

Westfield Middle School

2018-2019



BLOOMINGDALE ELEMENTARY DISTRICT 13 SCHOOL CALENDAR 2018-2019
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<u>TEACHER INSTITUTE DAYS</u> (no students)	Monday, 8/13 & Tuesday, 8/14
<u>STUDENTS BEGIN SCHOOL (Full Day)</u>	Wednesday, 8/15
<u>LABOR DAY</u> (no school)	Monday, 9/3
<u>SCHOOL IMPROVEMENT DAY</u> (1:40 dismissal) PM KDG. Meets at regular time	Wednesday, 9/19
<u>TEACHER INSTITUTE DAY</u> (no students)	Friday, 10/6
<u>COLUMBUS DAY</u> (no school)	Monday, 10/8
<u>SCHOOL IMPROVEMENT DAY</u> (1:40 dismissal) PM KDG. Meets at regular time	Wednesday, 10/17
<u>SCHOOL IMPROVEMENT DAY</u> (1:40 dismissal) PM KDG. Meets at regular time	Wednesday, 11/14
<u>FULL DAY PARENT CONFERENCE</u> (School not in session)	Monday, 11/19 & Tuesday, 11/20
<u>NOT IN ATTENDANCE</u>	Wednesday, 11/21
<u>THANKSGIVING DAY & FRIDAY</u> (no school)	Thursday, 11/22 Friday, 11/23
<u>SCHOOL IMPROVEMENT DAY</u> (1:40 dismissal) PM KDG Meets at regular time	Wednesday, 12/19
<u>WINTER BREAK</u> (no school)	Monday, 12/24 thru Friday, 1/4
<u>SCHOOL RESUMES</u>	Monday, 1/7
<u>HALF-DAY INSERVICE</u> (noon dismissal) PM KDG. Meets at regular time	Friday, 1/11
<u>SCHOOL IMPROVEMENT DAY</u> (1:40 dismissal) PM KDG. Meets at regular time	Wednesday, 1/16
<u>MARTIN LUTHER KING, JR.'s BIRTHDAY</u> (no school)	Monday, 1/21
<u>PRESIDENT'S DAY</u> (no school)	Monday, 2/18
<u>SCHOOL IMPROVEMENT DAY</u> (1:40 dismissal) P.M. KDG. Meets at regular time	Wednesday, 2/20
<u>TEACHER INSTITUTE DAY</u> (no students)	Friday, 3/1
<u>CASIMIR PULASKI DAY</u> (no school)	Monday, 3/4
<u>SCHOOL IMPROVEMENT DAY</u> (1:40 dismissal) P.M. KDG. Meets at regular time	Wednesday, 3/20
<u>SPRING BREAK</u> (no school)	Monday, 3/25 thru Friday, 3/29
<u>NOT IN ATTENDANCE</u>	Friday, 4/19
<u>SCHOOL IMPROVEMENT DAY</u> (1:40 dismissal) P.M. KDG. Meets at regular time	Wednesday, 5/15
<u>NOT IN ATTENDANCE</u>	Friday, 5/24
<u>MEMORIAL DAY</u> (no school)	Monday, 5/27

SCHOOL CLOSES (Full Day)

Wednesday, June 7*

*Five emergency days have been built into the calendar. The Board of Education may adjust the last day of school according to the number of remaining emergency days. If no emergency days are used, school will be cancelled on Monday, June 3; Tuesday, June 4; Wednesday June 5; Thursday, June 6 and Friday, June 7. The last day of school would be Wednesday, May 30.

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.

OPERATIONAL POLICIES

DAILY SCHEDULE

1	8:30 a.m.	9:14 a.m.
2	9:17 a.m.	10:01 a.m.
3	10:04 a.m.	10:48 a.m.
4	10:51 a.m.	11:35 a.m.
5A 7 th /8 th lunch	11:38 p.m.	11:59 a.m.
5B 6 th lunch	12:01 p.m.	12:22 p.m.
6	12:25 p.m.	1:09 p.m.
7	1:12 p.m.	1:56 p.m.
8	1:59 p.m.	2:43 p.m.
9	2:46 p.m.	3:30 p.m.
Bus Bell	3:38 p.m.	

EARLY DISMISSAL SCHEDULE

9/19, 10/17, 11/14, 12/19, 1/16, 2/20, 3/20, 5/15

1	8:30 a.m.	9:02 a.m.
2	9:05 a.m.	9:35 a.m.
3	9:38 a.m.	10:08 a.m.
4	10:11 a.m.	10:41 a.m.
7	10:44 a.m.	11:14 a.m.
8	11:17 a.m.	11:47 a.m.
5A 7 th /8 th lunch	11:50 a.m.	12:11 p.m.
5B 6 th lunch	12:13 p.m.	12:34 p.m.
6	12:37 p.m.	1:07 p.m.
9	1:10 p.m.	1:40 p.m.
Bus Bell	1:48 p.m.	

ARRIVAL

The bell for students to enter the building rings at 8:20 a.m. Students may enter before 8:00 a.m. if they have an activity or have arranged to see a teacher. Students may enter before 8:20 a.m. in the event of inclement weather.

Students gather outside of the school by grade level. The grade six and grade seven patio are both located just outside the school office entrance. The grade eight patio is located near the west gym doors. Once students arrive at school, they are not allowed to leave school grounds unless accompanied by a parent or guardian.

Students are to arrive to their first period class by 8:30 a.m. When students are late arriving to school, they must bring a note to the school office or have parents/guardians call in for them. Parent excuses may not be accepted regarding chronically tardy students. 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.

DROPPING OFF AND PICKING UP STUDENTS

Morning buses will drop students off in our front parking lot. Parents should drop students off in front of the school. Cars are not permitted in the parking lot from 8am – 8:45am. After school, the east side of the parking lot in front of school is reserved for buses only. Vehicles may park on the west side. Vehicles may not block street traffic or make U

Turns in front of the school. Students may only cross streets at crosswalks and parents may not pick up students on the west side of Fairfield Way.

VISITORS

To minimize disruptions of the education program, classroom visits will be kept to a minimum. Classroom visitors are required to make appointments with an administrator. For security reasons, visitors must sign in at the main office and obtain a visitor's badge before entering the building. All visitors must display a visitor's badge while inside the building. To gain a visitor badge, all visitors MUST show a valid Driver's License or State ID to be scanned into our data base.

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 subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. 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 safety or health of the student.

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, and 6) 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**). In the case of prearranged absences, parents and/or students should assume the responsibility for requesting class assignments.

Unexcused absences - 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.

Commented [WEK1]: These changes are necessary pursuant to Public Act 100-0918 (eff. 7/1/18) and Public Act 100-0810 (eff. 1/1/19).

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.

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~~⁴⁰ consecutive days may be "dropped" from the school attendance roll. Those students must then register again to return to the District. Contact the school administration in advance.

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. Excessive tardies will result in consequences.

ASSIGNMENT MAKEUP WORK POLICY

It is the responsibility of the student to complete work missed during an excused absence. A student is given one day for each day they are absent to turn in assigned daily work without penalty. **Long term projects may be exempt from this policy and students may be required to turn in a long term project on the day of their return from an absence.**

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.**

BUS REGULATIONS

Students are required to be out at their bus stops approximately five minutes before their regular pickup times in the morning. Students are under the authority of the bus driver while in transit to and from school. The bus drivers are instructed to report any violations to the administration. On rare occasions when unsafe group behavior persists, a driver may return to school with a loaded bus for administrative intervention.

Riding a school bus is a privilege, not a right. In some cases, seats may be assigned. The following rules should be observed when riding a school bus: students may not leave the bus on the way to school or home without the driver's permission, which will be given only in case of a personal emergency on the part of the student, or upon request of the principal or student's parents; students who must cross the road after disembarking should pass in front of the bus, not behind it; students shall not be allowed to ride on any bus other than the one to which they are assigned unless they have a bus pass from the school office designating their status to ride on a specific bus; the driver or school administration has the right to assign seats; students must sit on the seat, facing the front of the bus, sitting on books or other objects is not permitted; as a student boards the bus, the driver will direct placement of additional equipment boarding the bus with the student; talking must be in conversational tones without vulgar language or gestures to the driver, passengers, or passersby, unnecessary conversation with the driver when the bus is in motion is prohibited; students may not extend hands, arms or heads through bus windows; defacing or otherwise damaging the bus is not permitted, and food or drink is not permitted. Walkers are not permitted to ride on the buses. Only regularly scheduled bus students are to ride on the schoolbus.

If it is necessary for a student to ride a different bus, a note from the parent must be presented to the office before lunch time. The main office will then issue a bus pass that needs to be picked up by the student and presented to the bus driver before riding that bus route.

Students can lose the privilege to ride the school bus due to misbehavior.

Students are required to be on board before the time of departure. Buses leave at 3:38 p.m. Westfield has a late bus that leaves school at approximately 5:00 p.m. on Tuesdays, Wednesdays, and Thursdays, beginning the second week of school. The late bus covers most of D13 bus territory, makes fewer stops, and can take considerably longer to

complete the run.

Fieldtrips 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.

DRESS CODE

Students dress sets the tone of a school and influences the way students behave. 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. The following is prohibited:

- Clothing which is considered to be revealing will not be allowed on any student. This would include clothing that does not cover from shoulders to thighs. The following are examples of revealing clothing: bare midriffs, backs or halter tops; excessively short skirts or shorts; low cut, strapless or off the shoulder tops without a covering shirt; and visible underwear.
- Clothing which depicts the use of tobacco, alcohol, illegal substances, graphic wording with sexual, vulgar, violent, lewd or indecent meanings/connotations.

Refer to the Code of Conduct section for specifics with regard to clothing minimum standards.

LUNCH PERIOD

Parents may drop off lunches for only their students. Westfield is a CLOSED CAMPUS and students do not go out to lunch. Due to the increase of food allergies, students are not permitted to share food at lunch. Lunches are dropped at the table in the main foyer entrance and transported into the building. Students are not permitted to enter the foyer to retrieve their lunches. Students are not notified about parent lunch delivery and it is the responsibility of the parent and the student to work out this communication beyond the school day.

Students are responsible for being at their lunch period location in a prompt fashion. Students are not to wander the hallways. Students need a pass to travel to any area of a building during lunch period. Failure to follow rules may result in disciplinary action.

Lunch Time Expectations Students are to be seated at their assigned table. Students may use the vending machines at the beginning of the lunch period. Students may use the bathroom before clean up by obtaining a pass from the lunchroom supervisor. Students are responsible for cleaning their own garbage and the area around them. They will use materials provided (broom, sponge, towels, etc.) to clean up. Students must display appropriate lunchroom behavior. Electronic music devices are not allowed during Lunch/Flextime unless permitted by school administration. School is not responsible for theft.

Students may visit teachers, the Library, or the main office during their lunch period with a pass from that specific teacher for that date. Students will not be permitted to an area without a pass. Students may not be unsupervised at anytime and must stay with that specific teacher for the duration of the lunch period.

Informal Study Hall

Study Hall is provided during half of the lunch period. Students may work silently on homework or read. The school's electronic/technology policy applies. If a student cannot follow the study hall guidelines they will be

Commented [WEK2]: This amendment is necessary pursuant to Public Act 100-0825 (eff. 8/13/18). There have been some questions raised about the application of this new law on which we recently received guidance from ISBE which informed our recommended revision here. If you have questions about this we are happy to discuss.

removed from study hall. Study hall behavior expectations continue to follow the code of conduct.

Quiet Lunch Study A formal quiet lunch period setting is offered to students who need the entire lunch period to make up assignments, complete late work or simply want to work in a quiet supervised setting with no distractions. Students eat lunch in the classroom during the designated lunch period. If a student cannot follow the quiet lunch guidelines they will be removed from quiet lunch. Quiet lunch behavior expectations continue to follow the code of conduct.

STUDENT LOCKS AND LOCKERS

Students are required to purchase a school issued lock for their locker. Each student is assigned a school locker. Students purchase their lock in August 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. Students are not permitted to carry backpacks or book bags during the school day.

Backpacks, book bags, and large purses must remain in the student's locker throughout the day unless teachers have requested that students use them for educational purposes.

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.

Westfield Middle School assumes no responsibility for lost or stolen items.

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.

PHYSICAL EDUCATION LOCKS AND CLOTHING

Students are issued a PE lock for their PE locker. Students are required to change for P.E. and are penalized for failing to comply. All students are required to wear the district-approved gym uniform. Students are required to write their last names with permanent marker in the indicated area on the uniform. Gym shoes are required. Students should supply their own deodorant. Please provide stick deodorant/antiperspirant (no spray deodorant is allowed). No curling irons or hair dryers are allowed at school. Jewelry, including earrings, necklaces, bracelets, watches and rings cannot be worn during gym class.

PHYSICAL EDUCATION EXCUSES

A note from the parent is required for a student to be excused from P.E. class for 1-3 days. A note from the doctor is required if the student is out of P.E. for more than 3 days. Excessive excused notes from parents will be investigated.

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 homework. 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. Cell phones must be kept off and out of sight during the school day or they may be confiscated. Making a 911 call for unfounded reasons is a major offense and will lead to out of school suspension and police referral. **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.

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 We reserve the right to 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, 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 if the district has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a 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.

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.

SURVEYS OF PRIVATE INFORMATION

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.

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.

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. 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. See Board Policy 7:340 for the full policy.

MEDICATION POLICY

Medications, either non-prescriptive or prescriptive, may be administered at school, but there are limitations that we place on procedures and practices. Students may not carry any medication, with the exception of

Commented [WEK4]: Illinois law requires this to be included in the Student Handbook. If you have questions about this or wish for it to be further revised to reflect the District's or School's current practices or procedures, let us know. You can also be more specific here about who parents should contact for more information.

Commented [WEK5]: Illinois law requires this to be included in the Student Handbook. If you have questions about this or wish for it to be further revised to reflect the District's or School's current practices or procedures, let us know. You can also be more specific here about who parents should contact for more information.

Commented [WEK6]: Public Act 100-0799 (eff. 1/1/19) amended the School Code to include both auto injectors and pre-filled syringes in schools. Therefore, we recommend using the term epinephrine injector rather than auto-injectors or Epi-pen. We also recommend replacing the current "Medication Policy" with the language recommended here, which follows the "Medication Policy" in the Erikson and DJ Handbook and incorporates our proposed changes to those policies. If there are practical reasons why you wish for this policy to be different than the elementary policies, please let us know and we are happy to discuss or revise accordingly.

Commented [WEK3]: This amendment more closely follows 105 ILCS 75/15, the Right to Privacy in the School Setting Act, which places limits on the District's ability to require a student's password or account information.

~~inhalers or epinephrine auto-injectors with the proper forms on file, including cough drops or lozenges, nor keep medication in their lockers or backpacks. 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.~~

~~It is important that parents 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.~~

~~Medications, either non-prescriptive or prescriptive, may be administered at school, but there are limitations that we place on procedures and practices. Students may not carry any medication, including cough drops or lozenges, nor keep medication in their lockers, with the exception of inhalers or Epi-Pens with the proper forms on file. Medications (prescriptive or non-prescriptive) must be kept in the Health Office. We require: (1) All medications given in school, including non-prescription drugs, shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. Such written documentation must be maintained in the student's individual health record. (2) A written order for prescription and non-prescription medications must be obtained from the student's licensed prescriber. The order includes: Student's Name, Date of Birth, Licensed Prescriber, Signature and Date, Licensed Prescriber Phone and Emergency Number(s); Name of Medication dosage, route of administration, frequency and time of Administration; diagnosis requiring medication, intended effect of the medication/possible side effects, other medications student is receiving; time interval for re-evaluation, approval for self-administration, approval for students to carry emergency medication on their person (i.e. inhaler, Epi-Pen). Rescue inhalers may be carried and used by the student provided a pharmacy label and parent permission in written form are provided. (3) Prescription medication must be brought to school by a parent or guardian in a container, labeled appropriately by the pharmacist or licensed prescriber. (4) Over the Counter Medication (non-prescription) medication shall be brought in the original bottle with the ingredients listed and the child's name on the container. (5) In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s) or guardian requesting that medication be given during school hours. The request must include the name of the student, the parent(s) or guardian's name and phone number in case of emergency. It is the parent(s) or guardian's responsibility to ensure that the licensed prescriber's order, written request and medication are brought to the school. (6) Students should be evaluated on an individual basis regarding the need to carry emergency medication. A written statement signed by the student's physician and parent or guardian verifying the necessity and student's ability to self-administer the medication appropriately should be on file in the health office.~~

~~The school does have a full-time nurse to either administer or remind students to come to the office to take medication. Therefore, we ask that parents: (1) train their students on the proper procedures for taking medicine (2) instruct their students concerning the time of the day that they should take their medicine.~~

~~The school will not keep medications over the summer months. In June all medications that have not been picked up by parents are destroyed. Medication cannot be sent home with students. If you have any questions or concerns, please call the school.~~

SCHOOL MEDICAL/DENTAL EXAMINATIONS

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 for ~~Diphtheria, Tetanus, Pertussis, Polio, Hepatitis B, Varicella, Measles, Mumps, Rubella, Meningitis and Tdap~~ 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.

EDUCATIONAL PROGRAM

Westfield Middle School places all students into classroom settings where they are academically challenged but not penalized due to differences in overall academic progress. 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 social or teacher requests.

CLASSES

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., Drama and Music. Students can be pulled for RtI programming. 8th grade students can apply to take full year Spanish I. All students participate in the daily PE/Wellness Program. All students will also participate in either an enrichment/intervention or resource period.

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 relatively new 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, special education teacher or acceleration teacher.

Expectations for student learning remain high as well as the commitment to meet the needs of each

Commented [WEK7]: We recommend deleting the specific immunizations here in case the law is changed. The other amendments were made to correspond with changes to Section 27-8.1 of the School Code pursuant to Public Act 99-927 (eff. 8/17). Public Act 100-1011 (eff. 8/21/18) and Public Act 100-0238 (eff. 1/1/18) and Public Act 100-0977 (eff. 1/1/19). Finally, since the District provides a checklist on its website, we recommend directing students/parents to this in the handbook.

student.

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 when the student 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 program. 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 [include information regarding how to obtain the application](#). See also Board Policy 4:140 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. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

INSPECTION OF INSTRUCTIONAL MATERIALS

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

ORGANIZATION AND STUDY SKILLS

Students are required to carry and use a plan book to keep track of assignments and upcoming tests and 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. The school provides the first plan book each year; students must pay to replace lost or damaged plan books.

STUDENTS WITH DISABILITIES

The District will provide a free, appropriate, public education in the least restrictive environment to all students with disabilities, as required by the Individuals with Disabilities Education Act (IDEA), Section 14 of the Illinois School Code, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and their implementing regulations. Contact [insert contact](#) for additional information about the identification, evaluation, placement, and services for students with disabilities. See Board Policy 6:120 for more information.

SPECIAL PROGRAMS AND INTERVENTIONS

During the school day, students who qualify are assigned to receive assistance from our Resource teachers, Speech Therapist, Supportive Reading Instructor, Social Worker, Counselor, or Band teacher. In addition, Response to Intervention (RtI) support will be provided for some students. RtI is a process which includes the provision of systematic, research-based instruction and interventions to struggling learners. RtI is designed as an early intervention to support long term academic success. Most students receive their RtI services during their Acceleration Class, however in some cases students may miss regular class time. Parents and/or students may initiate their own requests for Counseling or Social Work services.

Health Education

Illinois 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 8th.

GRADING SYSTEM

The grading system is as follows:

- 100-90 = A = 4 points
- 89-80 = B = 3 points
- 79-70 = C = 2 points
- 69-60 = D = 1 point

59- 0 = F = 0 points

At the end of each grading period, the school calculates each student's grade point average (GPA). The school converts each letter grade into the number of points, adds the total points from all grades earned, and divides the total points earned by the total number of grades. If the student has a grade point average of:
4.00 – 3.8 student has earned **HIGHEST HONORS**
3.79 – 3.5 student has earned **HIGH HONORS**
3.49 – 3.2 student has earned **HONORS**
1.99 – 1.7 student is on **ACADEMIC WARNING**
1.69 – 0 student is on **ACADEMIC PROBATION**

GRADES ON-LINE

You have access to grades through this address:
<http://powerschool.sd13.org>

User name and password is printed on the report card and student schedule. Enter user name (the six-digit number) along with your PowerSchool assigned password in the correct fields once you have logged into the URL address listed above. Once you have accessed your grade report, you will see a screen listing the current grade for each class. The grade itself is a *live link*. Click on the grade itself and it will open up the folder of that particular class. You will then see the assignments and the scores as the grade gets updated based on teacher input. Do not share your user name or password with other students.

HONOR ROLL

HIGHEST, HIGH AND HONORS: At the end of each grading period, students will be recognized with an award for their achievement. All honor roll students have their names published and hung in the main hallway.

ACADEMIC WARNING AND ACADEMIC PROBATION

Students on academic warning or probation may be placed in a special monitoring program which also includes counseling, and weekly reports until they raise their grade point average to 1.7 or better. Students on probation lose their opportunity to participate in extra-curricular activities and sports while they are on probation.

REPORTING ACADEMIC PROGRESS TO PARENTS

Progress Reports are no longer mailed to parents and/or guardians; grades are available for viewing regularly with the online grade book. *Report Cards* are mailed to parents and/or guardians approximately one week after the end of each grading period.

GRADUATION

Students must have a GPA of 1.7 to be promoted to high school. Those students below 1.7 will be required to attend a Lake Park High School summer bridge program to earn promotion. To attend and participate in graduation ceremonies, students need a GPA of 1.7 or higher and be in good standing with regards to the Code of Conduct to earn the privilege to participate in the commencement ceremonies and end of the year celebration activities.

RETENTION

Decisions regarding retention and promotion are made on an individual basis. A student with a GPA of 1.69 or below may be offered a provisional promotion and monitored closely the following school year to ensure their school progress and academic success.

Commented [WEK8]: Illinois law requires this information to be included in the handbook. If you have questions about this or wish for it to be further revised to reflect the District's or School's current practices or procedures, let us know. You should also add the appropriate information to the highlighted section of the language.

Commented [WEK9]: Illinois law requires this information to be included in the handbook. The appropriate contact for each school or the District should be inserted here.

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 extra-curricular activities for the school year.

DANCES

Two evening school dances are scheduled each year for all grade levels. A professional disc jockey will play music in the gym. Snacks and pop are served by the PTO. Tickets are sold during lunch time and at the door. Only eligible Westfield students may attend the dances. In addition, 8th grade has a Graduation Dance for no charge at the end of the year. The students must be in "good standing" to participate.

ELIGIBILITY

We offer students the opportunity to participate in a wide variety of after-school sports and activities. We consider each involvement to be an integral part of what we offer, and urge all students to get into one or more activities. 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 below:

The NWDVAC recognizes that participation in school extracurricular activities is a privilege. Students participating in athletics and extracurricular activities 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.

Academic success must be adhered to as a minimum standard for participation in extracurricular activities or athletics. The NWDVAC Middle Schools' administrators are responsible to see that only eligible students represent the school in competition. Students choosing to enroll in extracurricular activities or athletics must be passing all classes to have the opportunity to participate in these after school activities. Each conference middle school may have additional requirements, but they may not be less stringent than the conference. Article IV – Eligibility, Section C

Additionally, students with a GPA of 1.6 or lower from the previous grading period are excluded until they correct their academic standing.

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.**

ATHLETICS

At Westfield, there are a variety of athletic activities scheduled throughout the year. Practices are held daily after school from approximately 3:45 - 5:30 p.m. Listed below are the athletic activities with the season times they encompass:

Cheerleading: Tryouts are held in November/December and practices begin in December. The season runs through February.

Pom-Poms: Tryouts are held in November/December and practices begin in December. The season runs through February.

Cross Country: Tryouts for both boys and girls begin in August. The season ends the beginning of October.

Girls Basketball: Tryouts for 6th/7th and 8th grade girls begin in October. The season ends in November.

Boys Basketball: Tryouts for 6th/7th and 8th grade boys begin in December. The season ends in early February.

Volleyball: Tryouts for boys and girls begin in February. The season ends at the end of March.

Track: Tryouts for boys and girls begin in April. The season runs to the middle of May.

MUSIC PROGRAMS

Band Cadet Band is primarily 6th grade, and rehearses before school on Mondays and Wednesdays. **Concert Band** is primarily 7th and 8th grade, and rehearses before school on Tuesdays, Thursdays and Fridays. **Jazz Band** is mixed grade levels and rehearses after school on Tuesdays. 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 each week at 7:30 am running from August until May. There are several performances throughout the school year. Parents must provide transportation to rehearsals.

ACTIVITIES

Chess Club is open to all students interested in playing chess. Instruction is

available for those as inexperienced as beginners or as advanced as

Passwords for Library databases for Online Subscriptions

FactCite Login: Westfield PW: Warriors

FirstSearch Login: 100107512 PW: Westfield

NoodleTools Login: westfield PW: Westfieldlib

World Book Online Login: Learn13 PW: success

Gale Student Resources PW: Warriors

Gale Opposing Viewpoints PW: Warriors

National Geographic Kids PW: Warriors

National Geographic PW: Warriors

veteran players. There is no membership required-please come when you can! Runs through the last Thursday of the school year, but no late bus is required.

Club Hype Club Hype is for students who want to get a scoop of the action by being active and engaged in the various things that interest middle school students like playing popular board games, creating crafts, doing service work and even going on some after school field trips on Mondays after school.

Westfield's Drama Productions

Fall Play: Auditions in August, Rehearsals 3-4 days per week. Play is performed in October.

Spring Play: Auditions in January. Rehearsals 3-4 days per week. Play performed in April.

Talent Show: Scheduled in December, 3 mandatory rehearsals in January. Show is at the end of January.

Foodies Club Foodies Club is a cooking club on Wednesdays after school designed for students to practice the necessary life skills in the kitchen and experiment with the process of cooking and tasting different foods as well as reading recipes and cleaning kitchenware.

Homework Lab Homework Lab is for those students who want to continue their day by accomplishing homework immediately after school with a teacher on hand to assist as needed. Students can also come to work on a group project or get help with organization. It is held on Tuesdays and Thursdays from 3:40-4:50. Students are to obtain a signed pass from any teacher and fill out the assignments on which they will be working each time they attend.

Lego Club Lego Club is for those who like to build things, hang out with friends and love Legos. We have hundreds of Lego figures, animals, houses, gears, sensors, motors, etc., so come join in on the problem solving, team building and fun we have on Tuesdays after school.

Westfield's Literary Blog is a place for staff and students to showcase their artistic talents. The blog is a place to post artwork, poetry, short stories, or original videos. Since we appreciate all things literary, we also accept any book reviews or discussion of any literary work. All submissions must be turned in to Mrs. Siegert in the library or Mrs. McDonald in room 303 prior to publication.

LTC - Library Tech Club, where all things tech are welcome. Join others and create videos, podcasts, mini-movies, book trailers, stop motion videos, or whatever else you can think of, as long as it involves technology! LTC meets on Fridays after school.

Westfield Book Club is a time for avid readers to discuss the books they love. Snacks with Books does not have required books for discussion, so participants just show up and talk about texts they have already read! Snacks with Books alternates its meetings before and after school, so all students have the opportunity to attend.

STEM Club – STEM Club is where you learn about Science, Technology, Engineering, and Mathematics. Any Westfield Middle

School student can join at any time throughout the year! We meet after school from 3:40 pm until 4:50 pm. We usually meet twice a month on Wednesday. Each meeting there will be an individual new activity or a long term hands-on project. Our meeting times will be in the morning announcements and Mrs. Edwards and Mrs. Stavnev will be handing out the future meeting dates per Trimester. Come and join the fun of discovery!

Student Council Student Council enables students to be involved in the many important decision making processes that take place in a middle school, such as spirit days, dance themes and after school activities as well as assists with fundraising for social events, community projects, and school reform. Westfield's Student Council meets bi-weekly on Wednesday mornings before school.

TEK or Teachers Encouraging Kids, is a program designed to support the social and emotional needs of middle school student. This is accomplished in a variety of ways, from small in-house activities that may focus on relationship skills, self-awareness, and responsible decision making to large group trips that may focus on community outreach, social awareness, and promoting a sense of community. All TEK activities are sponsored by Westfield staff and may take place during the school day, after-school, or even on the weekend. Staff members volunteer their time and the activities are held outside of their contractual commitments.

TEK activities provide students an opportunity to take part in a wide array of activities designed to build trust, develop tolerance, promote a sense of community, develop social and emotional skills, and promote respect and responsibility. As well as, an opportunity to get to know one another and make connections with adults in the building. Some activities are open to all students, while others are specific to one grade level or by invitation. Please encourage your child to attend any and all TEK activities open to them.

Yearbook Yearbook club gives students the opportunity to take pictures throughout the school year at sporting events, spirit days, and many more school functions. Students then have the opportunity to use their photos and design and create the Westfield yearbook.

SEX EQUITY, SEX DISCRIMINATION, AND SEXUAL HARASSMENT POLICY

Bloomington School District 13 does not discriminate against students on the basis of sex in the provision of programs, activities, services, or benefits, and guarantees both sexes 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

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

1. Any student who wishes to submit a complaint must submit a written statement to the School District's Title IX Coordinator, Dr. Jon Bartelt, Superintendent, or Dr. Evonne Waugh, Assistant Superintendent for Learning, Bloomington School District 13, 164 S. Euclid Avenue, Bloomington, 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.
2. The Title IX Coordinator or his/her designee shall promptly:
 - a. notify the Superintendent in writing that a complaint has been received.
 - b. 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

1. 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:

- a. 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.
- b. 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.
- c. 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.
- d. 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

1. 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:
 - a. 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.
 - b. The Board may, in its discretion, convene a hearing at which the parties may present testimony and argument.
 - c. 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

1. 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.
2. 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.
3. The District shall maintain records documenting each grievance and its disposition. Such records shall be made available to State Board enforcement authorities upon request.
4. Should either party to the grievance procedures wish to employ counsel or a court reporter, it shall be done at the

Commented [WEK10]: Illinois School Code regulation, Ill. Admin. Code tit. 23, § 200.40, requires the District to include in its student handbook a written policy on sex equity and a grievance procedure. The policy in its current form does not meet the requirements and therefore we recommend adding the policy and procedure set forth in the Erickson and DJ Handbooks. If there is some reason you feel that the elementary handbook language is not applicable to the middle school, please let us know.

party's own expense.

5. 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.

6. 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.

~~District 13 has a sex equity policy and grievance procedure which applies to all programs and activities supported by school district funds. Examination copies of these policies are available at the District Office.~~

Bloomington School District 13 Technology Use Guidelines for Students

District 13 has made a significant commitment to technology and provides these resources to its students and staff for educational and other appropriate professional activities. The goal in providing these resources is to develop thoughtful, efficient and responsible users of technology by promoting educational excellence and fostering high quality personal learning. District 13 firmly believes that technology resources, including the use of the Internet, are of great importance in today's environment. At the same time, School District 13 recognizes the need to develop guidelines in relation to the use of these resources.

To this end, the following acceptable practice guidelines have been developed to protect District 13's investment in technology and to inform users of appropriate and responsible usage. Since access to the technology resources of School District 13 is a privilege and not an entitlement or right, these guidelines are provided so that users are aware of the responsibilities they are about to acquire.

Definition of District Technology Resources

The information systems and technology resources covered by these regulations include all of the District's computer systems, software, access to the Internet, and networks and their various configurations. The systems and networks include all of the computer hardware and peripheral equipment, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, and externally accessed databases (such as the Internet), CD-ROMs, clip art, digital images, digitized information, communications technologies which include audio and video capability and new technologies as they become available. The District reserves the right to monitor all technology resource activity.

Authorized Use

- Authorized use of the School District's technology and the Internet shall be governed by administrative procedures developed by the Superintendent and the Board of Education.
- Access to the District's technological resources will be granted only upon receipt of the appropriate consent form agreeing to adhere to the acceptable use guidelines.
- The District's Technology Resources are a part of the District 13 curriculum and have not been provided as a public access service or a public forum. The District has the right to place restrictions on the material that users access and post through its technological resources. Users of these resources are expected to follow the general use policy, any rules found in District or school handbooks, any Board, teacher or administrative directives and all applicable local, state, federal and international laws.

No Expectation of Privacy

All technological resources, along with associated network wiring and management devices, are owned in their entirety by Bloomington School District 13. All information, correspondence and communication contained in the files that reside on District 13's technological resources, or that was sent or received using District Technology resources, are owned by District 13. Therefore:

- Users waive their right to privacy with respect to their files and communications and consent to access and disclosure to them by authorized District personnel and those external personnel designated by the Superintendent. Authorized district personnel shall be identified by the Board or Superintendent and shall include, but not be limited to, the Superintendent, the Assistant Superintendent, Principals and Assistant Principals. Technical support personnel also

have access to files while performing their roles.

Student Responsibilities

- Students utilizing District-provided technology resources must first have the permission of and be supervised by District 13 staff. Individual students are responsible for their use of the network. Students must practice appropriate behavior and judgment when on-line or using other technology resources just as they do in a classroom or other areas of the school. The same general rules for behavior and communication apply. Since network communication is often public, students are responsible for behaving as appropriately on the network as they are in school. Students may be disciplined up to, and including, expulsion from school for inappropriate use.
- All resources must be handled with care. Hardware and software must not be modified, abused or misused in any way. Students shall not load anything onto the District's network or Internet without prior approval. Students are responsible for reporting any unauthorized software that they observe on the network. Failure to report to their teacher may result in disciplinary action.
- The District does not provide students with personal e-mail accounts. Thus, all student use of e-mail shall be under the supervision of a staff member and shall be consistent with the District's curriculum and educational mission. Students shall not be allowed to use the District's electronic mail communication for personal messages, anonymous messages or communications unrelated to the school program. Students may be disciplined up to, and including, expulsion from school for the creation of inappropriate e-mails sent via the school network and may also be disciplined up to, and including, expulsion from school for receiving and not reporting inappropriate e-mail.
- Students shall respect the privacy rights of others and shall not attempt to access any electronic mail communications not directed to them or intended to be received by them.
- Students shall not use the District's computer network or District means of access to the Internet for personal, financial or commercial gain.
- Network passwords are to be used exclusively by the authorized owner of the password. Passwords must never be shared with others. Students shall not attempt to gain access to others passwords, modify the passwords of other individuals, attempt to gain access to any files or other data belonging to others or misrepresent others on the network. Disclosure of an individual password or utilization of another student's password or attempting to gain access to files and data of others shall be the basis for disciplinary action. If you are logged into the network, leaving a computer not password protected enables anyone to potentially access your files which makes you responsible. The owner of a password shall be responsible for actions using the password.
- Students shall not attempt to access the District's network or technological resources in a way that compromises the security of the network by trying to gain unauthorized access or going beyond authorized access to District resources.
- Students are responsible to inform professional staff of any unauthorized use of their password, any unauthorized installation of software, the receipt of inappropriate electronic transmissions, knowledge of any copyright violations, and any other inappropriate issues involving use of hardware or access.

Internet Filtering

- School District 13 subscribes to an Internet filtering system to filter out sites with content considered unacceptable for educational use. While using District 13 technology resources, no user may attempt to bypass this filtering system or attempt to access the Internet in any other way. It is recognized that no filtering software is completely reliable. District 13 does not represent that users will not have access to inappropriate or objectionable material. The responsibility for appropriate use of the Internet lies with the user.

Software & Hardware Use & Installation

- Only authorized persons (Technology Team and administrators) are permitted to install software and/or hardware on District technological resources.
- No software or hardware is to be installed on District resources without the licensing agreement that allows the installation. Users must not connect or install any computer

Commented [WEK11]: This policy should be revised once the guidelines are finalized. We are happy to make these changes directly into the handbook once they are finalized, if you would like.

hardware or software which is their own personal property to or on the District's resources without prior approval of building or district level administrators. In addition, such hardware or original media software purchased by individual users must be accompanied by a legitimate proof of purchase. Users must not download any material or software from the Internet without the approval of appropriate building or district level administrators.

- The District Technology Team is responsible only for installing District purchased and approved software. Assistance with installing and troubleshooting personally purchased software that has been approved by an administrator will be available by the Technology Team as time permits and as District resources allow. It is the policy of District 13 to abide by all software licensing agreements and the District Technology Team will be responsible for maintaining a licensing agreement file.
- At times, it is necessary for the District Technology Team to reformat hard drives. Reformatting completely erases all contents of a hard drive. District software will be reinstalled but the District Technology Team will not reinstall unapproved copies of software nor will they be able to retrieve any data files, which are required to be saved to a user's home drive. With this in mind, please keep any installation disks of specific school-purchased software in an identified location at each school. Users are personally responsible for making backups of any data files that may have been stored on a local hard drive.

Privately Owned Electronic Devices

- Students who choose to bring privately owned electronic devices are responsible for the safety and security of those items. Responsibility for the maintenance and repair of the equipment rests solely with the owner. Any damage to the equipment is the responsibility of the individual.
- All use of privately owned electronic devices must be with the approval of the classroom teacher or supervising staff member.
- Any electronic device that can connect in any way to the District 13 wired or wireless network is considered a computing device under this policy. For the purposes of the guidelines in this document, privately owned computing devices are treated as District 13 owned computing devices. In particular, note that some uses of a computing device that are considered acceptable at home or on another system may not be acceptable when utilizing the District 13 network.
- District 13 retains the right to determine where and when privately owned computing devices may be connected to the network.

Copyright Issues

- Users must abide by all copyright laws and their accompanying guidelines and respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by a copyright.
- Under the "fair use" doctrine, unauthorized reproduction or use of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. All users must follow the "Fair Use" guidelines when using information gained from the Internet. (Refer to: <http://www.adec.edu/admin/papers/fair10-17.html> for Fair Use Guidelines.)
- Users shall not plagiarize. This also applies to works that are found on the Internet or through other electronic resources. Plagiarism is presenting the ideas or writings of others as one's own. It is important for users of technology to cite sources used in papers and presentations both from an ethical and legal standpoint.

Publishing on the Web

- Users publishing information on the Internet using the District's technology resources are, in effect, publishing such information on behalf of the District. Consequently, information may be published on the Internet using the District's resources only when approved by an administrator or other authorized District personnel.

Parent/Guardian Responsibility

It is the responsibility of the parent/guardian to:

- Read the technology use guidelines and school/District policies as they apply to network/Internet access and agree to their son/daughter's access by signing the consent form.
- Be aware of the contents of the policy set out by the school and the District for unacceptable and inappropriate use.
- Be aware of the risks inherent in that access, while encouraging safe and acceptable practices.
- Be responsible for any damage or loss of District equipment

District Responsibility

- Although it is the District's goal to develop responsible users of technology, it must be understood that making network and Internet access available, even with the use of an Internet filtering service, carries with it the potential that network users will encounter sources that may be considered controversial or inappropriate. Because of this the District is not liable or responsible for the accuracy or suitability of any information that is retrieved through technology. Additionally, because no technology is guaranteed to be error-free or totally dependable, the District is not responsible for any information that may be lost, damaged or unavailable due to technical difficulties.
- Again, it is important to remember that the use of District technology is a privilege and not a right. Because of this, the District has the right to determine consequences for the abuse and/or misuse of its technological resources or properties.

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.

Our school environment shall be characterized as a school community that models the six pillars of . . .
CHARACTER COUNTS!

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
- practice the six pillars of CHARACTER COUNTS!

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 and the six pillars of CHARACTER COUNTS! inform students of 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, the district, and the 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 concern

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.

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 a 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 same 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

Commented [WEK12]: Illinois law requires this policy to be included in the handbook; therefore, we included Board Policy 7:180.

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. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. The Superintendent or designee shall post this policy on the District's website, distributed 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.
11. 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.

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.

12. 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

Commented [WEK13]: Our amendment to the "Drugs" subsection stems from Public Act 100-0660, which restricts districts from disciplining a child who is prescribed medical cannabis or denying eligibility to attend school solely because the student requires the administration of the product. Please keep in mind that the District may deny the use of a medical cannabis infused product if it would cause a disruption to the school education environment or if the District would lose federal funding as a result of the authorization.

**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.

Conduct	Interventions
<p>Academic Dishonesty</p> <p>Academic dishonesty means cheating or plagiarizing. -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. -Plagiarism: The intentional or unintentional use of ideas or work from another student, writer, speaker or artist 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"> • Student/Teacher/Parent Conference • Loss of credit for the assignment, exam, etc. • Completion of alternative assignment • Loss of Eligibility • Detention • In-School Suspension • Out-of-School Suspension

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.



<p>Alcohol</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"> • Parent Conference • Loss of Eligibility • In-School Suspension • Out-of-School Suspension • Counselor Referral • Police Referral • Recommendation for Expulsion
<p>Bomb Threat</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"> • Parent Conference • Loss of Eligibility • Out-of-School Suspension • Police Referral • Recommendation for Expulsion
<p>Bullying</p> <p>Bullying is defined as repeatedly harming others via verbal or written comments, or electronic communications, sexting, or through physical contact. This includes, but is not limited to, verbal taunting, any behavior that is demeaning, degrading, tormenting, or contrary to accepted standards of common decency and/or is based upon affiliation with any group, race, gender, religion, or economic status. 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"> • Student/Teacher Conference • Parent Notification • Student/Administrator Conference • Loss of Eligibility • Detention • In-School Suspension • Out-of-School Suspension • Police Referral • Expulsion Warning • Recommendation for Expulsion
<p>Bus Violation</p> <p>Bus Violation is defined as misbehavior that puts the safety of students in jeopardy, distracts the driver, or any violation of bus rules.</p> <p>See page 5 of student planner for further explanation of rules for bus riders.</p> <p><i>(refer to BOE Policy Manual 7:220)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Parent Notification • Loss of Eligibility • Assigned seat • Detention • In-School Suspension • Out-of-School Suspension • Suspension of Bus Privileges

Conduct	Intervention
<p>Dress Code</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. Footwear must be worn at all times. Clothing is to be worn as intended. No undergarments should be visible. No halter tops, thin strap tops, sheer blouses, short-cropped shirts, bare midriff outfits, backless tops, strapless tops or swimsuits, are allowed. No clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin are allowed. No clothing that is suggestive or sexually explicit or that does not adhere to the rules of modesty is allowed.</p> <p>Prohibited attire also includes, but is not limited to the following: clothing with tobacco, drug or alcohol advertisements; offensive language, print, or graphics that are sexually explicit or suggestive or that display adult messages and/or humor; brand names/logos with drug, tobacco, or sexual implications along with representations that are inappropriate, offensive, or demeaning to any group are prohibited. Gang affiliation is forbidden. Heavy chains/spikes should not be worn around neck or hang from clothing. Jackets and headgear, i.e. hats, bandanas, headbands, sunglasses, etc., will not be worn during the school day. <i>(refer to BOE Policy Manual 7:160)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Student/Teacher • Conference • Student/Administrator • Conference • Student/Administrator/ • Parent Conference • Detention • In-School Suspension <p>In the case of inappropriate dress, consequences may also include changing clothes, wearing other appropriate attire supplied by the administration, or wearing gym uniform.</p>
<p>Drugs</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, <u>non-prescribed</u> 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. <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"> • Parent Conference • Loss of Eligibility • In-School Suspension • Out-of-School Suspension • Counselor Referral • Police Referral • Recommendation for • Expulsion

Conduct	Intervention
<p>Electronic Devices (School Code of Illinois)</p> <p>Electronic devices include, but are not limited to, cameras, cell phones, electronic games, iPods, laser pointers, mp3 players, pagers, radios, etc.</p> <p>Electronic devices may not be used during the school day unless authorized by a teacher or administrator and are not allowed in public access areas (ie. Hallways, common areas)</p> <p>During the school day, all electronic devices must be turned off and kept out of sight when not authorized by teachers for educational purposes. 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. <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"> • Verbal/Written Warning • Student Conference • Confiscation • Parent Notification • Detention • In-School Suspension <p>Cell phone confiscation will result in parent having to stop at the school to pick up the phone.</p> <p>Cell phones will be only be returned to a parent.</p>
<p>False Alarm</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. <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"> • Parent Notification • Student/Administrator/ • Parent Conference • Loss of Eligibility • Detention • In-School Suspension • Out-of-School Suspension • Police Referral
<p>Fighting</p> <p>Any action a student takes to inflict physical contact may be considered fighting. This includes, but is not limited to, hitting, punching, and/or self-defense. <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"> • Parent Notification • Student/Administrator/ • Parent Conference • Loss of Eligibility • In-School Suspension • Out-of-School Suspension • Police Referral • Alternate Placement
<p>Gambling</p> <p>Participating in games of chance for the purpose of exchanging money or something of value is not allowed. <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"> • Parent Notification • Parent Conference • Loss of Eligibility • Detention • In-School Suspension • Out-of-School Suspension • Counselor Referral • Police Referral

Conduct	Intervention
<p>Gang Activities</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. (refer to BOE Policy Manual 7:190.12, 13)</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Verbal/Written Warning • Parent Notification • Student/Administrator/Parent Conference • Detention • In-school Suspension • Out-of-school Suspension • Police Referral • Recommendation for Expulsion
<p>Harassment/Threat</p> <p>Harassment refers to teasing and sexual harassment. -Teasing is communication or physical contact directed toward another student that is intended to annoy or insult that student. This includes but is not limited to name-calling, verbal taunting, put-downs and poking/prodding. -Sexual Harassment is verbal or physical conduct of a sexual nature by a student directed toward another student or school employee that is intimidating, hostile or offensive. This conduct has the effect of humiliation of, embarrassment of, or discomfort to the student/employee. The determination of whether the conduct of a student is intimidating, tormenting, hostile, or offensive is made by the school administration. (refer to BOE Policy Manual 7:190.9)</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Verbal/Written Warning • Student/Teacher Conference • Parent Notification • Student/Administrator Conference • Loss of Eligibility • Detention • In-School Suspension • Out-of-School Suspension • Police Referral • Recommendation for Expulsion
<p>Inappropriate Behavior</p> <p>Inappropriate Behavior is behavior that is not acceptable during the school day, at after school events, or during an assembly. Inappropriate behavior includes, but is not limited to:</p> <ul style="list-style-type: none"> • Embarrassing or offensive actions displayed to other students or adults • Public display of affection between any students-kissing, hugging, patting, holding hands, etc. • Disrespectful or disruptive behavior during the school day, after school events, or during an assembly-talking, yelling, whistling, etc. (refer to BOE Policy Manual 7:190.9) 	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Student/Teacher Conference • Parent Notification • Student/Administrator Conference • Contract with Student • Student/Administrator/Parent Conference • Remove Student • Loss of Eligibility • Detention • In-School Suspension • Out-of-School Suspension

Conduct	Intervention
<p>Insubordination</p> <p>Insubordination is a display of disobedient or defiant behavior. This includes, but is not limited to:</p> <p>Disregard of school rules</p> <ul style="list-style-type: none"> • Disrespect of a person in charge • Disruptive behavior on campus • Disruption of normal school procedures • Failure to follow a directive • Ignoring instructions of school staff • Lying to a person in charge • Refusing to follow classroom rules (e.g. chewing gum, eating, preparation of materials – varies by teacher) (refer to BOE Policy Manual 7:190.7) 	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Student/Teacher Conference • Parent Notification • Student/Administrator Conference • Contract with Student • Student/Administrator/Parent Conference • Remove Student • Loss of Eligibility • Detention • In-School Suspension • Out-of-School Suspension
<p>Profanity</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"> • Parent Notification • Parent Conference • Detention • In-School Suspension • Out-of-School Suspension
<p>Safety Violation</p> <p>Safety Violation is defined as conduct that endangers the safety of self or others and includes, but is not limited to, horseplay, de-booking, pushing, projectiles, running, throwing objects, tripping, etc. (refer to BOE Policy Manual 7:190.15)</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Verbal/Written Warning • Student/Teacher Conference • Parent Notification • Student/Administrator Conference • Detention
<p>Tardy</p> <p>Students who arrive to school or to class after the bell rings are considered tardy.</p> <p>Refer to student planner page 5 for more explanation.</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Verbal/Written Warning • Student/Teacher Conference • Parent Notification • Student/Administrator Conference • Loss of Eligibility • Detention • Truancy Officer referral

Conduct	Intervention
<p>Technological/ Telecommunications/ Computer Violation</p> <p>Unacceptable use as defined by the Bloomington School District 13 Technology Use agreement.</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Full restitution by the offender and their parents/guardians to the district or the person or entity against whom the violation was committed • Loss of computer privileges • Parent conference • Loss of Eligibility • Detention • In-School Suspension • Out-of-School Suspension • Police referral • Recommendation for Expulsion
<p>Theft</p> <p>Any articles that are found by a student, which do not belong to them should be returned to the office.</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"> • Student/Teacher Conference • Parent Notification • Student/Administrator Conference • Contract with Student • Student/Administrator/ Parent Conference • Remove Student • Loss of Eligibility • Detention • In-School Suspension • Out-of-School Suspension • Police Referral
<p>Tobacco Products</p> <p>Possession of tobacco and tobacco related products, including matches and lighters, 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"> • Student/Administrator/ Parent Conference • Loss of Eligibility • Detention • In-School Suspension • Out-of-School Suspension • Police Referral
<p>Truancy</p> <ul style="list-style-type: none"> • Students are required to attend school unless excused by a parent/ guardian. • Cutting one or more classes during the school day is considered truancy. • Excessive loitering in unmonitored areas during the school day is considered truancy <p><i>(refer to BOE Policy Manual 7:190.11, 7:70 and see page 3 of this handbook)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Verbal/Written Warning • Student/Teacher Conference • Parent Notification • Student/Teacher/ Administrator Conference • Detention • Involvement Local Truancy Officer • Court Involvement

Conduct	Intervention
<p>Vandalism</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"> • Full restitution by the offender and their parents/guardians to the district for damages to school property • Student/Administrator/ Parent Conference • Detention • In-School Suspension • Out-of-School Suspension • Police Referral • Recommendation for Expulsion
<p>Weapons</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>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"> • Student/Administrator/ Parent Conference • Detention • In-School Suspension • Out-of-School Suspension • Police Referral • Recommendation for Expulsion

DEFINING DETENTION

Detention will be issued as an intervention consequence to those students who demonstrate repeated disregard or gross violation of the **Code of Conduct**. Detentions may be issued through teacher or administrative discretion.

Types of Detention

Lunchtime Detention – A lunchtime detention can be issued to a student either by administrative or teacher discretion. The students will remain with the supervisor for the duration of lunch, social time and/or combination of both.

Teacher Issued Detention – Teachers have the option of holding their own individual detention. This will be communicated and scheduled between the parent(s) and issuing teacher. Length of detention is at the teacher discretion.

After School Detention – An after school detention is issued to the student by the administration. After school detention takes place from 3:40-4:50 P.M. Late bus service will be provided but may not drop the student at their exact designated bus stop. Instead drop is, on occasion, in neighborhood. Parent contact will be made by administration in advance for scheduling an after school detention

In-School Detention – A detention issued to the student by the administration. Students are placed in this detention and are still expected to work on school work during the day.

Detention Policy/Protocol- detentions will follow uniform guidelines. Students will:

- Report to detention on time.
- Remain silent for the duration of the detention.
- Respect the detention supervisor.
- Have academic work to complete for the duration of detention.
- Not have any food or drink in the detention room.
- Not be allowed to use electronic devices for recreational purposes.

Students who do not comply with detention guidelines will be removed immediately and referred to administration for additional disciplinary actions. Students will be notified in writing of the date and time they are assigned to serve detention. The student is required to serve the assigned detention or parents must contact the school administration requesting a different date. If the detention must be rescheduled, it may be rescheduled during morning detention of the same week. **Failure to serve a detention may result in additional detentions or in-school-suspension or out-of-school suspension.**

In-School Suspension – A suspension administered by 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 extra-curricular activities on days where they are serving an In-School Suspension without permission from administration.

Out-of-School Suspension – A suspension administered by 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)

Character Counts Challenge

CHARACTER COUNTS![™] is a framework that Westfield Middle School uses to educate students about what it means to have good character.

Westfield challenges all students to take the Character Counts Challenge by making your character visible and verbal through the Six Pillars of Character. Earn Character Counts points for your classroom at Westfield by participating in school-wide activities that contribute to our community and demonstrate good character.

TRUSTWORTHINESS - Be honest • Don't deceive, cheat or steal • Be reliable; Do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal; Stand by your family, friends and country

RESPECT - Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

RESPONSIBILITY - Do what you are supposed to do • Persevere; Keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act; Consider the consequences • Be accountable for your choices

FAIRNESS - Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

CARING - Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

CITIZENSHIP - Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

Are you up for the Challenge?

