant principal will contact the student's parent/legal guardian and inform them of the violation and any issued penalty.

All suspensions will carry over to the next sport or activity, if the suspension has not been fulfilled in the current season. If a student is involved in another activity during the suspension, the student will not be allowed to represent WCUSD 200 until the suspension is completed. A suspension of any type carries over between middle school and high school.

First Offense -

A student is suspended for half of the scheduled contests/activities for the season in which the infraction occurs. In sports or activities with an odd number of contests, half is defined as the larger segment of the season.

A contest/activity needs to actually occur in order for it to be counted as a suspended contest. A student can not be suspended from a canceled contest.

Students are still expected to be at all practices or meetings to develop necessary skills for full participation at the end of the penalty.

If an infraction occurs beyond the halfway point of the season, the penalty will continue into the next season/activity in which the student participates. The athletic director or activities assistant principal will determine the number of suspended contests/activities in the continuing season based on the percentage of the suspended contests/activities left in the original consequence.

EXAMPLE:
An infraction occurs after game 8 of a 10 game football season. Since there were 10 games scheduled for the entire season, the student was suspended for 5 football games. However, there are only two games left in the football season. The student is suspended for the remaining two (2) football contests and will have completed 40% of their consequence.

The student then chooses to participate in basketball where 26 contests are scheduled. Since the student only completed 40% of their consequence, 60% of the consequence remains to be completed during basketball season. In this situation the student would be suspended from 8 basketball contests to complete the consequence. (½ of 26 contests = 13 60% of 13 =7.8 or 8 contests)

Second Offense –

The student guilty of a second violation will be suspended from all contests and activities/competitions for one calendar year from the completion of the penalty incurred.

Third Offense –

The student guilty of a third violation will be suspended from participation in interscholastic athletics or activities for the remainder of his or her high school career. Should a student desire to participate after being suspended for a minimum of one calendar year, he or she may appeal to the Activities Council (see below) for reconsideration of the career suspension.

Severity Clause –

Severe violations including, but not limited to, violation of any rules of conduct, harassment or bullying conduct, or violation of any laws may result in immediate suspension or removal from activities as deemed appropriate, by the discretion of the principal.

Middle School Students -

The cumulative process for offenses begins when a student enters high school. However, a middle school student who violates the conduct policy must complete all of their suspension time before returning to an activity or sport. Students who reach the level of the third offense in middle school, may appeal the career ban from activities and athletics by following the appeal process. The Activities Council may uphold the career ban thereby not allowing the student to participate during their entire high school career. The Activities Council may also choose to remove the career ban, thereby allowing the student to participate, and place the student at the second offense level.

Appeal Procedure

A student and/or parent may appeal the decision of the athletic/activities director. The appeal procedure of a student is sequential. The first appeal is to the Activities Council (see below). This appeal must be made in writing within 10 days of the original decision (the appeal form will be provided by the athletic/activities director). If the student is not satisfied with the council's decision, he or she may appeal to their school principal. This appeal must be made in writing within 10 days of the Activities Council's original decision. Future appeals would then go to the WCUSD 200 Board of Education Hearing Officer. This appeal must be made within 10 days of the school principal's decision.

Activities Council

The head coach of each sport, activities advisors, the athletic/activities director, will comprise the Activities Council. The purpose of this council is to review all infractions pertaining to eligibility, training, and the general welfare of the activities program. During an appeal hearing, the council may decide to uphold the original consequence or mitigate all or portions of the original consequence. Students who appeal to the activities council should be prepared to explain and support their reasons for requesting a reduction or removal of the consequence.

Self-Referral Exemption

A "Self-Referral Exemption" may be granted to a student who voluntarily admits to a coach, advisor, staff member, or administrator, that they have violated the substance abuse portion of the code of conduct. This exemption will allow the student to continue in a sport or activity without any disciplinary action. This voluntary admission must come before an investigation begins or the school is notified by the police department. A self-referral claim is determined at the discretion of the athletic/activities director and may be used only once during a student's middle or high school career. Should the student violate the code for a second time after being granted a self-referral exemption, the consequence will be considered a second offense and be subject to the penalties for a second offense.

CONDITIONS FOR RETURN (after a chemical health violation)

Student Assistance Program

A violation of the WCUSD 200 Activities Rules and Regulations requires administrative action and involves student participation in the student assistance program, which must be attended by the student and a parent or guardian. Parental involvement is required to ensure that they are informed and aware of the nature of the violation and have a full understanding that any future violations will result in greater consequences. The parent can also come to understand their role in helping their child through a difficult time. Failure by a parent or guardian to comply will result in the student being able to practice but not compete.

1. The student must complete the required educational, corrective, and restorative gestures.

Educational and corrective component for alcohol and substance abuse violations: The student shall be required to complete the prescribed educational program as part of the process that may lead to resumption of participation in activity programs or athletics.

2. ***The student must address the coaching staff or advisors regarding the incident.***
This may be done in the form of a letter or conversation with the coach and/or advisor. The student assistance counselor or athletic/activities director will be present to offer support and ensure confidentiality remains intact.

3. ***The student and parent must re-sign the*** **Middle and High School Activities Student/Parent Rules & Regulations.**
During the educational process, the student and parent will resign the *Middle and High School Activities Student/Parent Rules & Regulations*. This is designed to demonstrate that they are recommitted to the provisions of the rules and regulations.

PARENTAL CODE OF CONDUCT

Parents are an invaluable part of their child's educational development. Parental attitudes and actions have the most impact upon the outcome of their child's learning. Therefore, it is important that parents see activities for what they can do to help their child's development. The Parental Code of Conduct ask that parents:

- Be positive role models through their own actions to make sure their child has the best experience possible.
- Be "team" spectators, not "my kid" spectators.
- Weigh what their child says; they may tend to slant the truth to their advantage.
- Show respect for the opposing participants, coaches, advisor, spectators, and support groups.
- Be respectful of all officials' or judges' decisions.
- Praise the students for their attempt to improve themselves as students, as athletes, as participants, and as people.
- Gain an understanding and appreciation for the rules of the contest.
- Recognize and show appreciation for an outstanding achievement by other students.
- Participate and/or encourage student participation in fund-raising efforts by the team or associated booster clubs to support the team or group goals.
- Help their child learn that success is experienced in the development of their skills and that they can feel good about themselves regardless of the outcome.
- Take time to talk with coaches or advisors in an appropriate manner, including proper time and place, if there is a concern. Be sure to follow the designated chain of command.
- Reinforce WCUSD 200's alcohol, tobacco, and other drug-free policies by refraining from the use of any such substances before and during extracurricular contests or events associated with students including post-season banquets, celebrations, etc.
- Remember that a ticket to a school event is a privilege to observe the event.

Parents and guardians have the right to understand the expectations of their child when he/she becomes involved in an activity/program. This begins with clear communication from the coach or advisor. Communication should include:

- Philosophy
- Expectation of the activity and of the activity members relative to one's own child
- A schedule of practices, contests, events, and games, including locations and times
- Requirements, i.e., fees, special equipment, off-season conditioning
- Procedure when a student is injured
- Behavior and consequences that could result in non-participation on the team
- Communication the coach or advisor expects to hear from parent(s)/guardian(s)**:**
- Notification of scheduling conflicts well in advance

Coach or Advisor's Code of Conduct

We understand that the athletic/activities director, coaches, and advisors are leaders and are dedicated to more than the need to improve student skills. As a professional educator, leader, and role model for students, the high school athletic/activities directors, coaches, and advisors will:

- Exemplify the highest moral character as a role model for young people.
- Recognize the individual worth and reinforce the self-image of each student participant.
- Establish a realistic goal or vision for the season/year and communicate that to the student participants and parents.
- Encourage and assist student participants to set personal goals to achieve their highest academic potential.
- Strive to develop the qualities of competence, character, civility, and citizenship in each member.
- Provide a safe, challenging, and encouraging environment to develop skills, practice, and competition.

- Gain an awareness of the importance of prevention, care, and treatment of injuries (athletics only).
- Respect the integrity and judgment of the competition officials and judges.
- Teach and abide by the rules of the competition in letter and in spirit, build and maintain ethical relationships with coaches, advisors, and administrators.
- Strive for excellence in skills and techniques through professional improvement.
- Promote personal fitness and good nutrition.
- Be modest in victory and gracious in defeat.
- Reinforce WCUSD 200's alcohol, tobacco, and other drug-free policies.

Sportsmanship
All visiting teams and participants are our guests and should be treated with courtesy and respect. Students should accept all decisions of the officials or judges graciously and strive to win honestly without boasting. Students may be barred from participation in the extracurricular program if found to be in violation of the principles of good sportsmanship. Spectators will be subject to the district and/or school policies regarding conduct on school property and sportsmanship at both home and away events. Student spectators are also subject to the school discipline policy.

Unsportsmanlike Behavior
Any student ejected from a contest or event for unsportsmanlike or disorderly conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the school may assess.
Any coach or advisor ejected from a contest for unsportsmanlike conduct shall be ineligible to coach the next interscholastic contest for his/her particular team.

Any spectator who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event and/or denied admission to school events for up to a year after a WCUSD 200 Board of Education hearing.

Examples of unsportsmanlike conduct include:
- using vulgar or obscene language or gestures;
- possessing or being under the influence of any alcoholic beverage or substance;
- possessing a weapon;
- fighting or otherwise striking or threatening another person;
- failing to obey the instructions of a security officer or school district employee;
- engaging in any activity which is illegal or disruptive; and
- making inappropriate remarks to officials/judges, coaches/advisors, participants, or school personnel.

Parental/Booster Club Relations
The activities departments encourage the participation of all parents in booster clubs. This is a very important support system for the entire program. The ideal booster club is one that is made up of parents, spectators, and coaches/advisors. We need this group to really promote activities and assist the departments in providing our students with equipment, facilities, and opportunities they otherwise would not enjoy. Positive relationships between all the interested parties are necessary for the overall success of each activity and the entire program. Each coach, advisor, student, parent, booster, and spectator has an important impact upon the outcome of the experience of the students involved in our activity programs.

Nondiscrimination
WCUSD 200 and the State of Illinois are committed to a policy of nondiscrimination in relation to race, color, national origin, sex, age, handicap, sexual orientation, religion, and any other protected category.. This policy should prevail in all matters concerning staff, students, education programs, amended services, and individuals with whom the school district does business.

The school staff should establish and maintain an atmosphere in which students can develop attitudes and skills for effective, cooperative living, including:
1. Respect for the individual regardless of economic status, intellectual ability, race, color, national origin, sex, age, handicap, sexual orientation, religion, and any other protected category;
2. Respect for cultural differences;
3. Respect for economic, political, and social rights of others; and

4. Respect for the rights of others to seek and maintain their own identities.

The school district, in keeping with the requirements of state and federal law, will strive to remove any vestige of prejudice and discrimination, in employment, assignment and promotion of personnel; in location and use of facilities; and in educational offerings and instructional materials. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person, or otherwise be discriminated against in any interscholastic, club, or intramural activity offered by WCUSD 200.

Illinois High School Association (For 2013-14 School Term)
This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

Key Provisions Regarding IHSA Rules

Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance
   - A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
   - B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
   - C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
   - D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. Scholastic Standing
   - A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of four (5) .5 credit courses (2.5 full credits).
   - B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester. (Beginning with the second semester of the 2012-13 school term)

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:

A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or

B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or

C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or

D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or

E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or

F. You attend the private/parochial high school which one or both of your parents attended; or

G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office.

B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after the IHSA sport season has begun, you will be ineligible for cross country that entire school term at the new school.

C. If you transfer attendance from one high school to another high school, you will be ineligible unless:

1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;

2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;

3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;

D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.

E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws of the Illinois High School Association.

F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sports season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. Physical Examination

You must annually have on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's the report must be on file with your high school principal/official representative.

7. Amateur Status

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.

B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed $75 fair market value. There is no limitation on the value of your school letter.

C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.

D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.

C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athletes which are not uniformly made available to all students who attend your school.

D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.

E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.

F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the bylaws.
2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.

B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.

C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.

D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a nonschool team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.

E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other

conditions.

B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

12. Misbehavior During Contests

A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.

B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

DISCLAIMER: The rules, consequences, procedures, and activities outlined in this handbook are not designed to be all-inclusive or represent a contract between student and school. Rather, this is a living document designed to be changed and updated to insure compliance with federal, state, or local regulations and may be revised as it becomes necessary for the routine operation of the school.

Northwood Middle School

(Somos Northwood)

2026-2027

Manual para Padres y Estudiantes

Bethany Hall, Directora
Kelsey Murphy, Sub-Directora

Número de la Oficina 815.338.4900
Línea de Asistencia 815.337.8618
Número de Fax 815.337.2150

Phone Number 815.338.4900
Attendance Line 815.337.8618
Fax Number 815.337.2150

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RESPUESTA A LA INTERVENCIÓN
- Estado de la misión
- Académico
- Comportamiento

SERVICIOS DE COMIDA
- Programa de tarjeta de débito para servicio de alimentos

NIVELES DE DISCIPLINA y Definiciones cont. (19)
- Peleas/Asalto y Agresión
- Actividad de pandillas y pandillas
- Demostraciones públicas de afecto
- Búsqueda y captura
- Acoso sexual
- Código de vestimenta del estudiante
- Maestros sustitutos
- Política de armas

PROGRAMAS DE RECONOCIMIENTO DE ESTUDIANTES (23)
- Cuadro de honor trimestral
- Estudiante del mes
- Reconocimiento de comportamiento positivo

PROGRAMAS DESPUÉS DE ESCUELA Y EXTENSIÓN CURRICULAR (23)
- Después de un evento, como pueden recoger
- Atletismo - Conferência Fox Valley
- Atletismo – Intramuros
- Banda/Orquesta/Coro
- Bailes escolares
- Elegibilidad
- Actividades extracurriculares
- Juegos de fútbol de la escuela secundaria
- Band de Jazz and Coro de Swing
- Espectadores en eventos patrocinados por la escuela

Código de conducta deportivo D200

Descargo de responsabilidad(25)

Manual Para Padres en Espanol (44)

OTROS PROCEDIMIENTOS E INFORMACIÓN
- Acidentes/ Segurança
- Dirección de los estudiantes
- Aerosoles
- Mochilas, Bolsas y Carteras
- Bicicletas, Patinetas/otros artículos con llantas
- Tel. Celulares
- Arreglos Custodiales
- Aparatos Electrónicos
- Bebidas Energeticas/Cafe
- Paseos Escolares

Taquillas
Cosas Perdidas
Pases para los pasillos
Propedidad Personal
Educación física
Cuando debe recoger a su estudiante después de los eventos escolares.
Cargos estudiantiles
Utiles Escolares
Equipos
Teléfono y Celulares

Participación de los padres
Visitas a los salones
Comunicación y Pediodico semanal
Organización de padres y maestros (PTO)
Padres voluntarios
Visitantes

Código de Conducta
Declaración de la visión
Carácter y Northwood P.R.I.D.E.

RESPETO Y RESPONSABILIDAD

EXPECTATIVAS DE TODA LA ESCUELA
Expectativas de los estudiantes
Expectativas de los Padres
Expectativas de la Facultad
Expectativas de la Administración

PROCEDIMIENTOS DISCIPLINARIOS PARA ESTUDIANTES
Remisión a la Oficina
Almuerzo Detención
Detención después de la escuela
Sábado Detención
Suspensión en la escuela
Suspensión fuera de la escuela

NIVELES DE DISCIPLINA Y Definiciones
Nivel 1 Comportamiento e Intervenciones
Nivel 2 Comportamiento e Intervenciones
Level 3 Comportamiento e Intervenciones
Honestidad Académica
Bullying/Comportamiento Agresivo
Cyberbullying
Bus Disciplinary Consecuencias Disciplinarias del Autobús escolar

INFORMACIÓN GENERAL DE LA ESCUELA

2121 North Seminary Avenue, Woodstock, Illinois 60098
Teléfono: 815-338-4900
Fax: 815-337-2150
Asistencia: 815-337-8618
Sra. Bethany Hall - Directora
Sra. Kelsey Murphy - Sub Director
Sitio Web del distrito: www.woodstockschools.org
Sitio Web de la escuela: https://www.woodstockschools.org/northwood

Enunciación de nuestra misión y Expectativas P.R.I.D.E.

Los miembros de la comunidad de Northwood escuela intermedia tienen P.R.I.D.E. (Orgullo) en su escuela creyendo en el poder de adoptar el aprendizaje y ser dueños de su futuro.

P es para **Propósito**
Esto implica tener dirección, establecer objetivos académicos y personales, propósitos, y establecer un plan para lograrlos..
R es para **Respeto**
Esto implica respetar la diversidad, mostrar civismo, ser honesto, tener confianza en sí mismo, y jugar en equipo.
I es para **Independencia**
Esto involucra tomar riesgos, ser capaz de resolver problemas, creer en sí mismo para ser autosuficiente y proactivo.
D es para **Disciplina**
Esto implica mostrar autocontrol, sostener convicción moral, y tener sentido de responsabilidad.
E es para **Excelencia**
Esto implica aprender de los errores y seguir activamente hasta llegar a la meta.

HORARIO DEL DIARIO

Horario: La escuela comienza a las 8:45 a.m y termina a las 3:35 pm. La oficina está oficialmente abierta desde las 7:30 am hasta las 4:00 pm.

Los estudiantes que lleguen al edificio antes de las 8:15 a.m. tendrán que esperar en la cafetería hasta que puedan entrar a su clase. **Si por alguna razón hay un estudiante que no pueda comportarse debidamente no se le permitirá entrar al edificio hasta las 8:15 a.m.** La oficina está abierta a los estudiantes a las 8:15 para que los estudiantes puedan pagar algún balance o solucionar otros asuntos. Los padres deben tener en cuenta que los alumnos no son supervisados hasta las 8:00 a.m.

PROCEDIMIENTOS PARA ASISTENCIA Y SALIDA

Ausencias Cuando un alumno/a esté ausente, el padre debería llamar para notificarlo al siguiente número: **815 337-8618**. Este número le comunica con un contestador automático que funciona las 24 horas. En su mensaje deben incluir el nombre del estudiante, el grado, el nombre de la persona que llama, los síntomas específicos, y si tiene o no fiebre superior a 100ºF. Se recomienda que los estudiantes traigan una nota del médico cuando sea posible. **La acumulación de ausencias injustificadas puede dar lugar a una intervención disciplinaria y la posibilidad de derivación a McHenry County Ausentismo.**

Si un estudiante debe salir antes de la hora de salida, debe traer una nota firmada y presentarla en la oficina cuando llegué por la mañana. Ahí se le darán instrucciones de a qué hora debe ir a la oficina para salir antes.

Si un estudiante llega tarde a la escuela en la mañana, tiene que presentarse en la oficina antes de ir a su clase. El estudiante debe tener una razón para llegar tarde y debe documentar la hora de llegada. En el mostrador de la oficina encontrará la forma. Si un estudiante llega tarde demasiadas veces tendrá ciertas consecuencias.
Una tardanza se define como CUALQUIER vez que un estudiante llega tarde a la escuela. Si llega tarde por una razón médica (una cita con el médico) no será contado como una infracción, sin embargo le puede ser requerido por la administración que presente documentación adicional.

Los estudiantes deben estar presentes al menos la mitad del día cuando hay un evento escolar y planean asistir. Si no se cumple este requerimiento el estudiante será excluido. **Los estudiantes que sean enviados a casa por la enfermera por razones disciplinarias no podrán asistir a eventos después de la escuela.**

Asistencia o llegar tarde El futuro éxito en la vida de un estudiante se refleja en buena asistencia a la escuela y puntualidad, hábitos que se forman cuando ellos son jóvenes. Es importante para la salud y bienestar de todos los estudiantes que lleguen puntualmente a la escuela de forma regular. Cuando un niño/a pierde un número determinado de días, incluso si es sólo de una clase, la educación del niño/a se ve afectada. De esta forma nuestra escuela cumple con la Ley de Illinois de Asistencia Obligatoria, capítulo 105 ILCS 5/26-1 a 5/26-15- Los padres serán notificados cuando haya problemas de asistencia. El incumplimiento posterior se denunciará a la Oficina Regional de Educación. Cuando un estudiante llegue tarde por la mañana debe ir a la oficina antes de ir a ningún otro lugar del edificio. Se debe tener una razón para llegar tarde y debe firmar una hoja en la oficina. Cuando se repitan las tardanzas se tomarán medidas disciplinarias. Una tardanza se define como CADA vez que un estudiante llega tarde a la escuela. Las tardanzas por motivos médicos (por ejemplo, visita al doctor, etc.) no serán contados como tardanzas pero la administración requerirá documentación adicional. **Se monitorea de manera consistente a los estudiantes que llegan tarde a la escuela muy a menudo. Las consecuencias pueden ir desde una advertencia/reunión con los padres hasta una suspensión dentro de la escuela.**

Además, los equipos de profesores podrán establecer su propia norma para corregir las tardanzas en sus clases.

Ausencias crónicas El estado de Illinois interviene cuando un estudiante está ausente sin motivo justificado durante más del 5% de los 180 días de escuela. 9 días constituyen este 5% del año escolar. Esta es una situación legal que puede desembocar en multas, pérdida de ayudas estatales a la familia, y/o hasta prisión.

La escuela de Northwood cumple con la Ley de Provisión de Asistencia Escolar 105 ILCS 5/26-1 a 5/26-15. La asistencia de cada estudiante será controlada cada mes, y se enviarán notificaciones a aquellos estudiantes que estén ausentes frecuentemente, o falten más de un 5% del año escolar. Usted podría recibir alguna de las siguientes cartas:

1ª Notificación – Notificación de que un estudiante está en camino de alcanzar el 5 % de ausentismo en el año y que es posible que se requiera una nota del médico para justificar ausencias futuras si el ausentismo es del 5 %

2ª Notificación – El estudiante ahora ha alcanzado el 5% de ausentismo. Se notifica a los padres que la disciplina por ausentismo escolar se aplica a todas las ausencias injustificadas. Además, si la tasa de asistencia continúa disminuyendo, se puede hacer una remisión oficial a la Oficina de Absentismo Escolar de la Oficina Regional de Educación si el estudiante no muestra una mejora. (Si la asistencia del estudiante mejora notablemente, los requisitos pueden ser levantados)

3ª Notificación – Tercera Notificación: Se ha hecho una remisión a la Oficina de Absentismo Escolar de la Oficina Regional de Educación y se ha realizado un R.O.E. El interventor de ausentismo escolar se pondrá en contacto con la familia para posibles procedimientos legales de acuerdo con las leyes de ausentismo escolar de Illinois.

Para obtener más información, comuníquese con la Oficina Regional de Educación del Condado de McHenry en 2200 North Seminary Ave. Woodstock, IL 60098. Teléfono: 815.334.4475
sitio web https://www.mchenrycountyil.gov/county-government/regional-office-of-education/services/truancy-prevention

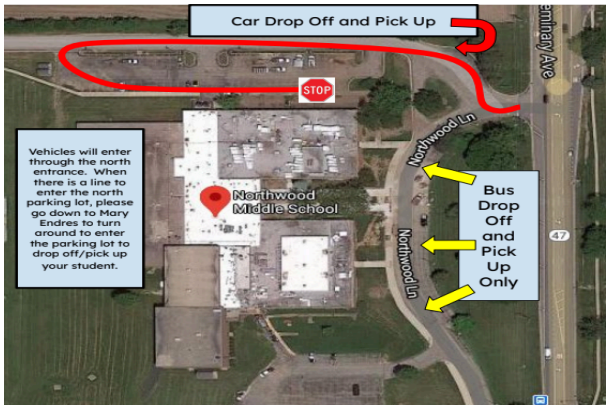
Procedimientos de salida A las 3:30pm sonará la campana señalando que ha llegado el fin de la jornada escolar. Justo antes de esta campaña se harán los anuncios por el sistema público de la escuela. Es obligatorio que los alumnos escuchen atentamente estos anuncios ya que se puede pedir la presencia en la oficina de algunos estudiantes. Cuando la campana suene los estudiantes irán a sus casilleros para coger todo lo que necesiten para llevar a casa. Después de ello deberán salir del edificio. Los alumnos/as que se vayan en coche deben salir por la salida NORTE. Los padres que estén esperando a sus hijos DEBEN estacionar a lo largo del camino en la zona este del edificio. **BAJO NINGUNA CIRCUNSTANCIA LOS PADRES ESTACIONARÁN EN EL APARCAMIENTO DE LA ZONA ESTE O SUR PARA ESPERAR A SUS NIÑOS. Hacer esto podría provocar una situación peligrosa para los niños.** Habrá maestros ayudando en la parte ESTE Y SUR de la escuela. Ellos permitirán la salida de los autobuses cuando todos los niños/as hayan subido. **NO SE DEBE PASAR UN AUTOBÚS CON LA SEÑAL DE "STOP" SUBIDA.** Los alumnos que participen en actividades extraescolares deben reportarse a la área adecuada inmediatamente, después de pasar por sus casilleros.

Información de estacionamiento

Cuando deje a su estudiante, haga parada hasta la puerta # 1 en frente de la biblioteca) para descargar. Los estudiantes deben caminar y entrar por la puerta # 2 (entrada principal). Después de que su estudiante se haya bajado, manténgase en línea de carros y no pase otro vehículo. La Unidad Circular Drive es para dejar y recoger a estudiantes y corre de un solo lado.

El límite de velocidad para Northwood y Mary Endres es de 15 mph. Por ley esta área es una ZONA DE NO TELÉFONO. Adhiérase a ambas reglas, ya que protege la seguridad de nuestros estudiantes.

Si se estaciona/o para recoger a su estudiante, debe estar en un área designada o en un lugar de estacionamiento definido. No hay estacionamiento en la unidad circular después de las 3:15 los autobuses deben tener acceso a la unidad. Si está en la parte Norte del estacionamiento, debe permitir que salga el personal. No hay estacionamiento en la curva del lado norte de la carretera en cualquier momento.



Vacaciones familiares o emergencias La asistencia de los alumnos durante el curso escolar es un objetivo de nuestra escuela. **Se desaconseja encarecidamente a las familias tomar vacaciones durante el año escolar que resulten en la ausencia de los estudiantes,** ya que ello desemboca en ausencias escolares. En caso de que se deban dar unas ausencias los padres deben **enviar una carta** al director informando de los días en que el estudiante estará ausente. En Northwood se anima a los estudiantes a que lean y se mantengan al tanto de las tareas usando canvas tanto como les sea posible.

Todos los ejercicios y tareas que se pierdan tendrán que ser realizadas cuando el estudiante regrese a la escuela, Por ejemplo, si el niño/a está ausente por cuatro días debido a una emergencia familiar, el estudiante tendrá cuatro días para completar sus tareas, a menos que otro tiempo se establezca entre el maestro/a y los padres. Es importante recordar que la realización de esta tarea no es equivalente al trabajo realizado en el aula.

Enfermedad Cuando un estudiante se siente enfermo durante horario escolar, deberá pedir al maestro/a un pase para ir a la enfermería. Debe comunicar a la enfermera que no se encuentra bien. Si el estudiante se encuentra realmente enfermo, se contactará a la familia. **No se permite a los alumnos llamar por teléfono celular a sus padres desde la clase para que los recojan sus padres. Un estudiante SÓLO abandonará la escuela cuando lo indique la enfermera o un administrador. Cuando los padres vengan a recoger a su hijo o hija deben pasar por la oficina o la enfermera, de no ser así se contará como una ausencia sin justificar.**

Motivos médicos Si un alumno se encuentra ausente por enfermedad, se pide a los padres que obtengan una nota del doctor para presentar en la escuela. De esta forma se indicará que el estudiante ha estado ausente por motivos médicos y no se tendrá en cuenta como ausencias crónicas.

Ausencias parciales Cuando un estudiante deba salir del edificio durante las clases deberá presentar una nota de los padres o de la cita médica o dentista para poder abandonar el edificio. No se permitirá que un alumno salga del edificio sin un justificante médico o una nota de los padres y permiso de la oficina. Los padres deben recoger a sus niños en la oficina para firmar su salida. Los estudiantes deben firmar en la oficina antes de dejar el edificio por cualquier razón.

Absentismo/ Ausencia injustificada Se considerará como ausencia escolar cuando la escuela no reciba justificante o notificación de los padres o representante legal. Una ausencia será considerada como injustificada aún cuando sea comunicada si el motivo no está justificado. Esta notificación puede ser por teléfono o por nota manuscrita. **Ante una ausencia injustificada el estudiante podrá recibir consecuencias. Absentismo excesivo puede resultar en denuncia al oficial de absentismo del condado.**

PROCEDIMIENTOS DE SEGURIDAD Y EMERGENCIAS

Seguridad en el autobús Todos los estudiantes participarán en actividades de seguridad en el autobús durante el año.

Los alumnos que van en autobús deben comportarse y seguir las normas establecidas por el Servicio de Transporte del Distrito 200. La primera preocupación de los conductores es la seguridad; y se espera que los niños/as se comporten para asegurar la seguridad del autobús. Cuando ocurra un incidente en el autobús se comunicará al director, o a su representante en su ausencia quien discutirá el incidente con el estudiante y tomará las medidas adecuadas junto con el Departamento de Transporte.

Solo en situaciones de emergencia se permitirá a los estudiantes irse a casa en un autobús diferente. Esto requerirá de la aprobación del director. Si ocurriera una emergencia, debe entregarse en la oficina antes de las 9:30 de la mañana una nota firmada por un padrea explicando esta información. Se podría requerir también información adicional.

Un estudiante que normalmente no va en autobús <u>NO</u> puede usar ningún autobús para ir a casa. Esta no es una norma de la escuela, lo es del Servicio de Transporte.

Simulacros de emergencia/ Eventos de emergencia Los simulacros de autobús, fuego, desastre serán realizados durante el curso escolar. Estos son programados según recomendaciones del Programa de Defensa Civil, del Departamento de Bomberos, y del Servicio de Educación de Illinois. Los trabajadores de la escuela Northwood, bajo la supervisión de un consultor reconocido nacionalmente han desarrollado un Plan de Crisis. Contacte a la oficina que desea mayor información. Durante los simulacros, o eventos, NO se permitirá la salida de estudiantes hasta que la administración lo determine.

Cierre de Emergencia de la Escuela Las condiciones climatológicas los padres recibirán una llamada del superintendente indicándose. Por otra parte, también puede encontrar información sobre el cierre de las escuelas en las siguientes estaciones de radio: WGN 720 AM, WBBM 780 AM, WMAQ 670 AM, WMCW 1600 AM, WLS 890 AM, WZSR 105.5 FM. También puede revisar la página web del distrito.

Cámaras de seguridad Tenga en cuenta que se han instalado cámaras de seguridad en toda la escuela de Northwood Middle School y sus terrenos para ayudar a garantizar la seguridad de los estudiantes y del personal. Estas cámaras graban las 24 horas del día. Se podrán tomar medidas disciplinarias utilizando las evidencias recogidas en dichas grabaciones.

SERVICIOS ESCOLARES, PROGRAMAS, E INICIATIVAS

Servicios Sanitarios La escuela de Northwood cuenta con una enfermera a tiempo completo. Los trabajadores del Distrito 200, incluida la enfermera, no pueden realizar diagnósticos como un médico lo puede hacer.

Si un estudiante se siente enfermo durante el día debe ir a la enfermera. Si la enfermera siguiendo las normas del distrito decide que el alumno debe ir a casa, la misma enfermera contactará con los padres para que vengan a buscar al alumno. Si la enfermera no le da permiso y el alumno abandona la escuela, será contada como una falta injustificada. <u>El estudiante NO puede llamar a casa desde su celular o desde una teléfono de la clase para que sus padres vengan a recogerlo</u>, si eso ocurre el alumno está sujeto a medidas disciplinarias por usar el teléfono celular durante la escuela si ese fue el caso.

El personal en el D200 debe seguir estrictas normas referidas a la administración de medicinas. Para aquellos alumnos que deben tomar medicamentos durante el día, el medicamento debe ir en un frasco con la etiqueta apropiada y el doctor debe completar un documento para pedir a la escuela que administre la dosis. No se administrará ningún medicamento sin la prescripción médica correspondiente. Esto incluye medicación sin receta médica, que sólo se administra con la indicación del doctor. Todo medicamento debe ir en su recipiente cerrado y con el nombre del alumno/a. Los inhaladores pueden ser traídos por los niños y los podrán utilizar en la enfermería siempre y cuando traigan el correspondiente parte médico. **Los estudiantes son responsables de ir a la oficina a su hora determinada para recibir su medicina.** El D200 cuenta con un plan para afrontar la pandemia de gripe que indica pasos específicos a seguir, plan además supervisado por el Departamento de Salud de McElroy County.

Piojos en la cabeza Los piojos (pediculosis) se encuentran en todo el mundo. Aunque no es una condición médica seria, puede causar la interrupción en la educación de los estudiantes. El control de este problema debe ser una verdadera colaboración entre la escuela y la casa. La presencia de piojos en la cabeza no indica falta de higiene o limpieza. Los piojos son insectos pequeños de color gris oscuro que ponen huevos (liendres) en el cabello, especialmente en el borde del cuello y en el área detrás de las orejas. Las liendres (huevos) son pequeñas de color blanco amarillento que se pegan al cabello con una sustancia pegajosa parecida al cemento y resistente al agua. A diferencia de la caspa, las liendres no pueden ser removidas a menos que sean arrancadas. Los síntomas son picazón e irritación del cuero cabelludo.

Para prevenir la propagación de piojos a los otros niños, el Distrito 200 ha establecido las siguientes acciones.

- Los padres del estudiante o tutores serán contactados por la escuela si se sospecha que el niño tiene una infestación de piojos.
- A cualquier niño que se le encuentren piojos adultos o liendres en el cabello que son 1/4 de pulgada o menos desde el cuero cabelludo será enviado a casa para tratamiento el mismo día.
- Se les recomienda a los padres y tutor notificar a los contactos cercanos de su hijo sobre la posibilidad de la transmisión de los piojos.
- La enfermera de la escuela proporcionará a los padres y tutores unas guías basadas en evidencia y la información relativa a la eliminación de los piojos de la cabeza.
- Después del tratamiento, el estudiante debe ser traído a la escuela por el padre o tutor y llevado a la enfermera de la escuela para que le inspeccione la cabeza al niño en busca de piojos para determinar si medidas adicionales son necesarias.

Cómo inspeccionar la cabeza para los piojos Con buena luz , separe todo el cabello del estudiante, especialmente detrás de las orejas y en la nuca con palillos de madera (por ejemplo palillos de dientes). En caso de que sea caspa, se irá con facilidad, de ser piojos no saldrán a menos que se tire con fuerza a lo largo de todo el cabello. En caso de que sea lo último por favor, informe a la escuela de la condición de su hijo y siga las indicaciones anteriores.

Para obtener más información sobre el diagnóstico, prevención y tratamiento de los piojos, visite el sitio https://www.woodstockschools.org/Page/634 y seleccione la etiqueta que dice recursos.

La Biblioteca El Centro de Aprendizaje está abierta cada día de 8:15 am a 3:30 pm. Los estudiantes pueden usar la biblioteca para trabajar en proyectos de la escuela e investigaciones. También pueden disponer de los ordenadores siempre que cuenten con una Autorización de Uso en sus archivos. Los estudiantes podrán sacar dos libros a la vez durante dos semanas. Se espera que los libros sean devueltos en las mismas condiciones en las que estaban. Las bibliotecarias están disponibles para prestar ayuda.

La biblioteca se utilizará a menudo. La mayoría del tiempo será para actividades educativas, pero también se usarán para juntas. La bibliotecaria proveerá a los maestros/as con normas de uso y pautas de comportamiento que serán repasadas con los alumnos. Se anima a los alumnos a hacer uso de la biblioteca así como a sacar libros y materiales tan pronto como los necesiten.

Servicios de Trabajo Social Los trabajadores sociales y el consejero de las escuela están disponibles para asistir a los alumnos. Estos profesionales tienen sus despachos junto a la oficina principal. Si un alumno desea concertar una cita, deberá entrar en la página web de la escuela e ir a la parte de los recursos de los estudiantes. Las charlas con estos profesionales son tratadas de forma discreta y cuidadosa. Estas charlas pueden llevarse a cabo durante la hora de comida o de estudio. Cada vez que un alumno/a pierde clase por hablar con la trabajadora social será responsable de recuperar la clase perdida con su maestro/a.

Agenda / Planificador de estudiantes: A todos los estudiantes de Northwood Middle School se les provee un planificador de agenda al inicio del año escolar. Esta agenda/planificador es una herramienta para ayudar a los estudiantes a ser organizados y mantenerse en orden y darle seguimiento a sus tareas. Se les recomienda a los padres que revisen estos planificadores cada noche. Este planificador también lo pueden usar los padres para mantener comunicación entre ellos y maestros. Si el alumno extravíe el planificador el costo de reemplazo es de $5.00dls y pude conseguirlo en la oficina sujeto a disponibilidad.

Acceso a Canvas para los padres y estudiantes: Para el nuevo curso todos los estudiantes del distrito usarán el programa llamado CANVAS para consultar la tarea. CANVAS permite a los maestros crear y publicar tareas individualizadas para cada clase en particular. Si se registran en CANVAS en el apartado del acceso a padres podrán acceder a los trabajos de sus hijos en cada una de las asignaturas.

Tecnología: Northwood Middle School está equipada con una red inalámbrica de internet que permite el uso de los Chromebooks asignados a cada estudiante. Los alumnos disponen de una clase llamada: 21st Century Skills que dispone de un laboratorio de computación. Como parte de su currículo (exploración de carreras profesionales), los estudiantes entienden cómo hacer funcionar los programas informáticos básicos y utilizar la computadora como una herramienta para el aprendizaje. Igual que los libros, papeles, y lápices, y aparatos de video, la computadora es una más de las herramientas que se usan en Northwood Middle School. Todas las computadoras son máquinas multimedia conectadas a la red del distrito y a Internet. Todos los accesos a Internet tienen un filtro a través de nuestros programas de filtración. Los estudiantes y los padres deben firmar un "CONTRATO DE USUARIO" cuando el estudiante entra en Northwood Middle School. Este acuerdo es válido hasta que el estudiante deje Northwood o su uso de la computadora haya sido cancelado por usar el sistema con propósitos ilegales o ilícitos.

También se pueden emitir consecuencias adicionales por el uso ilegal o ilícito de tecnología en el edificio o en dispositivos o cuentas propiedad de la escuela.

A todos los estudiantes se les asignará un Chromebook para usar dentro y fuera de los salones de clase. Los estudiantes serán responsables del cuidado y uso apropiado del mismo. Antes de que los estudiantes se lo puedan llevar a casa, tanto los alumnos como los padres deben firmar un contrato sobre el uso del Chromebook. Además se pondrá a disposición de los padres y familias un programa opcional de reparación y repuesto de la computadora.

PROGRAMA ACADÉMICO Y BOLETINES DE PROGRESO

Informes Académicos: Al final de cada cuatrimestre/ rotación (clases exploratorias) , cada estudiante recibe un reporte con los resultados obtenidos en las diferentes asignaturas, educación física, banda / orquesta y/o coro, y la clase de exploración en la que el estudiante ha estado durante ese periodo (arte, música, salud, tecnología, carreras, o idioma extranjero) A la mitad del período de calificación, los estudiantes recibirán un informe de progreso si las calificaciones han bajado a una "D" o "F" Tanto los grados de final de cuarto como los de la mitad serán distribuidos durante las conferencias o por los maestros. Los padres recibirán un mensaje en el que se les alertará de la fecha en concreto.Las boletas de calificaciones y los informes de progreso se entregarán en conferencias o se le entregará a los estudiantes con un mensaje automático que se envía a los padres para alertarnos. Las boletas de calificaciones se envían por correo a las familias después del final del trimestre.

Boletín de Notas Anual: El estado de Illinois exige que toda escuela publique un boletín de notas en octubre de cada año. En ella se presenta información relativa al tamaño de la clase, minutos dedicados a cada asignatura, y otros datos a nivel estatal. Los resultados de los ISAT (Illinois Standard Assessment Test) se reflejan también en este documento. En la página web http://www.isbe.net pueden obtener copia de los mismos. Otras copias se pueden obtener en la oficina de la escuela.

Puntuaciones: Esta es la escala de puntuación que se utiliza en Northwood Middle School:

A = 100-90
B = 89-80
C = 79-70
D = 69-60
F= 59 o inferior

Clases de nivel superior en lectura y matemáticas Las escuelas intermedias de Woodstock quieren proporcionar experiencias académicas desafiantes a todos los estudiantes. Para satisfacer este objetivo, se darán oportunidades de tomar clases aceleradas a los alumnos cualificados. Dichos alumnos podrán acceder a clases avanzadas en el instituto Norte de Woodstock si completan estas clases satisfactoriamente. Los alumnos que quieran optar a estas clases deben cumplir estos criterios:

1. Éxito Académico
   a) El estudiante ha rendido al nivel superior (una "A" o un "Supera las expectativas") consistentemente en la clase.
2. Éxito en el test de MAP
   a) En el test de MAP el estudiante ha obtenido un resultado que le sitúa en el 85 percentil o superior.
   b) Se podrá tener en cuenta a estudiantes que estén rondando el límite siempre y cuando haya espacio en las aulas.
3. Éxito en las pruebas estandarizadas.
   a) El estudiante ha obtenido "Excede las expectativas" en la prueba de estado más reciente disponible.

Tarea. Todos los estudiantes tendrán tarea de forma regular. Eso no significa que el alumno tendrá tarea de cada asignatura cada día. Las tareas variarán en tipo y dificultad. La tarea se considera una parte importante de la educación de cada persona. Se espera que los profesores manden tarea como parte de la nota de cada estudiante; por consiguiente, es por el interés de cada alumno/a que esa tarea sea completada.

Los estudiantes son los responsables de completar todas las tareas asignadas por los maestros. Cuando la tarea es entregada tarde el equipo de maestros de cada grado es el encargado de establecer las consecuencias para los alumnos.

Apuntar la tarea en su agenda cada día es responsabilidad de cada estudiante (octavo grado) o revisar usando CANVAS (6to y 7mo grado). Por el interés de los padres y los alumnos, todas las tareas están disponibles para verificación en las páginas web de cada grado, o en la página de CANVAS de su hijo/a (6to y 7mo grado) . En dichas páginas se encuentran detalladas las tareas que han sido asignadas diariamente. Pueden acceder a ella a través de la página web de la escuela.

Los estudiantes son responsables de completar las tareas asignadas por sus maestros, en caso de no hacerlo a tiempo, el estudiante recibirá las consecuencias establecidas por cada equipo. Los estudiantes serán informados de estas políticas en las primeras semanas de la escuela.

A continuación les proporcionamos el email de los maestros líderes por departamento.

Sexto grado: Sra. Sarah Braun	**SBraun@wcusd200.org**
Séptimo grado: Sra. Jen Wiegel	**JWiegel@wcusd200.org**
Octavo grado: Sra. Kelly Healless	**KHealless@wcusd200.org**
Exploratories: Sra. Jen Koeser	**JKoeser@wcusd200.org**

Procedimiento de tarea para alumnos ausentes Cuando un estudiante está ausente o tiene que salir de clase para hacer otra actividad, él/ella será responsable del trabajo asignado y realizado durante la clase en su ausencia. Los estudiantes deben de hablar con su maestro/a para obtener las tareas que deben de completar y así estar preparados para la siguiente clase. Cuando un alumno esté ausente un día entero deberá revisar el calendario en canvas para consultar la tarea asignada. Los estudiantes ausentes por más tiempo deberán seguir consultando el calendario para estar informados de los deberes. Los maestros/as harán todo lo posible para atender las peticiones de tarea después del tercer día de ausencia. Desde la escuela se aconseja a los padres que recojan la tarea para que sus hijos no se retrasen en sus clases. Dicha tarea deberá ser completada lo mejor que se pueda durante las ausencias de cada alumno/a. Cuando un estudiante no recoja su tarea se les dará un día por cada día de ausencia para completarla. Es responsabilidad del estudiante solicitar el trabajo que haya perdido por estar ausente, así como presentarlo a su maestro/a. Las consecuencias por entregar la tarea tarde son establecidas según la discreción de cada equipo. Si el alumno no ha hablado previamente a su ausencia con los maestros se le dará un día extra por cada día que haya faltado para acabar sus tareas. Es la responsabilidad del alumno solicitar su tarea así como entregarla una vez que la ha completado.

Conferencias Padres-Maestros-Estudiantes El contacto con los padres es vital para el éxito de toda escuela. Normalmente, es el equipo de profesores o profesores individualmente quien inicia estos contactos. Además, dos veces al año (otoño y primavera), el D200 organiza conferencias con padres. El propósito es hablar del progreso académico y establecer objetivos para el siguiente año. Aconsejamos que su hijo/a asista a las conferencias con ustedes. Se enviará a casa un anuncio de las conferencias junto con instrucciones sobre cómo usar nuestro sistema de programación de citas a través de Internet.

Plan de Mejora Escolar Anualmente, el director, profesores, y padres preparan una serie de actividades diseñadas para mejorar el currículum y la instrucción en la escuela. Un boceto de este plan se puede ver en la parte trasera de los boletines de notas. También se pueden obtener copias del mismo contactando al director al comienzo de cada curso escolar.

Exámenes Estandarizados Todos los alumnos/as de Northwood toman parte en los exámenes PARCC (Partnership for Assessment of Readiness for College and Careers) en la primavera. Estas pruebas se realizan para ver el progreso individual de cada estudiante, así como el nivel del grado y el progreso a nivel escolar. Los padres reciben una copia de cada uno de estos exámenes.

Además, los estudiantes realizarán el test MAP en octubre y en primavera. Este es un test computarizado que ayuda a ver el progreso del estudiante durante el curso escolar, así como para determinar su colocación el curso siguiente.

Informes de los estudiantes El Distrito 200 mantiene informes permanentes de cada estudiante en la escuela en la que asiste. En estas carpetas se mantienen una variedad de informes hasta 8º grado, y al final de este grado, aquellos informes que no son vitales son retirados y el resto enviados al instituto. Cualquier padre que desee ver estos informes debe contactar a la escuela y establecer una junta con el administrador/a.

Libros de Texto: Los estudiantes reciben sus libros de texto al comienzo de cada curso. Ellos son responsables de cuidar estos libros y otros materiales que se les prestan y mantenerlos en las mismas condiciones que cuando se les prestaron. En caso de pérdida o daños los estudiantes tendrán que pagar una cuota o reemplazarlos.

RESPUESTA A LA INTERVENCIÓN (RTI)

Académica Respuesta a la Intervención, RTI, es un sistema de apoyo y proceso de resolución de problemas que se utiliza para educar más efectivamente a los estudiantes. En Northwood Middle School se examinará a varios estudiantes tres veces al año para evaluarlos en lectura/matemáticas. Según los resultados obtenidos se llevarán a cabo intervenciones con los alumnos.

Comportamiento: La Intervención y Apoyos para el Comportamiento Positivo (PBIS, por sus siglas en inglés) es un enfoque proactivo para establecer la cultura conductual y social necesaria para que todos los estudiantes logren el éxito social, emocional y académico. En la Escuela Intermedia Northwood, nuestra meta es ayudar a los estudiantes a desarrollar PRIDE. Las expectativas de construcción determinadas para lograr esta meta se enumeran y explican en nuestra matriz de toda la escuela que se encuentra al comienzo de este manual. A lo largo del año, los estudiantes que demuestren estas expectativas podrán participar en nuestras actividades de incentivo.

SERVICIOS DE COMIDA

Programa de Débito para el Servicio de Comida En la escuela se sirven dos tipos de almuerzos. El primero es el almuerzo caliente regular. El segundo es una especie de almuerzo a la carta. Cuando se use el servicio a la carta los alumnos podrán elegir entre una variedad de almuerzos, ensaladas, sándwiches, entrantes calientes, bebidas y snacks. A todos los estudiantes se les dará una tarjeta de identificación con su foto. Esta tarjeta servirá también como su tarjeta de débito que se usará para comprar su comida a la hora del almuerzo. **No habrá transacciones de dinero en efectivo en la cafetería.** Todos los alumnos deben usar su tarjeta de débito para hacer compras. **Si un alumno/a no tiene su tarjeta de débito, tendrá que ir al final de la fila para que su nombre sea introducido en el sistema. Además tendrá que ponerse en la fila de "hot lunch" no podrá acceder al menú de "ala carte" (donde pueden elegir chips y otros productos que cuestan dinero)** Los precios del desayuno, leche y zumo aparecen en los menús mensuales o en la página web del distrito www.woodstockchools.org.

Para que un alumno/a pueda usar su "tarjeta de débito" primero se debe hacer un ingreso en su cuenta para la comida. Esto se puede hacer antes de que comience la escuela a las 8:00 am en la cafetería. Deben ingresar un mínimo de $5 en su cuenta. i**NO SE DARÁ CAMBIO DE LOS DEPÓSITOS HECHOS EN SUS CUENTAS!** Una vez que hay un balance positivo en la cuenta, los alumnos podrán comprar su comida. El dinero en esta cuenta es sólo para comida. No se puede usar para ninguna otra cosa. Al final del curso escolar cualquier saldo restante en la cuenta será transferido para el siguiente curso escolar. Cuando un alumno se vaya del distrito, se le devolverá el dinero restante.

Programa de Tarjeta de Débito del Servicio de Alimentos: La Escuela Secundaria Northwood sirve dos tipos de almuerzos. El primero es el almuerzo caliente estándar; el otro es un tipo de servicio de almuerzo a la carta. Los estudiantes que utilicen el servicio a la carta podrán elegir entre combos de almuerzo, ensaladas, sándwiches, platos calientes y una variedad de bebidas y refrigerios. Todos los estudiantes recibirán una tarjeta de identificación con foto. Esta tarjeta de identificación también servirá como su "tarjeta de débito" que se utiliza para comprar alimentos a la hora del almuerzo. No habrá transacciones en efectivo en la cafetería. Todos los estudiantes deben usar su identificación para poder hacer compras en el comedor. Si un estudiante no tiene su tarjeta de identificación, puede obtener el almuerzo SOLAMENTE en la línea de almuerzo caliente. Los estudiantes sin su tarjeta de identificación no podrán comprar alimentos en las líneas a la carta. Estos estudiantes tendrán que ir al final de la fila del almuerzo caliente para que su nombre sea codificado en el sistema. Los precios de las comidas para el desayuno, el almuerzo, la leche y el jugo se enumeran en los menús mensuales y en el sitio web del distrito en www.woodstockschools.org.

Para que un estudiante use su tarjeta de identificación, primero debe hacer un depósito en su cuenta de almuerzo. Esto debe hacerse antes de la escuela a partir de las 8:00 todos los días en la oficina de servicio de alimentos. Los estudiantes deben hacer un depósito mínimo de $5.00 en su cuenta. ¡NO SE DARÁ CAMBIO DE LOS DEPÓSITOS REALIZADOS EN SU CUENTA! Una vez que haya un saldo positivo en su cuenta, los estudiantes podrán comprar alimentos. El dinero en la cuenta es solo para compras de alimentos. No se puede utilizar para ningún otro propósito. Al final del año, cualquier saldo en la cuenta se transferirá al siguiente nivel de grado. Los estudiantes que se mudan fuera del distrito recibirán un reembolso por cualquier dinero no utilizado.

Las tarjetas de identificación con fotografía del estudiante se pueden reemplazar a un costo de **$3.00,** pagados en la oficina.

Una gran cantidad de estudiantes comen en la cafetería en cada período de almuerzo. Obviamente es necesario que se sigan ciertas reglas. Estas reglas serán entregadas a cada estudiante al comienzo del año por su supervisor de la cafetería y serán revisadas en ese momento. Los estudiantes a quienes les resulte difícil cumplir con estas simples reglas de cortesía pueden verse restringidos en el uso de la cafetería.

Horas de almuerzo: Todos los estudiantes tienen un período de almuerzo de 30 minutos. Los tiempos son los siguientes:
11:03 - 11:46 – 6º Grado 11:49 – 12:32 – 7º Grado 12:35 - 1:18 – 8º Grado

Desayuno en la mañana: Los alumnos/as pueden participar en el programa de desayuno ofrecido cada mañana de 8:00-8:30 am. Los desayunos se cobran a través de la tarjeta de débito del estudiante. Los alumnos que se beneficien de la ayuda federal de desayuno gratis o con precio reducido recibirán su desayuno sin coste alguno o con una reducción en su precio.

Alimentos abiertos: Los alimentos y bebidas abiertos solo se permiten en la cafetería a menos que lo apruebe la administración.

PROCEDIMIENTOS MISCELÁNEOS E INFORMACIÓN

Accidentes / Seguros Todo accidente debe ser comunicado al personal de la escuela inmediatamente. Un informe de accidente debe ser completado por la enfermera, director, oficina del distrito. Los alumnos se encuentran asegurados con el seguro del Distrito 200. Este seguro es una póliza secundaria y se encargará solamente después del seguro principal. Por favor, pida en la oficina los documentos necesarios.

Dirección de los estudiantes Cualquier cambio de dirección, número telefónico, número telefónico de emergencia, o doctor familiar debe ser notificado a la oficina tan pronto como sea posible.

Aerosoles/ Desodorantes Debido al aumento de casos de asma en estudiantes y profesores se prohíbe el uso de sprays, desodorantes, y colonias, en Northwood Middle School. Los alumnos pueden traer desodorante en barra o roll-on para después de la clase de Educación Física. Los aerosoles serán confiscados si se encuentran en la propiedad escolar y ello tendrá consecuencias disciplinarias.

Mochilas y bolsos: Los estudiantes no deben usar sus mochilas o bolsos para llevar sus libros de clase a clase. Las mochilas con ruedas no están permitidas debido a que nuestros casilleros no permiten acomodar este tipo de mochilas.

Bicicletas: Se permite que los estudiantes vengan en bicicleta a la escuela. Pueden estacionarse entre Verdad Dierzen y Northwood. Siempre deben **usar un candado** para asegurar su bicicleta. **No se debe circular en bicicleta por los campos de la escuela, ni tampoco los de la escuela elemental.** La escuela de Northwood no se hace responsable de las bicicletas traídas a la escuela. Circular en bicicleta por los estacionamientos durante la hora en la que los coches se están moviendo es peligroso.

Motocicletas, patinetas, zapatos con ruedas, y patines no están permitidos. Los casilleros no son lo suficientemente grandes para guardar estos objetos junto con el material que los estudiantes sí han de traer a la escuela.

Teléfonos móviles: Los estudiantes pueden traer teléfono celular a la escuela. Se recomienda que dejen los celulares en el casillero, mochila o bolso. Si al estudiante se le encuentra con el celular en su posesión en vez de guardarlo en el casillero, no podrá utilizarlo durante el horario escolar o en ninguna otra locación dentro de la escuela. Se le pedirá al estudiante dejar el celular en el espacio asignado y aprobado por la administración dentro de la misma clase, en caso de que decidan traerlo a clase. Se les prohíbe a los estudiantes usar el celular dentro del horario escolar, al menos que estén bajo la supervisión y dirección de la oficina principal con el fin de comunicarse con los padres, tutores o familiares. Los estudiantes que abusan del privilegio de traer el celular a la escuela seguirán una expectativa de consecuencias, que incluyen advertencias, confiscación del teléfono, reunión con los padres y perder el privilegio.

Arreglos de custodia: Informe inmediatamente a la oficina cualquier información sobre custodia, divorcio, orden de protección u otra orden judicial de seguridad relacionada con sus hijos. Una copia de la orden judicial es necesaria para nuestros archivos y para que el edificio haga cumplir cualquier disposición legal. Es extremadamente importante que la escuela sepa si un estudiante no debe ser entregado a una persona específica. Por favor, comuniquenos esta información cada año escolar y a medida que la situación cambie.

Aparatos electrónicos: Se requiere que los estudiantes cumplan con la política del distrito con respecto a los dispositivos electrónicos de telecomunicaciones. Los estudiantes tienen prohibido usar cualquier dispositivo electrónico (por ejemplo, iPods, relojes inteligentes, (que esté programado a un celular) air-pods, sistemas de juegos, altavoces Bluetooth, etc.) mientras se encuentren en la propiedad escolar, a menos que lo apruebe la administración. Si estos dispositivos están en uso o el dispositivo cubre los oídos de un estudiante, dicho dispositivo será confiscado. Si un estudiante usa un dispositivo de manera inapropiada, las consecuencias pueden ser las mismas que usar un teléfono celular en la escuela. Por favor vea arriba. **Se recomienda a los estudiantes que no traigan estos artículos, ya que la escuela no es responsable por pérdida o robo.)**

Se recomienda que no se traigan estos aparatos a la escuela. La escuela no se hace responsable por pérdidas o robos que puedan suceder.

Además, tampoco se permite el uso de cámaras fotográficas u otros aparatos que permitan sacar fotos dentro del recinto escolar, ni tampoco fotografiar o grabar vídeos a menos que la administración indique lo contrario. Si se trae una cámara podrá ser confiscada y devuelta únicamente al padre/madre. El continuo incumplimiento de esta regla puede derivar en medidas disciplinarias, incluida la suspensión escolar. Usar el celular como un aparato para grabar video o tomar fotos durante las horas de escuela puede conllevar consecuencias disciplinarias adicionales empezando por el primer incidente.

Cuando se haya confiscado algo a un alumno/a por violación de las normas, la escuela no se hará responsable por el daño, robo o pérdida de los objetos confiscados.

Northwood Middle School reconoce que los libros digitales y otros aparatos pueden ayudar a los alumnos con sus habilidades lectoras, sin embargo, **la escuela no se hace responsable del robo, daño o pérdida de dicha propiedad.**

Bebidas energéticas: Las bebidas energéticas y el café han ganado popularidad, no se recomienda a los estudiantes traer estos tipos de bebidas energéticas y/o café a la escuela. Bebidas energéticas y el café no son permitidos para consumo en clase. Solo pueden ser consumidos en la escuela antes de la escuela o en la hora del almuerzo. La administración puede confiscar este tipo de bebidas y devolverlas al final del día en la oficina.

Excursiones escolares Grupos o equipos individuales pueden realizar excursiones escolares como parte del currículo o de un premio. Éstas son un privilegio para los estudiantes. No son una actividad asegurada. Por ello, los maestros pueden establecer reglas o condiciones que los alumnos deben cumplir para poder asistir a las excursiones escolares. Entre estas condiciones pueden aparecer comportamiento, notas, cumplimiento de ciertas peticiones escolares, etc. Todos los estudiantes deben ir en autobús en la excursión. Cualquier estudiante que vaya a la excursión sin ser considerado "participante de la excursión", tendrá su ausencia marcada como "sin excusa".

Casilleros (Lockers) A cada estudiante se le asigna un pasillo y un casillero de gimnasio para guardar todos sus materiales, equipamiento y ropa. Solo se permitirán combinaciones que la escuela provea para cerrar los casilleros. No se permite a los estudiantes poner otro candado en su casillero. Otros candados serán abiertos sin responsabilidad alguna por parte de la escuela. Dado que los casilleros son una parte permanente de la escuela, se espera que los estudiantes los cuiden ya que en caso contrario habrá multas por su deterioro. Todos los estudiantes deben adherirse a lo siguiente:

* **Nunca le digas a nadie la combinación de tu casillero.**
* **Nunca tengas sumas importantes de dinero o posesiones valiosas en tu casillero.**
* No dejes tu casillero sin asegurarte de que lo has cerrado. Comprueba que lo cerraste.
* No cambies la combinación de tu candado.
* No compartas tu casillero.
* Guarda tus pertenencias dentro de tu casillero de forma limpia y ordenada.

La escuela no se hace responsable de los bienes que se almacenen en los casilleros. Los alumnos que traigan estos bienes a la escuela lo hacen bajo su propio riesgo. Cualquier persona que sea sorprendida asaltando, abriendo, o quitando objetos de un casillero que no sea el suyo tendrá que hacer frente a una acción disciplinaria.

Objetos perdidos Todos los objetos, ropa, libros, etc., que se encuentren y no se pueda identificar a quién pertenecen serán llevados a la oficina y almacenados en grandes cajas. Si un estudiante ha perdido ropa o cualquier otro objeto personal debería ir a la oficina para comprobar si se encuentra ahí. Todos los objetos perdidos serán expuestos durante las conferencias maestros-padres. Los objetos cuyo dueño no aparezca serán donados a organizaciones de beneficencia.

Pases: A excepción de las horas permitidas para llegar a sus clases, todos los alumnos que estén en el pasillo tendrán que haber llenado un pase digital antes de salir del salón de clase. (al menos que haya un plan especializado o arreglado con tiempo) A los estudiantes que este en el pasillo sin pase digital podría tener consecuencias.

Propiedad personal Los alumnos no deben traer objetos de valor (iPods, juegos electrónicos, joyas, anillos, etc) o llevar más dinero del que necesitan para su comida o actividades esponsorizadas por la escuela. La escuela no se hace responsable de objetos de valor o dinero perdido o robado. Todos los objetos personales (ropa de gimnasia, bolsas del almuerzo, libros, materiales) deben estar marcados con su nombre. Todo tipo de juegos está prohibido sin la autorización de un maestro o administrador.

Educación Física Todos los estudiantes deben participar en las clases de Educación Física diariamente según Ley estatal de Illinois. Los estudiantes deben llevar puesta su camiseta de gimnasia (comprada en la escuela) y calzado adecuado para dicha actividad. Se recomienda el uso de pantalones cortos de deporte (traídos de casa) Los alumnos deberán tener suéteres o pantalones deportivos para cuando haga frío. A cada estudiante le será asignado un candado y un casillero para usar durante esta actividad. Los maestros de esta asignatura revisarán otras normas con los alumnos en la primera semana de la escuela

Alumnos que son recogidos después de eventos. Se espera que los alumnos sean recogidos después de actividades extracurriculares, bailes, eventos deportivos, prácticas, etc., en los quince minutos posteriores a estas actividades. La violación de esta norma resultará en la exclusión del alumno/a en este tipo de actividades o excluido del equipo.

Tasas del alumno/a El Consejo de Educación ha establecido las siguientes tasas para el curso escolar 2024-2025:

Matriculación	$140.07 *(incluye la agenda del estudiante)*	Deportes internos	$47.00
Drama/Teatro	$35.00	Banda, Orquesta	$75.00
Atletismo (por temporada)	$75.00	Coro	$00.00

Los alumnos/as que abandonen la escuela antes de fin de curso deben pedir por escrito la devolución de estas tasas. De la tasa de matriculación se devolverá lo perteneciente a los trimestres que resten por completar.
Las tasas de atletismo serán devueltas de la siguiente forma:

1. Se devolverá la totalidad de la tasa si los atletas abandonan durante la primera semana de clase (5 días de escuela). No se devolverá nada si los alumnos/as fueron expulsados por una violación del entrenamiento o por problemas de disciplina.
2. Cualquier estudiante que resulte herido durante la primera mitad de la temporada y no pueda ya participar en la segunda mitad de la temporada puede recibir un 50% de las tasas pagadas.
3. Todas las peticiones de devolución de tasas deben emitirse por escrito al director de la escuela.

Materiales escolares: Los estudiantes deben mantener sus materiales todo el curso escolar. En la página web o en la oficina se puede encontrar la lista de materiales necesarios para cada grado. Compruebe que su hijo/a tiene sus materiales mensualmente. Los estudiantes NO pueden traer o utilizar corrector líquido, bandas de goma y marcadores permanentes a la escuela. Si estos materiales fueran necesarios para un proyecto, el maestro los facilitará.

Equipos: La escuela de Northwood está organizada en equipos de grado que cubren las áreas de lenguaje, matemáticas, ciencias y estudios sociales. Hay otro equipo compuesto por los maestros/as de educación física, salud, música, arte, clases de ordenador (21st Century Skills) y lenguajes del mundo.

Los maestros/as de cada equipo tienen tiempo común en donde planean actividades, revisan el avance de los alumnos y se reúnen con alumnos y padres. Durante el año muchos estudiantes se reunirán con los maestros para revisar asuntos individuales.

Teléfono: Los estudiantes deben hacer todo lo posible para saber cómo se van a casa cada día. Los estudiantes solo podrán usar el teléfono del salón con permiso del maestro. Si un alumno necesita llamar a casa por una emergencia debe hacerlo desde el salón del último periodo. **Los estudiantes no podrán realizar llamadas desde la oficina, especialmente al final del día**. Por favor, asegúrese de que todos los arreglos de transporte han sido hechos antes de venir a la escuela.

Mensajes telefónicos Es muy difícil dar mensajes personales a los niños cada día. Por favor, haga sus planes de transporte con su niño/a antes de venir a la escuela por la mañana. Entendemos que pueden suceder emergencias y haremos todo lo posible para asistirlos en tal caso.

No se interrumpirá a los maestros/as durante las clases por llamadas de padres. Tienen disponible un buzón de voz para que puedan dejar sus mensajes a los maestros 24 horas al día. Se anima a los padres a que utilicen este sistema en caso de que tengan preguntas o mensajes para los maestros/as después de clase.

PARTICIPACIÓN DE LOS PADRES

La escuela de Northwood pretende desarrollar y reforzar una buena relación entre la escuela y la casa. Solo mediante esta relación pueden los niños/as tener éxito. Con este objetivo, nosotros hemos establecido una serie de programas y oportunidades para que los padres puedan participar en el proceso educativo de sus hijos. Aunque algunos programas son más formales que otros, todos están diseñados para reforzar la relación de los padres y los maestros/as.

Visitas a las clases: Los padres son bienvenidos si desean visitar las clases de sus hijos. Le pedimos que comunique con 24 horas de antelación si desea hacer una visita. Llame por favor a la oficina del director para preparar su visita.

Cartas de noticias y comunicación Nosotros pensamos que la comunicación es un proceso bidireccional. Agradecemos sus preguntas y comentarios. Comunique sus ideas o preguntas al maestro/a de su hijo/a o al director. Nuestra website en Internet:https://www.woodstockschools.org/Northwood tiene información que será de utilidad durante el año.

El último día de cada mes se edita una publicación. En esta publicación aparece información sobre la escuela, calendario de eventos, y actividades que usted puede hacer desde casa para ayudar a su hijo/a. Además de esta publicación, usted recibirá notas informativas específicas de los maestro/as de su hijo/a. Por favor, revise la mochila de su hijo , la página web del distrito y su correo para mantenerse informado.

También nos gusta destacar cosas emocionantes que suceden o proporcionar notificaciones a través de las redes sociales. Puede darle me gusta en Facebook @NorthwoodMiddleSchoolWCUSD200.

Organización de Padres y Maestros (PTO) En la escuela contamos con un PTO activo y participativo. Asambleas, actividades especiales, y equipamiento está esponsorizado frecuentemente por el PTO. Además, el PTO discute temas relacionados con la seguridad, currículum, y tecnología. El segundo martes de cada mes se celebra una reunión a las 7:00 de la tarde en la biblioteca. Por favor, contacte al director de la escuela si desea participar.**Padres voluntarios** animamos a todos los padres a participar en la educación de sus hijos. Se necesitan voluntarios para ayudar con las computadoras, biblioteca, actividades en el salón, trabajos y actividades varias. Si están interesados por favor contacten con la oficina, el maestro o PTO. Necesitamos y valoramos su colaboración.

Visitantes: Los padres y miembros de la comunidad son bienvenidos si desean visitar la escuela. ¡Nos encanta mostrar nuestros logros! Sin embargo por cuestiones de seguridad deben personarse en la oficina, firmar y recoger su autorización. **However, for the safety of all, we require that everyone wait to be buzzed in at Entrance #2, stop in the office, sign in, and get a badge. All visitors are required to present their IL driver's license or state issued ID and wear a visitor ID while they are in the building.** Todos los visitantes deben llevar puesta su identificación mientras están en el edificio. De esta forma podemos saber todas las personas que hay en el edificio.

No se permite a los estudiantes traer amigos o familiares a la escuela. Su presencia puede ser una distracción para el resto de los estudiantes, y por cuestiones de seguridad no podemos permitir su presencia a menos que sean estudiantes del D200. Antiguos estudiantes que deseen venir de visita deben hacerlo después de las 3:30pm habiendo concertado una cita previamente.

CÓDIGO DE CONDUCTA

Todos los miembros de la comunidad de la escuela Northwood comparten la responsabilidad de crear un clima positivo en la escuela. Nuestro objetivo principal es guiar a nuestros estudiantes a través de una variedad de experiencias desafiantes en un ambiente seguro y respetuoso que anime a los estudiantes a alcanzar el éxito.

Se espera que los estudiantes sean capaces de actuar de una forma positiva para ellos mismos, sus padres, y la escuela.

También se espera que los estudiantes respeten los derechos, sentimientos, y propiedades de los demás, así como la autoridad del personal de la escuela. Además de respeto, los estudiantes deben ser capaces de mostrar responsabilidad por sus acciones y aceptar las consecuencias que éstas tienen. La filosofía de la escuela de Northwood es que todos los miembros de la comunidad escolar deben actuar en base al Código de Conducta de una forma respetuosa y responsable.

Estas expectativas están diseñadas para proteger y nutrir el desarrollo físico, social, mental, y emocional del alumno/a de nuestra escuela. Estas reglas, procedimientos, y normas se han elaborado para asegurar que todos los estudiantes están en un entorno que es seguro y orientado hacia el aprendizaje. Nuestras reglas limitan específicamente el comportamiento de cualquier estudiante para evitar que éste interrumpa el desarrollo educativo de otro estudiante.

Todos los procedimientos disciplinarios en este manual están son acordes con el reglamento y reglas establecidas en el Woodstock CUSD #200 del Consejo Educativo de Woodstock # 7:190.

EXPECTATIVAS PARA TODA LA ESCUELA

Expectativas de los estudiantes

1. leer cada semana con la familia.
2. leer regularmente tanto por placer como para aprender.
3. hablar sobre la lectura con los familiares, amigos y maestros.
4. Mantener un diario donde se escriba lo que se ha leído.
5. Estudiar en casa
6. completar y entregar las tareas a tiempo y de manera legible.
7. pedir ayuda a los maestros y los familiares para hacer la tarea.
8. planear nuestras tareas con tiempo para evitar conflictos con otras actividades.
9. Usar la agenda o CANVAS para saber cuales son las tareas y las fechas de entrega. Además revisar con regularidad la página web del distrito con los padres(*Home Access Center*).
10. llegar a la escuela a tiempo y preparado para aprender.
11. ser responsable y tratar a los demás con respeto.

12. Reconocer y aceptar las consecuencias positivas y negativas de nuestro comportamiento.
13. Aceptar que somos responsables de nuestro aprendizaje y debemos trabajar hasta conseguirlo.
14. demostrar que somos buenas personas en la clase, en la escuela, en casa y en la comunidad.
15. atender a las conferencias entre padres y maestros y mantener a los padres informados de lo que sucede en la escuela.

Expectativas de los padres

- preguntar cada día a los niños que tareas tienen y mirarlo en sus agendas o acceder desde la página de CANVAS de los padres
- preguntar a los niños: "*enséñame lo que aprendiste hoy en la escuela"*
- proporcionar a sus hijos un lugar tranquilo para que lean y hagan sus deberes (para vigilarlos también).
- encontrar un tiempo para hablar y debatir sobre lo que sus hijos han leído.
- sacarles el carnet de la biblioteca y/o acompañarlos allí.
- ayudar a sus hijos en los deberes
- consultar la página web (*Home Access Center*) al menos una vez a la semana si es posible.
- si no tiene tarea, revisar el trabajo que su hijo ha hecho con anterioridad (revisar vocabulario, notas.....).
- asegurarse de que su hijo acude a la escuela.
- esperar y alentar a que sus hijos se comporten de forma responsable y respetuosa.
- hacer que sus hijos sean responsables en casa (esa sensación de responsabilidad se traslada también a la escuela).
- enseñar a sus hijos que las decisiones que toman tienen consecuencias.
- alentar a sus hijos a que hagan actividades saludables, además de practicarlas con ellos para ejercer de modelo.
- Ser un miembro activo de la vida escolar de los hijos (atender a las conferencias con los maestros, estar en contacto con los maestros....)

Expectativas del profesorado

1. Mantener informados a los padres de las habilidades que se están trabajando con sus hijos y cómo pueden reforzar esas habilidades en casa.
2. hacer que los estudiantes dispongan de un tiempo en clase para leer, y favorecer los debates y ensayos sobre lo que han leído.
3. participar en talleres y conferencias que les permitan aprender y mejorar sus estrategias en la enseñanza.
4. Modelar las correctas habilidades en la lectura al menos dos veces por semana.
5. enseñar a los estudiantes diferentes estrategias de lectura para que puedan trabajar eficientemente los deberes de cada asignatura.
6. Asignar tareas que sean significativas para el desarrollo del alumno, recogerlas, corregirlas y devolverlas con las correcciones correspondientes.
7. Ayudar a los estudiantes a que reconozcan sus conocimientos previos en cada tema para que puedan llegar a dominarlo.
8. enseñar a los estudiantes como estudiar y cómo monitorizar su propio aprendizaje.
9. Espero que los estudiantes se comporten responsablemente y traten a los demás con respeto.
10. Enseñar y motivar a los alumnos a que ayuden a los demás y demuestren buenas maneras.
11. enseñar e incentivar a los estudiantes a que escuchen con atención a los demás.
12. evaluar de forma clara las tareas entregadas por los estudiantes y hacerles responsables del cumplimiento de sus responsabilidades.
13. enseñar y modelar cómo tomar decisiones de forma responsable.
14. enseñar y modelar que hay que ser responsable frente a las consecuencias positivas y negativas de los actos de cada uno.
15. modelar y motivar a los alumnos a que sean buenos ciudadanos.
16. comunicarse frecuentemente con los padres para explicarles cuál es el progreso de sus hijos en la escuela.
17. mantener por lo menos, dos conferencias con los padres al año.
18. Motivar a los padres para que participen como voluntarios en la escuela cuando se les presente la ocasión.

Expectativas del administrador del edificio

1. Proveer liderazgo para establecer un plan efectivo para la organización del alumnado.
2. Proveer un liderazgo que fomente un ambiente educativo motivador.
3. Tratar respetuosamente a los padres y a los estudiantes.
4. Tratar respetuosamente a sus trabajadores.
5. Comunicarse con los padres de forma respetuosa.

PROCEDIMIENTOS DISCIPLINARIOS DE LOS ESTUDIANTES

Las escuelas medias de Woodstock están dedicadas a proveer un entorno sano y seguro para todos los estudiantes en los grados 6-8º. En un esfuerzo por maximizar el potencial de aprendizaje, la disciplina es la clave. Cuando se administre la disciplina debe hacerse de forma justa y equitativa. Las escuelas medias ofrecen el siguiente programa de disciplina en un esfuerzo por proveer una herramienta que comunique las reglas y regulaciones de la escuela, y al mismo tiempo las consecuencias por su no cumplimiento. Si se aplican, o cuando se apliquen distintas áreas de este programa, se tendrán en cuenta los siguientes aspectos:

* La edad del estudiante
* Habilidad/nivel funcional
* Seriedad del asunto
* Frecuencia
* Propósito
* Circunstancias familiares, emocionales.
* Efecto potencial en el ambiente educativo
* Relación del comportamiento con alguna minusvalía.
* Relación del comportamiento con alcohol o drogas.

Informe sancionador de la oficina: El maestro podrá expulsar a un alumno de clase si así lo cree conveniente. Las consecuencias para dicha conducta serán establecidas de acuerdo con los planes de comportamiento de la escuela. Estas consecuencias variarán según la gravedad y la frecuencia de las faltas

Detenciones durante el almuerzo: Un estudiante puede ser retirado del comedor por múltiples razones. Las detenciones durante el almuerzo se pueden usar como consecuencia o como una oportunidad para que los estudiantes completen sus tareas o evaluaciones. Los estudiantes pueden ser retirados del almuerzo a discreción de los supervisores/maestros/o administradores. Las consecuencias se emitirán de acuerdo con el plan de comportamiento del edificio. La emisión de estas consecuencias depende de la gravedad y frecuencia de la interrupción.

Detenciones después de la escuela: Este tipo de detenciones se suelen llevar a cabo la misma tarde en que se ha cometido la ofensa (excepto en condiciones específicas). Las detenciones son de media hora o de una hora, dependiendo de la seriedad de la ofensa. Las detenciones realizadas por la administración tendrán lugar en la oficina. Si no se realiza la detención se realizará otro día con una penalización de otra detención adicional. Si se falla por segunda vez a una detención, se llevará a cabo una detención el sábado. De antemano, a todo estudiante no se le permitirá participar o atender a cualquier función patrocinada por la escuela en el mismo día de la detención.

Detenciones los sábados: Las detenciones del Sábado suelen llevarse a cabo el sábado siguiente al día de cometerse la ofensa. La detención del Sábado es de 8:00 a.m. a 11 a.m. y se realizan en Northwood Middle School o en Creekside Middle School. Se le requiere a los estudiantes que lleguen a tiempo y venir preparados para trabajar. Deben de traer trabajo relativo a la escuela con ellos trabajar y hacer su trabajo académico en silencio durante el tiempo de su detención. Todos los materiales necesarios para completar sus tareas deben estar en la clase a las 8:00 a.m en punto. Deben traer su propio trabajo para hacer o traer material de lectura educativo. No se les permitirá el uso de ningún otro material en el centro. Los alumnos que no cumplan las normas mencionadas o se porten mal serán enviados a casa y se llevarán a cabo otras consecuencias. Además, A los estudiantes asignados a una detención el sábado se les puede prohibir, según la naturaleza del comportamiento, asistir a cualquier función patrocinada por la escuela antes de la disciplina por recomendación de la administración.

Suspensiones dentro de la escuela: Suspensiones dentro de la escuela suelen llevarse a cabo frecuentemente. Todas ellas tienen lugar en la oficina. No se permitirá a los estudiantes la entrada a ninguna clase durante el tiempo que dure la detención. Se les permitirá tomar su almuerzo durante su detención en la oficina. Además, los estudiantes podrían no ir o participar en actividades esponsorizadas por la escuela durante su tiempo de detención. El maestro será quien decida si el estudiante puede trabajar en tareas que se han perdido durante una suspensión.

Suspensión fuera de la escuela: El Consejo Educativo u otras personas designadas podrían suspender o expulsar a cualquier alumno/a cuyo comportamiento sea inapropiado para el proceso educativo, indecoroso con la escuela, o que incumpla las reglas de la escuela. Se espera que cuando un alumno/a sea suspendido de la escuela esté en su casa o bajo la supervisión de los padres/tutores legales. A los estudiantes que hayan sido expulsados no se les permite la entrada en las propiedades del distrito durante su suspensión. Además, no podrán asistir o participar en ninguna actividad de la escuela durante su suspensión. El maestro a cargo de la suspensión le asignará o no algo que hacer al alumno durante la misma.

Niveles de disciplina:

En la siguiente lista se dan ejemplos de algunas infracciones en el comportamiento, pero no representa todas las que pueden ocurrir. Cada caso será evaluado individualmente.

Ofensas de Nivel I: Estas ofensas pueden resultar en una consecuencia hasta e incluyendo una detención el sábado.

- Grosería/Insubordinación a un miembro del personal
- Vestimenta inapropiada
- Mala conducta en el aula
- Contacto físico inapropiado/muestra de afecto
- Violaciones menores de las políticas del salón de clases o de la escuela
- Uso de blasfemias - no dirigidas a una persona
- Deshonestidad académica
- Posesión de aparatos electrónicos
- Tardanzas a clase
- Mala conducta en el pasillo

Nivel 1 Comportamientos e intervenciones: Los comportamientos e intervenciones a este nivel serán administrados mayoritariamente en la clase entre el maestro/a, el alumno/a, y los padres. En la siguiente lista aparecen comportamientos e intervenciones típicos de este nivel:

Comportamientos

- Insubordinación
- Mal comportamiento académico
- Tardanzas a clase
- Mal comportamiento en la clase.
- Mal comportamiento en los pasillos
- Mal comportamiento en la cafetería
- Violaciones menores de normas de clase/escuela
- Ropa inadecuada
- Posesión de aparatos electrónicos
- Tirar basura
- Contacto físico inapropiado/ muestras de cariño.
- Hacer comentarios peyorativos.
- Mascar chicle
- Uso de malas palabras

Intervenciones

- Refuerzos positivos
- Corrección no verbal
- Carta de disculpa
- Contrato/plan de comportamiento
- Detención antes/después de clase
- Breve conferencia en el pasillo
- Conferencia con el padre/tutor
- Exclusión de una actividad de clase
- Colocación alternativa temporal
- Reunión con la clase
- Pérdida de privilegios
- Mediación de un compañero/a
- Tiempo para pensar
- Cambio de sitio
- Pérdida controlada de la atención del maestro/a
- Confrontación de apoyo
- Consulta/intervención de otros maestros/as
- Detención con el maestro/a
- Confiscación de
- Conferencia con un administrador
- Corrección verbal
- Conferencia
- Escritura de un párrafo de "última oportunidad" de responsabilidad.
- Asignación de servicio escolar dependiendo del comportamiento mostrado.

Nivel 2 faltas: Las consecuencias a los siguientes actos pueden llegar incluso a ser recomendadas para una suspensión.

- Pelea (fisica/verbal)
- Llegar tarde a clase
- Insubordinación
- Lenguaje racista, o sexista o conducta discriminatoria
- Uso inapropiado de la computadora o internet
- Distribución, posesión, o exhibición de materiales ofensivos o dañinos
- Falsificación de material no relacionado con la escuela
- Mal comportamiento en general: cualquier acción que afecte a la escuela o que interfiera con el aprendizaje de los alumnos por ejemplo:
    - Palabras y acciones de mal gusto
    - Peleas
    - Vandalismo (tendrá que reponer y limpiar lo dañado)
    - Robo (reposición de lo robado)
- No asistir a las detenciones
- Violación de la política "bandas y actividades relacionadas con ellas"
- Apuestas
- Dibujos o textos inapropiados con referencias sexuales, al alcohol, drogas o violencia
- Acoso físico o verbal
- Fumar o posesión de productos relacionados con el tabaco, cigarrillos electrónicos, pipas, cigarros electrónicos, y encendedores
- Textos, imágenes y otros materiales inapropiados enviados electrónicamente
- Uso indebido de los extintores de incendios u otros equipos de seguridad y salud

Nivel 2 Comportamientos e intervenciones: Los comportamientos e intervenciones a este nivel podrían ser llevados a cabo dentro de la escuela entre el estudiante, la administración y los padres. La siguiente lista recoge los comportamientos e intervenciones más característicos de este nivel, pero podría incluir más:

Comportamientos:

* Repetición reiterada de ofensas de nivel 1
* Pelea (física/verbal)
* Llegar tarde a la escuela.
* Conductas raciales, étnicas, discriminatorias o sexuales.
* Mal uso de los ordenadores/Internet.
* Distribución, posesión, o exhibición de
* materiales ofensivos o dañinos (incluyendo bolígrafos de láser)
* No ir a clase, absentismo sin excusa.
* Empujones.
* Vandalismo menor
* No asistir a sus detenciones.
* Asalto/agresión
* Violación de contrato de pandillas
* Vandalismo mayor (más reposición y limpieza)
* Acoso sexual
* Desobediencia grosera y mal comportamiento
* Uso/posesión de tabaco
* Absentismo.
* Posesión de encendedor.
* No asistir a los programas de disciplina.
* Insubordinación repetitiva.
* Falsificación (de materiales no académicos).
* Comportamiento inapropiado.
* Lanzar nieve.
* Amenazas/intimidación/agresión.
* Abuso físico limpieza
* Robo
* Pelea con daño físico
* Abuso verbal hacia personal de la escuela
* Posesión de propiedad robada
* Jugar por dinero
* Acoso/novatadas
* Posesión de un arma sin intención de lastimar
* Extorsión
* Ir con patines en línea, patines, o zapatos con ruedas en el edificio.
* Violación de los apartados 1 y 2 del párrafo 3 de "Prohibición de pandillas o actividades de pandillas"
* Dibujos, fotografías o escritos sobre el alcohol, las drogas, o la violencia.
* Utilización inapropiada de celular/aparato electrónico en la escuela.
* Amenazar a un miembro del personal de la escuela o a la policía
* Alterar los extintores de incendios u otro equipo
* Falsa alarma de incendio (incluyendo pago al Departamento de Bomberos)

Intervenciones:

* Reunión del padre o tutor con el maestro/a y administrador.
* Pérdida de privilegios.
* Detención(es) antes o después de la escuela.
* 1 día o más de detenciones el sábado.
* 1 día o más de suspensiones dentro de la escuela.
* Consulta/denuncia a agencia policial y posible arresto
* Servicio comunitario
* Restitución
* Denuncia a agencia exterior
* Emplazamiento educativo alternativo
* Expulsión de la escuela por 1 o más días.
* Planes de comportamiento.
* Suspensión fuera de la escuela – con restitución y/o seguimiento de una agencia o autoridad exterior

Nivel 3 faltas: Las consecuencias a los siguientes actos pueden llegar incluso a ser recomendado para una expulsión

* Tener repetidas faltas en el nivel 2.
* Violación de la norma 3 que aparece en el tercer párrafo sobre la política de las "bandas y actividades relacionadas con ellas.
* Actos peligrosos que puedan poner en peligro la salud y la seguridad del propio alumno o de los demás
* Uso, posesión, distribución o participación en actividades relacionadas con alcohol, inhaladores, drogas o sustancias relacionadas con ellas y /o que se les parezcan.
* uso/posesión de parafernalia relacionada con drogas, incluyendo dispositivos que son usados o pueden ser usados para: (a) ingesta, inhalación o inyectar cannabis, o sustancias controladas en el cuerpo; y (b) cultivar, procesar, robar o esconder cannabis u otras sustancias.
* Piromanía
* Comportamiento violento, incluyendo cualquier amenaza tanto verbal como escrita que vaya en contra de la seguridad o la salud del propio estudiante o de otros así como cualquier acción que perturbe considerablemente la rutina de la escuela.

Nivel 3 Comportamientos e intervenciones: Los comportamientos e intervenciones a este nivel serán atendidos a nivel administrativo entre el alumno, el principal, y los padres. En la siguiente lista aparecen algunos de los comportamientos e intervenciones más típicas a este nivel:

Comportamientos:

* Repetición de ofensas del nivel 2.
* Posesión ilegal de cannabis u otras sustancias.

* Uso, posesión, distribución o participación en transferir alcohol, inhalantes, drogas u otras sustancias relacionadas y/o parecidas.
* Uso o posesión de parafernalia de drogas, incluyendo aparatos que son o se pueden usar para: (a) ingerir, inhalar o inyectar cannabis u otras substancias controladas en el cuerpo; y (b) cultivar, procesar, almacenar o esconder cannabis u otras substancias controladas.
* Uso o posesión de alcohol.
* Uso de armas.
* Fuegos artificiales/cohetes/petardos.
* Uso de una herramienta como arma.
* Violación del artículo 3 en el párrafo 3º de "pandillas y actividades de pandillas prohibidas".
* Los estudiantes que estén bajo la influencia de cualquier sustancia prohibida no pueden asistir a la escuela ni a funciones de la escuela y se les tratará como si tuvieran la sustancia en su posesión.

Intervenciones:

* Suspensión escolar- 5 o más días.
* Emplazamiento educativo alternative
* Suspensión de la escuela- con recomendación para expulsión
* Consulta/comunicación a un agente policial y posible arresto.

* Para la posesión, uso o estar bajo la influencia de una bebida alcohólica, droga y/o algo que se parezca a droga en cualquier momento en el edificio, en terrenos de la escuela, en una taquilla de la escuela, en un autobús escolar o durante actividades esponsorizadas por la escuela se aplicará lo siguiente: Los estudiantes que incumplan esta regla por primera vez pueden ver reducida su suspensión si el estudiante se inscribe y completa un programa comunitario sobre el abuso de drogas aprobado por el director.

Honestidad Académica: Se espera que todos los estudiantes demuestren honestidad e integridad cuando se encuentren en la escuela. Se espera que hagan su propio trabajo, esto incluye hacer sus exámenes, tareas, trabajos de clase, etc. Todo el trabajo es individual a menos que se indique lo contrario. No se debe compartir la tarea. Hacer trampa, plagiar, copiar la tarea, etc. será considerado robo académico y ello NO será tolerado bajo ninguna circunstancia. La violación de esta regla puede: 1) Penalización académica determinada por el equipo de profesores. 2) Penalización apropiada designada por la administración. y/o 3) Penalización extracurricular cuando esta normativa no se cumpla.

Acoso, Bullying/Comportamiento agresivo: Ningún estudiante debe ser objeto de intimidación, agresión o violencia en la escuela. Cualquier tipo de intimidación está prohibida en el recinto, autobús, actividades escolares, o cualquier actividad relacionada con la escuela.

Para esta política el término "acoso", *bullying*, significa cualquier acto o conducta física o verbal, grave e insistente, incluyendo comunicaciones hechas por escrito o electrónicamente, dirigidas hacia un estudiante al que razonablemente se puede predecir que se le va a producir daño o miedo, causando un efecto perjudicial considerable en el rendimiento académico del estudiante e interferir considerablemente en la habilidad del estudiante para participar en la escuela o en actividades escolares. Ejemplos de acoso, *bullying*, pueden incluir, pero no estar limitados a:

Acoso físico: empujar, tirar del pelo, pellizcar, y otros comportamientos similares.
Acoso verbal: insultar, reírse de otros, hablar mal de los demás, humillar, y otros comportamientos similares.
Acoso cibernético: el uso de información electrónica y de aparatos de comunicación que incluyen, pero no están limitados a: mensajes de correo electrónico, mensajes de texto, mensajes instantáneos, redes sociales y otros tipos similares.

Consecuencias de disciplina en el autobús Los estudiantes que utilicen los autobuses del distrito deben seguir las normas de disciplina del servicio de transporte del D200. La mayor preocupación de los conductores es la seguridad. Se espera que los estudiantes se comporten de una manera que no ponga en peligro la seguridad de las demás personas en el autobús. Cuando ocurra una infracción, ésta será notificada a la administración y resultará en una consecuencia establecida por las normas que se han mencionado anteriormente.

Las normas del servicio de transporte del D200 establecen que los estudiantes que no se comporten en el autobús recibirán las siguientes consecuencias. Cada incidente será comunicado a los padres por teléfono o nota escrita.

1. 1ª ofensa – aviso
2. 2ª ofensa – 3-5 días de suspensión de transporte.
3. 3ª ofensa – 6-10 días de suspensión de transporte.
4. 4ª ofensa – pérdida del servicio de transporte por el resto del curso escolar.

Las normas de disciplina del servicio de transporte del D200 establecen que los estudiantes que no se comporten en el autobús recibirán las siguientes consecuencias, desde una advertencia a perder los privilegios del autobús. Para más información favor de usar la sección de transportación en la sección del Distrito 200 de este manual. En cada incidente se notificará a los padres por teléfono o escrito.

Pelea/ Asalto y agresión Pegar a alguien es peligroso en cualquier momento. Se advierte a los estudiantes que nunca deben golpear a alguien ni en broma, ni deben meterse en peleas aún jugando. Estas acciones desembocan en situaciones serias por las que el estudiante será responsable. Los estudiantes que golpeen o asalten a otro estudiante serán responsables directos de estas acciones. Los estudiantes que provoquen una pelea por uso inapropiado del lenguaje serán también responsables por sus acciones. Tengan en cuenta que no importará quien comenzó la pelea, o quien resultó más herido, todos los estudiantes involucrados en la misma recibirán consecuencias del mismo modo. Entre ellas están la detención durante el sábado, suspensión escolar en la oficina o en la casa, e incluso comunicación a la policía.

Pandillas o actividad con pandillas La presencia de pandillas o actividades de pandillas en la escuela causa problemas o interferencias negativas en las actividades de la escuela de este distrito. Las pandillas y sus actividades están prohibidas en las escuelas y en cualquier actividad relacionada con la escuela.

"Pandilla" entendido como dos o más individuos asociados para actos criminales, perjudiciales o prohibidos por la ley o por normas del distrito. Entre esas actividades incluimos intimidación, asalto, amenaza, violencia física a cualquier persona, violación de la propiedad ajena, actos ilegales, e incumplimiento de las normas de la escuela. Cuando esto suceda se podría contactar a la policía. Acuda a la sección del D200 de este manual para más información sobre pandillas o actos pandilleros.

El uso de colores que muestran pertenencia a una pandilla está prohibido. Sin embargo, como las tendencias cambian, otras combinaciones de colores se podrían prohibir en el futuro.

La demostración pública de afecto La demostración física de afecto no está permitida en la escuela Northwood. Se comunicará a los padres, y la insistencia en esta ofensa resultará en aplicación de medidas disciplinarias, incluyendo suspensión escolar.

Búsqueda y registro La decisión de la Corte Suprema de los Estados Unidos en el caso de New Jersey vs. TLO el 15 de enero de 1985, establece que los profesores y administradores tienen el derecho de registrar a un estudiante y sus objetos personales (bolsos, carteras, chaquetas, bolsillos, casilleros, coches, etc.) si existe una sospecha razonable de que el estudiante está en posesión de algo prohibido por ley, por la escuela o por el distrito.

El registro no es una violación de los derechos constitucionales de los alumnos a la privacidad en la escuela cuando se den motivos razonables para que levanten una sospecha y puedan llevar a evidenciar que el estudiante ha violado o está violando la ley o las normas de la escuela.

El derecho escolar al registro está garantizado a los oficiales escolares para mantener la salud, seguridad y bienestar general de todos los estudiantes y profesores. En algunos casos se podría requerir la asistencia policial.
Acoso sexual: Cualquier acoso de tipo sexual o relacionado con el género es una violación de los estatutos del Consejo Escolar y de la ley federal. Toda persona tiene el derecho de trabajar/aprender en un ambiente libre de tales abusos. Las personas que muestren este tipo de acciones con comentarios o comportamientos inapropiados, o conductas físicas inaceptables, serán objeto de acciones disciplinarias que pueden incluir la expulsión escolar. Cualquier estudiante que tenga una queja de acoso sexual debería notificarlo a su maestro/a, supervisor, o a la administración. Todas las quejas de acoso sexual serán investigadas.

Código de Vestimenta del Estudiante:

La vestimenta y el arreglo personal son componentes importantes de un ambiente de aprendizaje positivo en general que prepara a los estudiantes para operar en un entorno profesional y educativo. La vestimenta y el arreglo personal no deben interrumpir el proceso educativo, interferir con el mantenimiento de un clima positivo de enseñanza/aprendizaje ni comprometer estándares razonables de salud y seguridad en la escuela o en un evento patrocinado por la escuela.
Estas pautas del código de vestimenta se aplicarán a los días escolares regulares y a los días escolares de verano, así como a cualquier evento y actividad relacionados con la escuela. Los administradores escolares pueden hacer adaptaciones individuales, según corresponda, a su discreción.

Nuestro código de vestimenta estudiantil está diseñado para lograr varios objetivos:

- Mantener un ambiente de aprendizaje seguro en las clases y eventos patrocinados por la escuela. Esto también incluye vestimenta específica del curso, como clase de ciencias (protección para los ojos o el cuerpo) o educación física (vestimenta/zapatos deportivos).
- Evitar que los estudiantes usen ropa, zapatos o accesorios con imágenes o lenguaje inapropiado u ofensivo, incluidas malas palabras, discurso de odio y pornografía.
- Evitar que los estudiantes usen ropa, zapatos o accesorios que denoten, sugieran, demuestren o hagan referencia al alcohol, drogas o parafernalia relacionada u otras conductas o actividades ilegales, incluidas referencias a pandillas.
- Evitar que los estudiantes usen ropa o accesorios que razonablemente puedan interpretarse como que incluyen contenido racista, lascivo, vulgar u obsceno, o que razonablemente puedan interpretarse como que contienen palabras conflictivas, discursos que inciten a otros a acciones ilegales inminentes, discursos difamatorios, o amenazas a otros.

Los estudiantes tienen prohibido usar:

- No se pueden usar abrigos, sombreros, sudaderas con capucha u otros artículos para la cabeza en el edificio en ningún momento, a menos que tenga un permiso especial de la administración del edificio. Estos artículos deben dejarse en la mochila del estudiante.
- Abrigos, mantas o cobijas (voluminosas) grandes. Se recomienda que estos artículos se dejen en el casillero si son una distracción y/o interrupción del ambiente de aprendizaje.

Los uniformes de educación física NO se pueden modificar de ninguna manera (por ejemplo, cortar las mangas).

Enforzamiento Código de Vestimenta

A los estudiantes que no sigan estas normas y violen el código se les proveerá (2) opciones para estar vestido/a al código durante el día escolar.

- Se le pedirá al estudiante ponerse alguna otra ropa que tenga alternativa, en caso de que tenga algo disponible en la escuela para estar a código durante el resto del día.
- En caso de que sea necesario, los padres del estudiante serán contactados durante el día escolar y traerles ropa alternativa para que use el estudiante para uso del resto del día.

Maestros Sustitutos Los maestros/as sustitutos/as son invitados en nuestra escuela y como tales se merecen el máximo respeto de todos los estudiantes. El mal comportamiento con un maestro sustituto llevará a la pertinente acción disciplinaria.

Reglamento de Armas: Según la ley federal y el código escolar del estado, en la escuela Northwood existe una actitud de cero tolerancia contra las armas o cualquier objeto que pueda ser un arma. En este grupo incluimos: cuchillos de bolsillo (sin importar el tamaño), cuchillos de cocina de cualquier tipo, cuchillos de manualidades, pistolas, armas de fuego, rifles, pistolas de fogueo, aparatos explosivos, nudilleras de metal, u objetos similares (juegos de pistolas, imitaciones de posesión de pistolas u otro tipo de juegos de este estilo).

* Las consecuencias por traer estos objetos a la escuela pueden incluir las siguientes:
* Suspensión automática de la escuela por un periodo comprendido entre 3 y 10 días.
* Conferencia con los padres.
* Audiencia con un oficial asignado para determinar consecuencias adicionales que pueden incluir la expulsión escolar.

La expulsión es una consecuencia muy seria. Los alumnos que sean expulsados no tienen permitido regresar a ninguna escuela del Distrito 200 u otra escuela de Illinois durante el periodo que dure la expulsión.

Se anima a los padres a revisar las mochilas de sus hijo/as, las bolsas del almuerzo, y abrigos para asegurarse que ninguno de estos objetos es llevado a la escuela. Las consecuencias citadas se aplicarán a pesar de la razón que se dé. Por favor, dedique unos minutos para ver lo que su hijo/a lleva a la escuela.

PROGRAMAS DE RECONOCIMIENTO ESTUDIANTIL

Los programas de reconocimiento estudiantil en la escuela Northwood están orientados a reconocer aquellos estudiantes que han demostrado una actitud positiva hacia la escuela, sus compañeros, hacia sí mismos, y su educación. Los equipos de grado así como los diferentes departamentos establecerán los procedimientos para reconocer a estos estudiantes y comunicárselo a los padres.

Asistencia Perfecta Al final de cada curso escolar, se reconocerá a los estudiantes que hayan presentado una asistencia perfecta.

Mención Honorífica Trimestral Durante el curso escolar la escuela Northwood rinde honor a aquellos estudiantes que demuestran una mejora sobresaliente haciendo conocer sus nombres en la escuela y en publicaciones de periódicos locales. Además estos estudiantes serán reconocidos por sus éxitos académicos cada cuarto.

Mayor mención honorífica GPA	3.5 – 4.0 y ninguna calificación menor a un B-
Mención honorífica GPA	3.0- 3.49 y ninguna calificación menor a un C-

Estudiante del mes Cada mes, los equipos educativos de cada grado nominará a un estudiante que sobresale por sus excepcionales características o atributos. Los estudiantes y sus familias serán invitados a un desayuno como reconocimiento de dichos logros.

PROGRAMAS EXTRAESCOLARES Y DE AMPLIACIÓN CURRICULAR

Una gran variedad de actividades y programas extraescolares de arte, atletismo, drama, liderazgo, y música son ofrecidos a los alumnos/as de la escuela Northwood. Los entrenadores y promotores de estas actividades proveen más información sobre estas actividades antes de que la actividad/temporada comience.

Los alumnos deben asistir por lo menos la mitad del día cuando se de un evento. Cuando no se cumpla este requisito el alumno/a será retirado.

Si un estudiante no se viste apropiadamente durante Educación Física no se le permitirá participar en la actividad extraescolar de ese día.

Los niños que sean educados en su casa también podrán participar en este tipo de actividades siempre y cuando tomes dos asignaturas anuales en la escuela

Los estudiantes deben ser recogidos después de las actividades extraescolares, bailes, eventos deportivos, prácticas, etc., en un periodo de hasta 15 minutos desde el final de la actividad. Cuando esta norma se rompa repetidamente se retirará al alumno/a de eventos futuros o incluso de la actividad.

Después del evento- recogida de los padres Todos los atletas y estudiantes DEBEN ir en autobús a todos los eventos de atletismo, actividades extracurriculares y excursiones, para participar en el evento. Los estudiantes podrán irse con sus padres, después del evento, con el consentimiento escrito/permiso del padre (con firma). Los estudiantes NO podrán irse con el padre de otro estudiante sin haber hablado antes con la administración o entrenador/monitor

Atletismo – Conferencia de Fox Valley La escuela de Northwood es miembro de la Conferencia de Fox Valley. Nosotros formamos un equipo para cada uno de los deportes que aparecen a continuación. Para la participación en estos deportes se cobra una cuota. Todos los participantes deben tener un examen físico en la oficina de la enfermera.

Otoño	Invierno	Primavera
Cross Country – 6º, 7º y 8º Grado	Baloncesto masculino – 7º y 8º Grado	Track – 6º, 7º y 8º Grado
Voleibol femenino – 7º y 8º Grado	Baloncesto femenino – 7º y 8º Grado	
	Lucha – 6º, 7º y 8º Grado	
	Animadoras – 7º y 8º Grado	
	Pom Pons – 7º y 8º Grado	

Atletismo – Deportes Interiores Los alumnos/as de Northwood podrán en ocasiones tener la opción de participar en deportes interiores también. La cuota para deportes interiores es por deporte y no se requiere examen físico.

Banda/Coro/Orquesta Durante la jornada escolar se ofrece a los estudiantes en los distintos grados la oportunidad de participar en la banda/orquesta y/o el coro. Estos programas se reúnen durante el periodo de laboratorio del estudiante.

Es una clase evaluada, y los resultados contarán para menciones honoríficas.

Bailes Los bailes se celebran en diferentes momentos durante el año escolar. Están patrocinados por el Consejo Escolar y. por lo general se llevan a cabo un Viernes después de la escuela. **Los estudiantes deben procurar su transporte antes de venir a la escuela ese día. Los estudiantes deben ser recogidos en un periodo de hasta 15 minutos desde la finalización del baile. Cuando se incumpla esta norma repetidamente el alumno/a no podrá asistir a futuros bailes.** En el baile se sirven refrescos por una accesible cuota. Todos los beneficios están dirigidos al Consejo Escolar.

Elegibilidad Los alumnos/as que participen en actividades extraescolares en la escuela deben mantener buenos resultados académicos para poder mantenerse en estas actividades o equipos. Todos los participantes deben aprobar sus exámenes. Cada semana se dará una lista de las notas obtenidas por los estudiantes a los entrenadores y organizadores. El procedimiento que se sigue para ver quien se mantiene en estas actividades es el siguiente: Cada semana durante la temporada los maestros actualizarán los grados. Cuando un estudiante no pase una o más asignaturas, se le permitirá participar en la actividad una semana más mientras intenta recuperar esas asignaturas. En caso de no mostrar buenos resultados, el estudiante deberá dejar el equipo o la actividad hasta que muestre buenos resultados de nuevo en los siguientes boletines de notas. **Un alumno/a sólo podrá estar a prueba una vez durante la temporada.** La escuela provee asistencia en sala de estudio durante la jornada escolar.

Actividades Extracurriculares Existe una amplia variedad de actividades y clubs extraescolares a disposición de los estudiantes. Algunas de estas actividades tienen una cuota, y otras no. Se anima a los estudiantes para que pidan más información a sus maestros/as o encargados durante el primer periodo. Aquí hay una lista de algunas de las actividades:

Club de arte	Orientación del estudiante
Club de teatro/ drama	Periódico

Juegos de fútbol americano del Instituto **Se espera que los alumnos de middle school que deseen presenciar partidos de fútbol americano sean acompañados por un adulto.** Esto debe ser así en <u>todos</u> los partidos que se jueguen en WHS o en WNHS. No se permitirá la asistencia de estudiantes con sus hermanos.

Banda de Jazz y coro (hombres y mujeres) La banda de jazz y el coro son actividades extracurriculares para las cuales se requieren audiciones para poder ser miembro. Ambos grupos se reúnen antes del comienzo de la jornada escolar. Para más información, vea al maestro/a de banda/coro.

Espectadores en eventos esponsorizados por la escuela Se anima a los estudiantes para que asistan a estos eventos. El propósito es fomentar la seguridad de nuestros equipos y desarrollar un fuerte sentimiento de unión escolar. Se espera que los espectadores se comporten y actúen correctamente en todo momento. Los estudiantes que no lo hagan podrán perder el privilegio de asistir a estos eventos. Los alumnos/as que asistan como espectadores estarán supervisados 15 minutos antes y después del final del evento. Los padres deberán pasar a recoger a sus hijos/as justo al final del evento.

Las siguientes reglas se darán en estas actividades:

- Manténgase en las vallas alrededor del juego.
- Si te has de ir, hazlo solo a mitad del juego o entre un tiempo y otro.
- Demuestra siempre un comportamiento adecuado.
- Abandona la escuela solo cuando lleguen a buscarte
- No salgas de la zona del gimnasio o del vestíbulo.
- No se permiten aparatos que hagan ruido.
- Demuestra siempre un buen comportamiento deportivo.
- No se permite abuchear.
- Deben obedecer las órdenes de los entrenadores, supervisores o encargados.
- **<u>No se permite comida ni bebida en el gimnasio.</u>**

DESCARGO DE RESPONSABILIDAD Las normas, consecuencias, procedimientos, y actividades señaladas en este manual no están diseñadas para como una totalidad o como un contrato entre el estudiante y la escuela. Más bien se trata de un documento activo diseñado para ser modificado y actualizado en base a las leyes federales, estatales, o a regulaciones locales, y podrá ser revisado cuando sea necesario por el sistema operativo de la escuela.