

Parent/Guardian Handbook Acknowledgement

Dear Parent/Guardian,

Please complete the following form and return to your homeroom teacher
by_____.

I have reviewed the Student/Parent Handbook with my child in an effort to promote a better understanding of Elmhurst School District 205 Middle School rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

Signature of Parent or Guardian

Date

Student Handbook Acknowledgement

I have received a copy of the Student/Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

Signature of Student

Date



Middle School Student/Parent Handbook

Bryan Middle School

Principal: Ms. Jacquelyn Discipio
Asst. Principal: Mr. Jason Crockett
111 W. Butterfield Road
630-617-2350 (office)
630-617-8222 (attendance)

Churchville Middle School

Principal: Mrs. Gina Pogue Reeder
Asst. Principal: Mr. Peter Cunningham
155 Victory Parkway
630-832-8682 (office)
630-617-2340 (attendance)

Sandburg Middle School

Principal: Mrs. Linda Fehrenbacher
Assist. Principal: Mr. Jeffrey Gail
345 E. St. Charles Road
630-834-4534 (office)
630-617-2337 (attendance)

This Book Belongs to: _____

Seminar/Homeroom: _____

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Part 1: Procedures

ABSENCE FROM SCHOOL

The District's educational program is built on the premise that regular attendance is vital to a student's success in school. The District expects parents or guardians to make every effort to ensure regular attendance for their children consistent with Section 26.1 and 26.2 of the Illinois School Code and to inform the school of any absence and its cause.

Excessive absenteeism includes excessive tardiness. Parents are urged to call the school office with questions pertaining to general attendance procedures.

If a student is absent from school, the parent/guardian must call the school before 8:30 AM. The student attendance voicemail which is available between 4:00 pm and 7:30 am. Please leave the name and grade level of the child, the reason for the absence, and the expected duration of the absence.

Questions concerning a student's specific attendance should be directed to the school Principal/Assistant Principal

VALID REASONS FOR ABSENCE

District 205, in keeping with section 26.2a of the Illinois School Code, considers the following circumstances to be valid causes for a student's absence:

- Illness
- Doctors appointment
- Death in the immediate family
- Family emergency
- Observance of a religious holiday
- Circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student
- Other situations beyond the control of the student as approved by the Superintendent or Principal.

INVALID REASONS FOR ABSENCE

- Oversleeping
- Missing the bus
- Babysitting
- Completing work for a class

A phone call from a parent or guardian will not excuse a student in these circumstances.

ABSENCES DURING THE DAY

Requests for prearranged absences shall be given to the office on or before the morning of the requested absence. These requests should be in a written form from the parent or guardian or through a direct conversation with Main Office staff. Absences should fall within the guidelines of Valid Absence above, with the addition of medically related appointments. Students will be provided a pass to excuse them from class at the designated time. Parents/guardians must sign students out prior to leaving the building. They are not required to escort the student back into the building after an appointment.

VACATIONS

Parents or guardians are expected to schedule vacations during the summer or on school holidays. In instances where absences are requested for vacation, parents and guardians must submit a written request to the student's Principal two weeks in advance. The absence will be considered unexcused if no prior notification occurs. Students approved for a vacation may be given the opportunity to complete their work before leaving and/or after returning. Students will be given one day for each day missed to make up work. **The school will not be required to provide class work or assignments in advance.**

HOMEWORK REQUESTS

Homework for an absent student may be requested by calling the school before 9:00 AM on the **second day** of absence. Homework will be available by 4:00 that day. If the absence extends beyond 4 days, the student must complete homework and return it to school prior to requesting additional assignments.

UNEXCUSED ABSENCES

An unexcused absence is one for which there has not been prior approval or which is not considered valid. An unexcused absence is an absence without permission from any scheduled class or activity for any length of time. Students with unexcused absences will not be given credit for make-up work. As a result, students who miss evaluations such as examinations will receive "no credit" for that evaluation. If examinations or classroom assessments on material covered prior to the absence are administered during the unexcused absence, the student will be permitted to take the exams scheduled.

TRUANCY

A chronic or habitual truant, as defined by Illinois School Code, is a student who misses 5% or more of the previous 180 regular attendance days without valid cause. Chronic or habitual truants will be referred to the county truancy service and/or the Elmhurst Police liaison officer.

The following resources and supportive services are available as appropriate to students with chronic or habitual attendance problems and their parents or guardians (as indicated in 26.13 of the School Code):

- Conferences with school personnel
- Counseling/testing services of school counselors, social workers, and Psychologists.
- Special education assessment and placement
- Referral to community agencies for appropriate services

ABSENCE NOTIFICATION

To help support regular, daily attendance, our schools will be providing families with written notification and follow-up support.

Excused Absences:

When absences reach **7** days in a given school year, written notification will be in an e-mail or letter sent to the parents or guardian. Subsequently, if the student reaches **10** absences in a school year, he or she will be required to attend a meeting with his or her parents/guardian and the Principal/Assistant Principal. The purpose of the meeting will be to discuss the reasons for the absences and the possibility for requiring further documentation to excuse future absences (medical documentation). The school waives this requirement for any student with a documented absence, such as hospitalization or serious illness.

Unexcused Absences:

When a student is absent unexcused **5** days within the previous 180 school days, parent/guardians and student will be required to attend a meeting with the Principal/Assistant Principal, as well as a with school support staff (counselor, social worker, psychologist), to address the absences and to discuss solutions/supportive services to promote positive student attendance.

If a student is absent, unexcused, 5% of the previous 180 days of school attendance (9 days), the school will refer the student to the County Truancy Officer, as required by Illinois School Code. Referral to the Elmhurst Police liaison may occur for any/all unexcused absences.

HOMELESS ASSISTANCE

For information pertaining to homeless assistance please contact our homeless coordinator at the district office, Assistant Superintendent of Student Services, at 630-617-8327.

PHYSICAL EDUCATION—EXCUSE FROM

At the discretion of the school nurse, a student may receive up to a two-day excuse from gym class due to illness or injury with written request from a parent. Requests for longer than two days will require a doctor's note.

INTERIM REPORTS AND REPORT CARDS

Report cards are available online following each 9-week (quarter) grading period. If you have a registered email address, you will receive a notification that the report is ready. If you do not have online access, a report card will be mailed to you. Interim Progress Reports (mid-term grades) will follow the same procedure.

FIRE, DISASTER, AND DRILLS

Throughout the school year, students will participate in a number of fire and disaster drills. These are important safety exercises for all people in a building of this size, and students are expected to learn and follow these rules:

1. Walk rapidly, but do not run.
2. Observe strict order and absolute silence during the entire drill.
3. Walk down the stairs quickly but safely.
4. Watch the teacher, and listen for special directions (Lock Down) from the intercom.

In addition, students will practice specific safety exercises in preparation for disasters and are expected to follow the rules listed below:

1. Kneel down against the wall and cover your head. Get under your desk or table, if possible.
2. Stay where you are until your teacher instructs you to do otherwise.
3. Leave only when the teacher instructs you to do so. Walk quickly and carefully, with the teacher in sight. Once outside, do not attempt to reenter the building under any circumstances.

BUS SAFETY AND THE TORNADO SEASON

Bus riders and their parents should be aware of the procedures which will be followed by school officials and bus drivers in the event of severe weather in the Elmhurst area.

In Illinois, the tornado season is between March 15th and October 31st. However, tornadoes can form at any time of the year if atmospheric conditions are right. Listed below are the three different weather messages our schools can receive from the Emergency Services and Disaster Agency and the procedures to be followed in each situation.

TORNADO WATCH - weather conditions are correct for tornadoes to form

- Classes will continue, and teachers will be notified of this condition.
- Dismissal will occur at normal time, and bus drivers will be informed of the tornado watch.
- Buses will leave on time and students should go directly home, all the while, being watchful of changing weather conditions.

TORNADO WARNING- a tornado has been sighted in this area of the state:

- Teachers and bus drivers will be informed of the tornado warning.
- If the warning has an expiration time later than normal dismissal; school will not be dismissed until the warning is over or the principal has been directed to release students.
- If the warning is issued after classes are dismissed, busses will not leave and students will be returned to the school building.

TAKE COVER- a tornado has been sighted approaching Elmhurst

- Outdoor warning sirens will sound for 3 minutes at a consistent tone.
- If students are on the bus waiting at school, they will immediately return to a shelter area in the building.
- If buses are en route and there is immediate danger, bus drivers are instructed to stop the bus, off-load the students, and have them lie face down on the ground or in a ditch away from the bus.

- Students are to remain as a group with the bus driver. Students may not attempt to walk home if the bus is disabled. Bus drivers have been given instructions to secure help and/or transportation to get students home.
- If the buses are able to proceed, the drivers will try to follow their regular routes. Students will be instructed to go directly home.

Parents should not call the school during these types of emergencies, as this only serves to tie up communications, and keeps the school officials from getting students home as quickly and safely as possible!

EMERGENCY SCHOOL CLOSING

In case of weather emergencies, parents will receive an automated phone call from the Superintendent. One of the following weather emergency options will be implemented:

1. School will be closed for the day.
2. School will be using a late-start schedule.

In addition to the phone message and email, the district will also post emergency closing information in the following ways:

1. TV or Radio:
AM Radio: WMAQ-670, WGN-720, WBBM-780
TV: CBS-2, NBC-5, ABC-7, WGN-9, FOX-32, CLTV
2. District 205 Website:
<http://www.elmhurst205.org>
3. WGN Emergency Closing Center Website:
<http://www.emergencyclosings.com>

If after-school events need to be cancelled because of an emergency or inclement weather conditions, parents will be contacted.

LOST AND FOUND

Found books and valuables are kept in the office. Clothing, umbrellas, coats, etc., are kept in the lost and found. Gym uniforms are kept in the gym offices. The vast majority of items found each year is unlabeled and cannot be returned until someone claims them. After a two-week period, unclaimed items will be donated to charity.

Part 2: Academics

CORE ACADEMIC CLASSES

ENGLISH

The goal of literacy is to develop a learner's ability to make meaning from and to use language effectively for a variety of purposes and audiences. Through reading, writing, speaking, and listening students develop their ability to think critically, inquire, problem-solve, and reflect upon their own learning—to become independent learners. All students will have a two period block of English all year.

MATHEMATICS

Our mathematics program emphasizes the practical use of basic skills and concepts. Accuracy of computation will lead to problem solving. If you meet stated criteria, several levels of math courses are available at each grade level. All students have a two period block of Math all year.

SCIENCE

The science program emphasizes content, knowledge, and the scientific approach to discovering basic principles. Study will involve reading, discussing, observing, investigating, analyzing, and reporting. The science program includes a major topic from life science, physical science, and earth science each year. All students have science for a two period block every other day for the year.

SOCIAL STUDIES

Sixth grade social studies is a course on the Eastern hemisphere of the world. The main focus is on geography and ancient civilizations, with additional study of current events and modern life in the countries being studied. Seventh graders study the growth of the civilization in North America, American history up to the Civil War, and American geography. Eighth graders study American history from the Civil War to the present, with a major unit on government. It should be noted that Chapter 122, Sections 27-3 and 27-4 of the School Code of Illinois states that “NO STUDENT SHALL GRADUATE FROM THE 8TH GRADE WITHOUT SATISFACTORILY PASSING AN EXAMINATION UPON [AMERICAN AND ILLINOIS GOVERNMENT AND THE FLAG CODE OF THE UNITED STATES]”. All students have social studies for a two period block every other day for the year.

WORLD LANGUAGE

Middle school students in Spanish or French class experience instruction designed to integrate the four skills of language learning: reading, writing, speaking, and listening in a cultural context. Students learn to think globally and better understand the diversity of cultures. Through the use of technology and other language learning tools, students communicate within and beyond academic borders. Students receive daily instruction in their language of choice as World Language is an academic subject that counts toward Honor Roll status. Students have the opportunity to continue their study of World Language at York High School. For the 2018-2019 school-year, 7th and 8th grade students that complete three years of the Middle School WL program will complete the equivalent of one year of WL study at the high school. 6th grade students that enroll in Accelerated World Language and complete all three years of World Language will complete the equivalent of two years of World Language study at the high school. Students enrolled in a world language class have the class one period each day all year.

PHYSICAL EDUCATION / HEALTH EDUCATION

The physical education program is designed to give students experience in fitness, individual and team sports, lifetime activities, and team building activities. Physical education meets daily, and includes classroom health instruction as well as time in the fitness center. The health education curriculum is delivered through the physical education classes on a rotating basis, covering six weeks of instruction. The health curriculum consists of drug education, consumer education, nutrition, fitness, self-esteem, life safety, wellness, and human growth and development.

BAND, ORCHESTRA, and CHOIR

7th and 8th Grade concert Band and Concert Orchestra rehearsals meet daily from 7:30-8:15 A.M. 6th grade Concert Band and Concert Orchestra students will meet for one period during the school day. Intermediate Band and Intermediate Orchestra rehearsals meet on Tuesdays after school. Placement in Concert or Intermediate level ensembles is determined by the band or orchestra director and is based on the student's level of proficiency. Concert and Intermediate level students attend technique class once per week during the school day. Schedules are rotated so that students do not miss the same class each week. Instrumental music classes follow a district curriculum and are graded classes. Attendance is required in accordance with general school policies. Bus service is provided to morning Concert Band and Orchestra rehearsals. Students participate in several concerts and district-level festivals during the school year. Students may participate in both instrumental music and Concert Choir.

7th and 8th Grade Concert Choir rehearsals meet daily from 7:30-8:15 A.M. 6th grade Concert Choir students will meet for one period during the school day.

Choral music classes follow a district curriculum and are graded classes. Attendance is required in accordance with general school policies. Bus service is provided to morning Concert Choir rehearsals. Students participate in several concerts and district-level festivals during the school year. Students may participate in both Concert Choir and instrumental music.

UNIFIED ARTS CLASSES

The unified arts classes are graded on an E / M / N. Exceeds the District Standard/ Meets the District Standard/ Does Not Meet the District Standard. 6th and 7th grade courses use a pentameter system. 8th grade courses are a semester in length.

ART

In art, students explore a variety of media. Experiences could include pencil, clay, markers, chalk, paint, and other mixed media. Through a sequential curriculum, students learn art fundamentals and the elements and principles of design. Their artwork is based on planning, research, and problem solving and often incorporates technology. Different styles of art and art history are also studied and related to many of the projects.

COMPUTER LITERACY

The Computer Literacy curriculum is project based. It is sequential in nature and requires that students learn and apply their knowledge of technology in each grade level project. The skills taught include: technology terms, file management, keyboarding, word processing, graphic organizers, spreadsheets, Internet research, ethical use and safety; multimedia including PowerPoint, digital pictures and movies.

MUSIC

In music classes, students participate in activities designed to introduce them to a variety of musical experiences, as well as to encourage them to create, perform, and listen to music throughout their lives. Students are introduced to the keyboard, gain general knowledge of music history and learn to identify instruments visually and aurally. Students use musical concepts to create their own musical compositions.

INDUSTRIAL TECHNOLOGY

The industrial technology program provides practical experiences in the areas of woods, plastics, drafting, and metals. Students gain an understanding of the correct terminology and vocabulary associated with Industrial Technology, as well as an understanding of the relationships among technologies and the connections between technology and other fields of study. Safety is stressed at all times.

FAMILY AND CONSUMER SCIENCES

Students are introduced to the two basic areas of life skills: cooking and sewing. In cooking, students study food preparation and nutrition. They incorporate economically sound consumer decisions with wise food choices. In sewing, students gain an understanding of basic clothing care, in addition to learning to operate the sewing machine effectively. They apply both hand and machine sewing skills to various projects.

PROJECT LEAD THE WAY

All students – beginning at a young age – need access to real-world, applied learning experiences that empower them to gain the skills they need to thrive in college, career, and beyond. That's why the PLTW's pathways in computer science, engineering, and biomedical science provide hands-on learning opportunities for students. PLTW's research-supported approach empowers students to discover and explore interests, imagine and design solutions to real-world challenges, and become independent, confident problem solvers.

Student-Centered, Balanced Assessment

PLTW assessment experts collaborate with classroom teachers and apply industry best practices and methods to design, test, and implement assessments for our network of schools.

PLTW supports a balanced approach to assessment for all programs, integrating both formative and summative assessments that allow teachers to monitor student progress and modify instruction as needed. Through a balanced assessment approach, assessment is an ongoing activity. Students demonstrate their knowledge throughout the course by completing activities, projects, and problems using a variety of

assessment tools – such as performance rubrics, reflective questioning, portfolio reviews, and End-of-Course (EoC) assessments – to deepen and expand their knowledge and skills.

The Semester-Long Units offered for the 2018 2019 school-year are:

Design and Modeling

Students discover the design process and develop an understanding of the influence of creativity and innovation in their lives. They are then challenged and empowered to use and apply what they've learned throughout the unit to design a therapeutic toy for a child who has cerebral palsy.

Computer Science for Innovators and Makers

Throughout the unit, students will learn about programming for the physical world by blending hardware design and software development, allowing students to discover computer science concepts and skills by creating personally relevant, tangible, and shareable projects.

GRADES

GRADING SCALE

(In effect for **all** Elmhurst Middle Schools)

A	90	-	100
B	80	-	89
C	70	-	79
D	60	-	69
F	0	-	59

BUILDING AWARDS

HONOR ROLL

The purpose of the middle school honor roll is to recognize those students who consistently achieve above district standards throughout the grading period.

Honor roll status is achieved by meeting the following requirements:

1. A grade point average of 3.2, based on a point value of 'A'=4; 'B'=3, and 'C'=2.
2. The absence of any 'D', 'F', or 'I' in any subject area.
3. All indicators in the areas of Work Completion and Learning behavior must be above a '4'.
4. No grade of 'N' in those classes graded as 'E', 'M', 'N'.

PRESIDENTIAL ACADEMIC EXCELLENCE AWARD

This award is given to all eighth grade students at Elmhurst School District 205 that have been on honor roll each quarter of their sixth and seventh grade years and the first three quarters of their eighth grade year. Students also must have a cumulative grade point average of 3.5/4.0 of their eighth grade year and have scored in the 85 percentile or above on the PSAT.

Additional awards can be found on the school website.

Part 3: Extracurricular Activities

Elmhurst District 205 provides an opportunity to participate in a number of activities. We have made every effort to schedule our activities in such a way that students may be involved in several different extracurricular groups without conflict. However, there may be times when students at this age have to make some choices among activities. We want our students to be involved in as many activities as they can comfortably handle since participation enhances the middle school experience. Students must remember that school assignments, studying for tests and quizzes, etc., must always come before extracurricular activities.

Those who participate in these activities are expected to maintain academic and behavioral eligibility; participation will be reviewed on an individual basis for those who do not. Students must be in attendance at

least a ½ day in order to participate in extracurricular activities for that afternoon or evening.

Activities (except for interscholastic athletics) all take place from right after school until 4:20. If you normally ride the bus to and from school, you will be allowed to ride the late bus home – 4:20pm. If you are not a bus rider, you are responsible for providing your own transportation.

CLUBS and ACTIVITIES

ART CLUB

Students have the opportunity to explore various mediums, from clay to crafts, creating artwork for display and gifts.

DRAMA

The Drama program at Elmhurst School District 205 consists of a fall musical and a spring drama production. Rehearsals are scheduled immediately following auditions and require a nightly commitment for the eight to ten weeks of the production. Practices are typically from 3:30 to 5:30 pm. Drama is open to all boys and girls in sixth, seventh, and eighth grade who are ready for a rigorous practice schedule.

SCHOOL NEWSPAPER

The basic functions are to inform the school community of newsworthy happenings and to showcase creative and high-quality student work. The newspaper is written by sixth, seventh, and eighth grade students who meet weekly to plan story lines, issues, and time lines for publication of the paper. We look to report on local as well as school based happenings. Meetings days vary depending on the grade level.

YEARBOOK

All students are eligible to apply for the yearbook staff. The staff is responsible for taking photographs, designing page layouts, and writing. The staff meets regularly from September through the final deadline in March.

Clubs vary from year to year; please listen for announcements of new clubs and extracurricular activities during the current school year. Additional information can be found on the school website.

INTRAMURAL PROGRAM

The intramural sports program is designed to serve students offering several units throughout the school year, no matter the skill level of the student participants. Intramurals provide an opportunity for all participants to develop social contacts, learn about sportsmanship, and team loyalty. Intramurals are not geared toward winning, but having fun, improving skills, and getting some exercise. Participation in the intramural program is voluntary. Students may sign up for all units or for just the units for which they have an interest. All members of the team are guaranteed equal opportunity regardless of their skill level. All intramural events are supervised by faculty members who work under the direction of the intramural coordinator.

Part 4: Interscholastic Athletics

Those who participate in the activities described in this section are expected to maintain academic and behavioral eligibility; participation will be reviewed on an individual basis for those who do not.

All students must have a current physical and a permission slip on file in the office before trying out for any sport. A physical exam is good for one calendar year from the time it was given and is good for all school activities. Exam forms may be obtained in the school office, or school website.

Elmhurst School District 205 is a member of the West Suburban Middle School Athletic Conference. This conference sponsors the following sports, each with its own season:

- Cross-country: for 6-7-8 grade boys & girls
- Basketball (girls): one 7th grade team; one 8th grade team
- Basketball (boys): one 7th grade team; one 8th grade team
- Volleyball (girls): one 7th grade team; one 8th grade team
- Volleyball (boys): one 7th grade team; one 8th grade team
- Track: separate events for boys & girls
7th and 8th graders (only)

With the exception of cross-country and track, sports consist of 12-15 players and tryouts are required. The selection is based on skill, responsibility, and ability to work with others as a team. Once teams are selected, practices begin and will be held most school days from 3:25 to 6:00 PM. Parents and students should be aware that participation in these interscholastic sports may require practice on weekends and during holidays, and that there may be weekend tournaments in some sports.

CROSS-COUNTRY (co-ed, all grades)

The cross-country program begins with the start of the school year and runs through September. Cross-country is a “no cut” sport, with emphasis on introduction to endurance athletics. Practices begin at 3:25 PM. We compete in six to eight meets per season. All eligible athletes compete in meets, with the exception of the conference meet, which is open only to the top 10 runners from the 7th and 8th grade teams. The conference trophy is awarded to the first-place team in each grade level.

GIRLS' BASKETBALL (girls, 7 & 8 only)

The girls' interscholastic basketball program begins with tryouts the first of October and ends at the end of November. There are 2 teams of 12 to 15 players each (one team for each grade). The girls play approximately 14 games during the season. The conference trophy is awarded to the first-place team in each grade level.

BOYS' BASKETBALL (boys, 7 & 8 only)

The boys' interscholastic basketball program begins with tryouts the end of November and ends in February. There are 2 teams of 12 to 15 players each (one team for each grade). The boys play about 14 games during the season. The conference trophy is awarded to the first-place team in each grade level.

GIRLS' VOLLEYBALL (girls, 7 & 8 only)

This season begins at the end of the boys' basketball season. Tryouts last 2 days, after which time twelve to fifteen girls are selected from each grade. Game days are usually Tuesdays and Thursdays. There will be about 14 matches for each team during the season. The conference trophy is awarded to the first-place team in each grade level.

BOYS' VOLLEYBALL (boys, 7 & 8 only)

This season runs at the same time as the girls' volleyball season. Tryouts last 2 days, after which time twelve to fifteen boys are selected for each team. Game days vary, but most games are held on Tuesdays and Thursdays. The conference trophy is awarded to the first-place team in each grade level.

TRACK (co-ed, 7 & 8 only)

Track is a no-cut sport, but in order to participate in meets, you must attend practice regularly. Typical meets include many different running events (sprints, medium and long distances, and relays) as well as field events (high and long jump, triple jump, shot put, discus). Events at meets

will vary due to the amount of teams participating and time constraints. At the end of the season, only the top runners and field event participants will advance to the Conference Meet. The conference trophy is awarded to the first-place team in each grade level.

GENERAL NOTES REGARDING INTERSCHOLASTIC SPORTS:

Students participating in extracurricular activities are subject to unique rules and regulations concerning conduct. Students play a different role because they are representing the school. Students who “wear the school colors” are expected to be student leaders at all times. Those who represent Elmhurst School District 205 must abide by the rules and use good judgment to earn the privilege of this representation. Students will be expected to maintain academic and behavioral eligibility. Those who do not may be temporarily removed or may be dismissed from the activity. Students must be in attendance at least a ½ day in order to participate in the athletic event for that afternoon or evening.

DIRECTIONS TO COMPETITORS' SCHOOLS:

Blackhawk Jr. High: 250 S. Church Rd., Bensenville IL 60106. Phone: 766-2601

York Rd. north through Elmhurst to Grand Ave.; west (left) on Grand to Church Rd. North (right) on Church Rd. about 1 mile. School is on the left.

Bryan Middle School: 111 W. Butterfield Rd., Elmhurst IL 60126. Phone: 617-2350

York Rd. south through Elmhurst to Butterfield Rd. West (right) on Butterfield about 3 short blocks; school is on north (right) side.

Churchville Middle School: 155 Victory Park Way, Elmhurst, IL 60126. Phone: 832-8682

York Rd. North past North Ave. and Lake St.. to North End. Turn Right on North End and go to Indiana. Turn left and go to Victory Park Way and turn left into school

Clarendon Hills Middle School: 301 Chicago Ave., Clarendon Hills, IL 60514. Phone: 887-4260

York Rd. south past Ogden (York road then becomes Garfield) to Chicago Ave. Go West (right) on Chicago Ave. over Rt. 83 and the school is about one mile down on south (left) side of the street.

Hinsdale Jr. High: 100 S. Garfield, Hinsdale IL 60521.

Phone: 887-1370

York Rd. south through Elmhurst and Oak Brook. Shortly after crossing Ogden Ave. (route 34) York curves in “S” fashion and changes its name to Garfield. Continue south and cross railroad tracks. School is two blocks south on right.

Indian Trail Junior High: 222 N. Kennedy Dr., Addison IL 60101. Phone: 458-2600

York Rd. or Route 83 north through Elmhurst to Lake St. Lake St. west (left) about 1 1/2 miles past Route 83 to Kennedy Dr. (stoplight opposite Green Meadows shopping center). South (left) on Kennedy about 1 short block to the school.

Jackson Junior High: 301 W. Jackson Ave., Villa Park IL 60181.

Phone: 516-7600

St. Charles Rd. west to Ardmore Ave. South (left) on Ardmore to Jackson. West (right) 3 blocks on Jackson. It is just north of Willowbrook High School.

Jefferson Junior High: 255 W. Vermont Ave., Villa Park IL 60181. Phone: 516-7800

St. Charles Rd. west to Ardmore Ave. North (right) on Ardmore. Cross the tracks; Vermont is the first street. Go west (left) and follow the street until you come to the school (on your left)

Sandburg Middle School: 345 East St. Charles Rd., Elmhurst, IL 60126. Phone: 834-4534

St. Charles Road east past Popular Avenue. Sandburg is located on the North side of the road. Parking is located on the side and in the back.

For track meets only—

Addison Trail High School: 213 N. Lombard Rd., Addison. Phone 628-3300.

St. Charles or North Ave. west to Route 53 (Rohlwing Rd). North (right) on Route 53 to Army Trail Road. East (right) on Army Trail to the corner of Army Trail and Lombard Rd.

Fenton High School: 1000 W. Green, Bensenville, IL Phone: 766-2500

Take St. Charles west to Rt. 83. Take Rt. 83 north to Green, turn east (right) on Green for a couple of blocks and school is located on the north side of the street.

Hinsdale Central High School: 55th and Grant St., Hinsdale. Phone 887-1340.

York St. south to 55th St. (York becomes Garfield in Hinsdale; stay on Garfield) East (left) on 55th St. to Grant. The high school is on the south side of 55th St.

Willowbrook High School: 1250 S. Ardmore, Villa Park. Phone 530-3400.

St. Charles Rd. west to Ardmore. South (left) on Ardmore to the school.

Part 5: Behavior Expectations

While on school premises, riding in school buses, or at school-sponsored activities, wherever located, students are expected and required to behave in an orderly and appropriate manner with due regard and respect for the rights of others, the rules and regulations of the school district and the school attended, the directives of school personnel, and all existing laws. A matrix of behavior expectations may be referenced in part ten of this handbook. Students are subject to appropriate disciplinary measures for unlawful or improper conduct and upon demonstration of gross disobedience or misconduct, may be suspended and/or expelled from school in accordance with the provisions of the School Code, the School District policy and regulations, and other applicable law.

EXPECTATIONS FOR STUDENTS

1. BE RESPECTFUL
2. BE RESPONSIBLE
3. BE SAFE

1. RESPECT THE LEARNING ENVIRONMENT

A. Hallway

1. Walk in the hall at an appropriate speed
2. Talk with moderate tone and use appropriate language
3. Respect the personal space of others
4. Show respect for property

B. Classroom

1. Come to class prepared with materials and assignments
2. Sit in a safe and non-disruptive manner
3. Demonstrate active listening
4. Be actively engaged in learning
5. Show respect for property, help maintain a clean and productive learning environment
6. Show respect and be courteous to the teacher
7. Follow each teacher's prescribed homework policy

C. Cafeteria

1. Bathroom Usage: Please notify a lunch room supervisor, retrieve the pass, and sign out/in on the clipboard.
2. Dismissal: Watch for the supervisor's signal to become quiet (hand will be raised). Each table will be responsible for cleaning up garbage and wiping down the table. Sit quietly until a supervisor dismisses the table.
3. Behavior: Treat lunchroom staff, teachers, and classmates with respect. Talk in a moderate tone. Remain seated at the table you have selected.
4. General Reminders: No food from outside restaurants (i.e. fast food). No energy drinks allowed (Red Bull, Monster, etc). No glass containers are allowed in the cafeteria.

D. School Assemblies, Productions, and Field Trips

1. Demonstrate active listening
2. Sit in a safe and non-disruptive manner
3. Follow directions and respond promptly
4. Show respect for persons and property

2. ACT WITH DIGNITY AND RESPECT (Self, peers and staff)

A. Self

1. Active responsibility for producing quality work
2. Accept consequences for actions
3. Exhibit pro-active social skills (consideration, kindness manners, honesty, etc.)
4. Maintain supplies, belongings and equipment in an organized fashion

B. Peers

1. Respect personal space of others
2. Respect property of others
3. Demonstrate an awareness and respect for individual differences

C. Staff (teachers, bus drivers, custodians, office and cafeteria staff)

1. Talk to adults in a moderate tone using appropriate language
2. Listen with respect
3. Follow the directives of staff
4. Respect the working space and personal property of staff

3. BE RESPONSIBLE FOR YOUR ACTIONS

- A. Understand that your actions impact others and the school climate.
- B. Exhibit proper decorum (socially acceptable behavior), which promotes learning and facilitates respect for others and the learning environment.
- C. Understand the importance of rule systems in school and know the rules and consequences of non-compliance.

MISBEHAVIOR

Misbehavior by students presents an opportunity to learn. Consequences of misbehavior are not meant to punish, but to reinforce responsibility for actions. The following behaviors are considered inappropriate and may result in a consequence:

Minor behavior and academic concerns include, but are not limited to:

- Name calling
- Teasing
- Chewing gum
- Note writing
- Inappropriate physical contact, which may include tapping, poking, nudging, or bumping others, knocking books out of others' hands
- Chronic unpreparedness for class (this refers to not having the necessary supplies, not having homework done, etc.)
- Inappropriate behaviors: examples include excessive noise, running and class disruption
- Failure to comply with teachers' reasonable verbal requests and/or directives
- Talking back and/or rudeness
- Misbehavior for a substitute teacher, bus driver, or other supervising adult
- Being unsupervised in or outside the building before 8:00 AM or after 3:35 PM
- Displaying any other behavior which is disruptive to the school environment

Consequences may include, but are not limited to:

- A student / teacher conference
- A phone call home
- A detention
- A parent / teacher conference

If these intervention strategies are ineffective, the misbehavior has become a major concern and warrants further consequences.

Major behavioral concerns include, but are not limited to:

- Excessive tardiness
- Fighting
- Insubordination / misbehavior for any supervising adult
- Gambling
- Cheating
- Refusal to identify one's self to school authorities
- Bringing to school prohibited items
- Expression, written or oral, which is slanderous, libelous, obscene, profane, or which advocates a violation of the law or of school rules
- Interference with or obstruction of the educational process or legitimate purposes of the school by use of violence, force, noise, coercion, intimidation, passive resistance or a similar act
- Inappropriate physical contact, displays of affection, and vigorous pushing and shoving
- Forgery
- Skipping class or other assigned activity
- Actions which might lead to injury of self or others
- Vandalism
- Use of personal electronic devices
- Harassment
- Sexual Harassment

Consequences for major behavioral concerns may include, but are not limited to:

- Removal from the situation
- A detention
- Restricted participation in day or after school events
- Removal from after school activities
- Saturday School
- An in-school suspension
- An out-of-school suspension

Severe behavioral concerns include, but are not limited to:

- Making a bomb threat
- Possession, transfer, sale or use of fireworks and/or explosives or flammable substances
- Theft
- Gang activity in any form or fashion; display and/or use of gang-related symbols and/or insignia
- Vandalism
- Substance abuse/possession of drug or look-alike paraphernalia, including electronic cigarettes and vaping materials.
- Possession of firearms and/or other weapons (including look-alikes)
- Causing a false fire alarm
- Violation of any law
- Gross disobedience or misconduct

Consequences for severe behavioral concerns include any of the following:

- Removal from the situation
- Saturday school
- An in-school suspension
- An out-of-school suspension
- Expulsion
- Community service work or other restitution, including restorative conferencing

Students wishing to meet with their counselor should see him or her individually before or after school or during a passing period to request an appointment. Counselors will then notify students regarding the specific time when they are able to meet. If the appointment is made for a later time, the student will receive a pass.

LIBRARY

The library is available for book checkout during the day. A student using the library must be accompanied by a teacher or must have a pass.

LOCKERS

All students are assigned lockers for the storage of materials. Lockers are the property of the school. Students should be aware that there may be times when school authorities will inspect lockers and their contents. Students may be issued a padlock for hall lockers and another for gym locker. Students are expected to keep lockers locked at all times. The school cannot guarantee that the safety of students' belongings if the students fail to keep their locker locked at all times.

SNACK BAR GUIDELINES

A snack bar is open after school according to a published schedule. Students may purchase a variety of nutritious snacks there. These items are to be eaten only in the hallway by the snack bar or on the way home. Food is not to be taken anywhere else in the building or on the busses.

BEHAVIORAL INTERVENTIONS

The District has adopted a policy and developed procedures on the use of behavioral interventions for students with disabilities who require behavioral interventions. The District provides a copy of this policy and procedures to parents and guardians of all students with individualized education plans. A copy of the District's guidelines may be obtained through the school or the Special Services Department.

RECIPROCAL REPORTING SYSTEM

The District has adopted a policy and developed procedures to establish and maintain a reciprocal reporting system between the School District and local law enforcement agencies regarding criminal offenses committed by students. The School District will report to local law enforcement authorities criminal offenses committed by students and receive from local law enforcement authorities reports of criminal offenses committed by students enrolled in the School District to the extent permitted by law.

IMPLEMENTATION OF PROCEDURES

Misbehavior will not be tolerated. The learning environment will remain a safe and violence-free domain. Each person has the right to be treated with dignity and respect. When misbehavior does occur, consequences will be reasonable, respectful, and designed to build responsibility.

Procedure # 01 - ACTIVITIES HELD OFF—CAMPUS

All school activities which are held away from the building and grounds are subject to school and district policies.

Procedure #02 - ACTIVITIES—ATTENDANCE

Participation in after-school and evening events requires attendance in school for at least 1/2 of the day of the event.

Procedure #03 - ACTIVITIES—STUDY HALL

Only those students who are participating in planned after-school activities are to remain after 3:35 PM. Those who stay after 3:35 PM must be supervised by their coach, sponsor, or teacher. Students waiting for a late practice are to report to the athletic/activity study hall promptly at 3:35 PM, with study

Part 6: Student Procedures

COUNSELORS' APPOINTMENTS

materials. They must remain there until their practice begins. While in athletic/activity study hall, and while waiting, students are to remain seated and engaged in quiet study, following the rules and procedures communicated by the supervisor of the study session.

Procedure #04 - AFTER-SCHOOL EVENTS AND ACTIVITIES

Students must arrive at the designated area of the event by 3:35 PM. Any students arriving after 3:35 PM must have a pass from a teacher. Since students will not be permitted to return to their lockers, students must arrive with coats, books and other personal items needed for going home. Candy, gum, beverages or other snacks will not be permitted at the activity. Student should remain in attendance at the activity and upon leaving, must exit the building and not reenter.

Procedure #05 - ASSEMBLIES

All students will attend assemblies, with the exception of students who are in ISS or who are suspended on the day of the activity.

Procedure #06 - CELL PHONES & OTHER ELECTRONIC DEVICES

Students are allowed to bring cell phones and other electronic devices to school; however **they must remain turned off and out of sight prior to entrance into school.** Cell phones may only be used after 3:25 pm in the designated location or outside the building. If students are caught using their electronic devices inappropriately, disciplinary consequences will be assigned. Laser pens or other such pointing devices are prohibited. Additionally, there will be disciplinary consequence. Prohibited electronic usage is defined in the Board of Education Policy 7:190-5, "Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in the locker rooms or bathrooms, cheat, or otherwise violate student conduct rules."

Procedure #07- COMPUTER ETHICS

Students will be instructed regularly on issues regarding to the proper ethical and legal use of computers and software located in various labs and classrooms throughout the school. Improper use of computers and software, particularly as related to copyright violations, use for personal monetary gains by a student, or other ethical and legal considerations will be cause for disciplinary actions. Those actions could result in the loss of access to the district's computers and software. In some circumstances, disciplinary actions could include suspension or expulsion from school and/or prosecution by authorities. (Board Policy 6:235)

Procedure #08 - DETENTIONS

Detentions are consequences assigned to students who misbehave or break classroom or school rules.

Detentions may be assigned by staff members and will be served for the time period decided upon by the staff member assigning the detention - between 3:30 and 4:20 PM, between 7:30 and 8:15 AM, or during the student's lunch period. Students serving a detention after school may not visit the snack bar. Students must follow the directions and rules established for detention and if the student does not, an administrative referral will be given.

Procedure #09 - DRESS AND GROOMING

Students must be dressed and groomed in a manner that will not: be disruptive to the educational process; constitute a health or safety hazard (chains, pointed or sharp jewelry, etc.); cause damage to school property; or violate civil

law. Tops that are too low-cut, short skirts or shorts, and any clothing that allows undergarments to show may impede the educational process by being a distraction for other students. In addition, articles of clothing with inappropriate phrases and/or obscene or suggestive connotation may also not be worn at school. This includes, but is not limited to, articles of clothing depicting alcohol or tobacco related items, illegal substances and paraphernalia, gang related symbols or references, and anything related to violence, hate, or racism.

In addition, students are expected to:

- Wear shoes or sandals that cover the feet and that do not mar or damage the floors or other school property.
- Dress in clothing that completely covers undergarments and cannot be seen through. Midriff, halters, spaghetti strap, low-cut tops, short-shorts or short skirts may not be worn at school.
- Take off sunglasses, hats, sweatbands, and other headwear. Exceptions may be made for religious or health reasons.
- Wear pants that are secure around the waist (a belt may be needed if the waist size is too large).
- Wear jewelry that will not jeopardize the safety of the individual or others (no heavy chains or "dog collar" necklaces).

Repeat offenders will face disciplinary consequences.

Procedure #10 - ELIGIBILITY

Participation in any extracurricular activity is a privilege. **Our main focus is academic performance and social responsibility.** Therefore, students are excluded from participating in or attending extracurricular activities according to the following guidelines:

- 1) Students failing two classes (receiving an "F" or "N") during the activity will be given one week to improve. They may attend the activity during that week. However, coaches/supervisors will use discretion regarding these students' level of participation. During the next eligibility check, students who have not achieved a passing grade in that class will be ineligible to participate to any degree until the grade is raised. Sustained inability to improve a failing grade in that class may result in removal from the extracurricular activity.
- 2) Students receiving an in- or out-of-school suspension will be ineligible to participate in their activity on the day(s) of the suspensions. Students may also be removed from the activity for a designated period of time based on the discretion of the administration and coaches.
- 3) Students serving a detention on the day of an activity will be required to report to the activity immediately following the detention. Administration and coaches/sponsors will use discretion regarding participation.
- 4) Other consequences resulting from misbehavior may be assigned at the discretion of the administration and coaches/sponsors.
- 5) Participation in extracurricular activities requires attendance in school on the day of the activity for at least four class periods, or 3 ½ hours of the school day. If the event is on Saturday, the student must be present for at least four class periods on Friday to participate.
- 6) Extraordinary circumstances will be taken into consideration by the Administration. The above stated policies apply to daily activities (over an extended period) as well as activities that meet on a once per week basis.

Procedure #11 - FIELD TRIPS & SCHOOL ACTIVITIES

In order to participate in a field trip and/or a school activity requiring parent permission, a student must bring money, signed permission & medical release forms to school by 3:25 PM on the designated deadline day. Any student not fulfilling these requirements will not be allowed to participate in the activity and in the case of a field trip may not be allowed to attend.

Procedure #12 - FINES

Books, locks, and sports equipment are issued for use during the school year. Students are expected to return these materials in good condition at the end of the year. Fines will be charged for lost or damaged materials.

Procedure #13 - GUM

Gum is not allowed, as it can be destructive to school and personal property. Repeated violations will incur a consequence.

Procedure #14 – WATER BOTTLES

Students are allowed to carry water only with them throughout the school day.

Procedure #15 – HARASSMENT/BULLYING

Bullying may take the form of teasing, name calling, personal/racial insults, gestures or physical contact, threats, note writing, intimidation, extortion, graffiti, and various other actions. Unwarranted, unprovoked or unwelcome attention constitutes harassment.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, 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.

As defined by federal law, sexual harassment includes unwelcome comments, gestures, or physical contact of a sexual nature. Sexual harassment is unfair, disrespectful, and will not be tolerated.

Students violating this policy will be subject to disciplinary action which may include, but is not limited to: counseling, in-school disciplinary action, suspension from school, or request for expulsion. Whether harassment occurs inside or outside the classroom, students are to take the following steps:

- 1) Tell the offender to STOP.
- 2) If the behavior continues, report the incident to a supervising adult.
- 3) Keep records of any further incidents (time, place, actions, words, witnesses) and report these to a supervising adult.

Please refer to Board policy 7:180: Preventing Bullying, Intimidation, and Harassment.

Procedure #16 – CHEMICAL ABUSE

Chemical Abuse is considered a severe issue and will be dealt with in a serious manner. It is defined by the Board of Education Policy #7:190 a-g: Prohibited Conduct – Chemical abuse includes but not limited to possession, transfer, sale, conspiracy or intent to sell, use or being under the influence of any alcoholic beverage, intoxicant, steroid, drug not legally

prescribed, narcotic, marijuana or other controlled substance such as now or hereafter defined by an applicable law or regulation, as well as any look-alike substance or drug paraphernalia.

Procedures #17 - LATE WORK

All work is to be turned in at class time on the date assigned by the teacher. Except in the case of illness or excused absence, work handed in late but within the current grading period will be accepted and given partial credit. Specific policies will vary per individual teacher. Chronic late work will be addressed at the discretion of the grade level team.

Procedure #18 – MAKE-UP WORK

Any assignment not completed due to illness or an excused absence is considered make-up work. A student will receive one day for each day absent to make up the assignment. It is the student's responsibility to become aware of and to complete missed assignments. Anytime a student is in attendance at school but out of the classroom for a special activity, s/he is responsible for following up on missing assignments.

Procedure #19 – MEDICATION

No student may possess or consume any prescription or non-prescription medication during school hours or school-related activities until a completed and signed Medication Authorization form is on file. No medications may be administered by health office staff until completed paperwork is submitted to the health office. The appropriate permission-to-carry form must be completed and on file in the Health Office before the student may carry an inhaler or Epi-pen during school hours or school-related activities.

All prescription medications must be provided to the health office in an original container or vial with the label affixed as provided by the pharmacist. All over-the-counter medications must be provided in the original container labeled with the student's name.

It is the parent(s)/guardian(s)' responsibility to bring any needed medication to the school along with a licensed prescriber's order and a written request from the parent. The parent(s)/guardian(s) will be responsible for taking any unused medication from the school when it is no longer required. The school nurse will discard unused medication which is not picked up by the last day of school. These procedures are in accordance with Board Policy 7:270: Administering Medicines to Students:

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

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

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Procedures #20 – PLAGIARISM

Plagiarism is defined as using another person's ideas or creative work without giving credit to that person. It includes paraphrasing information from a source without referencing that source, copying & pasting internet information, graphics or media without proper citations, using someone else's homework or buying papers or research not done by yourself, or failure to put quotation marks around parts of information copied word for word. Failure to follow the plagiarism policy will result in academic and/or disciplinary consequences.

Procedure #21 - PROMOTION & EIGHTH GRADE END-OF-YEAR ACTIVITIES

General Statement:

Board of Education Policy 7:130 states that "Participation in Middle School related activities and promotion exercises must be earned through demonstration of appropriate student scholarship, behavior, and citizenship."

Academic Eligibility for Receipt of Promotional Certificate:

To be eligible to receive a promotional certificate at the end of the eighth grade year, a student will have earned a minimum of 4.500 scholarship credits in the eighth grade year. (3.500 if not enrolled in world language; less if enrolled in a district approved intervention). If a student takes four UA/PLTW classes instead of a world language, then each .5 class credit equals the same two credits represented in the sample below, leaving the credit values unchanged.

Assigned credit values:

Credits	Subject(s)
1.00	English
1.00	Math
1.00	Social Studies
1.00	Science
1.00	Health / Physical Education
1.00	World Language
0.5	UA 1/PLTW
0.5	UA 2/PLTW

7.000	Possible Credits
4.500	Required for diploma
(3.500)	If not enrolled in World Language)

Credit for year-long classes will be determined on a quarterly basis. Therefore, a student will receive ¼ of the total credit each quarter for a grade of D or higher. Full credit for each unified arts class is awarded at the end of each semester.

Procedure #22 - SKATEBOARDS / ROLLER BLADES

Students shall not ride skateboards and/or roller blades on the grounds of the school. Students must carry these items upon entering school property and they must be stored in the student's locker.

Procedure #23 - TARDINESS TO SCHOOL

Students who are not seated and in their homeroom/seminar by 8:23 AM (7th and 8th band, orchestra, and choir students by 7:30 AM) are considered tardy. Parents are contacted after a third tardy in any quarter. Consequences are issued for each tardy thereafter. Chronic tardiness may result in a parent / student conference with the counselor and/or social worker, and may result in a truancy referral. A student is considered absent unexcused at least a ½ day if he/she arrives more than 20 minutes late to the start of the regular school day.

Procedures #24 - TARDINESS TO CLASS

Students who are not present in their classroom when the class begins are considered tardy to that class. Students should secure a pass from the previous period's teacher when appropriate in order to prevent being marked tardy. Individual teachers will keep track of tardiness to class and will assign consequences as appropriate.

Procedure #25 – TELEPHONE USE

A phone is available in the Main Office for students to call home as needed. When possible, students are encouraged to make arrangements in advance. Students may not use their personal cell phones to text or call during school hours (See Procedure #6 for cell phone regulations)

Procedure #26 - TRANSPORTATION

Students and their parents should be aware that the school has legal responsibility for students and their behavior while on the way to and from school regardless of whether they are on or off of school property.

A. Bus Riders

Students must:

1. Have their bus pass with them in order to ride the bus.
2. Enter and leave the bus only at their assigned stop.
3. Be on time at their proper stop to help keep the bus on schedule.
4. Stay off the street at all times while waiting for the bus.
5. Be careful in approaching the place where the bus stops. Do not move toward the bus until it has been brought to a complete stop.
6. Remain in their seat while the bus is in motion.
7. Be alert to any danger signals from the driver.
8. Remain in the bus in the event of a road emergency, until they receive other instructions from the driver.
9. Keep hands, feet, and head inside the bus at all times.
10. Refrain from throwing anything out of the bus windows.
11. Be aware of the fact that loud talking or unnecessary confusion can divert the driver's attention and possibly cause an accident.
12. Be absolutely quiet when approaching and crossing railroad tracks.
13. Treat bus equipment with respect. They should never tamper with the bus or any of its equipment.
14. Assist in keeping the bus safe and sanitary at all times.
15. Keep books, packages, coats, and all other objects out of the aisles.
16. Be courteous to fellow pupils and to the bus driver.
17. Refrain from asking the driver to stop at places other than their regular one unless you have permission from the transportation director or principal. Leaving the

- bus at the wrong stop without permission will result in disciplinary action.
18. Present their student ID and/or bus pass upon the request of the driver. Failure to present an ID when requested can result in temporary or permanent suspension of your riding privilege.
 19. Cross the street only when the driver signals that it is safe to do so. Look both ways before crossing the street.
 20. Observe these same rules if they are on a school trip during the day. Respect the requests of the chaperones appointed by the school.

B. Walkers

Students must:

1. Walk only on the sidewalks.
2. Remain on the sidewalk while waiting to enter school in the morning or when leaving in the afternoon.
3. Be courteous to drivers on your way to and from school.

C. Bike Rider/Skateboarders

Students must:

1. Ride on the proper side of the street.
2. Abide by all local laws.
3. Be a courteous bike rider/skateboarder. Think through your actions to avoid a serious accident.
4. Walk your bike and/or carry their skateboard while on school property.
5. Lock your bike while in school

Procedure #27- VISITS TO CLASSROOMS BY PARENTS

Parents who wish to visit one of their children's classrooms during the school day must receive consent from the teacher and the principal at least one week in advance of the visit. This will help avoid conflicts with special events. When scheduling a visit, please identify the purpose of your observation when making the appointment.

Discussions with the teacher or interactions with the students before, during, or after class are not appropriate. Please make a separate appointment with the teacher if you would like to discuss curriculum and class expectations.

Procedure #28 - VISITORS

Visitation during the school day by former students, friends, and relatives is prohibited unless prior arrangements have been made with administration. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

To gain entry into the building beyond the main office, visitors must produce a valid driver's license or State I.D. and identify the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Part 7: Technology Responsible Use

Board Policy 6:235 and Administrative Procedure 6:235-AP address access to the District Network and Technology ("District Technology"), and all users must agree to abide by the rules and guidelines of that Policy and Procedure. This section summarizes of some key guidelines that students should follow when using District Technology.

Technology Responsible Use

I have the right to:

- Use District Technology for school purposes with my teachers' permission.
- Use the Internet with my teacher's permission.

I have the responsibility to:

- Follow the rules and directions for using District Technology, including treating District Technology with care.
- Follow the rules of Internet sites and rules for Internet use given to me by my teacher.
- Keep my passwords and personal information private.
- Treat others with respect both online and offline.
- Use appropriate language and images in my work and in my interactions with others.
- Identify myself in communications and not pretend to be someone else.
- Access only computers, programs, web sites and files to which my teacher has given me permission.
- Respect the work of others by not copying it, changing it, or deleting it without their permission.
- Properly cite other peoples' work, including words, pictures, sound, and video.
- Tell an adult if someone tries to use District Technology to bully me or if something makes me feel uncomfortable.
- Follow school rules about using personal electronic devices at school.

I understand that:

- Using District Technology is a privilege, not a right.
- Some things I read on the Internet may not be true.
- The things that I do using District Technology are not private. My teachers may review my work and activities at any time.
- I will not talk to strangers online at school without my teacher's permission.
- I must not give out my full name, photo, address, or telephone number, or the personal information of anyone else, to someone I do not know through District Technology.
- Choosing to use District Technology responsibly allows me to keep my computer privileges and leads to positive outcomes.

PBIS Matrix - Technology

	Digital Citizenship "Understanding the human, cultural and societal issues related to technology and practice legal and ethical behavior." (ISTE-S 5)
Be Respectful	Practice personal responsibility when using social networks, websites, chat rooms, email, bulletin boards, instant messaging, etc. <ul style="list-style-type: none"> • Always be helpful and encouraging to others online. • Be considerate of others' views and needs.

	<ul style="list-style-type: none"> The things you write and create should be positive, educational and helpful to others.
Be Responsible	<p>Practice responsible and legal use of technology and follow copyright laws</p> <ul style="list-style-type: none"> Cite sources for any images, videos or ideas that are not your own. Use your student account for educational purposes only. Manage your device with care. Tilt or close the screen when not using it so it doesn't distract you or anyone else. The information you access online should be appropriate for your age.
Be Safe	<p>Practice safe use of information and technology</p> <ul style="list-style-type: none"> Recognize, avoid and report any inappropriate interactions by others. Recognize, avoid and report cyberbullying. Personal information should be kept private online or otherwise (name, passwords, address, etc.). Access only safe, appropriate and approved sites and online content.

Part 8: District K-8 Supplement

Building Safety – Random, Asbestos

Recognizing that indoor radon constitutes a substantial health risk; District 205 has tested its facilities to ensure an environmentally safe learning environment. All tested areas were below the U.S. Environmental Protection Agency's action level. A complete list of the rooms and areas tested and the actual results of the radon testing are available in the Buildings and Grounds Office at the Administration Center, 162 S. York, Elmhurst, IL 60126.

All schools in District 205 have had an asbestos inspection as required by the Asbestos Hazard Emergency Response Act (A.H.E.R.A.). Furthermore, a management plan was filed with the State of Illinois on October 12, 1988. Inspections were completed in 1991 and 1994 and every three years thereafter. This plan is also available from the Buildings and Grounds office.

Communications - Guidelines for Parents/Guardians and Teachers

Keeping the channels of communication open between home and school is important to the success of all students. Parents can assist in the learning process by keeping teachers informed about issues that may impact their child's success at school. The classroom teacher is the best source of information concerning a student's school performance. Parents are encouraged to confer with teachers during the school's regular conference schedule or at any time during the year. Our goal is to provide an excellent instructional program for the students of District 205. We welcome your comments and suggestions on how we can provide each child with the very best education possible.

Communicating

By telephone:

Teachers are usually available for brief conversations before

and after school. In general, phone conversations should be brief. If more time is needed, an appointment should be scheduled so the teacher may thoroughly review the issue or concern. If a teacher is busy working with students when a parent calls, the office will take a message or connect you to his/her voice mail. Your message should include the best time to return the call and the number where you can be reached. Teachers may call the student's home if concerns or questions arise. If regular progress reports are required, a weekly communication should be sufficient in most cases.

In person:

Please schedule an appointment in advance by telephone, so the teacher can arrange to be available. Letting the teacher know ahead of time what specific topics you would like to discuss will help him/her be better prepared to address your questions and concerns. When the need arises, teachers will request a meeting with parents to discuss topics related to a student's academic performance and/or behavior at school.

In writing:

Please communicate with your child's teacher by written note or staff email at any time. Staff email addresses may be accessed through each school's website at www.elmhurst205.org/schools. Many teachers have classroom web pages where they describe expectations, post homework assignments and provide other academic resources like your child's teacher to call you, in your note please include the number at which you may be reached and the best time to call.

Dealing with Concerns

After appropriate consultation with your child's teacher and principal, if your concerns have not been addressed to your satisfaction, the principal will advise you of the appropriate person to contact. This determination will depend on the issue under discussion and the grade level of the student. In general, questions or concerns related to District programs should first be directed to the building principal.

Dissection/Animals Policy

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible. The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is part of an illustration or pertinent study materials. All dissection of animals must comply with The School Code.

Students who object to performing, participating in, or observing the dissection of animals will participate in alternative instructional programs which shall be arranged by the classroom teacher with the building principal's approval. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent shall inform students of (1) their right to refrain from performing, participating in, or observing dissection; and (2) which courses contain a dissection unit.

District 205 Foundation

The District 205 Foundation for Educational Excellence is a not for profit corporation established to enrich the educational experience of the students in Elmhurst Community Unit School District 205. In pursuing this mission, the Foundation advocates partnership between the public and private sector, and solicits, receives, and allocates gifts, grants, services and bequests of money and property benefiting District 205. The Foundation awards grants to teachers, students and community members annually. Contact the Foundation at (630) 617-2328 for more information.

ELL(English Language Learner) Program

The District English Language Learner (ELL) program consists of students who speak a language in addition to English, and qualify for English language support. Qualifying students are identified with a state mandated screener.

Each ELL student in District 205 receives a schedule that includes English language support in some manner. All students are scheduled at least one period with a trained ELL teacher who will deliver explicit instruction in English. As needed, some students may receive additional support with developing academic vocabulary in the content areas. The mode of instruction will vary based on student need and scheduling flexibility. In addition to direct English Language small group instruction with the ELL teacher, students may have an ELL teacher working with them in their content area classrooms, or have an ELL teacher co-assigned with a content area teacher to deliver instruction as a team.

Some schools in District 205 qualify to run a bilingual program, in addition to an ELL program, due to sufficient numbers of Spanish speaking ELL students in the school. In schools where bilingual programming exists, students have access to Spanish instruction for at least part of their school day. The amount of Spanish instruction provided varies by student need. The method of bilingual instruction may be offered in a variety of ways, similar to the ELL instruction listed above. In addition to these methods, some bilingual students may receive instruction from a bilingual, Spanish speaking teacher, within a self-contained setting. ELL and bilingual students will continue to receive English language instruction (and Spanish instruction as appropriate) until they no longer qualify for services, as indicated by a state, annual assessment.

Lunch - Free/Reduced Lunch

Students qualifying under federal or state guidelines for free lunch shall have their meals provided at no cost. Students who qualify for reduced lunch will pay \$.40 per meal. Details on the necessary qualifications for the free/reduced lunch program may be obtained from the building principal.

Medical Information - Dental Exams

Parent(s)/guardian(s) must present proof of their child/children having been examined by a licensed dentist before May 15 of the current school year for students in kindergarten, second, and sixth grades.

Emergency Information on File

Each child is required to have on file Emergency Information, complete with emergency addresses and phone numbers of two responsible persons living nearby in case the parent cannot be reached.

Emergency information is collected annually during registration and can be updated during the school year at the school office.

Children who become ill and must go home may do so only after contact has been made with a parent or designated responsible person. Temperature readings should be normal for 24 hours before student returns to school after illness.

If your child should contract a communicable disease, please notify the school nurse.

Immunization/Medical Exam Guidelines

Elmhurst School District 205 has an **Exclusion Policy** requiring all students to be in compliance with **state-mandated physical examination/immunization requirements by October 15. Those not in compliance by this date will be excluded from school.** This policy applies

to all students entering **Early Childhood, Kindergarten, 6th and 9th grades.**

A student's parent(s)/guardian(s) shall present proof of student's health examination and required immunizations as follows:

- Dated within one year before entering Madison Early Childhood Center, kindergarten, sixth, and ninth grades.
- Dated within one year when a student transfers from another Illinois school district, entering kindergarten, sixth or ninth grade.
- Whenever an out-of-state student first enrolls in a District school, regardless of the student's grade.

Failure to comply with the above requirements by October 15 of the current year will result in the student's exclusion from school until the required completed health forms are presented. If a medical reason prevents a student from receiving a required immunization by that date, the student must present an immunization schedule and a statement of the medical reasons causing the delay. All transfer students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

All students must have on file a record of immunizations and dates administered by their doctor for polio, chicken pox, Hepatitis B, DPT, measles, rubella, and mumps. Specific information as to the sequence of the immunization may be obtained from the school health office.

Sports Physicals

All middle school and high school students who plan to participate in school sports are reminded that physical examinations must cover them throughout the entire sport season. Sports physicals are required every year since they are effective for twelve months. These students should schedule appointments accordingly.

Vision Exams

The state of Illinois requires that all students new to the district or are entering kindergarten have a vision exam by a physician.

Vision/Hearing Screening

The district provides hearing screening, as required by state law, for hearing in grades 1,2,3 and special education referred or eligible students at parent or teacher request.

Vision screening is conducted for students in grades 2 and 8 and special education referred or eligible students at teacher/parent request are also screened.

All new students and anyone receiving Special Education Services will have both vision and hearing tests. The school nurse will notify parents if a child needs further evaluation.

No Smoking on School Grounds

Smoking and the use of tobacco products are prohibited at all times on all school property and in all school buildings. This policy applies to employees, students, parents and visitors.

Parent/Guardian Participation

All District schools are members of the national, state and local Parent Teacher Association (PTA). School-related organizations, such as PTA, are an important source of support for school programs. Parents are encouraged to become active participants. There are numerous committees, projects and service opportunities in which parents can become involved at their child(ren)'s school. Support groups are also available for parents of gifted (REACH) and special education students

(SERG). You can find more out about these groups on the school and district websites

Personnel - Teaching Staff

District 205 encourages advanced education through a comprehensive staff development program. Approximately 51% of our professional staff members have Master's degrees and higher. School District 205 does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment for the provision of services. Additionally, School District 205 does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities. The Assistant Superintendent for Human Resources has been designated to coordinate compliance with the non-discrimination requirements of the Department of Justice regulations. The Assistant Superintendent for Human Resources may be contacted by phone (630) 834-4530 or by writing 162 S. York, Elmhurst, IL 60126. Information concerning the provisions of the Americans with Disabilities Act and the rights provided hereunder are available from the ADA Coordinator.

REACH Program

District 205 is committed to the principle that all gifted and talented students be given the opportunity for access to educational programs that are appropriate for the students' abilities throughout their elementary and secondary years.

The overall program format is designed to combine higher level thinking and problem solving with a differentiated curriculum that includes some components of enrichment and acceleration. At the elementary schools, students meet in groups with a REACH resource teacher for language arts and/or math (1.5 hrs/week per area). At the middle schools, identified students are grouped for daily instruction in areas of language arts and math. Students at the high school level may take honors and advanced placement courses in a variety of subject areas.

Primary grade students are not formally identified through testing, but appropriate curriculum differentiation is provided for students who demonstrate academic talent. Formal identification begins at the end of second grade for third grade placement. Eligibility for the REACH Program is determined by teacher and parent observations of specific gifted characteristics, standardized test data and student product/performance.

Released School Time - 1 Hour per Week (Absences)

Students are limited to released school time of one hour per week, including traveling time, for scheduled medical or professional appointments which cannot be scheduled at any other time. Please note, however, that state school code requires a minimum attendance of 300 instructional minutes daily. To comply with code, students who utilize the aforementioned medical appointment will be marked as an excused absence if their appointment results in missing more than 30 minutes at the elementary level or 45 minutes at the middle school level. Safety will be assured and time saved if parents provide transportation to and from school for such activities. Please send a note ahead of time and check in at the school office when picking up your child.

Residency, Enrollment and Boundaries

Students may be enrolled in Elmhurst Public Schools if they are legal residents of District 205. The residency requirement is met by providing three proofs of residency (one with photo I.D.). In cases of guardianship, parent-ward relationship, or necessity of district residency by reason of

family hardship, the same proof of residency will apply. Contact the District Administration Center to register. If you are unsure of your local school boundaries and/or the school your child should attend, please call 630-834-4530. Students transferring from another Illinois public school district are required to provide a Student Transfer form (ISBE 33-78) given to you by your former school district. Students entering kindergarten and first grade must present documentary proof of identity and age. Evidence of birth date must be presented by an official birth certificate, passport or visa. Students transferring from another school district may be subject to evaluation by District 205 staff. That evaluation may result in a revised grade or class placement. For further information regarding testing, please call your building principal.

Students are generally required to attend the school in the attendance area in which they live. Students whose families move from one area to another within the limits of District 205 during the course of the school year may, with the Superintendent's consent, continue to attend the school in which they first registered for the remainder of the current school year. Transportation will not be provided. Other exceptions may also be made by the Superintendent's Office. The building principal can provide further information on boundary regulations. The District boundary map can be found on the District website: www.elmhurst205.org/boundaries

Sex Education

Sex education is formally offered to students beginning in grade five as part of the District's current Health and Physical Education curriculum. By state law, children are required to have AIDS education beginning in Grade 6. However, if a parent does not want a child to participate in any part of the sex education curriculum, he/she may contact the child's school principal. The following is a sampling of the District's sex education program:

Fifth Grade

Robert Crown Center

The Robert Crown Center for Health provides programs to students on various aspects of sex education.

Linda Program

This program prepares pre-adolescent girls for the onset of menstruation and the emotional and physical aspects of puberty for both girls and boys.

Michael Program

This program seeks to prepare early adolescent boys for the onset of puberty in boys and girls.

Sixth Grade

Robert Crown Center

See explanation under Fifth Grade

Human Growth and Development

Helps students understand changes that are occurring in their bodies. The emotional aspects of puberty are discussed as well as the biological. There is a review of growth and development of a baby from conception to birth.

AIDS education will be included in the health class and is required by state law.

Seventh Grade

Teen Health

Teen Health text materials are used to teach youngsters the reproductive system.

AIDS education will be presented in the classroom.

Eighth Grade

Game Plan

Game Plan stresses abstinence, the importance of goal setting, and the impact of long term decision making. It uses current examples and realistic situations to promote student understanding of the importance of abstinence. The guidance counselors present this program.

Special Education

District 205 maintains special education instructional programs and resource services which meet the educational needs of students with the following disabilities:

- Cognitive disability
- Orthopedic impairment
- Learning disability
- Visual and/or hearing impairment
- Speech
- Emotional disability
- Other health impairment
- Multiple disabilities
- Developmental delay
- Autism
- Traumatic brain injury

Some classes are offered in District 205 schools and others in out-of-district public and private placements. District 205 is a member of the School Association for Special Education in DuPage County (SASED) and the DuPage/West Cook Regional Special Education Association.

The ultimate goal of the special education program is to prepare students with disabilities socially and vocationally for community life. Therefore, as much as possible, it is planned as part of, not apart from, the regular program.

The program is offered in accordance with the Illinois Office of Education Rules and Regulations to Govern the Administration and Operation of Special Education.

Administrators in the Department of Student Services interpret the State of Illinois Rules and Regulations for Special Education and coordinate all special education services in the district.

Behavioral Interventions

The District has adopted a policy and developed procedures on the use of behavioral interventions for students with disabilities. The District provides a copy of this policy and procedures to parents and guardians of all students with individualized educational plans. A copy of the District's guidelines may be obtained through the school or the Student Services Department.

Education Specialists

Reading, writing, mathematics, social studies and science specialists are available in each school to assist teachers with programs and ongoing curriculum concerns. Other specialists include: art, music, physical education, library media, gifted and special education staff.

Homebound Tutoring

Any child who is unable to attend regular classes for a period of two or more weeks because of injury or illness is eligible for homebound tutoring. Tutors are available for this purpose at no extra cost to parents. Forms used for requesting this service are on file in every building principal's office and must be signed by a physician.

Parents' Rights and Responsibilities

Parents have the right to receive, upon written request, a copy of the Rules and Regulations governing Special Education.

Parents are expected to participate in the planning of special education programs for their children.

Student Fees - Specific information concerning fees will be available during the registration period. In general, student fees involve the following areas:

Deferred Fees

Parents faced with unusual temporary circumstances may request deferred payments spread-out during the year. Arrangements must be made with the principal.

Chromebook Non-Warranty Repair and Accidental Damage Protection

The Chromebook protection plan, required for students in grades 6 through 12, protects Chromebooks against all out-of-warranty repairs and one accidental damage incident per year. District 205 will assess each Chromebook damage or failure and repair the device under the protection plan if the damage or failure is determined to be a manufacturer defect or accidental in nature.

The Chromebook protection plan does not cover loss or theft of the Chromebook or its accessories (case or charger), accidental damage beyond one incident per year, repairs resulting from unauthorized modification of system hardware, or damage resulting from intentional misuse or abuse. Parents/students will be charged the cost of repairs not covered by the protection program.

Extracurricular Activities

There is a fee for extracurricular activities such as interscholastic athletics, as well as student clubs.

Family Consumer Science/Industrial Art/Art

Certain projects available for students involve extra materials. In such cases, students are required to pay for these materials.

Non-Payment of Fees

Board policy states that action can be taken against students and parents who fail to make required payments or meet obligations to the District. Required payments and/or obligations include such matters as textbook fees, return of loaned textbooks and library books, user fees, activity fees, yearbook and student newspaper costs, library fines and payment for damaged books.

Physical Education

Students are required to have a gym suit, which must be purchased at: Viking Awards, 846 N. York Road, Elmhurst, IL (630-833-1733). Athletic equipment and combination locks may be purchased during registration or at any time throughout the school year.

School Insurance

Mandatory Student Accident Insurance coverage is paid through Student Fees and is only effective during school hours or at school sponsored activities. This insurance coverage is a secondary policy unless there is no other medical insurance coverage, and is limited to \$25,000 per incident. Insurance Claim Forms are available at each individual school office. An optional 24 hour coverage insurance plan is also available at an additional cost. Enrollment forms for the optional coverage will be available during registration.

Technology Fee

Technology has become an integral part of daily life. In order to continue to provide opportunities for the use of technology in our schools, the District has instituted a technology fee to

cover the cost of consumable technology and repair.

Textbook Rental

The District charges a rental fee for the use of student textbooks and workbooks. Rental texts must be returned at the end of the school year. Students are required to pay for books or other materials lost or damaged due to neglect.

Waiver of Fees

The District shall waive all required fees for students whose parents are unable to afford them. Families whose proof of income shows family income at or below the National School Lunch income guidelines for free lunch qualify for a waiver of textbook rental, technology and insurance fees.

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.

Types of Student Records

The "permanent record" includes:

- 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;
- Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations;
- Attendance record;
- Accident reports and health record;
- Record of release of permanent record information; and
- Scores received on all State assessment tests administered at the high-school level (grades 9-12).

The permanent record may also include:

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

The "temporary record" consists of all information not required to be in the Student Permanent Record, which will include:

- Record of release of temporary record information;
- Scores received on all State assessment tests administered at the elementary grade levels (kindergarten through grade 8);
- Information regarding serious infractions (e.g., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction;
- The completed home language survey form;
- "Indicated" reports of physical or sexual abuse of the student, submitted to the School District by the Child Protective Service Unit in accordance with Section 8.6 of the Abused and Neglected Child Reporting Act, 325 ILCS 5/8.6.; and
- Any biometric information that is collected in accordance with Illinois School Code.

The temporary record may also include:

- Family background information;
- Intelligence test scores, group and individual;
- Aptitude test scores;

- Reports of psychological evaluations, including information on intelligence and personality, and academic information obtained through test administration, observation, or interviews;
- Elementary- and secondary-level achievement test results;
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations;
- Honors and awards received;
- Teacher anecdotal records;
- Special education files, including evaluation reports, IEPs, test protocols, and all records and tape recordings relating to special educational placement, hearings, and appeals;
- Any verified reports or information from non-educational persons, agencies or organizations;
- Other disciplinary information; and
- Other verified information of clear relevance to the education of the student.

Rights of Parents

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

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

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

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.

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. The Assistant Superintendent will review the challenge and the appropriate records, conduct an informal conference with the parents, and issue a decision. If the Assistant Superintendent denies the challenge, the parents will have the right to request a hearing before an impartial hearing officer. 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. The hearing officer will issue a written decision, which will be transmitted to the parents. If the challenge is denied, the parents will be advised of any further appeal rights.

Additional Information

Permanent records are maintained for at least 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 35 cents 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.

Transportation/Bus Video Cameras

Transportation is provided for any student who resides more than one and one-half miles from school and/or when traveling between the home and school is designated as hazardous. This privilege may be taken away by the building principal if the student violates bus regulations. A permanent pass required for boarding is issued to all middle school students who must use bus transportation. There is a fine for the replacement of lost passes. If a student is to travel other than the regular route, a written note stating an important reason must be received (before dismissal time) by the director of bus transportation or principal. Special late service may be provided for middle school students who stay after school to participate in approved activities. Good conduct on school buses is an important safety factor in the transportation of students. Video cameras may be used on school buses for the primary purpose of reducing disciplinary problems and vandalism on the buses and to provide safer transportation of students.

Bus accident

If any bus accidents occur with a possible injury, paramedics will be called to the scene. Emergency medical service personnel will determine the nature of injuries and take appropriate action. Parents will be notified.

Travel – With Staff

Licensed conveyances are used to assure the safety of the children. Teachers and parents who drive students to and from school-sanctioned activities are required to complete an authorization form available in the principal's office. A signed parental permission slip is required.

Video Release

During the school year, students are occasionally photographed or videotaped for District publicity. These are shared with local newspapers or displayed in schools. Videos may be used in classrooms, at school-sponsored activities, or for cable television. Images are not used for commercial purposes. Parental permission will be requested for all photos and other student-created materials used on the District website as part of the Photo Video Release included with online registration materials.

Video Surveillance

Video cameras will be used in common areas of the school for the primary purpose of reducing disciplinary problems, vandalism, and to provide a safe environment for students and staff. Disciplinary action may be taken with students based on video documentation.

Website

The purpose of the District 205 website (www.elmhurst205.org) is to provide a resource for students, staff, parents, and community members. Information presented on the site is intended to inform our constituents about District activities, programs and services, as well as to serve as an educational and instructional resource for our students. Parents are asked to sign a release giving consent to use their child's name, voice, image or original work on the District 205 website as part of the registration process.

FRAMEWORK FOR STUDENT BEHAVIOR

A. School Action for Inappropriate Behavior

If student violates the rules of Elmhurst School District 205, certain consequences will follow. The specific consequences will be determined on the basis of severity and/or frequency of the offense. The selection of the disciplinary consequence is solely at the discretion of the administrators with educational staff input. Parents will be informed of the disciplinary consequence given.

- **Conference with Administrator**—Student will meet with an administrator to discuss incident.
- **Lunch Detention**—Student will be assigned to the detention room during the lunch period. The activity permitted during detention is silent study. Failure to comply with this expectation could result in additional disciplinary action.
- **After-School Detention**—Student will be assigned to the detention room starting at the conclusion of the school day and ending at 4:20. Student must report to the main office within 5 minutes of the dismissal bell. The activity permitted during detention is silent study. Failure to comply with this expectation could result in additional disciplinary action.
- **Saturday Detention**—Student will be assigned to the activity starting at 8:00am and ending at 10:00am. Students must report to the front door by 8:00am. The activity permitted during Saturday School is silent study. Failure to comply with this expectation could result in additional disciplinary action.
- **Loss of Privilege (LOP)**—A student's participation in extra-curricular activities at Elmhurst School District 205 is considered a privilege. Student will forfeit all or part of determined privilege(s) if they do not comply with school rules. Loss of privilege will be determined by administrators and activity sponsor/coach.
- **In School Suspension (ISS)**—The length of an ISS may vary from one period to multiple school days. If a student is given an ISS, they must report to the office at the beginning of the day. If a student is given ISS, they are not allowed to attend any school function for any reason unless prior arrangements with an administrator has been made. The sole activity permitted in ISS is silent study and must complete all assigned course work. Failure to comply with this expectation may result in a parent conference and an extension of the ISS, LOP, and/or OSS.
- **Out of School Suspension (OSS)**—All out-of-school suspensions are assigned by the administration, following District 205 guidelines. While serving an out-of-school suspension, the student is not to be on school property or to attend any school events. In all cases, parents are notified by phone and in writing of this consequence. A reentry conference may be required between the student, parent and administration. Additionally, certain actions (including truancy and possession or use of tobacco) are illegal under local Elmhurst ordinance and will be reported to the appropriate authorities. Incidents involving battery, firearms, and drugs will be reported to the State's Student Incident Reporting System (SIRS).

Upon the request of a parent(s)/guardian(s), an appeal of an expulsion or suspension may be conducted by the Board of Education or a hearing officer appointed by the Board. During the appeal process, the student's parent(s)/guardian(s) may appear and discuss the expulsion or suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Please refer to board policy 7:200: Maintaining Student Discipline for more information.

B. Specific Rules and Regulations

The following listing of specific guidelines is not intended to be all-inclusive. The student will be subject to disciplinary action at any time if the behavior is not safe, respectful, or responsible. Specific consequences will be assigned by a designated administrator. Any infraction automatically means that parents will be contacted. Conference with administrator may be deemed an appropriate consequence given extenuating circumstances. The penalties for offenses are cumulative over the entire school year that the student is enrolled at Elmhurst School District 205.

C. Attendance

Absences (determined to be unexcused)

Incident	School Action
First Incident	Parent Contact and Conference with Administrator
Second Incident	Two Lunch Detentions and Parent Contact
Third Incident	One After-School Detention and/or LOP and Parent Contact
Fourth Incident	Two After-School Detentions and/or LOP and Parent Contact
Fifth incident and beyond	Reported to county truancy officer and local police


Tardy to School

Incident	School Action
First and Second Incident	Warnings given by teacher

Third Incident	Conference with Administrator and letter sent home
Fourth Incident	After-School Detention
Fifth Incident	Saturday Detention
Sixth incident and beyond	Conference with parents, student, and administration


D. Student Behavior

Minor Office Handled Behaviors

Incident		School Action
<ul style="list-style-type: none"> Dress Code Violation Inappropriate Location Inappropriate Display of Affection Property Damage Skip Class 	<p>minimum</p> 	<ul style="list-style-type: none"> Conference with Student 1-3 After-School Detentions and LOP and Parent Contact Saturday Detention 1-3 Day ISS, LOP, and Parent Contact Conference with student, parent/guardian, and administrator to determine further school action


Note: Depending on severity of incident, administrative staff has the official capacity to determine appropriate consequences.

Major Office Handled Behaviors

Incident		School Action
<ul style="list-style-type: none"> Disruption Harassment/Tease/Taunt Abusive Language/Inappropriate Language Defiance/Disrespect/Insubordination/Non-Compliance Dishonesty/Lying/Cheating/Plagiarism Physical Contact 	<p>minimum</p> 	<ul style="list-style-type: none"> Conference with Administrator and/or 2 to 5 Days of After-School Detentions and/or LOP and Parent Contact Saturday Detention 1 to 3 Days of ISS and LOP and Parent Contact 1 to 5 Days of ISS or OSS and LOP and Parent Contact A conference with student, parent/guardian, and administrator to determine further school action


Note: Depending on severity of incident, administrative staff has the official capacity to determine appropriate consequences.

Illegal Activities


Incident		School Action
<ul style="list-style-type: none"> Vandalism Arson Use/Possession of Drugs, Alcohol, and/or Tobacco Bomb Threat Gang Affiliation Display Use/Possession of Weapons Fighting/Physical Aggression Forgery/Theft Combustibles 	<p>minimum</p> 	<ul style="list-style-type: none"> 1 to 3 Days of ISS and LOP and Parent Contact 1 to 5 Days of ISS or OSS and LOP and Parent Contact 3 to 10 Days of OSS and LOP and Parent Contact A conference with student, parent/guardian, and administrator to determine further school action

Note: Depending on severity of incident, consequences may result in a 10 day suspension and recommendation for expulsion.

Technology Violation

Incident		School Action
<ul style="list-style-type: none"> In appropriate use of cell phone, music/video players, camera, and/or computer 	<p>minimum</p> 	<ul style="list-style-type: none"> Conference with Student Conference with Administrator and/or Two Lunch Detentions and Parent Contact Two After-School Detentions and/or LOP and Parent Contact Saturday Detention 1-5 ISS or OSS and/or LOP and Parent Contact A conference with student, parent/guardian, and administrator to determine further school action

Transportation

Incident		School Action
<ul style="list-style-type: none"> Inappropriate behavior on behavior while being transported on a school bus 	<p>minimum</p> 	<ul style="list-style-type: none"> Conference with Administrator and/or 2 to 5 Days of Lunch Detentions and/or LOP and Parent Contact 1 to 3 Days of After School Days and LOP and Parent Contact 5 Days suspension of bus privileges 10 Days suspension of bus privileges Loss of Bus Privileges for the year

All Elmhurst School District 205 students are expected to act in a manner that is respectful, responsible, and safe.

Academic Website and Log-In Information

Subject	Website	Username	Password

Log-In Information for Chrome/Chromebook:

Username: _____

Password: _____

Log-In Information for Desktop/Laptop:

Username: _____

Password: _____