

# HAMPSHIRE MIDDLE SCHOOL



## PARENT/STUDENT HANDBOOK 2017-2018

**560 S. State Street  
Hampshire, IL 60140  
1-847-792-3200**

**Office Hours: 7:30 am – 4:30 pm  
School Website: [hms.d300.org](http://hms.d300.org)**



Welcome to Hampshire Middle School! You are attending a school with a tradition of excellence developed by a staff of highly qualified teachers willing to work with you to improve your academic achievement and become an effective citizen.

Sixth grade students will find the staff ready and willing to help you adjust during the first few weeks of school. If you have a problem, do not hesitate to ask any of your teachers for help.

We would like to extend a special welcome to all returning students. Your positive example and leadership skills are extremely important to everyone in our school.

This handbook consists of information that will be of use to all students and parents. To be up-to-date with new policies and procedures, each student is expected to be familiar with the material contained within. You will be held responsible for all information contained in the handbook.

More information about Hampshire Middle School is available at our school web page: [hms.d300.org](https://hms.d300.org)

Please do not hesitate to contact your child's teachers throughout the school year for updates on your child's progress. Also, administrators and counselors are available to assist families when needed.

We sincerely hope you have a successful school year at Hampshire Middle School!

**Mr. Jim Szymczak**  
Principal  
[james.szymczak@d300.org](mailto:james.szymczak@d300.org)

**Ms. Dawn Reig**  
Assistant Principal  
*Purple Teams*  
[dawn.reig@d300.org](mailto:dawn.reig@d300.org)

**Mrs. Niki Burkey**  
Assistant Principal  
*White Teams*  
[niki.burkey@d300.org](mailto:niki.burkey@d300.org)

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## HAMPSHIRE MIDDLE SCHOOL INFORMATION

<b>Location</b>	560 S. State Street Hampshire IL 60140
<b>Telephone</b>	847-792-3200
<b>Fax</b>	847-683-1030
<b>Attendance</b>	847-792-3220
<b>School Hours</b>	8:25 A.M. Admittance to building 8:55 A.M. Classes begin 3:40 P.M. End of school day  ***Note: Students will be dismissed at 1:25 P.M. on Early Release Days
<b>Building Office Hours</b>	7:30 A.M. - 4:30 P.M.
<b>School Colors</b>	White and Purple
<b>School Mascot</b>	Whip-purs
<b>Grades</b>	6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup>
<b>School Closing</b>	On days you think we may close the schools due to the weather: <ul style="list-style-type: none"> <li>◆ Radio: <b>WGN 720 AM</b></li> <li>◆ District website: <a href="http://www.d300.org">http://www.d300.org</a></li> <li>◆ Rapid communication call</li> </ul>

## WHOM DO I CONTACT...?

NAME	PHONE NUMBER	EMAIL	REASON
Mr. Jim Szymczak, Principal	847-792-3200	<a href="mailto:james.szymczak@d300.org">james.szymczak@d300.org</a>	Staff issues, curriculum
Assistant Principals Niki Burkey, White Team Dawn Reig, Purple Team	847-792-3258	<a href="mailto:niki.burkey@d300.org">niki.burkey@d300.org</a>	White Team Discipline, bus discipline, grades, student schedules
	847-792-3206	<a href="mailto:dawn.reig@d300.org">dawn.reig@d300.org</a>	Purple Team Discipline, bus discipline, grades, student schedules
Chris Mastalerz Athletic Director	847-792-3239	<a href="mailto:christopher.mastaler@d300.org">christopher.mastaler@d300.org</a>	Athletics
Rose Rodriguez	847-792-3203	<a href="mailto:rosa.rodriguez@d300.org">rosa.rodriguez@d300.org</a>	Attendance
Mike Pastrana	847-792-3209	<a href="mailto:michael.pastrana@d300.org">michael.pastrana@d300.org</a>	Student records, registration
Michelle Meech, Principal's Secretary/Bookkeeper Karen Stuehler, Discipline/Academics Secretary	847-792-3200	<a href="mailto:michelle.meech@d300.org">michelle.meech@d300.org</a> <a href="mailto:karen.stuehler@d300.org">karen.stuehler@d300.org</a>	General information, Academics, Discipline and Tardies
Jerry Weir TBD Guidance Counselors	847-792-3224  847-792-3247	<a href="mailto:jerome.weir@d300.org">jerome.weir@d300.org</a>	Emotional wellness, special education and 504 issues

## WHOM DO I CONTACT...?

Tina Loga Social Worker	847-792-3297	<a href="mailto:tina.loga@d300.org">tina.loga@d300.org</a>	Emotional wellness, special education issues
School Psychologist	847-792-3246		Emotional wellness, special education issues
6 <sup>th</sup> Grade Team Leaders	Name, 6 White Name, 6 Purple		Student/Team Concerns
7 <sup>th</sup> Grade Team Leaders	Name, 7 White Name, 7 Purple		Student/Team Concerns
8 <sup>th</sup> Grade Team Leaders	Name, 8 White Name, 8 Purple		Student/Team Concerns
Jodi Nelsen Nurse	847-792-3211	<a href="mailto:jodi.nelsen@d300.org">jodi.nelsen@d300.org</a>	Medical concerns
Transportation	847-658-3262	Durham Transportation	Bus  (not discipline)

\*Issues relating to specific course grades, assignments, or homework should be directed to a student's teacher.

# Student School Day 8:55 - 3:40 PM

## CORE CLASSES

Students have each class every day, not necessarily in this order:

- ELA (English Language Arts) or Accelerated ELA
- Science
- Social Studies
- Math:
  - 6<sup>th</sup> grade: Math, Accelerated Math
  - 7<sup>th</sup> grade: Math, Accelerated Math
  - 8<sup>th</sup> grade: Math, Algebra

## PHYSICAL EDUCATION/ HEALTH CLASSES

Students will take three quarters of P.E. and one quarter of Health.

## ELECTIVE CLASSES

Students have an elective class every day. Elective classes change each quarter, every nine weeks. Not necessarily in this order:

**6<sup>th</sup> Grade Electives**

Art

Digital Literacy

Intro to Spanish

Project Based Learning

**7<sup>th</sup> Grade Electives**

Art

Digital Literacy

Study Skills

Project Based Learning

**8<sup>th</sup> Grade Electives**

Art

Digital Literacy

Current Events

Project Based Learning

*\*7<sup>th</sup> & 8<sup>th</sup> grade students selected for Spanish will take Spanish in place of electives.*

*\*6<sup>th</sup> – 8<sup>th</sup> grade students chosen for AVID will take the AVID course in place of electives.*

*\*6<sup>th</sup> - 8<sup>th</sup> grade students participating in an RtI intervention may take the place of electives, ELT, or a combination of both.*

Period	6 <sup>th</sup> Grade Schedule	7 <sup>th</sup> Grade Schedule	8 <sup>th</sup> Grade Schedule
1 <sup>st</sup> Hour	Exploratory/PE/Health	Core	Core
2 <sup>nd</sup> Hour	Core/PE/Health	Core/Exploratory	Core
3 <sup>rd</sup> Hour	Core	Core/PE/Health	ELT/Music/Intervention
4 <sup>th</sup> Hour	Core	Core	Lunch
5 <sup>th</sup> Hour	Core	Lunch	Core /Exploratory
6 <sup>th</sup> Hour	Lunch	Exploratory/PE/Health	Core
7 <sup>th</sup> Hour	Core	ELT/Music/Intervention	PE/Health/Exploratory
8 <sup>th</sup> Hour	Core /Exploratory	Core	Core /PE/Health
9 <sup>th</sup> Hour	ELT/Music/Intervention	Core	Core



# GENERAL INFORMATION

## HISTORY OF HAMPSHIRE MIDDLE SCHOOL

Hampshire Middle School began as a K-12 log cabin built in 1838. In 1876, a move was made to a new four room two-story building and ten years later the first high school graduation took place with two students. In that same year of 1886, a new building was constructed on the corner of Jackson and Warner and became the home of the Hampshire K-12 School. By the spring of 1897, the number of graduating seniors from Hampshire School had increased to seven.

In 1948, the Dundee, Algonquin, and Hampshire schools consolidated to form Community Unit School District 300. This was closely followed by the construction of the present building on State Street which at first housed a K-12 school. In 1951, Hampshire Elementary School was built and the current building became a 6-12 building called Hampshire Middle-High School. Since that time, several additions to the building have been made. In 1976-77, an addition was built raising the building capacity to 832 students and in 2002; a second addition increased the student capacity to 1,100 students. In 2008 -2009, a new high school was completed and the current building was renovated to become what is today Hampshire Middle School.

## MIDDLE SCHOOL PHILOSOPHY

Middle school education in Community Unit School District 300 is a set of unique experiences designed to serve a truly transitional function from childhood to adolescence. The middle school program fosters growth from childhood dependence of elementary school toward a high degree of self-sufficiency necessary for the high school years.

The goal of the middle school experience is to provide a smooth transition from elementary school to middle school to high school while allowing for the physical and emotional changes taking place during developmental years. This may involve the reinforcement and continuation of basic skills introduced at the elementary level, as well as, new academic, exploratory and social-emotional experiences.

## SCHOOL DAY

### SCHEDULE

The school day begins at 8:55 A.M. and ends at 3:40 P.M. Students may not enter the building before 8:25 a.m. without a pass from a teacher unless participating in an extra-curricular activity.

**Main Office Hours** are 7:30 a.m. to 4:30 p.m. during the school year. The day consists of nine periods with four minute passing periods. There is one lunch period per grade. All students are to enter the building through Door #14. All students, except those with specific school responsibilities, should exit the building by 3:55 P.M. On early release days, the school day will end at 1:25 P.M.

## **CONTACTING STAFF**

Parents are encouraged to contact staff members throughout the school year with questions, concerns, and compliments. To meet with staff members, including administration, please call or email to schedule a meeting time. Staff members may not always be readily available without advance notice due to classroom and other responsibilities.

## **VISITOR PROCEDURES**

All visitors must sign in via the Raptor System at the main office and show identification (driver's license, state ID, green card, passport card, active military ID, or US issued consular card). Visitors will receive a visitor badge to be worn in the building after providing a car key or ID to stay in the office. Visitors must sign out as well at which time the key or ID will be returned. All entrances and exits must occur at the main office door. Former students must pre-arrange visits with teachers prior to their arrival.

Non-HMS students are not permitted on campus (unless pre-arranged with principal) as well as attending extracurricular activities and or school sponsored field trips. Former HMS students who wish to visit former faculty members, must have advanced permission from the faculty member as well as the principal, to be conducted after school hours.

## **BREAKFAST/LUNCH**

Breakfast and hot lunch is offered daily, along with a variety of a la carte items. Breakfast will begin service at 8:25 A.M. Students may put money on their account prior to 8:55 A.M. Milk and juice are available for purchase to students who bring sack lunches. Students are not allowed to leave the cafeteria with food. Due to our contract with ARAMARK, parents are discouraged from bringing outside lunches and treats during lunch.

## **WEATHER-RELATED SCHOOL CLOSINGS**

Whenever the superintendent makes any schedule change because of weather, the information will be sent via voicemail and email. In addition, the information is also available on the District 300 web site: [www.d300.org](http://www.d300.org).

## **SCHOOL HEALTH SERVICES**

Please see the District 300 Parent/Guardian Handbook for information regarding health services and procedures. Contact the school nurse for additional information.

## **SCHOOL MEDIA CENTER**

The Media Center is open from 7:30 a.m. to 4:00 p.m. each school day. Students may use the media center to work collaboratively and in an urgent situation charge their Chromebooks. Additionally, students may visit for the media center for general Chromebook troubleshooting.

Passes are required to visit the Media Center. You must sign-in at the circulation desk.

- Your I.D. card is the only means for checking out Media materials.
- Books may be checked out for a period of 2 weeks and renewed as necessary.

- Students will be charged 10 cents per school day for overdue materials.

### Conduct

- Students are expected to use the Media Center for reference work or in fulfilling classroom assignments. Students who persist in disturbing others will be in danger of losing their Media Center privileges. The Media Center staff reserves the right to refuse admittance to any student with or without a pass.
- In order to maintain an environment conducive to learning, students are expected to:
  - Sign out all Media Center materials before leaving
  - Be courteous to media specialists and staff
  - Be respectful of the purpose of the space. Some areas are for quiet study and some are for collaborative learning. While a reasonable amount of discussion is required for collaborative learning, the volume of discussion should not disrupt others.
  - No food or drink in the Media Center

## SCHOOL MATERIALS/EQUIPMENT

### TEXTBOOKS

Textbooks are scanned and issued, by book number to students at the beginning of the year. Students are responsible for maintaining the condition of their book throughout the year. Any previous damage to the book must be reported to the teacher at the time of issue. If a book shows unusual wear at the end of the year or it is lost, the student is required to pay a rebind fee or the replacement cost. At the end of the year, students must return their assigned book, with the proper number. Lost books should be reported to the teacher as soon as possible. All textbooks should be covered.

### GYM/HALL LOCKERS

#### Guidelines:

- You are not allowed to share a locker with another student.
- For your own protection, NEVER tell any other student your locker combination.
- Treat your locker carefully. If your locker shows any sign of abuse (dents, scratches, etc.) you will be responsible for the full cost of repairs, both parts and labor. Do not slam your locker door.
- Keep your locker clean.
- If you have problems with your locker door or lock, ask for help from a staff member.
- A locker may be searched if there is reasonable cause to believe that it contains prohibited articles.
- Students will go to their lockers when they arrive at school, at the end of the day, and any other times designated by their team.
- Posters/Pictures that are the size of the locker are allowed.
- Items not allowed: Streamers, balloons, glitter/confetti, or writing on the locker.
- Any items students want to hang in the hallway must be approved by the office.

**Both gym and hall lockers must be locked, therefore the students are responsible for everything in their lockers.**

Students should report any missing physical education apparel or locks to their teacher; however, HMS is not responsible if large sums of money, valuables, and electronic devices are stolen.

## **TELEPHONE**

Students may ask to use the office phone to call home on an as needed basis with permission from the main office. If a student brings a cell phone to school, they must be turned off during school hours and kept out of sight and in locker. Students may use cell phones before first period starts and after 9<sup>th</sup> period.

## **SCHOOL EQUIPMENT**

School equipment including but not limited to desks, lockers, walls, tables, library books, and laboratory equipment should be treated with care. Any misuse or damage to school property will be considered vandalism as outlined in the discipline code.

## **ATTENDANCE AND TRUANCY POLICIES**

### **ATTENDANCE POLICIES AND PROCEDURES**

#### **STUDENT ATTENDANCE**

Attending school daily is a habit that is essential for success in school. It is the mutual responsibility of parents and the school to ensure regular attendance. The school's policy regarding daily attendance recognizes the importance of regular attendance and is an effort to help students learn this habit. Studies show that there is a strong correlation between student attendance and student achievement. Since the school's ultimate goal is improved student achievement, it is important that emphasis be placed on student attendance.

To report a student absence, please contact the school office: 847-792-3220.

For information on homework, prearranged absences, early dismissal procedures, and tardy policies, please see the District 300 Parent/Guardian Handbook.

There must be parent notification for every day a student is absent. Students who are absent from school more than half the day may not attend any evening or after-school activities that day. A half day is considered 8:55 – 12:40 pm, or 12:40-3:40 p.m.

When a student is absent from school a parent/guardian is required to call the office by 8:55 A.M. the morning of the absence. Please leave a message stating the caller's name and relationship to the student, the student's full name, grade, reason for absence, and expected length of absence. If the parent/guardian fails to contact the school on the day of the absence the student must provide a note stating the reason for the absence when he/she returns to school, otherwise the absence will be recorded as unexcused. Whenever a student has visited a doctor during the school day, a doctor's note is required to excuse the student's absence. Students absent for more than a half day of school may not participate in school activities that day. Exceptions include doctor's appointments, funerals, etc.

## **EXCUSED ABSENCES**

As previously stated, students requesting to be excused for medical appointments must bring a note to the middle school office upon their arrival to school. Notes should include the time of the appointment, the doctor or dentist's name and phone number, and the signature of the parent. Parents are requested not to make medical appointments for students during school hours when possible. Every effort should be made to see that the student returns for as much of the school day as possible.

## **HOMEWORK FOR EXTENDED ABSENCES**

Students who are absent, excused or unexcused, from school are required to make up the work. In instances where assignments are provided to a student while he/she is gone from school, the assignments are due upon the student's return. It is the responsibility of the student to meet with his/her teachers to make arrangements for the completion of all schoolwork. Failure to do so will result in lower grades.

Parents should call the attendance office to make arrangements in order to pick up the homework. Parents may also use the Hampshire Middle School web site and Team Haiku page for up to date information on homework assignments. Due to a large number of requests for homework, we ask that students absent for only one day simply receive their assignments upon their return to class. Students are given two days to make up work for every one day absent. This does not apply to assignments for which the students have prior knowledge, such as a long term assignment or an assessment. In instances of prolonged illness (one week or more), the student and teacher will work out special arrangements for make-up work.

## **PRE-ARRANGED ABSENCES**

Students are expected to be in school on a regular basis. Shopping trips, visits to friends and relatives, or private lessons of any kind are discouraged when they interfere with the school day. Absences for these purposes are considered unexcused absences. Students may only be excused because of personal illness or a death in the immediate family. In certain instances, a student may be granted special permission to miss school. To be granted such permission, you must make the following arrangements in advance and failure to follow the above procedures may result in a student receiving an unexcused absence:

1. The parent/guardian must provide a written request to the office at least one week in advance. The student has the responsibility of initiating contact with teachers to complete the form, which is provided upon receipt of the written request. The completed form is to be taken home for a parent signature and returned to the office for approval by the principal or assistant principal.
2. All assignments given to the student during the prearranged absence are due the day the student returns classes or the day specified by the teacher if an extension is provided. If the assignments are not returned on the agreed upon day, the student may not receive credit for this work. Additional time to complete work may be granted under special circumstances by the administration and must be arranged in advance, prior to the absence.

Failure to follow the above procedures may result in a student receiving an unexcused absence(s). The student is responsible for work missed during a prearranged absence.

## **UNEXCUSED ABSENCES**

Absences for reasons other than those mentioned above are unexcused and will be considered truanancies. Daily assignments missed due to unexcused absences are to be completed and full grade credit will be given. Unexcused absences may result in any of the following: parent conference, discussion of additional support services and educational alternatives, an attendance contract, and/or notification of the County Truancy Officer.

## **CLASS CUTS**

A student who is at school but absent from class should have a pass to justify the absence. If the student does not have a pass, the absence will be recorded as an unexcused class cut. Classes missed when a student leaves the campus without authorization by school officials also are class cut. Class cuts may result in disciplinary action outlined in the Discipline Code under Level 2/3 Procedures, which includes in or out of school suspension.

## **EARLY DISMISSAL**

If a student must leave school, he/she should first receive permission from the office. A note or phone call 24 hours before is appreciated. Parents or legal guardians are required to report to the office with a photo ID to sign out any student who has an early dismissal. Students are discouraged from being dismissed early because they lose valuable instruction time. Students are responsible for seeking out teachers regarding any assignments or activities that were missed.

## **TARDIES**

If a student is late coming to school in the morning, they must report to the attendance office with an explanatory note from his/her parents and will receive a tardy slip to enter class. Tardiness to class/school may be subject to the disciplinary actions outlined in the Discipline Code under Level 1 Procedures. Continued tardies may result in Detentions, After-school detentions, or referral to the Kane County Truancy Office.

### **To Class**

Students must be in their seats when the bell rings or they will be marked tardy to class. Repeated tardiness to class is considered a serious offense. Discipline regarding accumulated tardies is dealt with on a nine week term basis. Students receive a fresh start at the beginning of each new nine week term.

## **TRUANCY**

Truancy is a result of unexcused absences from school without valid cause. A "chronic or habitual truant" means a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

Some students do not meet the requirements for "chronic" truancy but exhibit an irregular pattern of attendance. Absence from school on Mondays or Fridays and a gradual accumulation of numerous days of absence is an irregular pattern of attendance.

Regular school attendance is one of the factors involved in assuring children receive an excellent education.

Generally 9 days and/or 13 tardies to school are used as a guideline to determine excessive absences/tardiness. Our goal is to have all students' attendance exceed 95% of the school calendar year. The following actions are to ensure regular attendance:

- 4 to 9 days absent: Letter sent to parent or possible parent/student conference with administration.
- 9 or more days absent: Possible referral to Kane County Truancy Officer and attendance contract.

## MUSIC POLICY

The organization of the Hampshire Middle School music program is such that any student who so desires has the opportunity to participate in the instrumental/vocal classes or perform in choir/band/orchestra according to his/her level of ability. The prime objectives of the HMS music programs are cultural, educational, service, and recreational. Specific activities include concerts and on/off-campus appearances.

### **FOR STUDENTS WISHING TO DROP BAND/ORCHESTRA/CHORUS TO TAKE ELT.**

**STEP 1:** A student may drop band/orchestra/chorus within the first two weeks of the first semester. Simply complete the add/drop form and submit to the music teacher. A schedule change will occur within a few days of submission.

**STEP 2:** If a student wants to drop or split band/orchestra/chorus after this time, the student along with his/her parents must meet with the music teacher to discuss the situation. Students will be expected to complete the term in which they are enrolled due to concert obligations.

**STEP 3:** If, after meeting, it is in the best interest of the student, the student will be allowed to drop. The form must be submitted to the office and a schedule change will occur within a few days of submission.

**THE DROP FORM WILL BE AVAILABLE IN THE OFFICE.**

## STUDENT SERVICES

### RESTORATIVE PRACTICES

Restorative Practices fosters healthy relationships and promotes positive discipline in schools. The fundamental hypothesis of Restorative Practices is that human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when those in positions of authority do things with them rather than to them or for them. Restorative Practices are used to improve relationships between students, between students and educators, and even between educators whose behavior often serves as a role model for students. The aim of Restorative Practices is to develop community and manage relational conflict by repairing harm and restoring the relationship.

## ASSIGNMENT BOOKS

Assignment books are to be used by students to record homework assignments, plan their daily schedule, and as passes to and from various locations in the building. Assignment Books should be taken home every day and checked by parents to see that assignments are completed. A new assignment book will be given to each student at the beginning of the school year.

## MEDICATION IN SCHOOL

ALL prescription medications, inhalers, cough drops, aspirin, Tylenol, Midol, and any over the counter medications are to be brought to the nurse for safety reasons, even if the medication is only for one day. Parents will need to sign a form stating the reason and need for all medications to be given at school. In addition, all prescription medications will require a written doctor's order.

## LOCKERS AND PHYSICAL EDUCATION CLOTHES

1. Students must wear the regulation P.E. uniform, socks, and athletic shoes that tie appropriately.
2. Students are to bring sweatshirts and/or sweatpants when the weather gets cold. They are to be worn over their uniform.
3. Students should report any missing P.E. apparel or locks to their teacher. They will be instructed to check for the items in the P.E. office.
4. If a student's uniform or P.E. lock is lost, the student must purchase a new one as soon as possible.
5. Students are responsible for their belongings and should keep ALL of their possessions locked at all times using the correct assigned locker with a school issued lock.
6. Students must remove jewelry prior to P.E. class.
7. No candy, drinks, gum or backpacks are allowed in P.E. class or in the locker rooms.

## PHYSICAL EDUCATION EXCUSES

1. Parents wishing that their child be excused from physical education should write a dated note each day specifying the degree of participation possible for the child that day.
2. Parent notes will be accepted for up to **three (3) days only**. Health problems serious enough to warrant more than 3 days excused from physical education require a note from a physician.
3. All excused notes are to be given to the physical education teacher.
4. If a student's health concern prevents them from participating in physical education class on a given day, the student may not participate that same day in any type of athletic practice/event.
5. If remaining with the class would be harmful to the excused student's health (outside activities, for example) or there is a long-term doctor's excuse dating more than 2 weeks, the excused student will be assigned an alternative location and written physical education assessments will be completed for a grade.



## **BICYCLES**

Bicycles may be brought to school, but at the student's own risk. You must have a lock and obey all traffic regulations. Bicycles must be walked on school property. A rack is provided to store bikes during school hours. HMS is not responsible for stolen or vandalized property.

## **LOST AND FOUND**

A lost and found container will be kept in the main office. Any lost books found around the building should be turned in directly to the media center. Gym clothes and supplies are returned to the physical education teachers. Unclaimed articles will be donated.

## **STUDENT ID'S**

Replacement student ID's are made in the main office. No charge for the first replacement and \$5.00 for each replacement thereafter.

## **REPORT OF ABUSE OF CHILDREN**

In accordance with the Abused and Neglected Child Reporting Act, each school administrator, teacher, social worker, registered nurse, or other personnel employed by the school system and suspecting child abuse or neglect, **must** report such suspicion to the Department of Children and Family Services subject to the district's administrative procedures. In addition, school personnel with reasonable cause to suspect that a child has died as a result of abuse or neglect shall immediately report that suspicion to the appropriate medical examiner or coroner.

# **IMPORTANT TOPICS TO DISCUSS AS A FAMILY**

## **Social Media (Facebook, Instagram, SnapChat, etc.)**

### **What To Understand**

- Social media sites are designed to help people stay connected with family and friends. However, some students have used this technology to bully others, post inappropriate pictures, and even meet people in person they have never met before.
- These sites can all be accessed through computers, cell phones, i-Pods, Xboxes, and anything else that has Internet capability. Confiscating your child's cell phone does not mean he/she no longer has access to this technology.
- It is common practice for students to make multiple accounts – one for family members to see, and another for their friend's eyes only.

### **How It Impacts Students**

- Student safety is at risk if accounts are not monitored consistently by parents.

- Students get into competition with how many friends they have and start adding as many people as they can from other schools (even if they don't know them).
- Students may develop "friendships" with online predators that create fake accounts to disguise themselves as kids in order to gain information about potential targets.
- Students come to regret the content they post (pictures or statements). These items may go viral and ultimately cost students a chance at a job, college, or athletic scholarship. Employers and admission offices use social media as a tool in their hiring/entrance process. Reputations (long and short term) can be ruined.

### **What Parents Can Do**

- Ask your child if he/she uses any of these social media sites or applications, and request to view them. You can also check phone applications and Internet browsing history.
- Have access to your child's account by having his/her username and password. Having the necessary login information will act as a deterrent to engaging in unsafe behaviors. It is not necessary to snoop or invade your child's privacy, but checking to make sure you can log in is the best preventable measure you can take as a parent.
- Being a "Facebook friend" is no longer a safe method for monitoring.

### **Resources**

- Parent Facebook Guide (Connect Safely) – <http://bit.ly/17R6Ezs>
- Parent Instagram Guide (Connect Safely) – <http://bit.ly/18sgunO>
- Parent SnapChat Guide (Connect Safely) – <http://bit.ly/13NPj5G>

## **Cutting (Self- Injury)**

### **What to Understand**

- Self- injury is the act of deliberately harming your own body, such as cutting or burning yourself.
- It is typically not meant as a suicide attempt, rather it is an unhealthy way to cope with emotional pain, intense anger and frustration.
- Students have been known to use tacks, paper clips, razors, and scissors to cut.
- Although cutting can start off small, often there is a need to cut more frequently or to cut deeper to gain the same effect, and it can become a serious problem.

### **How It Impacts Students**

- Cutting is often seen as an escape for students, and their way of managing anxiety, and distress, or to relieve pressure.
- It gives students a sense of control and allows them to feel something, even if it's physical pain.
- Students report doing so to feel in control of their bodies and minds, to express feelings, to distract themselves from other problems, and to communicate needs.
- Research has shown that cutting is becoming more common among groups of adolescents, often with more than one student in the social group involved.

### **What Parents Can Do**

- Check your child for burns or cuts -often seen on arms, thighs, or on the stomach.
- Observe what your child is wearing (wearing long sleeves or pants, even when it is hot, or wearing multiple thick bracelets).

- Watch for changes in student behavior, changes in grades, or social relationships.
- Students should never be in trouble for cutting – criticism and yelling may increase the risk.
- Notify the school support team for help.

## Resources

- The Mayo Clinic – <http://www.mayoclinic.com/health/self-injury/DS00775>
- The Cornell Research Program – <http://www.crpsib.com/whatissi.asp>
- Alexian Brothers Behavioral Health – <http://www.alexianbrothershealth.org/abbhh>
- Streamwood Behavioral Health – <http://www.streamwoodhospital.com>
- Sherman Hospital – <http://www.shermanhealth.com>

## Bullying

### What to Understand

- Bullying comes in various forms: physical, verbal, emotional and cyber bullying.
- Bullying is considered to be repeated behavior aimed at harming another person (physically or emotionally) and causing an imbalance in power.
- Bullying is prevalent in schools across the United States, especially middle schools.
- The i-Safe foundation conducted a study that found teens in 6<sup>th</sup> through 10<sup>th</sup> grade are the most likely to be involved in activities related to bullying across the United States. Other findings included the following:
  - Over half of adolescents and teens have been bullied online, and about the same number have engaged in cyber bullying.
  - More than 1 in 3 young people have experienced cyber threats online.
  - Over 25 percent of adolescents and teens have been bullied repeatedly through their cell phones or the Internet.
  - Well over half of young people do **not** tell their parents when cyber bullying occurs.

### How It Impacts Students

- The consequences of bullying may include:
  - A disinterest in school/outside activities.
  - Changes in mood, sleep or appetite.
  - Increased anxiety.
  - Withdrawal from friends/family.
  - Reports of physical symptoms (i.e. frequent headaches, stomach aches).
  - Unexplained bruises.

### What Parents Can Do

- Encourage teens to tell an adult if bullying is occurring. Tell them if they are the victims they will not be punished, and reassure them that being bullied is not their fault.
- Don't give-in to a child's request not to report incidents of bullying to the support staff or administration. School staff members are aware of how highly a middle school student prioritizes their self-image, and will tactfully seek avenues to stopping every bullying situation that is brought to the school's attention. **Interventions for seizing bullying activity are most successful when it is reported promptly.**

- Teens should keep evidence of bullying (messages, notes, e-mails etc.) as proof that the bullying is occurring. Talk to the police about the messages, especially if they are threatening or sexual in nature.
- If being threatened online, try blocking the person sending the messages. It may be necessary to get a new phone number or email address and to be more cautious about giving out the new number or address. You may also try calling your phone service provider and requesting specific numbers to be blocked.
- Teens should not share anything through text or instant messaging on their cell phone or the Internet that they would not want to be made public - remind teens that the person they are talking to in messages or online may not be who they think they are, and that things posted electronically may not be secure. Keep the computer in a shared space like the family room, and do not allow teens to have Internet access in their own rooms.
- Talk with your child about making good choices as a bystander. Students who are aware of bullying or witness it firsthand without telling an adult is passively giving their approval for the behavior. If standing up in the moment is too difficult, always encourage them to speak to a teacher, counselor, or administrator as quickly as possible.
- Many students are afraid to come forward about bullying activity because they are fearful for being labeled a “snitch” or “tattle-tale”. Remind your child that school personnel will work with him/her to keep conversations as confidential and anonymous as possible in order to resolve a bullying situation.
- While it is strongly encouraged to first contact HMS directly, District 300 has a Safe School Tip Line which can be used to report bullying anonymously: <http://www.d300.org/content/safe-school-tip-line>

#### **Resources**

- Center for Problem-Oriented Policing – <http://www.popcenter.org/problems/bullying>
- Violence Prevention Works! <http://www.violencepreventionworks.org/public/bullying.page>
- Bullying Statistics – <http://www.bullyingstatistics.org>

## **GRADING POLICY AND PROCEDURES**

### **CUSD 300 MIDDLE SCHOOL PROMOTION REQUIREMENTS:**

#### **ALL Students for the 2017-2018 School Year**

Middle school students are required to take four core academic classes per day with ELA being a double period course. In addition, students participate in PE/Health daily and either an exploratory class, AVID, Spanish I (grades 7 and 8 only) or an intervention if needed. Band, orchestra, and choir are considered elective courses and students select to participate in these by choice. These courses are most commonly scheduled during their Extended Learning Time (ELT) period.

#### **Middle School Promotion Requirements:**

A minimum of 4.0 credits (1.0 credit per year) must be earned in each of the core academic courses in order to be promoted from eighth grade into high school for a total of 12.0 credits.

## GRADE PROMOTION/RETENTION GUIDELINES:

Any student who does not pass at least two of the four core courses (*two of four academic credits*) in a school year or is not making progress toward District/State Learning Standards will be considered by the principal/educational team for retention ( Core courses are defined as ELA, Math, Science, Social Studies). Other factors considered in the promotion/retention decision-making process include:

- ☐ Initial evaluation process in motion but not complete
- ☐ Participation in credit recovery options
- ☐ Local/State assessments and student growth
- ☐ Prior retention
- ☐ Educational interventions
- ☐ Attendance history
- ☐ Age appropriateness
- ☐ Parent/Guardian concerns
- ☐ LEP
- ☐ Other factors at the principal/educational team's discretion

## HOMEWORK

Homework is a vital part of the learning process in the schools of District #300. The broad goal of homework is the quest of quality education. Properly planned and given, homework can bring school, students, and parents closer together in that quest. It enables the parent to see what the student is doing in school, gives the teachers another view of the student's abilities, and opens up avenues of communication between the parent and child. Parental involvement in the child's schoolwork provides encouragement and positive reinforcement.

The educational process is a continuous activity that extends beyond the classroom and affects many aspects of the student's life. Student effort outside the classroom correlates positively with educational gains. Simply stated, well-regulated home study increases student productivity. It increases the school's expectations from students and time spent learning. With high expectations and appropriate assignments, students can be more successful. If teachers and parents insist on full productivity in keeping with the student's ability both at school and at home, academic achievement will improve.

Homework assignments are required of all students at all grade levels. The stress should be on quality rather than quantity. Homework should be given on a regular basis, but never as work for work's sake. It should be reasonable in length, challenging, and intelligently planned in order to serve a real learning purpose.

Assignments are given because they are a continuation and reinforcement of class work and home study can help students develop in broad knowledge, good work habits, and a sense of responsibility, which will benefit students throughout their entire lives. Work for any class that is not turned in on time due to an absence from school falls under the school policy for absent students. Teams will stagger core subject (math, science, social studies, literature, and language arts) tests throughout the week, and put a limit of two tests being given on any one day.

Students may be required to stay after school, or come in early if they are missing homework assignments. The average time spent on homework per night should be ½ hour to 2 hours. Students may need more or less time

depending on individual circumstances and abilities. **Please check daily on the Infinite Campus Parent Portal and Team Haiku Pages.**

### **Student Responsibilities:**

1. Listen carefully and follow directions provided by your teacher.
2. Use study aids and materials provided by your teacher and parents.
3. Use your time efficiently. Plan ahead. Don't wait until the last minute to do long-range assignments.
4. Complete your part of an assignment that involves the cooperation of one or more of your classmates.
5. Study in a well-lit, distraction free area.
6. Study at a specific time daily.
7. Discuss your homework assignments with your parents,
8. Talk with your teacher if you have problems completing your homework.
9. Be neat, be organized and keep track of school materials and assignments.

### **Parent Responsibilities:**

1. Provide a well-lit distraction free study area where the student can comfortably read/write.
2. Be positive, provide encouragement and make sure assignments are completed on time.
3. Assist the student with budgeting his or her time.
4. Provide a specific time period for daily study.
5. Supervise the homework. Make sure that the student understands directions and works carefully and neatly.
6. Talk with the teacher about any concerns or problems regarding homework.
7. Help find materials and resources needed to complete homework.

### **HONOR ROLL**

1. The honor roll is determined by a point system of A=4 points, B=3 points, and C=2 points.
2. All grades must be a C or better in order for a student to be on the honor roll.
3. Health grade is not part of the physical education grade and stands separately for that quarter.
4. Listed below is the point distribution for determining super honor roll, honor roll, and honorable mention.

Super Honor Roll = 3.666 – 4.000  
Honor Roll = 3.333 – 3.665  
Honorable Mention = 3.000 – 3.332

### **GRADE REPORTING**

All courses are nine weeks in length. Students and parents may access Infinite Campus Portal for a midterm report card and end of quarter report card. We urge you to contact any teacher who sends you a grade report

update or after midterm/end of quarter report cards are published. Parents are strongly encouraged to monitor assignment and assessment completion and results via Infinite Campus Parent Portal.

## RESPONSE TO INTERVENTION (RtI)

Most children can successfully learn in the general education classroom setting using the standard core curriculum. Some students may struggle to learn general education curriculum and may benefit from support based on their individual needs.

Experts define RtI as a:

*“... multistep approach to providing services and interventions to students who struggle. Teachers systematically monitor student progress at each intervention stage, using the results to make research based decisions about interventions in general education, special education or both.”*

In District 300, our RtI procedures begin with this premise: **all students can learn and be successful if given the right curriculum, instruction and learning environment.** When a concern arises regarding a child’s performance, we will examine each of these factors to determine what may be causing this student to struggle. This system ensures *every teacher* is involved in a process that supports *every student*. Response to Intervention (RtI) is for all teachers. Although this process is now required by law for the identification of students with Specific Learning Disabilities, all teachers are responsible for implementing research – based instructional and intervention programs. While the majority of RtI is aimed at improvement of academic curricular and instructional outcomes, School-wide Positive Behavior and Intervention Support (PBIS) represents the same framework to improve social and emotional outcomes for students.

In order to best meet the needs of our students at Hampshire Middle School, additional reading and math intervention supports have been identified and implemented with the students’ extended learning time (ELT) and during exploratory rotation. Students who are identified as needing support will be monitored weekly by their intervention teacher and/or a support staff member. Progress will be reviewed every 6-8 weeks to discuss the need for continued intervention support or transition back into a non-intervention ELT or exploratory rotation. Students may participate in intervention support for first, second, third and/or fourth quarter depending on their individual growth and response to instruction. In rare cases, this may mean that a student will be unable to attend band, chorus, or orchestra, entirely or on a part-time basis. For example, if your student is receiving support only in math they may still be participating in music on a shortened basis. If your student is in a both a reading and math intervention, the student may miss music instruction until their performance suggests they are no longer in need of additional support.

## SCHEDULE CHANGES

Because student course selections are crucial to the development of the master schedule, teacher hiring, and balance of sections, ample time is provided during the registration process for students to make their course selections. As a result, changes in a student’s schedule will not ordinarily be made unless a student is determined by his/her teacher and the Assistant Principal/Principal to be placed at the wrong academic level.

A schedule change will be considered only in the following cases if:

- A student fails to meet prerequisites for the next level of a course.
- The current teacher believes the student is not prepared for the next level of the course.
- There is a documented medical reason.
- There is an intervention by the administrative team.

All schedule changes requested must be written and submitted to the Assistant Principal. Every attempt will be made to satisfy requests for courses.

## STUDENT RECORDS

### RECORD RELEASE INFORMATION

Any releases of information from the student records (unless otherwise authorized by law) requires the prior, specific, dated written consent of the parent designating the person to whom such records may be released, the reason for the release and the specific records to be released.

- **Directory Information** may be released to the general public unless a parent requests that any or all such information not be released on his/her child.
- **Directory Information** includes the following: Student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information.

### LEGAL INFORMATION

- As stated in public Act 79-1108, parents, guardians, and/or students may review the student's school records. Student records shall be available to parents or guardians of a student who is seventeen years of age or younger no less than fifteen school days from the time a written request for review is submitted to the building principal. A student who is eighteen years of age supersedes the rights of his parents. Any eighteen-year-old student must give his written consent for parents/guardians to view his records. Students who are fourteen years of age or older shall be given access to his/her student records by submitting a similar written request. Students under the age of fourteen will be provided access to their student records provided they have written consent of parent(s) or guardian(s). The building principal or his/her designee shall be present to discuss these records when they are reviewed.
- Parents shall have the right to challenge any entry, exclusive of grades, in the school student records on the basis of accuracy, relevance and/or propriety. Parents should contact the building principal for the specific building procedure.
- Upon graduation, transfer, or permanent withdrawal of a student from the school district, the student records (permanent and temporary) will be handled according to the following guidelines:



## **Student Permanent Records** (Information retained by school district for 60 years):

1. Basic identifying information-students' and parents' names, addresses, birth date, birthplace and gender.
2. Academic transcript-grades, class rank, graduation date, grade level achieved, scores on college entrance examinations (ACT and SAT). Note: PSAT and Armed Service examination are not permanent records they are temporary.
3. Attendance record.
4. Health and accident records.
5. Records of release of permanent record information.

### **Optional information that may be included:**

- Honors and awards received.
- Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

## **NO OTHER INFORMATION SHALL BE PLACED IN THE STUDENT PERMANENT RECORD.**

### **Student Temporary Records** (Information retained by school district for 5 years):

- Family background information.
- Intelligence test scores – group and individual.
- Aptitude test scores.
- Psychological evaluations (Intelligence, Personality, and Academic Information).
- Elementary and secondary achievement level test results
- Participation in extracurricular activities including any offices held in school-sponsored clubs and organizations.
- Honors and awards received.
- Disciplinary information.
- Teacher and anecdotal records – if they have been shared with anyone else.
- Special education files:
  1. Multi-disciplinary staffing reports.
  2. Records and taped records relating to special education placement hearings and appeals.
- Any verified reports of information from non-educational persons, agencies or organizations.
- Other verified information of clear relevance to the education of the student.
- Records of release of temporary record information

## **SPECIAL EDUCATION RECORDS**

Special education files will be retained for five (5) years from the date of graduation, transfer, or permanent withdrawal from the school district. After such time the special education files will be destroyed or may be transferred to the custody of the parent or the student if the student has succeeded to the rights of the parents. Parents will be notified prior to the destruction of any special education records.

# AFTER SCHOOL ACTIVITIES AND SPORTS

District 300 middle schools are dedicated to providing after-school activities for its students. All students are encouraged to be involved in these opportunities. To help ensure that these activities remain positive, students who have demonstrated unacceptable behavior during school or at such events may be excluded as determined by the administration.

District 300 officials, coaches of athletic teams and sponsors of student activities believe that those students who are selected for the privilege of membership on teams, squads, performing groups and other school organizations should conduct themselves as responsible representatives of their school. In order to assure this conduct, coaches and sponsors enforce guidelines for student behavior and specific rules for participation. Members of teams and organizations must always serve as exemplars of high ethical character which is expected from all students. The behavior of members during season or out of season, in uniform or out of uniform, is monitored by the coaches, sponsors, and other school officials. Members of teams and organizations who fail to abide by the rules for participation are subject to disciplinary action.

1. District 300 has as its primary goal the academic education of all students. Therefore, each coach or sponsor has the obligation to encourage students to perform within reasonable academic standards.
2. District 300 encourages students/athletes to maintain regular school attendance. Students absent from school are not permitted to attend an after-school activity the day of the absence. The administration reserves the right to limit the participation of students in cases of non-attendance at school.
3. Although the physical stress of athletics may not be necessary for participation in other activities, the participants must serve as exemplars of the entire student body. Therefore, all use or possession of tobacco products, alcoholic beverages and non-prescription drugs by any participant in any school activity will subject the violator to disciplinary action.
4. Students suspended from school will not be allowed to participate in activities or athletics while they are on suspension and are subject to other restrictions resulting from the violation of school rules and restrictions.
5. Team, squad, club or organization rules:
  - Each coach or sponsor has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance at practice or meetings, dress and general conduct of participants during practices, contests and trips.
  - Violations pertaining to infractions of these regulations are handled by the coach or sponsor of the activity. If the coach or sponsor feels that the nature of the violation requires suspension, appropriate school personnel must be notified.
  - Specific rules and regulations regarding athletic participation are available from each school's Activities Coordinator.

## ATHLETICS

The athletic activities begin with cross-country and girls' volleyball in the fall. In the winter boys' basketball begins followed by girls' basketball and wrestling. The spring sport is track. We encourage any interested student to participate in our sports program. Sixth grade students are able to participate in cross-country and wrestling only.

A physical examination and insurance is required to participate in interscholastic athletics. This is the responsibility of the student and parents. The physical examination form must be completed, signed and dated by the doctor and must be filed with the school. Without the physical exam actually on file, the student will not be allowed to tryout, participate, or practice. Any student transferring from an out-of-state school must also have a physical and insurance on file.

Parental permission slips will be sent home and must be signed and returned before a student may participate in any activity.

### A. ATHLETIC FEES

#### **There is a user's fee assessed to each participant in each sport.**

- Athletic Participation Fees must be paid in full the day before the first game in order for a student to be eligible to participate in the sport/activity.
- All athletic fees are collected in the school's Main Office.
- Failure to return athletic uniforms and/or equipment within 7 calendar days following the end of the sport/activity will result in an Athletic Obligation.
- All Athletic Obligations must be paid in full to be eligible to participate in any sport/activity.

#### *Waiver of Fees:*

1. Parents of students who are receiving assistance through the Illinois Department of Public Aid may request a waiver of fees. Parents will need to present their A.D.C. (Aid to Dependent Children) card to the building principal at the time of registration.
2. Any parent who wishes to appeal the building principal's decision regarding the waiver of fees must submit their request in writing to the assistant superintendent for business affairs.

### B. STUDENT ELIGIBILITY

All students participating in interscholastic athletics as well as Pom Pons and Cheerleaders must meet the academic eligibility standards established by the Middle School Athletic Board of Control.

#### **These are:**

1. Students must be passing at least 5 classes in order to be eligible for participation. All student participants must be in attendance for at least half the academic school day in order to participate in same day contests. Prearranged absences from school are an exception. Students who are ineligible for PE class for the day are also ineligible for Athletic participation for that day.

2. Student athletes must provide a Sports Physical issued by a licensed medical physician, physician's asst., or nurse practitioner not more than 395 days preceding any date of participation in any sport – including tryouts.

### **C. CONDUCT OF ATHLETES**

Students are expected to make positive behavior choices. Members of school athletic teams will be representing our school and community. Conduct expectations are outlined in the District 300 Parent/Guardian Handbook.

### **D. DISCLAIMER FOR NON-SCHOOL SPONSORED ACTIVITIES**

No event shall be an official school-sponsored event that does not have the express written approval of the Superintendent/designee. No district funds, property or facilities may be used for the event that is not so approved by the Superintendent/designee. District personnel are forbidden to represent that the event is sponsored by the school district unless such approval is obtained. Since many events may otherwise inadvertently appear to be school sponsored, all parents and students are urged to contact the school prior to participation to determine whether an event is sponsored by the school district. The school district cannot be responsible or liable for any non-school sponsored event.

### **DANCES**

**Only students currently enrolled at Hampshire Middle School may attend school dances.** Dance hours vary depending on the dance. Some are directly after school, whereas others may be early evening. A student must be in attendance the entire school day in order to participate in the dance. Dancing styles must be appropriate at all times at all dances. At all dances, modesty and good taste in apparel choices are encouraged at all times as students are expected to follow the school dress code. Parents must be prompt when picking up students after dances. A student that is picked up late may be excluded from the next dance.

### **INTERSCHOLASTIC ACTIVITY**

Prior to the beginning of practice in any interscholastic activity each participant must have on file an athletic emergency card, verification of accident insurance, a physical, and a signed parent consent form. All participants must have on file a current physical examination or a statement from a doctor stating that the individual has permission to participate. Student manager, helpers, scorers, etc. must have on file an emergency card, verification of accident insurance and a parent consent form. If your son/daughter's insurance would expire or be terminated, the parent/guardian is to immediately contact the athletic department office in writing. The student will not be allowed to participate until replacement insurance is secured and documented with the school.

### **HMS GAME AND ACTIVITY SPECTATOR RULES**

Students who plan to attend a home game should inform their parents before coming to school. If transportation is needed, arrangements should be made before school. All arrangements for rides must be made in advance. Student conduct is a reflection of the individual, school, and student body, therefore courteous and attentive behavior is expected. Remember that the visiting players, cheerleaders, coaches and spectators are guests of HMS. Whistling and stamping on the bleachers is prohibited. Spectators are permitted to leave the bleachers at half time or between games only. Students are not permitted to leave the building and then return to the game. Please be

courteous with cell phones. All spectators must follow the school rules set for athletic events. Failure to follow all rules may mean removal from the event, and possible loss of the privilege to attend future events.

## TRANSPORTATION

### GENERAL

Durham School Services manage all bus routes and assignments. Please contact Durham School Services (For Routes 100-199 & 1100-1199 call the Carpentersville Facility: 847-551-8474 and for Routes 200-299 & 1200-1299 call the Algonquin Facility: 847-658-3262) directly with questions and concerns relating to your child’s bus route. Please contact a school administrator if there are student behavior concerns on your child’s bus. For additional information about transportation expectations, please see the District 300 Parent/Guardian Handbook.

### BUS SAFETY RULES (posted on all buses):

1. Follow the driver’s directions. Be nice to your driver.
2. Stay seated at ALL TIMES.
3. Keep voices low.
4. Take care of the bus.
5. Keep your hands to yourself. No swearing, tripping, fighting, or pushing.

### PROHIBITED BEHAVIORS

Students are expected to act in an orderly manner on the buses. For the safety of all the students, it is essential that order be kept on the busses. Any violations of transportation rules may lead to suspension of bus privileges or suspension from school. These violations are not showing respect to the school matrix and privileges may be suspended:

➤ Riding the wrong bus w/o permission	➤ Pushing or shoving	➤ Fighting with or striking another person
➤ Destroying, marring, or damaging	➤ Excessive noise making	➤ Throwing objects in or at the bus
➤ Disrespect to driver, supervisor, etc.	➤ Littering in bus or at bus top	➤ Not seated while bus is in motion
➤ Threatening physical violence	➤ Causing a disturbance at the bus stop	➤ Display of affection
➤ Spitting on the bus	➤ Use of foul language	➤ Opening any bus door
➤ Possessing harmful objects on the bus	➤ Obscene gestures	➤ <i>Please note these examples do not encompass all misconduct behaviors</i>

## **PROCEDURES FOR VIOLATION OF TRANSPORTATION RULES**

1. In the event of serious or repeated instances of student misconduct, a “Bus Conduct Notice” will be filled out by the driver and given to the assistant principal who will meet with the student - within 24 hours if at all possible. The results of this meeting will be reported to the parents and the District Transportation Office.
2. If a second “Bus Conduct Notice” is issued, the student may be suspended from riding the bus for a period of up to one week. Parents will be responsible for transporting the student.
3. If a third “Bus Conduct Notice” is issued, the student may be suspended from bus transportation for a period of up to one month. Parents will be responsible for transporting the student.
4. If a fourth “Bus Conduct Notice” is issued, the student may be suspended from riding the bus for a period of up to one semester. Parents will be responsible for transporting the student.
5. In cases of severe misbehavior, a student may be immediately and permanently prohibited from riding a bus. Parents will be responsible for transporting the student.

## **TECHNOLOGY**

### **GENERAL**

The technology the District provides access for students and staff to resources around the world. This capability requires guidance for students and staff.

### **OPPORTUNITIES AND RISKS OF TECHNOLOGY**

The Board believes in the value of information and interaction that technology offers. Making network access available, however, carries with it the potential that some network users will encounter sources that some consider controversial or inappropriate. Because information on networks is transitory and diverse, the district cannot completely predict or control what users may or may not locate. Technology provides a conduit to information; the users must be wary of the sources and content and be responsible in choosing information to be accessed.

### **DISTRICT LIABILITY**

The district is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical, or other difficulties;
- The accuracy or suitability of any information that is retrieved through technology;
- Breaches of confidentiality;
- Defamatory material.

### **PRIVILEGES, RESPONSIBILITIES, AND CONFIDENTIALITY**

Users may access technology only for educational purposes. Exercising this privilege requires that users accept the responsibility for all material viewed, downloaded, and/or produced. Users will need to evaluate the validity of materials accessed through technology and cite their sources when appropriate.

The actions of users accessing networks through the district reflect on the district, therefore, users must conduct themselves accordingly by exercising good judgment and complying with this policy and the applicable administrative regulations and guidelines.

There is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the district. Also, the district reserves the right to log technology use, to monitor file server space utilization by users, and to examine users' files and materials as needed; therefore, users cannot expect absolute privacy from district personnel as to their use of technology.

### **DISTRICT 300 ADMINISTRATIVE REGULATIONS: TECHNOLOGY**

*Responsible supervisors will take steps to insure that users of technology provided by the district will:*

1. Adhere to the rules of copyright and assume that any software that they did not create is copyrighted (unless it is labeled "public domain").
2. Adhere to the licensing agreement governing the use of shareware and freeware.
3. Note that e-mail is not guaranteed to be private. People who operate the system do have access to mail; others may have access.
4. Be responsible at all times for the proper use of their access privileges and for avoiding impersonations, anonymity, or unauthorized sharing of security measures.
5. Take responsibility for any activities using technology that is borrowed by the user or under the user's account or password.
6. Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
7. Respect the right of others to use equipment and therefore not use it for non-school activities.
8. Abide by the policies and procedures of networks and systems linked by technology.
9. Protect the privacy of other users and the integrity of the system by avoiding misuse of passwords, others' files, equipment and programs.

*Users of technology provided by the district will not:*

1. Use offensive, obscene, inflammatory or defamatory speech.
2. Harass, or threaten students or staff.
3. Use the account of another user.
4. Misrepresent themselves or others.
5. Violate the rights of others, including their privacy.
6. Access, download, and/or create pornographic or obscene material.
7. Use the network to conduct personal business or for financial gain.
8. Vandalize data, programs, and/or networks.
9. Degrade or disrupt systems and/or equipment.
10. Damage technology hardware and/or software.
11. Spread computer viruses or gain unauthorized access to resources or entities.
12. Violate copyright laws.
13. Use technology for illegal activities.
14. Reveal their personal address, phone number, or other personal identifying information (including but not limited to: social security number, driver's license number, e-mail address), except under conditional circumstances, and then only with written parental/guardian permission.
15. Subscribe to electronic mailing lists except those approved by the system's admin.

*Failure to comply with this administrative regulation may result in disciplinary action:*

1. Staff/user conference or reprimand.
2. Parent contact.
3. Disciplinary referral.
4. Temporary or permanent loss of access.
5. Confiscation of inappropriate items(s).
6. Restoration/Restitution.
7. Administrative and/or Board of Education action, including such serious consequences as suspension; notice to remedy or more serious actions as may be deemed appropriate.
8. Suspension.
9. Recommendation for expulsion.

### **The \$40 Technology Fee provides insurance for the device.**

- If a device is covered under manufacturer warranty, there is no charge

If a device is broken and is not covered under warranty the following fines are charged:

- 1st incident of accidental damage = \$25
- 2nd incident of accidental damage = \$50
- 3rd incident of accidental damage = \$75
- 4th incident of accidental damage = Full Replacement Cost

Chargers and Cases are not covered under the device insurance

- Charger replacement is \$11.50
- Case replacement is \$22.10

## **OTHER SCHOOL POLICIES**

### **FIRE / DISASTER AND EMERGENCY DRILLS**

It is mandated by state law that HMS hold periodic fire, lockdown, and disaster drills. Drills will be held at various times throughout the year, even during inclement weather. The fire alarm is a loud continuous buzzing sound. The signal for a disaster is a long series of short rings of the bell system. Other emergency drills will be announced through the main office. Teachers will inform students of the proper procedures and behaviors expected during drills. Any student found responsible for an intentional false alarm, bomb scare or act, which endangers the lives of others, will be suspended from school and may be recommended to the Board of Education for expulsion.

### **STUDENT DRESS**

Students violating student dress guidelines will be referred to building administration. Please see the District 300 Parent/Guardian Handbook for information on dress code expectations.

### **CAFETERIA GUIDELINES**

Students are expected to behave appropriately during lunch as in all other settings and follow the direction of lunch supervisors and food service staff.



Parents may not bring in food to the cafeteria during lunch hours to be shared with anyone other than their own child. In addition, if a parent chooses to have lunch with their child in the cafeteria, cafeteria guidelines must be followed.

Students and/or parents may not order food to be delivered to the school.

[Click here](#) for a link to Food Services information from D300/Aramark.

## **STUDENT SEARCHES**

Students have no reasonable expectation of privacy in their desks, lockers, the school parking lots, or other property owned or controlled by the school or their personal effects left in those areas. To maintain order and security in the schools, school authorities may inspect and search these areas and/or personal effects left in these areas, without notice to or the consent of the student, and without a search warrant.

## **BACKPACKS**

**Backpacks/Sling bags are not allowed in classrooms because of the multitude of safety concerns they raise.**

## **DISCIPLINE CODE**

### **STUDENT BEHAVIOR & DISCIPLINE**

To help ensure that all students have a safe and orderly environment in which to learn, all schools in District 300 follow the District 300 Student Discipline guidelines and expectations for students. Please refer to the District 300 Parent/Guardian Handbook for student behavior.

To assist students in following district standards, the Hampshire Middle School staff and administration have adopted strategies from a nationally known program, Positive Behavioral Interventions and Support (PBIS). Expectations are posted in all areas of the building. The Hampshire Middle School staff and administration recognize students following the rules through the use of positive reinforcement. These incentives may include coupons called Whippur Bucks that may be redeemed for prizes and special events. The acronym PAWS has been established to help the students identify appropriate behaviors. **PAWS** stands for **P**eers, **A**cademics, **W**orld and **S**elf. Students may also be recipients of the monthly PAWS award for demonstrating respectful behaviors. Specific expectations are outlined in the PBIS Matrix on the following page.

## **ELECTRONIC DEVICES AT MIDDLE SCHOOLS**

The personal use or possession of electronic signaling devices, photographic and digital imaging equipment, or mobile devices by a student shall be limited according to the following procedure.

- a. Students will be allowed to use mobile devices including but not limited to cellular phones and tablet devices under the following circumstances:
  1. Before school, until the first period bell
  2. After school, after the last period bell
  3. With teacher approval during class time
  4. As defined in the student’s Individual Education Plan [IEP] or 504 Plan
  
- b. Students will not be allowed to use devices in the following:
  1. All instructional and assessment settings
  2. During passing periods (not inside classrooms or in any instructional setting where prohibited – locker rooms, etc.)
  3. In the cafeteria during lunch periods
  4. Physical education [PE] class and PE locker rooms
  5. Library or media center
  6. Computer labs
  7. Assemblies and performances
  8. Any area designated by administration or certified staff, including any areas listed in “A” above

When not in use, electronic devices must be kept out of sight and in an inconspicuous location, such as a backpack, pocket, purse, or locker.

Disciplinary action may be taken against any student guilty of using a cellular telephone or other electronic device in any manner that disrupts the educational environment, including using the device to cheat, signal others, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent, unsolicited or inappropriate visual depiction and/or audio recording of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

The District is not responsible for the loss or theft of any electronic device brought to school. District and school administrators may confiscate electronic devices brought to school. District and school administrators may search the contents of electronic devices brought to school when there are reasonable grounds for suspecting that the search will lead to evidence that a student has violated or is violating the law or the rules of the school, or is in imminent danger of injury of him- or herself or another person on school premises.

# APPENDIX

## HAMPSHIRE MIDDLE SCHOOL – POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS) MATRIX

PAWS	Classroom	Cafeteria	Hallways	Assemblies	LMC/labs	Restroom	Locker Room	Bus	Extra-Curricular
<u>Peers</u>	<ul style="list-style-type: none"> <li>Listen when teacher/peers are speaking</li> <li>Keep hands and feet to yourself</li> <li>Support and encourage classmates</li> </ul>	<ul style="list-style-type: none"> <li>Food and drink in cafeteria only</li> <li>Use appropriate language</li> <li>Use conversational voices</li> <li>Keep hands and feet to yourself</li> <li>Maintain quiet when classes are in session</li> </ul>	<ul style="list-style-type: none"> <li>Use passing time appropriately and efficiently</li> <li>Stay right</li> <li>Keep your hands and feet to yourself</li> <li>Keep locker combination confidential</li> <li>Maintain quiet while classes are in session</li> </ul>	<ul style="list-style-type: none"> <li>Allow speaker to be heard</li> <li>Show enthusiasm with applause only</li> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Respect personal space</li> <li>Use conversational voices</li> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Respect other's privacy</li> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Respect property</li> <li>Keep lock combination confidential</li> <li>Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Use conversational voices</li> <li>Respect the space of others</li> <li>Follow directions of the driver</li> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language</li> <li>Show school spirit</li> <li>Show good sportsmanship</li> </ul>
<u>Academics</u>	<ul style="list-style-type: none"> <li>Be seated when bell rings</li> <li>Come prepared</li> <li>Do your own work</li> <li>Stay on task</li> </ul>	<ul style="list-style-type: none"> <li>Make healthy food choices</li> </ul>	<ul style="list-style-type: none"> <li>Get appropriate materials</li> <li>Keep locker organized</li> <li>Store and maintain materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Follow staff direction</li> <li>Participate appropriately in activities</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate websites</li> <li>Respect due dates</li> </ul>	<ul style="list-style-type: none"> <li>Use time efficiently</li> </ul>	<ul style="list-style-type: none"> <li>Practice proper hygiene</li> </ul>	<ul style="list-style-type: none"> <li>Follow bus rules</li> </ul>	<ul style="list-style-type: none"> <li>Remain eligible</li> </ul>
<u>World</u>	<ul style="list-style-type: none"> <li>Keep food/drink in cafeteria</li> <li>Leave classroom with a pass</li> <li>Maintain a clean work area</li> <li>Sit properly on chairs</li> </ul>	<ul style="list-style-type: none"> <li>Throw away your trash</li> <li>Sit in seats unless given permission</li> <li>Raise your hand to get permission to leave your seat</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Close locker carefully</li> <li>Use your own locker only</li> <li>Keep locker combination confidential</li> <li>Use your locker appropriately</li> <li>Use conversational voices</li> </ul>	<ul style="list-style-type: none"> <li>Enter &amp; exit safely according to guidelines</li> <li>Leave materials in classroom or lockers</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment and materials appropriately</li> <li>Leave the room the way you found it</li> </ul>	<ul style="list-style-type: none"> <li>Keep the bathroom clean</li> </ul>	<ul style="list-style-type: none"> <li>Keep your area clean</li> <li>Use equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Keep aisle clear</li> <li>Keep bus clean</li> <li>Report any damage</li> </ul>	<ul style="list-style-type: none"> <li>Keep areas clean</li> <li>Remain in supervised areas</li> <li>Respect other schools' property</li> </ul>
<u>Self</u>	<ul style="list-style-type: none"> <li>Follow the dress code</li> <li>Leave backpack in locker</li> <li>Complete your work</li> <li>Use appropriate verbal and nonverbal language</li> <li>Show respect for yourself and others</li> </ul>	<ul style="list-style-type: none"> <li>Be responsible for your actions</li> <li>Display manners</li> <li>Use appropriate verbal and nonverbal language</li> <li>Show respect for yourself and others</li> </ul>	<ul style="list-style-type: none"> <li>Use hall pass</li> <li>Use appropriate language &amp; tone</li> <li>Use appropriate verbal and nonverbal language</li> <li>Show respect for yourself and others</li> </ul>	<ul style="list-style-type: none"> <li>Listen and watch</li> <li>Stay seated</li> <li>Use appropriate verbal and nonverbal language</li> <li>Show respect for yourself and others</li> </ul>	<ul style="list-style-type: none"> <li>Use safe internet practices</li> <li>Use appropriate verbal and nonverbal language</li> <li>Show respect for yourself and others</li> </ul>	<ul style="list-style-type: none"> <li>Practice good hygiene</li> <li>Use appropriate verbal and nonverbal language</li> <li>Show respect for yourself and others</li> </ul>	<ul style="list-style-type: none"> <li>Lock up personal items</li> <li>Use your own locker &amp; lock</li> <li>Use appropriate verbal and nonverbal language</li> <li>Show respect for yourself and others</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated</li> <li>Use appropriate verbal and nonverbal language</li> <li>Show respect for yourself and others</li> </ul>	<ul style="list-style-type: none"> <li>Manage time efficiently</li> <li>Represent your school and team with Whip-pur Pride</li> <li>Wear appropriate clothing</li> <li>Use appropriate verbal and nonverbal language</li> <li>Show respect for yourself and others</li> </ul>

## MISCONDUCT CODE

General misconduct offenses may include, but not limited to minor classroom disruption, minor disrespect, and minor use of inappropriate language. General misconduct offenses may be handled by the classroom teacher and students may be referred to the office if the behavior continues.

Gross misconduct offenses may include, but not limited to insubordination, harassment, theft, vandalism, bullying. Gross misconduct offenses are immediately handled with administrative involvement.

Severe misconduct offenses may include, but not limited to arson, bomb threats, possession of prohibited items/substances, gang activity, harassment. Severe misconduct offenses are referred to proper authorities that may be outside the school including police, discipline committee, and/or Kane County Truancy officer.

## LOCATION OF STUDENT MISCONDUCT

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of school grounds before, during or after school hours or at any other time when the school is being used by a school group.
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function or event.
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or student, an interference with school purposes or an educational function, or any conduct that may reasonably carry-over into the school setting.

Outlined below are behaviors that are included in the Misconduct Code at HMS. Further definitions are provided in the CUSD 300 Parent/Guardian handbook.

## Student Behavior

**Profanity** – Using language, gestures, pictures, etc., which are offensive to accepted standards of society.

**Verbal Abuse/Verbal Confrontation** – An aggressive, demeaning, and disrespectful verbal message directed toward an adult or another student that includes profanity, name calling or use of words in an inappropriate way.

**Alcohol/Drugs/Look-Alike Drug or Alcohol/Drug Paraphernalia/Inhalants** – Using, possessing, distributing, purchasing or selling alcoholic beverages/illegal drugs, controlled substances, “look-alike” drugs/alcohol, or drug paraphernalia, including inhalants. See CUSD 300 handbook for further explanation.

**Arson** – Student plans and/or participates in malicious burning of property.

**Bomb Threat/False Alarm** – Student delivers a message of possible explosive materials being on campus, near campus, and/or pending explosion.

**Explosives** – Using, possessing, controlling, or transferring any explosive or incendiary device. See CUSD 300 handbook for further explanation.

**Cheating/Academic Dishonesty** – Misrepresenting others’ work as your own, including work purchased or copied from the Internet, plagiarism, allowing your work to be plagiarized or copied, violating the security of a testing/grading situation in any way, or using misappropriated materials (e.g. test, teacher’s notes, etc.).

**Cut Class** – Student leaves class/school without permission or stays out of class/school without permission.

**Combustibles** – Student is in possession of substances/objects readily capable of causing bodily harm and or property damage including but not limited to: matches, lighters, firecrackers, gasoline, and lighter fluid.

**Defiance/Disrespect/Insubordination/Non-Compliance** – Refusal to following directions, talking back and/or socially rude interactions.

**Inappropriate Behavior (Disruption)** – Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or sustained out-of-set behavior.

**Dress code** - Students violating student dress guidelines will be referred to building administration. Please see the District 300 Parent/Guardian Handbook for information on dress code expectations.

**Electronic Devices/Cell Phones** – All communication devices and music players are allowed at HMS as a privilege. When not in use, electronic devices must be kept out of sight and in locker. These devices include but are not limited to: cellular phones, electronic game systems, and electronic reading devices.

Students will be allowed to use mobile devices including but not limited to cellular phones and tablet devices under the following circumstances:

- Before school, until the first period bell
- After school, after the last period bell
- With teacher approval during class time
- As defined in the student’s Individual Education Plan (IEP) or 504 Plan

The personal use or possession of electronic signaling devices, photographic and digital imaging equipment, or mobile devices by a student will not be allowed under the following circumstances:

- All instructional and assessment settings
- During passing periods (not inside classrooms or in any instructional setting where prohibited – locker rooms, tutoring center, etc.)
- In the cafeteria during lunch periods
- Physical education [PE] class and PE locker rooms
- Library or media center
- Computer labs
- Bathrooms
- Assemblies and performances
- Any area designated by administration or certified staff

**\*If a student is ill and needs to call home, they should do so from the nurse’s office and not from their cell phone.**

Disciplinary action may be taken against any student guilty of using a cellular telephone or other electronic device in any manner that disrupts the educational environment, including using the device to cheat, signal others, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent, unsolicited or inappropriate visual depiction and/or audio recording of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

Any violation of these policies may result in loss of this privilege at AMS. The District is not responsible for the loss or theft of any electronic device brought to school. District and school administrators may confiscate electronic devices brought to school. District and school administrators may search the contents of electronic devices brought to school when there are reasonable grounds for suspecting that the search will lead to evidence that a student has violated or is violating the law or the rules of the school, or is in imminent danger of injury of himself or herself or another person on school premises.

**Forgery**– Student has signed a person’s name without that person’s permission.

**Theft** – Causing or attempting to cause damage to, or stealing another person’s personal property.

**Gambling** – Participation in games of chance or skill for money or other profit.

**Gang Related Incident/Act (Mob Action)** – Gangs and cults are groups composed in whole or part of students and have one or more of the following as a purpose or activity: intimidating, threatening, or inflicting physical violence on any person, committing illegal acts, or violating school rules.

<b>Gum</b> - is not allowed at HMS. It is a gum free zone.
<b>Candy</b> – is generally not allowed; however, candy may be rewarded at the discretion of the teacher for purposes of attaining PBIS goals.
<b>PE Non-Dress</b> – See “Physical Education Dress Code”.
<b>Failure to Report to Detention</b> – Student fails to report to scheduled detention time.
<b>Unauthorized Exit from Building</b> – Leaving the building (during school hours) without written permission from an adult and or intent to exit without returning.
<b>Unauthorized Use of School Equipment</b> –Abuse of school equipment that results in others (students and or teachers) unable to use for further educational purposes.
<b>Unauthorized Computer Use</b> – See “District 300 Administrative Regulations: Technology”.
<b>Refusal to Identify Self</b> – Failure to or falsification of one’s identity when asked by an authority figure.
<b>Sexual Harassment</b> – Although sexual harassment may take different forms depending on the circumstances, generally it consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication with the purpose or effect of the conduct or communication is to unreasonably interfere with the student’s education to create an intimidating, hostile or offensive education environment.
<b>Tardiness</b> – Student arrives late to class. See “Attendance Policy & Procedures” for further details.
<b>Display of Affection</b> - Students are to use good judgment, refraining from open display of affection. A display of affection beyond handholding is unacceptable.
<p><b>Sexting-</b>  Students shall not engage in any form of sexting. Sexting is the act of sending sexually explicit photos, images, or messages electronically, primarily by mobile phone or the Internet that are taken with or without consent. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent, unsolicited or inappropriate visual depiction and/or audio recording of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Indecent visual depictions include, but are not limited to, a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the unclothed or transparently clothed genitals, pubic area, buttocks, or, if such person is a female, a fully or partially developed breast of the person (705 ILCS 405/3-40(a)).  Acts of prohibited conduct involving sexting (or any inappropriate use of an electronic device) may result in administration confiscating the student’s electronic device and reporting the incident to law enforcement. Students who are in violation of any activity outlined by Board Policy 7:190, <i>Student Discipline</i>, will be subject to consequences determined by administration, along with any necessary legal action.</p>
<b>Truancy</b> – A student subject to compulsory school attendance who is absent without valid cause for a school day or a portion thereof. Unexcused absences from a class or study hall for more than 15 minutes will be considered a class truancy.
<b>Tobacco</b> – Student is in possession of or is using tobacco while on school property or at school related activities.



**Trespassing** – The unauthorized presence of any student on any school property or the unauthorized attendance of any student at any school activity, or the unauthorized entry in school or private property (e.g., computers, lockers, desks, etc.).

**Vandalism / Property Damage** – Student participates in an activity that results in substantial destruction or disfigurement of property.

**Weapons** – Student is in possession of knives or guns (real or look-alike) or other objects readily capable of causing bodily harm. This includes Air Soft guns. See CUSD 300 handbook for further explanation.

## **DISCIPLINE TERMINOLOGY**

### **Detention**

A period of time to be made up before school, after school, or during a lunch period. Students and parents are provided at least one day advance notice of before/after school detentions in order to arrange for transportation. This time will be used for guided reflection using restorative practices. Student's failure to be compliant with detention supervisor's directives will be removed and additional detention time will be assigned.

### **After-School Extended Detention**

A two hour detention to be served on a designated weekday during the school year from 3:30 PM to 5:30 PM. This time will be used for guided reflection using restorative practices. If students misbehave during the detention or fail to attend the after-school extended detention, the student will be suspended in-school the subsequent weekday.

### **Out-of-School Suspension**

Temporary removal from school by the Principal or Assistant Principal for one day or more not to exceed 10 consecutive school days. The student will have the opportunity to complete all academic assignments for full credit. Arrangements for any make-up are to be initiated by the student with the understanding that some experiences cannot be duplicated. The student must complete the assignments upon return from suspension. During the length of the suspension, the student may not participate in any school related events for that day or be present on school grounds.

### **Expulsion**

All recommendations for expulsion will be made to the Superintendent of Schools.

### **RIGHT TO APPEAL**

If a parent wishes to appeal the suspension process, they may request a formal hearing before a District 300 hearing officer. All appeals must be submitted in writing to the building principal within five days of receiving notification.