

**nINDIAN CREEK COMMUNITY UNIT DISTRICT 425**

**INDIAN CREEK MIDDLE SCHOOL**

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**STUDENT HANDBOOK 2008-2009**

Ms. Pamela R. Rockwood, Superintendent  
Mrs. Paula M. Kennedy, Principal

“What can you expect from the faculty and staff?”

“Indian Creek Middle School believes that our students need to be prepared to accept their future roles as independent and productive citizens by becoming life-long learners. To help accomplish this task, the middle school, in partnership with the community will provide a safe, positive environment that teaches and promotes academic success, individual responsibility, self-discipline, respect for others, and positive self-esteem.”

**THE MISSION OF THE INDIAN CREEK COMMUNITY UNIT DISTRICT 425  
IS TO STRIVE FOR EXCELLENCE IN LEARNING.**

**THE INDIAN CREEK COMMUNITY OF LEARNERS BELIEVE:**

1. Schools exist for students.
2. All students can learn.
3. Education is everybody’s responsibility.
4. A standard of excellence should exist for all.
5. The district strives to create a physically, emotionally, mentally, safe and healthy environment for all.
6. Everyone deserves respect.
7. Adults lead by example: positive role models.
8. Education encourages students to be responsible for developing their academic, social, and civic potentials for life-long learning.
9. A broad and flexible curriculum has basic education as a first priority.
10. Effective communication is important.

## **Indian Creek Unit District #425**

### **BOARD OF EDUCATION**

Dan Cribben - President

Charles Foster - Vice-President

Pam Ottengheime – Secretary

Vaughn Boehne....Jim Hicks....Jill Konen.....Cheryl Palombo

### **SCHOOL ADMINISTRATION**

Ms. Pamela R. Rockwood, Superintendent

Mrs. Paula M. Kennedy, Principal ICMS

### **FACULTY and STAFF**

Mrs. Monica Berryhill	Special Needs, 6 <sup>th</sup>
Ms. Becky Boldt	District Technology Coordinator
Miss Amy Burling	Special Needs, 7 <sup>th</sup>
Ms. Joanne Burton	6 <sup>th</sup> Grade Team
Mrs. Emily Butler	7 <sup>th</sup> Grade Team
Mrs. Stephanie Crutcher	Computers
Ms. Elyse Davies	Instructional Aide
Mr. John Feken	Band/Chorus
Mrs. Julie Frankel	Fine Arts
Mrs. Cary Jo Goodrich	Librarian
Mrs. Nancy Govig	District Nurse
Mr. Allen Ham	District Maintenance Supervisor
Mrs. Cathy Hartman	Physical Education
Mrs. Tammy Johnson	Instructional Aide
Mrs. Dee Dee Koehler	Cook's Helper
Mrs. Geri Korhnak	Instructional Aide
Mr. Scott McClure	6 <sup>th</sup> Grade Team
Mrs. Tina McClure	Special Needs, 8 <sup>th</sup>
Mr. Joseph Malm	8 <sup>th</sup> Grade Team
Mrs. Cheryl Merchant	Head Cook
Mr. Ehren Mertz	Athletic Director
Mrs. Alison Metz	Social Worker
Mrs. Jennifer Miller	8 <sup>th</sup> Grade Team
Mr. Roderick Moore	7 <sup>th</sup> Grade Team
Mrs. Inge Nicklaus	6 <sup>th</sup> Grade Team
Mr. Frank Oblak	Physical Education/Health
Mr. Dave Olson	Industrial Arts
Mr. Matt Orstead	Custodian
Mr. Gary Richardson	8 <sup>th</sup> Grade Team
Mrs. Sandy Rueff	Secretary
Mrs. Drenda Schmidt	Band
Mr. Eric Schrader	Physical Education
Mr. Vic Sebastiano	Weight Training Instructor/Supervisor
Mr. Matt Speerly	Custodian
Mrs. Kathy Watson	8 <sup>th</sup> Grade Team

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## WELCOME

This handbook is to provide you with the guidelines that are followed here at Indian Creek Middle School. Every member of the staff is here to help you have a successful and enjoyable school year. Each student is urged to seek the aid of the principal and teachers if the need arises. **Read this book carefully**, as it will answer many questions about your needs and what will be expected of you at Indian Creek Middle School.

### WHAT THE SCHOOL EXPECTS OF YOU

Students are expected to conduct themselves in such a manner as to bring credit to themselves, their family, Indian Creek Middle School, their community, and their country. This applies to activities after school hours and when visiting other schools, as well as during the regular school day. Good behavior makes sense, and it is hoped that because of good student behavior, school authorities will find it necessary to enforce only a minimum of regulations. The purpose of school rules is to provide a safe environment in which students can learn to act maturely and responsibly in a variety of situations. The supervision of student conduct will include time in which the student is normally in attendance in school, while the student is in or on any property of CUSD #425, and at all extra-curricular activities whether at Indian Creek Community Unit School District #425 activities/events or elsewhere.

### THE SCHOOL DAY

Students are expected to be in Homeroom and ready to start the day at 8:25 AM. Due to supervision, students should arrive on the school grounds no earlier than 8:00 AM. At 8:10 students may enter the building and proceed to their P.E. lockers, the office for Admit Slips or to drop off notes, or to their hall lockers. On days of inclement weather, students may wait in the lobby area from 8:00 to 8:10 AM until the first bell rings. Students should dress for the weather keeping in mind they may go outside for daily recess.

The day ends around 3:10 PM, depending on the bus schedule. The Shabbona Shuttle bus riders are dismissed by grade level as the buses arrive in the North parking lot. All athletes, Waterman bus riders, and walkers are dismissed at 3:20 PM.

### EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in after school activities. Extra-curricular activities will consist of any school activity not assigned by the teacher in a regularly scheduled class for a grade. The goal of these programs is to expose the students to various activities to promote a healthier lifestyle and improve individual skill levels, as well as teach the concept of "team."

Students participating in the following Extra-Curricular Activities need to meet the same eligibility requirements as students participating in sports. (See p.13) A D in any subject will result in an academic warning. An F will result in ineligibility. After three weeks of being ineligible, the student may no longer participate in the extra curricular activity. Students on academic warning or ineligibility are required to meet with their classroom teacher(s) and attend scheduled special help sessions.

Various activities may include the following:

#### Scholastic Bowl Club

Spring Play

Spelling Bee

Student Council

Athletics - (\* denotes IESA or Junior 10 competition)

Weight Conditioning for seventh and eighth graders

Fall	Aug.-Oct	Boys	Girls
*Baseball (6-8)		X	
*Softball (6-8)			X
*Soccer (6-8)		X	X
*Volleyball (7-8)			X
*Volleyball (6)			X
<b>Winter</b>			
*Basketball (7-8)		X (Oct-Dec)	
*Basketball		(Jan-Mar)	X
Basketball (6) Jr. Pro		X	X
*Cheerleading (7-8)		(Oct-Dec)	X
<b>Spring</b> Mar-May			
*Track		X	X

A shuttle bus is provided to help with transportation to the west side of the District. This bus runs on all regularly scheduled school days, picking the students up at 5:15 in the back of the Middle School and dropping students off at the High School parking lot at 5:30 PM.

### DISCIPLINARY CODE

The Board of Education, Administration, and Faculty of Community United School District #425 recognizes the need to give each student fair treatment in all school related matters, especially disciplinary matters. The goal of Indian Creek Middle School is to develop positive student behavior. The following disciplinary code is designated to benefit both students and school personnel. Students are advised of penalties for a violation of school rules. While both the principal and superintendent are legally permitted to suspend a student from school, expulsion must come from the Board of Education. Suspensions can either be in-school or out-of-school as determined by the violation, but expulsion is a removal of the student from the school for a period in excess of ten school days.

### RIGHTS OF STUDENTS

A student may not be deprived of rights without due process of law. Due process guarantees that the accused person has the opportunity to present a defense, to explain the circumstances of the alleged improper actions, or to attempt to prove their innocence. Unless exigent circumstances dictate otherwise, prior to imposition of a suspension, the suspending official shall notify the student of the charges against him/her, and the student shall be afforded an opportunity to respond to such charges.

Students whose presence possess a continuing danger and/or threat to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from the school and its property. In such cases, the requirements of notice and hearing shall follow as soon as possible.

## STUDENT CONDUCT RESPONSIBILITIES

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, staff members, and administrators have a duty to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concepts of balancing the rights of the individual with the rights of society are valid in the educational community as in the larger community. Attendance and behavioral problems may result in loss of school privileges, such as school activities, field trips, or graduation ceremony. In order to assist the student in developing self-discipline and a strong sense of responsibility toward himself/herself and others, there will be certain special responsibilities required of a citizen who is a student at Indian Creek Middle School:

1. Become informed of, observe and adhere to reasonable rules and regulations established by the Board of Education, faculty and staff and implemented by school administrators and faculty.
2. Respect the rights and individuality of other students, faculty, staff and administration.
3. Respect the authority of the administration, teachers and other staff personnel at all times.
4. Refrain from libel, slanderous remarks, and obscenity in verbal, non-verbal, and written expression.
5. Dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety (see pg 14).
6. Refrain from gross disobedience, misconduct or behavior which disrupts the education process.
7. Take good care of all school equipment that has been assigned to them such as desks, textbooks, and locks/lockers.
8. Preserve school property, exercise care while using school facilities and equipment and help maintain and improve the school environment.
9. Refrain from public displays of affection which are examples of inappropriate behavior.
10. Be in attendance one half of the school day in order to participate or attend a school function: such as athletic contests or dances. The only exception of this rule will be an excuse obtained from the Principal. This excuse must be obtained in advance.
11. Students must pay all fines and fees before participating in school activities: candy day, field trips, etc.
12. Permission is needed to make phone calls during the school day. Personal arrangements should be made before school.
13. Refrain from bringing beverages and/or food into the classroom unless a faculty member has given prior permission for a special occasion.
14. Refrain from bringing glass and/or opened containers to school.
15. Remove radios/tape players/headphones upon entrance to the building and store them in his/her locker.
16. Refrain from bringing or chewing gum in school.
17. Refrain from possession and/or use of alcohol and other drugs including tobacco
18. Refrain from any gang related activity within the boundaries of the school property and safe school zone.
19. Refrain from using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noises,

coercion, threats, intimidation, fear, bullying, or other comparable conduct.

20. Accept the consequences of any encroachment upon the rights of others.

## ICMS CLASSROOM EXPECTATIONS

1. Respect the rights of others and observe guidelines for behavior set by the classroom teacher.
2. Be honest about your work and behavior.
3. Attendance is crucial for academic success. Attend every class.
4. Report to your assigned seat and be ready for class work when the tardy bell sounds.
5. Bring your Assignment Notebook, textbooks, notebooks, writing utensils, and all other necessary materials to class.
6. Be an active participant in the classroom, listen well, take appropriate notes and take part in class discussions; do not be afraid to raise your hand in class.
7. Record in the Assignment Notebook the homework, projects, and tests for each class, and obtain a parent/guardian signature when requested by a teacher.
8. Use the study time provided by the teachers during class. This will reduce the amount of schoolwork that will have to be done at home.
9. Plan your work and schedule time for your homework each day. Complete all assigned homework and turn it in on time.
10. Ask the teacher for extra help when needed. There are many opportunities for extra help built right into the regular school day. These include, but are not limited to, assignment time, resource period, and recess.
11. Promptly obtain a parent/guardian signature as required by some teachers on tests, homework, notes, etc and return the signed paper to the teacher the following day.

## HOMEWORK PHILOSOPHY AND RULES

The middle school believes that students who are absent because of an illness need at least a day to rest and recover. Therefore, homework will be available to them upon request on the second day of illness.

Teacher Responsibilities: The middle school teacher will use homework to encourage students to develop the skills and concepts taught during school time. This may include use of the library, reading (critical comprehension), critical viewing on television, listening activities, writing and thinking projects, and long range assignments. The objective of the staff is to have students want to learn and enjoy learning.

Student Responsibilities: All assignments shall be prepared on time unless the teacher has excused them. If help is needed or if students have late work, students should make arrangements with the teacher to get extra help.

Parent Responsibilities: If a student has a reason for work being late, parents must contact the teacher by note, phone call, or in person by the end of the next school day.

## GRADING SYSTEM

Grades will be recorded letters: A, B, C, D, F, and I (incomplete).

A = 100 - 90

B = 89 - 80

C = 79 - 70

D = 69 - 60 (Academic Warning)

F = Below 60% (Failing)

A class grade is based on test grades, attendance, and completion of daily assignments, class participation, and other activities required by the teacher. When appropriate, a teacher may assign a student a grade of "I" for incomplete. An incomplete grade will be allowed to stand for two (2) weeks. At the end of that time, the incomplete is automatically changed to a failure "F" if the outstanding work is not completed, unless the Principal grants an extension of time.

In order for a student to be eligible for the Honor Roll at Indian Creek Middle School, he/she must obtain a 3.0 or better grade point average each quarter. To earn High Honors status a student must obtain a 3.500 or better. No student may be on the honor roll and carry a D or F grade in any class subject.

Grades reflect academic performance, class participation and presence in class. Students who are unexcused have made a conscious choice to not be present and not to participate.

Students with unexcused absences will not receive credit for assignments missed.

## ACADEMIC WARNING/RETENTION POLICY

The administration, faculty and staff at Indian Creek Middle School believe that our students need to be prepared to accept their future roles as independent and productive citizens by becoming life-long learners. One of our goals is to teach and promote academic success, individual responsibility, self-discipline, and a good work ethic

Many strategies will be implemented to help your child be successful:

- Classroom teachers begin each week by posting the daily assignments for the entire week on the board. Students are given time to complete the Assignment Notebook, writing the quizzes or tests in red ink.
- Teachers inform the students on a daily basis when the expectations change. Students are expected to amend their Assignment Notebook.
- Parents are asked to sign the Assignment Notebook on Monday evening, discuss the "week ahead," and help the child devise a plan for success.
- Organization skills are taught and reinforced. (ie color-coded notebooks and folders, Homework Folders, highlighting key words and phrases, etc)
- Students are encouraged to use the 9<sup>th</sup> hour instructional period to seek extra help and attend offered review sessions.
- Before and after school sessions may be arranged with individual teachers for extra help

Despite our many supports and attempts to help organize, guide students and offer extra assistance, some will not perform at a satisfactory level in one or more academic areas. When a student's grades begin to approach or fall below the

70%, he/she will be placed on Academic Warning. Another way to figure this is to add the total percentage points across quarters; by the end of the year, students must earn 280 points.

Academic Warning is just that; it is a warning that the child is not performing at a level consistent with the District expectations and will not be ready for the demands of the next years' expectations. When a student is placed on Academic Warning, the grade level team will begin the Pyramid of Intervention to assist the child. Because grades reflect performance, class participation, and presence in class, the team will evaluate the child and a plan will be set in place.

Parents will be notified when a child is in danger of Academic Warning, either in writing or by telephone.

By the end of the Fourth Quarter, the cumulative grade for all four quarters in each class must be a 70% or higher or you and your child will have two choices: You can choose to attend Summer School, a five week program of Individualized Remedial Instruction related to the identified academic concerns; or another remedial program recommended by the team. We cannot send a student on to the next grade without the needed skills and academic knowledge for success. Anything else is setting the child up for future struggles.

## PROGRESS REPORTS

Progress Reports are issued at the half way mark of each quarter. Students will be given two copies of the report; one copy is for your records, the other should be signed by a parent and returned to school by the following Wednesday.

## REPORT CARDS

Report cards will be issued every nine weeks. The first report card will be given at Parent/Teacher conferences scheduled for November 6<sup>th</sup> and 7<sup>th</sup>. Students will be given two copies of the report; one copy is for your records, the other should be signed by a parent and returned to school by the following Wednesday.

## CONFERENCES

Parental calls are welcomed to discuss any concerns you might have about your child. If a conference is desired, the parent should notify the office or the teacher at least 24 hours in advance.

## INDIAN CREEK MIDDLE SCHOOL

**Respect Effort Courtesy Safety**

In hope of promoting student self-discipline, ICMS will implement the R.E.C. Sheet. Using the R.E.C. Sheet enables students to monitor their own behavior and look for ways to improve. Detentions are cumulative per quarter **ONLY**.

CONSEQUENCE	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Detention	1-4	3	2	2
Loss of Seating	5	4	3	3
Loss of Social	6	5	4	4
In School Suspension	7+	6+	5+	5+

Detentions are cumulative for one quarter only. The student begins each new quarter with a “clean slate.”

When a student loses seating privileges, he or she will be assigned a seat in the classroom and any time other students are permitted to choose their seats, such as: lunch, assemblies, and field trips.

The loss of social privileges include participation in or attendance to all special “in-school”, “out of school” or “after school” activities such as team sports/cheerleading, intramural activities, concerts, dances or fun nights. When a student loses social privileges he/she becomes an 8:00 – 3:20 student and is not permitted on school grounds at other times. Included under this category may be 8<sup>th</sup> grade trip, 7<sup>th</sup> grade trip, 6<sup>th</sup> grade trip, and all other special trips offered during the year.

Any suspension during a quarter is an automatic disqualification from that quarter’s No Detention Field Trip (students who have not earned a detention or suspension will be invited to attend a NDFT).

## DETENTIONS

Detentions are a legal extension of the school day. Detention slips are not to be inferred as permission to detain the student; they are strictly informational, informing the parent where the student will be. There are two (2) types of detentions utilized at Indian Creek Middle School.

**A. OFFICE DETENTIONS:** Office detentions are issued by the Principal. They are held before or after school for either half an hour or one hour, depending on the circumstances. The Main Office will determine the exact time and location of the detentions.

**B. TEACHER DETENTIONS:** Faculty may, at their discretion, issue their own detentions to students who are guilty of classroom/building misconduct. The teacher will determine the exact time and location of the detention. These teacher detentions are supervised by the teacher who issued them and are generally no more than one-half hour in duration either before or after school. The student may be asked to do classroom homework that was not done in the class because of their misconduct or clean and/or repair building property damaged by students.

Students who are required to serve a detention should note the following:

1. Twenty-four hour notice will be given in order that transportation arrangements can be made.
2. After school employment, lack of transportation home, or extra-curricular commitments will not be accepted as an excuse to miss a detention.

3. Students will be required to follow proper behavior in the detention room. Students who are uncooperative will be referred to the Principal for formal disciplinary action.
4. Students who do not report for an assigned detention will be issued one additional detention.
5. Students will be expected to be on time for the assigned detention. Tardiness will result in reassignment of the detention at a later date. Students will be expected to bring homework and to work on their homework during the entire detention.
6. Students are to present the detention slip to a parent for a signature and return the slip to school. Failure to do so may result in an additional detention.

## DISCIPLINE GUIDELINES

Self-discipline and good conduct are the responsibility of each individual student. The guidelines developed for Indian Creek Middle School are designed to be fair to each student as well as provide the proper atmosphere for academic growth. If a student elects not to comply with the few basic guidelines set forth to operate the school effectively, then it is his/her decision, not anyone else’s decision, and therefore he/she must be prepared to face appropriate disciplinary action.

The goal of the code of student conduct is to foster a sense of self-discipline within each student. By taking responsibility for their own actions, students become better prepared to function in adult society. It is the goal of Indian Creek Middle School to help create within each student a respect for themselves and the rights of others. Also, it is recognized that quality education can only take place when students realize that teachers have a right to teach and students have a right to learn without unnecessary disturbance.

Certain misconduct, such as the following list of offenses, is unacceptable at any time during the school day while the student is on Indian Creek School District property or attending a school related function (home or away) in which Indian Creek Middle School is a participant. These guidelines also apply to students who are passengers on school district operated transportation vehicles. Obviously, no student handbook can contain every conceivable offense which may be committed. The school district administration reserves the right to determine appropriate disciplinary action for offenses which are not contained in the following list of offenses. Similarly, the administration reserves the right on a case-to-case basis to deviate from specified disciplinary actions when such deviation is determined to be necessary for the proper and efficient operation of Indian Creek

Middle School. Disciplinary actions may range from student conference and detention to external suspension, or other Board action. The following is a list of behaviors which are inappropriate in the classroom, in the school corridors, or on school property during regular school hours or at any school or district sponsored activity.

1. Treats in school: treats (gum, food, drinks) are permitted through class or Student Council sponsored activities only.
 

1 <sup>st</sup> Offense	Warning
2 <sup>nd</sup> Offense	Detention

2. Academic integrity: cheating on **homework assignments**  
 Range: Both parties will receive Automatic "0"  
 Faculty member may issue a detention
3. Public Display of Affection:  
 1<sup>st</sup> Offense: Warning  
 2<sup>nd</sup> Offense: Detention; Parent Contact  
 Subsequent Offenses: Detention up to Possible Loss of Social Privileges; Parent Contact
4. Classroom and/or school environment disruptive behavior  
 Any Offense Detention: see Rec Sheet
5. Missing/Late Work or Failure to obtain a parent signature per teacher request  
 Detention: see Rec Sheet
6. Dress Standards  
 1<sup>st</sup> Offense asked to change and/or remove inappropriate clothing/dress  
 Subsequent Offenses asked to change and/or remove inappropriate clothing/dress; detention; parent contact; see Rec Sheet
7. Lying to School Official  
 Offense detention to internal suspension; parent contact
8. Forgery of school passes and/or other documents including parent notes, lying to a school official  
 Range: from detention to internal suspension; parent contact
9. Possession or use of radios, tape players, and other electronic devices during school hours without authorized permission is not allowed. Students may not use cell phones at anytime during the school day or at school-sponsored events, including fieldtrips, dances, sporting events, etc. Cell phones must be left off and kept in the student's locker. Students may use cell phones after school sponsored events to call home for a ride. Students traveling to away competition may use cell phones on the school buses with permission from a coach. The Indian Creek School District assumes no liability for lost or stolen phones.  
 1<sup>st</sup> offense device will be confiscated and placed in the Middle School office; student will be given the device back at the end of the school day  
 Subsequent Offense: Detention; device will be confiscated and placed in the office until a parent picks the phone up.
10. Tardies—per class/per quarter  
 1<sup>st</sup> Offense initial warning  
 2<sup>nd</sup> Offense warning; parent contact

Subsequent Offense detention; see Rec Sheet

11. Wearing of hats, kerchiefs, sweat bands, or other attire worn on the head  
 1<sup>st</sup> Offense warning; asked to remove the head attire  
 2<sup>nd</sup> Offense confiscation of head attire; return at the end of the school day.  
 Subsequent Offenses confiscation of head attire; return to parent when deemed appropriate conduct has been achieved—could be for a specific period of time as determined by the administration
12. Writing and/or passing notes during school hours  
 1<sup>st</sup> Offense: Warning  
 Subsequent Offenses: Detention

## SUSPENSIONS

Students who are suspended will not be allowed to attend and/or participate in any school related function or activity either home or away during the period of suspension. This includes such activities and events as dances, athletic events, academic contests, band/choir performances.

### A. Internal:

Students assigned to internal suspension are required to report to the Main Office for an assigned room where they will remain for the duration of their internal suspension assignment.

Students should read the following information pertaining to internal suspension assignments:

1. The student will be provided written rules of behavior prior to beginning their internal suspension assignment. Students who are removed from internal suspension for disruptive and/or uncooperative behavior will be immediately assigned an external suspension.
2. Students assigned to internal suspension will have the opportunity to make-up classroom assignments, tests, etc. while in internal suspension. However, the student must show initiative in submitting and properly completing the work assigned within specified time frames as requested by the faculty member.
3. No student will be allowed the option of declining to serve an internal suspension or "bargaining" for external suspension.
4. Students absent from school and their internal suspension are required to make up that assignment immediately upon returning to school.
5. No student will be issued more than five (5) internal suspension assignments during the course of the school year. When the student has completed his/her fifth internal suspension assignment, that student then may be externally suspended upon the next disciplinary infraction which would have resulted in an internal suspension.

6. When a student is assigned to internal suspension, the main office will make an effort to contact a parent by telephone, send a certified letter home, and/or give a copy of the certified letter to the student informing him/her of the internal suspension assignment and the reason for the internal suspension.

#### **B. External:**

Students who are determined to be guilty of “gross misconduct and/or disobedience” will be assigned to an external suspension by the building Principal.

This Code of Conduct contains a list of offenses which would result in external suspension as well as the appropriate length of the suspension. The Superintendent/Principal is empowered to suspend a student externally for a period of time not to exceed ten (10) school days. Please note the following information pertaining to external suspension assignments:

1. Students who are externally suspended from school will be entitled to complete work missed during the suspension period; the student is responsible for contacting and collecting assignments from his/her faculty member at a time convenient for the faculty member. Assignments and/or alternative assignments are due upon their return and arrival to school from suspension. Assignments NOT SUBMITTED promptly to the Main Office at the beginning of the school day will result in a “O” Grade.
2. Students who are externally suspended will not be allowed to appear on school grounds during the period of their suspension for any activity (i.e. athletic contests, band concerts, etc.) This includes the school building and parking lot. Violations of this provision will result in additional disciplinary action.
3. Students who are externally suspended will not be allowed to attend and/or participate in any school related function or activity home or away during the period of the suspension. This includes such activities and events as dances, athletic events and contests.
4. When a student is assigned to external suspension, the Main Office will contact a parent by telephone, send a certified letter home, and give a copy of the certified letter to the student informing them of the external suspension and the reasons for the suspension.
5. When a student is externally suspended from school, it may be necessary for the student and his/her parents to arrange a formal conference with the Superintendent/Principal. This conference will be held prior to the student returning to school.
6. Excessive Suspensions: After five days of external suspension, the student and his/her parents will be required to come to school to review and sign a “final warning” agreement.

#### **FINAL WARNING**

The “final warning” agreement is a written statement between the Principal, the student and the student’s parents. This

agreement is signed by all of the above parties with a copy presented to the parents and another copy placed in the student’s discipline file.

The “final warning” acknowledges that the student has been guilty of “gross misconduct and/or disobedience” and that should such behavior continue during the course of the school year, the student will be recommended to the Board of Education for expulsion proceedings at his/her tenth day of external suspension.

Refusal of the parent and/or student to sign the “final warning” agreement will not invalidate the effect of the agreement.

#### **EXPULSION**

It is the policy of the Board of Education to maintain in schools the conditions that are necessary to conduct the educational process. It is recognized that teachers and school administrators have an important responsibility in maintaining an environment conducive to learning in exercising this responsibility, it is sometimes necessary to exclude a student from the educational program to which the student is assigned.

The following policy sets forth the requirements for expulsion from school:

1. Students committing acts of gross disobedience or misconduct may be expelled from school. Any student expelled shall be denied the right to make up work missed as a result of such expulsion from the district.
2. Expulsion is defined to mean exclusion of a student from school and riding the bus for a period of time, for at least ten (10) school days by the Board of Education. Expulsion may be preceded by suspension.

#### **Expulsion Procedure**

1. If a student is to be recommended for expulsion by the Board of Education, the Superintendent will send a letter by certified mail, return receipt requested, to the parents/guardians of the student notifying them of the proposed expulsion.
2. The Superintendent may elect, after a suspension is initiated, to recommend expulsion to the Board of Education in which event the suspension review shall be combined with the expulsion hearing.
3. The notification of the expulsion letter shall set forth the matters as required by the Illinois School Code.
4. A hearing officer, a school board committee, a hearing committee, or the entire Board of Education may conduct expulsion hearings. If a hearing officer or committee of the board conducts the hearing, a written summary of evidence shall be submitted to the Board of Education.
5. The penalty imposed by the Board of Education may be expulsion for a period of time of no less than ten (10) school days.

#### **GROSS MISCONDUCT**

- 1a Possession, use, sale, and/or supplying of a controlled or illegal substance, look-alike drug, marijuana or alcohol to another student or to other

- persons on C.U.S.D. #425 property, school buses, or at school related activities and/or functions.
- Any Offense: student will be referred to local law agency, immediate ten (10) day external suspension, parent/administration conference, and recommendation for expulsion and referral to a licensed community services drug/alcohol program.
- 1b Possession, use, sale, and/or supplying of any over the counter non-prescription medicine such as: stimulants, depressants, vitamins or aspirins to another student or to other persons on C.U.S.D. #425 property, school buses, or at school related activities and/or functions.
- Any Offense: from detention to external suspension.
3. Students who possess drug paraphernalia
- Any Offense five (5) external suspension, police referral and parent contact confiscation of materials.
4. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing or other comparable conduct.
- TOWARD A STUDENT
- 1<sup>ST</sup> Offense up to five (5) days external suspension, parent contact; possible police referral
- 2<sup>nd</sup> Offense up to ten (10) day external suspension, parent contact; police referral
- 3<sup>rd</sup> Offense external suspension pending Board of Education expulsion hearing; parent contact; police referral
- TOWARD FACULTY, STAFF, OR BOARD MEMBER
- 1<sup>ST</sup> Offense external suspension up to ten (10) days pending Board of Education expulsion hearing; parent contact; police referral
5. Bomb Threats
- 1<sup>st</sup> Offense external suspension up to ten (10) days pending Board of Education expulsion hearing; parent contact; police referral
6. Class cuts, skipping and/or leaving the school campus during the school day without proper authorization
- 1<sup>st</sup> Offense one (1) day internal suspension; parent contact
- Subsequent Offenses three (3) day internal suspension; parent contact
7. Insubordination-refusal to obey a school rule,

- regulation, or reasonable request of a teacher or school official
- 1<sup>st</sup> Offense up to three (3) day internal suspension; parent contact
- Subsequent Offenses up to ten (10) day external suspension; parent contact
8. Extortion-obtaining money, services, or property through threats
- 1<sup>st</sup> Offense up to five (5) day external suspension; parent contact; police referral
- 2<sup>nd</sup> Offense external suspension pending Board of Education expulsion hearing; parent contact; police referral
9. False fire alarm—pulling the alarm within the school and/or engaging a fire extinguisher.
- 1<sup>st</sup> offense up to five (5) day external suspension; parent contact; police and fire marshal referral; any costs incurred by the student's actions.
- Subsequent Offenses external suspension pending Board of Education expulsion hearing; parent contact; police and fire marshal referral; any costs incurred by the student's actions.
10. Fighting or inciting group violence (students who engage in physical contact to inflict harm on another person). Fighting of a serious nature will be reported to the County Sheriff's Office. Students may face legal action.
- 1<sup>st</sup> Offense up to five (5) days external suspension for both or all participants if it cannot be determined who was responsible for starting the fight
- Subsequent Offenses external suspension pending Board of Education expulsion hearing; parent contact
11. Fireworks, smoke bombs and/or similar devices. Possession of and/or use of these devices within the School environment
- 1<sup>st</sup> Offense up to ten (10) days suspension; parent contact; police and fire marshal referral
- 2<sup>nd</sup> Offense external suspension pending Board of Education expulsion hearing; parent contact
12. Gang-related activity: use of apparel, symbols, jewelry, etc., related to gang activity-if a student has been identified as wearing gang related apparel, symbols, jewelry, etc., one or more of the following actions will occur.
- Any Offense asked to remove and/or cover up the symbol; detention; up to ten (10) days external suspension; counseling as deemed appropriate by the administration; parent contact; police referral
13. Gang-related activity: coercion of others to join groups or participate in gang activities.

- |                         |   |   |
|-------------------------|---|---|
| 1 <sup>st</sup> Offense | ten (10) day external suspension; final warning; parent contact; police referral                  | 18. Vulgar/Obscene Acts—using swear words, making obscene gestures<br><u>TOWARD A STUDENT</u><br>Range: from detention to external suspension; parent contact   |
| 2 <sup>nd</sup> Offense | external suspension pending Board of Education expulsion hearing; parent contact; police referral | <u>TOWARD FACULTY, STAFF, OR BOARD MEMBER</u><br>1 <sup>st</sup> Offense up to one (1) day external suspension; parent contact<br>2 <sup>nd</sup> Offense up to three (3) day external suspension; parent-teacher-district conference prior to student return to school<br>3 <sup>rd</sup> Offense external suspension pending Board of Education expulsion hearing; parent contact |
14. Possession of electronic paging devices (beepers) or cellular and mobile phones
- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | pager will be seized and not returned to the student; parent contact; police referral; State’s Attorney’s office contact |
|-------------------------|--|
- Cell Phone Policy:  
Students may not use cell phones at anytime during the school day or at school-sponsored events, including fieldtrips, dances, sporting events, etc. Cell phones must be left off and kept in the student’s locker. Students may use cell phones after school sponsored events to call home for a ride. Students traveling to away competition may use cell phones on the school buses with permission from a coach. The Indian Creek School District assumes no liability for lost or stolen phones.
- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | Cell phone will be confiscated and placed in the office; student will be given the phone back at the end of the day. |
| Subsequent Offense:     | Detention; Cell phone will be confiscated and placed in the office until a parent picks the phone up.                |
15. Stealing and/or possession of stolen property—defined as any property not belonging to the student but found in his/her possession or locker
- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | up to five (5) day external suspension; parent contact; property/damage restitution; possible police contact       |
| 2 <sup>nd</sup> Offense | external suspension pending Board of Education expulsion hearing; parent contact; police referral; property/damage |
16. Tobacco products use and/or possession; including matches and/or lighters
- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | (POSSESSION) confiscation of materials; one (1) day internal suspension; parent contact (USE) up to three (3) day external suspension; confiscation of materials; parent contact          |
| Subsequent Offense      | (POSSESSION) confiscation of materials; up to three (3) days external suspension; parent contact (USE) confiscation of materials; up to ten (10) days external suspension; parent contact |
17. Vandalism--destruction/defacing school property or that of others
- |        |   |
|--------|---|
| Range: | from detention to external suspension; parent contact |
|--------|---|
19. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> Offense: | Automatic “0”; Up to 3 days Internal Suspension; parent contact |
| 2 <sup>nd</sup> Offense: | Automatic “0”; Up to 5 day Internal Suspension; parent contact  |
| 3 <sup>rd</sup> Offense: | Up to 3 day Out of School Suspension; parent conference         |
20. Disrespect—verbal, written, or graphic expression of disrespect about or directed  
TOWARD A STUDENT  
Range: from detention to external suspension; parent contact  
TOWARD A FACULTY, STAFF, OR BOARD MEMBER
- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | up to one (1) day external suspension; parent contact    |
| Subsequent Offense      | up to three (3) days external suspension; parent contact |
21. Firearms—possession of firearms, look-alike weapons, live ammunition, etc.
- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | student will be referred to local law authorities, immediate ten (10) day external suspension; parent and administration conference; recommendation for expulsion for remainder of school year. |
|-------------------------|---|
22. Weapons—possession of any instrument or substance that can be used to inflict bodily injury
- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | up to ten (10) day external suspension; parent contact; possible recommendation for expulsion; police referral   |
| Subsequent Offenses     | student will be referred to local law authorities, immediate ten (10) day external suspension, parent and administration conference, recommendation for expulsion for remainder of school year |

## SEXUAL HARASSMENT

A learning and working environment that is free from any form of sexual harassment is essential and shall be maintained. It will be a violation of Board policy for any member of the district staff to sexually harass another individual in the work place. Violation of this policy shall be considered grounds for disciplinary action.

Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff, to a student, or to another staff member when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when
2. Submission to or rejection of such conduct by an individual is used as the basis for any employment or academic decisions affecting that individual, or when
3. Such conduct has the effect of substantially interfering with an individual's professional or academic performance or creating an intimidating, hostile, or offensive employment environment.

Sexual harassment, as defined above, may include, but is not necessarily limited to:

1. Frequent uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, jokes, remarks or questions of a sexual nature.
2. Unwelcome touching, such as patting, pinching, or constant brushing against another's body.
3. Suggesting or demanding sexual involvement whether or not accompanied by implied or explicit threats concerning one's grades, employment status, or similar concerns.
4. Visual sex-oriented innuendoes such as books, notes, pictures, or videotapes.

It shall also be a violation of this policy for students to sexually harass other students or district employees through conduct or communication of a sexual nature as defined in the policy.

The prompt reporting of sexual harassment is encouraged. Any person who alleges sexual harassment by any staff member in a district program may complain directly to his or her immediate supervisor, building principal, or to the superintendent. Reporting sexual harassment will not reflect adversely upon the individual's status, or affect future employment, work assignments, or grades.

The rights to confidentiality, both of the complainant and of the accused, shall be respected consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a district's staff member will subject such staff member to disciplinary action up to and including discharge.

## CARE OF SCHOOL PROPERTY

Our school has a reputation of having an ultra-clean building. To maintain this image, the students must accept their share of the responsibility for keeping the building neat. The following policies pertaining to building care will be in effect at all times:

1. No foreign objects will be attached to plastered walls, woodwork, or lockers. Authorized posters and advertisements may be fixed to glass block, or brick surfaces by masking tape only. All posters/locker signs must have the authorization of the Principal.
2. Cleats and/or taps will not be worn on shoes. These tend to damage and mar the floors.
3. Students wearing street shoes in the gym are to remain on the sidelines
4. Keep hallways free of litter.
5. Other regulations concerning building cleanliness and safety will be required in special areas of the school.
6. No writing on desks or tables.

## COMPUTER LAB RULES

1. Gum, food, candy, liquids, and personal grooming items are not permitted in the lab
2. Students are restricted to the front area of the computers; you are not allowed to touch any of the cords behind the computers unless directed to do so.
3. Students may **only** work in the software programs designated by their teacher. You may not open any program, system or utility panel, or data file, other than what you have been assigned to or been given permission to by your teacher.
4. Students are not to print without permission from the teacher. Only the teacher should attempt to fix a paper jam or to refill paper.
5. Under **NO** circumstances should a student give his or her password to another student. If a student uses another student's password for entry into the system, this act is considered cheating.
6. No marks or other damage may be made in the room. This includes walls, ceiling, floors, tables, chairs, equipment, and mouse pads. Chairs are to remain flat on the floor (no leaning).
7. The equipment is sophisticated and expensive. Absolutely no abuse to the equipment will be tolerated. Any suspected foul play will result in loss of lab privileges. Report any machine difficulties to the computer teacher.
8. Students are expected to remain in their assigned seats until the bell rings. You are expected to clean your workstation at the end of each class. This includes using the proper logout procedure, pushing the chair under the table, putting textbooks away, and throwing away all wastepaper.
9. Disruptive or dangerous behaviors not listed here will be considered a violation of these rules after one

## LIBRARY RULES AND USE

Quiet and orderly conduct is to prevail at all times. Students violating the rules will suffer the loss of library privileges. Certain rules must be made to provide maximum use by all students.

1. Do not remove anything from the library area until it has been checked out, or you have received permission from the librarian.
2. Return all books promptly. Do not ignore library notices. Others may be waiting for that book.
3. A book may be renewed one time; that gives you a total of one month to use it. Magazines may not be renewed.
4. Appropriate behavior is expected at all times. You are welcome as long as you cooperate.
5. You are responsible for every book you check out. If yours is lost or vandalized, you will be expected to pay the current purchase price. Once a replacement has been charged, refunds for the replaced books will be prohibited. The price of a lost or vandalized magazine will be \$5.00.
6. You may check out no more than three books, or two books and one magazine at one time.
7. A pass from your teacher is necessary if you wish to use the library during resource time. Please present your pass to the librarian.
8. DO NOT sit on a table.
9. Do not put your feet on tables or chairs.
10. Please do not mark the tables and chairs.
11. Library use is a privilege. Students violating the rules will lose library privileges.
12. When a student's library fine gets to \$1.00, that student will no longer be allowed to check out materials until the fine is paid.
13. Until a student's library fine is paid, he/she will be unable to participate in Student Council or other sponsored activities such as Candy Day, Ice Cream Social Day, etc.

## CAFETERIA

Students are expected to conduct themselves in a courteous and orderly manner in the cafeteria. Food and drinks will be allowed in the cafeteria during the lunch period only. Students eating cold lunch are not allowed to bring in soda pop for their lunch, nor should students bring in any beverage that is in a glass container.

All students are expected to eat a healthy lunch. While students do not have to eat a full meal, they are expected to eat something healthy, such as a piece of fruit or granola bar.

A hot lunch or chef's salad will be served daily in the cafeteria lunch prices at ICMS: \$1.85 per day \$.25 for milk. All hot lunches should be paid in advance.

## HALL CONDUCT

Hallways are to be used for passage from one classroom or one area of instruction to another academic or service area. This time is not free time or the student's own time. There are, therefore, certain rules which should be followed:

1. No overt public display of affection between students will be allowed.
2. Students should keep hands, feet, and body to themselves, and should not be pushing, tripping, or blocking the passage of other students.
3. NO RUNNING in the hallways, jumping on stairs, or sliding on banisters.

4. Students should talk in normal conversational tones between classes and not yell to someone at the other end of the hall.

## LOCKERS

All students will receive the use of hall and P.E. lockers. Lockers must be clean and orderly. Students may stop at hall lockers between classes. All students are to use the locker assigned to them and must not share the locker or the locker combination with other students. Only Masterlock padlocks provided by Indian Creek Middle School may be used. Masterlocks must be purchased at the middle school office during registration. The school office has a master key that will open any Masterlock purchased at the school. Protective lock covers are required for all padlocks. They can be purchased in the office for \$1.00. **KEEP LOCKERS LOCKED AND KEEP THE COMBINATION TO YOURSELF.** The school is not responsible for lost or stolen articles. Students are responsible for the property damage caused by pre-setting lockers or other inappropriate locker usage.

Lockers remain the property of Indian Creek Middle School at all times and the school reserves the right to inspect and search these lockers at any time. Objectionable material including, but not limited to alcohol-, drug-, or satanic-related material, may not be posted on the inside of the lockers. No permanent decorations may be placed on lockers. Students will be responsible for the condition of their lockers at the end of the school year.

When administration feels it is necessary, they may call for assistance from law enforcement officials to conduct reasonable searches, which may include the use of specially trained dogs, search of school grounds, including student lockers for alcohol and/or other drugs.

It is the responsibility of the student to observe the following:

1. Lock your lockers!
2. Do not pre-set the lock on your locker!
3. Do not allow others to use your locker or give out your combination.
4. Any damage to your locker or locks will be dealt with by the Principal. It will be assumed that you damaged the locker unless you can prove otherwise. Cost of the repairs needed will be the responsibility of the student. If the student fails to cover the cost of the damage, such items as report cards, transcripts, etc. will be withheld by the school.
5. If you feel that an item may be stolen from your locker, do not bring it to school. If it is important to have the item in the building, bring it to the office for safekeeping.
6. Students who fail to abide by the stated locker rules will lose their locker privilege.

If you have a problem with your locker, contact the main office to correct the problem.

## TRANSPORTATION BEHAVIOR AND EXPECTATIONS

The rules and regulations which govern student behavior in school also apply on school buses. Students are reminded that bus drivers deserve the same respect and obedience which is given other staff members.

Acts of vandalism or tampering with safety equipment or emergency doors on the busses will result in restitution and suspension from bus transportation for a period of time to be determined by the administration.

Having transportation provided to and from school is a privilege, and students should regard it as such. It is important that each student cooperate with the bus driver and his/her efforts to make the bus trip a safe one.

While in transit, school bus riders are under the jurisdiction of the school bus driver unless the Board of Education designates another adult to supervise the riders.

1. Be on time at the designated school bus stop. Help keep the bus on schedule
2. Stay off the road at all times while waiting for the bus
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion
5. Be alert to a danger signal from the driver
6. Remain in the bus in the event of a road emergency until instructions are given by the driver
7. Keep hands, feet, and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus window.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident
9. Be absolutely QUIET when approaching a railroad crossing stop
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment. The offender, in addition to any other action deemed necessary, will pay for any damages incurred.
11. Assist in keeping the bus safe, sanitary, and clean at all times. When bus transportation to a school activity is provided, the student must ride the bus to the event. The student may return home with the parents only, and only when prior written notice has been given to the coach or sponsor.
12. No eating is allowed on regular bus routes. Eating on field trips is allowed only with permission from both the driver and the chaperone.
13. Animals are not allowed on the bus
14. Keep books, packages, coats, and all other objects out of the aisles
15. Leave no books, lunches, or other articles on the bus.
16. Be courteous and respectful at all times to other pupils and the bus driver
17. Help look after the safety and comfort of smaller children
18. Do not ask the driver to stop at places other than the regular stops. He is not permitted to do this except by proper authorization from a school official
19. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from bus driver permitting you to cross.

20. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperones.
21. Students who wish to get off the bus at other than their regular stop should bring a note from their parents to this effect. The Principal must approve this note.

## Consequences

1. Written or verbal warning by the bus driver.
2. A Bus Conduct Report submitted to the principal. Consequences may include: detention, preferential seating, bus probation, suspension, and revocation of privileges.

## GENERAL INFORMATION

### EXTRA-CURRICULAR PROGRAMMING

Indian Creek Middle School's goal is to provide opportunities for students to pursue interests and develop life skills beyond the classroom. We expect students involved in athletics at ICMS to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of the activity (365 days a year, 24 hours a day).

Indian Creek Middle School participates in the Junior Ten Conference. Competition in soccer, basketball, volleyball, and track is provided by this conference, which includes schools in Earlville, Hinckley-Big Rock, Leland, Paw Paw, Somonauk, and DeKalb St. Mary. Softball and baseball are also offered and begin in the summer.

Before you can participate in any school sport, you must turn the following in to the school: 1) sports physical; 2) athletic policy/permission form; 3) waiver of student insurance claim or money for accident insurance; 4) sports fee.

Athletic physicals – If you participate in the athletic program, you must have an up-to-date athletic physical. A form for your doctor to complete is available in the school office.

Practice sessions – A practice schedule and participation expectations for each sport will be sent home at the beginning of the season. There will be times when the schedule will have to be changed and we will try to give adequate notice. If school is dismissed for bad weather, practice will not be held. Students assigned to detention will not be allowed to practice until the detention hall is dismissed.

### Eligibility:

1. D's are unacceptable. A D in one academic subject will result in the student being placed on academic warning. Students get two weeks to bring the D to a C (70%) or they will be ineligible. During this time the student is required to arrange special study sessions with the teacher(s) of the class(es) in the below average area(s) of concern. The student may participate in practices and competitive play only after the athlete has taken the responsibility to arrange adequate help sessions, as determined by the classroom teacher. If after two weeks the grade is still in the D range, the student is ineligible and will need to follow the guidelines of #2.

2. Failure in one academic subject will cause loss of eligibility. During this time the student is required to arrange special study sessions with the teacher(s) of the class(es) in the below average area(s) of concern. The student may participate in practices, but only after the athlete has taken the responsibility to arrange adequate help sessions, as determined by the classroom teacher. He/She will not, however, be allowed to dress for competitions or ride District transportation to/from away competitions. If after three weeks, the grade is still in the F range, the student is expected to turn in his/her uniform. If the student is ineligible three weeks of any season, they will no longer be able to participate.
3. Misconduct can cause you to become ineligible.
4. You may not participate in any conference activity if you have reached age 15 prior to August 15<sup>th</sup> of any school year (for grade 8 activities) or age 14 prior to August 15<sup>th</sup> of any school year (for 7<sup>th</sup> grade activities).
5. Eligibility will take effect on Tuesday of each week and a student will be ineligible until the student is passing all subjects.
6. A weekly report will be sent home with students failing a subject. A Teacher/Student Contract will be sent home with the student for a parent signature on Monday when a student is on Academic Warning or Ineligible.
7. A two week grace period at the beginning of each quarter will be given to all students unless the student earned a D or F on the preceding Report Card.

Practices or games cannot be missed unless excused by the coach. The coach must be notified in advance, unless an emergency exists. Then a written note from the parents must be presented to the coach.

All Athletes must carry insurance. The forms for insurance must be filled out and the premium paid before participation will be allowed. Parents may submit a waiver of the student insurance requirement if they feel they have adequate coverage on personal policies.

### **Good Night Rule**

All students should become familiar with the "Good Night Rule." Once a student comes to an activity sponsored by the school (athletic event, dance, etc.), he/she is to stay at the event until he/she plans to leave the school property. Students who leave the building or event WILL NOT be re-admitted. In addition, if the event sponsor(s) and/or chaperone(s) suspects alcohol or other drug use at the event, the sponsor has the right to call law authorities and parents to correct the situation as best as possible.

### **ASSEMBLIES**

Assemblies are held in the gym and the following standards of conduct must be followed:

1. Be in your assigned areas.
2. Remain quiet during the assemblies.
3. Applaud by hand clapping only.

### **ATTENDANCE AND TRUANCY**

Parents/guardians are expected to make every effort to ensure that children are in school when classes are in session. Maximum success can best be attained through regular attendance. Class discussion cannot be retained by make-up work. Students should not miss class without valid cause or prior approval by the building administrator. All absences whether excused or unexcused are included in the total number of absences.

Parents are urged not to keep students out of school for work, babysitting, birthdays, shopping or personal reasons of a similar nature. Absences of this nature will be considered unexcused.

### **Reporting an Absence**

If your child is absent, please call the school office (264-7712) and report the absence by 9:30 A.M. If you are unable to contact the office, a written excuse is needed upon the child's return to school. In the note, please indicate the date(s) and reason for the absence. Students are considered unexcused until valid notification has been provided. Excused absences include the following:

1. Significant illness
2. Family tragedy/emergency
3. Observance of a Religious Holiday
4. Doctor and/or Dentist appointments. The student should bring in an appointment card from the doctor to excuse the absence.
5. Circumstances that cause the parent concern for the safety or health or their child.

A parent call does not make the absence excused if the reason for the absence is not excusable; the building administrator has the right to determine what constitutes an excused absence.

Students will be permitted to make up missed work during excused absences. One day is given for each day missed. Homework may be requested after the second consecutive day and will be available for pick-up in the office after 3:00 PM. Students are not permitted to attend any school or district sponsored event on that day or evening.

Children should be kept home and/or will be sent home for the following reasons:

1. Fever of 100 degrees or higher as determined orally. Children should not return to school until they are fever free for twenty-four hours.
2. Diarrhea
3. Vomiting
4. Rash with fever or a rash associated with a virus.

5. Sore throat with swollen glands
6. Continuous or hacking cough
7. Mucus or pus draining from the eye
8. Yellow skin or eyes
9. Chicken pox. All pox needs to be completely scabbed over before returning to school.
10. Contagious conditions which require twenty-four hours of antibiotic treatment.
11. Head Lice (see policy)

Upon returning to school, students must obtain an “Admit Slip” from the office between 8:10 and 8:25 AM. This slip will be stapled into the student’s Assignment Notebook. Students are responsible for getting teacher signatures and writing their missed assignments into the Assignment Notebook for completion. Students must not leave the building during the school day until permission is granted through the office. Parents need to come into the office and sign their child(ren) out. No child will be released to any individual not previously listed on the Registration/Emergency Form filed in the school office.

### **Medical Absence**

All Indian Creek School District students are allowed ten (10) total school absences per school year. After ten (10) absences, to excuse each absence thereafter, a physician’s note stating specific medical reasons for the student’s absence will be required within 24 hours of the student’s return to school. While seeking a medical excuse, the student’s parent or guardian must still comply with absent notification procedures. Should a parent or guardian choose not to secure a medical excuse, the absence will be considered unexcused. Medical notes must be signed by a doctor and state specific days that a student is to be excused from school.

Extreme or unusual circumstances, or absences due to a school related function of an educational nature, will be evaluated by a case-by-case basis by the building administrator.

### **Vacation Absence/Prearranged**

The Indian Creek School District strongly encourages parents to plan vacations to coincide with the school calendar so as to avoid taking valuable educational time away from their children.

A Prearranged Absence/Request form is available in the office for students to complete and return to the office before planned absences. These prearranged absence days will be included in the child’s ten (10) total excused absence days.

Students will be given as much work as possible before leaving for vacation. It is the student’s responsibility to complete all assigned work and be prepared for any forms of assessment upon returning to school.

### **Tardies**

Students are required to be in the classroom when the tardy bell rings at 8:25 AM or they will be considered tardy. Two (2) unexcused tardies equal one (1) unexcused absence. Students with excessive tardies or absences may be referred to the DeKalb County Regional Office of Education’s Truancy Intervention/Prevention Program for assistance. All tardies will be considered unexcused unless the school is provided with a doctor’s verification of a medical appointment.

Per Illinois School Code, the following applies:

Students arriving or departing school within one hour of the school day, will be recorded as tardy. A half day absence is recorded when the student is absent between one and three hours. Students missing more than three hours of the school day will be recorded as a full day absence.

### **Truancy**

A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 10 percent or more of the previous 180 regular attendance days. Using the definition cited, the Indian Creek School District shall determine if the student is truant or chronic or habitual truant minor. Every attempt shall be made to determine the reason for the absences through dialogue with the parents and students. A referral may be made to the DeKalb county Regional Office of Education LODIS Truancy Intervention/Prevention after nine (9) unexcused absences during the previous 180 days of school attendance.

### **BAND/CHOIR**

A separate handbook exists for these programs and will be distributed as students sign-up for the band or choir.

### **BOOK RENTAL**

The textbook rental is \$50.00 per middle school student. This does not include any lab fees, technology fee, and vocabulary book fee (if applicable) nor does it include the athletic fee which will be \$50.00 per athlete (\$75.00 per family) per year. This is for the year – not per sport. Family athletic fees may be paid at any school in the district.

It is the obligation of all parents to pay book rental fees for each of their children. In special cases the Board may waive payment of fees. If a book or assignment notebook is lost, damaged or defaced to the extent that necessitates replacement, the parents of the student will be obliged to pay the replacement cost. Book Rental fees will be prorated upon

withdrawal from school, or entrance after the school year begins, on a monthly basis.

Insurance is available to all students who attend Indian Creek School District. Injuries sustained at school will be covered after the families' primary insurance is exhausted. Students should report all injuries to the teacher in charge. If medical bills are incurred for any reason, a parent should contact the school and pick up an insurance form to complete and send to the school insurance provider. Then, if it becomes necessary for the parent to collect from that policy, the insurance company will have the information.

## **BUS DRIVEWAY**

When buses are in the north parking lot at ICMS with stop arms out and light flashing, cars are NOT to go through the drive. Please drop off or pick up students on Elm Street. It is State law you must not pass these buses. If you disobey this law, you will be turned in, you will get a ticket, and you could lose your license for 30 days.

**NORTH PARKING LOT AND PARKING LOT  
ENTRANCE IS CLOSED FROM 8:00 – 8:30 A.M.  
AND 3:00 – 3:30 P.M.**

## **CLOSED CAMPUS**

Indian Creek Middle School has a closed campus; therefore, loitering on private property near the school grounds is prohibited. A closed campus is defined as not leaving the school premises. **NO STUDENTS MAY LEAVE THE CAMPUS ONCE ARRIVING TO SCHOOL UNTIL DISMISSAL TIME FOR ANY REASON UNLESS AUTHORIZED BY THE PRINCIPAL.** Students may be required to accompany a class on field trips or other educational excursions with an assigned faculty member.

As of October 18, 1986, the Village of Waterman has an ordinance prohibiting the use or possession of tobacco products by persons under the age of eighteen within 500 feet of any school property. Any persons violating this ordinance shall be fined not less than twenty-five dollars, nor more than one hundred dollars.

## **CORPORAL PUNISHMENT GUIDELINES**

Corporal punishment is not to be used in Community Unit District #425. However, a teacher may use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self-defense or the defense of property.

## **COUNSELING**

ICMS Social Worker is available to help any student/family resolve problems that impact educational progress. Information shared by the student/family will remain confidential unless mutual agreement is reached otherwise or the law requires disclosure or notification of the appropriate personnel. Those students or families who require more extensive assistance may be referred to community social agencies.

## **DISASTER PROCEDURES**

### **Bomb Threat**

A long tone on the intercom system will signal teachers to immediately move their students into the closest classroom and away from doors and windows which will be locked. Students should be calm and quiet until further notified.

### **Earthquake**

During the shaking:

1. If indoors, stay indoors. Take cover under sturdy furniture. Stay near the center of the building. Stay away from glass.
2. If outside, stay away from building and utility wires.

### **Fire**

When a fire alarm sounds, all students will exit from classrooms in a quiet and orderly fashion. No pushing or running permitted. Windows and doors to the hall should be closed. Make every effort to clear the building as soon as possible. After the "ALL CLEAR" is established, students may again enter the building. During the fire drill, follow instructions posted on the wall of each room.

### **Lock Down**

There is a procedure in place in the event that a school lock down is necessary. Students are asked to follow the directions given by the teacher.

### **Tornado**

A series of three signal tones will be used in case of severe weather or a tornado. These signals will be demonstrated during the practice drills. One tone will signal the drill. Another tone will signal the students to take cover. A final tone will signal "ALL CLEAR".

Classes in the north area go into respective halls. Classes on the second and third floors walk down to the first floor. Be prompt in coming down so that no congestion occurs at the stairway when the third floor is coming down.

When you are at your proper station, the students are to face the walls and stay away from doorways and glass partitions. Students must sit on the floor, facing the wall. Your utmost cooperation is needed because of the masses of students concentrated in one area.

## **DRESS STANDARDS**

Effective schools are continually striving to raise standards in an attempt to achieve excellence. Parents, guardians, and students are asked to help in this effort to raise standards and promote pride in our school by wearing and encouraging appropriate styles of dress:

Recent national studies concerning our nation's schools list a positive school climate as a major characteristic of effective schools. Student attire is one of the factors that influences school climate. State educational authorities and court decisions have determined that dress and hair styles should enhance rather than detract from the educational process as well as comply with state health and safety standards. Indian Creek Middle School will continue to encourage the type of dress that reflect good taste and appropriate style for an

educational environment. Parents and guardians are expected and asked to monitor student dress before their son(s) or daughter(s) leaves home each day.

Any dress or hair style which detracts from the educational process, distracts students and teachers, or fails to comply with State health and safety standards will not be permitted in school or at school sponsored activities. The principal will make decisions regarding the appropriateness of dress for students.

The following will apply:

1. All clothing must be clean.
2. No student may wear any article of clothing or display any sign or insignia, which shows disrespect for any race, creed, color, gender, or nationality.
3. Clothing that displays anti-social, immoral, or illegal behavior is not permitted.
4. Articles of clothing that display obscene or suggestive phrases; graphics or behaviors will not be worn in school.
5. Students are not to have coats/jackets and hats in their possession during school hours. All outerwear is to be kept in the student's locker. Hats are not to be worn while inside the building. Hats are to be removed immediately upon entering the school building and should not be put on until exiting through the doors leading outside the building.
6. Bandannas, kerchiefs, or "dew rags" will not be allowed to be worn on the head while inside the school building during or at school-sponsored activities.
7. Occult apparel or symbols may not be worn during the school day or at school sponsored activities.
8. Book bags, tote bags or athletic-type bags are not to be carried by the student during regular school hours. These bags, if brought to school, are to be kept in the student's locker.
9. Shorts and skirts must be of appropriate length. The rule of thumb will be shorts and skirts cannot be shorter than mid thigh length.
10. Holes in clothing will not be permitted from mid thigh to the shoulder.
11. Articles of clothing that advertise or promote alcohol or controlled substances are not permitted.
12. For reasons of health and safety, all students shall wear shoes. Students are encouraged to make good decisions in regards to shoe attire due to the numerous stairs in the building.
13. Modesty in dress is expected. Parents are encouraged to monitor their students dress. Tops are expected to appropriately cover the student's bust and torso (including the underarms). Halter-tops, tube tops, muscle shirts, tank tops or other tops must be of a length to cover the level of a student's belt line. In addition, these tops must have a strap width that is at least two (2) inches in order to be worn at school. Tops that expose the bare midriff are not permitted to be worn during school hours or at school-sponsored activities; transparent garments cannot be worn without appropriate undergarments. Revealing and/or immodest attire (for example-undergarments) in the judgment of the administration/staff will not be tolerated.
14. Sunglasses may only be worn if medically prescribed. A medical permission form must be on file in the main

office before this can occur. Sunglasses not prescribed may not be worn on top of the head, around the neck or on the face. They must be placed in the student's locker

## **DRUG FREE SCHOOLS**

It is policy that all District workplaces and activities shall be free from drugs and alcohol. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Staff, parents and students shall be given a copy of this policy and compliance with this policy is mandatory. There will be a biennial review of this policy to determine its effectiveness and changes will be implemented if needed.

All staff, students and community shall be prohibited from:

1. The unlawful manufacture, distribution, dispensing, possession, use, of being under the influence of a controlled substance and alcohol while on District #425 premises or as part of any of its activities.
2. The distribution, consumption, possession of or being under the influence of alcohol while on District #425 premises or while performing work for the district.

For purposes of this policy a controlled substance is one which is:

1. Not legally obtainable.
2. Being used in manner different than prescribed
3. Legally obtainable, but has not been legally obtained.

Students and parents, please be notified that age-appropriate developmentally based drug and alcohol education and prevention programs (which address the legal, social and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol) are available for all students in Il grades operated by the Board of Education.

Students and employees, please be notified that there is available drug and alcohol counseling, rehabilitation, re-entry and assistance programs.

Sanctions (consistent with local, State and Federal law), up to and including expulsion or termination of employment and referral for prosecution, will be imposed on students and employees who violate this policy (sanctions may include completion of an appropriate rehabilitation program).

## **HEADLICE (PEDICULOSIS)**

Students may be excluded from school when afflicted with any contagious, infectious, or transmissible disease according to the laws of the State of Illinois Health Department.

If it is determined that a child is infested with headlice by evidence of nits and/or the live parasite, he/she must be treated with a shampoo for headlice. The child must prove that he/she has been treated by bringing to the school office the box from which the shampoo bottle was taken. The student must also present a note from a parent/guardian verifying that a treatment was given the child. Brothers and sisters of the infested child will also undergo the same treatment. The infested student/s name/s will be placed in a building file so:

1. The child will be re-examined after ten days.

2. The parent will send a second note within ten days after the first note verifying that the child has received a second treatment.

It is required that parents remove all nits from the child's hair. A child who is determined to have been infested with headlice will be examined every ten days until all nits are removed.

### **INSPECTION OF INSTRUCTIONAL MATERIALS**

Parents or guardians of any student may inspect any instructional materials used in the school. Those materials include textbooks, teacher's manuals, films and tapes. Call the principal's office for an appointment if you wish to view any of these items.

### **LOST AND FOUND**

A lost and found department is maintained in the main office. Students who find articles should turn them in to the office immediately. All unclaimed articles will be held for a reasonable length of time and then turned over to a charitable organization.

### **MATERIALS**

Except for authorized instructional materials, literature or material of any kind shall not be distributed to District 425 students on the school grounds or within the school building without specific prior approval of the Superintendent and/or Principal.

### **MEDICINES ADMINISTERED TO STUDENTS**

The fact that school districts are charged with the responsibility of their students' welfare and safety makes it clear that school employees must in an emergency situation give first aid medication if necessary.

Medication that is not necessary to retard a serious medical problem, but is necessary for the comfort and convenience of the child (such as for allergies, common cold, headache, etc.) while at school may be administered under the following proper restraints:

1. A written request from the parent or guardian of the child must be sent to the school office and include the following information:
  - a. name of medication
  - b. reason for the medication
  - c. amount and length of time to be taken
  - d. any side effects of the medication
2. Medication must be brought to school in an appropriately labeled container from the pharmacy or doctor.
3. Medication will be kept in a locked container in the school office.
4. Medication shall be taken under the supervision of the school administrator or his designee, or the school nurse.

Medication which is taken by a child on a daily basis, such as insulin or for the control of diseases, should be the responsibility of the parents. If at all possible, parents should administer medicine at home. Three-times-a-day medication should try to be given at breakfast, after school and at bedtime when possible. If medication must be taken at school for a

period longer than ten (10) days, the following procedures must be followed:

1. A written request from parents.
2. A written order from the doctor prescribing the medication which would indicate:
  - a. name and dosage of medication
  - b. condition requiring medication
  - c. side effects of medication
  - d. any special instructions
3. The medication must be sent in an appropriately marked container from the pharmacy or the doctor.
4. Medication will be kept in a locked container in the school office.
5. Medication shall be taken under the supervision of the school administrator or his designee or the school nurse.

The school district retains the discretion to reject requests for the administration of medicines.

Illinois State law requires all children in sixth grade to have a dental examination and form completed by a licensed dentist on file in the school by May 15 of that school year.

### **NON-DISCRIMINATION**

District 425 shall treat all persons equally without regard to race, color, creed, national origin, religion, economic status, intellectual ability, age, sex, or handicaps unrelated to the function to be performed. This commitment relates to employment practices, the education of children, and relations with the community at large.

Specifically, the School District shall:

1. Employ and promote individuals solely on the basis of their qualifications and without regard to the characteristics outlined above.
2. Provide for a continuous examination of all parts of the curriculum to make sure that it emphasizes positive human relationships.
3. Assign and educate each child without regard to race, color, creed, national origin, religion, economic status, intellectual ability, age, sex, or handicaps unrelated to the function to be performed, recognizing that children may be grouped for special education purposes in order to meet special educational needs which children may have.
4. Maintain an atmosphere in which all persons can develop attitudes and skills for effective cooperative living, including:
  - a. Respect for the individual regardless of race, color, creed, national origin, religion, economic status, intellectual ability, age, sex, or handicaps.
  - b. Respect for different cultures
  - c. Respect for the rights of others to seek and maintain their own identities.
  - d. Respect for economic, political and social rights of others

**GRIEVANCE PROCEDURE:** Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any district education program or activity, on the basis of race, color, creed, national origin, religion, economic status, intellectual ability, age, sex, or handicaps in violation of this

policy, may file a review of the written complaint with the Superintendent. The superintendent shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within thirty working days after the receipt of the written complaint.

A copy of the written complaint and the Superintendent's response shall be provided each member of the Board of Education. If the complainant is not satisfied with such response, he/she may submit a written appeal to the Board of Education indicating with particularity the nature of disagreement with response and his/her reasons underlying such disagreement.

The Board of Education shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response. The Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

The decision of the School Board may be further appealed to the Regional Superintendent of Schools, pursuant to Section 3-10 of the School Code of Illinois and thereafter, to the State Superintendent of Education pursuant to Section 2-3, 8 of the School Code of Illinois, as provided in Section 200-90(b) initiate a grievance or complaint of illegal discrimination and of the administrator to whom such complaints shall be directed.

## **PHYSICAL EDUCATION**

**UNIFORMS:** All students at ICMS are required to have a P.E. uniform. These uniforms consist of black shorts or black sweats and a red T-shirt, tennis shoes, and socks. There is to be no writing or insignias on the P.E. uniforms other than what will be approved. P.E. uniforms must be worn for all P.E. classes, and no shirt/blouse or pant mutilations will be allowed. P.E. shirts may be purchased in the school office.

**SUPPLIES:** Each student is assigned a P.E. locker and is responsible for keeping it locked at all times and for not sharing the combination with other students. Items stolen are the responsibility of the student and not Indian Creek Middle School.

## **PHYSICAL EXAMS AND IMMUNIZATIONS**

State law requires that all immunizations must be up-to-date before the student can attend school. Physical exams are required for entrance to Kindergarten, Grade 5, Grade 9, and all students transferring from another state. All sixth grade students are required to have a dental form on file in the school office by the end of their sixth grade school year. State of Illinois dental and physical forms are in the school office.

## **STUDENT ASSISTANCE PROGRAM**

ICMS has a Student Assistance Program (SAP) that is designed to provide education, prevention, and intervention for students demonstrating risk behaviors that are interfering with their education. Student Assistance Program referrals

may come from parents, faculty, concerned peers, or the student him/herself. Reasons for referrals may include: academic, behavior, health, and attendance concerns. The Student Assistance Program is a positive influence meant to encourage student success in the school environment.

## **STUDENT COUNCIL**

Student Council is the peer elected student government body. They meet monthly during lunch time to plan assemblies, programs, dances, service learning projects and special activities. Student Council is open to all sixth, seventh and eighth grade. However, the eighth hold all officer positions.

## **STUDENT RECORDS**

### **Parent/Guardian Notification**

District 425 keeps records of its students in two files: a permanent record file and a temporary record file. Records are kept in compliance with the Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Record Act of 1975. Procedures as outlined in the Rules and Regulations to Govern School Student Records are as follows:

### **Definition of Student Records**

Student records refer to any written and recorded information, maintained by the district, which a student may be individually identified. Information maintained by a staff member for personal use is not considered a part of the student record. The student records consist of a permanent record and a temporary record which are described below:

### **Student Permanent Record**

The student's permanent record is as follows:

1. Shall consist of:
  - a. basic identifying information, including students and parents names and addresses, birth date and place, and gender;
  - b. academic transcript, including grades, graduation date, grade level achieved;
  - c. attendance record
  - d. report cards
  - e. accident reports and health record
  - f. record of release of permanent record information
2. May also consist of:
  - a. Honors and award received
  - b. Information concerning participation in school sponsored activities or athletics, or offices held in school sponsored organizations
3. No other information shall be placed in the student permanent record. The permanent record shall be maintained for at least sixty (60) years after the student has graduated, withdrawn, or transferred from the District.

### **Student Temporary Record**

The student's temporary record consists of all information not required to be in the student's permanent record and may include:

1. Family background information

2. Intelligence scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews.
5. Elementary and secondary achievement level test results.
6. Participation in extra-curricular activities including any offices held in school sponsored clubs or organizations.
7. Honors and awards received
8. Teacher and anecdotal records
9. Disciplinary information
10. Special education files including the reports of the multidisciplinary staffing on which placement or no placement was based, and all records and tape recordings relating to special education placement hearings and appeals.
11. Any verified reports or information from noneducational persons, agencies, or organizations.
12. Other verified information of clear relevance to the education of the student.
13. Record of release of temporary record information.

Information in this record shall reference authorship and date. Temporary records shall be reviewed at least every four (4) years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and to correct inaccurate information.

The district shall maintain the student's temporary record during the period of usefulness to the school and the student, but in no case longer than five (5) years after the student has transferred, graduated or permanently withdrawn from the District. However, the District may maintain indefinitely, anonymous information for authorized research and planning.

The building principal shall be responsible for the maintenance, retention, or destruction of a student's permanent or temporary records in accordance with the District's established procedure.

No student record shall be destroyed unless the written approval of the appropriate Local Records Commission is first obtained. Prior to expunging and destroying students' permanent and temporary records, the District shall notify the students' parents/guardians and the student s of its impending action. A thirty (30) day notice shall be given in the local newspaper, as well as a notice sent home with each student.

The parents/guardians or student shall be given an opportunity, within the thirty (30) day period, to copy the record and information proposed to be destroyed or deleted.

In the case of the handicapped student who graduates or permanently withdraws from the District, temporary records which may be of continued assistance to the student may, after five (5) years, be transferred to the parents/guardians or to the student, if the student has succeeded to the rights of the parents/guardians.

The content of the transferred records may relate to the diagnosis and remediation of the student's handicapping condition. The District's appropriate student personnel services worker may give an explanation of the usefulness of the records to the parents/guardians or student.

The Superintendent shall be responsible for designating a records custodian who shall maintain student permanent records. The Superintendent or his designee shall be responsible for informing staff members of this policy.

### **Inspection of Student Records**

1. Parents have the right to inspect, challenge and copy their child's records until one of the following events occurs: (a) the student attains 21 years of age or (b) the student attains 18 years of age and declares financial independence.
2. All students have the right to inspect, copy, and release their permanent record. Students will not have access to their temporary records without parent permission until they: (a) attain 18 years of age or (b) graduate or (c) assume financial independence.
3. Student records will be made available to parents or eligible students within fifteen (15) days from the time a written request is received.
4. When parents or students inspect the records, a qualified staff member will be present to interpret the information contained in these records.
5. Copies of student records will be provided to eligible parents and students upon request. The school may charge a cost not to exceed \$.35 per page.
6. Non custodial parents have the same rights as custodial parents unless specifically denied by a court order.
7. No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the School Student Record Act.

### **Right To Control, Access of Student Records**

District 425 will release Student Records to an official records custodian of another school in which the student has enrolled or intends to enroll. The official or student must make a written request to release the records.

Parents will receive prior written notice of the nature and substance of the information to be transferred. They may, on written request, inspect, copy, and challenge such information. If parents do not respond, within ten (10) days, the notice of their right to inspect, copy, challenge information to be transferred to another school, the records will be forwarded to the requesting school.

### **Access to Records Without Parent Consent**

1. District 425 staff members who have a current and legitimate educational interest in the student records will have access to a student's permanent and temporary record.
2. School officials will release student records without parent permission pursuant to a valid court order or

subpoena presented by local, state or federal officials. However, school officials will notify parent in writing regarding the judicial order and the information so provided.

3. Student records may be made available to researchers for statistical purposes provided that a.) permission has been received from the State Superintendent of Education; b.) no student or parent will be personally identified from the information released.
4. Information may be released to appropriate persons if such information is necessary to protect the health or safety of the students or other persons.
5. Student records may be released to the Dekalb County Special Education Association (DCSEA). This could include psychological, social, and medical information of a highly confidential nature.
6. Records of the sixth grade students entering ICMS will be sent from the two elementary schools in the District. This transfer of records will be completed by July 1, following the completion of the grade.
7. School directory information may be released at the District's discretion unless a parent requests in writing that any or all such information should not be released. Directory information includes:
  - a. Student name, address, gender, grade, birth date and place, parent name and address
  - b. Academic awards or honors
  - c. Information in relation to school sponsored activities, organizations and athletics
  - d. Periods of attendance in school

### **Challenge Procedures**

1. Parents have the right to challenge the accuracy, relevance or propriety of any entry in their child's records, exclusive of grades.
2. A request to challenge the contents of a student's record must be made in writing to the school's official records custodian and must state in specific terms what entries in the child's record are being challenged.
3. The records custodian will conduct an informal conference with the parents within fifteen (15) school days of the receipt of the written challenge.
4. If the challenge is not resolved by the informal conference, formal procedures may be initiated in accordance with Rules and Regulations to Govern School Student Records, Article IX, Sections 9.03 and 9.04.

### **SURVEYS OF PRIVATE INFORMATION**

In accordance with federal laws (Public Law 103-227), students who participate in federally funded programs (e.g. Chapter I remedial reading) are not required to divulge in a survey, analysis, or evaluation, any of the following without the prior written consent of the parent/guardian:

1. political affiliation
2. embarrassing mental or psychological problems
3. sex behavior and attitudes

4. illegal, anti-social, self-incriminating and demeaning behavior
5. critical appraisals of family members
6. privileged relationships such as those involving lawyers, physicians and clergy
7. income (other than as required to determine eligibility for participation in a program or for financial assistance).

### **TAKE YOUR CHILD TO WORK DAY POLICY**

Parents should carefully consider if this day warrants an absence. If a parent feels strongly that the day will be as equally educational and the instructional time missed will be worth the days' activity, the student will be expected to complete a Prearranged Absence form at least 48 hours before the day, in order for the day to be an excused absence. The student may be requested to share their experience and observations with the class. In addition, all homework must be turned in upon returning to school and any quiz or test missed will be taken that day.

### **VISITORS**

All visitors must report to the school office to secure permission to visit in the school, and to pick up a school "Visitor" badge. This allows us to provide a safe school environment.

In order to provide a consistent learning environment, students are not allowed to bring guests during the regular school hours.

### **WITHDRAWAL FROM SCHOOL**

Any student who is withdrawing from school is requested to follow this procedure:

1. Secure a withdrawal form from the principal's office. Parental signature is required on this form.
2. Report to all teachers, counselors, including resource study hall, library, P.E., extra-curricular sponsors, for clearance and return of all books. Secure teachers' signatures on the form.
3. Return form to the principal's office. Include new address.

### **YEAR-END STUDENT CHECK OUT**

At the close of the school year, each student will be asked to complete the following:

1. The return of all textbooks in good condition.
2. All fees owed the school must be paid.
3. Lockers must be clean and free of stickers, decorations, etc.

## AUTHORIZATION FOR ELECTRONIC NETWORKS ACCESS

Each teacher must sign this Authorization as a condition for using the District's Electronic Network connection. Each student and his or her parent (s) / guardian (s) must sign the Authorization before being granted unsupervised network access. School Board members and administrators are treated like teachers for purposes of this Authorization. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the Authorization for Electronic Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature (s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### Terms and Conditions

1. Acceptable Use - Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for a legitimate business use.
2. Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or decompiled.
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space or paper.
  - f. Computer tampering, hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal information, including the addresses or telephone numbers of students or colleagues.
  - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the users own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this **Authorization**.
7. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, The Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright Web Publishing Rules - Copyright law and district policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
  - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "Public domain" documents must be provided.
  - c. The absence of copyright notice may be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

- d. The “fair use” rules governing student reports in classrooms are less strident and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission for both the parent/guardian and student.

- 2. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.
- 3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.
- 4. The system administrator and building principals shall monitor student Internet access.

11. Use of Electronic Mail

- a. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- f. Use of the School District’s electronic mail system constitutes consent to these regulations.

Students, parent (s) / guardian (s), will need to sign this *Authorization for Electronic Network Access* upon entry to the School District, and again upon entrance to the Middle School and High School. Teachers need only sign this *Authorization for Electronic Network Access* once while employed by the School District. I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my E-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District’s electronic network and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the District’s electronic network and Internet.

**DATE:**

(Required if the user is a student)

I have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial materials. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child’s use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to the District’s electronic network and Internet.

DATE:

PARENT/GUARDIAN NAME: (PLEASE PRINT):

SIGNATURE:

Revised 04/03/06, Approved 05/15/06

Internet Safety

- 1. Internet access is limited to only those “acceptable Uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses” as detailed in these procedures, and otherwise follow these procedures.

