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*Additional information can be found in the Parent Student Handbook and Board Policy located on our district's website. <http://www.ipso.org/>



INDIAN PRAIRIE SCHOOL DISTRICT 204 MISSION STATEMENT

Our mission is...

Inspire all students to achieve their greatest potential.

Guiding Principles

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

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

We will best serve our students if our:

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

PRINCIPALS' MESSAGE

Welcome to the 2017-18 School Year

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

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

Sincerely,

Kimmer Cornish, Melissa Couch, Michael Dutdut, Laurie Fiorenza, Jennifer Nonnemacher, James Seput & Stephen Severson

Indian Prairie District 204—Middle School Principals

Directions to Indian Prairie School District 204 Facilities

Elementary Schools

| | |
|--|----------------|
| <u>Brookdale</u> Elementary School 1200 Redfield Road, Naperville, IL 60563 | (630) 428-6800 |
| Gwendolyn <u>Brooks</u> Elementary School 2700 Stonebridge Boulevard, Aurora, IL 60502 | (630) 375-3200 |
| Wayne <u>Builta</u> Elementary School 1835 Apple Valley Road, Bolingbrook, IL 60490 | (630) 226-4400 |
| Robert E. <u>Clow</u> Elementary School 1301 Springdale Circle, Naperville, IL 60564 | (630) 428-6060 |
| Mary Lou <u>Cowlshaw</u> Elementary School 1212 Sanctuary Lane, Naperville, IL 60540 | (630) 428-6100 |
| <u>Fry</u> Elementary School 3204 Tallgrass Drive, Naperville, IL 60564 | (630) 428-7400 |
| <u>Georgetown</u> Elementary School 995 Long Grove Drive, Aurora, IL 60504 | (630) 375-3456 |
| Peter M. <u>Gombert</u> Elementary School 2707 Ridge Road, Aurora, IL 60504 | (630) 375-3700 |
| V. Blanche <u>Graham</u> Elementary School 2315 High Meadow Road, Naperville, IL 60564 | (630) 428-6900 |
| Oliver Julian <u>Kendall</u> Elementary School 2408 Meadow Lakes Drive, Naperville, IL 60564 | (630) 428-7100 |
| <u>Longwood</u> Elementary School 30W240 Bruce Lane, Naperville, IL 60563 | (630) 428-6789 |
| <u>May Watts</u> Elementary School 800 Whispering Hills Drive, Naperville, IL 60540 | (630) 428-6700 |
| <u>McCarty</u> Elementary School 3000 Village Green Drive, Aurora, IL 60504 | (630) 375-3400 |
| <u>Owen</u> Elementary School 1560 West Glen Drive, Naperville, IL 60565 | (630) 428-7300 |
| <u>Patterson</u> Elementary School 3731 Lawrence Drive, Naperville, IL 60564 | (630) 428-6500 |
| <u>Peterson</u> Elementary School 4008 Chinaberry Lane, Naperville, IL 60564 | (630) 428-5678 |
| <u>Spring Brook</u> Elementary School 2700 Seiler Drive, Naperville, IL 60565 | (630) 428-6600 |
| Reba O. <u>Steck</u> Elementary School | |

460 Inverness Drive, Aurora, IL 60504 (630) 375-3500

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

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

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

Middle Schools

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

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

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

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

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

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

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

High School

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

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

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

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

Indian Plains High School
1322 N. Eola Road, Aurora, IL 60502 (630) 375-3375

Other District Facilities

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

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

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

District 203 Schools

Jefferson Jr. High
1525 North Loomis St., Naperville, IL 60563 (630) 420-6363

Kennedy Jr. High
2929 Green Trails Dr., Lisle, IL 60532 (630) 420-3220

Lincoln Jr. High
1320 South Olympus Dr., Naperville, IL 60565 (630) 420-6370

Madison Jr. High
1000 River Oaks Dr., Naperville, IL 60565 (630) 420-6400

Washington Jr. High
201 North Washington St., Naperville, IL 60540 (630) 420-6390

Other Possible Schools

Jefferson Middle School (Dist. 129)
1151 Plum St., Aurora, IL 60506 (630) 301-5009

Washington Middle School (Dist. 129)
231 Constitution Dr., Aurora, IL 60506 (630) 301-5017

Heritage Grove Middle School (Dist. 202)
12425 S. Van Dyke Road, Plainfield, IL 60585 (815) 439-4810

Indian Trail Middle School (Dist. 202)
146.723 N. Eastern Ave., Plainfield, IL 60544 (815) 436-6128

Thompson Jr. High School (Dist. 308)
440 Boulder Hill Pass, Oswego, IL 60543 (630) 636-2600

Traughber Jr. High School (Dist. 308)
570 Colchester, Oswego, IL 60543 (630) 420-6363

SECTION 1: STUDENT ACADEMIC PROGRESS

REPORTING PROCEDURES

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

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

MIDDLE SCHOOL GRADING GUIDELINES

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

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

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

| | | | | | | |
|----|--------|------|--|----|------------|------|
| A | 92–100 | 4.00 | | C | 72–77 | 2.00 |
| A– | 90–91 | 3.67 | | C– | 70–71 | 1.67 |
| B+ | 88–89 | 3.33 | | D+ | 68-69 | 1.33 |
| B | 82–87 | 3.00 | | D | 62–67 | 1.00 |
| B– | 80–81 | 2.67 | | D– | 60-61 | 0.67 |
| C+ | 78–79 | 2.33 | | F | 59 & Below | 0.00 |

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

- **Effort**

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

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

*The ELA Block should be counted twice in GPA and number of classes.

- **Evaluation Components**

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

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

- **Honor Roll**

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

PARENT CONFERENCES

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

RETENTION/PROMOTION PROCEDURE

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

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

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

SECTION 2: RESOURCES

LIBRARY MEDIA CENTER (LMC)

The LMC is open during the school day from 7:45 A.M. to 3:05 P.M. If a student wants to work in the LMC after school, he or she needs to make arrangements with a teacher or LMC staff member to ensure that a faculty member will be present. Between 8:00 A.M. and 3:00 P.M., students may come to the LMC with their class, with a staff member, or on a pass from a staff member. Students are encouraged to use the myriad of resources available in the LMC for research, to find information, to explore an area of interest, or to get a book or magazine for personal reading.

MEDICATION POLICY

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

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

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

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

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

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

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

NURSE

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

SUPPORTIVE SERVICES

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

SECTION 3: ATTENDANCE

PHILOSOPHY & EXPECTATIONS

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

Consistent with Article 26 of the Illinois School Code, District 204 expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, and to inform the school of any absences and their causes. The school will monitor each student's attendance and inform parents or guardians of any attendance problems. A parent should call the school between the hours of 7:00 - 8:30 A.M. on each day his/her child will be absent. In the case of a known extended absence of one week or more, only one call is necessary. If we are not contacted by 8:30 A.M., a parent will be called. If the sickness is interpreted to be a contagious disease, readmission to school is to be by a back-to-school permit signed by a physician. Pursuant to Illinois School Code, a school must notify the parents if the student has missed 5% of the previous 180 attendance days of school. In addition, students that are excluded from school for non-compliance with the vaccination requirement can be considered as truant if the vaccination requirement is not met within five attendance days of the exclusion.

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

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

Students do need to attend a minimum of a half day of school to participate in extracurricular events. 11:30 AM is considered the midpoint for school attendance. District 204 considers absenteeism excessive when it significantly interferes with a student's academic performance or social development. Excessive absenteeism includes excessive tardiness.

TRUANCY

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

- **CHRONIC**– District 204 considers a student to be a chronic truant who is absent without valid cause for 5% or more of the previous 180 regular attendance days, per Section 26–2a of the Illinois School Code.
- **MINOR**– District 204, in keeping with Section 26–2a of the Illinois School Code, considers a truant minor to be a chronic truant to whom the above resources and support services have been provided and have failed to result in the remediation of the chronic truancy, or have been offered and refused by the parent(s), guardian(s), and/or student.
- **PUNITIVE ACTION**– In keeping with Section 26–12 of the Illinois School Code, District 204 will take no punitive action, such as out-of-school suspensions, expulsion, or court action against chronic truants for such truancy unless the above resources and support services have been offered to the student and parent(s) or guardian(s) and/or student.
- **REFERRAL OF CHRONIC TRUANTS**– District 204 will refer chronic truants to the DuPage Educational Service Region in accordance with current procedures established by the Will and DuPage County Truant Offices

MAKE-UP WORK

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

EXCUSED/UNEXCUSED ABSENCES

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

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

TARDINESS

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

VACATIONS

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

PHYSICAL EDUCATION CLASS PARTICIPATION

A student may be excused from participating in P.E. class due to illness or injury, in accordance with the following procedures:

1. For up to 3 days, the student may be excused by providing a written note from a parent/guardian
2. For excusals in excess of 3 days:
 - a. The student must provide a doctor's note explaining the need for the excusal.
 - b. The student will not be permitted to participate in school-sponsored extracurricular athletic activities for the length of the excusal.
 - c. Before the student resumes participation in P.E. classes, the school (in its discretion) may require the student to provide a doctor's note verifying that the student is medically released to return to P.E. class.

SECTION 4: SCHOOL EVENTS & ACTIVITIES

PHILOSOPHY & EXPECTATIONS

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

ELIGIBILITY FOR INTERSCHOLASTIC ACTIVITIES

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

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

PHYSICAL EXAMS/ATHLETIC PARTICIPATION

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

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

CONCUSSION INFORMATION SHEET

All students participating in interscholastic programs must complete a Concussion Information Sheet. This document must be signed by both the athlete and legal guardian before participation will be allowed.

SCHOOL SPONSORED EVENTS

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

- **Athletics**

The rules governing all home sporting events are as follows:

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

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

- **Evening Social Events**

Each middle school has periodic evening recreational activities planned strictly for their enrolled students. A wide variety of activities are offered ranging from basketball and volleyball in the gym, to board games and craft activities in one of the classrooms. Music is available in the Commons for those wishing to dance and special theme nights are held throughout the year. Activities are chaperoned by parents and staff. Information regarding dates and times will be provided at the start of the school year. These activities are planned to encourage appropriate social interactions in a supervised setting. In order for everyone to have fun, certain rules must be enforced based on behavioral consequences occurring at school the week prior to, or the day of an activity.

1. All regular school rules apply.
2. Students must remain in the school building in the designated areas at all times.
3. Students must demonstrate proper respect for all adult supervisors.
4. Students must demonstrate proper respect for the property of the school and others.
5. Students must observe necessary safety rules at all times.
6. Students should arrange for rides to arrive no later than 20 minutes after the completion of the event.

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

- **High School Athletic Events**

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

1. Remember that Aurora and Bolingbrook city curfew for children ages 15 and under is 10:00 p.m. daily. The city of Naperville enforces curfew laws after 11:00 pm on school days.
2. It is strongly suggested that parents supervise their children while at an athletic event. High school athletic events, especially football and basketball, tend to draw a large crowd.
3. Middle school students who are not accompanied by an adult must sit in an assigned area for supervision purposes.
4. All middle school students must show their school ID when they are paying to enter the game.
5. Remember that all school rules apply while students are in attendance at high school athletic events. Failure to comply with these rules will result in consequences. Following these guidelines will insure that your child has a safe and enjoyable evening at the high school athletic events.

- **Off Campus Trips**

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

UNIFORMS

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

SECTION 5: GENERAL SCHOOL INFORMATION

ACADEMIC RESOURCES

- **TECHNOLOGY USE**

An opt-out policy is used for technology, including BYOT. Permissions have been verified by parents during registration. Students will be able to access internet resources at school and use personal technologies unless a parent/guardian chooses to opt-out through the registration process or by contacting the main office at the child's school. Technology use policies and guidelines can be viewed on the district website under Tech Services-->Policies and Guidelines (<http://tech.ipisd.org>). As part of Google Apps for Education, all secondary students are issued a district-assigned email account. Middle school Google accounts have limited access to the outside world while high school accounts have full access. For more information please visit <http://goo.gl/qh8uuJ>.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

- **eSchoolPlus- Home Access**

eSchoolPlus is an online system that provides a wealth of information for parents. Parents and students will use eSchoolPlus to access student grades, progress reports, and report cards. To access the eSchoolPlus Home Access Center, go to <https://homeaccess.ipisd.org>. Information regarding access and assistance with eSchool Home Access can be found on at <http://goo.gl/u5L4vx>.

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

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

CAFETERIA

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

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

CLOSED CAMPUS POLICY

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

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

DIRECTORY INFORMATION - RELEASE OF INFORMATION

This handbook serves as notice that pursuant to the Illinois School Records Act and FERPA, a school may release directory information about its students. "Directory information" includes: name; address; gender; grade level; birth date and place;

parents' names and addresses; academic awards, degrees, and honors; information relating to school-sponsored activities, organizations, and athletics; and period of attendance.

FAMILY LIFE & SEX EDUCATION

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

- **Family Life:**

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

- **Sex Education:**

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

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

HONESTY POLICY

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

Definition of Cheating/Academic Dishonesty

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

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

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

Consequences of Cheating/Academic Dishonesty

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

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

LOCKERS—Hallway and Physical Education

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

ALL STUDENT LOCKERS ARE THE PROPERTY OF INDIAN PRAIRIE SCHOOL DISTRICT #204 AND ARE ACCESSIBLE TO SCHOOL AUTHORITIES AT ANYTIME. The locker and its contents are subject to search by school officials, especially if there is reason to suspect that unauthorized materials (example: drugs, alcohol, stolen property, etc.) are being housed in the locker.

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

- **Acceptable Practices:**
 - A. Attachment of personal property to lockers, on the interior or exterior, shall be limited to taped items only
 - B. Interior – Magnetized mirrors, note pads, pictures affixed by Scotch tape
- **Unacceptable Practices:**
 - A. Use of glues as an adhesive
 - B. Pencil, pen, ink, marker, paint, nail polish, etc. markings on the interior or exterior
 - C. Attachment of gum to the locker
 - D. Adhesive backed stamps, posters, stickers
 - E. Use of glitter
 - F. Use of perfumes or foreign scents that may be disruptive
 - G. Displays of materials that may be offensive to others in a public setting
 - H. Large balloons

**Locker practices may be modified or changed to meet the needs of individual schools at any time*

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

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

LOST BOOKS

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

MESSAGES TO STUDENTS AND STUDENT PHONE USE

Office staff is available during the school day for messages of an emergency nature. Students may use their cell phone in the main office during the school day if he/she needs to contact a parent. The office phone is also available for student use. Such

calls should be limited and students will be discouraged from making these calls during class time. All students must abide by the information listed in the personal technology devices section.

NEWSLETTER/EMAIL UPDATES

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

PERSONAL ITEMS

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

Coats, hats, book bags/backpacks, sunglasses, and similar articles are to be kept in lockers during the school day. Due to the potential danger of aerosol sprays, all aerosol sprays (i.e. hair spray, deodorants, etc.) are forbidden on school property, at off-campus school sponsored events, at extra-curricular activities, and on school busses.

Personal Technology Devices

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

- Use of these devices will be allowed only in non-instructional areas designated by the school administrators.
- Use of electronic devices for instructional purposes will be permitted only in classrooms where the teacher has designated the use for educational purposes. The classroom teacher has the sole discretion to allow this in his or her instructional setting.
- In areas where there is a reasonable expectation of privacy, such as the rest rooms, locker rooms, nurse's office, etc. the use of electronic devices is prohibited at all times.
- The use of electronic devices during school assemblies and programs is also prohibited.

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

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

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

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

Disciplinary Action: The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to using a cellular telephone or other electronic device that is otherwise not banned by this policy, including using the device to cheat, signal others, or otherwise violate student conduct rules. Unless otherwise banned under this policy, all electronic devices must be kept off and out of sight during the regular school day unless: (a) use of the device is as a curricular tool noted in the teachers syllabus or per teacher approval,

(b) use of the device is provided in a student's IEP or (c) it is needed in an emergency that threatens the safety of students, staff or other individuals.

PROCEDURES FOR STUDENT SIGN-IN/SIGN-OUT

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

RELEASE OF INFORMATION

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

SCHOOL VISITORS

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

1. Visitors will pre-arrange visits to the school with the building principal at least 24 hours prior to the visit.
2. Absent unusual circumstances previously discussed with the building principal, school visits will be limited to 1 hour per day.
3. School visits will generally be limited to adults. Parents should avoid visiting school accompanied by siblings or other children.
4. School visits to individual classrooms should generally be made only when the regularly assigned teacher is present.
5. In all cases, visitors must report to the Main Office upon entering the school building and present a **valid picture ID**. All IDs will be scanned into the schools data base.
6. School and classroom visits must not be disruptive or in any way interfere with the instructional program. All visits and visitors will be subject to the authority of the building principal, who may restrict or limit visits, or visitors as he/she considers necessary.
7. Each visitor will be asked to wear an identification badge when visiting District classrooms. This is to be obtained at the Principal's Office or from the campus monitor/aide located at the front door.

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

SECTION 6: SCHOOL CLIMATE

Refer to Board Policy 7:190 for additional information

PHILOSOPHY AND EXPECTATIONS

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

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

When a student is involved in a disciplinary matter, the student will be given individual attention in a positive, corrective manner.

Disciplinary action may range from a warning/behavioral intervention to detention to suspension from school. Expulsion from school is the most serious option used in maintaining student discipline.

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

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

Recognizing Positive Student Behavior

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

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

CAFETERIA BEHAVIOR

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

CLASSROOM BEHAVIOR

The following are basic classroom behavior expectations:

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

Steps For Dealing With Classroom Misbehavior

- **First Consequence:** The teacher will communicate to the student that the behavior is inappropriate (warning).
- **Second Consequence:** Parent contact (by phone) is recommended but not required for all behavior infractions.
- **Third Consequence:** Detention and/or other teacher intervention.
- **Further Consequence:** If the problem persists additional detentions or other consequences may be assigned.

In addition, the following interventions may be implemented. These disciplinary measures are a range of options that will not always be applicable in every case.

Range of Disciplinary Measures:

- **Parent Conference**—The teacher(s) will share concerns with the student's parents in order to gain insight, receive suggestions, and confront the problem in a cooperative, supportive effort.
- **Team Intervention**—The teacher(s) will discuss the problem during team meetings.
- **Building Intervention/Teacher Assistance**—The teacher(s) will bring the problem to a team which consists of: teachers, social worker, counselor, and the assistant principal. Further discussion will take place and result in intervention strategies and a time line to monitor progress and update strategies. Some of the strategies may be a continuation of those implemented during the grade-level team intervention. Parents shall be notified of

recommended strategies by the school.

- **Referral to Administration**—In instances of student gross misconduct or repeated misbehavior, teachers may refer students to the assistant principal. The student will be held responsible for his/her actions which may include consequences at the discretion of the administration.
- **Detention Procedure**
 1. The student will be issued a detention slip indicating the date given and a brief description of the inappropriate behavior.
 2. The student is responsible for obtaining his/her parent's signature on the detention form.
 3. The detention must be served before or after school within three attendance days of the date issued. The signed detention form must be given to the detention hall supervisor. If a student is absent from school on each of the three consecutive attendance days following receipt of a detention, the detention is to be served the first day upon returning to school.
 4. Failure to serve a detention within the required three days may result in an in-school suspension (ISS) or other appropriate consequence at the discretion of the administrator for refusal to comply with the school rules regarding detentions.
 5. Two or more failures to serve consequences may result in future consequences as determined by the administration.
 6. Detention periods must be used for the purpose of independent study or reading appropriate material. Students must bring appropriate instructional materials.
 7. Detentions are to be served before school (**7:20 A.M. -7:50 A.M.**) or after school (**3:10 P.M. -3:40 P.M.**) Alternative arrangements are not available due to supervisory responsibilities. Parents shall be responsible for ensuring that their child attends during one of these times if he/she is assigned.
- **Full Day In-School Suspension (ISS)**—One of the interventions that may be assigned by the administration is the In-School Suspension (ISS). While serving ISS the student is expected to do school assignments in a quiet area. On a day that ISS is assigned, the student will not be attending his/her regular classes but will be assigned to one supervised room. If the student is absent on a day that an ISS is assigned, he/she is to serve it on the first day after returning. Students who engage in misbehavior while serving an in-school suspension may be subject to disciplinary consequences that are appropriate for the misbehavior in ISS. Parents will be responsible for making immediate arrangements to pick their child up at school.
- **Social Probation**—The school administration considers social probation a serious consequence. Students on social probation will not be allowed to attend or participate in any before or after school activities for a period of time determined by the school administration. Students assigned social probation will lose all of their special privileges. These privileges include, but are not limited to, attendance at, or participation in; Student Council functions; intramural and interscholastic sports and other intramural programs or clubs; PTSA programs; band and chorus trips; other special non-academic assemblies; and the ability to be in the hallway after the school day unless accompanied by an adult. These special privileges that are lost do not include participation in after-school activities which affect the students' grade such as band and chorus and presentation of school projects such as science fair. Students are expected to participate in these activities (concerts and other academic requirements) while assigned social probation unless told otherwise by the administration. In addition, participation in field trips, assemblies and other special activities including promotion may be suspended.
- **Out of School Suspension**—One of the interventions that may be assigned by the administration is the Out of School Suspension (OSS). While serving OSS, the student is not allowed on school grounds for any function without the prior direct consent of the Principal or Assistant Principal. Students will be allowed to make up the work that is missed for full credit provided the student returns the work with a time frame consistent with the suspension.
- **Referral to the school resource officer (SRO)** —The establishment of the position of a School Resource Officer will permit the disciplinary structure of District 204 secondary schools, in concert with Naperville and Aurora police officers, to become prevention-oriented, and deal with youth concerns before they become youth problems. It is logical that community resources such as schools and law enforcement agencies provide each other with expertise for dealing with youth involvement in at-risk behavior. Because society expects schools to meet youth needs that range far beyond their education, community resources such as law enforcement must reach into the schools to provide expertise in dealing with youth. The school setting provides an educational environment that can offer preventive programs in deterring youth from involvement in criminal acts, alcohol use, drug use, gang involvement, theft and violence. The intent of the School Resource Officer Program is to establish positive working relationships with police, school administration, service agencies, parents and students to maintain a safe, secure environment free of violence and fear, enabling education to occur naturally and uninhibited.

Search and Seizure

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

Threats and Safe School

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

ACTS OF DISOBEDIENCE OR MISCONDUCT

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

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

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

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

CATEGORIES OF OFFENSES

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

LEVEL I

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

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

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

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

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

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

Throwing Objects: Unintentionally or purposefully throwing objects.

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

Cheating/Plagiarism: Cheating or plagiarism occurs when a student intentionally or unintentionally obtains, or assists others in obtaining, credit for work that is not his/her own whether it is accessed verbally, in writing, graphically, or electronically. Refer to Honesty Policy in Section 5.

Lying: Failure to tell the truth or withholding information.

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

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

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

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

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

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

Electronic Devices: Any use of electronic devices in unapproved areas or situations.

Bus Violation: Any inappropriate conduct or behavior, verbal, physical, or written, that occurs on the bus.

Dress Code Violation: A student's dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, modesty and decency as determined by the building principal, the Superintendent, and/or the Board of Education. Dress code guidelines will apply to all PE courses and school sponsored events.

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

1. Clothing must effectively cover the student's torso. Underwear must be covered. Bare midriffs are not permitted. Prohibited shirts include, but are not limited to, backless, one shoulder, strapless, or thin-shouldered shirts or blouses. Also prohibited is clothing with low-cut necklines, clothing that exposes cleavage and shirts or pants that have any revealing holes. Shorts and skirts must come to at least fingertip length with arms fully extended.
2. Head coverings (e.g., hats, hoods, etc.), coats, gloves, and sunglasses must be removed upon entering the building. (Religious head coverings are exempt.)
3. All pants must be worn at the waist. Undergarments must be covered at all times.
4. Students must wear shoes; however, metal, plastic, rubber cleats or other shoes that may damage the floors may not be worn.
5. Students will not wear beachwear to classes, except for special school-approved days.
6. Any item of clothing, shoes, jewelry, accessories, book bags, purses and other similar items may not be worn or brought to school or school-related events on which any of the following appear:
 - o Derogatory, inflammatory, sexual, discriminatory or offensive symbols, images, words, etc.
 - o Any reference to alcohol, tobacco, drugs, weapons, etc. including advertisements
 - o Any symbol, image, word, etc. that is obscene, vulgar or profane
 - o Any reference, symbol, image, word, etc., to violence or gang activity
7. Students may not wear or display items that are considered to be gang identifiers by our school and community. Any other attire, item, insignia, or symbol, which the administration has reasonable cause to believe is a gang identifier, will be prohibited.
8. At any school function, all middle schools reserve the responsibility to determine the appropriateness of dress
9. Consequences include but are not limited to the following:
 - Cover-up/change of clothes
 - Parent Contact
 - Repeated offenses may result in further disciplinary consequences such as detention or in-school suspension.

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

LEVEL II

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

Theft-minor (under \$300): Taking, removing, or possessing, without permission, property belonging to others.

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

bullying from conflict.

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

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

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

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

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

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

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

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

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

LEVEL III

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

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

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

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

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

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

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

Incident Not Resulting in Physical Injury:

- **Battery to Staff Member:** An offense involving unlawful physical contact to a staff member not resulting in serious physical injury.
- **Fighting:** Engaging in physical contact for the purpose of inflicting harm to another person--generally with two people engaging in inflicting harm.
Advice to students: If you are approached by another student who threatens you and wants to fight, simply tell the nearest staff member or go to the principal's office to report this information. There should also be an attempt to retreat. There should be an attempt to neutralize a hostile situation without escalating it. Do

not involve yourself in a fight; you will be suspended from school if you do. These general guidelines apply also to travel to and from school and school sponsored activities. To maintain a safe environment, fighting at school cannot be tolerated.

- **Hazing:** Any act directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, or activity, event or athletic club, activity, event or athletic team, whether sponsored or not sponsored by the district, whose members or participants include other students.
- **Physical Aggression:** Behavior threatening physical harm towards others. It includes hitting, kicking, biting, using weapons, or destroying others' possessions.--generally with one person inflicting harm on another or an object
- **Sexual Harassment:** Unwelcomed sexual advances, requests for sexual favors, and/or other verbal, physical, written or technological conduct of a sexual or sex-based nature, imposed on the basis of sex that has the purpose or effect of limiting any student in the enjoyment or right, privilege, advantage, or opportunity in the educational environment.

Students who feel sexually harassed should contact any faculty member, counselor, or administrator. Complaints of sexual harassment by other students may be received orally or in writing. If the preliminary investigation reveals that the complaint is substantial and may warrant a suspension and/or other agency involvement, the student will be requested to put their complaint in writing; parents/guardians will be notified and involved in further investigation. The student's oral or written statement will be kept confidential, except as necessary to complete the investigation. District personnel will comply with the child abuse reporting laws, where applicable. Incidents may be evaluated and result in police involvement and recommendation for expulsion. Parents of all parties involved shall be contacted about discipline reports.

- **Sexual Misconduct:** Defined as inappropriate sexual behavior or sexual activity or sexual language.
- **Theft-minor (Under \$300):** Taking, removing, or possessing, without permission, property belonging to others
- **Threat/Intimidation, Threat to Staff Member, Threat of School Violence:** Any act, threat, or hoax or prank of a dangerous nature, especially involving weapons, explosives, biological agents, or other dangerous material or look-alikes of such agents that endangers the physical or psychological wellbeing of individual students or staff members. This includes threatening destructive actions to a student/staff member or property.
- **Threat of School Violence:** Any act, threat, or hoax or prank of a dangerous nature, especially involving weapons, explosives, biological agents, or other dangerous material or look-alikes of such agents that endangers the physical or psychological well-being of multiple people in the school or the school as a whole. This includes threatening destructive actions to persons or property.

Level III Consequences: One or more of the following consequences may occur, but are not limited to: verbal warning, student conference, preferred seating, parent contact, student services referral, student behavior contract, team intervention, conflict resolution, detention, Student services referral, In-School Suspension, Social Probation, Restitution, Out of School Suspension, referral to school resource officer, or possible Expulsion.

Level IV

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

Alcohol and Drug Offenses: Students on school premises under the influence of alcohol/tobacco/drugs or in possession of alcohol/tobacco/drugs or tobacco/drug paraphernalia with or without the intent to distribute. This includes the use or possession of look-alikes.

District 204 reserves the right to inspect any beverage containers brought into school. Students suspected of using alcohol may be subjected to a breath test. The mere possession of alcohol or drugs (including the paraphernalia associated with drugs) on a student's person, in a locker, in a car, or at school events will result in suspension and referral to an available community enforcement prevention agency. This also includes the attempt to purchase or obtain these items in a manner that impacts the school climate. The school assumes that a person bringing such substances to school has the intention of using or selling them. A recommendation for alternatives, such as further education and counseling, may be made. The responsibility for getting special counseling will rest with the student and his/her parent(s)/guardian(s). Prior to the student returning to school, a meeting will be required with parent(s)/guardian(s) in attendance to determine what follow-up measures have been pursued. Students using or possessing alcohol or drugs, including paraphernalia, will be referred to the police.

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

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

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

Incident Resulting in Physical Injury:

- **Fighting:** Engaging in physical contact for the purpose of inflicting and resulting in physical harm to another person.
- **Physical Aggression:** Physically aggressive behavior resulting in physical harm towards others. It includes hitting, kicking, biting, using weapons, or destroying others' possessions.
- **Sexual Assault:** Any involuntary sexual act in which a person is coerced or physically forced to engage against their will or any nonconsensual sexual touching of a person.
- **Theft-Major (\$300 and up):** The act of taking, removing, or possessing, without permission, property belonging to others resulting in serious physical injury.
- **Battery to a Staff Member:** An offense involving unlawful physical contact to a staff member resulting in serious physical injury.
- **Hazing:** Any act directed against a student resulting in serious physical violence for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, or activity, event or athletic club, activity, event or athletic team, whether sponsored or not sponsored by the district, whose members or participants include other students.
- **Bullying:** Any act directed against a student resulting in serious physical violence for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, or activity, event or athletic club, activity, event or athletic team, whether sponsored or not sponsored by the district, whose members or participants include other students.
- **Threat of School Violence:** Any act, threat, or hoax or prank of a dangerous nature, especially involving weapons, explosives, biological agents, or other dangerous material or look-alikes of such agents that endangers the physical or psychological well-being of multiple people in the school or the school as a whole. This includes threatening destructive actions to persons or property.

Level IV Consequences: One or more of the following consequences may occur, but are not limited to: verbal warning, student conference, preferred seating, parent contact, student services referral, student behavior contract, team intervention, conflict resolution, detention, Student services referral, In-School Suspension, Social Probation, Restitution, Out of School Suspension, referral to school resource officer, or possible Expulsion.

Repeated acts of gross misconduct:

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

In disciplinary cases in which a student is removed from a classroom for a day or longer building administration will make a determination if the suspension will be in in-school suspension, out of school suspension, or a combination of the two.

Suspensions are determined on a case-by-case basis.

When a student is assigned an in-school suspension, they will be removed from the classroom environment. Students are given the opportunity to complete classroom work and/or tests under the supervision of school personnel.

Building administration place a priority on keeping students in school. However there are individual cases that may warrant a student receiving an out of school suspension. Students will be issued an out of school suspension if the student's continued presence in school would pose: **A threat to school safety OR a disruption to other students' learning opportunities.**

In cases where a student receives an out of school suspension for 3 days or less, notification to parents/ guardians will detail the policy infraction and the rationale for the duration of the suspension.

In cases where a student receives an out of school suspension for 4 - 10 days, notification to parents/guardians will detail the policy infraction, the rationale for the duration of the suspension, all behavioral and disciplinary interventions that have been attempted.

If a suspension occurs that is 5 - 10 days, notification to parents/guardians will occur. Any appropriate and available support services will be documented in this notification.

During out of school suspensions of 3 or more days, class work will be collected by the guidance counselor and may be picked up by the parent/guardian in the house office. The length of suspension is measured in school days when students are in attendance. If a student receives an out of school In disciplinary cases in which a student is removed from a classroom for a day or longer building administration will make a determination if the suspension will be in in-school suspension, out of school suspension, or a combination of the two. Suspensions are determined on a case-by-case basis.

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If a suspension occurs that is 5 - 10 days, notification to parents/guardians will occur. Any appropriate and available support services will be documented in this notification.

During out of school suspensions of 3 or more days, class work will be collected by the guidance counselor and may be picked up by the parent/guardian in the house office. The length of suspension is measured in school days when students are in attendance. If a student receives an out of school suspension, they are responsible for turning in all missed work. The number of days they are out will determine the number of days they have to complete the work on their return. For example, a student receives an out of school suspension for 2 days will have 2 days upon their return to complete the work.

Upon returning from an out of school suspension, expulsion, or alternative placement all students will have a re-engagement meeting. The goal of the re-engagement meeting will be to help the student successfully transition back into the school environment.

In disciplinary cases in which a student is removed from a classroom for a day or longer, the district affords due process procedures. Due process ensures that the student is informed of the charges and is given the right to respond. Appeals must be made within seven days of the suspension. A request for an appeal shall not delay the implementation of the suspension. Disciplinary records will be removed from or revised in the student record, as necessary, to reflect the result of any review. If a student or parent/guardian wishes to appeal a Dean's decision, he or she may appeal to the principal or his designee according to due process procedures. A parent may attend such appeal with the student. Appeal hearings are held at school or at the Crouse Education Center. Reviews must be in the following order:

First Level: Principal or designee

Second Level: Superintendent or designee or School Board appointed hearing officer, at the discretion of the Administration.

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

It is important to keep in mind that participation in athletics/activities is a privilege, not a right. The rights of due process do not extend to such a privilege. A separate compatible participation code covers conduct by students involved in athletics/activities both in and out of season. The decision in cases of alleged misconduct will include both the regular school discipline and the extracurricular discipline.

An out-of-school suspension from school is also a suspension from all athletic/activity practices and events.

Re-Engagement of Returning Students

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

BUS REGULATIONS AND CONDUCT

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

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

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

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

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

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

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

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

*A student suspended from riding the bus who does not have alternative transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARRASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical

or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

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

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

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

Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager(s):

Louis Lee, Brad Hillman, Laura Devine-Johnston
Name

780 Shoreline Drive, Aurora, Illinois 60504

Address

Louis.Lee@ipspd.org Brad.Hillman@ipspd.org Laura.Johnston@ipspd.org

Email

630-375-3025

Telephone

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

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

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.

- c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
- d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

SECTION 7: STUDENT RECORDS

RIGHT TO INSPECT STUDENT RECORDS

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

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

TYPES OF STUDENT RECORDS

The "permanent record" includes:

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

The permanent record may also include:

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

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

1. Record of release of temporary record information
2. Scores received on all State assessment tests administered at the elementary grade levels
3. Disciplinary information
4. Family background information
5. Intelligence test scores, group and individual
6. Aptitude test scores

7. Reports of psychological evaluations and academic information obtained through test administration, observation, or interviews
8. Elementary- and secondary level achievement test results
9. Participation in extracurricular activities
10. Honors and awards received
11. Teacher anecdotal records
12. Special education files
13. Any verified reports or information from non-educational persons, agencies or organizations
14. Other verified information of clear relevance to the education of the student.

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

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

PROCEDURES FOR CHALLENGE

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

1. Parents wishing to initiate a challenge must provide the Assistant Superintendent for Student Services with a written description of the specific entry or entries to be challenged and the basis of the challenge.
2. The Assistant Superintendent will review the challenge and the appropriate records, conduct an informal conference with the parents, and issue a decision.
3. If the Assistant Superintendent denies the challenge, the parents will have the right to request a hearing before an impartial hearing officer.
4. If a hearing is requested, the hearing officer will schedule a hearing, with notice to the parents of the time and place. The parents will have the opportunity to present evidence at the hearing, and a record will be made of the hearing.
5. The hearing officer will issue a written decision, which will be transmitted to the parents. If the challenge is denied, the parents will be advised of any further appeal rights.

DIRECTORY INFORMATION

Parent/guardians are hereby notified that "directory information" may be released to the general public, unless a parent/guardian requests that directory information not be released.

The following information is designated as directory information:

- Identifying information: student's name, address, gender, grade level, and birth date and place, and parents/guardians' names, mailing addresses, electronic mail addresses, and telephone numbers.
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs.
- Academic awards, degrees, and honors.
- Information in relation to school-sponsored activities, organizations, and athletics.
- Major field of study.
- Period of attendance in the school.

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

A parent/guardian may ask the District not to release directory information (or certain items of directory information), by submitting a written request to the student's school (addressed to the Principal). The request must be submitted within the first two weeks of the school term.

RECORD INFORMATION

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

permanently withdrawn.

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

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

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

STUDENT PRIVACY/PARENTAL ACCESS TO INFORMATION

Board Policy No. 7.15 addresses student privacy and parents' rights to information relating to instructional materials, surveys, physical examinations/screenings, and collection of personal information for marketing purposes. Upon request, a parent/guardian may obtain a copy of Policy No. 7.15 from the District office. A summary of the policy is set forth below.

Instructional Material: Upon request, a parent may inspect any instructional material (as defined in Board Policy 7.15) used as part of the educational curriculum for his or her child.

Surveys Created by a Third Party: Upon request, a parent may inspect a student survey created by a third party before the survey is administered or distributed by a school official or staff member.

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

Physical Exams or Screenings: Parents will receive prior notice of any nonemergency, invasive physical examination or screening (as defined in Board Policy 7.15) that is--(1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student or other students. In addition, parents may elect not to allow their children to participate in such a physical examination or screening.

Collection of Personal Information for Marketing Purposes: In connection with any instrument used to collect personal information (as defined in Board Policy 7.15) for the purpose of marketing or selling the information (or otherwise providing the information to others for that purpose): (1) parents will receive prior notification of the administration or distribution of any such instrument; (2) upon request, a parent may inspect any such instrument prior to its administration or distribution; and (3) a parent may elect not to allow his or her child to participate in the completion of or response to any such instrument.

Opt-Out/Inspection Request Procedures: Parents who wish to opt their children out of participation in one or more of the activities identified herein must submit a signed and dated written opt-out notice to the Building Principal at least two (2) school days prior to the activity date. The notice must identify the activity and state that the parent elects not to allow his or her child to participate in the activity.

Parents who wish to inspect surveys, instructional materials and/or instruments used to collect personal information for marketing purposes must submit a written inspection request to the District office, directed to the Superintendent. The request must identify the specific item to be inspected, and must be submitted prior to any deadline set forth in the notice of inspection rights.

Additional Notice to Parents: The District also will notify parents/guardians of the approximate dates on which the following activities (if any) are scheduled or are expected to be scheduled: (1) surveys requesting personal information; (2) collection of personal information for marketing purposes; and (3) physical examinations or screenings as defined in Board Policy 7.15.

SECTION 8: 1:1 HANDBOOK

Overview:

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

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

All students must comply with existing board of education policies, including but not limited to 6:235 – Authorization for Access to Electronic Networks, and 7:190 – Student Discipline. All of these policies can be found on the district website at <http://board.ipsd.org/Pages/Policies.aspx>. In addition, all applicable guidelines and handbook language apply, including Acceptable Use Guidelines for Electronic Networks, which is available at http://www.ipsd.org/Uploads/news_51329_1.pdf.

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district networks. We also expect that students will keep their district-issued devices safe, secure and in good working order. ***Because the borrowed device is the property of the school district, it is subject to monitoring of use and search of contents at any time. Per Board Policy 6:235, there is no expectation of privacy in use or data stored on the district-owned device.***

Receiving Device:

Students along with parents/guardians, will be required to sign the IPSD 1:1 Pilot Student/Parent Agreement before a student can be issued a Chromebook.

All students new to the district following the initial device distribution phase will also be required to have a signed IPSD 1:1 Student/Parent Agreement on file. Orientation will be available for these students and parents/guardians once a device has been assigned to the student.

Each school will determine a schedule and method for Chromebook distribution. This schedule will be communicated by the school.

Returning Device:

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

Repair and/or Replacement Costs:

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

Administrator-Initiated Restrictions:

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

Students with Disabilities:

IPSD #204 School District is committed that all students will have the tools needed to access the curriculum. The device that students with disabilities use will be determined individually by their individualized education program (IEP) or other appropriate plan. For some students this may be a Chromebook, and for others it may be a specialized device that allows for access and meets the unique needs of the student. Devices will not be exchanged and replaced without consideration given to each individual situation. In the case where a Chromebook is not the appropriate electronic device, another type of device will be considered to assist the student in accessing the curriculum.

Use of Cameras & Microphones:

- Use of the Chromebook to record images, video or audio in the classroom is permitted only when approved by the classroom teacher.
- All electronic recordings created with the device must comply with district policies and state and federal laws.
- Due to privacy requirements, any recorded content must not be shared beyond the classroom unless approved by participants and the teacher.

Recording Equipment

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

Use of Recording Equipment

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

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

Therefore, electronic recordings obtained with the Chromebook may not be shared, published, or rebroadcasted for any reason by the student without permission. Furthermore, users of the Chromebook should be aware that state and federal laws in many instances

prohibit secret or surreptitious recordings undertaken without the knowledge and consent of the person or persons being recorded. Violations of state and federal recording laws can be reported to the proper authorities.

Chromebook Care

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

Chromebook Battery

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

Cleaning the Chromebook

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

Keeping the Chromebook Secure:

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

Identifying Chromebooks

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

Lost/Stolen/Damaged Chromebooks:

Many families may have questions about what they would need to pay if a student 1:1 device is damaged, lost, or stolen. Normally, as with textbooks, a student would be charged a fine to cover the actual repair or replacement costs for school-issued materials.

Troubleshoot/Diagnose/Repair

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

Home Network/Wireless Usage

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

Content Filtering:

The district has the authority to monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access. The content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited. More information can be found in the Acceptable Use Guidelines for Electronic Networks document which is available at http://www.ipSD.org/Uploads/news_51329_1.pdf.

Through the District's student-issued Google Apps for Education account, the district's content filter will filter content on student Chromebooks even when they are off the district's network and connected to the Internet. Because of the nature of the Internet, no content filter is foolproof. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for accessing content that is not school-related, whether blocked by the filter at that particular time or not. Disciplinary consequences in accordance with Board policy may occur for attempting to access unauthorized or inappropriate Internet sites.

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