

# DeKalb Middle School Handbook Receipt

Student \_\_\_\_\_  
Please Print Full Name Grade

This notebook is an important organizational tool for each student. Parents should encourage their child to keep this book up to date. Frequently, parents are asked to sign the assignment book as a tool to communicate between the teacher and parent.

This is to certify that I have received my copy of the 2011-2012 DeKalb C.U.S.D. #428 Middle School Handbook. I understand that it is my responsibility to be knowledgeable of its contents. I also understand and agree that I will contact any building administrator immediately with any questions or misunderstandings my parents or I may have regarding my rights and/or responsibilities contained in this book.

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

\_\_\_\_\_  
Date



# Student Handbook 2011-2012

## **MISSION STATEMENT:**

*Our mission is to educate our students to reach their potential while preparing them to contribute to our global society.*

## DeKalb C.U.S.D. #428 Middle Schools

*Huntley Middle School  
821 South Seventh Street  
DeKalb, Illinois 60115  
(815) 754-2241*

*Clinton Rosette Middle School  
650 North First Street  
DeKalb, IL 60115  
(815) 754-2226*

*Principal: Rocky May*

*Principal: Jason Mix*

We believe:

- that all students have worth and can learn in a supportive environment.
- in providing the highest quality education to every student.
- in the recognition and respect of individual differences and diversity while working toward common goals.
- in providing a safe environment conducive to learning.
- that District decisions should focus on student achievement.
- that effective communication at all levels is vital to the development of trust and cooperation.
- that quality facilities are essential to providing quality education.
- in the recruitment and retention of quality faculty and staff.
- that a commitment to high expectations produces better students and citizens.
- school district staff, in partnership with students, families and community are accountable for student performance.
- everyone benefits when education is a top priority.
- that the utilization of Community resources will provide greater opportunities for all students.
- in fiscal responsibility.

**www.dist428.org**

Home of the J-Barbs

School colors are: Huntley - black & orange and Clinton Rosette - orange & black

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## **Welcome to DeKalb Middle Schools**

We would like to take this opportunity to welcome you to DeKalb Middle Schools. You will find that DeKalb Middle Schools are staffed with excellent, highly qualified educators; which, over the next three years will be providing you with an excellent education. In order to continue our tradition of excellence, it is important that students and their parents work together to develop the skills needed for success.

The transition from elementary to middle school will be an exciting and rewarding time in your lives. The next three years will result in academic, social and emotional growth for each of you. Our staff will help you through this transition and provide you with the opportunity to improve your skills while building a strong foundation that will prepare you for high school. By working together, we will all realize success. I urge you to take full advantage of what DeKalb Middle Schools have to offer.

Once again, WELCOME!

Jason Mix, Principal, Clinton Rosette School  
Rocky May, Principal, Huntley Middle School

### **MIDDLE SCHOOL CONCEPT**

The Middle School Concept creates a unique educational program for early adolescents. It builds on the strengths of the elementary school and works to prepare students to be successful in high school. This is done through a team approach to teaching. The team creates an environment that makes a large school seem much smaller by providing students with a common group of teachers. This enhances communication among teachers, students, and families, and provides consistency in teacher expectations.

### **PHILOSOPHY OF DEKALB MIDDLE SCHOOLS**

The philosophy of the DeKalb Middle Schools emphasizes the development of students in four areas: intellectual, social, emotional, and physical. It recognizes the need to respond to students' individuality in order to develop their potential. It further recognizes that when students share responsibility for their own education, they not only develop, but they also experience joy and satisfaction.

Intellectual development is two-fold. Students should acquire skills adequate to meet their practical needs and the demands of society. Students also need experiences in questioning, exploring, and considering solutions to problems within and outside of the classroom.

Social and emotional growth comes from successfully facing challenges in all experiences and leads to self-reliance and self-respect.

Physical development results from directed physical activity, whether individual or group. These experiences will encourage students to realize the life-long benefits of a trained and disciplined body.

## EQUAL EDUCATIONAL OPPORTUNITIES

District #428 does not discriminate on the basis of sex, race, religion, color, sexual orientation, national origin, economic status, or disability in the provision of programs, athletics, services, or benefits. Guaranteed to both sexes are equal access to educational and extra-curricular programs and activities.

## CURRICULUM SCHEDULE

All 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders take the following classes daily:

- ◆ *Language Arts*
- ◆ *Math*
- ◆ *Science*
- ◆ *Social Studies*
- ◆ *Physical Education or Health*

### Encore

- ◆ Band, Orchestra, and Choir are year-long electives during this class period.
- ◆ All students not in Band, Orchestra, and Choir will have two semester-long classes out of the following three: Computers, Art, and Music.

### Exploratory/Year-long elective/Formal studies

- ◆ Most students will rotate through four 9 week literature-based exploratory classes, math or reading workshop.
- ◆ Some students will be recommended to take part in a reading or math intervention.
- ◆ Some students (based on special education needs) will have an assisted studies class.

## SCHOOL PROCEDURES

1. Walkers, bike riders and students driven to school should plan their schedules to arrive no earlier than 7:00 A.M. Students arriving early will need a pass to enter the building. Students are to leave the building by 2:30 PM unless they are under the direct supervision of a staff member.
2. Students that arrive by bus are not permitted to leave school grounds once they arrive. They will need a pass to enter the building prior to 7:20 AM. If the student rides a bus they should remain in the back of the building and enter the school through the back doors. Students that walk are to enter through the front doors. Under no circumstance should students walk to the other side of the building.
3. Students will walk and use a regular voice in the halls. Students must carry a pass when they are in the halls during class time. (Students will use kind words and tone of voice)
4. Students may not sell items at school unless they are from an approved school fundraising activity.
5. Students will treat other students with respect including keeping body parts to themselves.
6. Students must have their school I.D. or pass from a school official to ride the activity bus.
7. Eating and drinking is not permitted in the halls or in the classroom.
8. Hats are not to be worn in the building while classes are in session or during school functions.

9. Personal radios, recorders, cell phones, CD players, video games, and communication devices, etc. will only be allowed during lunch and lunch recess unless they cause a disruption or are being used inappropriately. Laser pointers will be confiscated.
10. Cell phones are not to be visible outside of the lunch/recess class period.
10. For safety reasons, skateboards/roller blades, Heelies etc. are not to be ridden in school or outside on school property.

## **STUDENT RESPONSIBILITIES**

Being brilliant is not the only way to get through middle school. All it takes is a little willingness to follow guidelines which make it possible to operate in a relaxed learning atmosphere. If you are able to observe the responsibilities listed below, you will enjoy a hassle free middle school year. If you exercise respect, it will be returned to you.

### **Neatness**

Pick up papers, scraps, and litter in the classroom and in the hallways. Do not place any stickers or permanent items or writings in or outside your locker.

### **Books and Materials**

Treat materials carefully. Return them to the place where they belong. Bring required materials to class. Check out materials from the Learning Center and return them on time.

### **Hallways**

Keep to the right when moving from one location to another. Walk to class; there is plenty of time if you keep moving. Keep the noise level down, especially in academic hallways. Travel time between classes is the time to use the washrooms.

### **Class Routines**

Ask questions. Be on time to class and in your assigned seat, quiet and ready to begin work when the tone sounds. Homework should be neat and on time. Use pencil or pen, depending on the assignment and teacher request. Sharpen your pencils before class begins. No coats or lunches are permitted in the classrooms. Your teachers will dismiss you at the end of the period.

### **Absence from Class**

It is your responsibility to contact your teacher and find out what you have missed. Follow each teacher's guidelines for make-up work. If you are going to miss a class because of band or other special interruptions to the normal school day, notify your teacher beforehand and complete homework for the class that you missed.

### **Extra Help**

Extra help can be found during supervised study. Check for the availability of the Study Club on Mondays, Tuesdays, and Thursdays from 2:45 – 3:45 pm.

## Study Skills Checklist

### 1. Be Organized

- Keep locker neat and clean.
- Keep class folders orderly.
- Take proper materials with you to each class.
- Regularly take inventory of your supplies so you know in advance when you're running low.

### 2. Learn to concentrate and listen in class.

- Students are encouraged to follow the **SLANT** method of being active members of class.
- Sit up straight
- Lean forward
- Ask questions
- Nod at the teacher
- Track the teacher

### 3. Know and understand your assignments

- Keep track of your assignments by recording them in your Assignment Notebook.
- Keep track of due dates by recording them on your School Calendars.

### 4. Find a good place to study.

- Chose a table or desk.
- Sit in a quiet place where you won't be interrupted by the phone or other people.
- Save music, television, and eating for another time.

### 5. Have your study/working tools ready.

- Dictionary
- Loose-leaf paper and writing utensils.
- School folders, texts and assignments.
- Ruler, scotch tape, stapler, scissors, calculator.

### 6. Formulate a study schedule.

- Doing school work should become a habit. Do it each day, so you won't fall behind.
- Study in the same place at the same time each day.
- Plan the order in which you'll study. Try alternating a hard subject with an easy subject or written assignment with a reading assignment.
- Get to work immediately and concentrate while you work. You will be done more quickly.
- Take study breaks.

### 7. Use proven learning techniques.

- Read directions carefully.
- Categorize facts and information.
- Summarize mentally on a continuing basis.
- Review several times during a study session.
- Pick out and underline important points and take notes.
- Use the SQ3R Study Technique: Survey, Question, Read, Recite, Review.
- Review several evenings before a test. Repeated review helps you remember.

# Huntley Middle School: School-wide Behavioral Expectations Matrix

S.A.M.	Classroom:	Hallways:	Lunch & Recess:	Bus:	Before and After School Hours:	Restrooms:	Assemblies, Field Trips, & Special Events:	Media Center & Computer Lab:	Locker Rooms:	Office:
<b>S</b> <b>safety First:</b>	<ul style="list-style-type: none"> <li>➤ Respect other people's space. Treat school property with care.</li> <li>➤ Follow directions in class.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Walk...</li> <li>➤ Keep hands and feet to yourself.</li> <li>➤ Keep moving at a steady pace on the right side of the stairwells and hallways.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Stay away from cars... both moving and parked.</li> <li>➤ Leave snow and rocks on the ground.</li> <li>➤ Stay seated at your table.</li> <li>➤ Stay between the yellow lines and the building while exiting &amp; re-entering it.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep hands and feet to self.</li> <li>➤ Stay seated.</li> <li>➤ Load buses in an orderly fashion.</li> <li>➤ Keep belongings and other items in your own personal space.</li> <li>➤ Talk quietly while riding the bus.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Stay away from cars... both moving and parked.</li> <li>➤ Stay between the yellow lines &amp; the building while entering or exiting it.</li> <li>➤ Keep hands and feet to yourself.</li> <li>➤ Walk calmly &amp; patiently while entering or exiting the building.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Report any problem behaviors observed.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Enter &amp; exit the building in an orderly manner.</li> <li>➤ Walk...</li> <li>➤ Follow the directions of adults.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Leave the electronic apparatuses alone.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Dress quickly, quietly and neatly before calmly exiting the locker room.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep hands and feet to self.</li> </ul>
<b>A</b> <b>ct Respectfully:</b>	<ul style="list-style-type: none"> <li>➤ Raise your hand.</li> <li>➤ Listen to others.</li> <li>➤ Use appropriate language.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Talk quietly.</li> <li>➤ Minimize locker noise.</li> <li>➤ Respect other people's space.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Wait your turn in line.</li> <li>➤ Respect other people's space.</li> <li>➤ Listen &amp; follow the directions of adults.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Wait your turn in line.</li> <li>➤ Listen to the bus driver and/or bus monitors.</li> <li>➤ Talk quietly.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Wait your turn in line.</li> <li>➤ Respect other people's space and property.</li> <li>➤ Listen to &amp; follow the adults' instructions.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Respect your &amp; other people's privacy.</li> <li>➤ Flush toilet.</li> <li>➤ Wash hands.</li> <li>➤ Exit immediately when finished.</li> <li>➤ Return to class promptly.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Wait your turn in line.</li> <li>➤ Eyes forward.</li> <li>➤ Listen attentively.</li> <li>➤ Show your appreciation with a round of applause.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Talk quietly.</li> <li>➤ Respect other people's space and belongings</li> </ul>	<ul style="list-style-type: none"> <li>➤ Respect other people's property.</li> <li>➤ Use appropriate language.</li> <li>➤ Be kind and complimentary to others.</li> <li>➤ Listen to and follow adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Talk respectfully to office personnel.</li> <li>➤ Sit quietly while waiting.</li> </ul>
<b>M</b> <b>ake Responsible Choices:</b>	<ul style="list-style-type: none"> <li>➤ Be on time.</li> <li>➤ Complete &amp; turn in homework.</li> <li>➤ Bring materials to class.</li> <li>➤ Clean up your work space.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep a clean locker.</li> <li>➤ Keep food in cafeteria or teacher approved areas.</li> <li>➤ Keep personal items inside your locker.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Clean up your space.</li> <li>➤ Practice good table manners.</li> <li>➤ Share equipment at recess.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Respect other people's space.</li> </ul>	<ul style="list-style-type: none"> <li>➤ After school, promptly proceed to your activity or leave the building in a timely manner.</li> <li>➤ Arrive at school on time</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep water in the sink.</li> <li>➤ Place paper towels in the garbage.</li> <li>➤ Keep hands &amp; feet to yourself.</li> <li>➤ Keep surfaces free of graffiti.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Have all necessary items with you.</li> <li>➤ Respect other people's space.</li> <li>➤ Be a good participant.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use books &amp; computers appropriately.</li> <li>➤ Leave water in your lockers while working in the media center.</li> <li>➤ Sign-in.</li> <li>➤ Clean up your space.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use your gym locker every day and make sure it is locked and secure.</li> <li>➤ Seek help or advice from adults when needed.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be honest.</li> <li>➤ Follow instructions.</li> <li>➤ Fill out paperwork correctly.</li> </ul>

# CRMS: School-wide Behavioral Expectations Matrix

	Arrival Dismissal	Hallway	Classroom/Gym/Library	Bathroom	Cafeteria	School Grounds	Bus	After School Activities	Assembly/Field Trip	Emergency Situations
<b>Be Respectful</b>	1. Listen & respond politely to adult directions.	1. Listen & respond politely to adult directions.	1. Listen & respond politely to adult directions.	1. Respect the privacy of others.	1. Listen & respond politely to adult directions.	1. Listen & respond politely to adult directions.	1. Listen & respond politely to adult directions.	1. Listen & respond politely to adult directions.	1. Listen & respond politely to adult directions.	1. Listen to adult directions.
	2. Use kind words and tone of voice.	2. Use kind words and tone of voice.	2. Use kind words and tone of voice.	2. Use kind words and tone of voice.	2. Use kind words and tone of voice.	2. Use kind words and tone of voice.	2. Use kind words & tone of voice	2. Use kind words and tone of voice	2. Listen quietly & Be cooperative	2. Respect other's space
	3. Phone calls 1 minute or less	3. Use trash cans	3. Use a quiet voice	3. Respect school property	3. Wait your turn in line.	3. Include others		3. Show good sportsmanship	3. Participate & enjoy the activity	
		4. Respect other's property	4. Do your best	4. Use trash cans	4. Use good manners (please & thank you)	4. Be a good sport			4. Use appropriate applause	
			5. Allow others to learn.			5. Use equipment properly				
			6. Stay in your space							
			7. Wait your turn							

<b>Be Responsible</b>	1. Be on time	1. Keep belongings with you at all times	1. Keep belongings with you at all times	1. Do your business quickly	1. Clean up your area.	1. Use trash cans	1. Keep belongings with you at all times	1. Keep belongings with you at all times	1. Sit in assigned area	1. Be silent
	2. Leave school grounds by 2:45 unless in a school activity	2. Have a pass during class time	2. Bring required materials to class	2. Have a pass during class.		2. Dress for weather	2. Eating & drinking stays in the lunchroom	2. Remain seated until there is a time-out/break in action.	2. Follow the guidelines of the place you are visiting.	2. Report quickly to assigned location
	3. Use quiet voices	3. Use quiet voices	3. Be on time	3. Flush		3. Return equipment		3. Be on time for activity/event	3. All school expectations apply.	
			4. Take part in your learning			4. Play by the rules		4. Follow school dress code		
			5. Follow teacher directions.			5. Eating & drinking stays in the lunchroom				

<b>Be Safe</b>	1. Keep body parts to self	1. Keep body parts to self	1. Keep body parts to self	1. Keep body parts to self	1. Keep body parts to self	1. Keep body parts to self	1. Keep body parts to self	1. Keep body parts to self	1. Keep body parts to self	1. Follow all adult directions quickly
	2. Stay to the right	2. Stay to the right	2. Keep your space organized	2. Wash your hands	2. Select a spot, sit, and stay.	2. Stay to the right	2. Remain seated	2. Stay in assigned area.	2. Stay with assigned group	2. Be alert
	3. Walk	3. Walk	3. Walk		3. Up the ramp; down the stairs.	3. Walk	3. Keep aisles clear		3. Enter & exit quietly	3. Walk
	4. Use designated entrances and exits	4. Up the ramp; down the stairs			4. Ask an adult for help.	4. Ask an adult for help.	4. Enter & exit in an orderly fashion			4. Remain calm
	5. Use crosswalks and sidewalks					5. Be aware of your surroundings				

## ABSENCES

During the school year, the following procedure for reporting absences will be used. If your son or daughter will be absent, you are to call and notify the school before 7:00 am. To report an absence, for **Clinton Rosette** call **(815) 754-2226** and for **Huntley** call **(815) 754-2241**. This is an open line 24 hours a day. Please be prepared to give the following information: **grade, name, and reason for the absence**. All student absences must be reported to the school by a parent or legal guardian via phone or written note. Notification of absence must be made within 24 hours of the student's return to school. In accordance with public health policy it is required that a student with a fever greater than 100 degrees orally, vomiting, or diarrhea must stay home for 24 hours symptoms free without the use of medication. This policy does not replace the judgment of the school nurse or truancy obligations.

The school must be informed anytime the student will not be in school. Excused absences are: illness, doctor's appointment (verified with a doctor's note), or a death in the family, court related actions, extreme family emergencies and other reasons approved by the school administration, and certain religious holidays. The district has a list of accepted religious holidays.

By law, students missing first hour are marked 1/2 day absent from school. Students missing more than three academic classes are marked as a full day absence. (Lunch and supervised study are not classified as academic instruction.) Students missing one or more classes (unexcused) will be considered truant and will be subject to a disciplinary action.

Parents are notified if their students are not in school and are not called in by a parent or guardian.

### Vacations

1. Five days of vacation will be excused if pre-arranged 1 week in advance by the parent/guardian and school official. Any vacation days after the 5-day maximum will be unexcused and will count toward truancy totals. The number of vacation days, whether excused or unexcused will count toward the 10-day absence rule.
2. Families are encouraged to utilize the vacation days integrated into our school calendar.
3. Students absent from school because of vacation must:
  - A. Have prior approval from school administration.
  - B. Notify teachers of the absence.
  - C. Secure all assignments before the vacation and have them completed upon their return to school.

## ACCIDENTS

Both Middle Schools have a full time nurse. The health office is there for the convenience of students who have become ill or injured or who need help with medical problems. Service should only be requested when needed! Students must obtain a pass from their classroom teacher before reporting to the health nurse's office. At passing time students should inform their next teacher if they need to go to the health office and they should obtain a pass. This applies to all cases with, of course, the exception of an emergency. Students may not leave the school for illness/injury without first reporting to the health nurse's office for authorization. Students are not allowed to

text or call a parent to pick them up before first seeing the nurse. The health office maintains a health record of student visits.

All accidents, no matter how minor, are to be reported to the staff member in charge, who will refer the student to the health nurse if necessary. Accidents occurring on the way to school should be reported to the health nurse immediately upon reaching the school building. The seriousness of an accident cannot always be determined at once, so to be on the safe side, report the incident immediately. If the health nurse is not in the building, accidents should be reported to the office.

## **AFTER SCHOOL ACTIVITIES**

Following the completion of the school day, students should leave the school grounds, unless under the direct supervision of a staff member. Students involved in after school athletic practices or events must take their books, coats, etc. with them when they go to the locker rooms because they will not be able to return to their lockers. Therefore, plan ahead when going to practice or to a game. Once students leave the building they will not be readmitted unless accompanied by an adult.

The following procedures will be used in the gymnasium. These procedures are designed to create a safe and enjoyable atmosphere for those who wish to view a contest.

- Spectators will be admitted to the gym at 3:45 P.M. on the day of the event. Spectators are expected to remain seated in the bleachers at all times. A supervisor will be stationed at the entrance of the gym. Spectators will be allowed in or out of the gym only during timeouts.
- Food, drink, candy, and gum are prohibited from the gymnasium. Any of these substances can do damage to the finish on the playing surface.
- Spectators are to remain on the bleachers at all times. At no time should a spectator cross the playing area or walk onto the court. This includes before and after games.
- Students who choose to leave the gymnasium/concession area will not be permitted to reenter the game.
- Any spectator that is interfering with the right of others to watch the game will be required to leave the building.
- The building will be locked during game time. Therefore, students are to bring all of their materials; coats, books, etc. to the game and leave directly after the event is over. There will be no passes to go back to lockers after the event ends.
- Students should leave the building and be picked up no later than 20 minutes after the event has ended. Make sure students are picked up in a timely fashion.

## **ATHLETICS**

### **Interscholastic Sports**

Interscholastic sports are offered to all 7th and 8th grade boys and girls at DeKalb Middle Schools. Students are required to have a physical examination and a permission slip signed by either a parent or guardian and must be on file at school before they can tryout or participate for a sport. Interscholastic sports include **girls' volleyball, boys/girls track, boys' football, girls' basketball, boys wrestling, boys basketball, girls/boys track**. Sport fees are \$75 per sport.

The sports program is an offshoot of our educational program. Please remember that the students are not professionals. Please allow the athletes to play, the coaches to coach, and referees to officiate. All concerns should be directed to the sports & games coordinator and/or the principal.

### **Other Clubs/Activities**

Several after school clubs are offered for students at all grade levels throughout the school year. These clubs are designed for students to learn new skills, meet new students, and have fun. Students should listen to announcements of meeting times and dates of all school activities.

### **ATHLETE'S ELIGIBILITY**

At CRMS and HMS a student is not eligible to participate in interscholastic athletics if he/she has not passed all academic courses on a weekly basis in the current 9 weeks. If a student is not passing all academic courses weekly, he/she will be declared ineligible for the next week. To become re-eligible students may be recommended by the coach to attend Study Club for 1 hour after school and be passing all academic courses by the end of the week. Students may attend practice after the Study Club requirement has been met for that day.

### **ATHLETIC ELIGIBILITY RULES FOR NCJC**

DeKalb Middle Schools are members of the Northern Central Junior Conference. The NCJC follows the guidelines set forth by the Illinois Elementary Scholastic Association (IESA). DeKalb Middle Schools and the IESA have rules that you must follow in order to be eligible for interscholastic sports participation. IESA rules have been adopted by the DeKalb Middle Schools and follow the constitution and by-laws that have been set forth by the IESA. These must be followed as minimum standards for all interscholastic athletic competition in any member Middle School or Junior High School.

The principal or principal's designee is responsible to see that only eligible students represent the school in interscholastic athletics. Any question concerning a student's athletic eligibility should be referred to the principal, who has a complete copy of the IESA eligibility rules, including the Association's due process procedure. Only the IESA Executive Director is authorized to make formal ruling on eligibility.

### **BICYCLES**

Bicycle racks are provided on the south and west sides of the building at CRMS and at the northeast corner of the building at HMS. All bicycles should be locked to the rack. The School District assumes no liability for bicycles ridden to school.

### **BUILDING EVACUATION**

In the event that it becomes necessary to evacuate the building and returning is impossible, students will follow the evacuation plan provided by the school. We have yearly fire, lockdown, and disaster drill training to prepare us in case of an emergency. To ensure that all students hear the directions given there should be no use of cell phones during emergencies. DeKalb School District 428 will notify parents of the emergency information.

## **Fire Drills**

Every room has a chart telling the pupils in that room what route to take in case of fire. Fire drills are conducted several times during the year. The signal for a fire drill is the sounding of the fire alarm, which is unmistakable and means only one thing: VACATE THE BUILDING. When this alarm is sounded, all students should walk quickly and quietly down the halls to the location indicated by the chart or the classroom teacher.

## **Disaster Drills**

The signal for a disaster drill will be given over the school intercom system. Upon hearing this signal, all persons report quickly and quietly to assigned disaster drill locations. Students should sit facing the wall with the head lowered and covered by a book or the child's arm. Stay away from doorways and other glass areas.

## **Severe Weather Conditions**

During severe weather conditions, students will take shelter in the school according to the disaster drill conditions. Students will NOT be dismissed from school until weather conditions are safe. Parents and visitors to school will be offered safety within the building but will not be able to leave until it is safe. Buses will NOT operate during severe weather conditions.

## **BULLYING**

Bullying is not tolerated at DeKalb Middle Schools. We want students to feel safe while they are at school. If you feel you are being bullied, you should follow these steps.

- Students need to tell an adult in the building where it has happened. Teachers, lunchroom supervisors, bus monitors, bus drivers, or any adult staff member will contact the appropriate personnel to deal with the situation.
- Students need to tell your parents.
- If the bullying continues, tell your counselor. Your counselor will provide you with practical tips on what to do if the bullying continues. They will refer you to the assistant principal or principal if further disciplinary actions are warranted.
- Do not let the bullying go on for weeks. The faster you tell someone, the faster the issue can be resolved.

## **COUNSELING**

The Counseling Department at Clinton Rosette and Huntley provide services to enhance student growth in a developmentally responsive manner. The Counselors serve as advocates for students and parents; help facilitate academic and social success in school; understanding of strengths and responsibilities; dealing with the changes of early adolescence; help set behavioral or academic goals and help access resources a student may need.

Many students participate in small groups with counselors. Groups are determined based on data collection, including a student self-assessment given at the beginning of the school year.

Counselors also see individual students about issues that come up in the school setting.

Guidance services are preventive and developmental rather than rehabilitative or therapeutic.

Any student who needs more than a couple of individual appointments or the duration of a small group are referred to outside agencies for further assistance. Guidance Counselors are not

therapists and do not do weekly therapy sessions, but we are available for student's concerns and needs to make it through the rough spots in their lives.

#### **LOCAL SUPPORT SERVICES**

Ben Gordon Mental Health Center.....	815-756-4875
Family Center of NIU.....	815-753-1684
Family Service Agency.....	815-758-8616
Youth Service Bureau.....	815-748-2010

#### ***FACILITIES WHICH PROVIDE INPATIENT AND OUTPATIENT SERVICES IN ONE OR ALL OF THE FOLLOWING AREAS: • Emotional/Behavioral Problems • Chemical Dependency • Dual Diagnosis***

Kishwaukee Community Hospital.....	815-756-1521
Linden Oaks Hospital/Naperville.....	800-955-6357
Mercy Center/Aurora.....	708-859-2222
Oakwood Hospital/Rockford.....	800-843-6251 Or 815 397-5500
Rosecrance Center.....	815 399-5351
St. Joseph Hospital/Elgin.....	847-695-3200
Swedish American Hospital/Rockford.....	800-932-1810 Or 815 966-2273

#### **ADDITIONAL SUPPORT SERVICES**

AIDS Hotline.....	800-243-2437
Big Brothers/Big Sisters.....	815-758-3616
Child Abuse Reporting.....	800-252-2873
Crisis Line (Suicide/Depression).....	815-BGC-0111
Juvenile Court Services.....	815-895-7190
Salvation Army.....	815-756-4308

### **DISCIPLINE**

#### **Guidelines for Disciplinary Action**

The primary responsibility for student discipline within the school rests with the individual building principal. The primary responsibility for the maintenance of discipline within the classroom lies with the individual classroom teacher and their classroom staff. A teacher may use reasonable force as needed to maintain safety for the other students and may remove a student from the classroom for disruptive behavior. The Board of Education established specific rules and regulations to govern the discipline of its students when the conduct of a student constitutes gross disobedience or gross misconduct.

Special Education students (those with an I.E.P.) exhibiting gross disobedience or gross misconduct, where appropriate, shall be referred for a multi-disciplinary conference and disciplined in accord with Special Education placement/Individualized Educational Program procedures.

Students who are suspended externally will be excluded from all School District 428 activities and property for the duration of their suspension.

Each parent/guardian will receive a copy of the student discipline policy within 15 school days after the school year begins or when the student enrolls if it is after the beginning of the school term. Within the first week of school, the students will be helped to understand the contents of the discipline policy.

The definitions as set forth by the definitions section are meant for clarification purposes only. The expectations of maintaining a safe environment require that this be a document that is

subject to some change. Also, the consequences at the end of this document are there simply as a reference. Administrators are responsible for investigating and deciding on appropriate actions in relation to any given event.

This is by no means a comprehensive list. **However, students are subject to disciplinary action for misconduct or disobedience occurring on school grounds, at school sponsored activities, in connection with student transportation or at any place where the misconduct or disobedience has a reasonable relationship to school.**

### **Discipline of Students with Disabilities**

Students with disabilities are subject to the same discipline code as are regular education student, except where offenses are found to be causally related to the student's disability. Disciplinary procedures and measures shall be addressed and may be included in the student's Individual Education Plan (IEP) 504 and discussed with the parent/guardian in that process. For offenses warranting expulsion, the IEP/504 team will meet to determine if a causal relationship exists between the student's disabling condition and the alleged misconduct.

DeKalb CUSD #428 staff is committed to providing a learning environment for all students which will enhance their academic, social, and personal growth. The staff recognizes that some students with disabilities will require modified approaches to discipline and behavior. In instances when a student, due to the nature of his/her disability, requires a modified behavior plan utilizing behavioral interventions, both the plan and the specific interventions will be included in the student's Individual Education Plan (IEP) or 504 plan. Staff members implementing such a modified plan will be provided with the necessary information and training to implement it.

## **DISCIPLINARY ACTIONS**

### **Peer Mediation**

In line with a peaceable school philosophy, DeKalb Middle Schools, with approval of the District 428 School Board, has implemented a conflict resolution program. By teaching students techniques to help them manage and resolve conflicts, we can avoid many significant interruptions to the educational program. The technique used is peer mediation. Training students help their peers resolve conflicts by working through a group problem-solving process. It is a proactive/preventative approach designed to build decision-making skills, and help avoid violent situations.

It should be clear that peer mediation is a process which helps resolve conflict. It does not take the place of consequences for a disciplinary incident.

### **Lunch Detentions**

School personnel may assign detentions to students for behaviors listed in the discipline code. It is the student's responsibility to serve the detention and to behave appropriately during the detention. Failure to serve the assigned detention or behave appropriately may result in further disciplinary action.

### **After School Detention**

A period of time (2:20 p.m. to 3:55 p.m.) to be made up after school, Students are provided one day advance notice in order to arrange transportation.

### **Friday ‘till Five**

A period of time (2:20 p.m. to 4:55 p.m.) to be attended by the student as an alternative to OSS. Parents will be notified in order to arrange transportation.

### **Saturday School**

A period of time (8:00 a.m. to 11:00 a.m.) to be attended by the student as an alternative to OSS. Parents will be notified in order to arrange transportation.

### **Work in Lue of Suspension – W.I.L.S. (at H.M.S.)**

A period of time (2:20 p.m. to 4:55 p.m.) to be attended by the student in which he/she will be required to work at school work or work with staff in an equivalent of community service work.

### **Out Of School Suspension (OSS)**

Temporary removal from school by the Principal or Assistant Principal for a period not to exceed ten (10) consecutive school days. The student will have the opportunity to complete all academic assignments, quizzes, and tests for credit. Arrangements for any makeup are to be initiated by the student with the understanding that some educational experiences cannot be duplicated. The student must complete the assignments, quizzes, and tests in the number of days equal to the length of suspension.

### **Expulsions**

Expulsion is defined as the involuntary removal of a student from all school classroom and extracurricular activities with possible loss of credit. An expulsion may be imposed for any period of time ranging from eleven (11) days to the remainder of the school year, or two (2) calendar years from the date of the student's removal by the Board of Education.

### **Isolated Time Out and Physical Restraint**

Students whose behavior presents an imminent physical danger to self or others may be subjected to Physical Restraint or placed in Isolated Time Out. Such actions will be keeping with 23 Ill Administrative Code 1.280 & 1.285.

This provision does not apply to momentary periods of physical restriction by direct person to person contact designed to prevent a student from harming himself, others, or property or removing a disruptive student who is unwilling to leave the area voluntarily. Also, this provision does not apply to use of non-isolated time out.

### **Corporal Punishment**

Corporal punishment is inflicting bodily harm upon an individual for disciplinary purposes. There shall be no corporal punishment of students in District schools. Staff may use reasonable restraint as needed to maintain safety of the student, other individuals or property.

## **DRESS CODE**

All DeKalb Middle School students are expected to wear attire that is appropriate and that is not a disruption or distraction to the educational process.

Grooming and neatness is the primary responsibility of students and their parents. Schools may prescribe standards of grooming and dress for participation in extracurricular activities. Students will conform to the following at school, at school activities and on the school bus.

- Students should wear clothing that totally conceals undergarments. All tops must have straps that are at least one inch wide. Tops must cover the midriff.
- All garments should be reasonable in length. A general rule of thumb for shorts or skirts is that the garment should be past the student's fingertips with arms at his/her side.
- Bandanas, hats, head coverings, scarves, headbands, sweatbands, sunglasses and gloves will not be allowed during instructional time at school. Students must remove their head coverings upon entering the building.
- Jackets, coats, and gloves are not to be worn in school. Students will wear shoes, no slippers.
- Backpacks, bags, and purses must be placed in lockers upon the start of school day. Students are not permitted to carry bags during school hours.
- Stretch pants and spandex must be covered by another garment.
- No garments, spiked or dangerous jewelry depicting distasteful symbols debasing the dignity of a person; no garment nor jewelry depicting alcohol or drugs may be worn; no garments nor jewelry with sexually explicit, obscene, or vulgar messages or symbols may be worn.

## **EARLY DISMISSALS**

Students are not permitted to leave school grounds during the day without permission from the office. Any student who needs to leave the building during the school day must present a note, signed by a parent, to the office before 8:00 AM. The note should state student name & grade, why the student must leave the building (i.e., dental appointment, doctor appointment, etc.), the time leaving the building. All students leaving school for any of the above reasons will be given an early dismissal pass. Before leaving the building, the student should present his/her pass to the office and the parent should sign him/her out. Students returning from an early dismissal must be signed in by their parents/or present a doctor's signed admittance card. Students missing academic classes will be marked absent (excused).

## **EMERGENCY SCHOOL CLOSURES**

If the schools are to be closed or bus service restricted, the following DeKalb radio stations will be notified WDKV-94.9 FM, WLBK-1360 AM, and WLEY 107.9. All parents/guardians will also receive an automated "all call" to inform of school closures and cancellations. You can tune into Rockford television stations for this information as well. School closings will also be listed on our district website [www.dist428.org](http://www.dist428.org).

## **FIELD TRIPS**

School-sponsored field trips are scheduled at various times throughout the school year as an extension of the class curriculum. Some of these, like trips to museums or off-site activities, are designed to complement the educational curriculum, while others, like roller skating parties, are designed as academic or behavioral incentives. Attendance on field trips is considered a privilege.

The school district assumes a tremendous responsibility in planning and chaperoning field trips. Therefore, students whose behavior indicates that they could not cooperate on school outings will not be allowed to attend.

## **FOOD GUIDELINES**

- Food and beverages should not be used as rewards for academic performance or behavior.
- Whole class incentives (pizza and or popcorn parties) must have prior approval from the principal.
- Food may be used for instructional purposes as long as food allergies are considered
- All birthday treats must be purchased from a store or bakery.
- Food fundraisers may only conducted when students are accompanied by their parent (evening events or home sales). No food sales may be held in competition with the breakfast or lunch programs.
- Gum will be allowed on campus unless school personnel determine that it is a disruption, becomes a sanitary issue, or is unsafe for that activity. In these cases, gum may be disallowed in a particular classroom or taken away for a length of time.

## **HEALTH SERVICES**

If a student becomes ill in school, he/she should get a pass from the teacher and report to the nurse's office. Students must not leave the building because of illness without authorization from the nurse or the office personnel. The primary responsibility for the diagnosis of illness, the prescription and administration of medication rests with the parent and physicians.

### **Student Medications**

If it is necessary for a student to take medication (prescription or over-the-counter) at school, a signed note from a **doctor and parent** will be required and the medication must be turned in to the health office upon arrival to school. A completed School Medication Authorization Form and a Student Self Administration of Medication Form must be in the school health office in order for school personnel to supervise the self administration of a student's medication to the extent of that student's ability. Students should only bring the appropriate quantity needed for doses taken at school. Medication needs to be brought in original container with labeled directions. Parents can contact their pharmacy for an extra labeled prescription container for school. If medication is brought in an unlabeled container the school personnel reserves the right to not administer or allow self-administration. The DeKalb School District allows school personnel to administer medications/ or supervise self-administration for a limited time under the following guidelines. The medications will be stored and/or monitored at

school by school personnel per guidelines and procedures established by school district administration.

### **Prescription Drugs**

- The medication is required during school hours. Prescription medications that are prescribed to be taken three times a day should not be taken at school unless medically indicated and specifically ordered by the physician.
- If medication comes to school in an unlabeled bottle the school nurse and parents are to be notified.
- Parent note needs to indicate permission for school personnel to dispense medication per physician's orders.

### **Non-Prescription Drugs**

- Over-the-counter medication must be brought in the original container, labeled with the student's name, accompanied by a note from the **parent AND doctor** describing how and when the medication should be taken.
- Parents are asked to notify the school nurse that their child must take medication while at school.
- Alternative medication /herbal supplements requires a note from a licensed prescriber as stated in the *Recommended Guidelines for Medication Administration* in schools by the Illinois Department of Human Services and the Illinois State Board of Education.

School personnel will give no medication unless these guidelines are followed. Certain exceptions to this policy may need to be made, but the school nurse or principal will handle these in advance on an individual basis.

### **Alternative Medication**

Alternative Medications are defined in these guidelines as homeopathic nutritional substances used for the treatment of medical or health conditions. The DeKalb School District allows school personnel to supervise the self-administration of alternative medications for students under the following guidelines.

- The medication must be required during school hours for reasons described for prescription and over the counter medications. **MEDICATIONS RECOMMENDED TO BE TAKEN THREE TIMES A DAY WILL NOT BE ALLOWED.**
- Medication must be brought to school in the original container with the student's name, name of medication, dosage and time to be given. School personnel reserve the right to withhold the taking of the medication if it is provided in an unlabeled container, and parents will be notified.
- A note from parent must be provided giving permission for school personnel to supervise the self-administration of the medication and instruction about how and when to take the medication.
- **ALL ALTERNATIVE MEDICATION REQUIRES A LICENSED PHYSICIAN OR OSTEOPATH'S WRITTEN AUTHORIZATION REGARDLESS OF HOW LONG IT IS TO BE TAKEN.**

School personnel will give no medication unless these guidelines are followed. Certain exceptions to this policy may need to be made, but the school nurse or principal will handle these in advance on an individual basis.

### **Policy for Students Needing Metered Dose Inhalers and/or Epinephrine Auto-Injectors**

Inhalers and Epinephrine Auto-Injectors are prescribed medications and the previously stated guidelines apply to these medications. The permission for self-administration of medication or use of an epinephrine auto-injector is effective for the school year for which it is granted and shall be renewed each subsequent school year. Provided that these requirements are met, a student may use his or her medication while at a school sponsored activity, while under the supervision of school personnel.

For students that require the use of emergency medication, parents should contact the school nurse regarding their student's need and complete the appropriate forms.

If you wish to have your child carry his or her inhaler or epinephrine auto-injector please contact the school nurse.

### **Emergency Epi-Pen Auto-injections**

The administration of emergency epinephrine (at appropriate dosage for age) is approved for use in the DeKalb Community Schools. A physician who is an active member of the district Health Advisory Committee signs this standing order. The use of Epi-Pen may be used when students or staff exhibits signs or symptoms of an anaphylactic reaction.

### **Policy on the Education of Persons with HIV Infection or Other Chronic Infectious Diseases:**

Students diagnosed with chronic infectious diseases and receiving medical attention will be allowed to attend their regular classes to the extent that they are able to do so and pose no threat to the health or safety of themselves or others. For further procedural details, refer to Board Policy manual.

### **HOMEWORK HOTLINE**

When students are absent they have the opportunity to call the school to listen to a recording that informs them of their daily assignments. The same service is also available online through a link on the CRMS or HMS website. Parents and students who also wish to have a daily e-mail of homework hotline information can send a single e-mail to [crms homework-on@lists.dist428.org](mailto:crms homework-on@lists.dist428.org). This will send a daily automatic e-mail of all homework assignments. The hotlines will go into effect the first week of September. The hotline numbers are listed in the front of the student handbook.

### **HOMEWORK**

All students are given regular homework assignments. These assignments are used to supplement and enhance the activities of the regular school programs. In the event a student should forget books or materials in their locker they may be allowed, if accompanied by an adult, to return to their locker up until 5:00 p.m. This will be at the administration's discretion.

## **HONORS CELEBRATION/RECOGNITION**

In order for a student to earn the privilege of attending the Eighth Grade Recognition Night at the end of eighth grade, he/she must have successfully completed the academic requirements at the Middle School Level. This will be monitored up to and including the fourth quarter mid-term report. Any student not meeting academic requirements will be placed on academic probation, during which time the student, the counselor, and the student's parents will design an academic plan for improvement. Failure to meet the conditions of academic probation may result in the student's exclusion from the Eighth Grade Recognition Night. Any questions relating to this standard should be addressed with the student's counselor. Please note: any student attending the Eighth Grade Recognition Night should follow school dress code.

### **I.D. CARDS**

I.D. cards will be used for identification. Replacements can be arranged through the Main Office for the cost of \$5.00. IDs are used for many uses in the building.

- in the Media Center for material check out
- on school buses
- must have to access activity buses
- must have to access after school events/activities

### **INCENTIVE ACTIVITIES**

During the year the school will sponsor PBIS incentive activities for students that demonstrate positive behavioral choices. These may be by grade level or combined depending on the activity. These activities are earned by positive behavior. Students who receive certain disciplinary actions may not be eligible to attend certain incentives or activities. At the beginning of each new recording period the incentive activities record is wiped clean.

### **LEARNING RESOURCE CENTER / MEDIA CENTER**

- A maximum of 2 items may be checked out at one time.
- Materials may be checked out for 2 weeks.
- A student ID is required in order to check out materials.
- A three day grace period on returns will apply and after that 5 cents per day on overdue materials.
- If you owe \$1 or more on an overdue item, no check-outs will be allowed until the item is returned and the amount is paid.
- Media Center materials, which are damaged or not returned by a student, will be the responsibility of the student or the student's parent or guardian at the replacement cost of the material. Refunds for materials returned by students or parents after the payment has been made will have \$5 deducted to cover processing costs.

### **LOCKDOWNS**

A systemic way to secure the building has been developed for every school in the district. In the event of a dangerous situation or crisis, the teachers and staff will follow the building lockdown procedure for our building. Classrooms will remain on alert until the all clear is given by the office.

## LOCKERS

Each student is assigned to a personal hall locker for which he/she is responsible. Any valuables or large sums of money should not be kept in these lockers. Instead, it should be deposited in the office for safe keeping and picked up at the end of the day. Edibles should never be left in the locker overnight. We cannot emphasize enough that locker combinations must be kept private and not shared with anyone. Outside decoration of lockers is not permitted. (See *Procedures*, p.1) Please see *Notification of School Searches*.

## LOST AND FOUND

Articles which are found around school will be placed in the large; lost and found box located at the north end of the multi-purpose room at Clinton Rosette and outside the entrance to the lunch room at Huntley. **Please put name on all articles.** The contents of the lost and found box will be emptied periodically, put on display. If items are left they will be donated to a local philanthropic organization.

## LUNCHROOM EXPECTATIONS

1. RESPECT AND OBEY ALL ADULTS.
2. Keep voices at an indoor conversational level. When a staff member puts their arm up it means to become quiet.
3. Students are to remain at their table. Permission to leave the table will be granted by the staff member in charge of that section. Sit down when you come to the cafeteria.
4. When you enter the cafeteria during lunch period, sit down at a table until you are dismissed to the line.
5. Washrooms are to be used before you are dismissed to recess.
6. If you spill, you are responsible to clean it up.
7. During lunch periods, students are to remain in the lunchroom or on the playground unless they have a current pass from a teacher.
8. If you touch the food, you buy it.
9. The throwing of any item will not be tolerated.
10. Bring your coats to lunch. You are not allowed to go to your locker.
11. In accordance with state food service policies students are to eat the food they are served or that which they bring from home. We cannot permit food to be brought to the building and served to students during lunch time from outside, unapproved agencies. For example: please do not bring Italian food to school during lunch to serve to your child and their friends.
12. Lunch parties that involve more than one person (pizzas, birthday cakes, sub sandwiches, etc.) must be arranged ahead of time to have a teacher supervise these lunches in another area away from the cafeteria. No delivery orders will be arranged or delivered to students during the lunch hour. Parties during lunch are not permitted.

## **Recess Expectations**

1. Keep hands to yourself.
2. Keep all food and drink inside the lunchroom.
3. Stay away from the staff parking lot.
4. Use equipment safely.
5. Stay in your designated play area.
6. Tackle football is not permitted.
7. Line up in an orderly and safe manner when whistle sounds to go in.

## **Lunch Room Consequences**

Students that do not follow the lunchroom procedures or rules will be subject to following consequences:

- First Offenses may result in take out clean-up duties and restricted recess time.
- Continued offenses may result in loss of lunchroom privileges, permanent assigned seat, detentions or possible Office Discipline Referral.

## **MAKE-UP WORK**

Students are responsible for making up all work missed due to absence. Please call the office to insure that all teachers can be notified of the request. Homework can be picked up at the front office.

Students will be allowed the total number of school days absent in order to make up work missed: e.g., if a student is absent for five days, he/she will be allowed five days to make up the work, unless other arrangements are made with the teacher.

## **MUSIC**

Band, Choir, and Orchestra are graded classes. Students must attend as in any other class unless given the consent of the music teacher. Band, choir, and orchestra students often perform at concerts and are occasionally called upon to perform at assemblies and parades. Concerts and events outside the regular school day are a required part of the course and is part of the student's final grade.

**Band:** Band is open to all DeKalb Middle School students. Class lessons as well as full band rehearsals are regularly scheduled during the school day.

**Choir:** Choir is open to all DeKalb Middle School students. The Choir performs at concerts and is occasionally called upon to perform at assemblies and other functions.

**Orchestra:** This organization consists of all the strings in the school plus selected winds and percussion. Orchestra rehearses regularly during the school day and lessons are scheduled also. The orchestra performs several times during the year at concerts.

## **ONLINE ACTIVITIES/INFORMATION/PHOTOS**

Occasionally, the district allows coverage of activities or events and occasionally releases and/or posts on our website students' photographs/work, performances, awards, and honor listings to be used in informational news coverage and educational purposes. Parents and/or Guardians filled out a release of information at the time of registration into the district. If you do not want your child's information or photo to be used, please contact the main office and provide a signature to not participate in the release of information.

## **PHYSICAL & IMMUNIZATION POLICY**

Within one year prior to entering pre-kindergarten, upon entering kindergarten or the first grade, and upon entering the 6th and 9th grades, students shall present proof of having undergone a health examination by a physician licensed to practice medicine in all of its branches. Transfer students entering the school district for the first time, irrespective of grade, shall present such proof within 30 days of their enrollment. Students must also present proof of having received the immunizations against preventable communicable diseases, as required by the rules and regulations of the Illinois Department of Public Health.

If a student does not comply with the requirements of this policy, such student shall be excluded from school until proof of having received the required health examination and immunizations is presented to the district. All new students, who are first time registrants, shall have thirty (30) days following registration to comply with the health examination and immunization regulations. During a student's exclusion from school for non-compliance with this policy, the student's parents shall be considered in violation of Section 26-10 of The School Code of Illinois and subject to any penalty imposed by Section 26-10 of The School Code of Illinois.

A student may be exempted from the requirements of this policy for religious or medical grounds. If a student's parents or legal guardian objects to the health examination and immunizations on religious grounds, then such parents or legal guardian must present to the superintendent a signed statement of objection, detailing the grounds for such objection. If a student is exempted from immunizations on medical grounds, then the examining physician shall endorse such fact upon the health examination form.

### **Vision Exam**

Illinois Law requires that students new to Illinois schools for the first time provide proof of an eye examination by an optometrist or physician (ophthalmologist) who provides eye examinations be submitted to the school no later than October 15<sup>th</sup> of the year they first enroll or if enrolled after the start of the school year 60 days after enrollment.

### **Dental Exam**

A Dental Examination is required for all 6th grade students. A Dental Examination dated no earlier than November 16 of the year before, or no later than May 15 of the year students are in 6th grade should be submitted to the school office

### **Vision and Hearing Screening**

Students will be screened according to state mandated vision and hearing laws and results will be shared with the school. Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed a signed report indicating that an examination has been administered within the previous 12 months. The evaluation needs to be on file at the school for your child, otherwise, if your child is in the mandated groups they will be screened. Vision screening will be done as mandated, for the following children: pre-school, kindergarten, second grade, eighth grade, and all special education, transfer students, and teacher referrals. Hearing screenings will be done, as mandated, for the following children: pre-school, kindergarten, first grade, second grade, third grade and all special education.

## **PHYSICAL EDUCATION**

All students are to wear a gym uniform consisting of a T-shirt and gym shorts. The T-shirt should be orange, and shorts/pants should be black. Both the shorts and T-shirt are a required part of the uniform and is required to be worn for physical education class daily. The students are also required to have white socks, gym shoes and a sweat suit for outside classes in the fall and early spring. These items should also be marked with the student's name.

### **Physical Education Excuse**

All students must participate in physical education unless excused by their physician. A student may be excused from participation with a note from parents for up to three consecutive days. Thereafter, an excuse from a physician is required. Such special arrangements are made through the school nurse.

## **PLAGIARISM**

DeKalb Middle Schools uses the same criteria for plagiarism as the high schools. Plagiarism is to give the impression that you have written or thought something that you have in fact borrowed from someone else... Plagiarism is essentially theft - the stealing of someone else's intellectual property. Consequently, when evidence of plagiarism exists, the assignment will receive no credit and the student has no opportunity to make-up work.

## **REPORT CARDS**

Report cards are issued four times per year, at approximately nine week intervals. Students will receive traditional grades A, B, C, D, or F. Comments are indicated as to citizenship and effort.

In addition to the report cards, midterm progress reports are also online through Skyward Family Access. Skyward Family Access is available on a link through the district website.

## **RESIDENCE**

A student shall be eligible if he/she attends the member school in the district in which he/she resides. If the parents of a student move from one school district to another during the school year, the student may retain eligibility for the remainder of the year at the new school.

A student that transfers his/her attendance from one school district to another school district shall become eligible upon completing the eligibility requirements.

## **SEARCH AND SEIZURE**

### **Notification of School Searches**

Students are hereby notified that school lockers, desks, storage facilities and other school property are subject to searches at any time for any reason. Furthermore, students have very limited expectations of privacy on school property and are hereby notified that, in order to further the school's interest in the educational needs and safety of all students, the school may search any student property, including bags, backpacks, clothing, purses, and automobiles, whenever the administration deems such necessary

### **Students and their Personal Effects**

School authorities (certified employees and school administrators) may search a student and/or the student's personal effects when there are reasonable grounds for the suspecting that search will produce evidence the student has violated or is violating either the law or the rules of the school. In addition, the responsible grounds must be accompanied by particularized suspicion

with respect to the individual to be searched. The search itself must be conducted in a manner that is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and nature of the infraction. When feasible, the search will be conducted as follows: outside the view of others-including students, in the presence of school administrators or an adult witness.

### **School Property**

School property, including but not limited to desks and lockers, is owned and controlled by the District and the District may make reasonable regulations regarding its use. School authorities are authorized to conduct area-wide, general administrative inspections of school property as a means of protecting the health, safety, or welfare of the district, its employees, and students; without notice to or consent of the student and without a search warrant.

In all other cases, school authorities may search such school property when there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or the Districts rules.

### **Seizures of Property**

If a search is conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the District's rules, such evidence may be seized and impounded by the school authorities, and the disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

## **STUDENT ACTIVITIES**

During the year various clubs and activities will be offered. We encourage all students to get involved in some of the various activities available to students at Rosette. Involvement in activities outside the classroom will make the years at Rosette more meaningful and will contribute to the total growth of the individual student.

## **STUDENT COUNCIL**

Student Senate is a representative group of students whose main responsibilities include development of school spirit and sponsorship of a variety of activities throughout the school year. It is an excellent opportunity to serve your school and develop leadership qualities. Students must maintain a "C" average to remain eligible for Student Council.

The Executive Board is selected in the spring. Representatives will be selected from each first period class. Activities of the student council include: Service Projects, Citizenship, Special days, Safety, Assembly programs, Orientation for new students, Parties and dances, other activities as needs arise.

## **STUDENT MESSAGES, LUNCH AND DROP OFFS**

If it is necessary that parents get a message to a student during the school day, call the school office. Messages received before 11:00 AM will go out during the child's lunch hour. All other messages will be picked up by students at 2:30 PM. We do not guarantee messages will get to students if left after 1:30 PM. Items being dropped off at the main office will be handled in the same manner as student messages. All items must be marked prior to drop off with the student's name and grade.

## TARDY POLICY

All students arriving late to school (up to the end of first hour) will be marked as TARDY. By law, students missing the first hour are marked 1/2 day absent from school. Students missing three or more academic classes are marked as a full day absence. Lunch and supervised study are not classified as academic instruction. Family emergencies are considered to be such things as car problems, power failures or other circumstances beyond the family's control. These will be considered excused if the student is signed in by the parent and the reason stated. Tardiness due to a doctor's appointment will be considered excused when the student arrives with an appropriate admit from the doctor. Students with a credible doctor's note may sign themselves back into school. If a doctor's note is not presented the students – out must be signed in by a guardian and a family emergency will be declared to excuse the absence. A doctor's verification can be submitted at a later date. All other tardies are considered unexcused. **On the third unexcused tardy disciplinary action will result.** All students must check into the office if they arrive after 7:45 AM. In cases of inclement weather, attendance is held at the discretion of the administration. Students arriving during this time do not need to be signed in by their parent.

Students are expected to come to each class on time. Students who are marked 3 or more class-to-class tardies in one school week will face disciplinary consequences.

## TESTING

District 428 administers several batteries of standardized tests to middle school students in order to assess students' achievement and aptitude, as well as to assist in determining placement in special programs and classes. All DeKalb middle school students take the ISAT tests in March.

## TRANSPORTATION

All buses are under the supervision of the First Student for the district. If you have any questions or concerns, please notify Brenda Jergens (Transportation Liason) at 815 754-2199 or First Student at 748-2901. Any bus discipline problems will be reported to the administration of the home school.

### Bus Riders

According to state law, students who live one and one-half (1.5) miles or farther from school by the most direct route are eligible to ride the school bus. Students may ride only that bus which stops nearest their home. Insurance does not allow non-bus riders to ride home a bus. In rare cases, parents that are leaving their child in the care of another family may ride the bus if there is space to do so. This is at the discretion of the school. Students are not allowed to ride a different bus home with a friend unless it is approved by the district transportation liaison one day in advance. To make these arrangements, please call (815) 754-2199.

Bus drivers are in charge of students riding their buses just as teachers are in charge of their classroom. Students are required to obey the driver at all times. The privilege of riding the bus is dependent upon good behavior and observance of the rules and regulations. Bus riders are subject to all school rules. The following rules and regulations are specific to riding the buses. The purpose of these rules is to provide for safety and an enjoyable bus ride for all. Bus drivers are required to report any student who violates these rules and regulations to the administration of the home school. Privileges to ride may be suspended. The student's privileges must be

reinstated by the proper authority before the student may resume riding the bus. Any student who repeatedly violates the rules or commits a serious offense may have their bus riding privileges suspended indefinitely. Students who are suspended from riding the bus are still required to be present in school on the suspension days.

### **Bus Rules and Regulations for Bus Riders**

1. Students shall be held accountable for their conduct at the bus stop and on the bus. Any fighting, harassment, throwing snowballs, injury or damage to property shall be reported. Any of the above violations will also be handled in the same manner as in or on school property as stated in Board Policy.
2. At no time shall a student be allowed to extend any part of their body out of a bus window. Throwing objects or yelling out of bus windows is prohibited. The throwing of any item on the bus could distract the driver and cause a serious accident.
3. After school, students should wait for the bus supervisor to dismiss them to their bus. They should approach and board the bus in an orderly fashion (no running or cutting in line). Under NO circumstances should a student approach or attempt to board a bus that is moving or coming to a stop. **DO NOT WALK BETWEEN BUSES.**
4. All students are expected to help keep the buses clean. This means that no littering, spitting, eating, or drinking shall be allowed on the bus.
5. As a safety measure, students are required to sit in their seats properly. This means that they should face forward and sit with their backs against the seat. Students are expected to respect the bus driver's authority. Boarding the bus, getting off the bus, changing seats, standing or walking inside the bus should be done only with the driver's permission. Bus passengers must occupy the seats assigned to them.
6. The aisle and emergency exits are to be kept clear of any objects that would hinder their use. If there are no empty seats available to store items such as musical instruments, sports equipment, backpacks, and lunch boxes, students must hold these items in their laps. Any item that is too big to fit under the seat or on the student's lap will not be permitted on the bus.
7. The bus driver will have the authority to deny permission of items they feel present a hazard on the bus. No student shall bring any animal or pet on the bus.
8. There is to be no noise of any kind when a bus stops at a railroad crossing.
9. Any student who damages or vandalizes a school bus shall be obligated to pay for damages. Disciplinary action may be taken.
10. Students will not use obscene or unacceptable language, gestures, remarks or signs while on the bus.
11. Students that light matches or lighters on the bus will be suspended from school, and may lose bus riding privileges.
12. Students are required to board and get off the bus at their assigned bus stop.

13. No tobacco in any form may be used by a student on the bus, or at the bus stop. The possession of, or use of the above or any illegal drugs or alcohol on the bus or bus stop will be handled in the same manner as in or on school property as stated in Board Policy.

**NOTE:** Students may be video and/or audio taped while riding on the buses.

Incidents and Ranges of Disciplinary Actions	Student Conference	Warning	Loss of credit for assignment	Restitution	Confiscation	Change Clothes	Police Referral	POSSIBLE	Loss of Privilege	Make-up time	Escort from School Grounds	Detention	Lunch Detention	Community Service	W.I.L.S	Saturday School	1-4 day OSS	5-7 Day OSS	8-10 Day OSS	Truancy	Police Referral	Recommendation for Expulsion	Administrative Recommendation for Alternative Placement
Any activity prohibited by criminal law.	X	X						X						X	X	X	X	X	X		X	X	X
Assault and Battery	X	X						X				X	X		X	X	X	X	X		X	X	X
Bomb threat.	X	X					X	X											X		X	X	X
Bullying / Threats or Intimidation	X	X						X				X	X	X	X	X	X	X	X		X	X	X
Bus Violation	X	X						X	X			X	X	X	X	X	X	X	X		X		
Cheating.	X	X	X					X		X		X	X		X	X	X	X	X				
Class and/or school truancy.	X	X						X		X		X	X		X	X	X	X	X				
Computer violation - Unauthorized or improper use of or access to the district's computers, computer system, e-mail, internet access, or other information system components, including violation of the "acceptable use policy."	X		X					X	X			X	X		X	X	X	X					
Discriminatory Conduct - Use of derogatory racial, ethnic, sexual orientation, and/or religious comments with the intent to be disrespectful.	X	X						X				X	X	X	X	X	X	X			X		
Disrespect- disrespect to staff	X	X							X				X	X	X		X	X					
Disruptive behavior - educational disruption	X	X						X		X		X	X	X	X	X	X	X			X		
Dress Code - No clothing, objects, or jewelry that depicts distasteful symbols debasing the dignity of a person, that depicts alcohol, or drugs or that contain sexually explicit, obscene, or vulgar messages or symbols may be worn or displayed at school or at any school-sponsored activity. In addition, no spiked or dangerous jewelry may be worn or displayed at school or at any school-sponsored activity.	X	X						X		X		X	X	X	X	X	X	X					

Incidents and Ranges of Disciplinary Actions	Administrative Recommendation for																						
	Alternative Placement	Recommendation for Expulsion	Police Referral	Tuancy	8-10 Day OSS	5-7 Day OSS	1-4 day OSS	Saturday School	W.I.L.S	Community Service	Lunch Detention	Detention	Escort from School Grounds	Make-up time	Loss of Privilege	POSSIBLE	Police Referral	Change Clothes	Confiscation	Restitution	Loss of credit for assignment	Warning	Student Conference
Drugs - Possession of drugs, alcohol, intoxicating substances, prescriptions being sold or given away, inhalant, narcotic, cannabis, speed, tranquilizers, look-alike drugs or any other controlled substance, or illegal substance while on school premises or attending school sponsored activities.		X	X		X	X									X	X	X	X				X	X
Drugs - The possession or use of any drug paraphernalia.		X	X		X	X	X								X	X	X	X				X	X
Electronic Device - Use of electronic devices such as camera phones and PDA's, to take, display, or send images or text messaging is prohibited on school grounds during the course of the school day. Inappropriate use of such devices to take, display, or send images or text messages is prohibited at all times on school grounds and at all school sponsored activities. Use of pagers, paging devices, portable phones and any electronic communication devices is prohibited from the time students enter the building until the end of the last class period unless authorized or approved by the building administration.										X	X				X	X	X	X				X	X
Fighting.		X	X						X	X					X	X	X	X				X	X
Forgery, falsifying information		X	X	X					X	X					X	X	X	X				X	X
Gambling.		X	X						X	X					X	X	X	X				X	X

Incidents and Ranges of Disciplinary Actions	Administrative Recommendation for <del>Alternative Placement</del>													
	Recommendation for Expulsion	Police Referral	Truancy	8-10 Day OSS	5-7 Day OSS	1-4 day OSS	Saturday School	W.I.L.S	Community Service	Lunch Detention	Detention	Escort from School Grounds	Make-up time	Loss of Privilege
Gangs and gang involvement -The participation in any unauthorized club, secret society, satanic activity, and/or gang activity. This includes, but is not limited to, the display, wearing, or possession of contemporary gang identifiers, the use of gang hand signals, and the solicitation of others for memberships, the requesting of payment of dues, insurance, or other forms of protection from individuals. This also includes intimidating, or threatening an individual or inciting others to participate in any form of physical violence involving a person or property.	X	X		X	X	X	X	X						X
Hats, caps, or head coverings of any kind by any student, <u>girl or boy</u> from the time they enter the school building until they exit the school building is prohibited unless otherwise approved by the Building Principal. In addition, unless otherwise approved by the building principal, wearing of coats, jackets, and outdoor wear garments in the building will not be permitted during the school day (from the first class period bell until the bell ending the last class period). Coats are to be stored in student lockers or other designated places during the school day.		X	X						X	X				X
Harassment (any pastime or amusement, engaged in by students for the purpose of holding up any individual to ridicule).		X	X					X	X	X	X			X
Insubordination- Not following school expectations or staff directives.		X	X					X	X	X				X
Mob Action		X	X								X			X
PDA		X	X						X	X				X
Physical Aggression		X	X						X	X	X			X

Incidents and Ranges of Disciplinary Actions	Student Conference	Warning	Loss of credit for assignment	Restitution	Confiscation	Change Clothes	Police Referral	POSSIBLE	Loss of Privilege	Make-up time	Escort from School Grounds	Detention	Lunch Detention	Community Service	W.I.L.S	Saturday School	1-4 day OSS	5-7 Day OSS	8-10 Day OSS	Truancy	Police Referral	Recommendation for Expulsion	Administrative Recommendation for Alternative Placement
Possession of lighters, matches or other such materials.	X	X			X			X				X			X	X	X						
Possession or use of an explosive or incendiary device.	X	X						X							X	X	X	X	X		X	X	X
Posting of signs and other materials without administrative approval.	X	X			X			X	X			X		X	X	X							
Profanity	X	X						X				X	X	X	X	X							
Reckless behavior - School Safety	X	X						X	X			X	X	X	X	X	X	X	X		X	X	X
Setting off a false fire alarm or disaster alarm.	X	X					X	X									X	X					
Sexual Abuse or Assault	X	X					X	X									X	X	X		X	X	X
Sexual Harassment	X	X						X				X		X	X	X	X	X	X		X	X	X
Tardiness.	X	X						X		X		X	X	X	X	X	X						
Theft will constitute the taking of property of others without their permission or consent, or possession of stolen items. This includes possession of tools that are used to gain possession of another person's property.	X	X						X	X			X	X	X	X	X	X	X	X		X		
Tobacco products in any form: smoking, possession, use, sale, or distribution is prohibited on school grounds or at any school related activity. Smoking, possession of a lighted cigarette or use of tobacco products is prohibited on adjacent property or within visible sight of the school grounds. Current city ordinances and state law in regard to tobacco will be strictly enforced by school officials. Students under the age of 18 may be referred to the DeKalb	X	X						X						X	X	X	X				X		

Incidents and Ranges of Disciplinary Actions	Administrative Recommendation for Alternative Placement																							
	Recommendation for Expulsion	Police Referral	Truancy	8-10 Day OSS	5-7 Day OSS	1-4 day OSS	Saturday School	W.I.L.S	Community Service	Lunch Detention	Detention	Escort from School Grounds	Make-up time	Loss of Privilege	POSSIBLE	Police Referral	Change Clothes	Confiscation	Restitution	Loss of credit for assignment	Warning	Student Conference	Police Department for additional intervention.	
Trespassing on School District property.		X				X		X				X			X									
Unauthorized use of school property.		X	X						X		X			X										
Vandalism - Intentional damage to school property or personal property of district employees, students or others or criminal damage to property of any such persons.										X	X			X					X					
Weapons Violation - Possession of a weapon or look alike weapon	X	X													X	X								X

## STUDENT VIOLATIONS T-CHART

Minor Infractions	Moderate Infractions	Major Infractions
<ul style="list-style-type: none"> <li>• Conduct at School Activities</li> <li>• Food and Beverages</li> <li>• Hats/Head Coverings</li> <li>• Laser Pointers</li> <li>• Locker Violation</li> <li>• Lunch Violation</li> <li>• Musical Electronic Listening Devices, IPODS, Etc. During Instructional time</li> <li>• Pagers, Paging Devices, Portable Phones, &amp; Any Electronic Communication Devices</li> <li>• Public Displays of Affection</li> <li>• Spitting</li> <li>• Student Dress/Physical Appearance</li> <li>• Student Sales</li> <li>• Tardiness to Class</li> </ul>	<ul style="list-style-type: none"> <li>• Bullying</li> <li>• Leaving School Grounds</li> <li>• Cheating/Plagiarism</li> <li>• Failure to Serve Detention</li> <li>• Inappropriate Language/Profanity</li> <li>• Insubordination to Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Computer/Technology Violation</li> <li>• Destruction of Property or Vandalism</li> <li>• Drugs and Look-Alike Drugs/Alcohol</li> <li>• Drugs Related Paraphernalia</li> <li>• Fighting</li> <li>• Fireworks</li> <li>• Gambling</li> <li>• Gangs, Gang-related Activities, &amp; Secret Societies</li> <li>• Illegal Activities</li> <li>• Physical Attack on Staff or Students</li> <li>• Sexual Harassment</li> <li>• Smoking or Possession of Tobacco Products</li> <li>• Theft, Extortion, or Possession of Stolen Articles</li> <li>• Threat, Intimidation, Directed Profanity, Harassment, or Other Obscenity</li> <li>• Weapons/Look-alike Weapons</li> </ul>

## Glossary

**ALTERNATIVE EDUCATIONAL PLACEMENT** - An educational and rehabilitative program to provide an alternative for students facing repeated out of school suspensions or expulsion.

**ARSON/ATTEMPTED ARSON** - By means of fire, cause harm to property or any person or participate in or enable the burning of property of any person.

**BATTERY**- Use of excessive force causing bodily harm to another person.

**BEHAVIORAL CONTRACT**- Formal or informal agreement between a student, teacher, and parent stating behavioral expectations and positive and negative consequences; usually in a written form.

**BOMB THREAT**- Reporting to school, police, or fire officials the presence of a bomb on or near school property without a reasonable belief that bomb is present on school property.

**BULLYING/THREATS AND INTIMIDATION**- An expression of word or deed that threatens or inflicts physical or emotional pain, injury, damage, or punishment on another or another's belongings or property, that causes fear or a sense of inferiority in another or that prevents another from acting in accordance with personal choice or school policies.

**CHEATING** – To violate the rules of honesty in school related actions, requirements, and expectations.

**CLASSROOM BEHAVIORAL MANAGEMENT PLAN** – A plan developed by teachers and students that outlines classroom rights and responsibilities. The plan should be submitted to building administration.

**COMPUTER VANDALISM** – Deliberate destruction or harm to district computer software, stored data or hardware. Examples include installation of a computer “virus”, unauthorized modification of software, changing district stored information or Web sites.

**COMPUTER VIOLATIONS** – Unauthorized installation, copying or modification of computer programs or stored information. Opening unauthorized web sites. “Hacking”.

**CONFERENCE** – A meeting involving the student, parent, counselor, support personnel and/or administration.

**CONFERENCE WITH ADMINISTRATION, PRO-ACTIVE** – A conference held between the student and one or more school officials. Teachers and bus drivers may request this intervention after earlier Level 1 interventions have not proven successful.

**CONTACT WITH PARENT/GUARDIAN** – Contact of the parent/guardian through a meeting, telephone call, or letter to support student performance.

**CORPORAL PUNISHMENT** – Inflicting bodily harm upon an individual for disciplinary purposes. Corporal punishment is expressly prohibited throughout DeKalb Schools. However, reasonable force to prevent bodily harm to one's self or others is not prohibited.

**CUTTING** – A student who has an unexcused absence from class.

**DAMAGE TO PROPERTY** – Causing damage to or defacing school or property of others. This includes “computer hacking” which is defined as damage to or unauthorized use of hardware and/or software.

**DEMONSTRATIONS/STRIKES** – The DeKalb Middle Schools recognize that the free exchange of ideas is a basic concept in an open, democratic society. The pursuit of this exchange is encouraged. Students who wish to present opinions are encouraged to do so in an orderly manner that does not materially disrupt the education process. Faculty and administration are willing to meet with student to discuss issues. Demonstrations and strikes disrupt the educational process and therefore are prohibited.

**DEROGATORY REMARK** – Use of religious, disability, sexual, ethnic, or racial slurs, pictures, objects, gestures, etc.

**DETENTION** – Keeping a student before or after regular school hours for a reasonable time or detaining a student during school hours, such as lunchtime.

**DISCIMINATORY CONDUCT** – Using words, pictures, objects, gestures, or other actions demeaning to any religious, disabled, ethnic, or racial individual or group.

**DISOBEDIENCE** – Refusal or failure to comply with a direction or instruction of others.

**DRESS CODE** – A student shares with his or her parents the right to dress according to personal preference except where such dress is dangerous to the student's health and safety of others or is distracting or indecent to the extent that it interferes with the learning and teaching process (Please see dress code on page)

**DRUGS/ALCOHOL** – Selling, distributing, possessing, having under one's control, or using any controlled substance or alcoholic beverage; possession or control means on one's person or in a locker, desk, or hidden in any location on or next to school property. This also includes the carry or transfer of a drug (prescription or non-prescription) and using or having under one's control and/or any related paraphernalia in the sale or use of drugs.

**DRUG, LOOK ALIKE**- Distribution of any substance represented to be a drug or alcohol.

**DRUG, OTHER** – Use of inhalants, designer drugs, improper use of medication and other substances used in produce intoxication or altered consciousness.

**ELECTRONIC DEVICES** – Use or possession of any electronic or communication device such as pagers, boom boxes or cellular phones. The use of electron devices such as Walkman radios or hand held games is at the discretion of school site administration.

**EXPLOSIVES** – Substances that burst forth, usually with a great deal of noise, such as fireworks, firecrackers, cherry bombs, etc. No one will possess, handle, transmit, conceal, nor use any explosive device or substance that can be used as an explosive.

**EXPULSION** – The permanent exclusion of a student from school attendance and school activities for a period of time as determined by the Board of Education. The Board may expel a student up to two calendar years.

**EXTORTION** – Forcing another to act against his/her will; taking property from a person by force or threat of force.

**FAILURE TO ATTEND DISCIPLINE PROGRAM** – Refusing to or failing to attend programs such as ISS, Detention, Counseling or consequences.

**FALSE IDENTIFICATION/FORGERY** – Using another person's name or identification as one's own.

**FIGHTING** – The exchange of mutual, physical contact, with or without injury. Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties will be disciplined.

**FIRE ALARMS** – Unless an emergency exists, a student will not willfully sound a fire alarm or cause a fire alarm to be sounded. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building. Includes misuse of fire extinguishers on school property/school bus.

**FIREWORKS/INCENDIARY OBJECTS** – Use possession, or sale of firecrackers, smoke bombs, matches, lighters, and similar materials.

**FORGERY**- Incidents in which a student falsifies the name of another individual by placing that name on a document or intentionally verbally misrepresenting instructions from a staff member.

**GAMBLING** – The use of dice, cards or other gambling paraphernalia for the purpose of exchanging money, services or goods and/or maintaining of point tables for later exchange of money, services or goods. Gambling paraphernalia will be confiscated.

**GANGS, RELATED BEHAVIOR** – Participation in any activity that serves to advertise or promote gang activity, including the wearing and displaying of jewelry, clothing, signs, or other indicia of a gang.

**Note:** It is the school's responsibility to maintain a safe and disruption-free school environment. The School Code of Illinois (Ill. Rev. Stat., ch 122 par. 31-1 through 31-4) provides that "any public school fraternity, sorority, or secret society is inimical to the public good." This Board of Education is aware that gang and gang related activities can cause substantial disruption of or material interference's with school and school related activities. A "gang" as used in this policy is any group of two or more persons whose purposes include the commission of illegal acts. Therefore, the possession, display, or use of signs, symbols, colors, or slogans of gangs or public school fraternities, sororities, or secret societies is prohibited on premises or at school sponsored events. Any group/symbol/action that is deemed inappropriate, offensive and/or disruptive to the educational process by the school administration will not be tolerated. This includes, but is not limited to, signs, slogans, attire, etc. In the case of symbols, emblems, or tattoos, the student will be asked to remove/cover the unauthorized symbol, emblem or tattoo from the person or personal belongings. A student who wears a particular color combination of clothing/jewelry worn in a manner known to represent a gang, for the intent of displaying gang membership, or a specific combination of colors that is so closely associated with gang membership is not tolerated at DeKalb Middle Schools.

**GROUP VIOLENCE** – More than one student on a side engaging in physical contact to inflict harm or inciting others to do so. Additional person entering into an initial fight not to restrain or separate but to actively participate in the physical aggression.

**HARASSMENT/HAZING** – To repeatedly annoy, impede or otherwise negatively interfere with another person's life. Examples include derogatory slurs based on race, gender, disability, ancestry or other group or individual characteristics. Also included is the wearing or possession of items depicting or implying hatred of or prejudice toward identified groups.

**HAZING** – Disturbing constantly, by pestering or tormenting any individual or group. Hazing is, but not limited to, any act or activity that physically or mentally endangers/threatens a student/ intimidates, embarrasses, ridicules, harms or places fear in a student/ induces physical exhaustion; harassment or duress; or defacing/damaging of school property.

**INAPPROPRIATE PHYSICAL CONTACT/DISPLAY OF AFFECTION** – Inappropriate public display of physical contact of a sexual nature with another. Includes behavior such as kissing, fondling, long embracing, etc. Disrupting school or causing embarrassment or physical or emotional harm to another through horseplay, play fighting, or inappropriate touching.

**INATTENTION** – Not engaged in the lesson.

**INDECENT GESTURE** – Making gestures which convey a grossly offensive, obscene or sexually suggestive message.

**INSUBORDINATION** – Defying or refusing to obey reasonable instructions/requests by a school employee or bus driver.

**LEAVING WITHOUT PERMISSION** – Failure to attend assigned class without permission or excuse; leaving the building, classroom, or assigned area without prior approval of the teachers and/or administrator.

**LITTERING** – Throwing or scattering debris in improper locations.

**LOCKERS** – Sharing lockers, or using a locker other than that assigned is strictly prohibited.

**OBSCENITY/PROFANITY** – Language, conduct or behavior offensive to accepted standards of decency and modesty. Such behavior directed at an individual is Abusive Behavior.

**OFFENSIVE MATERIALS** – Displaying or distributing materials that are patently offensive sexually, racially, or religiously. Material promoting harmful effect. E.g. drug lab instructions, weapons or bomb building instructions or distribution of other instructions for illegal or harmful activities.

**OUT OF SCHOOL SUSPENSION** – A student may not attend school or school-sponsored activities for a period of up to ten school days and is not permitted to ride a school bus during this time.

**P.D.A.** – Hand holding, hugging, having arms around or on each other and similar type behaviors.

**PEER MEDIATION** – An approach to resolve conflict in which individuals talk uninterrupted so they hear each side of the dispute. A trained peer mediates and an adult supervises this discussion.

**PERSISTENT** – Any ongoing disruption of the environment and/or teaching process after the implementation of a variety of interventions.

**PHYSICAL ABUSE** – To strike or hit another, but not mutual combat.

**PROGRESSIVE DISCIPLINE**- Disciplinary consequences which are based upon an accumulation of previous disciplinary offenses leading to a more severe penalty than if a single incident.

**PUSHING OR SHOVING** – Inappropriate physical contact that is disruptive to the education process.

**RESTITUTION** – There are two of restitution.

- Repair or replacement of property, or to pay the reasonable cost of repair or replacement.
- A process for solving a problem and repairing relationships.

**RECKLESS BEHAVIOR** – Behavior that is a danger to self or others.

**SATURDAY SCHOOL** – A disciplinary assignment to be served by the student in place of an OSS.

**SCHOOL RESOURCE OFFICER** – A DeKalb Police Officer designated to work in the school buildings to help maintain a safe school environment and enforce the school District Policies and the Law.

**SEARCH AND SEIZURES**- School authorities are authorized to conduct searches of students and their personal effects, as well as the property of the District. This authorization includes the use of city, county and/or state police departments and trained animals when deemed necessary.

**SELF DEFENSE**- Self defense is the action by which a person protects himself from any bodily harm arising out of an encounter or attacks from other person by blocking the opponent's advancement or using minimal force to remove him or herself from a dangerous situation. Self defense does not include attacking another student in an offensive manner in any way.

**SEXUAL HARASSMENT** – Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal physical conduct or communication of a sexual nature. May include, but is not limited to subtle pressure for sexual activity, inappropriate patting or pinching, intentional brushing against another's body.

**SEXUAL MISCONDUCT** – A. Using words, pictures, objects, touching, gesture, or other actions relating to a sexual, suggestive or obscene message or a person's gender, that may have the effect of causing embarrassment, discomfort, or a reluctance to participate in school activities. B. Consensual sexual activities at school or school related activities.

**SKIPPING CLASS** – Failure to attend, without valid cause, all assigned classes.

**STOLEN PROPERTY, POSSESSION OF** – Having in one's possession or under one's control property, which has been stolen, or possession without permission of property belonging to another.

**SUPPORTIVE CONFRONTATION** – The art of confronting problem situations and people, yet in a constructive and helpful ways.

**THEFT** – Taking property belonging to an individual or the school without permission, such as removing items from another's desk or locker without permission.

**THREATS/INTIMIDATION** – An expression of work or deed to inflict pain, injury, damage, or punishment that prevent another from moving or acting in accordance with school policies or personal choice.

**TOBACCO, USE/POSSESSION** – Use or possession of tobacco in any form at school, at school-sponsored activities or on a school bus.

**TRESPASSING** – Entering any school facility or onto school property/bus without proper authority, includes any school entry during a period of suspension or expulsion. Trespassing also includes entering a school other than where a student is registered.

**VANDALISM** – Intentionally or recklessly causing damage to or defacing school or property of others, or such action causing disruption to the education process and/or school activities.

**VERBAL ABUSE** – Offensive language, behavior or gesture directed toward staff or student.

**WEAPON** – A weapon is any device intended to cause injury or bodily harm; any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection because of its potential use to cause injury or bodily harm. Weapons include but are not limited to any type of knife, any type of firearm, any type of imitation or look alike firearm, BB guns, chains, razors, clubs, mace or other chemicals or gas, etc.

Possession of a weapon is prohibited on School District premises, school buses, or any other premises where an official school function is being conducted. Possession is defined to include, but not be limited to, having a weapon found; in a space assigned to a student such as a locker or desk, on the student's person or property under the student's control; or having a weapon accessible or available, for example hidden on school property.

**W.I.L.S.** – Work in lue of Suspension, a 2 hour and 15 minute work assignment in which students will be required to complete school work and/or work with school personnel in a community service capacity.

# DEKALB SCHOOL DISTRICT

## Acceptable Use Policy

### I. PURPOSE

This policy, also referred to as the "Acceptable Use for Electronic Network Related Technologies and Access Policy" ("AUP") sets forth the standards governing DEKALB SCHOOL DISTRICT Public Schools' use of the DEKALB SCHOOL DISTRICT Electronic Network Related Technologies and Access system. This policy also sets forth the rules under which authorized users may continue their access to and use of these resources. This policy promotes the ethical, legal, and school-related use of the DEKALB SCHOOL DISTRICT Network and ensures DEKALB SCHOOL DISTRICT compliance with the Children's Internet Protection Act. Personal electronic devices will be governed under this policy when such devices are attached to the DEKALB SCHOOL DISTRICT network.

Authorized use of information resources must be consistent with the educational purposes for which these resources have been provided. Use of the DEKALB SCHOOL DISTRICT Network is a privilege that is provided to help authorized users complete and deliver educational obligations. The DEKALB SCHOOL DISTRICT Network provides authorized users with the means for communicating effectively with schools, teachers, administrators, the public, other government entities, and educational experts. These resources should be used in a manner that both enhances students' educational experiences and complies with this policy and regulations established from time to time by the DEKALB SCHOOL DISTRICT Board of Education ("Board"). DEKALB SCHOOL DISTRICT students, through their use of the DEKALB SCHOOL DISTRICT Network, will gain skills and expertise that prepare them for an increasingly technology-oriented society.

Parents who do not wish to allow their child(ren) to have DEKALB SCHOOL DISTRICT Network access must indicate so in writing and schedule an appointment to meet with the Assistant Superintendent of Curriculum and Instruction.

### II. DEFINITIONS

- A. **DEKALB SCHOOL DISTRICT Public Schools' Electronic Network Related Technologies and Access ("DEKALB SCHOOL DISTRICT Network")** is the system of computers, peripherals, terminals, servers, databases, routers, hubs, switches and distance learning equipment connected to the DEKALB SCHOOL DISTRICT Network. These components may function in conjunction with established hardware or wireless LAN running over outside lines, including, but not limited to T -1, BRI, PRI, VPN, Dialup, Fiber, Distance Learning Equipment, owned or leased by DEKALB SCHOOL DISTRICT.
- B. **Cyber stalking** is knowingly harassing another person or persons through the use of electronic communication.
- C. **Damage** means any impairment to the integrity or availability of data, a program, a system, or information.
- D. **Distance Learning Equipment** is a means for providing meetings, educational or professional courseware and workshops utilizing video and/or audio conferencing equipment, and/or media management systems to distribute video to individual classrooms and offices in schools.
- E. **Electronic Mail (e-mail)** consists of all electronically transmitted information including any combinations of text, graphics, audio, pictorial, or other information created on or received by a computer application system and includes the transmission data, message text, and all attachments.
- F. **Electronic Social Networking** includes the use of any electronic form of communication including but not limited to chat rooms, email, forums, article forwarding, instant messaging, text messaging, blogs, message boards, document forwarding from home, libraries, or other outside sources and other uses of electronic communication for non-educational purposes.
- G. **Hacking** is any illegal or unlawful entry into an electronic system to gain secret unauthorized information.
- H. **Harass** means to engage in a knowing and willful course of conduct directed at a specific person or persons that alarms, torments, or terrorizes that person or persons.
- I. **Loss** means any reasonable cost to any victim, including the cost of responding to an offense, conducting a damage assessment, and restoring the data, program, system, or information to its condition prior to the offense, and any

revenue lost, cost incurred, or other consequential damages incurred because of interruption of service.

- J. **Internet** a collection of worldwide networks and organizations that contain millions of pages of information.
- K. **Other Electronic Devices** include, but are not limited to, cellular telecommunication devices such as cellular phones, pagers, text communication pagers, two-way text pagers, and personal digital assistants that may or may not be physically connected to the network infrastructure.
- L. **Password** is a secret word or series of letters, numbers and/or other characters that must be used to gain access to a network, a service or the Internet, and/or to modify certain software (such as parental controls).
- M. **Authorized User** is anyone who has signed the current network acceptable use policy and has had it accepted by the DEKALB SCHOOL DISTRICT school district superintendent or his/her designee. A **Student Authorized User** refers to a student in the DEKALB SCHOOL DISTRICT.
- N. **Unauthorized access** entails approaching, trespassing within, communicating with, storing data in, retrieving data from, or otherwise intercepting and/or changing computer resources without authorization.
- O. **Website** is a page and/or a collection of “pages” or files on a network that are linked together

### III. GENERAL PROVISIONS

#### A. AUTHORIZED USERS

All authorized users shall adhere to the provisions of this policy as a condition for continued use of the DEKALB SCHOOL DISTRICT Network. It is a general policy of DEKALB SCHOOL DISTRICT to promote the use of technology in a manner that is responsible, legal and appropriate.

#### B. DISCLAIMER

Pursuant to the Children's Internet Protection Act, DEKALB SCHOOL DISTRICT uses filtering software to screen Internet sites for offensive material. Users are cautioned that many internet sites contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: Adult Content; Nudity; Sex; Gambling; Violence; Weapons; Hacking; Personals /Dating; Lingerie/Swimsuit; Racism/Hate; Vulgar; and Illegal/Questionable. In general it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Authorized users accessing the Internet do so at their own risk. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and staff gain access to inappropriate and/or harmful material, the Board will not be liable. To minimize these risks, use of the DEKALB SCHOOL DISTRICT Network is governed by this policy.

### IV. TERMS AND CONDITIONS FOR STUDENT USE OF THE DEKALB SCHOOL DISTRICT NETWORK

#### A. ACCEPTABLE USES

DEKALB SCHOOL DISTRICT authorized users may use the various resources provided by the DEKALB SCHOOL DISTRICT Network to pursue educationally-related activities. Teachers and other staff should help guide students in their use of the DEKALB SCHOOL DISTRICT Network so that students will learn how network resources can provide valuable educational information.

In addition to using the DEKALB SCHOOL DISTRICT Network strictly for educational pursuits, authorized users will be expected to follow generally accepted **Rules of Network Etiquette**. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Keep personal information, including the logins, passwords, addresses, and telephone numbers of students or colleagues confidential.

4. Use these resources so as not to disrupt service to other authorized users.
5. Do not upload post, e-mail, transmit, or otherwise make available any content that is unlawful, dangerous or may cause a security risk.
6. Respect limited network resources by removing unused files and keeping files organized

## **B. UNACCEPTABLE USES**

Improper use of the DEKALB SCHOOL DISTRICT Network is prohibited. Actions that constitute unacceptable uses of the DEKALB SCHOOL DISTRICT Network and are not specifically addressed elsewhere in this policy or in the student handbook include, but are not limited to:

1. Use of the DEKALB SCHOOL DISTRICT Network for, or in support of, any illegal and/or unlawful purposes.
2. Use of the DEKALB SCHOOL DISTRICT Network for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she should immediately disclose the inadvertent access to a teacher or to the school principal. Other authorized users should report incidences to the technology department. This will protect the user against allegations of intentionally violating this policy.
3. Use of the DEKALB SCHOOL DISTRICT Network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" (cyberstalking) another individual.
4. Non-educational uses of the DEKALB SCHOOL DISTRICT Network including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying.
5. Student use of network tools for personal rather than educational purposes.
6. Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.
7. Plagiarizing any information gained on or through use of the DEKALB SCHOOL DISTRICT Network or any other network access provider.
8. Use of copyrighted materials, including commercial software, without permission of the copyright holder, and in violation of state, federal or international copyright laws
9. Violation of any provision of the Illinois School Student Records Act (105 ILCS 10/1et seq.), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores.
10. Use of the DEKALB SCHOOL DISTRICT Network for financial gain or for the transaction of any business or commercial activities.
11. Use of the DEKALB SCHOOL DISTRICT Network in a way that such use results in damage to the network.
12. Any form of unauthorized access, as stated above or otherwise.
13. Student Authorized Users may be given the opportunity to use DEKALB SCHOOL DISTRICT provided e-mail accounts. If a Student Authorized User is given an e-mail account, the student must use the e-mail account appropriately. (See Section VI, "Use of Electronic Mail".

## **C. SECURITY**

All student authorized users are to report immediately any violations of this policy to their teacher or school principal. Teacher or school principal will report such violations Technology Director or designee of the DEKALB SCHOOL DISTRICT Public Schools in order to ensure network security.

In order to maintain the security of the DEKALB SCHOOL DISTRICT System, authorized users are prohibited from engaging in the following actions:

1. Use of any unauthorized personal equipment attached, connected, and/or installed to district network
2. Intentionally disrupting the use of the DEKALB SCHOOL DISTRICT Network for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind.
3. Disclosing the contents or existence of DEKALB SCHOOL DISTRICT computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Authorized users must not share logins or password(s) and unauthorized information regarding other users' passwords or security systems.
4. Downloading and/or installing and/or using unauthorized software, games, programs, files, electronic media, and/or stand-alone applications.
5. Network security is a high priority. If you can identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

## **V. ONLINE ACTIVITIES**

### **1. Educational Purposes**

Authorized users may create webpages as a part of a class activity. Material presented on a class website must meet the educational objectives of the class activity. DEKALB SCHOOL DISTRICT has the right to exercise control over the content and/or style of the webpages.

Students whose work is presented on the district website may be identified by first name only; likeness (as captured by photograph, video or other media) or voices are presented on the district website shall not be identified name for confidentiality and safety purposes.

### **2. Website Development**

Teachers designing classroom related web pages should go to the website editor for the directions and procedures they need to follow in developing their websites.

### **3. Electronic Social Networking**

While home-based web sites, message boards, blogs, forums, and other uses of home-based computers may be regarded as a benefit to a student's computer literacy, the student needs to be aware of the following:

Using a non district computer such that the use results in material and/or substantial disruption to the school will constitute grounds to investigate whether the use violates applicable law (see Greenfield BOE vs Boucher, 1998) or district rules. Should such misuse be found, the school will implement appropriate consequences as defined in the acceptable use policy and the student discipline code. As district network use is a privilege, such violations may result in suspension of your use of district network or other technology for a period of time based upon the seriousness of the offense's impact or a threat's ability to have caused material and/or substantial disruption were it carried out.

## **VI. USE OF ELECTRONIC MAIL**

The District's electronic mail system and its constituent software, hardware, and data files are owned and controlled by the DEKALB SCHOOL DISTRICT. The School District provides e-mail to aid staff members in fulfilling their duties and responsibilities and as an educational tool. The School District may provide electronic mail accounts to students as an educational tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain". This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflection the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based machine is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's electronic mail system constitutes consent to these regulations.

## **VII. MONITORING**

The DEKALB SCHOOL DISTRICT Network is routinely monitored to maintain the efficiency of the system. Authorized users should be aware that use of the DEKALB SCHOOL DISTRICT Network, including their use of e-mail, is subject to reasonable and appropriate monitoring by DEKALB SCHOOL DISTRICT staff that abides by the requirements of all applicable state and federal laws. Any activities related to or in support of violations of this policy and/or the DEKALB SCHOOL DISTRICT District Student Handbook may be reported and will subject the user to sanctions specified either in the DEKALB SCHOOL DISTRICT District Student Handbook or in this policy. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the user.

## **VIII. ASSUMPTION OF RISK**

DEKALB SCHOOL DISTRICT will make a good faith effort to keep the DEKALB SCHOOL DISTRICT Network system and its available information accurate. However, authorized users acknowledge that there is no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information available. For example, and without limitation, DEKALB SCHOOL DISTRICT does not warrant that the DEKALB SCHOOL DISTRICT Network will be error free or free of computer viruses. In making use of these resources, authorized users agree to release the Board, the DEKALB SCHOOL DISTRICT and its employees from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature, arising from any use or inability to use the network, and from any claim for negligence in connection with the operation of the DEKALB SCHOOL DISTRICT Network. Authorized users further acknowledge that the information available through interconnecting networks may be inaccurate. DEKALB SCHOOL DISTRICT has no ability to maintain such information and has no authority over these materials. DEKALB SCHOOL DISTRICT makes no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of the data and/or information residing on or passing through the DEKALB SCHOOL DISTRICT Network from outside networks. Use of the DEKALB SCHOOL DISTRICT Network is at the risk of the authorized user.

## **IX. INDEMNIFICATION**

The authorized user indemnifies and holds the Board and District DEKALB SCHOOL DISTRICT harmless from any claims, including attorney's fees, resulting from the user's activities while utilizing the DEKALB SCHOOL DISTRICT Network that cause direct or indirect damage to the user, DEKALB SCHOOL DISTRICT, or third parties.

## **X. SANCTIONS**

Failure to abide by this policy may subject the authorized user to corrective action. Student authorized user consequences may range from suspension of some or all of access privileges up to and including expulsion and prosecutions according to the DEKALB SCHOOL DISTRICT District Student Handbook and/or local, state and federal law. A violator must understand that if his or her privileges to use the DEKALB SCHOOL DISTRICT Network are revoked that he or she has the right to appeal the revocation within thirty (30) days, in writing, to the principal of the school. The school principal's decision shall be FINAL.

A violator must understand that if he or she is removed from the DEKALB SCHOOL DISTRICT Network, there shall be no obligation to provide a subsequent opportunity to access the DEKALB SCHOOL DISTRICT Network. Additionally, the violator, or violator's parent(s) or guardian(s), may be responsible for any losses incurred.

- 1 - Minor – Detentions and possible Suspension of Network Privileges
- 2 - Major – Suspension and possible Suspension of Network Privileges
- 3 - Severe – Expulsion

1. (2-3) Use of the DEKALB SCHOOL DISTRICT Network for, or in support of, any illegal and/or unlawful purposes.
2. (1) Use of the DEKALB SCHOOL DISTRICT Network for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she should immediately disclose the inadvertent access to a teacher or to the school principal. Other authorized users should report incidences to the technology department. This will protect the user against allegations of intentionally violating this policy.
3. (2) Use of the DEKALB SCHOOL DISTRICT Network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" (cyber stalking) another individual.
4. (1) Non-educational uses of the DEKALB SCHOOL DISTRICT Network including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying.
5. (1) Student use of network for personal rather than educational purposes.
6. (1) Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.
7. (1) Plagiarizing any information gained on or through use of the DEKALB SCHOOL DISTRICT Network or any other network access provider.
8. (1) Use of copyrighted materials, including commercial software, without permission of the copyright holder, and in violation of state, federal or international copyright laws
9. (2-3) Violation of any provision of the Illinois School Student Records Act (105 ILCS 10/1et seq.), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores.
10. (1-2-3) Use of the DEKALB SCHOOL DISTRICT Network for financial gain or for the transaction of any business or commercial activities.
11. (1-2-3) Use of the DEKALB SCHOOL DISTRICT Network in a way that such use results in damage to the network.
12. (1) Inappropriate use of district provided e-mail account.
13. (1-2) Use of any unauthorized personal equipment attached, connected, and/or installed to district network
14. (1-2-3) Intentionally disrupting the use of the DEKALB SCHOOL DISTRICT Network for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind.
15. (1-2-3) Disclosing the contents or existence of DEKALB SCHOOL DISTRICT computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Authorized users must not share logins or password(s) and unauthorized information regarding other users' passwords or security systems.

16. (1-2) Downloading and/or installing and/or using unauthorized software, games, programs, files, electronic media, and/or stand-alone applications.
17. (1-2-3) If you can identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log on to the network as anyone other than yourself will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
18. (1-2-3) Using a non district computer such that the use results in material and/or substantial disruption to the school.