

# Westfield Middle School

## Student Handbook 2026 - 2027



**DISCLAIMER**

*The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices and procedures as currently practiced and are subject to change during the school year.*

**WELCOME TO WESTFIELD**

Our Student Handbook is designed to provide students and their parents/guardians with information regarding our policies, procedures, and student expectations. Our goal at Westfield is to provide a safe and comfortable learning environment for all students and staff. We use our District’s Core Values and our Westfield WARRIORS Mission/Vision to promote a high standard of behavior in order to encourage academic, social, and emotional growth.



**BLOOMINGDALE SCHOOL DISTRICT 13  
IS COMMITTED TO:**

Ensuring every child will learn;  
Treating everyone with  
honor and respect;  
Working together to achieve.

DAILY SCHEDULE			EARLY DISMISSAL SCHEDULE		
1	8:30am	9:14am	1	8:30am	9:02am
2	9:17am	10:01am	2	9:05am	9:35am
3	10:04am	10:48am	3	9:38am	10:08am
4	10:51am	11:35am	4	10:11am	11:41am
5a	11:38am	11:59am	7	10:44am	11:14am
5b	12:01pm	12:22pm	8	11:17am	11:47am
6	12:25pm	1:09pm	5a	11:50am	12:11pm
7	1:12pm	1:56pm	5b	12:13pm	12:34pm
8	1:59pm	2:43pm	6	12:37pm	1:07pm
9	2:46pm	3:30pm	9	1:10pm	1:40pm

# **OPERATIONAL PROCEDURES & POLICIES**

## **ARRIVAL & DISMISSAL**

Students are able to enter the building at 8:10 a.m. on normal school days. Students may enter before 8:10 a.m. if they have an activity or have arranged to see a teacher. Students are asked to arrive no later than 8:25 a.m. in order to be in their first period class by 8:30 a.m.

Students gather outside of the school by grade level, as directed by staff. Once students arrive at school, they are not allowed to leave school grounds unless accompanied by a parent or guardian or with direct permission from the Main Office.

Morning buses will drop students off in our front parking lot. Cars are not permitted in the parking lot from 8am – 8:45am. Parents should drop students off in front of the school along the east side of Fairfield Way.

After school, the parking lot in front of school is again reserved for buses only from 3:00pm until bus departure. Students are dismissed from classes at 3:30 p.m. and are required to exit the building through either Door 1 (Main Entrance) or Door 32 (Athletic Entrance). Students may only cross streets at crosswalks and parents may not drop off or pick up students on the west side of Fairfield Way.

## **ATTENDANCE**

### **ABSENCES AND TRUANCY (also refer to BOE policy 7:70)**

It is expected that parents or guardians will make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school of any absences and their causes. It is expected that Bloomingdale SD 13 will monitor each student's attendance and inform parents or guardians of any attendance problems, and that provision (Section 26-1) applying to local school districts will be observed. When reporting an absence, give your child's name, grade level, reason for absence, date and any other relevant information. Parents are expected to call 630-529-6211 before 8:00 am. The call takes the place of a note. If parents do not call, the school is required, by law, to contact the parent.

A "truant" is a child who is subject to compulsory school attendance but is absent without valid cause for more than 1% but less than 5% of the past 180 days. Valid cause for absences from school may be because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as determined by the Administration or Board of Education or such other circumstances which cause reasonable concern to the parent for the mental, emotional or physical health or safety of the student. Skipping one or more classes during the school day or excessive loitering in unmonitored areas during the school day is also considered a form of truancy

### **CHRONIC TRUANCY**

A student who is absent without valid cause for 5% or more of the previous 180 regular attendance days is defined as a chronic or habitual truant, per Section 26a of the School Code of Illinois. Bloomingdale SD 13 will refer chronic truants to the DuPage Regional Office of Education in accordance with current procedures established by the DuPage County Truant officer.

### **DEFINING ABSENCES**

Excused absences - Each time a student is absent, state law requires that the administration decide whether the absence is excused or unexcused. Absences may be considered excused for reasons of 1) personal illness, 2) quarantine, 3) bereavement, 4) family emergencies, 5) observance of religious holidays, 6) mental health, 7) attend a civic event and 8) requests in writing, approved in advance by the administration.

In the case of excused absences, students are allowed one school day for each day absent to make up class assignments. The day the student returns to school should not be counted and should be considered

a day of “grace” (except in instances where long term projects are due).

The school office does not request assignments from teachers for absences in advance of or immediately following school vacation periods. Students are held accountable for work they miss while absent from school. The office will only request work from teachers if students have been absent for 3 or more consecutive school days at parent’s request.

Unexcused absences - An unexcused absence is one for which there has not been prior approval or which is not considered valid. The school administration is authorized to make decisions and grant exceptions to this policy. Unexcused absences will be addressed by a series of parent contacts by teachers, counselors/social workers, and school administrators. The aim is to firmly establish solid attendance habits for all students. Unexcused absences are the responsibility of parents, and parents are subject to penalties under state and local truancy laws.

Vacations and Prearranged Absences -The District strongly discourages family vacations during periods when school is in session. Vacations can disrupt a student’s schooling and may create instructional problems. Students absent for more than 15 consecutive days may be “dropped” from the school attendance roll. Those students must then register again to return to the District. In the case of prearranged absences, parents and/or students should assume the responsibility for contacting school administration and requesting class assignments.

Tardies - Students are considered tardy if they are not in their classrooms when the class period bell rings. There are excused tardies and unexcused tardies. Late arrival to school will result in a tardy designation. It is both the student and parent responsibility to be on time everyday. The administration determines excessive morning tardiness as unexcused and consequences will result.

**BUS REGULATIONS** (see Board Policy 4:110 and 7:220 for more information)

Riding a school bus is a privilege, not a right. Students who are unable to follow the bus rider code of conduct may lose the privilege to ride the school bus for an extended period of time.

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

Students are considered to be on “school grounds” when riding the school bus and students are under the authority of the bus driver while in transit to and from school. Bullying, harassment, threats, or physical contact with another student or the driver while at the bus stop or while on the bus will not be tolerated and will lead to the loss of bus privileges and further school disciplinary action for the offending student. The bus drivers are instructed to report any violations to the administration. Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

**Bus Rider Code of Conduct**

- All school Code of Conduct expectations apply to riding a school bus.
- Students must not cause an intentional disruption or distraction for the driver at any time.
- Students are only allowed to ride on their assigned bus, unless granted permission by the school.
- Students may not leave the bus on the way to school or home without the driver’s permission.
- Students who must cross the road after disembarking should pass in front of the bus, not behind it.
- The driver, chaperone, or school administration has the right to assign seats to any and all students.
- Students must sit on the seat and face the front of the bus at all times.
- Students are not permitted to stand, change seats, or otherwise move about the bus without direct permission from the driver or chaperone.
- Students may not sit in the aisle, on any materials, or on their knees or feet.

- Students must not throw any objects or pass objects around the bus without permission.
- Students must keep their voices and conversations to a normal level. Yelling, singing loudly, or other loud noises are not permitted on the school bus.
- Students must keep their hands, heads, and feet inside the bus windows at all times.
- Students must not eat or drink on the bus, unless permitted by the driver or chaperone.
- Students must not damage the bus in any way.
- Students are not allowed to self-carry medication unless approved by the school nurse.
- Students should dress properly for the weather and are required to be out at their bus stops approximately five minutes before their regular pickup times in the morning.

## **DRESS CODE**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency at school or school sponsored-events as determined by the Administration. (see Board Policy 7:160 for more information)

### **Dress Code Guidelines**

- Clothing should be worn as intended and footwear must be worn at all times.
- Clothing which is considered to be revealing will not be allowed on any student. Revealing clothing includes, but is not limited to:
  - bare midriffs, backless or halter tops;
  - excessively short skirts or shorts;
  - low cut, strapless, thin strap or off the shoulder tops without a covering shirt;
  - swimsuits and visible underwear.
- Clothing which depicts the use of tobacco, alcohol, illegal substances, graphic wording with sexual, vulgar, violent, lewd or indecent meanings/connotations is prohibited.
- Gang affiliation is forbidden.
- Heavy chains/spikes should not be worn around the neck or hang from clothing.
- Headgear is only permitted with permission from school administration.
- Clothing and accessories should not pose a safety hazard in the laboratories or during physical education.
- The District does not prohibit hairstyles historically associated with race, ethnicity, hair texture, or any other protected classes under Board policy 7:10 *Equal Educational Opportunities*, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act.

## **ELECTRONIC DEVICES**

Personal Electronic devices must remain off and placed out of sight throughout the school day, unless authorized by a teacher or administrator. Personal electronic devices include, but are not limited to: cameras, cell phones, smart watches, electronic games, earbuds/headphones, laser pointers, electronic paging devices.

It is recommended that students leave personal devices locked in their locker. During the school day, if students choose not to leave their cell phone in their locker, it must be placed in a designated location for the duration of class at their own risk. Students are extended the privilege of possessing electronic devices for use after school; however, Westfield assumes no responsibility for loss or theft of such devices.

## **LOCKERS & LOCKS**

Each student is assigned a designated school locker for the year. Students are required to purchase a school-issued lock for their locker and keep their locker locked at all times when unattended. Students may

purchase a lock during Information Day or in the school office during the year.

Student lockers are the property of Westfield Middle School and are subject to inspection at any time. Due to privacy issues, assistance will not be given to those who have their belongings in someone else's locker. Students are responsible for the care and condition of their lockers. All items and books, when not in use, are to be kept in the student's assigned locker.

Backpacks, book bags, and large purses must remain in the student's locker throughout the day unless granted permission from school administration.

Westfield Middle School assumes no responsibility for lost or stolen items. Please remind your child of the importance of: (1) keeping lockers locked at all times, (2) not sharing their combination with a friend, (3) keeping books and other personal items in their locker when not needed, and (4) not bringing any valuables to school.

Student lockers may be decorated for birthday celebrations. Balloons and posters with pictures are not permitted. The decorating area is limited to the locker only and must be removed at the end of the day.

### **LUNCH & FLEX-TIME/STUDY HALL (5th PERIOD)**

Our goal with lunch is to offer a common lunch time for all 6th and 7th graders to eat with their grade-level peers. 8th Graders are typically split into two separate lunch times during 5th period, due to available building space. 8th grade lunch groups are determined by staff. The lunch period is 21 min. for all grades.

FLEX-TIME / STUDY HALL is typically provided to students each year as part of the 5th period lunch hour and is roughly 21 min. for all grades. Supervisors for Flex/Study Halls will review with students the procedures and policies for each location. Flex-time is designed to be a social and active time in the day for students. Study Hall is designed to offer students a quiet location to complete school work and organize their materials. Students are expected to follow the code of conduct at all times.

Students must bring their lunch with them in the morning to school each day, unless they have purchased a PTO hot lunch. If a student forgets their lunch, Parents & Guardians may drop off the lunch in the main office. We ask that this is not a frequent occurrence. Lunch drop-off or deliveries from outside vendors will not be accepted. Exceptions may be made with approval from the school nurse for individual circumstances. Parents may also drop-off a "special lunch" for their child on or near a student's birthday (half-birthday for summer birthdays) if they so choose. Please alert the Main Office for any lunch drop-off.

### **LUNCH TIME EXPECTATIONS**

Students are responsible for being at their lunch period location in a prompt fashion. Students are not to wander the hallways or use the restrooms without permission.

Students need permission from their designated supervisor to travel to any area of the building during the lunch period, including the Restroom, Main Office, Social Worker, Nurse, and Classrooms.

In the lunchroom, students are expected to go directly to their designated lunch table, remain seated at their table throughout the period, treat others respectfully, and finish their lunch in the time provided.

Students are responsible for cleaning up after themselves and the immediate area around them. Electronic devices are not allowed during Lunch/Flex-Time unless permitted by school administration.

### **MEDICAL/DENTAL EXAMINATIONS** (see Board Policy 7:100 for more information)

Illinois school code requires physical examinations and immunizations for all children entering sixth grade and new enrollees to the district. The Certificate of Child Health Examination must be signed by an MD, DO,

APN or PA and dated within one year of the first day of school. Immunizations as well as health examination data relating to asthma and obesity must be recorded on the certificate.

The health examination must also include age-appropriate developmental screening and social and emotional screening. Students who are not in compliance with these requirements will be excluded from school on October 15th until the certificate is received and compliant with all requirements.

All children entering sixth grade are required to have an oral health examination. The Examination must be performed by a licensed dentist; he/she shall sign the proof of examination form. Each child shall present proof of examination by a dentist prior to May 15th of the school year.

School dental examinations must have been completed within 18 months of the May 15th deadline. The authorized forms are available on the IDPH, ISBE and District 13 website. A Medical Requirement Checklist can be found on the District's website. District 13 will provide informational materials relating influenza and meningococcal disease and the respective vaccinations upon request.

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

**MEDICATION POLICY** (see Board Policy 7:270 for more information)

Medications, either non-prescriptive or prescriptive, may be administered at school, but there are limitations that we place on procedures and practices. The medication policy will be distributed to parents/guardians of each pupil within 15 days of student enrollment.

Students may not carry any medication, with the exception of inhalers or epinephrine injectors with the proper forms on file, including cough drops or lozenges, nor keep medication in their lockers or backpacks. Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school. Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Medications (prescriptive or non-prescriptive) must be sent to the school office for safekeeping. We require:

- An order from a physician must accompany each prescription and non-prescription medication indicating dosage, time to be given, and possible side effects.
- Prescription medication must come to school in a pharmacy issued container with a pharmacy label.
- Non-prescription medication must come in the original container with an intact label and must have the student's first and last name.
- A parent authorization form must be submitted for each medication. The Authorization and Permission for Administration of Medication form can be found on the District website.

The school does have a full-time nurse to either administer or remind students to come to the office to take medication. But we ask that parents:

- Train their students on the proper procedures for taking medicine.
- Instruct their students concerning the time of the day that they should take their medicine.
- work with their physician and the school to see that their children are properly medicated when needed.

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine or the storage of any medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The school will not keep medications over the summer months. In June, all medications that have not been picked up by parents are destroyed.

#### **MILITARY PERSONNEL** (see Board Policy 7:60 for more information)

If a student's change of residence is due to the military service obligation of the person with legal custody of a student, he/she may, with a written request from the legal custodian, maintain his/her residency as determined prior to the military obligation. In addition, the district allows a dependent of United States military personnel who is housed in temporary housing located outside of the district to enroll if the dependent will be living within the district within 6 months after the time of initial enrollment and the military personnel seeking to enroll the dependent under this exception provides proof that the dependent will be living within the boundaries of the district within 6 months.

#### **PESTICIDE APPLICATIONS**

State law requires that public schools notify parents/guardians and school employees at least two business days prior to any pesticide applications on school grounds. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The District has established a registry of people who wish to be notified. Notification can be included in newsletters, bulletins, calendars, or other correspondence currently published by the school and district. To be included in the registry, please contact your student's school for more information. (see Board Policy 4:160 for more information)

#### **PHYSICAL EDUCATION LOCKS AND CLOTHING**

Students are issued a PE lock for their PE locker free of charge. Students are required to dress appropriately for PE classes. PE staff will review the dress code and requirements with students on the first day of school. Gym shoes are required. Students should supply their own stick deodorant. (spray deodorant is not allowed). No curling irons or hair dryers are allowed at school. Jewelry, including earrings, necklaces, bracelets, watches and rings should be removed for gym class.

Students are required to participate in PE on a daily basis. Parents are required to contact their child's PE teacher if a student is to miss class. PE staff and school administration will monitor and review excessive absences. A doctor's note is required to be submitted to our school nurse if a student will be out of P.E. for more than 3 consecutive days.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the

Superintendent or designee.

## **SOCIAL MEDIA**

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school may, however, conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported so that the school may make a factual determination.

## **STUDENT DATA**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law. (see Board Policy 7:345 for more information)

## **STUDENT RECORDS**

The District recognizes the legal requirement to maintain the confidentiality of student records. Access to student records shall be consistent with federal and state statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA), the Illinois School Student Records Act, and their implementing regulations. All school records, including permanent and temporary records, are available for inspection and duplication by students and their parents/guardians. Written notification regarding the destruction schedule for permanent and temporary records and the right to request a copy of such records prior to their destruction is provided to parents/students when pupils graduate, transfer or withdraw from school. The district will not refuse to enroll a student because of a student's failure to present his/her student permanent or temporary records from a school attended previously.

Student directory information, which includes the student's name, address, parents' telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, awards and honors received, photographs and videos of students participating in school or school sponsored activities that have appeared in school publications, and dates of attendance, may be disclosed publicly. Parents can object to the release of directory information regarding their scholar. Please contact the school office if you do not wish for your scholar's directory information to be released. Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. (see Board Policy 7:340 for more information)

## **SURVEYS OF PRIVATE INFORMATION**

All surveys requesting personal information from students, as well as any other instrument used to collect

personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

In accordance with federal law (20 U.S.C.1232h), students who participate in federally funded programs (e.g. Chapter 1 remedial reading) are not required to divulge in a survey, analysis or evaluation any of the following without the prior written consent of their parents or guardians: political affiliations; embarrassing mental or psychological problems; sex behavior and attitudes; illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of family members; privileged relationships such as those involving lawyers, physicals and clergy; and income, other than as required to determine eligibility for participation in a program or for financial assistance.

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

## **TELEPHONE POLICY**

During the course of the day, there may be situations when a student needs to use the telephone. In general, we discourage students from calling home to request that parents deliver schoolwork. Students who stay after school may need to call home for a ride. We provide students with access to make a call home via our school office phones. Requirements are that students ask permission, and be brief. Please do not call the school with requests to speak to a student. We do not interrupt classes to call students to the phone. Please do not attempt to leave phone messages for students with our secretaries unless it is an emergency. We do not guarantee that a phone message from the parent will be received by the student in what the parent would perceive as a timely manner.

## **VIDEO SURVEILLANCE**

In an effort to improve safety, security and supervision of the Westfield Campus, D13 has installed video surveillance cameras throughout the school building. The cameras will be used in common areas of the school for the primary purpose of promoting a safe and secure environment for students and staff. Video recordings will only be viewed by students, parents and/or staff with an administrator present. Disciplinary

action may be taken with students based on video documentation.

#### Access to Video Recordings:

1. Live feeds from the District's surveillance cameras may be displayed publicly for security purposes and deterrence.
2. The District's video recordings shall at all times be stored in a secure location.
3. The Superintendent, or any other individual specifically designated by the Superintendent, shall have access to the District's video recordings and related equipment.
4. The Superintendent or his/her designee shall be responsible for managing and auditing the use and security of the District's video cameras, video recordings and related equipment.
5. The Superintendent or his/her designee, which may include one or more building Principals, shall be responsible for reviewing the District's video recordings. From time to time, District personnel approved by the Superintendent, or law enforcement officers, may view camera feeds in real time.
6. The District's video recordings ordinarily shall only be reviewed subsequent to the Superintendent or his/her designee receiving a report of an incident or a complaint relative to student, staff or visitor misconduct on or about the District's property.
7. Any request by a member of the public, student, staff member or parent to review the District's video recordings must be in writing and received by the Superintendent or his/her designee within 14 days of the date of the incident giving rise to such request.
8. The Superintendent or his/her designee shall determine whether the individual requesting to review the District's video recordings will be granted access to the recordings. Access to the recordings shall be the exception, and shall not be granted unrelated to an allegation of misconduct. Requests by law enforcement authorities shall be complied with to the extent permitted or required by law.

#### **VISITORS**

For security reasons, visitors must ring the bell and wait to be allowed entry to the building. Upon entry, visitors must sign in at the main office, have a valid Driver's License or State ID scanned, and obtain a visitor's badge before entering the building. The visitor's badge must be displayed at all times.

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren): 1. To attend a conference at the school with school personnel to discuss the progress of their child. 2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services. 3. To attend conferences to discuss issues concerning their child, such as retention or promotion. In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. (see Board Policy 4:175 for more information)

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

### **EDUCATIONAL PROGRAM**

Westfield Middle School's goal is to place all students into classroom settings where they are academically challenged. Students will be required to meet basic criteria for promotion. Middle school students might prefer to be in classes with their friends, however, the administration does not entertain requests for class changes based on such requests.

## **ACADEMICS**

Westfield Middle School operates on a 9 period day. Students attend core classes (English Language Arts, Math, Science, and Social Studies) everyday, all year. Students participate in a rotation moving through the Exploratory Programs: options include Art, S.T.E.M., F.A.C.S, Finance and Spanish. 8<sup>th</sup> grade students can apply to take a full year of Spanish 1, allowing them to begin High School in Spanish 2. All students participate in our daily PE/Wellness Program. All students also participate in either an enrichment, intervention or resource period, known as Acceleration.

In District 13 we use a wide variety of instructional delivery models to meet the needs of our students. Some of those include whole group instruction, small group instruction, cooperative learning, and individual instruction. One instructional model that is incorporated in our schools is the co-teaching model. In this structure two certified staff members work with the same group of students to provide all aspects of instruction in a curriculum content area. These aspects include the planning and delivery of instruction, the assessment of student learning and parent communication. Typically, co-teaching pairs include a general education teacher and a specialist. Those specialists could be a reading specialist, English Language Learner teacher, Math specialist, special education teacher or acceleration teacher. Expectations for student learning in all courses remain high as well as the commitment to meet the needs of each student.

When a student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

- a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
- b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
- c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

## **ARROW AWARD**

At the end of each grading period, students who demonstrate excellence in Academics, Citizenship and Effort can be nominated by their teachers for an Arrow Award and be added to our yearly list of recipients.

## **ARTIFICIAL INTELLIGENCE**

The Board recognizes that AI-enabled tools are important to enhance student learning, educator effectiveness, and school operations. The use of AI-enabled tools in the District shall be implemented in a safe, ethical, and equitable manner and in accordance with Board policies 1:30, *School District Philosophy*, and 7:345, *Use of Educational Technologies; Student Data Privacy and Security*. (see Board Policy 6:235 for more information)

## **ENGLISH LEARNERS**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. The school district will maintain a program for English Learners in accordance with Board of Education policy 6:160.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

## **FEES/WAIVERS/FINES AND OBLIGATIONS**

The Superintendent will recommend to the Board of Education a schedule of fees to be charged for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. A student is eligible for a fee waiver based on criteria established in Board of Education policy 4:140.

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act. [Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. \(See Board Policy 4:140 for more information\)](#)

Additional consideration will also be given to the following factors: illness in the family; unusual expenses such as fire, flood, storm damage, etc.; unemployment; emergency situations; when one or more parents are involved in a work stoppage. Applications for fee waivers are available by contacting the District Office. (See Board Policy 6:140 for more information.)

Students who have outstanding fees, encumbered fines, missing or damaged books (including rebinding fees) or other obligations, will be ineligible to participate in events, dances, activities, ceremonies, and field trips that occur during the year, celebrations and year-end activities. Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines. The district does not withhold a student's grades, transcripts or diploma because of an unpaid balance on the student's school account.

## **FIELD TRIPS**

Field Trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission and be in good academic and behavioral standing.

## **GRADES**

Students are assessed in all classes using Standards Based Grading. Some of the practices of our Standards-Based Grading and Reporting model include:

- Clear performance standards will be shared with students and parents, along with achievement expectations.
- Student performance will be compared to preset standards, not compared to the performance of other students.
- Reassessments will be used to determine the performance level of a student when sufficient evidence is missing.
- Summative assessments will primarily be used to determine grades. Formative assessments and practice will be used as feedback.
- Recent achievement will outway previous performance when determining the level of performance on a particular standard.
- Student behaviors (effort, participation, etc) are not included in student grades. Feedback on behaviors will be shared in other ways.
- Students are not provided extra-credit or bonus points to increase a grade.
- A student is graded on his or her academic performance and not as a group.
- Many activities are designed as practice. Not every activity or assignment will be graded and

recorded in the gradebook.

- Homework is designed for practice of skills and is not factored into a student's grade.
- Redos and retakes will be offered when appropriate.

Students will be evaluated on content standards and identified on each as either Meeting, Approaching or Below the standard.

## **GRADUATION**

A Commencement Ceremony is held for all graduating 8th graders. The ceremony is typically held at Lake Park High School. Tickets are distributed to parents, guardians, and extended family members of each graduate in order to attend the ceremony. Ticket numbers are based on the capacity of the venue.

Students must be in good standing with regards to the Code of Conduct to earn the privilege to participate in the commencement ceremony and end of the year celebration activities.

## **HEALTH EDUCATION**

Health education includes units on all aspects of healthy living, including learning about the effects of alcohol & drugs, fitness, nutrition, and sex education.

Erin's Law requires that School District #13 provide age-appropriate sexual abuse and assault awareness and prevention education to all students in grades pre-kindergarten through 8<sup>th</sup>. The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse. To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. (see Board Policy 4:165 for more information)

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

## **INSPECTION OF INSTRUCTIONAL MATERIALS**

Parents or guardians of any student may inspect any instructional materials used in schools. Those

materials include textbooks, supplemental resources, and videos. Call the principal's office for an appointment if you wish to view any of these items.

If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy. Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

### **ORGANIZATION AND STUDY SKILLS**

Students are encouraged to use a plan book or calendar to keep track of assignments, tests and upcoming events. Teachers allow time in class for students to copy assignments into their planner. We encourage parents to require their student to bring the plan book home nightly to keep informed about student assignments.

### **SPECIAL PROGRAMS AND INTERVENTIONS**

During the school day, students who qualify for interventions or special programming are assigned to receive assistance from specialists, including our Resource teachers, Speech Therapist, Social Worker, Reading Specialist, Math Specialist and Band teacher. Our specialists will share with parents & guardians the schedule and an outline of the research-based interventions provided to students.

### **STUDENTS WITH DISABILITIES**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The school district shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities as established by Board of Education policy 6:120.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Contact the District Office for additional information about the identification, evaluation, placement, and services for students with disabilities.

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services. IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs. Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services. For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>. You may also contact the Director of Student Service for more information.

## **STUDENT SUPPORT**

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law. (see Board Policy 7:255 for more information)

## **TEACHER QUALIFICATIONS**

In accordance with ESSA Section 111(h)(6) Parents right-to-know, the Bloomingdale School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of our child's classroom teachers including, at a minimum the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by a paraprofessional and, if so, their qualifications.

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office. (see Board Policy 5:120 for more information)

## **ATHLETICS AND ACTIVITIES**

Special opportunities exist for students to develop skills and interests in their lives beyond the classroom.

We hope that this overview will help parents plan their child's involvement in extracurricular activities for the school year.

## **ATHLETICS**

At Westfield, there are a variety of athletic programs offered throughout the year. Each athletic season lasts approx. 6 weeks. Practices may be held daily before or after school. Practice and game/meet schedules will be provided by the team's coach. Listed below are the current athletic programs provided at Westfield:

- Cross Country: Season begins in August.
- Girls Basketball: Tryouts typically begin in early October.
- Cheerleading: Tryouts are held in late November or early December
- Pom-Poms: Tryouts are held in late November or early December.
- Boys Basketball: Tryouts begin in December.
- Volleyball: Tryouts begin in February.
- Track: Season begins in April.

## **ATHLETIC AND EXTRACURRICULAR ACTIVITIES CODE OF CONDUCT**

Westfield Middle School offers students the opportunity to participate in a wide variety of extracurricular activities and athletics. We consider each involvement to be an integral part of what we offer, and urge all students to get involved in some facet. Beginning in middle school, some activities will conflict with other activities and students will have to make choices about what to do.

Westfield Middle School participates in the Northwest DuPage Valley Athletic Conference (NWDVAC) and abides by the standard of eligible participation as stated in the conference bylaws.

All students participating in extracurricular activities and athletics at Westfield Middle School are expected to demonstrate all of the characteristics of being a WARRIOR and will be a positive representative of the school community. Students are expected to adhere to the guidelines outlined in the Student Contract provided to all student athletes.

## **ATHLETIC ELIGIBILITY**

Westfield Middle School participates in the Northwest DuPage Valley Athletic Conference (NWDAC) and abides by the standard of eligible participation as stated below:

*The NWDAC recognizes that participation in school athletics is a privilege. Students participating in athletics are expected to be in good academic standing along with being an honorable representative of their middle school. Because participation is a privilege and not a right, students are held responsible for their academic levels of achievement and overall school success.*

## **ATHLETIC UNIFORMS**

Some sports teams may require uniforms as part of student participation. The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

## **CLUBS**

Westfield offers a variety of activities and clubs throughout the school year based on student interest. Information regarding clubs and activities will be provided to students through announcements, flyers, weekly newsletters and other school communications. Our Student Council and Yearbook Club are among some of our long standing clubs.

## **DANCES**

Our Student Council typically partners with our PTO to sponsor dances during the school year. Only eligible Westfield students who are in good standing may attend the dances.

## **DRAMA PRODUCTIONS**

Westfield offers various drama productions throughout the year. Information regarding auditions and performances will be provided to students through announcements, flyers, weekly newsletters and other school communications.

## **MUSIC PROGRAMS**

Westfield offers different levels of band for interested students. Cadet Band is primarily 6th grade, Concert Band is primarily 7th and 8th grade and Jazz Band is open to 6th, 7th and 8th graders. Rehearsal dates and times will be provided by the band director. Parents provide transportation to the before school rehearsals, and from the after school rehearsals. All band performance groups meet year-long and have periodic concerts throughout the year.

Chorus Concert Choir is a non-audition ensemble open to students in grades 6-8. The group rehearses twice a week, running from August until May. There are several performances throughout the school year. Parents must provide transportation to rehearsals.

## **PARTICIPATION IN SCHOOL ACTIVITIES & ATHLETICS**

Any student absent from school for a half day or more may not participate in any school/extracurricular related activity for that day. The school administration is authorized to make decisions and grant exceptions to this policy.

## **SPORTS PHYSICALS**

Any student who wants to be part of the sports program must have a current sports physical. The physical must be turned into the health office prior to the deadline for tryouts. **A sports physical does not meet the School Code health examination requirement for 6th grade.**

## **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

## **DISTRICT 13 STUDENT TECHNOLOGY & INTERNET USE GUIDELINES**

*District 13 provides technology to ensure every child has the individualized tools needed to learn, share resources, and work together to achieve more. While these digital platforms offer vital opportunities for growth, they require students to exercise the same honor, respect, and responsibility in the digital world as they do in our classrooms.*

### **OWNERSHIP AND PRIVACY**

- **District Property:** All devices (tablets, Chromebooks, laptops), network wiring, and management devices are owned entirely by Bloomington School District 13. Students are strictly prohibited from connecting to or attempting to connect personal devices to the District 13 Network.

- **No Expectation of Privacy:** Users waive their right to privacy. The District reserves the right to monitor all activity and owns all files, emails, and data sent or received on District 13 resources, no matter where the student is using the device or account.
- **Authorized Access:** School leadership (Principals, Superintendent or designee) and technical staff may access any user files at any time.

## RESPONSIBLE USE AND BEHAVIOR

- **Supervision Required:** Students must have permission and be supervised by staff when using District technology at school.
- **Digital Citizenship:** Students must use the same "classroom behavior" online as they do in person.
- **Consequences:** Inappropriate use can lead to disciplinary action, including expulsion, and/or appropriate legal action
- **Communication Rules:**
  - **Email Access by Grade:** The District provides school email accounts only to students in grades 6, 7, and 8.
  - **Internal-Only Network:** These student email accounts are restricted to an Internal-Only network, meaning they can only send to or receive messages from other accounts within the District 13 organization.
  - **Educational Purpose:** All messaging must be for educational purposes and consistent with the curriculum; personal or anonymous messages are strictly prohibited.
  - **Privacy of Others:** Students must respect others' privacy and are prohibited from attempting to access email or files not intended for them.

## SAFETY AND SECURITY

- **Password Integrity:** Passwords must never be shared. If a student believes someone is using their password they should report this to a staff member immediately.
- **Reporting:** Students must immediately tell a teacher if they see unauthorized software, receive inappropriate messages, or notice a security issue.
- **Filtering:** The District uses a filtering system to block unacceptable content. ***Students are strictly prohibited from attempting to bypass these filters.***

## CONTENT, HARDWARE, AND COPYRIGHT

- **Installation:** Only the Technology Department may install software or hardware. Students may not load anything onto District 13 devices or networks.
- **Data Backups:** The Technology Team may reformat hard drives at any time, which erases all data. Students should keep all files in their Google Drive.
- **Intellectual Property:** Students must abide by copyright laws and the "Fair Use" doctrine. Plagiarism (presenting others' work as your own) is strictly prohibited.

## DEVICE CARE

To ensure that technology remains safe and functional for all students, the following rules apply to the physical and internal state of all District 13 devices:

- **No Physical Modifications:** Students are prohibited from altering the physical casing of any device. This includes, but is not limited to, removing keys, opening the hardware chassis, "modding," or defacing the equipment with stickers, ink, or carvings.
- **System Settings:** Users may not modify system-level settings, configurations, or operating system files. Unauthorized attempts to bypass administrative security controls are strictly prohibited.
- **Peripheral Care:** All provided accessories—including chargers, protective cases, mice, and headphones—must be treated with the same care as the primary device. Protective cases must remain on the devices at all times.
- **Abuse and Misuse:** Any intentional damage, such as spilling liquids, dropping devices due to horseplay, or using objects other than approved styluses on touchscreens, will be considered a violation of this agreement.

- **Reporting Damage:** If a device is damaged or begins to malfunction, the student must report it to a teacher or the Media Center immediately. Students should never attempt to "self-repair" or take the device to an outside repair shop.

## **PARENT/GUARDIAN ACKNOWLEDGEMENT**

By allowing your student to use District 13 technology, you agree to:

- Read and discuss these guidelines with your child.
- Understand the inherent risks of internet access despite filtering efforts.
- Accept financial responsibility for any damage to or loss of District equipment caused by your child.

## **SEX DISCRIMINATION, SEX EQUITY, AND SEXUAL HARASSMENT POLICY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. The purpose of these rules is to identify and eliminate sex bias, sex discrimination, sexual harassment, and sexual intimidation in the provision of District 13 programs, activities, services, and benefits, and to attempt to assure equal access by both sexes to the educational and extracurricular programs and activities of the District. The specific policy and practice statements are available by contacting the school administrator. Included in this handbook is the grievance procedure as required by law. This procedure is to be followed if a student believes a person has violated this policy. Additional information and resources can be found in the [Sexual Abuse Response and Prevention Resource Guide](#) provided by the Illinois State Board of Education.

### **GRIEVANCE PROCEDURE**

A grievance is defined as a complaint by a student alleging that the District, or an administrator, employee or student thereof, has violated any of the provisions of this Policy.

### **COMPLAINT**

Any student who wishes to submit a complaint must submit a written statement to the School District's Title IX Coordinator, [Dr. Vicki King](#), Superintendent, Bloomingdale School District 13, 164 S. Euclid Avenue, Bloomingdale, IL 60108. The written statement should state the specific facts and/or perceived wrongful act (e.g. location, names, dates, times) to be investigated. The student may seek assistance in preparing the written complaint from a teacher, counselor, or building principal to which the student may have initially complained about the act, which gives rise to the complaint.

The Title IX Coordinator or his/her designee shall promptly:  
notify the Superintendent in writing that a complaint has been received.  
investigate the complaint. The coordinator or his/her designee shall make all reasonable efforts, including, but not limited to, convening a conference with the grievant to discuss the complaint and the results of the investigation, to resolve the matter informally.

### **HEARING**

In the event the complaint cannot be resolved informally, the Title IX Coordinator will advise the student of his/her right to a hearing and the following additional procedures: The student's request for a hearing must be in writing. The student may seek assistance in preparing the hearing request from a teacher, counselor, or the building principal. A copy of the original complaint shall be attached to the hearing request.

Within ten (10) business days (defined as days when the School District's Administrative Office is open) of the Coordinator's receipt of the written request for a hearing, the Coordinator will convene an informal

hearing, at which time both the student and the person(s) responsible for the dispute action may present testimony and documents relevant to the complaint.

A record of the hearing shall be made and kept. The Coordinator shall be responsible for making the record of the hearing available to the parties upon request. Within twenty (20) business days of the hearing, the Coordinator shall provide the student and the Superintendent with written findings on the allegations of the complaint and, if necessary, recommendations for any corrective action.

#### APPEAL TO BOARD OF EDUCATION

If the student is not satisfied with the Coordinator's written findings and/or recommendations, or if the Coordinator fails to provide the student with written findings and/or recommendations within the time limits specified in Paragraph 3 above, the student may thereafter appeal the decision as follows: The student must forward a letter appealing the Coordinator's findings and/or recommendations to the Board of Education within (10) business days of the student's receipt of the findings and/or recommendations. Assistance in filing the written appeal is available as specified in Paragraphs 1 and 3 (a) above. Copies of the original complaint, minutes of the hearing, the Title IX Coordinator's hearing findings and/or recommendations will be provided.

The Board may, in its discretion, convene a hearing at which the parties may present testimony and argument. Within thirty (30) business days of the filing of the appeal, the Board of Education shall provide the student with a written decision affirming, reversing, or modifying the Coordinator's findings and/or recommendations and specifying the reasons upon which the review decision is based.

#### APPEAL TO SUPERINTENDENT OF EDUCATION SERVICE REGION

If the student is not satisfied with the final disposition of the grievance by the Board of Education, or if the Board fails to issue a timely decision, the student may appeal the decision to the Superintendent of the Educational Service Region pursuant to Section 10 of the Illinois School Code.

#### APPEAL TO STATE SUPERINTENDENT OF EDUCATION

If the student is not satisfied with the disposition of the grievance by the Superintendent of the Educational Service Region, the student may appeal the decision to the State Superintendent of Education pursuant to Section 2-3.8 of the Illinois School Code.

If the alleged perpetrator of the discriminatory act is the School District's Title IX Coordinator, the student may omit the steps set forth in Paragraphs 1-3 (as to Title IX Coordinator) herein and proceed immediately to the next step of the grievance process.

The District shall maintain records documenting each grievance and its disposition. Such records shall be made available to State Board enforcement authorities upon request. Should either party to the grievance procedure wish to employ counsel or a court reporter, it shall be done at the party's own expense.

All complaints regarding the School District's compliance with Title IX of the Education Amendments of 1972 or the Illinois Sex Equity Rules shall be received and investigated without reprisal by the Board of Education or the Board's employees or agents. No reprisal shall be taken against any person for participating or refusing to participate in the grievance process, provided that if refusal to participate constitutes insubordination such refusal may be subject to normal disciplinary procedures.

The filing of a complaint under the grievance procedures described herein shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, state, or federal agency or court.

# CODE OF CONDUCT

The Westfield Middle School Code of Conduct promotes a high standard of behavior in order to encourage academic, social, and emotional growth. Our goal is to maintain a safe and effective school environment by encouraging students to develop skills that demonstrate positive and responsible behavior.

The Westfield Middle School's Code of Conduct can be summarized as follows:

- Students comply with school rules.
- Students accept that behavior is a matter of choice.
- Students accept responsibility for their own actions.
- Students will not prevent a teacher from teaching or another student from learning.
- Students respect the rights and property of others.
- Students demonstrate courteous behavior to fellow students and adults.

Students have the right to:

- expect a safe and orderly learning environment
- share their point of view as long as it does not infringe on the rights of others
- learn to make decisions
- be treated with respect
- receive clear and timely communication about disciplinary actions and consequences
- be treated fairly under the guidelines of the Westfield Code of Conduct

Students should:

- attend school and classes everyday, on time
- arrive to class prepared and ready to learn
- seek guidance and assistance from staff
- care for books, supplies, and school property
- follow school rules
- use appropriate language
- be neat, clean, and dressed in a suitable manner
- exhibit fairness and kindness
- demonstrate responsible behavior
- respect authority both in school and at school sponsored activities

Staff have the right to:

- expect a safe and orderly learning environment
- expect students to behave properly and be prepared for class
- be respected by students, parents and staff
- remove any distractions from the classroom in order to ensure a positive and beneficial learning experience
- expect parental support for the rules of the school
- and hold students accountable for the Code of Conduct

Staff should:

- provide the best possible education through a safe and orderly environment
- respect students, parents and staff
- contact parents in a timely manner about academic, social, and emotional progress
- uphold all the rules of the school courteously and consistently
- address all classroom management matters appropriately and consistently in order to maintain a positive learning environment
- supervise students throughout the school day
- model the Code of Conduct
- inform students of the Code of Conduct

Parents have the right to:

- expect a safe and orderly learning environment
- expect a classroom atmosphere that allows quality education to take place
- review their child's school records
- be informed of their child's social and emotional progress
- become a member of the Parent/Teacher Organization
- receive communication regarding their child's academic progress

Parents should:

- see that their child is on time and attends school regularly
- support the rules of the school, district, and community
- instill respect in their child for authority, for the rights of others, and for public and private property
- attend school conferences
- assist their child in the development of effective study habits
- help students follow through with homework completion
- communicate with their child's teacher regularly about school concerns

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of

reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: [2:265. Title IX Sexual Harassment Grievance Procedure, 7:20. Harassment of Students Prohibited and 7:180. Prevention of and Response to Bullying, Intimidation and Harassment.](#)

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

## **Bullying Prevention and Response Plan**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
6. The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
7. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
8. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
10. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
11. The Superintendent or designee shall post this policy on the District's website, distribute it annually

- to parents/guardians, students, and school personnel (including new employees when hired), and provide it periodically throughout the school year to students and faculty.
12. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
    - a. The frequency of victimization;
    - b. Student, staff, and family observations of safety at a school;
    - c. Identification of areas of a school where bullying occurs;
    - d. The types of bullying utilized; and
    - e. Bystander intervention or participation.
  13. The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
  14. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
    - a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
    - b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
    - c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
    - d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
    - e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
    - f. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
    - g. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
    - h. 7:310, Restrictions on Publications; Elementary Schools. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

## **CONDUCT AND INTERVENTIONS**

### Board Policy Manual 5:230 Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness.

District 13 schools are a drug-free environment, and students should not be in the possession of any alcohol, tobacco, or other drugs.

It is the policy of the Board of Education not to discriminate on the basis of race, color, creed, national origin, religion, age, ethnicity, handicap or sex in its educational programs or employment policies and practices.

## **CODE OF CONDUCT INTERVENTIONS**

### **DETENTION**

A detention is an intervention consequence that places students who demonstrate repeated disregard or gross violation of the Code of Conduct in a location separate from their peers. Detentions may be issued through a teacher or by school administration. Students may be issued a detention to serve during lunch, before or after school, or during other school hours. After school detentions end at 4:30pm. During detentions, students are expected to work or read quietly and adhere to all code of conduct expectations. Failure to serve a detention may result in additional consequences.

### **IN-SCHOOL SUSPENSION**

A suspension administered by the administration that is served by the student in the office. Students will be provided with an opportunity to complete school work for credit. Students are expected to be in the building during normal school hours; however they are not permitted to attend any before or after school activities on days they are serving an In-School Suspension, without permission from administration.

### **OUT-OF-SCHOOL SUSPENSION**

A suspension administered by the administration that is served by the student out of school. Students will be provided with an opportunity to complete school work for credit. Suspended students are not permitted on school grounds or at school functions, which includes any off-site events sponsored by the school. (Ex. Away games and Meets)

### **Search and Seizure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students Searches**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to

gain access to the student's account or profile on a social networking website.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

<b>Conduct</b>	<b>Interventions</b>
<p><b>Academic Dishonesty</b></p> <p>Academic dishonesty means cheating or plagiarizing.</p> <p>Cheating: Using, submitting, attempting or allowing another student to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher.</p> <p>Plagiarism: The intentional or unintentional use of ideas or work from another person without giving proper credit.</p> <p><i>(refer to BOE Policy Manual 7:190.8)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility or Privileges</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Recommendation for Expulsion</li> </ul>
<p><b>Alcohol</b></p> <p>Use or possession of alcohol on school property, at school sponsored activities, or appearing on school property or at school events while under the influence of alcohol.</p> <p><i>(refer to BOE Policy Manual 7:190.2)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility or Privileges</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Expulsion Warning</li> <li>● Recommendation for Expulsion</li> </ul>
<p><b>Bomb Threat</b></p> <p>Reporting to another the presence of or intention to, place a bomb, explosive or incendiary device.</p> <p><i>(refer to BOE Policy Manual 7:190.15)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Conference</li> <li>● Loss of Eligibility or Privileges</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Recommendation for Expulsion</li> </ul>

<p><b>Bullying</b></p> <p>Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students.</p> <p>Bullying behavior includes, but is not limited to harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.</p> <p><i>Refer to Prevention of and Response to Bullying, Intimidation, and Harassment above.</i></p> <p>Any student who is a bystander to any bullying conduct and who fails to take any action to discourage the bullying conduct also may be subject to appropriate discipline.</p> <p><i>(refer to BOE Policy Manual 7:190.9)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility or Privileges</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Expulsion Warning</li> <li>● Recommendation for Expulsion</li> </ul>
<p><b>Dress Code</b></p> <p>Student dress must not disrupt the educational process, interfere with the maintenance of a positive learning climate, or compromise reasonable standards of health, safety, modesty, and decency. Student dress will conform to the minimum guidelines listed in the operational procedures and policies.</p> <p><i>(refer to BOE Policy Manual 7:160)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility</li> <li>● Loss of Privileges</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> </ul>
<p><b>Drugs</b></p> <p>Being under the influence of, use, possession, sale, conspiracy to sell, or distribution of illegal drugs or look-alike drugs, including but not limited to, non-prescribed marijuana, anabolic steroids, other controlled substances, inhalants or prescription drugs when not prescribed for the student, is strictly prohibited. Possession, distribution or use of any drug paraphernalia is strictly prohibited.</p> <p><i>(refer to BOE Policy Manual 7:190.3)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Conference</li> <li>● Loss of Eligibility</li> <li>● Loss of Privileges</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Counselor Referral</li> <li>● Police Referral</li> <li>● Expulsion Warning</li> <li>● Recommendation for Expulsion</li> </ul>

<p><b>Electronic Devices</b></p> <p>The inappropriate usage of electronic devices includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>● Accessing or posting on social media</li> <li>● Making phone calls</li> <li>● Playing music or sounds</li> <li>● Playing games</li> <li>● Recording Audio or Video</li> <li>● Sexting</li> <li>● Taking photos</li> <li>● Texting</li> </ul> <p><i>(refer to BOE Policy Manual 7:190.5, 6)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility</li> <li>● Loss of Privileges</li> <li>● Confiscation (May require parent pickup)</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Expulsion Warning</li> <li>● Recommendation for Expulsion</li> </ul>
<p><b>False Alarm</b></p> <p>False alarm includes fire alarm, unfounded 911 calls, and other situations that may occur with regards to tampering or activating alarms for intended purposes.</p> <p><i>(refer to BOE Policy Manual 7:190.15)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility</li> <li>● Loss of Privileges</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Expulsion Warning</li> <li>● Recommendation for Expulsion</li> </ul>
<p><b>Fighting or Physical Assault</b></p> <p>Any action a student takes to inflict physical contact may be considered fighting or a physical assault.</p> <p>This includes, but is not limited to, hitting, punching, kicking, and/or actions believed by the student to be in self-defense.</p> <p>Self-defense is defined as protecting, blocking and removing yourself from harm's way.</p> <p><i>(refer to BOE Policy Manual 7:190.9)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility</li> <li>● Loss of Privileges</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Expulsion Warning</li> <li>● Recommendation for Expulsion</li> </ul>

<p><b>Gambling</b></p> <p>Participating in games of chance for the purpose of exchanging money or something of value is not allowed.</p> <p><i>(refer to BOE Policy Manual 7:190.14)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility</li> <li>● Loss of Privileges</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Expulsion Warning</li> <li>● Recommendation for Expulsion</li> </ul>
<p><b>Gang Activities</b></p> <p>Involvement in gang or gang-related activities includes but is not limited to, the display of gang symbols, gang paraphernalia, colors, signs, or graffiti.</p> <p>Involvement with any public school fraternity, sorority, or secret society, by: being a member, promising to join, pledging to become a member, or soliciting any other person to join, promise to join, or to be pledged to become a member.</p> <p><i>(refer to BOE Policy Manual 7:190.12, 13)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility</li> <li>● Loss of Privileges</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Expulsion Warning</li> <li>● Recommendation for Expulsion</li> </ul>
<p><b>Harassment/Threat</b></p> <p>Harassment, including in the form of sexual harassment, refers to aggressive pressure or intimidation which may be in the form of bullying, intimidation, teasing, or threats.</p> <p>Communication or contact directed toward another student that is intended to annoy, embarrass, harass, humiliate, insult, intimidate, offend, taunt, torment, or otherwise cause discomfort to a student or staff member.</p> <p>The determination of whether the conduct of a student is considered harassment is made by the school administration.</p> <p><i>(refer to BOE Policy Manual 7:190.9)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility</li> <li>● Loss of Privileges</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Expulsion Warning</li> <li>● Recommendation for Expulsion</li> </ul>

<p><b>Inappropriate Behavior</b></p> <p>Inappropriate Behavior is behavior that is determined to be disrespectful or disruptive to the school environment, either during the school day or at school related functions.</p> <p>Inappropriate behavior includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>● Yelling, screaming, shouting, causing a disruption</li> <li>● Using foul language</li> <li>● Ignoring staff directives</li> <li>● Running, climbing or jumping on or off of items</li> <li>● Embarrassing or offensive actions displayed to other students or adults</li> <li>● Public display of affection between any students- kissing, hugging, patting, holding hands, etc.</li> </ul> <p><i>(refer to BOE Policy Manual 7:190.9)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility</li> <li>● Loss of Privileges</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Expulsion Warning</li> <li>● Recommendation for Expulsion</li> </ul>
<p><b>Insubordination</b></p> <p>Insubordination is a display of disobedient or defiant behavior. This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>● Disregarding school rules</li> <li>● Disrespect of a person in charge</li> <li>● Disruptive behavior on campus</li> <li>● Disruption of normal school procedures</li> <li>● Failure to follow a directive</li> <li>● Ignoring instructions of school staff</li> <li>● Lying to a person in charge</li> <li>● Refusing to follow classroom rules</li> </ul> <p><i>(refer to BOE Policy Manual 7:190.7)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility</li> <li>● Loss of Privileges</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Expulsion Warning</li> <li>● Recommendation for Expulsion</li> </ul>
<p><b>Profanity</b></p> <p>Profanity is language, objects, or gestures (written, drawn, and/or spoken) that are obscene, abusive, inappropriate, discriminatory, and/or that can be found to be offensive to the commonly accepted standards of decency.</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility</li> <li>● Loss of Privileges</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Expulsion Warning</li> <li>● Recommendation for Expulsion</li> </ul>

<p><b>Safety Violation</b></p> <p>Safety Violation is defined as conduct that endangers the safety of self or others. This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>● horseplay, pushing, or shoving</li> <li>● launching projectiles, throwing objects</li> <li>● running, tripping, climbing, or jumping on or off objects</li> </ul> <p><i>(refer to BOE Policy Manual 7:190.15)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility</li> <li>● Loss of Privileges</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Expulsion Warning</li> <li>● Recommendation for Expulsion</li> </ul>
<p><b>Tardy</b></p> <p>Students who arrive at school or to class after the bell rings are considered tardy. Refer to information listed in the operational procedures and policies for more explanation.</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility</li> <li>● Loss of Privileges</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Truancy Officer Referral</li> </ul>
<p><b>Technological/ Telecommunications/ Computer Violation</b></p> <p>Unacceptable use as defined by the Bloomingdale School District 13 Technology Use agreement.</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility</li> <li>● Loss of Privileges</li> <li>● Full restitution to all parties affected</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Expulsion Warning</li> <li>● Recommendation for Expulsion</li> </ul>

<p><b>Theft</b></p> <p>Taking, accessing, or being in possession of property belonging to another person or the school, without permission is a violation of school policy.</p> <p>Any articles that are found by a student, which do not belong to them should be turned in to the nearest staff member or to the office immediately.</p> <p><i>(refer to BOE Policy Manual 7:190.10)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility</li> <li>● Loss of Privileges</li> <li>● Full restitution to all parties affected</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Expulsion Warning</li> <li>● Recommendation for Expulsion</li> </ul>
<p><b>Threat</b> - See Harassment section</p>	
<p><b>Tobacco Products</b></p> <p>Possession of tobacco and tobacco related products, including matches, lighters and e-cigarettes, are strictly prohibited on school property at all times.</p> <p><i>(refer to BOE Policy Manual 7:190.1)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility</li> <li>● Loss of Privileges</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Expulsion Warning</li> <li>● Recommendation for Expulsion</li> </ul>
<p><b>Truancy</b></p> <p>Students are required to attend school and be present in all periods, unless excused by a parent/guardian and/or school administrator. Refer to information listed in the operational procedures and policies for more explanation.</p> <p><i>(refer to BOE Policy Manual 7:190.11, 7:70)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility</li> <li>● Loss of Privileges</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Truancy Officer Referral</li> </ul>

<p><b>Vandalism</b></p> <p>The malicious or careless damage done to the building, its contents, or deliberate damage done to personal property.</p> <p><i>(refer to BOE Policy Manual 7:170)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility</li> <li>● Loss of Privileges</li> <li>● Full restitution to all parties affected</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Expulsion Warning</li> <li>● Recommendation for Expulsion</li> </ul>
<p><b>Weapons</b></p> <p>Possessing, selling, distributing, making, receiving, transferring, seeking the sale or trade of, or using any firearm, knife, or other object which may reasonably be considered a weapon is strictly prohibited.</p> <p>A firearm is defined as any device that will, or is designed to, or can be converted to, shoot a bullet, shell, pellet or similar projectile. This also includes, but is not limited to, such devices as look-alike weapons or fireworks.</p> <p><i>(refer to BOE Policy Manual 7:190.4)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Parent Conference</li> <li>● Loss of Eligibility</li> <li>● Loss of Privileges</li> <li>● Detention (AM, PM, Lunch, or All Day)</li> <li>● Counselor Referral</li> <li>● Contract with Student</li> <li>● In-School Suspension</li> <li>● Out-of-School Suspension</li> <li>● Police Referral</li> <li>● Expulsion Warning</li> <li>● Recommendation for Expulsion</li> </ul>