

Student/Family Handbook 2009-2010

Burr Ridge Community Consolidated School District #180

“World Class Dedication to Excellence”

www.ccsd180.org

**Burr Ridge Middle School
15W451 91st Street
Burr Ridge, IL 60527**

Report Absences: 630-734-6607

School Telephone: 630-325-5454

School Fax: 630-325-6450

Office Hours: Monday-Friday, 7:30am – 4:00pm

**Anne M Jeans Elementary School
16W631 91st Street
Willowbrook, IL 60527**

Report Absences: 630-734-7103

School Telephone: 630-323-8186

School Fax: 630-325-9576

Office Hours: Monday-Friday, 7:30am – 4:00pm

District Goals – 2009-2010

All members of the district staff from the board to the teachers, to the secretaries to the custodians will be working hard towards the achievement of these goals during the school year.

- Improving student achievement,
- Creating a safe and productive school climate,
- Serving the needs of all of our students,
- Improve efficient management practices.

At the end of the year, the board will evaluate the efforts made towards the accomplishment of these goals and revise them in developing plans for the next school year. Additionally, throughout the current school year, the entire district will be engaged in a thoughtful process of evaluation and study to determine most productive and efficient use of valuable district resources.

Purpose of this Handbook

This Handbook governs conduct which takes place on school grounds or school property; on school buses and bus stops, and on the way to and from school; and at school activities, whenever and wherever they may take place. In addition the school district reserves the right to impose disciplinary consequences for any student's conduct (wherever and whenever it might occur) if such conduct is prejudicial to good order and discipline in the schools or tends to impair the morale or good conduct of the pupils. Finally, the school district reserves the right to suspend any pupil who has been charged, convicted or pled guilty in a court of general jurisdiction for the commission of a felony violation of state or federal law in accordance to Illinois School Code. This handbook is only a summary of Board policies governing School District #180. Board policies are available online (ccsd180.org) or at the District Office. This handbook may be amended by the administration during the school year without notice.

Calendar Highlights

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|-------------------|------------------------------------|
| August 18-18 | Teacher Institute Days |
| August 19 | First Day for Students |
| September 2 | Late State Day |
| September 7 | Labor Day – No School |
| October 7 | Late Start Day |
| October 12 | Columbus Day – No School |
| October 16 | End of Quarter 1 |
| October 28 | Late Start Day |
| November 24-25 | Parent/Teacher Conferences |
| November 26-27 | Thanksgiving Break |
| December 2 | Late Start Day |
| December 18 | End of Quarter 2 |
| December 21-Jan 1 | Winter Break |
| January 15 | Teachers In-service-No School |
| January 18 | ML King Day-No School |
| January 27 | Late Start Day |
| February 10 | Late Start Day |
| February 15 | Presidents Day-No School |
| February 26 | Teacher Institute-No School |
| March 1-12 | ISAT Testing |
| March 12 | End of Quarter 3 |
| March 25-26 | Parent/Teacher Conferences |
| Mar 29-Apr 5 | Spring Break |
| April 28 | Late Start Day |
| May 12 | Late Start Day |
| May 25 | Last Day of School (NO Emer. Days) |
| May 31 | Memorial Day-No School |
| June 2 | Last Day (Includes 5 Emer. Days) |
| June 2 | End of Quarter 4 |

CODE OF CONDUCT

One of the most important lessons education should teach is self-discipline. Training in good conduct and the proper consideration for others is an important part of developing self-control, character, and orderliness. **All students attending schools in District #180 are expected to: Strive for academic excellence; Attend School and be on time to school and class; Show respect for self, others, and the school; Show courtesy and good manners; Be prepared for class; Follow directions the first time; Solve problems in a peaceable manner.**

Community Consolidated School District No. 180 and its associated facilities subscribe to the principles and laws of the State of Illinois and the Federal Government pertaining to civil rights and equal opportunity including Title IX of the 1972 educational amendments. The School District policy prohibits discrimination on the basis of race, sex, religion, age, color, creed, national or ethnic origin, marital status, or handicap in the admission and registration of students, and the recruitment and employment of faculty and staff in the operation of all the District's programs, activities and services. If accommodations are required at school events, please contact the school office. Evidence of practices that are inconsistent with this policy should be reported to the office of the Superintendent of CCSD 180.

A learning and working environment that is free from sexual, religious or racial harassment will be maintained in CCSD 180. District policy prohibits harassment through conduct or communications of a sexual, religious or racial nature. Incidents of harassment should be reported to the school administration.

The provisions of this publication are not to be regarded as an irrevocable contract. The Board of Education of CCSD180 reserves the right to modify, to revoke, or to add to any and all regulations at any time. Among other things, this includes the right to change credit for any course, fee changes, graduation requirements and any regulation-affecting students whether they are academic or pertain to student life.

Part I: GENERAL INFORMATION VITAL INFORMATION

In order to maintain good communications between home and school and to protect our students health and safety it is vitally important that a current home address and home, work, email address, and emergency phone numbers be on file in the school office for all of our students. Parents are urged to notify the school office as soon as any changes occur in the information listed on each student's registration form. These numbers will be used in ALERT NOW! communication program.

ATTENDANCE

Section 122-26-1 of the Illinois School Code requires children to attend school each day that it is in session. It further holds a child's parent(s) or guardian(s) legally responsible to see that the child is in attendance at school. When a student is absent from Burr Ridge Middle School/Anne M Jeans School for all or

part of a school day, the following rules and procedures will apply:

Absence Calls -Please call the nurse's office at Burr Ridge Middle School: **734-6607** or at Anne M Jeans School: **630-734-7103** to report the student's absence and the reason for the absence. Calls to report absences should be made before 8:00 A.M. If an absence has not been reported, the school is required by state law to make a reasonable effort to contact the absent student's parent/guardian at home or work to provide notification that the child is not in school.

Excused Absences - We realize there are other circumstances that are beyond the control of the student and are recognized as valid reasons for excused absence from school. This district, in keeping with Section 26-2a of the Illinois School Code, considers the following circumstances to be valid causes for a student's absence: *Illness, Family Emergency, Death in the Family, Religious Holidays, Circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student, Other* (valid appointments as determined by a school official)

Unexcused Absences – CCSD#180 will follow the examples set forth by the State of Illinois in reference to excused/unexcused absences. Absences from school will be considered unexcused for the following reasons: *Oversleeping, Missing the bus, Truancy, Car problems, Special circumstances as determined by the school administration, Absence not discussed with the nurse's office.*

Absence Notes - If a parent/guardian does not report a student's absence by phone, and if the school office is unable to reach a parent/guardian, the student must present a written excuse upon his/her return to school. This written excuse must include the name of the student, date(s) the student was not in school, and specific reason(s) for the absence. It must also be signed and dated by a parent or guardian. In addition, *if a student is absent for five or more consecutive school days due to illness, a signed doctor's note/form outlining the illness and approving the student's return must be presented to the nurse before the student will be readmitted to class.* Make-up work will be the responsibility of the student and required for all unexcused absences. Homework may be requested for students to the nurse and will be ready for pick up in the school office by 3:30 PM.

Part-Day Absences - Students who sign in between 9:15 and 12:45 at BRMS and between 9:45 and 1:00 will be credited with one-half day's absence, and after 12:45 at BRMS/1:00 at AMJ a full day's absence. Students who sign out with the office before 9:15 at BRMS/9:45 at AMJ will be considered absent for a full day, and those signing out between 9:15 - 12:45 at BRMS/9:45 – 1:00 at AMJ will be considered absent for one-half day. Students who sign out during the day for appointments will be considered absent for one-half day if they miss two to four hours of school, and for a full day if they miss more than four hours.

Absences and Extracurricular Activities-Students who are absent from school all day may not participate in practices, performances, or attend special events and activities after school that day. Students excused from school for part or all of the day due to a medical/dental appointment may participate in events and activities after school on that day if the doctor or dentist has approved their participation. Full day attendance on any day of a graduation activity is required.

Truancy - Students absent from school without their parent's knowledge, who demonstrate patterns of unexcused absence, and those that are chronically tardy will be considered truant. The school staff at our middle school will, in cooperation with the DuPage County Family Intervention Service, DuPage County Truant Officer, DuPage County Juvenile Probation Authorities, Burr Ridge and DuPage County Sheriffs Police, and Illinois Department of Children and Family Services (DCFS), work to provide the support services and legal intervention necessary to help truant students develop and maintain regular attendance at school.

Medical/Dental Appointments - We encourage all of our student's parents to arrange medical/dental appointments after school hours or on weekends. When medical/dental appointments are necessary during school hours, we ask that a note be sent to the nurse to notify us. We also require that the person(s) picking up and dropping off the student sign in and/or out in the nurse's office.

Vacations/Family Trips – We believe all of our students need to be at school each day and cannot afford to miss school for extended periods of time. We strongly encourage parents to avoid family trips during the school year whenever possible. When a vacation or family trip must be taken during school time, a Student Request for Special Absence Form must be requested from the school secretary. *Each teacher will use his/her discretion to determine how and when the make-up work for his/her class will be due.* Parents are strongly advised to confer with their child's teachers prior to the trip to discuss the effect of an extended trip on their child's learning. It is the parent's responsibility to see that work is completed while students are absent from school for vacation or trips.

Make-up Work - A student who has been excused absent from school has two days for each day absent to make up missed work. Parents of students who are absent may request missed work following the student's return to school or while the student is absent. *Make-up work may be requested by calling the nurse's office (734-6607) before 8:30 am.* Homework can be ready for pick-up in the office then between 3:15 and 4:00pm.

Signing In or Out - To insure our students' safety, it is extremely important that we can account for their attendance throughout the school day. For this reason, we require that students that are tardy to school or need to leave school before the end of the school day, sign in or be signed out in the nurse's office by the person(s) dropping off or picking up the student.

Tardiness – Tardiness is not acceptable. It disrupts class, damages the morale of students who are on time, reflects a negative attitude toward class, and creates disruption in the corridors. A student will be issued an A.M. tardy slip if he/she is late to school. It is the parent's responsibility to insure that their child is in school and on time daily. A student is considered tardy to class when he/she is not in the classroom when the bell rings.

Consequences for Unexcused AM Tardy BRMS: (per quarter)

First Tardy – Warning
Second Tardy – After School Detention
Third Tardy – After School Detention
Fourth Tardy – Intervention Folder/Parent Contract

AMJ:

Students who are tardy to school will miss recess on the day of the tardy.

Consequences for Unexcused Tardies to Class/BRMS (per quarter)

Students have 3 minutes to pass between classes. Classroom teachers will keep record of students tardy to class. Tardies will be incorporated into the student's class attendance grade each quarter. Students who are unexcused tardy will need to call their parents to inform them. After the third unexcused tardy to classes (per quarter) an intervention folder will be assigned and parent contact will be made.

SCHOOL NURSE

Questions concerning immunizations, health screening, medications, communicable and infectious disease and management of students with the disease, and medical problems can be directed to the school nurse at **734-6607**.

Dispensing Medicine - District 180 discourages the taking of any medication, prescription and/or over-the counter, during the school day. If a student must receive medication, including aspirin, acetaminophen and ibuprofen, a District 180 medication form must be completed and signed by the student's parent AND physician. These forms are available in the nurse's office and must be renewed annually and if there is any change in dosage or type of medication. Any medications brought to school must be kept in the nurse's office in a pharmaceutical container which is well-labeled with the student's name, name and strength of the medication and dosage instructions. Students are not to carry ANY medications (unless it is an inhaler and has been approved by the school nurse) while in school. All medications are to be kept in the health office.

Hearing and Vision Screening – District #180 conducts hearing and vision screening in accordance with the mandates of the Illinois Department of Public Health. Vision screening is not a substitute for a complete eye and vision evaluation by a doctor.

SCHOOL CLOSING INFORMATION

Parents can hear emergency closing information by tuning into these radio stations: WMAQ (670 am), WGN (720 am), & WBBM (78 am). The TV stations that provide closing information are CBS (2), NBC (5), WGN (9), FOX (32), & CLTV. Parents who have current phone numbers on file will receive an **ALERT NOW** message on their primary phone number. Also, check our website: ccsd180.org The school will do everything possible to ensure student safety during extreme weather conditions.

COMMUNICATION

Announcements are made over the intercom in the mornings. These announcements are the students' chief source of information about current school activities, special events, and changes in procedure. Students are expected to actively listen to any daily announcements and are responsible for the information they contain. All flyers and school announcements are posted on the district website – ccsd180.org and are available near the front office.

FIRE/SEVERE WEATHER DRILLS/CRISIS PLAN

Fire drills and Tornado drills are required by law and are held periodically so orderly evacuation or safety procedures of buildings may be accomplished safely. Instructions are posted in each classroom. Students need to be familiar with the procedures. During the drills, no talking or visiting is allowed. Students should remain together in their classroom groupings.

Parents/Guardians will be notified through the Alert Now System in response to a school crisis.

SCHOOL SECURITY

In order to provide for the safety of students and staff, the building will be locked at all times. A security camera and intercom entry has been installed at the main entrance.

- Students, parents, and visitors are to enter the school using the main entrance. Please ring the bell and identify yourself to gain access. The office can release the door latch remotely. Other doors are kept locked.
- All visitors and volunteers are required to check in at the school office and to wear visitors pass identifying them while on school grounds.
- Parents are required to notify the school office if the child is to be picked up by someone other than his/her parent. The school requires identification before releasing the student.
- Video surveillance is present outside and inside school buildings to help reduce safety issues.

IDENTIFICATION CARDS/BRMS

One identification (ID) card is issued to each student at the middle school. Students are required to have a current ID card worn on a lanyard around their necks at all times. ID cards are required to ride the bus, enter the building, buy a lunch, check out books in the library, and attend school activities. There will be a \$3.00 fee for replacing an ID card. Lanyards are \$5 each.

Procedures for missing IDs:

IDs are checked each morning in homeroom. The consequences for not having a student ID for each quarter are:

No ID 3 times = 1 after school detention

No ID 4th time = charge of \$3 to student account/new ID issued

No ID 5th time = Student assigned Intervention Folder/Parent Contacted.

Students who do NOT have their IDs in homeroom will receive their IDs in lunch by their lunchroom supervisor. These students will be called up last in lunch by the lunchroom supervisor.

SCHOOL PHONE USE/BRMS

Students may use the BIC phone from 7:20am – 7:40am with the supervision of a CCSD#180 staff member.

PARENT TO TEACHER CONTACT PROCEDURE

Effective communication between the home and school is important for a child to succeed.

* Teachers will notify students/parent of concerns

- The parent or student should notify the teacher of the complaint.
- A meeting or telephone conference will be held among the parent-student-teacher.
- If the conflict is not resolved, a parent-teacher-principal meeting should be scheduled.
- Parent-teacher-principal meeting

PARENT RIGHTS

The Illinois General Assembly passed into law the School Visitation Rights Act that became effective on July 1, 1993. Contained in this act were the following provisions for school conference and activity leave.

* An employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non work hours; however, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt the operations of the employer.

- * Nothing in this Act requires that the leave be paid.
- * For regularly scheduled, non-emergency visitations, schools shall make time available for visitation during both regular school hours and evening hours.

- * Parents have a right to access, review, and challenge school records. Please contact the school office for arrangements to review your child's records. (See Section Two, Student Records).
- * Parents have a right to inspect instructional materials. If you wish to review materials for a particular course, you may contact the teacher to schedule an appointment.
- * Parents have the right to request a special education evaluation or a 504 Plan for their child by contacting Dr. LeBlanc, special education coordinator at 734-7105 or 734-6670.
- * Note to divorced parents: Copies of all correspondence and reports (reports or records which reflect the student's academic progress, reports of the student's emotional and physical health, notices of school-initiated parent-teacher conferences, notices of major school-sponsored events, such as open houses, which involve student-parent interaction, and copies of the school calendar regarding the child) may be provided to both parents of a child whose parents are divorced. Such copies shall be provided by mail *when either parent requests them*, unless there is a court order to the contrary.

NO CHILD LEFT BEHIND

In 2002, the U.S. Congress passed a law entitled the No Child Left Behind Act. As a parent, you have the right to know the professional qualifications of teachers who instruct your child. The federal law provides that parents have the right to request the following information:

1. Whether or not the teacher has met state certification requirements.
2. Whether or not the teacher is teaching under emergency or other provisional status
3. The teacher's college major, graduate degrees and other certifications, and the subject areas of those degrees and certifications.
4. Whether teachers' aides/paraprofessionals provide services to the parents' child and if so, their qualifications.

Parents who wish to receive any of this information should contact the District Office. This information is also available on the Illinois State Board of Education's website:

www.isbe.net

USAGE FEES

Each student will be charged a yearly consumable materials fee, due at registration. This fee is \$60.00 for K-2; \$70.00 for grades 3-4; \$80.00 for grades 5-8. Students are responsible for replacement costs of lost, stolen, or damaged textbooks and locks. Payment can be made online. Cash is accepted as well. Checks are not accepted. Fees are not prorated for students transferring during the year or registering after the start of the school year. Fee waivers can be applied for, but it is not based on free and reduced lunch status. Proof of income is necessary to apply for a fee waiver for school fees.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, gender, grade level, telephone number, birth date, teachers' names, parents' names and addresses, period of attendance in school. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA

bulletin, student handbook, or newspaper article) is left to the discretion of each school.

FREEDOM OF INFORMATION ACT

“...it is declared to be the public policy of the State of Illinois that all persons are entitled to full and complete information regarding the affairs of government ... Such access is necessary to enable the people to fulfill their duties of discussing public issues fully and freely, making informed political judgments and monitoring government to ensure that it is being conducted in the public interest.” (5 ILCS 140/1)

Illinois' Freedom of Information Act is intended to open the government to all citizens by guaranteeing access to governmental records in whatever form they are maintained. The Act maintains a clear preference for access to public documents while still protecting legitimate governmental interests and the privacy rights of individual citizens. The Office of the Attorney General is committed to the free exchange of information and to that end publishes a Guide to the Freedom of Information Act intended to help Illinoisans navigate their way through the Act.

The principal mandate of the Act is found in subsection 3(a), which provides that "each public body shall make available to any person for inspection or copying all public records." The remainder of the Act implements this requirement.

PESTICIDE AND HERBICIDE NOTIFICATION

In 1999, the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 48 hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers, deodorizers), insecticide baits and rodenticide baits.

SEX OFFENDER INFORMATION

Public Act 94-994 requires schools to notify parents that information about sex offenders is available to the public. The names and addresses of all registered sex offenders in the State of Illinois are listed by county and posted for public access.

SPECIAL EDUCATION SERVICES

CCSD#180 Special Education services includes; Learning Disabilities, Developmental Learning Programs; OT/PT; Speech; Early Childhood. It works in connection with DuPage/SASED Cooperative for visually impaired; hearing; orthopedic and severely profound. Parent/guardian, teacher/student or other profession personnel for a comprehensive case study can refer any student up to 21 years of age if she/he exhibits problems which appear to interfere with his/her educational performances. Please contact principal of your nearest attendance area for details. Special Education students will be disciplined according to federal and state law guidelines. It is also very important that the nurse's office or main office be notified immediately of any changes in the

information on the student's registration/emergency card. This information includes home and work phone numbers for each parent/guardian. Refer questions to District Special Education Coordinator (630-734-7105)

SPECIAL SERVICES

Hospital/Homebound services for extended absences.
English as a Second Language (ESL) services.
Homeless Liaison

Any questions about these services should be forwarded to the building principals (AMJ 734-7105, BRMS 734-6633) or the District Curriculum Director (734-7147)

STATE OF ILLINOIS OPEN MEETINGS ACT

“It is the public policy of this State that public bodies exist to aid in the conduct of the people's business and that the people have a right to be informed as to the conduct of their business.” (5 ILCS 120/1)

The intent of the Illinois Open Meetings Act is to ensure that public business is conducted in public view by prohibiting secret deliberations and actions on matters that should be discussed in a public forum.

The Act reflects the balance between the rights of the public against the needs of government officials to be able to discuss sensitive matters candidly by excepting particular narrowly-construed circumstances under which a meeting may be held in closed session. The Office of the Attorney General understands that access to meetings helps to ensure the accountability of government to its citizens.

STUDENT SEX EQUITY

The Board of Education's detailed policy regarding sex equity, sex discrimination, sexual harassment and sexual intimidation is maintained in the Board Policy Manual. A copy of this policy in full is available at the Administrative office and all schools.

Burr Ridge School District 180 does not discriminate on the basis of sex in the provision of programs, activities, services, or benefits, and guarantees both sexes equal access to educational and extra-curricular programs and activities. No student shall be subjected to sexual discrimination, harassment, intimidation or bias by any District employee, by other students, or by the effect of school policy or practice.

TELEPHONE CALLS AND EMERGENCY MESSAGES

Since students must be in class in order to learn most effectively, attendance office personnel will not deliver phone messages for students during class time. Only emergency medical messages will be delivered to students if called in by a parent or legal guardian. Students will not be taken out of class to come to the phone for a message.

VISITORS

Student visitors are not allowed on campus. Parent visits should be arranged in advance (24 hours) with the building principal and classroom teacher. Please enter through the main door and

report directly to the office. This will eliminate classroom interruptions and comply with State Law.

REGISTRATION

Proof of residency is required when registering students. Two documents are required, one from the following: real estate tax bill, signed lease, affidavit from local resident attesting registrant is living with owner, mortgage papers, sales agreement.

New students are required to take a math placement test and reading assessment before they will start full day attendance at BRMS or AMJ. This testing time will be scheduled with the school secretary or building principal.

Address Changes - When a student changes telephone numbers or residence, the attendance office should be contacted immediately. These changes may be handled during regular school hours.

Guardianship - Students, under 18, not living with either parent but with a resident of Lisle, must show proof of residency as well as legal documentation showing court appointed guardianship. This documentation must be presented before the student will be allowed to enroll.

Waiver of Fees - Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees. Students whose parents are unable to afford student fees may apply for a waiver of fees. However, these students are not exempt from charges for lost or damaged books, locks, materials, supplies, and equipment. Applications for fee waivers are available from the District Office.

SCHOOL MATERIAL CARE

To ensure that textbooks and other instructional materials withstand normal use, we ask the cooperation of parents in teaching children to care for books and materials. Appropriate fines will be assessed in cases of damage to or loss of schoolbooks and other school property. End of year fines will be assessed for misuse of textbooks and materials. The fine for a lost or damaged library book will be the replacement cost of the book.

ASSIGNMENT NOTEBOOKS (grades 3 – 8)

All students are required to carry a school assignment notebook daily to help with organization. The replacement cost is \$10.00.

PASSES (BRMS)

A student is required to have a pass to be in the hallway. It is the student's responsibility to complete the classroom sign-out sheet when leaving a classroom. If a student wishes to see a teacher at a specified time, he/she must arrange to acquire a pass from that teacher in advance. If a student comes to class tardy without a pass, the student will be marked tardy and consequences can be earned.

Students entering the BIC must have a pass at all times throughout the school day.

LOCKERS

Each student is assigned a hall locker in which to store his/her books and personal belongings. In grades 5-8, a school issued combination lock needs to be attached to each locker to insure the security of personal belongings. Also, students in grades 5-8 will be issued a gym locker and lock. There is no fee for the initial lock; however, if the lock is lost, there will be a \$10.00 replacement fee for a new school issued lock

Any misuse of or tampering with lockers will result in disciplinary action. Lockers are the property of the school and are to be used solely for the storage of books, supplies, garments, and personal belongings that are appropriate for school use.

In order to protect our students' safety and personal and public property at school, school officials have the right to search any student's locker(s) (including all school grounds) at any time. The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his possession:

1. There should be reasonable cause for school authorities to believe that the possession constitutes a crime or rule violation.
2. General searches of school property may be conducted at any time.
3. Illegal items (firearms, weapons, drugs) or other possessions reasonably determined to be a threat to the safety or security of others will be seized by school authorities,
4. Items that are used to disrupt or interfere with the educational process will be removed from student possession.

The school assumes no responsibility for items that are lost or stolen at school. Each student should use only his/her assigned locker and should return the locker at the end of the school year in the same condition in which it was issued.

LOST AND FOUND

There is a lost and found located near the school offices. The school district assumes no responsibility for the loss of personal items by students, visitors, or staff members while they are inside a district building or on school property. Please leave valuables at home.

FIELD TRIPS

If the one- time consent form was signed at registration, students are eligible to attend trips; some may require an extra fee. Students can order lunches from the cafeteria when appropriate. *Students can lose their privilege to attend field trips or might require parent's supervision on trips if the student's behavior has been a concern.* Students who do not participate in a field trip are required to attend school or it will be considered an unexcused absence. On a field trip related to

curriculum if a student's behavior is a concern, to attend, a parent chaperone could be required.

LUNCHROOM PROCEDURES

Food Service – 734-6615

Students may bring a lunch or take advantage of our hot lunch program. Hot lunches are available to students at a daily cost. A la Carte items are also sold at the middle school.

Student must use an ID card to purchase lunch. No cash will be accepted in the cafeteria. Lunch money can be turned in according to the building schedule announced.

If an account reaches zero, a lunch will be provided for ONE day, with the daily lunch charge. Students are expected to be courteous while eating lunch. It is expected that every student will conduct him/herself in the same manner as he/she would while being a guest in someone's home or restaurant. Parents can apply for free or reduced lunch status; applications are available in the District Office.

At BRMS, students who have a lunch detention with the BIC will report to the BIC and be escorted to the lunchroom by staff. Students who request a temporary ID will receive them in the Lunchroom and will be called up in line last.

It is the responsibility of every student to return his tray to the proper location and deposit all waste paper in the trash receptacles. The table and floor around the student should be left in a clean condition for the next group. Any student referred for throwing food, littering, or misconduct will be subject to disciplinary action. Eating food and drinking beverages outside the cafeteria is prohibited. Food taken out of the cafeteria may be confiscated from the student.

Free and Reduced Price Food Services – A student's eligibility of free and reduced price food services is determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. Applications may be picked up in the District Office.

LEARNING CENTER

The Learning Center is a fully automated library. All materials are catalogued electronically. Student IDs/ID numbers are required to check out materials.

Book Checkout

* Books are on loan for two weeks (BRMS) and one week (AMJ)

* Students need to return books on time.

* Lost or damaged materials are the responsibility of the patron who checked out the materials.

Computer Usage - Students using computer equipment are restricted to using the hardware and software approved by their instructors. Tampering with the hardware or software will be considered vandalism and will result in disciplinary action, which also could include possible loss of computer use.

Internet access will be permitted only with a signed user policy

on file. Computers are for school use only. They are not to be used for personal student use. Guidelines to follow:

GUIDELINES FOR ACCEPTABLE USE OF COMPUTERS

1. The network may not be used to download, copy, or store any software, shareware, or freeware regardless of whether it is copyrighted or free of viruses.

2. The network may not be used for commercial purposes. Users may not buy or sell products or services through the system. Use of the network for advertising or political lobbying is prohibited.

3. The network may not be used for any activity, or to transmit any material, that violates United States or local laws or school rules. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.

4. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.

5. Network users may not log on to someone else's account or attempt to access another user's files or delete other user's files.

"Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited

6. Network users may not access Web sites, newsgroups or areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, supervisor and/or network administrator.

7. Network users may not engage in "spamming" (sending an annoying or unnecessary message to a number of people) or participate in chain letters. Network users are prohibited from downloading copyright material or from plagiarizing electronic materials.

8. Network users may not view or participate in chat rooms or access or receive information from email.

9. Network users may not damage or mistreat equipment or facilities including uploading or creating viruses.

10. Network users may not play games unless it is educational, teacher directed and teacher supervised.

11. Network users may not intentionally waste computer resources. This includes, but is not limited to, unnecessary and excessive printing, storing of large or an excessive number of files, and the streaming of music or video.

12. Never give out your or others last name, address, or phone number

13. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian

14. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.

PHYSICAL EDUCATION (BRMS)

All students are expected to dress for and participate in PE classes unless they are excused for the day.

Class and Locker Room Procedures

- Students are expected to be in the locker room before the tone signaling the end of the passing period. They have 5 minutes to dress and be in the gym.
- Students are to remain in the gym or designated area until dismissed to the locker room by the teacher.

Excused from PE

- A student may be excused from participation in PE activities for up to 2 days with a note from a parent or school nurse.
- If a student needs to be excused for longer than two days, a doctor's note is required. Contact the nurse's office.

PE Uniforms

- Students are required to wear the BRMS PE uniform to participate in PE class. Other exceptions may be made on an individual basis ONLY.
- Gym shoes and socks are a required part of the PE uniforms
- Students are required to write their names on their PE uniform.
- Jewelry and watches can be a safety concern, are not a part of the required PE uniform, and should be locked in your locker.

Non-dress

- A student without a PE uniform will be allowed to participate at the discretion of the PE teacher.
- A student who is deemed non-participatory by the PE teacher for dress reasons may be given alternate work in lieu of participation.
- Refusal to change into a uniform will result in a zero and a parent phone call.
- A student who did not dress is responsible for material covered in class.
- Generally, if a student has two non-dress days in a given quarter, their grade will drop approximately one full letter.
- As it applies to athletic eligibility, non-dress is the same as not being prepared in a traditional class setting. It is to the discretion of the PE teacher as to PE eligibility. See athletic participation guidelines for more information.

Part II: EXPECTATIONS

FOR HOMEWORK AND GRADES

GUIDELINES FOR HOMEWORK

The principals have developed homework guidelines based on input from parents, teachers, students, and the Board of Education. Research on the effectiveness of homework was reviewed, along with homework guidelines from several school districts. Please contact teacher(s) if you have specific concerns regarding homework.

Purpose of Homework

Develop tools to become life long learners: reliability, punctuality, task completion, attention to detail, following directions, responsibility, expending one's best effort, cooperation, tolerance, respect for others, accurate follow through. These are essential to success later in life.

- Practice key concepts and skills introduced in class.

- Expansion and application of concepts learned in school.
- Further development of skills.
- Method of learning to use available tools/resources.
- Involve parents in what students are learning.
- Communication/feedback
- Nightly practice of skills to be turned in next day.
- Develop organizational skills.
- Provide meaningful application opportunities.
- Lead students to understand relationship between work and achievement.

Role of School

- Provide meaningful, quality age appropriate homework which serves to reinforce or extend learning.
- Coordinate tests and assignments between subject areas, with awareness of outside activities.
- Teach students study skills incorporating time management and organization skills.
- Communicate clearly regarding homework expectations.
- Provide homework, which is appropriate to student skill levels.
- Provide students (and parents) with timely and meaningful feedback on homework assignments.
- Encourage student and parent questions and concerns regarding homework.
- Return parent phone calls and respond to notes in a timely manner.
- Provide checkpoints and regular feedback in long-term assignments.
- Help children make the connection between what they learn in their lives outside of school.

Role of the Student

- Bring assignments and needed materials home.
- Share teacher prepared documents and information regarding homework with parents.
- Accept responsibility to complete and return homework assignments.
- Turn in work, which has been completed neatly by the student.
- Ask for help only after best effort has been put forth.
- Call the homework help line for assignments.

Role of the Parent

- Call the Homework Hotline. Ask to see assignment notebook every night.
- Check over student assignments and completion of homework.
- Realize that it is not the parent's job to make corrections or do the work. (Encourage the student to correct his/her own mistakes.)
- Establish a schedule and routine for homework completion.
- Provide an appropriate place for homework.
- Communicate with teacher(s) regarding any questions and concerns.
- Show an interest in school and homework by regularly asking questions and engaging in discussion.
- Provide necessary materials for homework completion that includes paper, pencils, and a dictionary.

- Reduce distractions by other family members, pets, and television.
- Praise your child for focusing on homework after a full day at school.
- Provide a safe place for completed homework and return all work in a folder.

What Parents Should Expect:

Examples of Assignments and Maximum Amount of Minutes Per Day

- Grades K-2: Daily reading practice, Daily math practice (20 minutes a day). Weekly homework is sent home with students.
- Grades 3-5: Daily reading, Math, Weekly spelling, Periodic long term projects-- 30-45 minutes
- Grades 6-8: Daily reading, Coordination of content, Area assignments, and Periodic long term projects --45-70 minutes

Emphasis will be on assigning homework Monday-Thursday when school is in session. We will avoid homework during breaks except for long-term assignments.

GRADING SCALE

CCSD#180 has adopted the following standard grading scale:

K – will receive comments from their classroom teacher twice a year in January and May.

Grades 1-2: will receive comments from their classroom teachers every quarter.

Grades 3 – 8:

A - Superior Performance, 90-100%

B - Above Average Performance, 89-80%

C - Average Performance, 79-70%

D - Below Average Performance, 69-60%

F - Below Passing Performance, 59% and below

INC - Incomplete Work

A blank on the report card means that no grade was given or the class was not taken during that quarter.

HONOR ROLL

Each quarter the Blue Honor Roll (4.0 to 4.49 GPA) and the Gold Honor Roll (4.5 to 5.0 GPA) are established. Students who receive D's or F's do not qualify for honor roll status. At BRMS, progress reports are distributed to students weekly by teachers and parents are encouraged to check Powerschool weekly.

REPORT CARDS/CONFERENCES

Students' progress is reported to parent(s) on Powerschool. Parents will receive an access code and password. They are encouraged to check grades on a weekly basis (Mondays). If parents would like to receive a hard copy of student grades, contact the school secretary at 325-5454 BRMS/323-8186 AMJ. CCSD#180 will hold conferences for the first quarter November 24/25, 2009 and March 25/26, 2010. All parents are invited to attend conferences. Quarter End Dates: Quarter 1 October 16; Quarter 2 December 19; Quarter 3 March 13; Quarter 4 May 28.

PROMOTION/RETENTION OF STUDENTS/BRMS

Our students are expected to progress in a normal pattern throughout the grades each year and our staff and students work together to achieve this goal. Unsatisfactory academic achievement, absence, previous levels of achievement, or developmental characteristics of an individual student create circumstances where retention in a given grade level becomes necessary. Students need to pass all classes for the school year with a minimum of a 65% average in each class and have good school attendance. Students absent more than 15 school days may not be promoted to the next grade level. As soon as retention becomes a possibility, parents will be contacted, conferences will be scheduled, and a concerted effort will be made by the school staff to provide the student the assistance and extra instruction he/she needs to be successful. It is at this time that a contract will be drafted between the student, his/her teachers, and his/her parents(s)/guardian(s) to further assist the student to perform in a more productive manner. This contract will include goals that the student must reach on a quarterly basis. To also assist the student with his/her academic endeavors, or a student may be recommended for mandatory placement in the After School Homework Program if his/her grades reflect a need for this assistance after any given quarter. If the student continues to fail two or more academic subjects (language arts, reading, mathematics, science, social studies), meetings will be held with his/her parents and teachers following the end of the third marking period. At this time discussions will be held and recommendations will be made about both summer school placement and retention possibilities. Placement for the next school year will be based upon overall academic performance and possibly the results of a summer school placement. The principal will issue the initial placement decision for the next school year.

State law may not permit middle school students to be promoted to high school in Illinois until they have successfully completed course work regarding the Illinois Constitution and the Constitution of the United States of America.

8th GRADE WATCHLIST

Students can be placed on or removed from the watchlist at anytime after quarter one. Students on the watchlist set goals to improve behavior and/or academics. To earn the graduation ceremony, dinner dance, and Great America trip, all classes must be passed with a minimum average of 65% and have fewer than 18 days of absences. (School fees, outstanding balances need to be paid in full before paying for the school trips and receiving a graduation cap and gown. Students who do not pass all of their classes or have more than 18 days of school absences will only receive a certificate of attendance for their 8th grade year. Parents and students will be notified by teachers, BIC staff, principal through letters, conference, and/or Powerschool.

CONSTITUTION TEST REQUIREMENTS

Students need to pass the US Constitution Test in 7th grade and the Illinois Constitution Test in 8th grade in order to receive a diploma from 8th grade.

STUDENT RECORDS

School records are kept on each student attending District 180. These records are considered essential in accomplishing the educational objectives of the school and in promoting the general welfare to the students. The keeping of school records relating to individual students is governed by the *Illinois School Student Records Act* and regulations adopted by the State Board of Education. District 180 policies and procedures are intended to comply with the Act and regulations.

Inspection and Access - Within 15 school days after a request, a parent or designated representative shall have the right to inspect and copy all school student permanent and temporary records of the parent's child. A student shall have the right to inspect and copy his/her school student permanent record.

The school will charge the actual cost of providing copies of student records, up to \$0.25 per page.

STUDENT TESTING AND ASSESSMENT

The District student assessment program provides information for determining individual student achievement and guidance needs, curriculum and instruction effectiveness, as well as school performance measured against District student learning objectives and statewide norms.

The District conforms to the assessment schedule required by State law and the State Board of Education rules. The school is responsible for notifying parents/guardians if the District has been identified as in need of improvement or needs corrective action or requires restructuring.

Part III: DISCIPLINE AND STUDENT CONDUCT

The primary concern at CCSD#180 is for the health, safety, and welfare of our students, individually and collectively. We agree to work with students and parents to teach our students to learn, practice, and further develop habits and life skills such as self-discipline, which will enable them to live and work with others. The rules and procedures described in this handbook will be consistently applied for the benefit of individual students and the student body as a whole.

GENERAL STANDARDS OF GOOD CONDUCT

While on school premises, riding on school buses, or at any activity involving any District 180, students are expected to behave in an orderly and appropriate manner. This includes respect and regard for the rights of others, the rules and regulations of the school district and individual schools, the directives of school personnel, and all existing laws. Students are subject to appropriate disciplinary measures for unlawful or improper conduct.

SOCIAL CONDUCT

Positive and constructive student behavior is necessary to achieve our educational purposes as a school. CCSD#180 administration and staff expect students at all times with respect for the rights of others and themselves. The policies of District 180 and Burr Ridge Middle School are designed to encourage

such behavior. It is the student's responsibility to know and abide by these policies.

Disobedience and misconduct at school, during school-sponsored activities-including those at bus stops, or while riding the school bus, will be cause for disciplinary action. Such action will follow if a student:

- Harms or threatens to harm a student or employee of the school district
- Engages in behavior which is intended to harass, intimidate, frighten or bully, directly or indirectly, any student or school employee
- Has or uses explosives, guns, knives, or look-alike weapons.
- Engages in fighting or assaulting any person.
- Engages in gang behavior, including but not limited to the wearing of gang symbols and paraphernalia, recruitment, representing and/or drawing gang graffiti.
- Sells, distributes, uses, has, or is under the influence of illegal drugs (including look-alike drugs), controlled substances and associated paraphernalia or alcoholic beverages.
- Uses tobacco products and/or is in possession of smoking materials (carries on his/her person or in purse, wallet, backpack, etc.)
- Is in possession of paging devices or picture cell phones.
- Provides prescription or over the counter drugs to other students.
- Breaks into the school building (or attempts to) or enters a restricted/locked area without permission.
- Damages the property of others or the school building intentionally.
- Takes or is in the possession of property that belongs to another or to CCSD#180.
- Tampers with any computer equipment or copyrighted software programs or makes unauthorized access to them.
- Is engaged in forgery/using forged or stolen school documents.
- Uses vulgar language/gestures or engages in lewd, lascivious, or obscene conduct or behavior.
- Engages in verbal, physical, or written sexual harassment.
- Causes a false fire alarm
- Engages in conduct that disrupts the educational process, interferes with the rights of others, or creates a hostile environment.
- Engages in gambling in any form.
- Loiters on school premises.
- Fails to carry or refuses to display his/her student ID card.
- Is truant, tardy or unexcused from classes.
- Leaves campus unexcused during the school day.
- Is insubordinate to a member of the school staff.
- Engages in academic dishonesty.
- Is in chronic violation of school discipline policies.
- Is in possession of lighters or matches.
- Takes pictures or videotapes another person inappropriately and/or without receiving permission of said person(s). Forfeiture of film/videotape is possible.

Disciplinary contacts may include, but are not limited to those situations listed above. Each situation will be handled on an individual basis. If police would like to interview students,

parent contact will need to be maintained by the school before this can occur.

FACTS YOU SHOULD KNOW

Academic Dishonesty

Acts of cheating or plagiarism will result in the teacher notifying parents and a zero grade for that work or exam as well as a possible disciplinary action for repeated violations.

Aggressive Physical Behavior

Hands and feet or objects are not used to hurt others. Physical contact, including posturing, attempt at physical aggression, contact, fighting will be an automatic 2 day out of school suspension. Play fighting will be an in or out of school suspension and consequences are cumulative. Future consequences for aggression will be cumulative.

Assemblies

All rules pertaining to student conduct apply. Students must remain seated except when participation is warranted and must refrain from throwing objects and pushing other students. Courtesy and attention to all speakers and performers are expected.

Aggressive Verbal Behavior

Words are not used to hurt others. Students are expected to speak at an appropriate volume while in the school building. Students are expected to follow reasonable directions the first time. Students who choose to be verbally aggressive:

Towards a student = detention; 1 day in school suspension; 1 day out of school suspension.

Towards a staff member = 1 day in or out of school suspension.

Backpacks, Book Bags, Purses

Backpacks and/or Book bags, purses are NOT to be carried from class to class during the school day. From the start of the day until the end of the last period, these things are to be in student lockers. A book bag/backpack is defined as an item used to carry books, notebooks, and other like school supplies. In addition, other bags, such as but not limited to, those used to carry athletic equipment or clothes are NOT to be in classrooms or other educational areas.

Bullying/Harassment (Verbal, Sexual, Physical)

Students who engage in bullying/harassment on school premises, while attending school sponsored activities, at bus stops or while riding on a bus to or from school, will be subject to appropriate disciplinary action, which will range from a parent phone call to possible expulsion and include an official letter mailed home from the school principal.

Bullying/harassment is defined as any activity from one person to another, which is unwanted or unwelcome, including, but not limited to, physical contact, verbal comments or pressure to engage in particular activities. The victim of bullying/harassment is directed to immediately seek the assistance of a trusted adult such as a parent/guardian, teacher, BIC staff, social worker, or administrator.

The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the bullying/harassment. Due process will be afforded to the offending student in accordance with the District's discipline review procedures and Illinois statutes. Students will receive a warning, parents will be contacted, a contract will be initiated, and out of school suspensions will be earned for continued bullying behavior. Peer mediation at the middle school is also an option for students reporting bullying.

Sexual Harassment Such harassment is defined as any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, verbal comments of a sexual nature and/or pressure to engage in sexual activity. Sexual harassment is illegal under the Illinois Human Rights Act, Illinois School Code, Title VII of the Civil Rights Act of 1964 and Title IX, and will not be tolerated. Students who engage in sexual harassment on school premises, or while attending a school-sponsored activity, will be subject to appropriate disciplinary actions, which may include suspension or expulsion.

Should a person feel that harassment has occurred, he or she is directed to immediately seek the help of a trusted adult, such as a parent/guardian, BIC staff, teacher, counselor, or building administrator.

The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. A formal letter will be mailed home to the parent(s). In the event the administration recommends suspension or expulsion, due process will be utilized in accordance with the school district's suspension/expulsion procedures.

Public Act 94-004: Sex Offender Registration. Parents will be notified any information that becomes available regarding sex offenders. The sex offender website is available at www.isp.state.il.us/sor

Bus Transportation

Bus transportation is available for students. Students must have their ID to ride the bus and be on their assigned. If students are assigned a seat, they need to sit in the proper seat when riding the bus. Students are to be seated and follow driver's directions and staff's directions or can be assigned a disciplinary consequence.

Students will be temporarily removed from the school bus for violations of instructions given to bus students or of district or school rules while on the bus or at the bus stop. Bus suspensions will typically follow a progressive system of a warning, a three-day bus suspension, and then loss of bus privileges for the remainder of a quarter or an entire semester.

At BRMS, students without IDs will be reported to the BIC and the following consequences will be assigned:

#1 – Bus Warning

#2 – 1 after school detention

#3 – intervention folder and parent contact

Cell Phones

Cell phones are highly discouraged. If a student chooses to bring a cell phone to school, **it must be off and in a locker during the school day**. Students may use cell phones near the front office/outside before or after school. If they are in a supervised setting, they should ask to use the school phone or for permission to go and use their cell phone. Pagers and camera phones are prohibited. Texting is not allowed. If a cell phone is out at an inappropriate time, it will be confiscated and turned in to the principal. School officials will not be responsible or use time for the recovery of a cell phone that is missing at school. Consequences as follows:

1st time = warning, pick up from principal end of school day

2nd time (or more) = parent/guardian will need to set up an appointment to pick up the phone from the building principal.

Computer Usage

Students need permission to use the computers in the building. Students need to be on teacher approved websites or applications. Printing permission needs to be obtained by the student's teacher. Loss of computer privileges can occur for violations. Parents need to agree to the technology terms in order for a student to have computer access. School officials may edit or delete material that is inconsistent with the District's mission. Students are prohibited from accessing and/or distributing any written or electronic material from the internet that is not school sponsored.

Curriculum

At times, there may be sensitive lessons presented in school. Topics may include sex education, child abuse, and sexual abuse, to name a few. Parents will receive information prior to the lessons and will have 5 days to request that your child participate in an alternative activity.

Dress Code

Burr Ridge Middle School prescribes that a student's dress and grooming will not be disruptive to the educational process, nor will it constitute a threat to the health, safety, welfare or property of self or others. We request that parents guide the student to dress in this manner. Clothes and jewelry, which disturb or disrupt the orderly process of school functions, are not permitted.

To that end, clothing must cover the student from the point of each shoulder to the midpoint of each thigh, including both the front and back. The neckline of a garment must be appropriate for a school or business setting. Students must cover at least the bottom of the foot with footwear that protects the foot and does no harm to others or school property.

Examples of inappropriate items or displays of clothing may

include but are NOT limited to:

Blouses/shirts that reveal midriff; strapless tops, tops with thin "spaghetti straps", and tank tops; underwear/boxers; gang identifiers; alcohol, drug, tobacco references, endorsements, etc.; sun glasses (unless required by a doctor for school); spiked and/or dangerous jewelry (handcuffs, chains, etc); inappropriate message (profane, sexual, racist, etc.) on clothing; clothing with low necklines or revealing holes; head coverings; coats. Classroom teachers will appropriately notify a student that his/her dress does not meet the standards of the dress code. The student will be given the opportunity if possible, to modify his/her appearance at school. If dress cannot or will not be modified, student will be excluded from class until the student's appearance is appropriate. Parents will be contacted.

Continued violations of the dress code will be treated as insubordination/disrespect to the staff or the Administration.

Drug Free Schools and Community Act Policies

District 180 conforms to the Federal Drug-Free School and Communities Act of 1989 (20U.S.C. #5145, Public Law 101-226). In conformance with the Act, Superintendent shall implement a program and the rules to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. (look-a-like or real) This will be subject to disciplinary action including, but not limited to, suspension, or expulsion from school.

Electronic Devices

These items are not to be on a student's person when entering or before leaving the school building. Said items need to be stored in the student's backpack. Headphone usage is not allowed throughout school hours. School officials' time will not be spent locating a missing or stolen item. If these items are out at an inappropriate time, they will be confiscated. Consequences as follows:

1st time = warning, pick up from principal end of school day

2nd time (or more) = parent/guardian will need to set up an appointment to pick up the electronics from the building principal.

Firearms

Any weapon (real or look-a-like) in a student's possession designed to expel a projectile by an action or an explosive, the frame or receiver of any such weapon, a muffler, or silencer per such a weapon or explosive incendiary or poisonous gas. This will be subject to disciplinary action including, but not limited to, suspension, or expulsion from school.

It is the duty of students to report any information related to dangerous weapons on school grounds to the first appropriate school representative. Failure to report will result in disciplinary action or expulsion proceedings. A reporting student's desire for confidentiality will be honored.

Gang Activity/Intimidation

Students who attempt to intimidate others or engage in any type of gang activity, including dress or presentation of gang signs or symbols, will be subject to disciplinary action including, but not limited to, suspension, or expulsion from school. CCSD 180 has a zero tolerance policy for any type of gang activity or gang representation.

Guest Teachers/BRMS

Students are expected to understand that their regular classroom teachers have the right to be absent. When a guest teacher is present, students are asked to be helpful and follow all reasonable directions. Those who do not will earn the following consequences:

First Infraction – warning/parent contact from classroom teacher

Second Infraction – two after school detention(s)

Third Infraction – full day in school suspension

Fourth Infraction – Intervention folder, parent contact

Gum, Candy, Food

Gum is not allowed in the school building. Candy and food should not be brought to the classrooms. The appropriate place to have these candy or food is in the cafeteria. If food is seen outside of the cafeteria, it will be confiscated.

The selling of gum, candy, and food by students is not allowed unless approved. The consequences for this are a minimum of an after school detention through an out of school suspension.

Hallway Expectations

When students arrive to school in the morning, they should report to their assigned grade level areas and remain there until the first morning bell.

At BRMS, students need to have a pass to be in the hall. Running, loitering, creating excessive noise, blocking traffic, littering, kissing, and hugging are unacceptable behavior in the hallways.

At the end of the school day, students are dismissed over the building's intercom system.

Insubordination/Disrespect

A student, while on school property, on a school bus, or at any school activity shall not defy or refuse to obey reasonable instructions given by a school employee, a bus driver, or other authorized school personnel. Appropriate consequences will be assigned, not limited to out of school suspensions. For chronic infractions, students will be assigned an intervention folder and parent contact will be made.

Lasers

A "laser pointer" is any hand held device, which contains a laser that emits an intense beam of light. Students are not permitted to possess or use laser pointers.

Public Displays of Affection

Public displays of affection are inappropriate for the atmosphere of the school. First violations will result in a conference with the student. Parents will be contacted after a second violation. Further violations will result in other disciplinary measures.

Safe Hotline

Anyone wanting to report any type of school safety concern may do so by calling the BIC at BRMS/734-6625;734-6682 or AMJ/734-7112 or the building principal at BRMS 734-6633; AMJ 734-7112.

Theft

A student who chooses to take things that do not belong to him/her will receive a consequence. If theft continues, out of school suspensions and police involvement can occur. Items that are stolen may require a student to replace or pay for the lost item.

Threats and Safe School

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

DEFINITION OF TERMS

Behavior Improvement Center (BIC) - The Behavior Improvement Center is a resource room used for all CCSD#180 students. Students in the BIC are directly supervised throughout the school day and/or after school. Students are encouraged to use the BIC to report concerns or to ask for support. Students may be assigned disciplinary action that requires time served in the BIC. Schoolwork is expected to be completed during these times.

Disciplinary Conference

A conference between student, staff, or principal. May or may not include parents initially. Parental communication on habitual occurrences or multiple issues is expected.

Withholding Privileges

Not allow students the same privileges as other students in the normal occurrence of the day. Parents should be part of the notification.

Detention

A period of time assigned by a school staff member for the purpose of remediating minor behavior problems. Detentions issued by the BIC are served after school until the late bus. Classroom teachers will handle their own detentions for classroom incident infractions.

In School Detention

Students assigned to an in school detention will work in the BIC for an assigned amount of time. Students are responsible for having work to do while serving this detention. If they do not, work will be assigned to them by the BIC. *Participation in*

after school activities will not be allowed on the day of an in-school detention.

Saturday Detention/BRMS

The principal may assign a Saturday detention for behaviors that are disruptive, disrespectful, or unsafe. Parents will be informed of the date of the Saturday detention, which will be from 8 – 12pm.

Out of School Suspension

The principal may recommend removal from school for a period of days for serious behavioral infractions. Suspensions are cumulative, 2 days, 3 days, 4 days, etc. A Re-Entry meeting with the student and parent(s)/guardian(s) is required after every out of school suspension. At this meeting, goals are set to promote your student's future success.

Student will follow all suspension procedures under Illinois School Code including appeal of the suspension by the parents to the other building principal. A student who is suspended may be eligible for transfer to an alternative school program. Notification of parent's and student rights are required.

Make-Up Work During a Suspension: During a suspension, the student is encouraged to contact teachers for readings, assignments and other work the student may do to stay current in the class. The teacher will either deduct attendance points or not grant credit to students for daily work/homework during the suspension. Upon return to school and at the convenience of the teacher, a student will be given the opportunity to make up major projects/tests.

Re-Entry Conference – with student, parents, teacher, counselor or principal is required for re-entry to school.

Expulsion

The superintendent and principal may recommend expulsion (removal from school for up to 2 years) of a student from school and all school-related activities. Expulsion must be approved by the Board of Education.

BEHAVIORAL INFRACTIONS AND CONSEQUENCES

When a student's conduct necessitates a student referral, the student will be provided an opportunity to tell his/her side of the story. If he/she denies the allegations, he/she will be provided the evidence to the contrary. Should it be determined that misconduct occurred, the appropriate consequence should be assigned. Possible consequences are listed below (this is NOT a required sequence of disciplinary actions): *warning, parent contact, parent conference, detention, restitution, written assignment, in school suspension, Saturday Detention, out of school suspension, recommendation for expulsion, referral to alternative school setting*

Chronic Violations of Discipline

Students are expected to comply with the information articulated in Part III of this handbook. Chronic or repeated violations of these expectations will be dealt with through a

progressive form of consequences. (detentions, in school suspensions, out of school suspensions)

Because of the negative impact that repeated inappropriate behavior has on the environment, any student suspended for inappropriate behavior three separate occasions in the course of one year will necessitate a parent/guardian meeting with the administration. At that meeting, all concerned groups will work towards finding a viable resolution. If there is no change in behavior, suspensions out of school will be recommended and an expulsion hearing may be recommended. Note: The police may be notified for any serious acts of repeated conduct.

Part IV: EXTRA CURRICULAR ACTIVITIES ACTIVITIES AND FEES/BRMS

Even though learning in the academic areas is the primary purpose of any school program, extracurricular activities are also an extremely important area where students share accomplishments and learning experiences beyond those that occur in the classroom. A wide variety of activities are available at our middle school and we strongly encourage all of our students to become involved in one or more of them. All students will be informed at the beginning of the year of the extracurricular activities that are available to them. Students who participate in extra-curricular activities will pay a one-time fee of \$50. This fee is due before the season begins. The fee does not have to be paid again for another activity; it is a one-time fee that covers the student for the entire year. Students participating in sports need a sports physical in order to practice or compete in games.

ATHLETIC AND SPECIAL EVENTS

Our middle school sponsors or co-sponsors many extra curricular activities and events that are of interest to students, parents, and other people in our community.

ATHLETIC PARTICIPATION GUIDELINES/BRMS

Parents and athletes can refer to the athletic handbook for these guidelines. A mandatory athletic meeting for parents will be required during the school year.

Fan Responsibilities - Any student planning on attending the game must sign in lunch the day of the game. *If you are not signed up, you may not attend the game.* At 3:10 p.m. on game day, you need to report to supervision area and check in with the supervising teacher. Transportation home not provided.

Follow these rules:

1. You are not allowed to leave the building before the game.
2. If you don't check in with the game supervisor by 3:05, you will not be allowed to attend the game, unless you have a pass from a teacher.
3. You must follow directions while attending the game, or you will be asked to leave.

Consequences will be assigned to those who do not follow the above expectations, not limited to loss of event attendance or out of school suspension.

4:10 Late Bus Procedures/BRMS - Late buses are provided as a convenience by the district. The school district pays a substantial amount of money to provide this service for students who stay after school for activities or study. Students will be allowed the privilege of riding the late buses (4:10) as long as they follow the school bus rules. This privilege can be taken away. Students who display disruptive, potentially dangerous, insubordinate or aggressive behavior while on the bus will lose late bus privileges for an extended period of time. All students remaining after school with a teacher will be escorted to the late bus.

Plan for Before and After School Supervision in the Event of Extracurricular Cancellations

Before School Procedures – Students should have permission from a coach or teacher to be in the building before the start of school.

After School Procedures – In the event of a cancelled after school activity, Alert Now will call parents and inform them they will be coming home on the regularly scheduled bus or will remain at school until the 4:10 p.m. bus is available to take them home.

Participating in After School/Evening School Activities

Parent and emergency contact numbers need to be up-to-date. Emergency contact needs to be someone who is able to pick-up and supervise your students after school or after school events. If it is necessary for school staff to supervise students for longer than 30 minutes after school or a school event and if an emergency contact is unable to pick up that students, parents will be charged \$20 for every 15 minutes the district is required to supervise that student. After 60 minutes, the local police department will be called to take the child to the nearest police department where the parent will have to pick up the child and discuss the issue with the authorities.

2009-2010 STUDENT HANDBOOK

I have received the Burr Ridge District #180 Student Handbook and have reviewed the information it contains. I understand that I am fully responsible for the information, rules, and guidelines contained in the handbook.

Student Signature

Date

Parents, please sign to acknowledge that your child has shared the handbook information with you. Students are expected to return a signed sheet.

Parent/Guardian Signature

Date

Students need to return this sheet to their homeroom teacher or the school office by: _____

Thank You for taking the time to be a partner in your child's education.

BURR RIDGE SCHOOL DISTRICT #180
ANNE M JEANS ELEMENTARY SCHOOL
BURR RIDGE MIDDLE SCHOOL