

# 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 2018 - 2019

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 \_\_\_\_\_

# Daniel Wright Junior High School

## Safety Pledge 2018 – 2019

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.

# GENERAL SCHOOL AND STUDENT INFORMATION

## SCHOOL HOURS

School starts at 8:30 a.m. Students may not arrive earlier than 8:00 a.m. Please note: the front doors will be locked until 8:00 a.m. Upon arrival students will remain in the cafeteria until 8:20 a.m. when they are dismissed to go to classes. There will not be before school study hall or extracurricular activities. Student dismissal is at 3:35 p.m. Students involved in special activities after school must remain in their assigned areas.

## DW STUDENT MORNING DROP-OFF

The front entrance should be used when dropping off students in the morning. Please proceed as far as you can along the sidewalk before stopping to drop off your student.

## DW STUDENT PICK-UP PROCEDURE

After school, buses will load students in the front of the building. To pick up your student, please drive around the back building COUNTER CLOCKWISE. Students can be picked up at Door H, I or P. Park and wait for student pick-up in the left-hand lane against the curb. Students should enter vehicle on drivers side. Pull out to exit in the right hand lane.

## 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 3:40-4:55 p.m. Monday-Thursday. Students are expected to remain in P.A.S.S. until 4:55 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.

*8<sup>th</sup> grade: 12:07 a.m.*

*7<sup>th</sup> grade: 12:53 p.m.*

*6<sup>th</sup> grade: 11:37 a.m.*

## SCHOOL COMMUNICATIONS

There are several avenues of communication for school information. The school homepage is [dw.d103.org](http://dw.d103.org). Activities and Events will be listed on the calendar on the main webpage. Under the Parents tab, there are several sources of communication pieces including our daily announcements, weekly newsletters (DW Wright-ings) and E-Notices. Flyers and additional links can also be found under the Virtual Backpack link on the main school page.

## 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 or P.T.O. lanyard while in the school building.

## **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 like Ipads 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. Please label clothing lunch boxes and notebooks to assist us in returning this items to your student.

## **SAFETY DRILLS**

Fire, disaster, intruder 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.

### Undesignated Epinephrine Auto-Injectors

Student Medication Administering medication during school hours is discouraged unless it is necessary for the critical health and well being of the student in order to attend school. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/ guardian must request that the school dispense the medication to the child by completing an Authorization to Administer Prescription and/or Over the Counter Medication Form.

No school or district employee is allowed to administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed Authorization to Administer Prescription and/or Over the Counter Medication Form is submitted by the student’s parent/guardian.

Students are not allowed to possess any prescription or over the counter medication in school or at a school-related function other than as described below. Medication to be administered at school must be brought to school by the parent/guardian in the original packaging accurately labeled for each student.

Students may self administer (defined as a student’s discretionary use of and ability to carry) their emergency medication, such as asthma rescue inhalers and epinephrine auto injectors as follows: •

Asthma Rescue Inhalers: For a student to self administer, the parent/guardian must provide written authorization and a copy of the prescription label containing the name of the medication, the prescribed dosage and the time at which or circumstances under which the medication is to be administered. This label will be affixed to the Authorization to Administer Prescription and/or Over the Counter Medication form or parent agreement for child to carry an inhaler. The student will sign an agreement indicating his/her understanding of the administration of the medicine, proper time, that medication will not be shared, where medication will be kept, and that he/she will come directly to the nurse’s office if the medication is ineffective.

Epinephrine Auto Injectors: For a student to self-administer, the parent/guardian must provide written authorization by both the parent and the licensed prescriber on the Illinois Food Allergy Emergency Action Plan and Treatment Authorization form. This must include the name and purpose of the auto injector, dosage prescribed, circumstances and time/times at which the auto injector will be administered.

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

### **2018-2019 GRADING PERIOD END DATES**

Core Content Term Dates - Math, Language Arts, Science, Social Studies and Spanish:

**Term 1:** August 20, 2018 - November 13, 2018

**Term 2:** November 14, 2018 - February 26, 2019

**Term 3:** February 27, 2019 - May 30, 2019

Creative Arts, Health and Physical Education (4 quarters):

**Q1** August 20, 2018 - October 19, 2018

**Q2:** October 22, 2018 - January 14, 2019

**Q3:** January 15, 2019 -March 22, 2019

**Q4:** April 1, 2019 - May 30, 2019

## **DRESS GUIDELINES**

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.

- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweatbands, and sun glasses may not be worn in the building during the school day, except during special school functions as determined by the school principal.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in laboratories or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the school principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

## **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.

Allowed to be used in class (with teacher permission)	Allowed but must be kept in locker	Not allowed at all
Nook Kindle	Smart phone (iPhone, Android-based phone, etc.)	Wrist-based smart watch Google Glass Bluetooth Speakers, Headphones in hallways

- 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 faculty, staff, and 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:** 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 only 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.

## ATTENDANCE

### 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 8:35 a.m. If a student is reported absent and the office is not contacted by 9:00 a.m., a parent will be called. Receipt of a phone call or voice message is necessary; *electronic notification of a student absence (email) is not considered sufficient notification.*

All children must be symptom/fever free for 24 hours before returning to school after an absence due to illness. District 103 does not encourage absences for reasons other than illness. Your cooperation is sought in scheduling family vacation periods and other non-school connected activities during regular school holidays whenever possible.

- Students may not excuse themselves from school.
- Parents/ Guardians must come in to the school and sign students out for dental appointments, emergencies, etc.
- Students can sign themselves back in at the office.
- Please note, if a child goes home during the course of the day due to illness, he or she may not participate in school-sponsored evening activities, such as concerts or sports events or after-school programs. It is extremely important for students to arrive to school on time.

## TARDINESS

It is extremely important for students to arrive to school on time. **Students are expected to be in class prior to the 8:30 a.m. bell.** The front doors automatically lock at 8:28 a.m. If a student arrives after that time, he/she will be considered tardy. Late arrivals can be disruptive to instruction that begins at 8:30 a.m. Student arriving after 8:30 am, a parent/guardian is required to call the attendance office or walk the student into school and sign them into school. The student then will be marked into PowerSchool with an excused absence. If a student arrives without a phone call ahead of time or a parent/guardian, then the Tardy will be recorded as unexcused.

**DETENTION:** 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 on Monday through Thursday, at 3:40 p.m. to 4:55 p.m or during a student's lunch. 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 make-up work policy.** If we are not notified of an absence in advance, the opportunity to make up work is at the discretion of the teacher.

**EXTENDED ABSENCES:** Any students leaving for 10 or more consecutive days must un-enroll in the District. Your child's information will remain intact in the system until they return. During this time they will not have access to Powerschool and schoolwork assignments will not be provided. Make-Up work will be provided upon the students return and a time table will be discussed. Upon return, parents are required to re-enroll their student in person. All necessary paperwork must be completed to ensure that all services, including buses, are reinstated.

**END OF SCHOOL YEAR ABSENCES:** If your child will be missing several days at the end of the school year, please contact the front office with ample time before the absence. This will allow time to assure that library books are returned, technology is checked in, and there are no outstanding issues.

## **ABSENCES & ACTIVITY PARTICIPATION**

A student who is absent from school for 50% of the day or more is ineligible for any sport or activity on that day. Exceptions may be made by the designated teacher, sponsor or coach: 1) for a pre-arranged medical absence; or 2) for a death in the student's family. A student who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by school officials. A student who is absent from school on Friday before a Saturday event may be withheld from Saturday sports and activities at the sole discretion of the designated teacher, sponsor or coach.

## **TRUANCY/ABSENTEEISM POLICY**

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

"All students in Lake County Area Schools are expected to attend school every day. The Compulsory School Attendance Law states that whoever has custody or control of any child between the ages of 7 and 17 years must send the child to a public or private day school on a regular basis." [Lake County Regional Office of Education]

Valid causes for absence are illness, observance of a religious holiday, death in the immediate family, family emergency, attending a military honors funeral to sound TAPS, 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. [Ill. Rev. Stat. ch. 122, 26-2a 1989]

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the school principal at least 5 calendar days before the student's anticipated absence(s). Additionally, student's parent/guardian must call the attendance line to report absences.

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request.

Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

The principal is to report chronic truants to the superintendent. The principal shall meet with the parents, teacher, and the school social worker to determine the most effective course of action. At this meeting the group should address the potential effect of the resources which are available to the child:

- in-house behavior modification program
- social work services
- behavior management system
- special education placement
- alternative education placement
- community services

At this meeting, the most appropriate resource should be chosen by the group. The principal and social worker will then work together to monitor the student's absence. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

## **ACTIVITIES**

Our school offers:

### **Athletics**

Cross-Country (Co-Ed), Boys Basketball, Boys Volleyball, Girls Basketball, Girls Volleyball, Soccer (Co-Ed), Spirit Team, Track and Field and Wrestling.

### **Extra Curricular:**

Art Club, Chess Club, Debate Club, Free to Be (GSA), Knitting and Sewing, Math Team, Musical, Newspaper (The Voice), Robotics (Grade 6), Rubik's Cube Club, Scholastic Bowl, Science Bowl, Science Fair, Science Olympiad, Show Choir, Student Council, Wright

Way Club and Yearbook. Please refer to the Daniel Wright Extracurricular webpage for specific details and requirements for participation.

## 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.

### SCHOOL-WIDE EXPECTATIONS

In alignment with our Social Emotional Learning at Daniel Wright Junior High, we expect all students at *Daniel Wright Junior High School* to:

#### Be Respectful

- I consistently recognize the feelings and perspective of others and use effective communication to *respectfully* manage conflicts in constructive ways.

#### Be Responsible

- I consistently manage my emotions and behaviors while using available supports to *responsibility* achieve self-created goals.

#### Be Positive

- I consistently make decisions to make *positive* contributions for the well-being of the school community.

### ADDITIONAL EXPECTATIONS

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

#### Bus Expectations

School District 103 provides its own bus transportation at no additional charge to all students residing in the District. For safety reasons, we urge parents/guardians to have their children ride the busses to and from school.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the school principal. We encourage you to review bus safety with your child. A tip sheet is available on the Transportation website at: [www.d103.org/transportation](http://www.d103.org/transportation).

Video and audio cameras may be active on busses, in order to monitor student conduct and maintain a safe environment; and they may be used for the purposes of investigation into misconduct or accidents on the bus.

Cell phone and tablet devices may be used on the bus. If usage becomes disruptive, the student will be expected to follow driver

directions in putting the device away. Taking photos and videos of peers or staff and/or posting them on social media during school hours or on the bus is prohibited.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. Examples of gross disobedience and/or misconduct include but are not limited to:

- physical/verbal altercations,
- engaging in conduct that puts the student and/or others in potential physical danger
- possession of illegal and/or potentially dangerous weapons (including “look-alike” items),
- possession and/or consumption of illegal drugs (including cannabis, alcoholic beverages, non-prescribed pharmaceutical medication, “look-alike” drugs, etc).

In the event a student’s gross disobedience and/or misconduct endangers the safety of themselves or other student riders, the Board may suspend said student from riding the school bus for a period exceeding 10 days. The district’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus.

You can find additional information about transportation at [www.d103.org/transportation](http://www.d103.org/transportation). If you have questions or concerns, please contact the Transportation Director, Anthony Mendoza, at (847) 295-8258 or [amendoza@d103.org](mailto:amendoza@d103.org).

### **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).
- Due to allergies and potential lunchroom disruption, it is prohibited to bring treats for birthdays, celebrations, or special occasions.

## **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 a.m.- 10:00 a.m.
- 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 a.m.-10:00 a.m.
- 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
- Probationary 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**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall:

- wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang;
- use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;
- request any person to pay protection or otherwise intimidate, harass or threaten any person;
- commit any other illegal act or other violation of district policies; or
- incite other students to act with physical violence upon any other person.

## **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 not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, or firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. The expulsion requirement may be 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 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 may lose the privilege to participate in these opportunities (Springfield, Outdoor Ed, Field Trips, Field Day, End of Year Activities, etc.).

### **Detention**

After school detentions take place on Monday, Tuesday, Wednesday, and Thursday *afternoons* at the following time: 3:40 p.m. – 4:55 p.m.

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

As needed, lunch detentions will be served during students designated lunch period.

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 DISCREPANCIES**

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.