

Washington Junior High Student Handbook

Welcome to Washington Junior High School! This handbook has been designed to provide you with helpful information for your reference. Students will be expected to follow all rules adopted by the Naperville Community School District 203 Board of Education. The following procedures have been established to maintain a safe and orderly environment during the school day. If you have questions about school that are not answered here, please ask your teacher, counselor or principal. They will be glad to help you.

SCHOOL PROCEDURES

1. Non-bus riders should plan to arrive no earlier than 7:30 AM. Students are not permitted to leave school grounds once they arrive. **Students are to leave school grounds by 3:00 PM unless they are under the direct supervision of a teacher or attending a school-functioned event.**
2. Personal electronic devices such as but not limited to cell phones will not be used during school hours unless under the supervision of a teacher. The school takes no responsibility for these items. **These items must be turned off and kept in the locker from 8:00 until 2:50 PM.** Personal electronic devices that are visible may be confiscated and returned to the student at the discretion of the school.
3. Registered bus riders must have parental permission to ride home on another bus. Notes from both parents and student IDs must be presented to the front office BEFORE school to insure that permission can be validated. Students who are not registered bus riders are not permitted to ride the bus.
4. Hats, hoods or head coverings are not to be worn in the building unless otherwise approved by the administration or required for religious purposes. Hats and head coverings must be stored in lockers during the school day.
5. Students will walk and use a regular voice in the halls. Students must carry a pass when they are in the halls during class time. Students will treat other students with respect. Keep your hands and feet to yourself. Backpacks are not to be carried around the school unless approved by the office.
6. During lunch, students wearing bulky coats and hoodies may be asked to take them off when in the lunch line.
7. Students must have a pass to use the free office phone during the school day (excluding before school and during their lunch hour). Cell phones may be used before 8:00a.m. and after 2:50p.m.
8. Gum chewing is not allowed in any part of the building. This includes lunch recess. Eating and drinking is not permitted in the halls.
9. Outside food brought in by a parent/guardian may only be provided for his/her own student. This includes treats brought in to celebrate a birthday or other special occasion.
10. Students may not sell items at school unless they are from an approved school fundraising activity.
11. All locker decorations are to the outside of the locker. Decorating must be done AFTER school. Balloons are not permitted in school. Locker combinations/locations are private and will not be given out by the office. Students are encouraged to keep their combinations private. In addition, student should never pre-set their lockets.
12. Headphones may be worn before or after school, leaving one ear unoccupied.
13. For safety reasons shoes with wheels, skateboards, in-line skates, or scooters are not to be ridden or brought onto school property. Bicycles may not be ridden on school property and should be locked at the bike rack.
14. Face painting is only permitted during specified "School Spirit" days. Aerosol and pump sprays are not to be brought to school.
15. Students will ask for permission before videotaping or taking pictures while on school grounds.
16. Public displays of affection (hugging, kissing, holding hands, etc.) are not appropriate.
17. Students will follow the security procedures Washington has in place to keep the building safe.

The information contained in these pages may be summaries of school board policy. These statements may be amended during the school year without notice. More detailed information can be found on the District 203 Webpage (www.naperville203.org).

ACADEMIC INTEGRITY

Washington Junior High School students are expected to use genuine, sincere and fair means for the accomplishments of the tests, tasks, or projects from which evaluations of progress shall be determined.

In order to maintain an atmosphere which actively fosters academic honesty, the following procedures will be implemented. It is understood that the maintenance of such atmosphere requires the active support of parents, students, and staff and that it is therefore, the responsibility of each individual to promote academic honesty.

Plagiarism: Washington Junior High uses the same criteria for plagiarism as the high schools. "Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the source. In other words, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else... Plagiarism is essentially theft - the stealing of someone else's intellectual property." [*A+ Style Manual*, pg. 2) Consequently, when evidence of plagiarism exists, the assignment will receive no credit and the student has no opportunity to make-up work.

Other Examples of academic dishonesty:

- Giving test questions or answers to a member of a later class or receiving test questions or answers from a member of an earlier class.
- Copying from another student's test or knowingly permitting another student to copy during a test.
- Using materials which are not permitted.
- Copying or having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home tests for which credit is given.
- Permitting another student to copy or write another student's homework, project, report, or paper, etc.
- Any other action intended to obtain credit for work not one's own.

Students who violate the expectations regarding Academic Integrity will receive classroom level consequences on the first offense. In addition, contact will be made with parents/guardians to communicate concerns and an office referral will be submitted for documentation. Future incidents of academic integrity may result in progressive discipline.

ACADEMIC SUPPORT

These programs have been developed to serve regular education students who need support as they learn skills that enable them to independently manage academics, take control of their own learning in a systematic and constructive approach, and develop positive relationships. Parents are provided information to assist students with academic success. The Washington staff is committed to meeting the individual learning needs of the student. Students are referred by their teams and counselors. Parent permission is required. These include but are not limited to: Homework Club and Study Skills Academy (Students are referred by their teams). These programs meet from 3-4p.m. and there is an afterschool bus provided to the students that attend these sessions.

ACCEPTABLE DRESS

At Washington Junior High we expect students to wear attire that is appropriate and that is not a disruption or distraction to the educational process. Inappropriate dress is defined in the Student District policy:

DISTRICT POLICY

No garments, spiked or dangerous jewelry depicting distasteful symbols debasing the dignity of a person; no garment, jewelry depicting beer, alcohol, liquor, or drugs may be worn at school; no garments, jewelry with sexually explicit, obscene, or vulgar messages or symbols may be worn at school or at any school-sponsored activities. No coats, caps or bandanas may be worn inside the building. Decorating oneself (i.e., face-painting) is not appropriate.

In addition, at all the junior highs it is expected that:

- Students should wear clothing that totally conceals undergarments.
- All tops must have straps that are at least one inch wide.
- Tops must cover the midriff. Boy's shirts must have sleeves.
- All garments should be reasonable in length.

Classroom teachers will make the determination if clothing is a disruption to the class. Students should be warned that their attire is inappropriate or disruptive. A change of clothes will be made. Shirts may be turned inside out if wording can be hidden. A cover-up can be put on to fix the problem.

ACCIDENTS

See "Health Services"

AFTER SCHOOL ACTIVITIES

Students should leave the school grounds following the completion of the school day unless under the direct supervision of a teacher. Students involved in after-school athletic practices or events will be allowed to go to their lockers after they return from their competitions. Students attending after-school events must take their books, coats, etc. with them because they will not be able to return to their lockers. Students staying for games must stay in the gym while they are waiting for the competitions to begin. Once students leave the building they will not be readmitted unless accompanied by an adult.

ATHLETICS

INTERSCHOLASTIC SPORTS

Interscholastic sports are offered to all 7th and 8th grade boys and girls at Washington. Students are required to have a physical examination on file at school before they can try-out or participate for a sport. Interscholastic sports include Girls Volleyball, Cross Country, Football, Wrestling, Boys/Girls Basketball, Track, and Cheerleading.

DISTRICT 203 EXPECTATIONS FOR ATHLETIC EVENTS

1. Cheer and encourage teams in a positive manner.
2. Utilize garbage cans to dispose of any food, drink or paper containers, etc.
3. Remain seated in bleachers until half-time or an official break in the game.
4. Remain in the building once an activity begins. (Stay in athletic area)
5. Utilize areas out-of-bounds to enter and exit the bleachers and gymnasium.
6. Respect other fans supporting their teams.

The sports program is an off-shoot of our educational program. Please remember that the students are not professionals. Please allow the athletes to play, the coaches to coach, and referees to referee! All concerns should be directed to the Administrator on Duty.

CO-CURRICULAR CODE OF CONDUCT

A co-curricular code of conduct has been developed for all Washington activities. Coaches and advisors will inform participants of its contents.

INTRAMURAL ACTIVITIES

A variety of intramural activities are offered to all students throughout the year. These activities are designed for students to learn new skills, meet new friends and have fun. Students should listen for the morning announcements, refer to WildcatTV and reminders during lunch periods, and make note of handouts posted around the school to learn of meeting dates.

INTRAMURALS OFFERED:

Activity	Grade	Start Date	Time	Location	Sponsor
Flag Football	6	August	A.M.	Lower Field	Coppersmith
Flag Football	6	August	A.M.	Lower Field	Burke
Soccer	7 & 8	August/Sept.	A.M.	Upper Field	Atseff
Cross Country	6, 7, 8	September	P.M.	Fields	Engler
Wrestling	6, 7, 8	Sept./Oct.	A.M.	Gym/Cafe	Nutt
Boys' Basketball	6, 7, 8	October	A.M.	Gym	Silvestri
Girls' Basketball	6, 7, 8	January	A.M.	Gym	Denius
Bombardment	6, 7, 8	February	A.M.	Gym	Labriola
Bombardment	6, 7, 8	February	A.M.	Gym	Coppersmith
Dance	6, 7, 8	March/April	P.M.	Stage	Bergantino
Volleyball	6, 7, 8	March/April	A.M.	Gym	Falbo
Volleyball	6, 7, 8	March/April	A.M.	Gym	Markwell
Archery	6, 7, 8	April	P.M.	Gym	Turner
***Golf	6, 7, 8	May	P.M.	TBD	Fors
***Bowling	6, 7, 8	TBD	P.M.	Lisle Lanes	TBD

ATTENDANCE

All students are required by law to attend school every day the school is in session. If a student is to be absent from school, the parent or guardian must call the school's absence line before 7:45 a.m. Recorded messages can be left anytime. The message should include the student's first and last name (spell the student's last name), grade, and reason for absence.

Acceptable reasons for absence are as follows:

1. Student illness
2. Death in the family
3. Medical or dental appointments that cannot be scheduled at other times
4. Religious observances

A student who has been called in absent can return for the remainder of the school day only after first reporting to the main office. A student who becomes ill during the day is to report to the health office and the parent is contacted if the student has to be sent home. A student who must leave school for a medical or dental appointment should bring a note from the parent to the office before 8:00 a.m. and receive an early dismissal pass.

Absence Reporting: The state guidelines are as follows: 0-50 minutes (tardy), 51-149 minutes (1/2 day), 150+ minutes (full day). For example, following a regular daily bell schedule a student arriving to school at the start of 2nd period will be counted absent for 1/2 day. This includes orthodontist, doctor and dental appointments. Students entering as a late arrival without a note from the doctor will be considered tardy. After five consecutive missed days, (or 10% of the required days of attendance) students that continue to miss all or part of a school day due to illness will be required to submit a doctor's note. Parents will be contacted via a formal letter, conference, and/or phone call when student absence becomes a concern.

A student absent due to an infectious disease, surgery, rash or other illness requiring physician's care must bring a physician's health certificate to the health office before returning to school.

ABSENCE

During the school year, the following procedure for reporting absences will be used. If your child will be absent, you are to call and notify the school before 8:00 am. To report an absence, call **630-420-6880**. The Attendance Line is open 24 hours a day. Parents should be prepared to give the following information: **Name**, spelling the last name, **Grade**, and **Reason for the absence**.

***Note:** Do not request homework for student on the Attendance Line. Email the teacher for this request. See section on Make-Up Work.*

The school must be informed anytime the student will not be in school. Parents are notified if their students are not in school and are not called in on the attendance line. Excused absences are: illness, doctor's appointment, a death in the family and certain religious holidays, parental request. The district has a list of accepted religious holidays. *Take Your Student to Work Day* is not recognized by the district. Students missing that day will be counted absent but excused.

Students are granted one family emergency tardy per trimester. By law, students missing first hour are marked 1/2 day absent from school. Students missing three academic classes are marked as a full day absence. (Lunch and supervised study are not classified as academic instruction.)

After five consecutive missed days, (or 10% of the required days of attendance) students that continue to miss all or part of a school day due to illness will be required to submit a doctor's note. Letters will be mailed home when students reach the 10% levels. (Checked monthly)

TARDY POLICY

All students arriving late to school (up to 8:50 AM) will be marked as TARDY. Between 8:00 AM and 8:05AM, students late for school should report directly to class. This tardy is **not** considered late to school, but late to first hour. Teacher consequences are then applied to this tardy. After 8:05 all students must check into the office for an admit pass to class. Oversleeping is not an excused tardy.

Students with a credible doctor's admit slip may sign themselves back in to school. If a doctor's note is not presented when the student arrives, the student must be signed in by a parent or guardian. A student signing in without a parent's or doctor's note will be considered unexcused and the student will receive a disciplinary referral.

Tardy/late arrival due to illness (signed in by parent) may be accepted five times a trimester before a doctor's note is required. After that they will be handled as unexcused tardies. Students will receive the following discipline consequences during one trimester:

- 3rd, 4th, 5th unexcused tardy-lunch detention
- 6th, 7th, 8th unexcused tardy-PM detentions/lunch detentions
- 9th and up unexcused tardy-Saturday School detentions

TRUANCY

A “truant” is a child subject to compulsory school attendance who is absent without valid cause from such attendance for a school day or portion thereof. The school will make every effort to work with the family to improve current attendance. This may include working with the SRO and or the Regional Superintendent Truancy Officer.

EARLY DISMISSAL

Students are not permitted to leave school grounds during the day without permission from the office. Any student who needs to leave the building during the school day must present a note, signed by a parent, to the office before 8:00 AM. The note should state student name & grade, why the student must leave the building (i.e., dental appointment, doctor appointment, etc.), the time leaving the building. All students leaving school will be given an early dismissal pass. Before leaving the building, the student should present his/her pass to the teacher and the parent should sign him/her out. Students returning from an early dismissal must be signed in by their parent or present a doctor's signed admittance card. Students missing academic classes will be marked absent (excused).

BULLYING

Bullying is not tolerated at Washington Junior High. We want students to feel safe while they are at school. If you feel you are being bullied, you should tell an adult right away. Do not let the bullying go on for weeks. The faster you tell someone, the faster the issue can be resolved. If you feel you are being bullied or see someone being bullied, you should follow these steps.

- Tell an adult in the building where it has happened. (Teacher, Lunchroom supervisor, bus supervisor, bus driver, etc.)
- Tell your parents.
- If the bullying continues, tell your counselor. Your counselor will provide you with practical tips on what to do if the bullying continues. They will refer you to the assistant principal if further disciplinary actions are warranted.

Do not let the bullying go on for weeks. The faster you tell someone, the faster the issue can be resolved.

See Full District Policy 7.180 at the end of this section.

BUS RIDERS

According to state law, students who live one and one-half (1.5) miles or farther from school by the most direct route are eligible to ride the school bus. Students may ride only that bus which stops nearest their home.

If students currently ride the bus, they may ride another student's bus or have a student ride their (if they are both bus riders) once they obtain an approved pass from the main office. To obtain this pass, they need to present their student IDs as well as parent permission notes from *each* student.

Students are required to obey the driver at all times. The privilege of riding the bus is dependent upon good behavior and observance of the rules and regulations. Bus riders are subject to all school rules. The purpose of these rules is to provide for safety and an enjoyable bus ride for all. Bus drivers are required to report any student who violates these rules and regulations to the Safety Director. Privileges to ride may be suspended. The student's privileges must be reinstated by the proper authority before the student may resume riding the bus. Any student who repeatedly violates the rules or commits a serious offense may have their bus riding privileges suspended for the entire school year. (This includes the privilege of going home with a friend or taking another bus rider home with them). Students who are suspended from riding the bus must be present in school on the suspension days.

All buses are under the supervision of the Director of Transportation for the district. If you have any problems notify the transportation office at (630)-420-6464. Any bus discipline problems should be reported to the assistant principal at school.

Student Expectations While Riding a School Bus

These expectations were written in order to promote a safe and secure bus environment for all students.

1. I will remain seated at all times
2. I will keep my hands and my head safely inside the bus
3. I will use appropriate language and voice at all times
4. I will always cooperate with my bus driver
5. I will always behave respectfully and report unsafe behavior
6. I will not eat or drink on the bus
7. I will help make sure the bus is litter free
8. I will never tamper with bus equipment or vandalize my bus
9. I will not be involved with or demonstrate violent behavior
10. I will show my students ID when requested
11. I understand for my safety that all district 203 policies apply while I am traveling to and from school

These rules have been established solely in the best interest of student safety. Buses are equipped with cameras which have visual and audio recording capabilities. These tapes are routinely reviewed. In the event of misconduct, tapes are reviewed by appropriate district personnel at which time disciplinary action may be initiated. Each year the students in District 203 complete a bus evacuation drill as required by Public Act 94-0600. (4:110 *Transportation*)

Communication Procedures Regarding Emergency Bus Situation

In the event of a bus delay due to an emergency, the following procedure will be followed:

School personnel will staff the office phone to receive incoming calls in order to provide information.

When necessary, school personnel will notify the parents of the students on the bus with information regarding the situation and let them know when to anticipate the bus reaching the scheduled stop.

CAMPUS PORTAL

District 203 is pleased to offer Campus Portal, an online system that allows parents to view student schedules, attendance, discipline and grades (where available). Campus Portal is in use at the high school and junior high school levels. Parents receive one-time-use access keys, which are necessary to initially register parent accounts. Parents with keys will be able to access available information about their younger students at the various participating schools as well.

CANVAS

Students at Kennedy have been enrolled in courses within District 203's learning management system, Canvas. This resource is utilized by teachers for posting homework and additional information for their specific courses. Parents will use their student(s) login information to view information on Canvas.

ELECTRONIC DEVICES

Cell phones must be stored and in the OFF position during the school day. Students found using a cell phone during the school day will be referred to the office and be assigned a detention. Additional infractions will result in progressive disciplinary measures. Personal electronic devices such as but not limited to iPods, iPads, e-readers, communication devices, etc. will not be used during school hours unless under the supervision of a teacher. The school takes no responsibility for these items. These items must be turned off and stored from 8:00 AM until 2:50 PM, unless given permission by, and under the direct supervision of a teacher.

EMERGENCY CLOSING OF SCHOOL

Closing of the entire District due to inclement weather, or of one school only (such as for a broken pipe), will result in a phone message being sent to all parents. A Talk203 e-mail message will also be sent to all District Talk203 subscribers. In addition, a recorded message regarding the closing will be available on the District 203 Administrative Center's main telephone line, 630-420-6300.

Parents and District Talk203 subscribers will only receive notice if schools are closed, otherwise the day will proceed as usual. Please recognize that no system is foolproof; a power outage or extreme demand on these systems could affect access to communications technologies. See district website for radio and TV listings.

FIELD TRIPS

WJHS sponsors and schedules a number of educational trips during the year. These trips enrich the curriculum taught and are a privilege initially offered to all students. The school assumes a significant responsibility in taking these trips. A student's school behavior prior to the trip must be cooperative and positive in order to be eligible for the field trip. Students not attending field trips are expected to be at school.

HEALTH SERVICES

Having a healthful, safe school is our goal at Washington. The health office is located in the main office and is staffed by a health technician, from 7:50 a.m.-3:00 p.m. A school nurse is at the school weekly and is also available on an on-call basis. The health office is there for convenience of students who have become ill or injured or who need help with medical problems. Service should only be requested when needed. Students must obtain a pass from their classroom teacher before reporting to the health technician's office unless it is an emergency. Students may not leave the school for illness/injury without first reporting to the health technician's office for authorization. The health office maintains a health record of student visits.

A. Physical Exams

New students to the District are required to have a current (completed within the past year) physical. Athletes, including cheerleaders, must also have a current physical prior to tryouts. A separate physical is not required for students to participate in intramurals.

B. Physical Education Excuses

A student may be excused from participation in Physical Education classes for up to three consecutive days with a note from parents, the school health technician or school nurse. Thereafter, an excuse from a physician is required.

C. Vision/Hearing Screening

Students are screened for vision and hearing routinely during their school experience by the DuPage County Health Department. Parents of students meeting referral criteria will be contacted. Parents/guardians may request additional vision and/or hearing screening at any time by contacting the health office.

D. Accidents

All accidents, no matter how minor, are to be reported to the teacher in charge, who will refer to the health office if necessary. Accidents occurring on the way to school should be reported to the health technician immediately upon reaching the school building. An accident report will be filed through the Health office. Insurance forms cannot be given out without the proper accident report being completed. The seriousness of an accident cannot always be determined at once, so to be on the safe side, students should report to the supervising teacher immediately. If the health technician is not in the building, accidents should be reported to the office.

E. Communicable Diseases

Because many communicable diseases occur throughout the school year, and because most do not pose a serious health threat to the general population, we do not inform parents every time a new case of illness occurs. If you have a special need to know about cases of communicable diseases such as chicken pox or measles, etc occurring in your child's classroom, i.e. a family member has sickle cell anemia, is immunosuppressed or has similar health concerns, please inform your child's health office, and we will contact you if such an illness occurs in your child's class.

F. Student Medication

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.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

G. Student Illnesses

Students with any type of rash, sore, or other skin condition should not come to school until the condition has been evaluated and identified by a physician and a written physician release to return to school has been provided to the school health office. The release should include the diagnosis, treatment plan and any information about precautions/restrictions to take at school.

After a student has provided a written physician release for a student to return, any open wound or sore must be covered with a dressing taped on all four sides.

Students will benefit from being taught to never share personal items when active in the community, at home, or school such as clothing, uniforms, sports equipment, towels, skin balms or lotions, razors, water bottles, bar soap, etc. Students should always report any skin lesions to an adult. Following these simple precautions, and good hygiene practices such as effective hand washing, can help prevent the spread of many communicable diseases.

Students with temperatures at or above 100.0 degrees vomited or with diarrhea will be sent home. For those students to return to school, they must have no diarrhea or vomiting and must be fever-free with no medication for twenty-four hours.

H. Insurance for Student Accidents

The District carries student accident insurance coverage on your child's behalf. The student accident coverage covers injuries that occur during any school sponsored and supervised activity including all athletic activities. If your family has medical coverage, this policy reimburses for out of pocket expenses including co-pays and deductibles (subject to policy conditions, limitations and exclusions). If you do not have medical insurance, our coverage is primary. If Parents/Guardians desire coverage for an accident, they must file a claim within 90 days of the injury. Accident claim forms are available from the health office.

HOMELESS STUDENTS

A homeless child as defined by state law, may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Transportation shall be arranged according to State law. If a dispute arises regarding a homeless child's rights, the Superintendent shall inform his or her parents(s)/guardian(s) of the availability of an investigator, sources for low cost or free legal assistance, and other advocacy services in the community. Contact the district liaison if you have any questions.

HOMEWORK

All students are given regular homework assignments. These assignments are used to supplement and enhance the activities of the regular school programs. Each team will have a method to ensure that students can access their homework from home.

I.D. CARDS

All student are issued an identification card. Students are encouraged to carry their ID cards daily. I.D. Cards will be used for personal identification as well as checking out materials in the Learning Center, purchasing items from the cafeteria, and the school bus. Replacements can be purchased through the Learning Commons for \$5.

INFINITE CAMPUS

District 203 uses Infinite Campus, an only system that allows parents to view student schedules, attendance, discipline and grades. Infinite Campus is in use at the high school and junior high school levels.

Parents receive one-time-use access keys, which are necessary to initially register parent accounts. Parents with keys will be able to access available information about their younger students at the various participation schools as well. Account inquiries are handled by the district office by calling 420-6825 or emailing campusportal@naperville203.org.

LASER POINTERS

Laser pointers are not toys and should not be brought to school. Directing the light from a laser pointer upon any person, building, vehicle, or other object can be harmful. The only exception to the rule is if the student is under the direct supervision of a teacher and it is being used for an educational purpose.

LEARNING COMMONS

Washington's Learning Commons supports the curriculum as well as the recreational reading of its students and faculty by providing books, magazines, and audio-visual materials. Students use the LRC in a flexible schedule where teachers sign-up to use the Learning commons for class research or book selection.

Washington is on a computerized circulation system. Each year students are given an orientation to the LRC, which includes check out procedures, return of materials, overdue materials, and fines. Materials are checked out for a three week period and are renewable. A \$1.00 fine is assessed at the end of the 4th week, giving the students one full week to return the item before incurring a fine.

Students are responsible for any material checked out in his or her name. If a book or magazine is lost or claimed returned, the student pays the price of the book or \$3.00 for a magazine. Before paying for an item, the student should check his or her locker, classrooms, and home. If a student claims he or she returned the item or never checked it out, he or she may sign a form which clears his or her name for a trimester. If the material is not found or returned, he or she is charged for the cost of the item.

Washington students also have access to a collection of databases through the school or district's subscription, and therefore need a username and/or password to access these from home. Students are encouraged to use the research links or search engines through the Madison website to complement their print research materials.

LOST AND FOUND

Articles which are found around school will be placed in the bins outside the main office. Small items (glasses, jewelry, etc.) are kept in the main office. Items left for more than a month are donated to local charities. **Please put name on all articles.** Items found on school property are expected to be turned into the Lost and Found. Students in possession of lost items may receive a consequence for theft. Students that are missing items of value should report it to the School Resource Officer.

LOCKERS AND LOCKER DECORATING

Each student is assigned a personal hall locker, with a partner, for which she/he is responsible. Edibles should not be kept in lockers overnight. Lockers are the property of School District 203 and not the students to whom they are assigned. We cannot emphasize enough that locker combinations must be kept private and not shared with anyone.

Decorating students' lockers to celebrate special occasions has become somewhat of a tradition at Washington. We do not wish to discourage or eliminate this practice, but need to place some reasonable guidelines concerning the decoration of lockers:

1. Decorations should be placed on the locker only, and must not interfere with the operation of the locker or those next to it.
2. Decorations must be appropriate for school and not include images that violate school policy.
3. Decorations must be easily removed from the lockers and may not permanently damage the lockers in any way.
4. Decorations must be taken down one week after they are put up.
5. Decorations made for athletics can stay up for the season, but must be removed one week after the season is completed.
6. Balloons may not be used as part of locker decorations.

LUNCH PERIOD

Money is not loaned out to students for lunches. Parents are allowed to bring food for only their student. School policy does not allow birthday treats. Students may not arrange or have food delivered from outside sources during the lunch hour. Only school sponsored parties are permitted during lunch. Lunches may be dropped off in the Lunch bins in the main office.

LUNCHROOM RULES

1. RESPECT ALL ADULTS.
2. No loud talking. Be quiet when the signal is given.
3. Food and beverage in the cafeteria only.
4. Use school-appropriate language at all times.
5. No table switching.
6. Ask permission before using washroom
7. You may go to only one line to buy food.
8. Students are to remain in the cafeteria until dismissed for recess. Students may only leave the lunch room/recess area when they have a pass from their teacher.
9. The throwing of any item will not be tolerated.
10. If you make a mess, clean it up.

RECESS RULES

1. No pushing, shoving. Keep hands to yourself.
2. No food, candy, or drinks may be taken outside.
3. Stay out of the sand, landscaping and sidewalks. Stay in your designated play area.
4. Do not abuse equipment. Kicking of play ground equipment (other than footballs) is not permitted.
5. Other than playground equipment, no other items should be thrown. (Snow, grass, rocks, etc.)
6. Line up when bell sounds to go in. No pushing.

MAKE-UP WORK

Students are responsible for making up all work missed due to absence. Missing work can be picked up starting with the third day of absence. Please email the team teachers for this request or contact their counselor. Homework can be picked up at the front office after 3:00 p.m.

Students will be allowed the total number of school days absent in order to make up work missed, e.g., if a student is absent for five days, he/she will be allowed five days to make up the work, unless other arrangements are made with the teacher. (Students suspended from school must turn all their work in on the day they return.)

MOVING ON CEREMONY

The 8th Grade Moving-On Ceremony is a celebration of our students' accomplishments over the past three years. This event is sponsored by the Home and School Association and family members are welcomed to attend. Disciplinary consequences may prevent a student from attending the ceremony.

MOVING/TRANSFER PROCEDURE

If a pupil is moving from Washington to another school, the office should be notified in advance of departure. If possible, the office would like to know the name and address of the new school. On the last day of attendance at Washington, the student should pick up a check-out sheet (before school) from their counselor. As he/she attends classes, all books and equipment should be returned. The check out sheet must be returned to the counselor at the end of the day.

OFFICE REFERRALS

It is our belief that teachers, parents, and administrators must work together to create a positive behavior program for the students at WJHS. Teachers will attempt to handle all discipline problems that arise under their supervision. If repeated attempts to solve the problem fail, the student will be referred to the assistant principal. The assistant principal will take the appropriate steps necessary to remediate the problem. Consequences ranging from a conference, detention, Saturday school, suspension or expulsion from school are possible. Office detentions are served after school ranging from 1/2 hour to 2 hours in length.

Saturday School

Saturday School detentions may be given in lieu of an internal or external suspension. This decision is made by the principal or assistant principal. Saturday school is attended from 7:30 AM until 11:30 AM on Saturday morning at Lincoln Junior High. Students that fail to show up at a Saturday School will be suspended from school the following school day.

In-School Supervised Study

Infractions of the discipline code may result in an internal suspension from school. In-School Supervised Study is served in the room next to the assistant principal's office. Students are required to do work, receive help from their teachers (when available) and complete the tasks before they leave. In-School Supervised Study infractions can last for several periods of the day to the entire day. Students that misbehave may have their time extended. Parents will be notified if they are needed to provide transportation after school. They may attend activities after the suspension is completed. Students will not eat in the cafeteria.

External suspensions

External suspensions remove the student from the educational setting for a specified number of days. Students are not allowed on school district property without permission of the school (to retrieve homework or talk to a teacher). They may not attend any district activities until their next day of attendance. Any work assigned is expected to be handed in when they return.

REPORT CARDS

Student academic progress is reported six times per year, at the midterm and end of each trimester. Parents have the ability to check the status of their student's grades on-line at any time. Parents have the ability to check the status of their student's grades on-line anytime.

Grading Scale	
92-100%	A
90-91%	A-
88-89%	B+
82-87%	B
80-81%	B-
78-79%	C+
72-77%	C
70-71%	C-
68-69%	D+
62-67%	D
60-61%	D-

SAFETY DRILLS AND PROCEDURES

Lock Down (Continue Instruction or Take a Position of Safety)

In the certain situations it may become necessary to secure the building and the movement of individuals from area to area. The purpose of lockdown procedures is to maximize the school's ability to investigate situations and maintain a safe environment in a heightened level of security.

Fire/Building Evacuation

Fire/Evacuation drills are held several times during the year. Every room has a chart telling students what route to take in case of fire. When the fire alarm is sounded, all pupils should walk quickly and silently to designated exits outside the building. Students are to vacate the building as a class, remaining with the classroom teacher. No one should re-enter the building until an all-clear signal has been given by appropriate personnel.

Shelter in Place

Tornado drills are conducted annually. Every room has a map indicating where students and staff should be in the event of a tornado. When the tornado alarm is sounded, students and staff remain in their classrooms or proceed to the designated tornado location and follow teacher directions for appropriate tornado procedure

SCHOOL DAY

Students are dropped off no earlier than 7:30 am, since supervision of students begins at that time. 6th grade students remain outside on the south side of the building. At 7:45 am 6th grade students will enter the school through Door #1. 7th and 8th grade students will remain outside on the north side of the building. At 7:50 am, students will enter the school through Door #8. First period starts at 8:00 am. In cases of inclement weather all students will enter the building at 7:30 am and remain in the cafeteria until the 7:50 am bell. If students need to see a teacher before 7:50 am, they will need a pass from that teacher.

Students will follow the bell schedule and navigate nine periods throughout the day. This included academic core classes, exploratory classes, supervised study and lunch.

At 2:50 students will be dismissed. Students should be picked up on Spring Street or Webster Street; Douglas Street should not be used as a pick-up area. Cars stopped on any portion of Douglas Street interfere with the efficiency of District 203 transportation. In addition, we would like to avoid students crossing over Douglas Street to reach parents parked in the staff parking lot. The combination of stopped cars, crossing students and buses make Douglas Street unsafe for student pick-ups.

SCHOOL RESOURCE OFFICER

The purpose of the SRO program is to bridge the gap between police officers and young people and increase positive attitudes toward police and law enforcement. The SRO will provide law-related education to students, parents, and staff and provide assistance to the entire school community.

STUDENT MESSAGES/ ITEMS DROPPED OFF

Please call the main office if you need to get a message to your student during the school day. We will make every effort to get the message to the student as soon as possible. We strive not to interrupt class to call down students.

Students are encouraged to develop routines which provide time to ensure they bring all necessary books, papers, lunches, etc. to school each day. Should there be an occasion when it is necessary to drop something off for a student, parents should sign in at the greeter's desk, place the item in the appropriate grade level bin and write their student's name on the dry erase board above. If the item(s) are monetary in nature or small in size, it should be dropped off in the main office. If students are expecting something to be dropped off they should check the board for their name during passing periods.

STUDENT SERVICES

Each student is assigned a counselor who works with the student in a variety of ways. The counselors, school social worker and school psychologist are concerned with students' orientation to school, the adjustments of individuals to the total school setting, and the development of maturity, responsibility, and a good self-concept. Students may see the counselors by requesting an appointment.

TALK 203

Talk203 is the district's way of communicating with families via the internet and telephone. Families registered in the district receive information via this service pertaining to the district and to their school. Please be sure to provide your current email address and phone number on all registration forms, and call the school's main office if there is a change thereafter. Please check the school website for more information.

Since Talk203 is tied to our Student Information System, any parent who has provided a phone number and an email address to the District during the student registration process will automatically be included in the database to receive Talk203 messages. If you did not provide an email address at registration, you may be added to the system (or change your existing information) by logging into your Infinite Campus account. Instructions are found on the Infinite Campus page, accessible from the homepage of the District website: www.naperville203.org.

Community members may also sign up to receive district-wide Talk203 messages by clicking on the Talk203 for Community Members button, also found on the right side of District 203's homepage.

D203 TECHNOLOGY/ACCEPTABLE USE POLICY

Acceptable Use

All use of the District's connection to Electronic Networks must be in support of education and/or research, and be in furtherance of the School Board's stated goal. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via or deleted from the district's Electronic Network or district computers. General rules for behavior and communications apply when using the Electronic Networks. The District's acceptable use for Access to Electronic Networks contains examples of the appropriate uses, ethics, and protocol. Electronic communications and downloaded material may be monitored or read by school officials.

Internet Safety

The District shall have a filtering device that blocks entry of computers connected to the Internet to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the superintendent or designee. The superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the superintendent or system administrator. The superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use and dissemination of personal identification information.

The failure of any student, teacher or staff member to follow the terms of the acceptable use for Access to Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

The superintendent or his/her designee is authorized, as he or she determines necessary, to revise the regulations governing the use of electronic networks.

TESTING

District 203 administers several batteries of standardized tests to junior high students in order to assess students' achievement and aptitude, as well as to assist in determining placement in special programs and classes. Families will be notified in advance of specific dates.

TEXTBOOK

The student is responsible for keeping textbooks and other issued materials in the same physical condition, as they were when he/she received them except for normal wear. We ask that student cover the nook and handle them with care throughout the year. Fines are assessed for damaged and lost textbooks.

VIDEO CAMERAS AND/OR MONITORS

To assist in maintaining security and to deter inappropriate conduct, the School District may position video cameras and/or monitors in public areas of school property, such as hallways, stairwells, gymnasium, cafeteria, school buses, and exterior locations of school buildings. Appropriate disciplinary action may be taken for misconduct which is recorded or observed from the cameras and/or monitors.

VIDEO TAPING AND PHOTOGRAPHING OF STUDENTS

During the course of the school year, you will be involved in many school activities that may be captured on video or photographed for sharing and/or placement of the school website or in District publications. Videotaping and photographing of children in special education settings for non-educational purposes will be authorized only with parent consent. Outside of special education settings, students may be videotaped or photographed by parents, observers, school employees, students, and news media personnel from time to time while participating in school activities. If your parents desire that you not be videotaped or photographed in these circumstances (outside of special education settings), please be sure to have them sign the Permissions Denial form that is sent annually in the registration packet and return it to the school. This form also provides for exclusion of family contact information (address and phone number) in the Home and School Directory. The Permissions Denial form must be signed and submitted to the principal at the beginning of each school year to avoid any misunderstandings. The form may be accessed on the District 203 website at the following link. <http://www.naperville203.org/assets/PermissionsDenialForm%2Epdf>.

VISITORS

All visitors will be required to produce a state issued ID which will be screened to ensure student safety. A visitor's badge will be issued upon entrance to the building and must be worn throughout their visit and turned-in upon exiting the building. Due to the tremendous responsibility to staff and liability to the school district, students who are not enrolled at Washington Junior High School can no longer be approved as "guests" unless their visit has been prearranged with a teacher.

Naperville Community Unit School District 203 Board Policy

7.180 Preventing Bullying, Intimidation, and Harassment

Definition of Bullying

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

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

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

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

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

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

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

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

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

Chief Operating Officer

Name

203 W. Hillside Rd. Naperville, IL. 60540

Address

630-420-6311

Telephone

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

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

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

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.

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

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act.

105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.

23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)

ADOPTED: February 2008

REVISED: March 2015

7:190 Student Discipline

Philosophy of Student Conduct

The Board believes that student behavior should reflect standards of good citizenship. Students are expected to conduct themselves within the bounds set by the Board and, as hereby authorized, the administrative regulations set forth by the Superintendent or his/her designee.

The basic principles guiding student behavior are consideration for the rights and well-being of others, cooperation with all members of the school community (which includes staff, students, community members, Board and parents) and respect for oneself and others.

Rules and guidelines established by District 203 are intended to encourage positive, constructive, and responsible student behavior and an environment conducive to learning. All members of the school community are responsible and obligated to familiarize themselves with the rules and guidelines governing student conduct.

The Board especially believes that, if staff, parent(s) or guardian(s), and students know and understand the expectations for student conduct and the consequences for not meeting these expectations, behavior problems in our schools will be reduced and a better educational environment will prevail.

All members of the school staff share responsibility for maintaining good discipline and presenting positive role models. Behavior problems should be reported and handled promptly for the benefit of the student and the school. Recognizing that each situation is unique and that administrative discretion is necessary, the goal is to implement the appropriate disciplinary action needed to change the undesirable behavior and maintain an orderly school environment.

The best interest of the student and the welfare of others are the motivating forces behind this philosophy.

Additional Interventions Related to Discipline Code

The District is concerned for the health, safety, and well-being of all students and recognizes that students' problems as they are manifested in school – specifically pertaining to behavior, attendance, health, and academic issues, may impact their ability to learn.

The District recognizes these issues as legitimate educational concerns, and seeks to address them, because they can influence student learning. The District offers assistance, support, and interventions. Forms of prevention/education may include observation of inappropriate behavior, intervention at appropriate levels, encouragement of professional assessment, referral, and support/aftercare.

Notification Regarding School Searches

Students are hereby notified that school lockers, desks, storage facilities and other school property are subject to searches at any time for any reason. Furthermore, students have very limited expectations of privacy on school property and are hereby notified that, to further the school's interest in the educational needs and safety of all students, the school may search any student property, including bags, backpacks, clothing, purses, any electronic device including computers, tablets, telephones, cameras or other electronic devices that have the ability to take, store, display, or send images, videos, or text messages with embedded images, and automobiles, whenever the administration has reason to suspect that the search will disclose a criminal violation or a violation of a school policy, rule or regulation.

Substance Abuse

To ensure the highest standards of learning in the classroom, District staff will urge students to abstain from the use of chemical substances, identify student behavior which may indicate chemical involvement, use or abuse, and implement intervention or support services along with appropriate disciplinary action.

Student Discipline

District 203 believes in the dignity and uniqueness of each individual. In order to maintain learning and work environment that is safe and promotes excellence in education, District 203 encourages respect for all persons and will not tolerate harassing, bullying or intimidating behavior.

The primary responsibility for student discipline within the school rests with the individual building principal. The primary responsibility for the maintenance of discipline within the classroom lies with the individual classroom teacher.

The Board has established specific rules and regulations to govern the discipline of its students when a student's conduct constitutes gross disobedience or gross misconduct, as determined by the Administration or the Board.

Special education students (those with an IEP) exhibiting gross disobedience or misconduct shall, be disciplined in accordance with laws and regulations governing special education.

Students who are suspended externally or expelled are to be excluded from all District 203 activities and property for the duration of their suspension or expulsion. A student who is subject to suspension or expulsion as provided in this Section may be eligible for a transfer to an alternative school program in accordance with Article 13A or 13B of the School Code. A student must not be denied transfer because of the expulsion, except where the transfer would cause a threat to the safety of students or staff in the alternative program.

Parent/guardian will receive a copy of the student discipline policy within 15 days after school begins or when the student enrolls if enrollment occurs after the beginning of the school term. Within the first week of school the students will be helped to understand the contents of the discipline policy. Students will be required to sign a receipt for the handbook.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Administrators shall report violations to the Naperville Police Department or other law enforcement agencies, as appropriate.

Prohibited Student Conduct

The following examples in no way limit the Board's ability to discipline students for violations which are not specifically listed. In addition, a violation shall be interpreted to include either an actual commission of an offense or an attempt to commit an offense. The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Excessive tardiness.
2. Class and/or school truancy. Current city ordinances and State law regarding truancy will be strictly enforced by school officials.
3. Off campus violation during the school day. Once students arrive on campus they must remain on campus until the end of their scheduled school day unless authorized or approved by the building or District administration.
4. Violation of the disciplinary rules and regulations contained in the Student Handbook not otherwise covered in this policy.
5. Misconduct or promotion of misconduct on District property, at school sponsored activities, at a school bus stop, or as a school bus passenger.
6. Disruptive behavior which interferes with the educational atmosphere in the school or at any school-sponsored activity.
7. Gambling.
8. Forgery and/or falsifying information.
9. Cheating/Plagiarism.
10. Use of profane or obscene language.
11. Unauthorized use of school property.
12. Disregard for student parking regulations.
13. Insubordination to a District employee.
14. Entering school property or a school facility without proper authorization.
15. Posting of signs and /or other materials without administrative approval.
16. Violation of Bus Conduct Policy or related Administrative Regulations.
17. Use of cellular phones and any other electronic communication devices from the beginning of the first class period until the end of the last class period unless authorized or approved by the building or District administration. For high school authorization, see student handbook.
18. Use of any electronic device including computers, tablets, telephones, cameras, or other electronic devices that have the ability to take, store, display, or send images, videos, or text messages with embedded images on school grounds during the course of the school day unless authorized or approved by the building or District administration. Inappropriate use of such devices is prohibited at all times on school grounds and at all school sponsored activities. This may include displaying, sending or posting at any time any images, video, and/or text messages produced without permission.

19. Obtaining or gaining passwords, unapproved access to District's information network, computing systems and applications, solutions or components thereof through the use of social engineering, possession or use of hacking hardware or software or any other tools or applications that can be used maliciously and pose a threat to the District's information resources, systems or data, unless approved by teachers or building administrators.
20. Unauthorized or improper use of (or access to) the District's information network, computing systems and applications, solutions or components thereof. This includes accessing technology related resources on any device connected to the District's information network by circumventing District security measures to gain access to non-approved or restricted web sites, systems and applications as well as violations of the *Access to Electronic Networks Policy 6.235*.
21. Performing manual or automated actions such as installing unapproved software, computer programs or routines that alter the normal functioning state of any District computing device or system.
22. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
23. Wearing hats, caps, or head-coverings of any kind by individuals from the time they enter the school building until they exit the school building unless otherwise approved by the building principal or required for religious purposes. Wearing coats, jackets and other outdoor wear in the building during the school day (from the first class period bell until the bell ending the last class period), unless otherwise approved by the building principal. Coats and hats are to be stored in student lockers or other designated places during the school day.
24. Wearing or display of garments, objects, jewelry, or body art that depict distasteful symbols debasing the dignity of a person or that depict or promote use of alcohol or drugs or that contain sexually explicit, obscene, or vulgar messages or symbols at school or at any school-sponsored activity. Wearing or display of spiked or dangerous jewelry, garments or objects at school or at any school-sponsored activity.
25. Participating in any act, possession, distribution and or transfer of any material of a sexual nature.
26. Perpetrating on an unwilling person an act which is of a sexual nature.
27. Possession of lighters, matches or other such materials.
28. Failure to follow student schedule.
29. Demonstrating aggressive behavior or behaviors that put the student at risk for aggressive behavior. Aggressive behavior is defined as conducts and behaviors towards others that appear to terrorize, intimidate or start fights.
30. Any activity on or off school property that interferes with, disrupts or adversely affects the school environment, school operations or educational function.
31. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
32. Fighting.
33. Damage resulting from misconduct; intentional damage to school property or personal property of District employees, students or others; or criminal damage to property of any such persons. (Restitution will be required for any violation of this provision).
34. Possession, use or misuse of an over the counter drug or prescription drugs. Refer to *Administering Medication to Students Policy 7.270*.
35. Smoking, possession, use, sale, or distribution of tobacco products or nicotine delivery device (e-cigarette, vapor pen) in any form on school grounds or at any school related activity. Smoking, possession of a lighted cigarette or use of tobacco products on adjacent property or within visible sight of the school grounds. Violation of any current city ordinances and State law regarding tobacco. Students under the age of 18 will be referred to the Naperville Police Department for additional intervention.
36. Gross insubordination or disrespect toward Board members, administrators, teachers, custodial staff, secretarial staff, food service employees and other District employees and volunteers.
37. Theft, including taking the property of others without their permission or consent. Possession of stolen items. Possession of tools that are used to gain possession of another person's property.
38. Possession or use of fireworks (i.e. smoke bombs, stink vials, firecrackers, caps, etc.).
39. Participation in any unauthorized club secret society, satanic activity, and/or gang activity. This includes, but is not limited to the display, wearing, or possession of contemporary gang identifiers, the use of gang hand signals, the solicitation of others for membership, and requesting payment of dues, insurance, or other forms of protection from individuals. This also includes intimidating, or threatening an individual or inciting others to participate in any form of physical violence involving a person or property.

40. Use of derogatory comments which are often, but not always, associated with race, ethnicity, religion, gender, sexual orientation, socioeconomic status, or physical differences, with the intent to be disrespectful.
41. Hazing, aggressive or demeaning behavior that does or may result in physical, emotional or psychological harm to another or urging other students to engage in such conduct. Hazing is defined as requiring a student to perform an act for the purpose of induction or admission into any group, organization or society associated with District 203.
42. Harassment, which is often, but not always, associated with race, ethnicity, religion, gender, sexual orientation, socioeconomic status, or physical differences, and which includes intimidation, threatening individuals or inciting the participation of others in such behavior through, but not limited to, the use of email, web sites, social networking sites, voice mail, or any other verbal, written or electronic communication..
43. Bullying or cyber bullying.
44. Sexual harassment is a form of sex discrimination that involves sexual advances, requests or sexual favors, the distribution or transfer of images, or other conduct of a sexual nature when such conduct interferes with an individual's education performance or creates an intimidating, hostile or offensive educational environment. Refer to Administrative Regulation #7.20R for further definitions of Sexual Harassment.
45. Possession of a weapon. For purposes of this provision, "weapon" means a firearm (as defined in "Weapons in School" below), including any gun, handgun, rifle, shotgun, or machinegun; a BB gun; pellet gun; air gun; paintball gun; pneumatic gun; spring gun; ammunition for any of the foregoing, knife, razor, stiletto, throwing star, dagger, dirk, broken bottle or other piece of glass; metal knuckles or other knuckle weapon, regardless of its composition; billy club; bludgeon; black-jack; sling-shot; sand-club; sand-bag; stun gun or taser; tear gas gun projector or bomb or any object containing noxious liquid gas or substance; or any other weapon as defined herein; or any other object that is used to inflict harm, is used to threaten harm, or has been modified so that it can inflict harm.

"Firearm" is defined as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any explosive, incendiary, or poison gas – (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge, (v) mine, (vi) device similar to any of the devices described in the preceding clauses.

46. Actions threatening the well-being of Board members, District employees, students, volunteers, or other persons including physical assaults upon District Employees, Board members, students, volunteers or other persons.
47. Transfer, sale, purchase, possession, use, abuse of, or being impaired by any alcoholic beverage, intoxicant, prescription drug not properly prescribed, inhalant, narcotic, cannabis, so called "pep pills" or "speed", tranquilizers, "look-alike" drugs or any other controlled substance, or other illegal substance while on school premises or attending school-sponsored activities. Transfer, sale, purchase, abuse of, or being impaired by a non-prescription drug. The terms transfer, sale and purchase include any involvement in such activity or the attempt to conduct such activity.

The terms "possession" and "use" shall include possession or use by a student who has consumed, or is impaired by, or reasonably appears (such as through odor or behavior) to have consumed or be impaired by, any of the aforementioned substances, whether prior to entering school or at any school-sponsored event.

The term "intoxicant" includes any substance which is not properly prescribed and which, if used, is intended to produce an altered physical or mental state, including, for example, an inhalant which produces a "high".

48. Possession or use of any drug paraphernalia.
49. Use or possession of anabolic steroids not properly prescribed.
50. Activating or causing to be activated a false fire alarm or disaster alarm.
51. Making or causing to be made a threat against the school: bomb threat, school shooting, etc.
52. Deliberately causing, attempting, or threatening to cause injury to another person.
53. Possession or use of an explosive or incendiary device.
54. Any activity prohibited by criminal law or municipal ordinance.

Weapons in School

The Board may expel a student for a weapons violation for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis. Prior to any expulsion hearing, the Administration will make a recommendation to the Superintendent for the term of the expulsion based on the circumstances involved with the student.

A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year. For purposes of this provision, a "weapon" is defined as:

- (1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification

Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period under this subdivision (1) may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis.

- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined in subdivision (1) of this subsection. The expulsion requirement under this subdivision (2) may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis.

The prohibition concerning weapons applies regardless of whether a student is licensed to carry a concealed firearm.

The Superintendent or designee may grant an exception to this prohibition upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

For purposes of this policy, the term "possession" includes having control, custody or care, currently or in the past, of an object or substance, including situations in which the items is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardians(s)
2. Disciplinary conference.
3. Withholding or privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The building principal or designee shall ensure that the student is properly supervised.
7. After-school detention or Saturday detention provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the building principal or designee.
8. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
9. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
10. Out-of-school suspensions from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
11. Expulsion from school and all school activities for a definite period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and

expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Early Identification – Aggressive Behavior

Any school staff member, who identifies a student as having demonstrated aggressive behavior, or behaviors that put the student at risk for aggressive behavior, shall refer the student to the building administrator. The building administrator shall establish procedures by which teachers may refer such a student. The building administrator shall determine whether the conduct and behavior of the student are of such a nature and degree that the student is at risk for aggressive behavior. The building administrator shall promptly notify the student's parents/guardian of the referral and shall attempt to schedule a parent-teacher conference to discuss the referral and to recommend such available early intervention procedures as are deemed reasonably appropriate.

Required Notices

A school staff member shall immediately notify the building principal as soon as possible in the event that he or she (1) observes any person in possession of a firearm on or around school grounds (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, (3) observes a battery committed against any staff member, or (4) observes hazing of a student that results in bodily harm. If the hazing results in great bodily harm or death, the school staff member shall immediately notify law enforcement and then the building principal or Superintendent. Such action may be delayed if immediate notice would endanger students under his or her supervision. Upon receiving such a report, the building principal or designee shall immediately notify the student's parent(s)/guardian(s), the State Police and the local law enforcement agency.

Reciprocal Reporting

The Superintendent is authorized to follow the provisions of the School Code of Illinois to create administrative regulations which include guideline procedures to establish and maintain a reciprocal reporting system between the District and local law enforcement agencies regarding criminal offenses committed by students.

LEGAL REF.:

Gun-Free Schools Act, 20 U.S.C. §7151 et seq.

Pro-Children Act of 1994, 20 U.S.C. §6081.

105 ILCS 5/10-20.14, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/31-3, 410 ILCS 130/, 410 ILCS 647, and 420 ILCS 66/.

23 Ill. Admin. Code §§1.210 and §1.280.

720 ILCS 5/12-10

710 ILCS 5/12-10.1

720ILCS 5/12C-50.1(b)

CROSS REF.: 2:150 (committees), 2:240 (board policy development), 5:230 (maintaining student discipline), 6:110 (truant's programs), 6:235 (access to electronic networks), 7:20 (harassment of students prohibited), 7:70 (truancy), 7:130 (student rights and responsibilities), 7:140 (search and seizure), 7:150 (police interrogation), 7:160 (student appearance), 7:170 (vandalism), 7:180 (bullying, intimidation and harassment), 7:183 (open campus/lunch), 7:200 (suspension procedure), 7:210 (expulsion procedures), 7:220 (bus conduct), 7:230 (student with disabilities), 7:240 (high school co-curricular code), 7:270 (administering medication to students), 8:30 (conduct on school property).

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NAPERVILLE COMMUNITY UNIT SCHOOL DISTRICT 203