

# DANIEL WRIGHT JUNIOR HIGH SCHOOL

The mission of Daniel Wright Junior High School is to create a developmentally responsive community, which will foster confident, enthusiastic, responsible, lifelong learners prepared to make a positive impact on their world. We value academic achievement, cooperation, creativity, critical thinking, diversity, and risk taking.

## ASSIGNMENT NOTEBOOK 2016 - 2017

LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT 103  
1370 Riverwoods Road  
Lincolnshire, IL 60069

**Thomas Herion**  
Assistant Principal

**Michelle Blackley**  
Principal

**Melody Littlefair**  
Assistant Principal

**MAIN OFFICE: (847) 295-1560**  
Voice Mail and Absences: (847) 604-5280

*This notebook belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_



Lincolnshire-Prairie View School District 103  
**Daniel Wright Junior High School**

1370 N. Riverwoods Road · Lincolnshire, IL 60069  
847/295-1560 · FAX 847/295-7136  
[www.d103.org](http://www.d103.org)

**Scott H. Warren, Ed.D.**  
Superintendent

**Michelle Blackley**  
Principal

**Thomas Herion**  
Assistant Principal

**Melody Littlefair**  
Assistant Principal

August 29, 2016

Dear Parents and Guardians,

Today your child was given a copy of the Daniel Wright Student Planner which includes the Student Handbook. The purpose of this Student Planner is to help students organize and manage their time more effectively. The planner provides a variety of information and ideas designed to help students become more successful throughout the school year. The Student Handbook section includes important information regarding student conduct expectations and discipline policies.

We ask that you review the contents of this book carefully with your student to understand its basic structure and to highlight important components. We hope it will provide students with an organizational tool to help them manage their time more effectively and to provide information in both a motivational and informational manner.

If you have any comments or questions regarding this Student Planner, please feel free to contact us.

Sincerely,

Michelle Blackley  
Principal

Thomas Herion  
Assistant Principal

Melody Littlefair  
Assistant Principal

**(Please return the bottom portion of this form to your advisory, homeroom or academic assist teacher)**

We reviewed the Student Handbook enclosed in the Student Planner which outlines the student conduct expectations and discipline policies. We understand the guidelines. Also, we have read and reviewed the enclosed letter in regards to the use of Electronic Devices and Technology.

**Printed** Student First and Last Name: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Homeroom, Advisory or Academic Assist Teacher

\_\_\_\_\_  
Parent/Guardian Signature



# Daniel Wright Junior High School

## Safety Pledge 2016 – 2017

As a student at Daniel Wright, I pledge to help keep my school safe. I promise to share with my teacher or another adult at school any information that could result in someone being hurt in any way. If I am not sure how serious the situation really is, I will report it so that adults can make that judgment. I understand that my name will remain confidential.

I believe that Daniel Wright should be a place where students feel safe and treat each other with respect. I will promote the acceptance of individual differences, recognizing that diversity contributes to the strength of the school community.

- I will not bully or harass anyone.
- I will do all I can to stop these behaviors when I see them.
- I will immediately tell an adult of any threats of harm to others or threats of self-injury.
- I will immediately tell an adult if a student brings something to school that could hurt someone.
- I will not use the Internet and/or mobile devices to harass or bully others.
- I will not use words such as “retarded” or “gay” as a negative term, an insult, or a joke.

## **PRINCIPALS' MESSAGE**

*On behalf of the staff, we welcome you to Daniel Wright. We sincerely hope that you will feel a part of our school and that your troubles will be few, your pleasures many, and that your years here are filled with success and happiness.*

*It is essential that all students read and become familiar with the information contained in the Assignment Notebook in order to understand the policies and procedures at Daniel Wright. Your teachers will expect you to utilize this notebook daily.*

*Remember that your success will be directly related to your efforts. Good luck and have a great year!*

## **GENERAL SCHOOL AND STUDENT INFORMATION**

### **SCHOOL HOURS**

School starts at 7:50 a.m. Students should arrive no earlier than 7:30 a.m. unless attending the 7:00 a.m. before School Study Hall, Band, or chorus practice. Upon arrival students shall report to the designated supervised areas. Student dismissal is at 2:55 p.m. Students involved in special activities after school must remain in their assigned areas.

### **PICK-UP AND DROP-OFF PROCEDURES**

The front entrance should be used when dropping off and/or picking up students as all other school doors are locked.

### **EARLY MORNING STUDY HALL**

The library is open Monday-Friday at 7:00 a.m. Students should not arrive prior to that time, as supervision is not available. Students must arrive by 7:15 a.m. to attend this study hall. Students are responsible for the proper use of library materials and computers.

### **P.A.S.S. PROGRAM**

Daniel Wright students may participate in the P.A.S.S. program, "Providing Academic Success for Students." P.A.S.S. is offered after school from 3:00-4:15 p.m. Monday-Thursday. Students are expected to remain in P.A.S.S. until 4:15 p.m., unless a parent/guardian comes in to sign him/her out. This is a great time to complete work and receive help with classroom assignments. However, in order to maintain a good teacher-student ratio, students should not

attend P.A.S.S. every day; it is not to be used as after school care. Students should only stay for P.A.S.S. when they have work to do the whole session. Bus transportation is available to those students who sign up at the beginning of class.

### **VOICE MAIL SYSTEM**

The voice mail system can be accessed directly 24 hours per day by calling: **847-604-5280**

Voice mail includes: •Staff mailboxes •Absence hotline

### **STUDENT MESSAGES**

Messages will be delivered during the lunch period whenever possible. Parents calling to leave messages for students are asked to call prior to lunch:

*5<sup>th</sup> grade: 10:42 a.m.*

*7<sup>th</sup> grade: 12:02 PM*

*6<sup>th</sup> grade: 11:15 a.m.*

*8<sup>th</sup> grade: 12:33 PM*

### **PARENT VOLUNTEERS**

Parent volunteers are always welcome at Daniel Wright. All visitors are required to stop in the main office to register electronically in the office. You must present a Driver's License or other valid picture I.D. to enter the building beyond the office. All visitors must wear a yellow visitor's badge while in the school building.

### **STUDENT VISITORS**

To maintain classroom environments conducive to learning, student visitors will only be allowed to accompany Daniel Wright students to lunch after receiving prior approval from the office.

### **LUNCHES / BIRTHDAY TREATS**

Hot lunches are available for purchase from Quest Food Service at DW. Lunches brought from home can be supplemented with food and beverage items sold by Quest. Students will have access to microwaves.

**\*Due to allergies and potential lunchroom disruption, it is prohibited to bring in treats or group lunches for birthdays or special occasions.** Treats to be shared for birthdays in the classrooms must follow the safe food guidelines. For more information and guidelines, please refer to the Daniel Wright website, click on the "Parent" tab, and scroll down and select "Health & Wellness, Information & Forms".

## **LOST AND FOUND**

Lost and found containers are located in the cafeteria. Students may check for lost items either before or after school. High value items will be held in the school office. At the end of each quarter, any remaining items will be donated to charity. Students losing a textbook, library book, or athletic uniform will be billed. If the item is found later, in acceptable condition, a refund will be issued.

## **SAFETY DRILLS**

Fire, disaster, and bus evacuation drills are required by law at regular intervals throughout the school year and are an important safety precaution. Staff will instruct the students in all safety drills. It is essential that directions be followed promptly.

## **HEALTH SERVICES**

Daniel Wright has a full-time nurse to provide nursing services for illness, injuries, and emergencies. Students who become ill during the school day should secure a pass from their teacher to go to the nurse's office. Our nurse will work with the student and guide decisions on what action to take. Students may not leave the building without proper authorization. We ask that students do not text or call their parents in regard to illness, it is important to see the nurse first.

If a student becomes ill while at school or has a serious accident, parents will be notified. Please ensure that we have your correct phone number, emergency contacts, and the phone number of a neighbor to be contacted if you cannot be reached in an emergency. Students with a fever of 100 degrees or over must be "fever free" for 24 hours, without the use of medications before returning to school.

All medication administered in school including prescription and nonprescription medication, will be administered only after the *Authorization to Administer Medication* form is completed and signed by both a licensed prescriber (such as a physician, dentist, physician assistant, etc.) and parent/guardian. A parent may come to school at any time and administer medication to their child after coming to the nurse's office.

**Students are not allowed to carry medication at school**, with the exception of emergency medication such as asthma rescue inhalers and epinephrine auto injectors. Please consult with the school's nurse for proper self-carry procedure and forms. All other medication will be stored in the Nurse's office and students assume responsibility for coming to the office for medication.

Medications are to be brought to the school nurse by **parents only** and must be in the original container properly labeled with the student's name, name of medication, directions for administering, and the doctor's name.

All contagious diseases must be reported to the nurse as soon as diagnosed.

There is a protocol for the management of concussions. The procedure addresses the immediate safety of students with concussions and a recovery plan for the student with a concussion, including a "return to learn" and "return to play" guideline to assist in the student's optimal readiness to return to school and sports. Please contact the nurse if your child is diagnosed with a concussion.

For more details, please refer to the *District 103 Parent – Student Handbook*.

### **2016-2017 END OF GRADING PERIODS**

October 31, 2016	1 <sup>st</sup> grading period ends
January 24, 2017	2 <sup>nd</sup> grading period ends
April 6, 2017	3 <sup>rd</sup> grading period ends
June 9, 2017	4 <sup>th</sup> grading period ends

### **GRADING SCALE**

The following grading scale will be used for all Daniel Wright courses:

98 - 100	A+	4.000	73 – 77	C	2.000
93 - 97	A	4.000	70 – 72	C-	1.670
90 - 92	A-	3.670	68 – 69	D+	1.330
88 - 89	B+	3.330	63 – 67	D	1.000
83 - 87	B	3.000	60 – 62	D-	0.670
80 - 82	B-	2.660	0 – 59	F	0.000
78 - 79	C+	2.330			

## **NATIONAL JUNIOR HONOR SOCIETY**

Daniel Wright Junior High is a charter member of the National Association of Secondary School Principals Division of Student Activities. We are, therefore, a chapter of the National Junior Honor Society and have adopted the bylaws of its National Constitution.

Seventh grade students with a cumulative GPA of 3.75 or higher at the end of the third quarter will be invited to apply for NJHS membership consideration. Members are then selected by the faculty council on the basis of their ability to consistently demonstrate qualities of character, citizenship, leadership, and service, in addition to academic scholarship.

Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. A candidate must be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies. Citizenship is based on the student's participation in two or more community and/or school activities. A student who demonstrates leadership is reliable in any given role or responsibility. To meet the service requirement, the student must have been active in two or more service projects in the school and/or community.

Membership in the NJHS is both an honor and a responsibility. NJHS members are required to maintain the same level of performance in all five criteria that led to their selection. This obligation includes attendance at monthly chapter meetings, participation in community and school service projects, and maintenance of academic status. If a seventh grade student does not meet the 3.75 cumulative GPA at the end of the third quarter, he/she will have the opportunity to meet this standard by the end of the first grading period in eighth grade and become eligible at that time for consideration for membership. Contact the principal or chapter advisor regarding the selection process or membership activities.

## **DRESS GUIDELINES**

The Daniel Wright dress guidelines have been developed to maintain an orderly and productive educational environment for students. Students must recognize that brief and revealing clothing, in addition to clothing with inappropriate language or themes are not appropriate apparel for school. The following guidelines include but are not limited to:

- Clothing must cover midriffs.
- Pants should be fitted near the waist.
- Spaghetti straps, strapless tops, or plunging necklines will not be worn.
- Hats will not be worn.
- Clothing that displays objectionable content including violent behavior, inappropriate images, alcohol, tobacco or drug related messages may not be worn.



- In all cases, clothing must always cover undergarments.
  - Skirts and shorts must be mid-thigh in length. “Short shorts” are not allowed.
- Consequences for inappropriate attire include but are not limited to: Warning, parent contact, change of clothing, disciplinary action.*

## **LOCKERS**

A student locker is provided solely for the storage of outer garments and school materials. The locker is school property and may be opened by school authorities at any time. Any inappropriate items found in the locker may be removed.

Combinations should be kept confidential. The school will not be held responsible for items stolen or missing from a locker. Students are responsible for any damage sustained to their lockers. Backpacks must be kept in lockers (unless permitted by staff due to extenuating circumstances).

## **ELECTRONIC DEVICES**

### **Electronic Devices and Bring Your Own Technology (BYOT) Guidelines**

Lincolnshire-Prairie View School District 103 allows the use of certain electronic devices (with the exception of smart phones) only for specific, teacher-directed instructional purposes. The use of cell phones, smart phones or other electronic devices as described in the chart below is prohibited during school hours. Devices are to be turned off and stored in lockers. Students should use school phones to contact parents. Parents—if you need to reach your child in an emergency, please contact the school office. Please review the chart below which describes the devices students are allowed to have or use during the school day.

<b>Allowed to be used in class (with teacher permission)</b>	<b>Allowed but must be kept in locker</b>	<b>Not allowed at all</b>
Nook (including reading at indoor recess)  Kindle (including reading at indoor recess)  Pad or iPad-mini, Android Tablet	Smart phone (iPhone, Android-based phone, etc)	Wrist-based smart watch  Google Glass

- Electronic devices are not permitted at lunch, recess, locker rooms, or restrooms.
- Devices may be used on the bus. If usage becomes disruptive, some recourse may be taken.
- Before and after school hours, students may use cell phones to communicate with parents or caregivers.
- Taking photographs and videos of peers and/or posting them on social media during school hours or on the bus is prohibited.
- Using devices to take photographs in locker rooms or bathrooms, or to cheat is prohibited. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person is prohibited.
- Any student-owned electronic devices brought to school are the sole responsibility of the student. **Staff reserves the right to confiscate electronic devices being used inappropriately and/or during prohibited times.** Students who bring their own network-using device such as an iPad may be asked to register the device with the technology support staff for network monitoring.
- **BYOT:** iPads, iPad-minis, Android tablets, Kindles, and Nooks may be used with permission of the teacher. BYOT devices that are capable of 3G/4G must have cellular services disabled. Consequences for violation of these guidelines will be in accordance with the student discipline section outlined in the Parent-Student Handbook.

## **INTERNET ACCESS**

Each student and parent(s) must sign an **Authorization for Internet Access** form. The use of the District's Internet is a privilege, not a right, and inappropriate use may result in a termination of those privileges.

## **TRANSPORTATION**

### **BUS ROUTES**

In order to assure the safety of our students they will be required to ride their assigned bus to and from school. We do not allow daily guest riders. The bus will only stop at addresses listed on the bus route sheet. Buses are authorized only to transport those students whose names appear on the route sheet. Parents are responsible for transporting their children to any other locations. Please refer to the District Transportation procedures for more specific information.

## **WALKERS, BIKERS, SKATERS & SKATEBOARDERS**

Students should realize the importance of walking or riding on the sidewalk and bike path, staying out of the streets and parking lots, keeping off lawn areas, and crossing streets only at designated crossings. Crossing guards are available during the warmer months. Due to space limitations, skateboards are not allowed on the bus.

## **AUTOMOBILES**

Please use the front entrance when dropping off or picking up students. In order to reduce the back up of traffic onto Riverwoods Road, please pull all the way forward in the drop off zone.

## **ATTENDANCE**

### **PHILOSOPHY**

Daniel Wright's educational program is built on the premise that regular attendance is vital to a student's success in school. Regular attendance requires a cooperative effort by the student, family, and school personnel. By state guidelines, a student who is absent for more than 150 minutes must be marked absent for one half day. Even though written work may be made up, a student who is frequently absent misses critical classroom instruction and discussion as well as important social interactions.

### **EXPECTATIONS**

We expect parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school of any absences and their causes. Student attendance is monitored and parents or guardians will be informed of any attendance problems. Please call attendance voicemail at (847)604-5280 to report an absence or late arrival. Attendance is taken at 7:50 am. If a student is reported absent and the office is not contacted by 8:30 am, a parent will be called.

## **TARDINESS**

It is extremely important for students to arrive to school on time. **Students are expected to be in class prior to the 7:50 a.m. bell.** The front doors automatically lock at 7:48 AM. If a student arrives after that time, he/she will be considered tardy. Late arrivals can be disruptive to instruction that begins at 7:50 AM.

A student will be issued a detention for three or more tardies to the same class during any quarter. Each additional tardy in the same quarter will result in another detention. Detentions

for tardiness are served at 7:00 am on Monday through Friday. Persistent tardiness will result in additional disciplinary action and an administrative conference.

## **VACATIONS/ELECTIVE ABSENCES**

Effort should be made to avoid absences for vacation purposes and other elective/non illness related absences. Vacations/elective absences put students in a difficult situation. Each day missed, multiplied by six or seven classes per day, results in a large backlog of work to be made up. In addition, many activities, presentations, and group projects cannot be recreated, putting students at a disadvantage academically. It is the student's responsibility to find out what work will be missed. **Make-up work given in advance is due the day of return, or it is subject to the teacher's existing late policy.** If we are not notified of an absence in advance, the opportunity to make up work is at the discretion of the teacher.

## **ILLNESS/HOMEWORK REQUESTS**

Please email your child's teacher for homework requests early in the morning for a same day pickup after 3:00 p.m.

## **HOMEWORK GUIDELINES**

Homework is an integral part of continuing and supporting the learning process for Daniel Wright students. Students should be able to complete their homework in a reasonable amount of time. We encourage our students to complete their homework independently. Periodically, there will be long-term projects that students will work on over a number of days or weeks.

At the beginning of the school year, 7th and 8th grade students will receive a course syllabus listing homework guidelines, as well as curriculum topics and grading scales and/or criteria.

## **ACTIVITY PARTICIPATION**

Any student who is absent for more than 50% of the day will not be allowed to participate in that day's events, whether it be an athletic contest, fine arts performance, after school activity or any other school sponsored activity. In addition, students who are ill and leave school prior to the end of the day may not return to participate in after school events.

An athlete's participation in athletic tryouts on days of partial or complete absence from school must be cleared through the Athletic Director and Principal's office.

## **TRUANCY/ABSENTEEISM POLICY**

All school age children are expected and required to attend school on a regular basis. Persons having custody of any child above the age of six or below the age of 17 and enrolled in any of the grades 1-12 are responsible for the regular attendance of that child during the regular school term. Valid causes for absence are illness, death in the immediate family, family emergency, observance of a religious holiday, extraordinary circumstances, and other situations which are beyond the control of the student as determined by the district board of education, or other circumstances which give reasonable concern to the parent for the safety or the health of the student.

Truancy is an unexcused absence from school for any portion of the school day. Chronic or habitual truancy is defined as absence without valid cause for 10% or more of the previous 180 regular attendance days. (Ill. Rev., Stat., ch.122, 26-2a (1989)). The principal may meet with the parents, teacher, and the school social worker to determine the most effective course of action. At this meeting the group should examine the cause of the absences and explore additional resources that may be available and appropriate, including:

- Behavior modification program
- Social work services
- Individual or peer group counseling
- Family counseling
- Behavior management system
- Special education eligibility
- Alternative education placement
- Community services
- Referral to Lake County PASS

## **STUDENT CONDUCT EXPECTATIONS AND DISCIPLINE**

Each school has discipline procedures that are developmentally age appropriate. All procedures for student discipline and bullying are aligned with the District 103 Board Policy including 7:190, 7:20, 7:230. These policies provide detailed information and can be found in their entirety at: <http://www.d103.org>.

Rules at Daniel Wright are intended to establish an environment conducive to learning. Your conduct should reflect your commitment to the following expectations.

## **STAR PROGRAM Students Take Active Responsibility**

The purpose of the Daniel Wright Junior High School STAR program is to foster an environment where all students **respect** their peers, take **responsibility** for their actions, promote **fairness**, emphasize **caring**, demonstrate **honesty**, and make **good decisions** so that all students experience a safe learning environment.

### **SCHOOL-WIDE EXPECTATIONS**

We expect all students at *Daniel Wright Junior High School* to:

#### **Be Responsible for your actions.**

- Understand that your actions have an impact on others and the school climate.
- You are required to exhibit socially acceptable behavior, which promotes learning and facilitates respect for others and the learning environment.
- Students will understand the importance of rule systems in school and will know the rules and consequences of non-compliance.

#### **Respect the learning environment.**

- Classrooms & Library Media Center
- Hallway
- Cafeteria
- School Grounds
- Busses & Field Trip

#### **Act with dignity and respect toward yourself and others.**

- Self
- Peers
- Staff (bus drivers, cafeteria workers, custodians, office staff, substitutes, teachers, etc.)

### **ADDITIONAL EXPECTATIONS**

In addition to the above school wide expectations, the following specific behavioral expectations apply to all students.

## **Bus Expectations**

Students are under jurisdiction of the school and must comply with these expectations on their way to and from the bus stop, at the bus stop, and on the bus.

*Students have a right to be safe on the bus.* To ensure a safe ride, students:

- Must enter and exit the bus in an orderly manner;
- Must remain seated;
- Must obey the driver at all times;
- Must keep head, hands, and feet inside the bus;
- Must keep the bus aisle clear;
- Must not throw objects in the bus or out of the window;
- Must not tamper with emergency doors, windows, or any part of the bus equipment;
- Must not use or possess alcohol, drugs, illegal substances or smoking materials, including matches and/or lighters on buses, or at bus stops.

*The bus, the riders, and the driver have a right to be respected.* To ensure respect, students:

- Must not mark or deface the bus or its equipment;
- Must not shove, hit or fight;
- Must not bring inappropriate objects;
- Must not use inappropriate language and loud voices;
- Must not litter;
- Must not eat or drink on the bus.

## **Lunch Expectations**

Students are expected to follow School Wide Expectations and rules while in the lunchroom. In addition, the following expectations apply:

- Proceed to and be dismissed from the lunchroom in an orderly manner.
- Remain in your seats.
- Demonstrate socially appropriate behavior toward others.
- Completely clear tables, chairs, and the floor areas by the tables of all food, garbage, and recycling. Wipe tables as instructed by lunchroom supervisors.
- Food or any other objects are not to be thrown at any time.
- Recycle and deposit garbage in the trash containers.
- Only properly sealed items may be taken back to lockers (No food in the hallways).

## STUDENT BEHAVIOR

Misbehavior by students presents a teaching moment. Consequences are not intended to punish, but to teach responsibility for actions. The staff at Daniel Wright values parents as partners in this educational process. As such, a parent or guardian will be contacted when a student receives a consequence (e.g., detention, etc.). The District reserves the right to involve law enforcement or juvenile justice authorities whenever the conduct involves or may involve illegal activity.

### **LEVEL I BEHAVIORS**

***Minor behavior and academic concerns include, but are not limited to:***

- Teasing
- Chewing gum
- Passing notes
- Tardiness
- Inappropriate physical contact: examples include tapping, poking, knocking books out of others hands, nudging, or bumping others
- Chronically arriving unprepared for class (this refers to not having the necessary supplies, not having homework done, etc.)
- Inappropriate behaviors: examples include excessive noise, running, and class disruption
- Failure to comply with teachers' reasonable verbal requests and/or directives
- Talking back and/or rudeness
- Misbehavior directed at a substitute teacher, bus driver, or other supervising adult
- Being unsupervised in or outside the building before or after school hours
- Displaying any other behavior which is disruptive to the school environment

***Consequences/Interventions may include, but are not limited to:***

- A student-teacher conference
- Removal from the situation
- Assigned seating in class or on bus
- A phone call home
- A detention
- A parent teacher conference
- Interventions as defined per the student's Individualized Educational Plan (IEP) or Behavior Intervention Plan (BIP).



*If these interventions are ineffective, then the level one behavior may warrant further consequences.*

## **LEVEL II BEHAVIORS**

***Major behavior and academic concerns include but are not limited to:***

- Excessive tardiness (to class and to school)
- Intentionally skipping class or another assigned activity
- Fighting
- Insubordination to any supervising adult
- Flagrant, obscene or repeated offenses of note writing
- Cheating, plagiarizing, and other acts of academic dishonesty
- Refusal to identify oneself to school authorities
- Bringing to class prohibited items such as iPods & cell phones.
- Bringing to school such prohibited items as laser pens, electronic paging devices, and toys that are unsafe for the school environment
- Expression, written or oral, which is slanderous, libelous, obscene, profane, or which advocates a violation of the law or of school rule
- Gambling
- Interference with or obstruction of the educational process or legitimate purposes of the school by use of violence, force, noise, coercion, intimidation, passive resistance or a similar act
- Inappropriate physical contact: examples include inappropriate touching, displays of affection, and pushing and shoving
- Forgery
- Actions which might lead to injury of self or others
- Vandalism
- Improper dress
- Failure to report to designated area when directed to do so
- Hazing, harassment and bullying

***Consequences for major behavioral concerns may include, but are not limited to:***

- Removal from the situation
- Confiscation of prohibited devices
- Restitution for damages
- A minor detention served before, during or after school
- A major multi-day detention
- A major detention served on Saturday from 8:00 - 10:00 AM

- An Alternate Day Assignment
- May result in dismissal or probation of academic and/or co-curricular after school programs
- Bus Suspension
- An in-school suspension
- An out-of-school suspension
- Interventions as defined per the student's Individualized Educational Plan (IEP) or Behavior Intervention Plan (BIP)

*If these intervention strategies are ineffective, then the Level II behaviors may warrant further consequences.*

### **LEVEL III BEHAVIORS**

***Severe behavior and academic concerns include, but are not limited to:***

- Making a bomb threat
- Possession, transfer, sale or use of fireworks and/or explosives or flammable substances not authorized by proper school officials
- Possession or use of matches or cigarette lighters, electronic cigarettes.
- Theft
- Involvement in gangs or gang related activities including the display of gang symbols or paraphernalia
- Major vandalism
- Using, intent to use, possessing, distributing, purchasing, or selling tobacco materials, alcoholic beverages, nicotine, drugs or look alike drugs, and drug paraphernalia
- Using, intent to use, possessing, controlling, or transferring a weapon or any object that could be reasonably considered a weapon including 'look alikes'
- Pulling a fire alarm when no fire or emergency exists
- Violation at school of any law (municipal, state, or federal)
- Gross disobedience or misconduct
- Sexual Harassment (see Parent – Student Handbook)

***Consequences for severe behavioral concerns may include:***

- Removal from the classroom situation
- Notifying parent(s), or guardian(s)
- Disciplinary conference
- Withholding privileges
- A major detention served on Saturday morning from 8:00 AM-10:00 AM

- An Alternate Day Assignment
- May result in dismissal or probation of academic and/or co-curricular after school programs
- Bus Suspension
- An in-school suspension
- An out-of-school suspension Recommendation to the Board of Education for expulsion
- Community service work or restitution of defaced material
- Interventions as defined per the student's Individualized Educational Plan (IEP) or Behavior Intervention Plan (BIP)

## **SPECIFIC DISCIPLINE POLICIES**

**The following specific discipline policies apply to all students.**

### **ACADEMIC DISHONESTY**

Academic Dishonesty is any action intended to obtain or assist in obtaining credit for work that is not one's own. Such actions may include the following:

- Submitting another student's work as one's own.
- Obtaining or accepting a copy of tests or scoring devices.
- Giving test questions or answers to a member of a later class, or receiving test questions or answers from a member of an earlier class.
- Copying from another student's test, or allowing another student to copy during a test.
- Using materials that are not permitted during a test.
- Plagiarizing (presenting as one's own material copies without adequate documentation from a published source).
- Copying, or having someone other than the student prepare the student's homework, paper, project laboratory report, or take-home for which credit is given, except in those cases designated as group work by the teacher.
- Permitting another student to copy, or writing another student's homework, project, report, paper, or take-home test.
- Altering report cards.

#### ***Consequences for Academic Dishonesty:***

Cheating is detrimental to the educational progress of all students. Cheating will not be tolerated. Depending upon the seriousness of the offense and the student's prior history relative to academic dishonesty, the following options may be exercised by the teacher and/or administration:

- No credit for the assignment
- Resubmission of assignment
- Detention
- Alternate Day Assignment
- May result in dismissal or probation of academic and/or co-curricular after school programs
- In School Suspension
- Out of school suspension
- Prohibit membership to NJHS
- May result in dismissal or probation of academic and/or co-curricular after school programs.

## **BULLYING**

The District 103 plan is based on a tiered response. The suggested process for intervening with a student involved in bullying requires that school personnel determine the appropriate level of intervention based on the nature, frequency, and duration of the behavior.

The plan provides opportunities for a student to change his/her behavior based on understanding its impact on others. The district's plan uses specific strategies including reflective activities, social learning activities, and restorative activities to help students who have been involved in bullying incidents. Appropriate consequences are also assigned.

The school district has a statutory requirement to develop a response to bullying behavior, and parental objection or disagreement with an intervention plan, either in whole or in part, does not relieve the school district of its responsibility to respond and intervene or prevent school personnel from exercising their authority.

### *Description of Interventions & Consequences:*

Reflective activities encourage a student to think about what happened and the role he or she played in the incident. Social and emotional learning activities engage a student in positive social interactions with his/her peers and provide opportunities to make a positive contribution to the climate of a school, reconcile with the student who has been mistreated, and learn and practice positive social behaviors. Restorative activities allow the student to make reparation for any harm done to another.

***Interventions may include but are not limited to:***

- Student conference with school personnel
- Conflict resolution
- Student self-reflection
- Parental contact
- Apology letter
- Perform and record acts of kindness
- Behavior contract or incentive program
- Referral to school social worker or psychologist
- Required participation in behavior development lessons
- Interventions as defined per the student's individualized education plan or behavior plan

***Consequences may include but are not limited to:***

- Loss of privilege(s)
- Parent-student conference
- Restricted interactions
- Restricted schedule
- Assigned seat or location
- Repair or replacement of damaged property
- Financial restitution and/or payment for any damage to property
- School-based social service consequences
- Detention
- Alternative day assignment
- May result in dismissal or probation of academic and/or co-curricular programs after school
- Out-of-school suspension
- Expulsion
- Consequences as defined per the student's individualized education plan or behavior plan

## **POSSESSION/CONSUMPTION OF ALCOHOL OR DRUGS**

Using, possessing, distributing, purchasing, selling, or offering to sell: tobacco materials, alcoholic beverages, drugs or look alike drugs, and drug paraphernalia is not permitted whenever the conduct is reasonably related to school or school activities. This policy extends to all school sponsored and school related activities, whether held before or after school or on weekends. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance in their possession. Given reasonable grounds for suspicion, school

officials may search for and seize prohibited substances and submit such drugs to the proper authorities for analysis. Using prescription drugs when not prescribed for the student by a physician, or used in a manner inconsistent with the prescriber's instructions, the use or possession of medical cannabis (even if prescribed), and performance-enhancing substances, unless administered in accordance with a physician's prescription is also prohibited.

Level III disciplinary consequences apply; which may include suspension, notification of law enforcement or juvenile justice authorities, and/or, depending on the nature of the incident, recommendation to the Board of Education for expulsion. Parent cooperation will be sought. Recommendations may also be made for student participation in a counseling or treatment program.

### **GANG and GANG ACTIVITY**

A gang is two or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the district's rules and regulations. All gang-related paraphernalia and/or material will be confiscated.

Level III disciplinary consequences apply; which may include suspension, notification of law enforcement or juvenile justice authorities, and/or, depending on the nature of the incident, recommendation to the Board of Education for expulsion. Parent cooperation will be sought. Recommendations may also be made for student participation in a counseling or treatment program.

### **POSSESSION OF WEAPONS**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years: A firearm, a knife, or any other object if used or attempted to be used to cause bodily harm (e.g., stick, lock, pencil, pen, etc.), including "look-a-likes" of any firearm.

The principal shall notify law enforcement or juvenile justice authorities of any student who brings a weapon to school. The expulsion requirement maybe modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis.

## WHEN and WHERE CONDUCT RULES APPLY

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

### **SEXUAL HARASSMENT POLICY - Board Policy 7:20 and 7:185**

No student may sexually harass another student by making unwelcome advances, or engaging in verbal or physical conduct of a sexual nature, or creating an intimidating, hostile, or offensive educational environment. This includes conduct at the bus stop, while riding the bus, on school grounds, and at school functions. Failure to comply with this policy will result in administrative actions.

## DESCRIPTION OF CONSEQUENCES

### **Disciplinary Points Loss of Privilege**

In an effort to encourage positive behavior, students who violate expectations during the year may lose the privilege to participate in special activities and field trips. Students who exhibit chronic and/or severe behavior will not be allowed to participate in these opportunities (Springfield, Outdoor Ed, Field Trips, etc.).

Any student who receives a total of three (3) or more disciplinary points each quarter will not be permitted to attend field trips and special activities.

*Points are Cumulative*

- 3+ points during first quarter will not be able to attend,
- 6+ cumulative points during second quarter will not be able to attend,
- 9+ cumulative points during third quarter will not be able to attend
- 12+ points during fourth quarter will not be able to attend

It is not the intent to have a student be automatically eliminated based on one incident. Such cases will be decided on an individual basis by administration.

### *Disciplinary Point Values*

Detention or Referral with consequence-	<i>1 point</i>
Major Detention-	<i>2 points</i>
Alternate Day Assignment-	<i>4 points</i>
In-School Suspension-	<i>4 points</i>
Out-of-School Suspension-	<i>6 points</i>

## **Detention**

Detentions take place on Monday, Tuesday, Wednesday, Thursday, and Friday *mornings* at the following time: 7:00 a.m. – 7:45 a.m.

Detentions take place on Monday, Tuesday, Wednesday, and Thursday *afternoons* at the following time: 3:00 p.m. – 4:15p.m.

As needed, Saturday detentions will be served from 8:00 a.m. – 10:00 a.m.

Students are expected to arrive on time and be prepared with homework to do or a book to read the entire time. Alternative assignments may be given upon arrival to the detention period.

### **Alternative Day Assignment**

During an Alternative Day Assignment, students do not attend their regular schedule of classes, but work independently under the supervision of an administrator or other certified staff member. Students are allowed to complete missed assignments and may seek support when needed. If the student has an IEP, services are delivered.

### **Due Process for Suspensions**

Suspensions shall be reported immediately to the parents along with a statement of the reasons(s) for the suspension. The building principal will make every effort to contact the parents by phone prior to the suspension. Each suspension will have a written notice as to the nature of the offense and duration of the suspension.



Upon request of the parents, a review of the incident will be held with the principal. In addition, the superintendent or School Board may review the case and appoint a hearing officer to represent the School Board. After the hearing or upon receipt of the written report from the hearing officer, the Board may take such action as it finds appropriate.

Students will be allowed an opportunity to complete assignments given during a suspension for full credit. The student must take the initiative to obtain these assignments during the suspension period. Assignments are due upon returning to school.

### **TITLE IX ANTI-DISCRIMINATORY POLICY**

In accordance with federal regulations set forth in Title IX Education Act of 1972, Lincolnshire-Prairie View School District will not discriminate on the basis of gender, race, or religion in the educational programs and activities which it operates, with respect to students or employees, nor to any person seeking admission or employment. Protection against discriminatory practices, including sexual harassment, is ensured by this policy. Grievances concerning discrimination involving either pupils or employees, as treated by law in Title IX of the Education Amendment Act of 1972, shall be taken up first with the Building Principal and the Superintendent, who shall assist the complainant in clarifying the scope of the alleged discriminatory act. If such act is deemed discriminatory, the grievance shall be referred to an appointed District Hearing Officer, and after that the Board of Education. Complainants have the right to further appeal local grievance decisions to the Educational Services Region Superintendent and to the State Superintendent of Education.

### **CHANGES OR DISCREPENCIES**

Policies and procedures are subject to change throughout the year due to updates or additions in state law and school board policy. Policies and procedures in the District 103 Parent-Student Handbook, school board policy, and updates or changes in state law supersede this student assignment notebook.