

Burr Ridge Community Consolidated School District #180  
“World Class Dedication to Excellence”

# Summer School Handbook

2010

Report Absences: 630-325-8186  
School Telephone: 630-325-8186

[www.ccsd180.org](http://www.ccsd180.org)

## **SUMMER SCHOOL HOURS:**

**Mondays – Thursdays**

**July 12 through August 12**

**Breakfast Hours:.....8:40 – 8:55 A.M.**

**School Day Starts:.....9:00 A.M.**

**School Day Ends:.....12:00 P.M.**

**Lunch Hours:.....12:00 – 12:15 P.M.**

## 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 CCSD #180 schools 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.

## ATTENDANCE

*Summer School for students is a mandatory 20 days, from July 12 through August 12. Students with perfect attendance and who meet the behavior expectations will end summer school on Tuesday, August 10, 2010. Students who have missed summer school or do not meet the behavior expectations will continue with summer school for the full 20 days. 18 days of full attendance are needed to complete the summer school program and move on to the next grade level.*

**Absence Calls** -Please call the school office at **325-8186** to report the student's absence and the reason for the absence. Calls to report absences should be made before 9:00 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) *Although these absences will be excused, the students will still be required to attend the extra days on August 11 and 12.*

**Unexcused Absence** - We 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.*

**Medical/Dental Appointments** - We encourage all of our student's parents to arrange medical/dental appointments after school hours or on weekends. *Students who miss summer school for these reasons will be expected to make up the time on August 11 and/or 12.*

**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.

**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. 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 Tardy**

Tardy up to 15 minutes – Students will be asked to make up the number of minutes tardy that same day after the lunch hours with the building administrator or a summer school teacher.

## **Tardy 15 minutes or more**

Students who are tardy this amount of time will be counted as a half day absence. This absence will be made up by students on August 11 and 12.

## SCHOOL SECURITY

- Students, parents, and visitors are to enter the school using the main entrance. Please ring the bell and identify yourself to gain access.
- 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.

### **REPORT CARDS**

Students' progress is reported to parent(s) on the last day of summer school. Students with perfect attendance will receive their report card on August 10<sup>th</sup>, 2010, which will be their last day of summer school.

### **PROMOTION/RETENTION OF STUDENTS**

Students in grades 5 – 7 must attend all summer school sessions. Students who fail to attend summer school for the full 18 days required will fail summer school and will remain in their 2009 - 2010 grade level. Students must pass summer school to be promoted to the next grade level.

### **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 Burr Ridge Middle School, 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. BRMS expects students at all times with respect for the rights of others and themselves. The policies of District 180 are designed to encourage such behavior. It is the student's responsibility to know and abide by these policies.

If a student is sent home for his/her behavior, the student will be required to make up the time missed with the administration.

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 Burr Ridge Middle School.
- 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 Behavior**

Hands and words are not used to hurt others. Physical contact, including: posturing, physical aggression or contact, fighting, and "play fighting" will be an automatic 2 day out of school suspension. Future consequences for aggression will be cumulative.

#### **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.

**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](http://www.isp.state.il.us/sor)

### **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. 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. A

parent/guardian will need to set up an appointment to pick up the phone.

### **Computer**

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.

### **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. Clothes and jewelry, which disturb or disrupt the orderly process of school functions, are not permitted. This will include clothing, which exposes a student's midriff or leaves visible any part of undergarment, or are too baggy. Clothing which is excessively revealing, as determined by school personnel, will not be allowed. Hats, bandanas, hoods, headwear (such as sweatbands, etc.), dangling chains and apparel with profanity, lewd references, gang, drug, alcohol or tobacco related slogans or insignias are also prohibited. Pajama tops/bottoms and slippers are not allowed.

Jackets and/or coats intended for outerwear are not to be worn in the building after students have arrived at school. In all cases, clothes should be clean, in good repair and worn in the manner for which they were designed. Students will be asked to change clothes if inappropriate. If this is a repeat offense, detention will be issued at a minimum.

### **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. School officials' time will not be spent locating a missing or stolen item. If these items are out at an inappropriate time, they can be confiscated and a parent/guardian will need to set up an appointment to pick the item up.

### **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 summer school as well as disciplinary action during the coming 2009-2010 school year.

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 summer school as well as disciplinary action during the coming 2009-2010 school year. CCSD 180 has a zero tolerance policy for any type of gang activity or gang representation.

### **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.

### **Insubordination**

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.

### **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.

### **Play Fighting**

CCSD #180 is a place of learning. Purposeful physical contact between any two or more students is not permitted and will result in similar consequences as aggressive fighting. Play fighting is not allowed.

### **Theft**

A student who chooses to take things that do not belong to him/her will receive a suspension. If theft continues, out of school suspensions and police involvement can occur.

### **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.

**2010 SUMMER SCHOOL HANDBOOK**

I have received the CCSD#180 Summer School 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.

(Students in grades 5-7) Students must successfully pass summer school and must attend the full 18 days of summer school to be promoted to the next grade level for the 2010 - 2011 school year. If these requirements are not met, students will remain in their current 2009 - 2010 grade level for the 2010 - 2011 school year.

\_\_\_\_\_  
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 summer school teacher or the school office by: \_\_\_\_\_

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

CCSD#180 Administration  
Dr. Thomas Schneider, Superintendent  
Dr. Debra LeBlanc, AMJ Principal  
Mrs. Julie Bartell, BRMS Principal