

# Student/Family Handbook

## 2017-2018

Burr Ridge Community Consolidated School District #180  
[www.ccsd180.org](http://www.ccsd180.org)

**Burr Ridge Middle School**  
**15W451 91<sup>st</sup> 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 91<sup>st</sup> Street**  
**Willowbrook, IL 60527**

Report Absences: 630-734-7103  
School Telephone: 630-325-8186  
School Fax: 630-325-9576  
Office Hours: Monday-Friday, 7:30am – 4:00pm

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## **District Goals – 2017-2018**

All members of the district staff from the Board of Education 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 the 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, on the way to and from school; 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](http://ccsd180.org)) or at the District Office. This handbook may be amended by the administration during the school year without notice.

## **Calendar Highlights**

August 14	Teacher Inservice Day
August 15	CCSD#180 Registration Day/Open House
August 21	First Day for Students
September 4	Labor Day - No School
September 11	Late Start Day
October 2	Late Start Day
October 6	Parent Check
October 9	Columbus Day – No School
October 30	Late Start Day
November 13	Late Start Day
November 20-21	Parent Check
November 20-21	Parent/Teacher Conferences
November 22-24	Thanksgiving Break
December 11	Late Start
December 25	Winter Break Starts
January 8	Last Day of Winter Break (Teacher Inservice Day)
January 9	School Resumes
January 15	MLK Day-No School
January 19	End of Semester One
February 12	Late Start Day
February 19	Presidents Day-No School
February 23	Parent Check
March 2	Teachers In-service-No School
March 12	Late Start Day
March 26-April 2	Spring Break
April 16	Late Start Day
May 7	Late Start Day
May 25	Last Day of School (NO Emergency Days); End of Semester Two
May 28	Memorial Day-No School
June 4	Last Day of School (Includes 5 Emergency Days)

## **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 our District communication program. (District Communication System - Blackboard Connect and Remind)

### **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, Vacations, and Special circumstances as determined by the school administration.*

**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 three 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 for excused absences may be requested for students to the nurse and will be ready for pick up in the school office by 3:45 PM.

**Part-Day Absences** - Students who sign in between between 10:00 and 1:15 at AMJES will be credited with one-half day's absence, and after 1:15 at AMJ a full day's absence. Students who sign out with the office before 10:00 at AMJ will be considered absent for a full day, and those signing out between 10:00 – 1:15 at AMJ will be considered absent for one-half day. Students at BRMS who arrive late or leave school early for 2 – 3 class periods will be credited with one half-day absence. Anything 3 class periods will count as a full day absence.

**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. Students in grades 3 - 8 that are absent 15 days or more will be added to the Promotion-Retention Program if their grades are not at a minimum of 70%.

**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. The make-up work will be received upon return from the student's trip.* 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 by 8:00 am.* Homework can be ready for pick-up in the office then between 3:45 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 who 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**

#### **AMJES and BRMS:**

Students who are tardy to school 5 times in a quarter/semester will receive a parent letter mailed home. If chronic unexcused tardies continue, more than 5, a parent meeting could be scheduled with CCSD180 administration/staff to develop an intervention in an effort to improve on-time attendance. Discipline for students who accumulate over 7 unexcused tardies to school in one semester will be evaluated on a case-by-case basis. Students who are arriving late to school must contact the health office or bring a note within 24 hours to excuse the tardiness. (Families that move out of District after the start of the school year and choose to continue attending school in District 180 need to be on time to school and are asked to follow the same expectations of being on time to school daily.)

### **Consequences for Unexcused Tardies to Class/BRMS (reviewed quarterly)**

Classroom teachers will keep record of students tardy to class. Students who are unexcused tardy will need to call their parents to inform them. After the third unexcused tardy to classes an intervention will be assigned by the SSC/classroom teacher, 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 **BRMS/734-6607 or AMJES/734-7105**.

**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 will be provided to families at registration. The forms will also be 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. If a student has asthma, the District follows the Asthma Action Plan, Public Act 99-843: schools must request asthmas action plans from the parents or guardians of a student with Asthma. Epinephrine Auto-Injectors Public Act 99-71:with proper approvals and permissions obtained, a student has the opportunity to self-administer and self-carry asthma medication and epinephrine auto-injectors while being transported to and from school. All other 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 Immunizations-** Parents or legal guardians who object, for religious reasons, to their child being immunized for school entrance must submit a Certificate of Religious Exemption, which now must be signed by a health care provider. Signed into law on August 2015, this new legislation requires a health care provider to sign the certificate confirming they have provided education to the parents or legal guardians about the benefits of immunizations and the health risks of not vaccinating students. The certificate also reflects the parents or legal guardians understanding that their child may be excluded from school in the case of a vaccine-preventable disease outbreak or exposure. Parents or legal guardians must submit the certificate to their local school authority prior to students entering kindergarten, sixth grade, and ninth grade. This new requirement will go into place as of October 16, 2015.

**Concussion Information** - Information that complies with the law for students registered in CCSD#180 is provided in a separate handbook and follows Student Concussion Protocols, Public Act 99-245 & 99-486).

## **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 a message on their primary phone number or email from our District Communication System.. Also, check our website: [www.ccsd180.org](http://www.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 backpack and can be made available in the school offices. The District's budget, annual financial report, and board policies are available on the District's website. BlackBoard Connect is used to communicate with families via email and/or telephone as well.

## FIRE/SEVERE WEATHER/CRISIS PLAN DRILLS

Fire drills, Tornado drills and Crisis 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. The local fire department and police department will participate in the mandated state drills annually with both buildings.

Parents/Guardians will be notified through the District's Communication 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. Licenses will be checked and held in the office until the visitor checks out.
- 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 in Lunch:**

IDs are checked each morning in homeroom. Students with temporary IDs will be called up second to last in the lunch line daily. Students, who did not report their ID missing and have no ID, will be called up last in the lunch line daily.

### **Procedures for missing IDs at PM Dismissal:**

No ID 3 times = Student Conference with SSC

No ID 5<sup>th</sup> time = Parent Contacted/A new ID will be issued for \$3 and a second copy of the ID will be printed and kept in the SSC.

## **SCHOOL PHONE USE**

Students may use the SSC phone from 7:30am – 7:45am with the supervision of a CCSD#180 staff member. Or the phone in the AMJES nurse's office before school 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 CCSD#180 special education coordinator at 325-5454 or 325-8186.
- 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.

## **EVERY STUDENT SUCCEEDS ACT**

Signed by the President in December 10, 2015, this bipartisan measure reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's education law and longstanding commitment to equal opportunity for all students. The new law builds on key areas of progress in recent years and ongoing efforts to improve educational opportunities for all students in Illinois. CCSD#180 will maintain the requirements of the law with the intent to benefit students and their learning.

More information is also available on the Illinois State Board of Education's website: [www.isbe.net](http://www.isbe.net)

## **USAGE FEES**

Each student will be charged a yearly consumable materials fee, due at registration. This fee is \$60.00 for ECE, Pre-K, K-1 \$70.00 for grades 3-4; \$80.00 for grades 5-8. Grade 7 and 8 will pay an additional \$10 for heart rate monitor straps used in physical education classes. 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 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 96 hours prior to any pesticide applications on school property. If parents would like to be notified, please request this in writing to the District Office. 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.

## **PARKING LOT ETIQUETTE**

AMJES - parking lot cameras are installed in the school lot, information parental signs are posted, and the Police Department has been informed of pick up/drop off procedures. Parents/Guardians picking up or dropping off students are expected to follow the safety procedures of the District to ensure the safety of all of our students. BRMS – The circle drive is for school buses to pick up or drop off students. Parents/Guardians/Visitors are asked to park in the guest parking on the East side of the school or across the street, north of the middle school or across from the school, with students using the crosswalk for safer pick up/drop off procedures.

## **RECESS/TEACHER GUIDED PE/PE TEMPERATURE GUIDELINES(AMJES)**

If the temperature outside is below 15 degrees Fahrenheit, either the actual temperature or the temperature with wind-chill, students will not participate in outdoor recess activities. Students will be allowed to remain inside for recess activities.

## **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.

## **SILENT PRAYER/STUDENT PRAYER**

According to Section One of “The Silent Reflection and Student Prayer Act”, in each public school classroom, the school staff and students will observe a brief period of silence at the opening of each school day.

## **SOCIAL SERVICES**

All concerns and recommendations should be directed to the school social workers. Try to be cognizant of students who are not being fed, clothed or seem to be suffering from any type of familial issue. These can include abuse, lack of food, lack of adequate clothing or shelter, etc. All staff in each building are mandated reporters. They are mandated to inform building principals and social workers of abuse concerns.

Public Act 94-0888

This public act makes significant changes to reporting requirements under the Abused and Neglected Child Reporting Act (ANCRA), which imposes mandatory reporting obligations on individuals whose work involves the care and welfare of children. This act is as follows:

First, the definition of “school personnel in the law has been clarified to specifically include “administrators and both certified and non-certified employees” as mandated reporters. Thus, almost any individual who is employed by a school of school district is required to report suspected child abuse to the DCFS Hotline. There may have been a misperception in the past that “school personnel: meant only teachers were mandated to report suspected child abuse, however, P.A. 94-0888 makes clear that the “school personnel” is defined more broadly. ISBE suggests that all schools review their mandated reporter policies to ensure that all school employees are aware of their obligations under ANCRA.

## **SPECIAL EDUCATION SERVICES □**

CCSD#180 Special Education services include a continuum of services; Learning Disabilities; 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 professional personnel for a comprehensive case study can refer any student up to 21 years of age if she/he exhibits problems that 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 is 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.

## **SPECIAL SERVICES**

Hospital/Homebound services for extended absences.

Homeless Liaison is Tenika Pickens. She can be reached at 630-734-6600.

The role of education in the life of a homeless child is crucial. In a life that is filled with uncertainty, school is a place of safety. Something as simple as a desk to call her own can provide a homeless child with a sense of routine and ownership. A free, appropriate, public education is also a right to which homeless children and youth are legally entitled. This right put into practice has the potential to break the cycle of poverty and homelessness that may otherwise continue. For a homeless child, the importance of a stable, quality education is immeasurable.

Students who are homeless may need assistance with clothing, school supplies, medical or social services.

Transportation could be a barrier for the student to attend school. These are some services that may be accessible to the homeless student. Parents who find themselves in this situation should speak to the building principal, school social workers. The District's Homeless Liaison will also provide assistance when needed.

Any questions about these services should be forwarded to the District Office at 630-734-6600.

English Language Learner (EL) services; Migrant Student Learners. Contact 630-734-6600 and ask for the Special Education Director.

## **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 accepting 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.

## **STUDENT TRANSFER INFORMATION**

Paperwork for Student Transfer requests will be processed in the order they are received. Parents/Guardians are asked to contact the building secretaries to begin the transfer process. All requests will be processed within a week of being received in the school office. Students that transfer in AFTER the January NWEA Testing will be required to attend summer school for the extended school year of the year the student transferred in.

## **TELEPHONE CALLS AND EMERGENCY MESSAGES**

Because students must be in class in order to learn most effectively, attendance office personnel or secretarial staff 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.

## **TITLE I PROGRAMS**

The Superintendent or designee shall develop a District-Level Parent and Family Engagement Compact, which contains: The District's expectations for parent and family engagement and specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance and other provisions as required by federal law.

## **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 to follow our sign-in procedures. 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. Students transferring into the District need to prove residency and should have a letter of good standing from their prior district. Students can be enrolled in the District before official records are obtained from the prior school district.

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

**Enrollment (K – 1)** - Children who will attain the age of 5 years on or before September 1 of the year of the school term and each school term thereafter may attend school upon the commencement of such term and based upon an assessment of the child's readiness, children who have attended a non-public preschool and continued their education at school through kindergarten, were taught in kindergarten by an appropriately certified teacher, and will attain the age of 6 years on or before December 31 of the current school term and each school term thereafter may attend first grade upon commencement of such term. Based upon an assessment of a child's readiness to attend school, a school district may permit a child to attend school prior to the dates contained in this Section. In any school district operating on a full year school basis children who will attain age 5 within 30 days after the commencement of a term may attend school upon the commencement of such term and, based upon an assessment of the child's readiness, children who have attended a non-public preschool and continued their education at that school through kindergarten, were taught in kindergarten by an appropriately certified teacher, and will attain age 6 within 4 months after the commencement of a term may attend first grade upon the commencement of such a term.

**Address and Telephone Number Changes** - When a parent 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 CCSD#180, 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 a damaged library book will be the replacement cost of the book.

## **ASSIGNMENT NOTEBOOKS**

Students at AMJES (3 and 4) and BRMS (5 through 8) will receive assignment notebooks as appropriate by grade level. At the middle school, students are required to carry a school assignment notebook daily to help with organization. The replacement cost for middle school students 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.

## **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 7-8 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**

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 trips may require an extra fee or parental consent. 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 student(s) might require parent supervision on trips if the student's behavior has been a concern.*

## **LUNCHROOM PROCEDURES**

Food Service – **734-6615**

Students may bring a lunch or take advantage of our hot lunch program. School lunches are free to all students in the District 180.

A la Carte items are also sold at the middle school. **BRMS Students 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. BRMS Ala Carte Items – Students can purchase these items only if they have positive funds in their lunch accounts. Students with temporary IDs or no IDs may not purchase A la Carte items until they have their regular school ID. 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. Students who request a temporary ID or have no ID, will be called up last in line.

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.

At BRMS, students who have a lunch detention with the SSC will follow the procedures set in place by the staff in charge.

## **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 (AMJES).
- \* 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/AMJES)

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

### **Class and Locker Room Procedures (BRMS)**

- 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 school nurse.
- If a student needs to be excused for longer than two days, a doctor's note is required. Contact the health office.
- If a student in 3 - 8 has an IEP that requires special education support and services can not be provided during this assigned time or states that the student is participating in an adaptive athletic program outside of the school setting.

#### **PE Uniforms/Dress Expectations**

- Students are required to wear the BRMS PE uniform to participate in PE class. Other exceptions may be made on an individual basis. Students are required to write their names on their PE uniform. (Grade 7 and 8 ONLY)
- Jewelry and watches can be a safety concern, are not a part of the required PE uniform, and should be locked in your locker or not worn during PE class.
- Gym shoes and socks are a required part of the PE uniforms. (All grades)
- Grades 7 and 8 are required to purchase and wear a heart rate monitor for daily physical PE activities.

#### **Non-dress (Grade 7 and 8)**

- 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 contact.
- 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.

#### **PE Assessment and Reporting Requirements**

- (23 IL. Admin. Code 1.425) Each school must administer FitnessGram in grades 3 - 8 annually the first and second semester of school to look at and compare pre and post results. Components include: Aerobic Capacity, Flexibility, Muscular Endurance, and Muscular Strength. Fitness scores are not used to grade students, but are reported to the State in grades 5 and 7. Students with disabilities, where the FitnessGram is not appropriate must use the Brockport Physical Fitness Testing.

## **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**

- Ask to see assignment notebook every night. Check teacher websites and/or voicemails for assignments.
- 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 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 and INFORMATION**

K-8 – will have Parent Check October 6, November Conferences (11/20-21), End of Semester One January 19, Parent Check February 23, and the End of Semester Two (May 25) Parents need to access their Illuminate online account to check student grades.. A Standard Based Report Card will be issued Semester One and Semester Two. (After January 19, 2018 and again after May 25, 2018)

BRMS Grades 5 – 8:

A - 90-100%

B - 89-80%

C - 79-70%

D - 69-60%

F - 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.*

AMJES/Reading and Math: Local Assessments: 40% of student grade

Weekly Classwork for Math and Reading: 25%

Weekly Homework for Math and Reading: 5%

Quizzes for Math and Reading (including AR points): 10%

Projects for Math and Reading: 20%

BRMS/For All Subjects: Local Assessments = 40% of student grade

Math: Weekly Classwork 10%, Weekly Homework Grade 20%, Weekly Quizzes 30%

Reading: Weekly Classwork 25%, Weekly Homework 5 %, Quizzes 10%, Projects 20%

Applied LA/Humanities: Weekly Classwork 25%, Writing/Projects 25%, Quizzes 10%

Science: Weekly Classwork 20%, Labs 15%, Quizzes/Projects 25%

CCSD#180 Gradebook expectations: Expect Core Subjects to have: one quiz/lab grade, one homework grade, and one classwork grade weekly. Expect PE to have a weekly participation grade and a weekly dress code grade.

Expect Fine Arts/Specials that meet more than twice a week to have a weekly participation grade and a weekly classwork grade.

ZEROS: Students should not receive a zero on any assignment.

LOCAL ASSESSMENT RE-TAKES: Students who earn less than a 55% on a core local assessment (reading, math, applied language arts, and/or science) in grades 3 - 8 will have the opportunity to continue to learn the skills and improve their scores through test corrections and/or test re-takes. Information will be shared with students and parents after the first local assessment in all core subject areas. Parents are asked to encourage students to take advantage of improving their assessment scores, with the goal being, skill mastery.

## **REPORT CARDS/CONFERENCES/PARENT NIGHT**

Students' progress is reported to parent(s) on Illuminate. Parents will receive an access code and password. They are encouraged to check grades regularly. If parents would like to receive a hard copy of student grades, contact the school secretary at 325-5454 BRMS/325-8186 AMJES.

Students in grades K – 8 will receive two standard based report cards at the end of semester one and again at the end of semester two. These standard based report cards will indicate student progress in the area of math, reading, and other core subjects aligned to the Instructional Planning Guides, National Core Standards, and the District Local Assessments. Students in grades 5 – 8 will also receive a letter grade for all their core classes.

Local Assessments will be given in grades K – 6 at the end of each reading unit and math chapter. In grades 7 and 8, at the end of each reading unit, math chapter, applied language arts unit, and science unit. Assessment grades can be viewed in Illuminate by students and parents..

Required Parent Checks in grades K – 8 will occur in Illuminate. Our District Communication System will send Emails/Voicemails/Texts, Mailings, and/or Hard Copies will be sent to parents to check progress on the following dates: October 6, November 20-21, after January 19 (semester report card), February 23, and after May 25 (semester report card). Semester One Ends January 19, 2018; Semester Two Ends May 25, 2018.

CCSD#180 will hold conferences during 2017-2018 on the following date: November 20-21, 2017. All parents are invited to attend the November conference. Grade Level Parent Night will replace spring conferences. More information will be forthcoming during the school year regarding the nights. The expectation for parents is to participate in one parent night sponsored by the teachers in their student's grade level in 2017-2018.

### **PROMOTION/RETENTION OF STUDENTS/Grades 3 through 8**

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. At the middle school, students need to pass all classes for the school year with a minimum of a 70% average in each class at the end of each semester and have good school attendance. Data points will also be used to determine if a student can be promoted. The data points used will be: NWEA Map scores for reading and math, Local Assessments (Far Below Basic and Below Basic), and are 2 or more grade levels below their current grade level in reading performance.

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, a student may be assigned placement in the After School Academic Achiever's Program if his/her grades and NWEA MAP scores in math and reading reflect a need for this assistance. 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.

## 3<sup>rd</sup>-8<sup>th</sup> GRADE

### PROMOTION AND RETENTION REQUIREMENTS

Our district's goal is that every child has the support they need to be successful. We know that not all students learn the same way and that some need more time engaged in meaningful learning experiences to reach their full potential. Because some children need a little more time or direction we have set up a new Promotion process (for non-IEP students) to be sure that your child receives the support they need. Our district offers many opportunities to assist students and has adopted the following steps to help students be successful in their current grade and in the years to come.

**In August/September** all students will take the Fall Measure of Academic Progress (MAP) tests. Students found to be below their grade level RIT Goal (see attached chart) in reading and math will be required to do one or more of the following starting **October 2nd**:

- Attend one hour of after school reading and/or math tutoring per week.
- Earn a set number of Study Island blue ribbons or IXL lessons (on-line) per month through February 1<sup>st</sup>. (determined by grade level)
- Be assigned additional reading and/or math support within the school day.

*The parent of any student not wanting to take advantage of this assistance will need to sign a waiver form declining this additional assistance and acknowledging that their child may be retained in their current grade.*

**In January** all students will take the mid-year MAP tests. A student found to be below their grade level RIT goal in reading and math and/or has received below 70% grade average in any of their scheduled academic classes (**BRMS**) will be required to do the following starting **February 5th**:

- Attend one hour of after school reading and/or math tutoring per week.
- Earn a set number of Study Island blue ribbons or IXL lessons (on-line) per month through February 1<sup>st</sup>. (determined by grade level)
- Be assigned additional reading and/or math support within the school day.
- **AND IS AUTOMATICALLY enrolled in the District's 2018 summer school program and must attend.**

*The parent of any student not wanting to take advantage of this assistance will need to sign a waiver form declining this additional assistance and acknowledging that their child may be retained in their current grade.*

**In May** all students will take the end-of-year MAP tests.

Student information to know:

- Students identified in January for summer school: Attend the District's 2018 summer school program.
- Students entering grades 3 - 8 for the 2017-2018 school year: Complete the required summer reading novel and math packet requirement.
- New students who registered after the January MAP testing: Attend the District's 2018 summer school program.

*The parent of any student not wanting to take advantage of this assistance will need to sign a waiver form declining this additional assistance and acknowledging that their child may be retained in their current grade.*

**All 3<sup>rd</sup> through 8<sup>th</sup> grade pupils meeting and completing the above requirements will be promoted to the next grade level at the start of the next school year.**

Other Information to Know:

- Students with unexcused absences of more than 15 school days may not be promoted to the next grade level without completing the above requirements.
- Summer school sessions take place Monday through Thursday for a total of six weeks.

As soon as retention becomes a possibility, parents will be contacted to develop a plan to provide the student the assistance and extra instruction he/she needs to be successful. Should parents have any concerns throughout the school year, please keep in touch with teachers via email, voicemail, or scheduling a parent-teacher conference as soon and as often as necessary.

CCSD180 will continue to provide a variety of learning opportunities to ensure that our students meet their academic goals. We sincerely want each and every one of our students to grow and learn and we will do whatever we can to support our students.

READING RIT GOALS 2017 - 2018

GRADE	FALL	WINTER	SPRING
K	141	152	159
1	161	172	178
2	175	185	189
3	189	196	199
4	199	204	206
5	206	210	212
6	211	215	216
7	215	217	219
8	218	220	221

MATH RIT GOAL 2017 - 2018

GRADE	FALL	WINTER	SPRING
K	140	152	160
1	163	174	191
2	177	187	193
3	191	199	204
4	202	209	214
5	212	218	222
6	218	223	226
7	223	227	229
8	227	230	231

## CCSD#180 Academic Online Requirements for Students

**Daily Required Reading and Accelerated Reader Requirements for Grades 3 - 8 PER Semester:** Encourage your student to read. Almost every book in our libraries is an AR book. This means that students can read the book, take an online quiz at school, and earn their monthly points. Reports will be sent home quarterly to students. This will be a monthly reading grade for students in grades 3 – 8, counting as a quiz grade.

Grade Level	Daily Reading Practice (minutes)	Monthly Accelerated Reader Points
3	20	4
4	25	4
5	30	8
6	30	9
7	35	9
8	35	10

### Study Island Requirements for General Education Students

This is an online resource for students. Students will be allowed some time in school to complete. This is also a system that students have access to outside of the building. Students will know their ID and password to log on.

Grades 5 - 6: Students are required to complete Blue Ribbons as assigned by their teachers in reading. Student Island will not be a part of the student's grade book for reading.

Grade 7 - 8: Students are required to earn 17 Blue Ribbons each semester. The Blue Ribbons will be earned in reading and assigned by grade level teachers. Study Island is a part of the student's grade for Reading and Math Encore classes on a semester basis.

### Study Island Requirements for Promotion/Retention Students 3 - 8

Students falling below their grade level mean for NWEA MAP testing and/or not earning 70% or above in their academic classes will be **required** to earn a minimum number of Blue Ribbons in order to be in compliance with this program's policies. Students will be identified for this program after each of the three NWEA MAP testing sessions annually. Students assigned to this program will be assigned specific Blue Ribbons that align with their grade level instructional planning guides. Any student not accomplishing their goals during the regular school day or at home will need to stay and attend the after school Study Island sessions until they are caught up with their Blue Ribbon requirements.

### IXL Requirements (Math Online Support)

In grades one through eight, math teachers will assign IXL lessons to coordinate with skills during each math chapter to prepare the local assessment. Reports should be shared with students and parents. In grades 7 and 8, a total of 17 IXL Mastered Medals will be a requirement each semester.

### Fastt Math (Math Online Support)

In grades one through four, math teachers will assign this resource weekly to allow students mastery in addition/subtraction and multiplication/division. Reports should be shared with students and parents.

## **8<sup>th</sup> GRADE WATCHLIST**

Students are considered on the watchlist if they are earning below a 70% yearly average in any class. Students on the watchlist set goals to improve behavior and/or academics. To earn the end of the year ceremony and any end of the year activities planned for the 8<sup>th</sup> grade students, all classes must be passed with a minimum average of 70% and have fewer than 15 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 have a 70% or above average in all of their classes or have more than 15 days of school absences will receive a certificate of attendance for their 8<sup>th</sup> grade year. They will not be invited to participate in the end of the year ceremony. Parents and students will be notified by teachers, SSC staff, principal through letters, conference, and/or Illuminate.

## **CONSTITUTION TEST REQUIREMENTS**

Students need to pass the US Constitution Test in 7<sup>th</sup> grade and the Illinois Constitution Test in 8<sup>th</sup> grade in order to receive a diploma from 8<sup>th</sup> 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. To evaluate its educational programs as authorized under Section 6(a)(4) of the Illinois Student Records Act, District 180 may disclose student (standardized) testing information, (specifically test results for PARCC and NWEA) to authorized representatives of its feeder schools (District 86, Hinsdale Township), without parental consent. The District will only disclose this information on or for the purpose of research, statistical reporting, and/or planning on the improvement of student instruction.

**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 may 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. The schools will work in conjunction with the police department if the situation deems necessary.

## **Important Parent Information**

### **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 subject to disciplinary action including, but not limited to, suspension, or expulsion from school. Play fighting will be subject to disciplinary action including, but not limited to, suspension, or expulsion from school. 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 will be subject to disciplinary action including, but not limited to, detention, 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)**

As Per Policy 7:180, bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct. 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, SSC 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, SSC 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)

CCSD180 schools, like all schools, want students to feel safe. Our district is supportive of efforts to prevent bullying. We believe that a student's right to feel safe in school is paramount and contributes significantly to his/her capacity of learning and social development. Voicemail to report bullying behavior:

Anne M Jeans Elementary School: 630-734-6691

Burr Ridge Middle School: 630-734-6692

Text Line to report bullying behavior:

Anne M Jeans Elementary School: 630-392-6160

Burr Ridge Middle School: 630-392-6160

### **Bus Transportation**

Bus transportation is available for BRMS 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 possible consequences will be assigned:

#1 – Bus Warning

#2 – Conference with SSC

#3 – intervention folder and parent contact

and the policy below will be implemented.

Burr Ridge Community Consolidated School District #180 Policy Manual 7:220: **Bus Conduct 1**

All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

- Prohibited student conduct as defined in School Board policy, 7:190, *Student Discipline*.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the Superintendent or designee deems to threaten the safe operation of □the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. **2**

Electronic Recordings on School Buses - Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the

vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

**1** All districts must have a policy on student discipline (105 ILCS 5/10-20.14; 23 Ill.Admin.Code §1.280). State law requires the parent-teacher advisory committee, in cooperation with school bus personnel, to develop with the board, school bus safety procedures (105 ILCS 5/10-20.14(c). See 4:170-AP3, *School Bus Safety Rules*.

**2** 105 ILCS 5/10-22.6(b) provides procedures for suspending a student from riding a school bus.

**3** This section is optional; however, before using electronic audio and/or visual recording devices, the school board must adopt a policy authorizing such electronic recordings, and it must give notice of the policy by including it in student handbooks and other documents (720 ILCS 5/14-3(m). The notice provisions in the sample policy are mandatory.

The board should consult with the board attorney concerning the status of video and/or audio recordings that were made on school buses. Confusion surrounds whether or not videotapes are *education records* for purposes of the federal Family Education Rights and Privacy Act (FERPA) and/or *school student records* as defined in the Ill. School Student Records Act (105 ILCS 10/). The Ill. State Board of Education (ISBE) considerably reduced the confusion by stating in its rule that *school student records* do not include video or other electronic recordings "created at least in part for law enforcement or security or safety reasons or purposes," (23 Ill.Admin.Code §375.10). ISBE rules also specify that: (1) electronic recordings made on school buses, as defined in the exemption from the criminal offense of eavesdropping in 720 ILCS 5/14-3, are not *school student records*, (Id.) and (2) no image on a school security recording may be designated as directory information (23 Ill.Admin.Code §375.80). This treatment exempts school bus videos from the multiple requirements in the Ill. School Student Records Act. However, when responding to a request under the Freedom of Information Act for recordings on school buses, a district will need to find an exemption other than the recording is a *school student record*.

7:220 Page 1 of 2 LEGAL REF.: CROSS REF.: ADMIN. PROC.:

*Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99. 105 ILCS 5/10-20.14, 5/10-22.6, and 10/□720 ILCS 5/14-3(m). □23 Ill.Admin.Code Part 375, Student Records.4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:340 (Student Records) 4:170-AP3 (School Bus Safety Rules)*

## **Cell Phones**

Cell phones are highly discouraged. If a student chooses to bring a cell phone to school, it must be off and not visible or 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. If a cell phone is taken, students/parents will be notified and arrangements will be made for returning the cell phone to the student or parent.

"Sexting" or using a cell phone or other personal communication devices to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function are subject to discipline based on District policy.

Off-Campus Electronic Speech (via cell phone, computer, websites, email, texting, chatting, or the use of any other electronic devices) are subject to discipline based on District policy if it is found that off-campus online expression has caused an unsafe environment in the school or towards students, has a nexus to the school, and if it causes substantial disruption during the school day or with instruction.

### **Computer Usage (Technology)**

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. Tampering of electronic grades and academic systems is prohibited, this includes the use of drones.

### **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; ripped clothing, head coverings; coats, shoes without proper soles (i.e slippers). □ 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.

Theme Days and Appropriate Student Dress: Only school sponsored theme days will be permitted (i.e. Spirit Week), unless approved by an administrator. Student initiated theme days are not allowed.

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. Senate Bill 100 expands Look-a-like drugs to include any substance that a student believes to be, or represents to be, a substance prohibited by the policy, even if the substance is not prohibited. SB 100 also adds the following new behaviors under the category of DRUGS: Electronic cigarettes, substances, such as pure caffeine in tablet or powdered form, that are ingested with the intention of causing a physiological or psychological change in the body.

## **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: Student and parent will be communicated with and a date to pick up the item(s) from the main office will be scheduled.

HB3281 amended the School Code PA 9709349 and became law in January 1, 2012. The bill provides that "the gross disobedience for which a school board may expel pupils includes that perpetuated by electronic means." This includes making explicit threats on an Internet site against school employees, students, or any school-related personnel.

## **Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. **2** The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s). **3** The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. **4** Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior.

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. **5** Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use. **6**

**1** State or federal law requires this subject matter be covered by policy. State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the

employee representative, even if the policy involves an inherent managerial right. This policy concerns an area in which the law is unsettled.

A policy on Internet safety is necessary to receive *E-rate* funds under the Elementary and Secondary Education Act, Enhancing Education Through Technology (20 U.S.C. §6751 et seq.) and to qualify for universal service benefits under the Children’s Internet Protection Act (47 U.S.C. §254(h) and (l)).

**2** This goal is repeated in exhibit 6:235-E2, *Authorization for Electronic Network Access*.

**3** Topics for the implementation plan include integration of the Internet in the curriculum, staff training, and safety issues. The implementation plan can also include technical information regarding service providers, establishing Internet accounts, distributing passwords, software filters, menu creation, managing resources and storage capacity, and the number of dial-up lines or access points for users to connect to their accounts. Another topic is investigation of inappropriate use.

**4** No system can guarantee to operate perfectly or to prevent access to inappropriate material; this policy statement attempts to absolve the district of any liability.

**5** Required by 47 U.S.C. §254(h)(5)(B)(iii) and 47 C.F.R. §54.520(c)(i) only for districts that receive *E-rate* discounts for Internet access or plan to become participants in the *E-rate* discount program. Beginning July 1, 2012, all boards receiving an *E-rate* funding for Internet access must certify that they have updated their Internet safety policies. See, *FCC Report and Order 11-125* (August 11, 2011). This sentence is optional if the district only receives discounts for telecommunications, such as telephone service, unless the district plans to participate in the *E-rate* discount program.

**6** School authorities may reasonably regulate student expression in school-sponsored publications for education-related reasons. *Hazelwood School District v. Kuhlmeier*, 108 S.Ct. 562 (1988). This policy allows such control by clearly stating that school-sponsored network information resources are not a “public forum” open for general student use but are, instead, part of the curriculum.

#### Acceptable Use **7**

All use of the District’s electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right.

**8** Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District’s electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District’s *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. **9** Electronic communications and downloaded material, including files deleted from a user’s account but not erased, may be monitored or read by school officials. **10**

#### Internet Safety **11**

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. **12** The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other

7 This paragraph provides general guidelines for acceptable use regardless of whether Internet use is supervised. The specific rules are provided in exhibit 6:235-E2, *Authorization for Electronic Network Access* (see also footnote 11). This paragraph's application to faculty may have collective bargaining implications.

8 The "privilege, not a right" dichotomy is borrowed from cases holding that a student's removal from a team does not require due process because such participation is a privilege rather than a right. The deprivation of a privilege typically does not trigger the Constitution's due process provision. *Clements v. Board of Education of Decatur Public School District No. 61*, 478 N.E.2d 1209 (Ill.App.4, 1985). Nevertheless, before access privileges are revoked, the user should be allowed to give an explanation.

9 If students are allowed only supervised access and are not required to sign the *Authorization for Electronic Network Access*, the provisions from the *Authorization* should be used as administrative procedures for covering student Internet use. See *Acceptable Use of Electronic Networks*, 6:235-AP. This is an optional sentence:

The Superintendent shall establish administrative procedures containing the appropriate uses, ethics, and protocol for Internet use. □ The Harassing and Obscene Communications Act criminalizes harassing and obscene electronic communication (720

ILCS 135/0.01). □ 10 The Fourth Amendment protects individuals from searches only when the person has a legitimate expectation of

privacy. This provision attempts to avoid Fourth Amendment protection for communications and downloaded material by forewarning users that their material may be read or searched, thus negating any expectation of privacy.

Email and computer files are "public records" as defined in the Ill. Freedom of Information Act if they are, as in this policy, "under control" of the school board (5 ILCS 140/2). They may be exempt from disclosure, however, when they contain information that, if disclosed, "would constitute a clearly unwarranted invasion of personal privacy," (5 ILCS 140/7). Alternatively, a school board may believe that making email semi-private enhances its educational value. The following grants limited privacy to email communications and can be substituted for the sample policy's sentence preceding this footnote:

School officials will not intentionally inspect the contents of email without the consent of the sender or an intended recipient, unless as required to investigate complaints regarding email that are alleged to contain material in violation of this policy or the *Authorization for Electronic Network Access*.

11 Supra f/n #1.

12 This sample policy language is broader than the requirements in federal law (20 U.S.C. §6777, 47 U.S.C. §254, and 47 C.F.R. §54.520(c)(i)). It does not distinguish between minors (children younger than 17) and non-minors. The terms, *minor*, *obscene*, *child pornography*, and *harmful to minors* have not changed, but are now explicitly referred to in the regulations at 47 C.F.R. §54.520(a). Federal law defines *harmful to minors* as:

...any picture, image, graphic image file, or other visual depiction that—(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The Federal Communications Commission specifically declined to find that access to *Facebook* or *MySpace* are *per se harmful to minors*. School officials have discretion about whether or not to block access to these and similar sites. See supra f/n #3.

An authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. **13** The Superintendent or designee shall include measures in this policy's implementation plan to address the following: **14**

- Ensure staff supervision of student access to online electronic networks, **15**
- Restrict student access to inappropriate matter as well as restricting access to harmful □ materials,
- Ensure student and staff privacy, safety, and security when using electronic communications,
- Restrict unauthorized access, including “hacking” and other unlawful activities, and
- Restrict unauthorized disclosure, use, and dissemination of personal identification □ information, such as, names and addresses.

#### Authorization for Electronic Network Access **16**

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use. **17**

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

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

**13** Permitted by 20 U.S.C. §6777(c). The policy's provision for prior approval is not in the law and may be omitted. The entire sentence may be eliminated if a board does not want the filtering device to be disabled.

**14** In order to qualify for universal service benefits under the federal Children's Internet Protection Act (CIPA), the district's Internet safety policy must address the items listed in the sample policy (47 U.S.C. §254(l)). The sample policy accomplishes this task by requiring these items be addressed in the policy's implementation plan or administrative procedure.

Note that federal law requires the school board to hold at least one hearing or meeting to address the *initial* adoption of the Internet safety policy. Later revisions of the existing policy need not follow the public notice rule of CIPA, though a board will still need to follow its policy regarding revisions and the mandates of the Ill. Freedom of Information Act.

CIPA also requires this policy and its documentation to be retained for at least 5 years after the last day of service delivered in a particular funding year. This means the 5-year retention requirement begins on the last day of service

delivered under E-rate not from the day the policy was initially adopted. Consult the board attorney about this requirement and the best practices for your individual board.

**15** Monitoring the online activities of *students* is broader than the requirement in federal law to monitor *minors*. The definition of minor for this purpose is “any individual who has not attained the age of 17 years.” See 47 C.F.R. 54.520(a)(4)(i). The use of the word *students* is a best practice.

**16** The *Authorization for Electronic Network Access* (6:235-E2), rather than this board policy, specifies appropriate conduct, ethics, and protocol for Internet use. This is consistent with the principle that detailed requirements are not appropriate for board policy; instead, they should be contained in separate district documents that are authorized by board policy. Keeping technical rules specifying acceptable use out of board policy will allow for greater flexibility, fewer changes to the policy manual, and adherence to the belief that board policy should be confined to governance issues and the provision of guidance on significant district issues.

**17** The Superintendent’s implementation plan should describe appropriate supervision for students on the Internet who are not required, or refuse, to sign the *Authorization*.

The use of personal electronic communication devices owned by students but used to gain Internet access that has been funded by *E-rate* is not addressed yet. The FCC has indicated that it does plan to address the issues associated with the application of CIPA requirements to this situation.

*No Child Left Behind Act, 20 U.S.C. §6777. □ Children’s Internet Protection Act, 47 U.S.C. §254(h) and (l). □ Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq. □ 47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries. 720 ILCS 135/0.01.*

*5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Restrictions on Publications)*

*6:235-API (Administrative Procedure - Acceptable Use of Electronic Networks), 6:235-API, E1 (Student Authorization for Electronic Network Access), 6:235- API, E2 (Exhibit - Staff Authorization for Electronic Network Access*

*Policy Reviewed April 2004 □ Policy Revised June 2004 □ Policy Reviewed August 2007 □ Policy Revised September 2007 □ Policy Reviewed and Re-Approved September 2008 Policy Reviewed June 2012, Approved, August, 2012*

## **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 at CCSD#180**

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 Infractions or more – This will be subject to disciplinary action including, but not limited to, detention, in or out of school suspension from school.

### **Gum, Candy, Food (Birthday Celebrations)**

Gum is not allowed in the school building. Candy and food should not be brought into the classrooms. The appropriate place to have these types of candy/food is in the cafeteria. If food is seen outside of the cafeteria, it will be confiscated. We are a wellness school and items such as cupcakes, cakes, and chips are not allowed to be brought into the building and distributed to celebrate birthdays.

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. This will be subject to disciplinary action including, but not limited to, suspension, or expulsion from school. 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. This includes the engagement in any sexual activity while on school property and during school sponsored events.

### **Safety 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 734-7105.

### **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. According to SB 100, this includes entering school property without proper authorization and making prank 911 calls.

### **DEFINITION OF TERMS**

Students Service Center (SSC) - The Student Service Center is a resource room used for students in grades 5 - 8. Students in the SSC are directly supervised throughout the school day and/or after school. Students are encouraged to use the SSC to report concerns or to ask for support. Students may be assigned disciplinary action that requires time served in the SSC. 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 SSC are served after school until the late bus. Classroom teachers will handle their own detentions for classroom incident infractions.

### **Alternate Learning Environment**

Students assigned to an alternate learning environment will work in the building or SSC for an assigned amount of time. Students are responsible for having work to do while working in this environment. If they do not, work will be assigned to them by the assigned supervisor. *Participation in after school activities will not be allowed on the day of an alternate learning environment.*

### **Out of School Suspension**

The principal may recommend removal from school for a period of days for serious behavioral infractions. 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's 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. A plan to pick up work will be developed with the parent when the suspension is being communicated. 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*

Regarding Senate Bill 100:

School officials will be more diligent to consider forms of non-exclusionary discipline to the greatest extent possible. And will include: restitution, confiscation and temporary retention of personal property that was used to violate a policy or school rule. Restorative justice will be considered and agreed up by all parties if necessary in a discipline situation. Our - PBIS (Positive behavior system) has been in place for over ten school years and will continue to support students, staff, and families with there are concerns that impede student learning and/or school rules. The disciplinary measures listed are options that are not applicable in all cases. If in or out of school consequences are assigned, a Re-Entry Meetings will be scheduled to focus on a plan for the “re-engagement of returning students”, which includes making up work that was missed.

***Failure to sign off on the annual Student Family Handbook will not relieve a student or the parent/guardian from being responsible for knowing and complying with the rules contained within the Board policy on Student Behavior and the Student Conduct Code.***

## 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 participating in sports need a sports physical in order to practice or compete in games.

### **ATHLETICS 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. Students are encouraged to join and/or be a spectator at home games.

### **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. We follow the T.E.A.M. approach – Teach, Enforce, Advocate, and Model. There is an athletic handbook that will be shared with athletes who participate in District athletics.

**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 3:20 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 3:20 PM, 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.

**4:15 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 (4:15) 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, the District Communication System will call parents and inform them they will be coming home on the regularly scheduled bus or will remain at school until the 4:15 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 student, 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.

**2017 - 2018 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.

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Student -PRINT NAME

Grade Level:

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

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Parent/Guardian -PRINT NAME

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Parent/Guardian Signature                      Date

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**