

Clarendon Hills Middle School

Student Handbook 2016-2017

301 Chicago Avenue
Clarendon Hills, IL 60514

Telephone: 630-861-4800

Fax: 630-887-4267

Press 0	Main Office
Press 1	Attendance
Press 4	Emergency Announcements
Press 5	Nurse
Press 6	General Announcements
Press 9	Directory of Personnel

2016-2017 Hours – 7:55 A.M. – 2:45 P.M.

This agenda belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____ Student # _____

Advisory _____

Clarendon Hills Middle School

301 Chicago Ave.
Clarendon Hills, IL, 60514
(630) 861 – 4800

Principal: Griffin Sonntag
Assistant Principal: TBA

Vision: Imagine. Ignite. Inspire.

Mission: It is the mission of Clarendon Hills Middle School to develop lifelong learners through a challenging education which promotes academic excellence, develops critical thinking, encourages creativity, and fosters respect for self, community and the environment.

The CHMS community is committed to:

- Educating the whole child
- Providing a safe and positive learning environment
- Encouraging honesty and kindness
- Supporting independence and self-advocacy
- Cultivating a love of learning
- Bolstering the arts
- Nurturing compassion
- Inspiring creative thinkers
- Energizing problem solvers
- Enhancing learning opportunities through innovative technologies
- Building academic and social confidence
- Fostering responsible digital citizens
- Developing communication skills; oral, written, and digital
- Promoting opportunities for service

Faculty and Staff

Administration

Griffin Sonntag Principal
TBA Assistant Principal

Secretaries

Diane Torti Administrative Assistant to Principals
Mary Marsilio Main Office
Adrienne Renwick Student Services

Student Support Services

Megan Lehnert Social worker (8th)
Ele Santini Social worker (6th)
Jenny Steinhebel Social worker (7th)
Mary Youngman Nurse

District Student Support Services

Rachel Chorely Director of Pupil Personnel
Lissa Trice Interventionist
Dr. Christina Sepiol Assistant Superintendent of Pupil Personnel Services

Grade 6 Team

Vivian Beach Spanish/Language Arts
Lindsay Bilshausen Language Arts
Marie Bond Language Arts
Ryan Cantrell Science
Meghan Carey Social Studies
Kathy Cox Science/Language Arts
Megan Hoff Social Studies
Dana Julkowski Special Education
Conan Jurkowski Math
Michelle Matz Math
Susan Schwall French
Joni Sherman Math
Lori Stellwagen Social Studies
Meghan Van Hoegarden Spanish
Jenny Wilton Special Education

Grade 7 Team

Kristin Cantrell Language Arts
Meghan Carey Social Studies
Jeff DeGraff Science/Math
Jamie Guerin Social Studies/Language Arts
Sarah Hoffman Math
Nader Najjar Special Education
Michelle Matz Math
Jen McCredy Language Arts
Deb Frolik Language Arts
Jenny Moore Spanish
Jeanette Reid Special Education
Margo Rodenbostel Social Studies

Susan Schwall	French
Kati Ustas	Science
Meghan Van Hoegarden	Spanish

Grade 8 Team

Jessi Bozek	Language Arts
Becky Brand	Science/Math
Meghan Carey	Social Studies
Mario Castillo	Social Studies
Samantha DeCarlo	Language Arts
Theresa Doering	Spanish
Milton Harris	Science
Kara Kennedy	Special Education
Meghan Kappmeyer	Special Education
Jennifer Scheuerman	Language Arts
Susan Schwall	French
Conan Jurkowski	Math
Mary Sprengnether	Math
Lori Stellwagen	Social Studies
Meghan Van Hoegarden	Spanish

Encore Team

Amanda Knicker	Physical Education/Health
Carol Dronzek	Physical Education
Lori Lowey	Physical Education
Michael Piper	Physical Education
Jerra Hagggar	Music/Chorus/Drama
Sara DesJardines	Orchestra
Rich Lehman	Band
Terry Melbourn	Band
Frank Rossi	Applied Technology/ Middle School Skills
Anna Alex	Family and Consumer Science/Middle School Skills
Jean Fitzgerald	Art/Digital Media/Middle School Skills

Reading Specialist

Melinda Phelan

Differentiation Specialist

Meghan Carey

Math Specialist

Jillian Mackey

Media Resource Center (MRC)

Sally Duffy	MRC Director
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Speech & Language Pathologist

Yvonne Honings	Speech/Language
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Academic Strategies

Jenny Moore

Computers and Technology

Jeannette Vlcek	School Technology Assistant
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Cafeteria

Helen Matsikas	Foodservice Manager
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Custodians

Mike Keane

Maria Hernandez

Building Engineer

Custodian

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I. General School Information

Channels of Communication

Should concerns or questions arise, please address these with the first line of contact as indicated below. If it is necessary, pursue the matter through the line of other contacts (indicated by an arrow) until the matter is resolved. The Board of Education is always the final level of appeal and, as such, is not the first contact on most issues.

On matters concerning:

- > Individual students and classrooms
Contact: Teacher→ Principal→ Superintendent→ Board of Education

- > Individual schools and neighborhoods
Contact: Principal→ Superintendent→ Board of Education

- > Curriculum and District instructional practices
Contact: Principal→ Assistant Superintendent of Learning (C&I) → Superintendent → Board of Education

- > Support of students with disabilities or students who may require additional supports and interventions
Contact: Pupil Services Administrators designated to your child's school → Principal→ Assistant Superintendent of Learning (PS) → Superintendent → Board of Education

- > District budget, safety, environmental issues

Contact: Assistant Superintendent of Business → Superintendent→ Board of Education

> District policy issues

Contact: Superintendent→ Board of Education

Directory Information

(See Board Policy 7:340 Student Records for the most current “directory information” language.) To the extent permitted by law, the School District may designate certain information regarding students as directory information. Images on a school security video, or student social security numbers or student identification or unique student identifiers shall not be designated as directory information. The School District may not release certain directory information regarding students to the general public, except that a student’s parent(s)/guardian(s) may opt-in to the release of the specific student’s directory information as part of the registration process. The notification to parents/guardians and students concerning school student records will inform them of their right to object to the release of directory information and that they may opt-in to the release of student directory information as part of the registration process.

The following information is designated as directory information:

1. Name
2. Address
3. Gender
4. School
5. Grade level
6. Birth date and place
7. Parents’/guardians’ names, addresses, electronic mail addresses, and telephone numbers
8. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics
9. Academic awards, degrees, and honors
10. Information in relation to school-sponsored activities, organizations, and athletics
11. Period of attendance in school

No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion, or fundraising, without the prior, specific, dated, and written consent of the parent or eligible student (see 765 ILCS 1075/30). 23 Ill.Admin.Code §375.80). The following shall not be designated as directory information: (a) an image on a school security video, or (b) student social security number or student identification or unique student identifier. Id. The notification to parents/guardians and students concerning school student records will inform them of their right to opt-in to the release of specific student directory information as part of the registration process.

Early Arrival of Students

Students are welcome to enter the building prior to the start of the school day. The cafeteria is open for students who would like to purchase breakfast. If a student wishes to see a classroom teacher, he/she must first get permission from a secretary in the office and sign in.

Emergency School Closing

In the event it becomes necessary to close school because of severe weather or another emergency condition, parents/guardians will be contacted via the automated parent notification system. The same information will be available on the District website at <http://www.d181.org> and posted on the District's Twitter page (@CCSD181). Emergency weather closings are also posted to the Emergency Closing Center site, which in turn notifies local news media.

Fee List

A list of standard student fees is provided with registration information. If students are involved in an extracurricular activity, there may be a fee associated with the activity. A list of extracurricular activities, along with associated fees, will also be provided with registration materials. An "Angel Fund" does exist for students and families who need financial assistance.

Fee Waivers

Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program. Waiver forms are available in the main office. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Media Recognition

Students are occasionally photographed or videotaped while in school and while participating in school-sponsored activities, organizations, and athletics for District publicity purposes and news media reporting. The District's "directory information" designations selected by a student's parent/guardian during the registration process are used to identify a parent's objection to use of his/her child's name or image for such purposes. Questions regarding media recognition should be directed to the District's Director of Communications.

Parent Teacher Organization

The PTO is a liaison between students, staff, parents, and the District 181 Board of Education. The PTO emails parents a weekly newsletter that provides valuable current information. There will be special projects and services offered throughout the year. Parents may participate by joining the PTO or volunteering to help on a committee. The fundraisers support and supplement the children's educational experiences. Additional information can be found at the following website: www.chmspto.org/

School Safety Drills and Procedures

School safety drills are conducted regularly throughout the year and include school evacuation, bus evacuation, law enforcement (active shooter), severe weather / tornado), fire, and shelter-in-place drills. When a fire alarm is sounded, the teacher will quietly lead students out of the building.

If a student has any reason to suspect a fire or other potentially dangerous situation, he or she should contact a teacher immediately! Specific protocols for various safety

incidents are noted in the Safety & Crisis flip chart available in classrooms and school offices.

If an emergency warning situation extends beyond the school day, students may be kept in school until the proper authority has canceled the warning and/or permitted student release. Parents who wish to pick up their children will need to sign them out. If a situation arises that could potentially jeopardize the safety of students if they left the classroom or the building, students may be kept in the building until the police and/or administration decide that student safety is no longer compromised. The school staff is aware of such procedures and will implement the appropriate safeguards should a situation occur. Questions regarding this procedure should be directed to the building principal.

Schedule

The daily schedule is used as a guideline for class structure. This schedule varies depending on teachers' needs, presentations, and field trips.

School Nutrition Guidelines

The District 181 Nutrition Guidelines were developed following the adoption of the District 181 Wellness policy¹. The Nutrition Guidelines are designed to promote a healthy and safe school environment.

The District 181 Outside Food Guidelines were developed following the adoption of the District 181 Food Allergy Management Program².

Outside Food Guidelines:

1. All food served at school or used in the curriculum must be store bought, prepackaged, and have an ingredient list available.
2. PTO Sponsored Breakfasts/Lunches: The PTO representative will provide an ingredient list to the school when lunch permission sheets are sent home. Food should be pre-packaged (not home-baked), or purchased from a vendor that provides an accurate ingredient list. All parents should be contacted in writing by the PTO representative and/or supervising coordinator with the date of the event and ingredient information. PTO representatives have limited ability to arrange alternatives, however, parents may provide a lunch for their child.
3. The supervisor of any activity dealing with food in the classroom or at any extracurricular event, must provide written notification and provide ingredient list to all parents.
4. The supervisor of any activity dealing with food in the classroom or any extracurricular event, must thoroughly wipe down student desks and other common table top areas and commonly used appliances (eg. doorknobs, computers, pencil sharpener), immediately following activity, with approved classroom cleaning product^{3,4}.
5. The supervisor of any activity dealing with food in the classroom or any extracurricular event must have all students wash hands, or wipe hands with approved hand sanitizing wipes at the conclusion of event^{3,4}.
6. Parents will have the option to deny participation in instructional activities that might involve food. Food is not to be used for birthday treats or rewards.
7. Students are not permitted to eat on the bus.
8. All staff at each elementary and middle school are trained annually by the school nurse on identification of anaphylactic reactions, on use of EpiPens/Auvi-Q's and on conscious choking³.

District 181 wishes to create school environments that teach and promote healthful choices. An awareness of healthy foods, as well as having the potential for allergic reactions, are necessary learned parts of healthful living.

Resources:

1. District 181 Policy Manual Section 07 - Instruction: School Wellness. Retrieved 2/7/2016 from <<http://www.boarddocs.com/il/hccsdil/Board.nsf/Public#>>.
2. District 181 Policy Manual Section 07 - Students: Food Allergy Management Program. Retrieved 2/7/2016 from <<http://www.boarddocs.com/il/hccsdil/Board.nsf/Public#>>.
3. Best Practice Measures to Reduce Exposure to Allergens. Page 20. Guidelines for Managing Life Threatening Food Allergies in Schools. www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf
4. Appendix F: Cleaning Research: Surfaces. Page 66. Guidelines for Managing Life Threatening Food Allergies in Schools. www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf

Student Messages

Only emergency messages will be delivered to students during the school day.

Non-emergency messages and forgotten items (gym clothes, lunch, etc.) can be brought to the main office. Students will be notified during lunchtime and/or after school to pick up these items.

Student and Family Privacy Rights

(Please see Board Policy 7:015 Student and Family Privacy Rights for the most current language on this topic.)

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board of Education policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Survey Requesting Personal Information

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

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

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term invasive physical examination means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (a) if the student's parent(s)/guardian(s) have consented; or (b) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing

educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

Telephones

A telephone is available for student use in the foyer. All the other phones are to be used only with permission of the staff. Students are not permitted to use cell phones to communicate during the school day.

Visitors

All visitors to CHMS must check-in at the school office upon entering the building. Bringing friends/relatives to classes for a day is **not** allowed. High school students returning to CHMS to visit may do so at the end of the school day. No loitering is allowed on school grounds. An area designated for 5-minute parking is available for visitors in front of the school.

II. Academics

Academic Requirements

It is an expectation that all students will earn passing grades each quarter in all subjects. Schoolwork must be completed on time, and it must meet the required standards in order to be accepted. Academics take priority over extracurricular activities. Students may be kept from participating in extracurricular activities due to incomplete or poor quality work. Students who do not pass all subjects may be excluded from participation in graduation activities.

Academic Dishonesty

Academic dishonesty, which includes, but is not limited to, cheating, plagiarism, forgery and collusion, will not be tolerated. Plagiarism is defined as copying and pasting material directly from the Internet or other source without indicating the web address or book title, author and page number. It is also copying information by changing just a few words. Writing must be in the student's **own voice** unless proper credit is given. The individual teacher, grade level team, assistant principal or principal may determine consequences

of academic dishonesty. Consequences include, but are not limited to, zero on the assignment, detention, Friday Extended Day School, suspension and/or expulsion.

Curriculum

Students take language arts, mathematics, foreign language, social studies, science, and physical education for a full year. In addition to these six classes, sixth grade students are scheduled into music (either general music, band, or orchestra) for the entire year. Sixth grade students also spend nine weeks in the following exploratory classes: Middle School Skills, Art, Family and Consumer Science and Applied Technology. Seventh and eighth grade students may choose two elective classes per semester.

District 181 assesses student progress continually, with ongoing classroom measurements as well as standardized testing. Students may be screened periodically to help teachers plan the most effective instruction. If any results indicate that further information may be needed, parents will be notified.

Field Trips

Field trips are an extension of the curriculum. Field trips provide students the opportunity to take part in experiences not available to them in the school setting.

Students on field trips represent their school and community. It is most important that students are aware of this responsibility and make every effort to display only their very best behavior. Field trip days are school days, and students should dress and behave accordingly. All guidelines concerning student behavior and conduct listed in the handbook apply to all school field trips. Additional expectations will be distributed to parents and students prior to certain field trips.

The school administration may exclude a student from participation on field trips due to behavior/conduct issue(s).

Homework

Homework at the middle school level should be regularly assigned, not necessarily daily. Typically, homework will be given 3-5 times per week. As a guideline, the total daily homework should fall within a range of 60-90 minutes. Time for independent reading is important and should be encouraged. However, it is important to note that homework completion time varies from student to student. It is very difficult to standardize assignments to units of time. Teachers should plan cooperatively in making assignments, so that an equitable load results. Weekend homework may be assigned depending on curricular needs. Little or no homework should be assigned over holidays and winter/spring break. Students in accelerated middle school programs will require some additional homework time to meet the curricular expectations. Modifications may be made for students with special needs.

Access to Electronic Networks

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the District's goals, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior/conduct and communications

apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Media Resource Center (MRC)

Books can be checked out of the MRC for two weeks at a time. The MRC is open as a quiet study hall before and after school on most days. Late books may be returned during advisory, at lunch, and before or after school.

Textbooks

District 181 loans textbooks to students. Books will be returned to the teachers at the end of the school year. If books are lost or damaged beyond ordinary wear, students will be assessed the cost of the book(s). Book fines must be paid promptly.

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Exclusion from Sex Education will not prohibit instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees, and;
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the building principal.

III. Attendance

Attendance

District 181 is committed to the philosophy that every student should attend all of his/her classes every day. **Regular attendance and promptness are expected in all classes and are essential for good performance.**

The Student Services Office will monitor absences. In case of excessive absences, parents/guardians will be notified in accordance with our school attendance procedure.

Absences

Parents/guardians must call or email the Student Services Office before 7:55 A.M. on the day(s) when their child will be absent from school or arriving late to school.

Only calls or emails from parents or legal guardians will be accepted. Please call Student Services Secretary at 630-861-4803. The school will check on any student for whom it has not received a call.

When calling school to report your child's absence, please communicate the following information:

1. Does your child have influenza-like illness (ILI) defined as fever (100° or greater) and a cough and/or sore throat in the absence of a known cause other than influenza?
2. If your child does not have influenza-like symptoms, please communicate symptoms that your child is experiencing. This communication helps the school to track clusters of illness.

The DuPage County Health Department states that students not return to school until free of fever for 24 hours. If it becomes necessary for a student to go home from school, the nurse will make all arrangements. It is important to have an emergency card on file listing home phone numbers and a number where a parent or a neighbor can be reached if necessary. **Students may not make their own arrangements to go home.**

Missed Work (due to illness or family emergency)

Classroom learning is very important to the academic success of the students. Classroom learning experiences cannot be replicated. A student who is absent due to illness or family emergency will be allowed the number of days that he/she was absent, or five (5) school days, whichever is less, to complete missed work for full credit.

An absence on the day prior to a quiz or test does not necessarily excuse the student from taking the test or quiz if he/she is present on the test day. The decision will be made at the teacher's discretion. If the student is absent on the day of the test or quiz, it is the student's responsibility to arrange a makeup time.

It is the student's responsibility to make up any missed work. Students who miss class due to other curricular programs (i.e. music sectionals, field trips, etc.) are responsible for the class work missed as well as the homework assigned. Missed quizzes or tests should be made up as soon as possible.

Students who are absent for fewer than 3 days should call a classmate for homework or visit teacher websites. Parents may call the school to request homework in the case of an extended absence of three or more days due to illness. Requests need to be made when the attendance call is placed, and the work may be picked up at the school office after 3 P.M. on the day the request has been made.

Planned Absences

The school calendar has been established a year in advance and is available on the District website: www.d181.org. While we realize the value of family time, we strongly discourage the planning of vacations during the school year.

In the event of a planned absence, a parent must email, send a note, or call the Student Services Offices with the following information: Name of student, reason for the

absence, and the date(s) the student will be absent. If the planned absence will be for three (3) or more days, Student Services will then issue a planned absence form to the student. It is the student's responsibility to get it signed by all teachers, and establish due dates for missed work, tests, quizzes and projects.

The following will apply to planned absences:

- Students are responsible for the homework assigned and the learning missed during these absences.
- Teachers will not be required to re-teach material missed by students.
- All work assigned is due the day the student returns. Tests and quizzes should be taken before the planned absence. It is the student's responsibility to arrange a time to take tests or quizzes.
- If the student is absent for part of a day (doctor appointment, sectionals, etc.), it is his/her responsibility to see all teachers, hand in any assignments due that day, get homework, and complete that day's assignments.

Note: If a planned absence will occur at the end of a grading period, students are required to submit all work before leaving on the planned absence.

Doctor or Dentist Appointments

Please make every effort to schedule doctor and dental appointments outside of the school day in order to minimize disruptions to the educational process. Students who have a doctor or dentist appointment during the school day must bring a written excuse signed by their parent/guardian to the school office before advisory on the morning of the appointment. Before leaving school, students must report to the office and sign themselves out. Students must sign in at the office upon their return.

Tardiness

In order to maximize the educational opportunities, classes need to begin promptly. Students must be in their classrooms when each period begins. Failure to do so may result in an unexcused tardy. Chronic tardiness may result in disciplinary consequences.

Students arriving late to school must sign in at the Student Services Office before going to class. Students arriving late must bring a note or have their parent or guardian call the Student Services Office. Failure to follow this procedure will result in an unexcused tardy. Chronic tardiness will be addressed by administration.

Truancy

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

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

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

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

Closed Campus

CHMS is a closed campus. Students who arrive at school early should remain in the designated areas unless other arrangements have been made for their supervision. Once students arrive at school in the morning, they may not leave school grounds.

Students may not leave school grounds for lunch unless signed out and accompanied by a parent or teacher. Students must be signed back in by the end of the 30-minute lunch period. Students must have written permission or a phone call from their parent/guardian when leaving campus. If the person picking up the student is different from the parent/guardian, proper identification must be provided or the student will not be released. All students must sign in/out at the Student Services Office before leaving or re-entering the building during the school day.

IV. Cafeteria

District 181 offers a hot lunch program. Students have the option of purchasing food daily from the cafeteria or bringing their own lunch. Parents may deposit money (cash, check, or online credit) in a student lunch account through Quest Food Services at www.myschoolbucks.com.

Students may have the privilege of selecting their own lunch table and choosing the students with whom they would like to eat. Students who do not meet the expectations for appropriate behavior in the lunchroom may be assigned a table or lunch detention(s).

Cafeteria Rules

In order to maintain an orderly cafeteria and lunchroom, the following student expectations have been established:

Students will...

- Arrive at lunch in an orderly fashion
- Cooperate with all adults in the lunchroom
- Remain quiet while announcements are being made
- Wait to be dismissed
- Refrain from cutting in line
- Refrain from borrowing money from other students
- Remain seated while eating
- Clean up after themselves (table top & floor)
- Recycle: place all other garbage in the proper receptacle
- Refrain from tossing or throwing anything in the lunchroom at any time
- Respect one another, the cafeteria staff, and the lunchroom supervisors

Sharing in the Lunchroom

Students are not permitted to share food or beverages in the lunchroom. Bringing in birthday treats or buying snacks for a group of students is prohibited.

Free or Reduced Lunches

Parents who feel that their children may qualify for free or reduced priced meals should see the office for a fee waiver form. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

Quiet Lunch

Quiet lunch is an alternative to the regular lunchroom. Students have an opportunity to eat their lunch, study, read, or do homework in a quiet atmosphere. Appropriate quiet behavior is expected of students who choose to attend quiet lunch. All regular lunchroom rules apply to the quiet lunch area. Quiet lunch may not be available every day.

Lunch Recess

When weather permits, students may be allowed to enjoy recess outside. Lunchroom supervisors will set the expectations for appropriate student behavior.

V. Conduct

CHMS students have established a tradition of excellent behavior.

We expect our students to:

- know the difference between right and wrong and behave in a manner that is conducive to the learning environment
- respect the rights and property of self, staff, and fellow students
- make good decisions regarding behavior at school and school-sponsored events

Student Rights and Responsibilities

Students have the right to attend school in a safe and secure environment.

1. Students have the right to feel physically and emotionally secure.
2. Students have the right to a positive learning environment free from unnecessary distractions.
3. Students have the right to be treated with courtesy and decency.
4. Students have the right to attend school in a clean, orderly building.
5. Students have the right to fair treatment in all academic and disciplinary matters.
6. Students will respect the rights, individuality, and personal property of everyone in our school.
7. Students will take responsibility for cleaning up after themselves.
8. Students will protect and maintain school property.
9. Students will dress and groom in a manner that meets reasonable standards of health, cleanliness, safety, and decency.
10. Students will refrain from behavior that disrupts the educational process.
11. Students will respect the authority of all school personnel.
12. Students will adhere to all school, classroom and bus rules (see section XII for bus rules).

Prohibited Student Conduct

Students may be disciplined for misconduct, including, but not limited to the following:

- 1) Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
- 2) Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- 3) Using, possessing, distributing, purchasing, or selling:

- a) Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
- b) Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
- c) Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
- d) Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- e) "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- f) Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4) Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
- 5) Verbal abuse of other students or school personnel or use of profane words or gestures.
- 6) Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones, smartphones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7) Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8) Disobeying rules of student conduct or directives from staff members or school officials.
- 9) Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 10) Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information

from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

- 11) Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- 12) Being absent without a recognized excuse.
- 13) Being involved with any public school fraternity, sorority, or secret society.
- 14) Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- 15) Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- 16) Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- 17) Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
- 18) Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- 19) Complicity. Students who knowingly withhold information about an infraction or who intentionally mislead teachers or administrators in the investigation of an incident may be held responsible in part for the given incident.
- 20) No item should be brought to school to be sold for personal profit or trade.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person. Any incident, which involves battery, firearm, or drugs, will be reported to the Student Incident Reporting System (SIRS) as well as local authorities.

Technology/Computers

Technology/computers are integrated throughout the curricula in District 181. Student use of these resources is encouraged. Misuse of technology/computers will not be tolerated. **Students who destroy or damage any technology/computer will be held responsible for the cost of repairs and/or replacement.**

Internet Postings

While the District respects students' right to freedom of expression under the First Amendment, students may be disciplined for website postings that (a) materially and substantially disrupt the educational process and/or (b) constitute threats which endanger the health, safety, and well being of District students or staff members.

Consequences may include but are not limited to: loss of computer privileges, detention, Friday Extended Day School, suspension, and/or expulsion.

Behavior at Assemblies, Athletic Events, Field/Class Trips, Graduation, Dances and Extracurricular Activities

All school rules apply to assemblies, athletic events, field/class trips, graduation, dances and extracurricular activities. Attendance at all of these events is a privilege. Students are expected to be respectful, courteous, and behave appropriately. Participation may be revoked as a consequence for disruptive behavior or repeated infractions of school rules or District policies.

Only current CHMS students may attend school dances.

Disciplinary Procedures

Each discipline issue shall be considered on an individual basis. It will be the responsibility of each classroom teacher to handle all routine discipline problems.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

When a student's behavior or conduct interferes with the learning opportunities of others or creates a potentially unsafe environment, the student will be referred to a building administrator. It will then be the responsibility of the administrator to make a judgment according to the nature of the infraction and according to building or district policies.

Disciplinary measures may include, but are not limited to:

1. Temporary removal from the classroom.
2. Notifying parents/guardians.
3. Lunch Detention
4. Morning Detention
5. After School Detention
6. Disciplinary conference.
7. Withholding of privileges.
8. Extended Day School
9. Seizure of contraband.

10. Suspension of bus riding privileges.
11. In School Suspension. An in-school suspended student is responsible for all missed school work, but is not permitted to attend classes. Supervision will be provided by school staff.
12. Out of School Suspension from school and all school activities for up to 10 days. An out of school suspended student is is responsible for all missed school work, but is prohibited from being on school grounds.
13. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.

Detention

A detention is keeping a student either during lunch period or before/after school for a determined amount of time. Students may be required to serve detentions on the day they are given. A student will not be detained after school without parent notification. The length of the detention will be decided by the individual teacher, and the student will serve the detention as assigned. Detentions take priority over all extracurricular activities.

Extended Day School

Extended Day School may be assigned in lieu of an in- or out-of-school suspension. Extended Day School may also be recommended for students who need additional time to complete their work in a structured environment.

Suspension

Suspension, whether in- or out-of-school, is the temporary exclusion of a student from school or a class for a period of time not to exceed ten school days. A student may be suspended from riding the bus for more than ten days for safety reasons (see section XI for complete bus rules).

An *out-of-school* suspended student may not appear on school property or at any school-sponsored activity. The student will be required to make up all work and tests missed for full credit. It is the student's responsibility to make arrangements with teachers for such work.

Students will be afforded due process rights as stated in the District 181 Board Policy Manual.

Expulsion

Expulsion is the exclusion of a student from school and all school related activities for gross disobedience or misconduct for a period of time greater than ten (10) school days, but no longer than two (2) calendar years, as determined by the Board of Education. Students will be afforded due process rights as stated in the District 181 Board Policy Manual.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions,

or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Student Dress

Students are expected to dress in a manner that upholds acceptable standards for cleanliness, modesty, and safety. Student dress should not interfere with or be disruptive to the educational process. Students will be asked to change any clothing deemed inappropriate for school. Continuous disregard of these rules may result in further disciplinary action.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must at least reach the end of the student's thumb
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Field trips require appropriate school day attire. Some field trips, however, may require more formal dress.

Reciprocal Reporting

To help maintain the safety of students and staff members, District 181 has a Reciprocal Reporting Agreement with the villages of Hinsdale and Clarendon Hills. The Agreement permits District 181 and police departments to exchange information regarding students who commit offenses involving the unlawful use of weapons, a violation of the Illinois Controlled Substances Act, a violation of the Cannabis Control Act or a forcible felony on or off school grounds and any criminal action committed on school grounds. Information obtained by the School District pursuant to the agreement is kept confidential and maintained according to law.

Personal Electronic Devices (Cell Phones, E-Readers, iPods, iPads, Computers, etc.)

Permission to bring these items to class must be specifically granted by a staff member; if permission is granted, the student must abide by the stated expectations. The school does not claim any responsibility for these personal items while at school, and all such items should be secured while at school.

Possession and Use of Cellular Phones or Electronic Devices

- Cell phones and devices shall only be used outside of the regularly scheduled school day, unless permitted by a staff member.

- Students shall not use cell phones while riding on District provided transportation during field trips, unless permitted by a staff member.
- Upon entering the school building, cell phone devices should be powered down and turned off.
- Students are prohibited from using their cell phones (and any other electronic device) as cameras and /or recording devices while at school or during any school functions, unless permitted by a staff member.

Violations of this policy may result in confiscation of the device, detentions, Friday Extended School, suspension, expulsion or other appropriate disciplinary action.

Students are strictly prohibited from using cell phones or other electronic devices to take pictures or record school personnel or fellow students without authorization.

Students using cell phones or electronic devices for unlawful purposes will be disciplined according to the District's standard discipline policy and if necessary referred to law enforcement.

Access to Student Social Networking Passwords & Websites

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Prevention of and Response to Bullying, Intimidation, Harassment, or Violence

District policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical, psychological, emotional, or social harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct, whether directed through personal or technological means (Policies 7:180, 7:190, 7:310).

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the

school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Any student who believes he/she is a victim of discrimination/harassment, or has witnessed discrimination/harassment, is encouraged to discuss the matter with a parent, social worker, teacher, principal, assistant principal, Student Nondiscrimination Coordinator, or a Complaint Manager. The district's Title IX Complaint Manager is the Assistant Superintendent for Human Resources or his or her designee. The Nondiscrimination Coordinator is the Assistant Superintendent for Human Resources or his or her designee.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

Sexual Harassment

Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome. Sexual harassment includes but not limited to, unwanted touching and verbal or written comments of a sexual nature. The school's normal disciplinary procedures will be followed in determining appropriate consequences for the sexual harassment. Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, which may include suspension or expulsion from school.

Student Violence

Student violence and/or threat of student violence against any student, district staff member, and/or district property will not be tolerated.

Types of violent/threatening conduct include but are not limited to:

- Knowingly, willingly, or recklessly placing others in danger of imminent serious physical harm
- Threatening, planning, or conspiring with others to engage in violent activity
- Joking about, engaging in violent acts against others, or otherwise making any statements, threats, or intimidating remarks (bullying) which might reasonably be interpreted by others as indicating a threat or plan to engage in some type of violent activity

All school level policies/procedures regarding student violence are governed in detail by Board of Education Policy 7:190.

In all cases of alleged **discrimination, harassment, bullying or violence, the following procedures will be followed:** (a) a prompt and thorough investigation of alleged incidents of discrimination, bullying, intimidation, harassment or violence will be conducted, (b) each student who violates one or more of these policies will receive appropriate consequences and remedial action, (c) students will be protected against retaliation for reporting such conduct, d) parents will be notified, and e) contact with law enforcement officials will be made when appropriate.

Complaint and Due Process

- A. All students are obligated to report knowledge of any violations or potential violations of these policies to any teacher, social worker, administrator, or district Title IX Complaint Manager (Assistant Superintendent for Human Resources or his or her designee).
- B. Students who deliberately make false or misleading reports will be subject to disciplinary action.
- C. Students who retaliate against students who report violations to these policies are subject to disciplinary action.

Students violating any provision of these policies will be subject to appropriate discipline, up to and including suspension and expulsion.

VI. Extracurricular and Athletic Activities

Extracurricular activities are designed to enhance a student's middle school experience. The faculty and staff encourage students to take advantage of extracurricular opportunities that represent a range of interests. These activities are optional and are open to all CHMS students. The activities take place before or after school throughout the school year. Both cut and no-cut opportunities are available to all students.

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal.

A clubs and activities fair will be held annually in the fall after school. Students are encouraged to attend to learn more about the activities available this school year. A list of clubs and activities will also be available in the PTO directory.

Families who cannot afford the activity fees are asked to contact the building principal or their child's social worker for waiver information.

Regulations

1. Participants may need to submit a completed parent permission form prior to participation in an activity.
2. Participants may be required to pay a fee.

All athletes are required to have an annual physical examination prior to trying out for Basketball, Cheerleading, Cross-Country, Track and Field, or Volleyball. The sports physical must be on file in the nurse's office *before* a student will be allowed to participate in team tryouts for interscholastic athletic events. A completed sports physical is valid for one calendar year.

Code of Conduct

1. Participants will always conduct themselves in a manner that will bring credit to their teams, coaches, sponsors, parents, school, and themselves.
2. Participants and spectators will follow all school rules and cooperate in the spirit of sportsmanship and citizenship during school and at school activities.
3. Infractions of school rules that result in suspension or expulsion from school will automatically remove the participant from the program until reinstatement by the school administration.
4. Insubordination and unsportsmanlike conduct will not be tolerated.
5. Special training rules and behavioral restrictions may be established for any of the various sports by the coach involved (subject to approval of the athletic director and principal).
6. Students must be in attendance at school for the full day in order to attend or participate in extracurricular activities that day. Exceptions may include attendance at a funeral, emergency situations, medical/dental appointments or other special situations approved by the building administration.
7. Participants with medical excuses from physical education class on a given day may not participate in interscholastic sports on that day.
8. Participants who receive a detention will be ineligible to participate in practices, games, and activities until after the detention has been served, unless authorized by a building administrator.

Infractions of these rules will be handled by the advisor involved, the athletic director, and/or administrator. An infraction may result in the participant's dismissal from the team or club.

Academic Eligibility

A participant's eligibility to participate in activities may be suspended if:

- He/she is receiving an “F” in any class. The participant will be prohibited from participating in practices, games, and activities until the failing grade has been raised to a “D” or better.
- He/she receives two “D’s” during any marking period. The participant will be prohibited from participating in practices, games, and activities until at least one of the “D” grades has been raised to a “C” grade or better.

VII. Health and Medical

School Nurse

A registered nurse is on duty at the middle school on a full-time basis. **Students must have a pass from a teacher before going to the nurse’s office.** The nurse’s office is located next to the main office on the first floor.

Please notify the school of any changes in health-related issues, parents’/guardians’ daytime phone, cell phone, or emergency numbers.

Hospital Emergency Forms

Hospital emergency forms are available at the nurse’s office, giving authorization for emergency care at Hinsdale Hospital, in the event parents/guardians cannot be reached. The form should be sent to the hospital, not to the school. The form expires one year from the date it was signed and must be renewed annually.

Medications

Students should not take medication during school hours or during school-related activities unless it is necessary for a student’s health and well being. When a student’s licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, or on overnight trips they must:

- Submit a completed School Medication Authorization Form to the school nurse along with the medication in its **original pharmacy container** clearly marked with the student’s name, doctor’s name, contents and dosage. The authorization forms are available in the nurse’s office or on the District website (www.d181.org>Resources>Forms). The School Medication Authorization Form must be signed by the student’s parents/guardians and licensed health care provider for all prescription *and* over-the-counter medication.
- Take medication in the presence of the school nurse or a designated school official. However, a student may possess medication prescribed for asthma or an Epi-Pen prescribed to control an allergic reaction for immediate use at the student’s discretion, provided there is a School Medication Authorization Form on file at school. A prescription label for rescue asthma medication is acceptable if the student’s parent has provided written permission (page two of the School Medication Authorization Form) for the student to carry and self-administer an inhaler prescribed for asthma. School Medication Authorization Forms expire at the end of the school year; if medication is needed at school during the next school year, a new School Medication Authorization Form is required.

The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A

student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Illinois Emergency Epinephrine Act

Because of the Illinois Emergency Epinephrine Act, the school nurse may administer an epinephrine auto-injector to a student who in the school nurse's professional opinion is experiencing a first-time life-threatening allergic reaction. If the school nurse administers an epinephrine auto-injector to a student that in her opinion is exhibiting symptoms of an initial life-threatening allergic reaction, EMS will be called and the student will be transported via ambulance to the hospital. If you do not want the above-mentioned procedure followed if your child experiences a first-time life-threatening allergic reaction while at school, please provide written notification to your child's school. The supply of emergency epinephrine allowed under the Illinois Emergency Epinephrine Act is not intended to replace epinephrine prescribed to students with known allergies. Your child's physician should continue to prescribe an epinephrine auto-injector (EpiPen) to be kept at school and complete a Food Allergy Action Plan and a School Medication Authorization Form if your child has a known life-threatening allergy that may require epinephrine. The undesignated emergency epinephrine will not be sent on field trips or to any school-related events that occur off school property.

Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

- Entering kindergarten or the first grade;
- Entering the sixth grade; and
- Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, HeadStart programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Immunizations are required against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella, and hepatitis B. All students advancing to sixth grade will be required to provide proof of a Tdap vaccination, regardless of the interval since the last DTaP, DT, or Td. Sixth grade students are also required to provide proof of a Meningococcal vaccine. As required by the Illinois Department of Public Health, a diabetes *screening* is included as a part of each health examination; diabetes *testing* is not required. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.

Unless the student is homeless, failure to comply with the above requirements by October 15th of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. If a medical reason prevents a student from receiving a required immunization by October 15th, the student must present, by October 15th, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be

signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunization(s). All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

Dental Examinations

All children in kindergarten, second and sixth grades must present proof of having been examined by a licensed dentist before May 15th of the current school year in accordance with rules adopted by the Illinois Department of Public Health. Dental examinations completed 18 months prior to the May 15th deadline are acceptable.

If a child in kindergarten, second, or sixth grade fails to present proof by May 15th, the school shall hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15th. The Superintendent or designee shall ensure that parents/guardians are notified of the dental examination requirement at least 60 days before May 15th of each school year.

Eye Examinations

All children enrolling in an Illinois school for the first time shall have an eye examination. Each such child is to present proof of having been examined by a physician to practice medicine in all its branches or a licensed optometrist within the previous year before October 15th of the school year. If the child fails to present proof by October 15th, the school shall hold the child's report card until either the child presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15th. The eye examination shall at a minimum include history, visual acuity, subjective refraction to best visual acuity near and far, internal and external examination, and a glaucoma evaluation. Please note that a vision screening is not a substitute for a complete eye examination.

Hearing and Vision Screening

All District 181 students who do not wear glasses or contact lenses are screened annually for vision. Children wearing glasses or contact lenses are included in the screening program, however the vision screening assessment is not administered. At the time of the screening, the examiner checks the frames for breaks, checks the glasses for size and alignment, and the lenses for scratches. Please remember vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous twelve months. Middle school students are screened for hearing in accordance with the Illinois Vision and Hearing Test Act. Please contact the school nurse if you have any questions or would like further information.

Exemptions

According to state law (**105 ILCS 5/27-8.1(8) – see Section 27-8.1(8) of the School Code on page 3), a religious objection must refer to each specific examination or immunization for which a religious objection is claimed. IDPH rules (see 77 Illinois Administrative Code 665.510) clarify the basis for religious objections, including that general philosophical or moral reluctance to allow an immunization or examination will not provide a sufficient basis for an exception to statutory requirements. The statutory exemption to immunizations for religious reasons is based on constitutional principles.

Parents wishing to object on these grounds are expected to state their religious belief that conflicts with a specific examination or immunization. The religious objection may be personal and need not be directed by the tenets of an established religious organization. Sample religious objection letters obtained from online sources are not acceptable.

If the physical condition of the child is such that any one or more of the immunizing agents should not be administered, the examining physician responsible for the performance of the child's health examination must endorse that fact on the school's health examination form.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, Education of Homeless Children, governs the enrollment of homeless children.

Physical Education Excuses

A student must have a note from a doctor or parent in order to be excused from physical education.

This note must be presented to the nurse at the beginning of the school day. A note from parents will excuse a student for up to three (3) days. After that, a doctor's note will be necessary in order to be excused from physical activity. The physician's note must either state the period of time the student is to be excused from physical education *or* a second note from the physician stating the student may return to physical education is required.

Students who are wearing a cast, boot, or a protective medical appliance may not be allowed to participate in physical education, intramurals, or interscholastic activities. The approval/disapproval of a student's participation will be determined by District 181. This determination will be guided by the National Federation of State High School Association's rulebook.

Accidents

In case of a minor accident, students will be given first aid by the school nurse. In the event of a more serious accident, parents will be notified immediately. If parents cannot be reached and the child requires immediate care, the emergency number will be called. When a student emergency requires immediate medical attention and/or hospitalization, it will be the decision of the local EMS to determine the appropriate and available hospital to be used.

Lice

Parents should regularly check their children for evidence of head lice and provide immediate treatment if head lice are detected. If a child has evidence of head lice the school should be informed. Contact the school if you are not sure your child has head lice and you need an opinion. Active head lice should be treated with a pediculicide shampoo and combing. Following treatment or manual removal of head lice, the school nurse will check the child for live lice. The school nurse will check progress in removal of nits and treatment the day after the lice infestation was reported or identified. The school nurse will monitor for reinfestation in 7 to 10 days. The privacy of students with head lice is strictly maintained.

Student Accident Coverage

This Student Accident Coverage is provided at no cost to you, as a benefit of your local school district's membership in the Workers' Compensation Self-Insurance Trust (WCSIT). This Coverage protects your K-8 child while attending academic classes during the regular school session against excess medical expenses for an accidental injury. This protection extends to your child's travel time directly to and from your residence to attend academic school sessions, up to one hour before and one hour after regular classes. This Coverage is subject to the terms, conditions, limitations and exclusions in the School Time Plan of Coverage including the limit of \$5,000,000 per Eligible Person as shown on the Certificate of Coverage issued to your school or the expiration of the ten (10) year benefit period, whichever occurs first. This Coverage also protects your K-8 child while participating in school activity.

Complete and submit the Claim Form to Sandner Group-Claims Management no later than 90 days after the date of the accidental injury. See School Nurse for Student Accident Coverage form.

VIII. Personal Property

Lockers

All lockers belong to CHMS and are loaned to students during the school year. Each student will be assigned a hall locker and a locker for physical education. Only locks purchased at the school may be used for Physical Education lockers. **Each student must purchase and maintain a PE lock for his/her PE locker.**

The school reserves the right to open lockers, backpacks, and purses (with or without the student's knowledge) for general inspection or when there is a reasonable concern that the student has an illegal or harmful substance or article in the locker.

- Students should always lock their lockers.
- Students must purchase locks from the school office.
- Lock combinations should be kept confidential and not preset.
- Students are to keep their lockers clean and organized. There will be periodic locker checks.
- Students are not to decorate the outside of lockers for any reason.
- Students may be charged for any damages and will lose privileges if the locker is damaged.
- Items of unusual value or large sums of money that need to be brought to school should be taken to the office for safekeeping. Lost or stolen items are not the responsibility of the school.
- Students need to check in the office if their lock is missing.

Physical Education Locker

A physical education locker is assigned to each student for storage of items necessary for his/her physical education class. There should be no other materials or articles in these lockers. An exception to this will be if the student is on a school athletic team. In this case, the student may store the school team uniform in the physical education locker. Students must purchase a lock for their PE locker from the main office and keep their PE locker locked at all times.

Physical Education Clothing

All students are **required** to wear uniforms for physical education class. Uniforms consist of a shirt, shorts, socks and athletic shoes. Shorts and shirts can be purchased in the main office. Further information about cost and sizes will be provided to parents with the summer registration materials.

Lost and Found

The primary Lost and Found location is outside the lunchroom, next to the vending machines. Other locations include individual classrooms and both gym offices. Students need to check all places for lost items. If an item is not found, report the missing item to the office. Items left unclaimed for an extensive period of time may be donated to charity.

Search and Seizure

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

School Property and Equipment; Personal Effects Left by Students

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

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

Students

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

Seizure of Property

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

IX. Reporting Student Progress

Grading for Report Cards

All grades are calculated using a 4.0 scale. While plus and minus designations may appear on the report card, grades are figured as follows:

A	=	4.0		90	-	100%
B	=	3.0		80	-	89%
C	=	2.0		70	-	79%

D	=	1.0		60	-	69%
F	=	0		0	-	59%

Internet Grade Access/Parent Portal

Internet access to student grades is available to parents, showing up-to-date grades and attendance for their child. Each family will receive a confidential login to access the Parent Portal portion of our student information database. Teachers will update grades twice per month.

Report Cards

Grades can be accessed online at any time using the parent portal. Parents will be notified at the end of each marking period to check the portal for quarter grades. End of year report cards will be mailed home approximately 2 weeks after the end of the school year. End of year report cards include grades for all four quarters.

Honor Roll

There are two levels of honor roll to which students may aspire: the Principal's Honor Roll and the CHMS Honor Roll. The highest level, Principal's Honor Roll, is granted to students who earn a grade point average of 3.75 or above and do not have any "C's" on their report card for the grading period. The next level, CHMS Honor Roll, is granted to students who earn a grade point average between 3.25 and 3.749 and have one "C" and no "D's" or "F's" on the report card for the grading period.

Students who have achieved Principal's Honor Roll or CHMS Honor Roll status will receive a congratulatory message on their report card for the marking period. A list of honor roll students will be released to the local newspapers approximately two weeks after report cards have been issued to students. If parents do not want their child's name published in the local newspaper, the school should be notified in writing at the beginning of the school year.

A student may be issued an incomplete (designated by an "I") on his/her report card for the following reasons:

- The student was absent at the end of the quarter
- There were extenuating circumstances that prohibited him/her from completing the work on time

A student who has an incomplete on his/her report card will not qualify for the Principal's Honor Roll or CHMS Honor Roll until the missed work has been completed and the incomplete has been changed to a letter grade. Every incomplete must be changed to a letter grade within two weeks of the date the report cards are issued. If a student does not complete the required work, he/she will receive the grade earned at the end of that quarter. Once a student's incomplete has been changed to a letter grade, then his/her grade point average for the marking period will be recalculated and a new report card will be issued to the parents/guardians. The student may then be eligible for either honor roll.

Parent Conferences

Parent conferences are traditionally held in the fall. Information about dates, times, and schedules will be provided. In addition to the fall conference time, conferences may be

arranged by parents, teachers, or administrators whenever circumstances warrant. Parents need to call the school to schedule any appointments.

School Visitation Rights

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

X. Student Services

Admission of New Students

Registration of new students is handled by the Student Services Office. Proof of residency is required. A copy of the student's birth certificate and proof of the required health examinations and immunizations must also be provided. If a family is moving to Illinois from another state or country, dental and physical examinations are required. It is contrary to the policy of the Board of Education to admit students who do not legally reside with their parents/legal guardians within the district's boundaries.

Falsification of information on the residency form submitted to District 181 may result in the child being excluded from school. This may expose the parent to monetary liability under Illinois law for payment of tuition for such time as the child was illegally enrolled in the district. The District's complete residency policy and procedures are enumerated within Board Policy and Administrative Regulation 7:60, both of which may be obtained at the District's Administrative Offices.

Homeless Students

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either: (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Education of Students With Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

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

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

Education of English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be given an opportunity to provide input to the program, and provided notification regarding their child's placement in, and information about, the District's English Language Learners programs. For questions related to this program or to express input in the school's English Language Learners program, contact the building principal.

Advisory Program

The advisory program is a school-wide program designed to match all students with an adult mentor or advisor. The advisor is the student's link between home and school and is a primary contact person at the school. Advisory time is dedicated to team building activities, community service projects, and affective activities designed to teach skills such as responsibility, conflict resolution, and interpersonal relationships.

Social Workers

School social workers are available to students, parents, and teachers to help students achieve maximum academic benefit during their middle school years. Social workers work with students to help them deal with school and life issues.

School social workers help students understand themselves and others, develop self-control and take responsibility for their actions, cope with stress, and develop strong decision making skills. Parents are welcome to consult with the school social worker to better understand and meet their child's needs on all levels—academic, social, and emotional. Often, school social workers intervene on behalf of students at all levels within the school setting. If the need arises, school social workers can provide referrals to community resources. While bound by a number of laws and codes of ethics and confidentiality, school social workers endeavor to open lines of communication between children, families, and schools.

Each school social worker is assigned to a grade level, remaining with that group of students throughout middle school.

Family Educational Rights and Privacy Act (FERPA) - Privacy and Student Records

Both the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) protect the privacy of student education records and provide parents with the right to inspect, copy and challenge material contained within their children's education records.

Specifically, FERPA is administered by the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605, and affords parents the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Complete copies of the Board policy and procedures regarding student records and confidentiality can be obtained by contacting the Superintendent's office.

XI. Transportation

Bicycles/Roller Blades/Skateboards/Scooters

There are bicycle racks located at the main entrance of the building. All bicycles must be **locked** in the school bicycle racks. Please follow all bicycle rules of the road when going to and from school. It is recommended that students wear helmets.

It is the student's responsibility to safely store roller blades, skateboards, and scooters, and the school will provide no such storage space.

Bus Transportation

The district provides bus transportation to and from school for all students living 1 mile or more from the school. A list of bus stops will be published at the beginning of the school year. Students are not permitted to ride a bus other than the bus to which they are assigned as indicated on their student ID. Students are required to display their student ID before boarding a school bus. A Late Bus is offered Monday through Thursday at 3:40 p.m. In order to board the bus, students must show a Late Bus Pass that they obtained from their after school supervisor.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the assistant principal. If there is a medical emergency on the bus, the bus driver will access local emergency services for help, however will not administer medication or first aid. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Additional consequences may include, but are not limited to, detention, Friday Extended Day School, suspension or expulsion, as deemed appropriate by the school administration. All students participate in bus evacuation drills each year. Bus safety procedures and expectations for behavior are reviewed during these drills.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following bus rules:

- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.

- Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
- Follow all school rules while on the bus
- Remain seated and facing forward while the bus is in motion. Keep your hands, arms, and head inside the bus.
- Refrain from any behavior that would distract the driver in any way
- Lower windows no further than the black line
- Refrain from opening any emergency exits without *direct* permission from the bus driver
- Refrain from throwing objects in, from, or at the bus
- Refrain from eating or drinking anything while on the bus
- Refrain from any type of vandalism of the bus (any student who vandalizes the bus will be held liable for the cost of the repairs to the bus)
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.

For questions regarding school transportation issues, contact the building principal.

XII. INFORMATION RESOURCES

The following information should be useful to you as child attends Clarendon Hills Middle School. Below are some valuable websites:

Quest Food Services:

www.myschoolbucks.com

PTO of Clarendon Hills Middle School: www.chmspto.org/

Parent Portal (online grade access):

<https://hinsdalecommunityil.infinitecampus.org/campus/portal/hinsdale.jsp>

District website:

www.d181.org/

CHMS school website:

www.d181.org/chms/

For information on online resources for research, Internet safety, and citing sources, please visit the CHMS MRC school website <http://www.d181.org/chms/media-center/index.aspx>

Online Resources MLA 7 Format

Please read these notes *before* you begin:

1. Citations should be **double-spaced** and listed **alphabetically by author**.
 2. "Works Cited" and "Bibliography" are *not the same*:
 - In a **Works Cited** page you only list items you have **actually used**.
 - In a **Bibliography** page you list **all** of the material **you have consulted** in preparing your research **whether or not you have actually used the work**.
 1. Cite books on *Kindles, iPads, Nooks* etc. just as you would cite a **print** book.
-

Website:

1. Author of article. (if available)
2. "Title of Article."
3. *Title of Website. (italicized)*
4. Web. (to show it was found online)
5. Date you found the information. (dd/m/year)

Smith, Mary. "The History of Ancient Egypt." *The Ancient Egypt Site*. Web. 8 Feb. 2011.

"The History of Ancient Egypt." *The Ancient Egypt Site*. Web. 8 Feb. 2011.

Online Encyclopedia:

1. Author of article. (if available) (Last name, First name)
2. "Title of Article."
3. *Title of Online source. (italicized)*
4. Title of original print material.
5. Date of print edition.
6. Web. (to show it was found online)
7. Date you found the information. (dd/m/year)

Johnson, Mary. "Egypt." *Encyclopedia Britannica Online School Edition*. Encyclopedia Britannica, 2011. Web. 9 Mar. 2011.

Online Magazine: (online only, not a copy of print magazine)

1. Author of article. (if available)
2. "Title of Article."
3. *Title of Magazine. (italicized)*
4. Web. (to show it was found online)
5. Date you found the information. (dd/m/year)

Poniewozik, James. "Groupon: We Meant to Do That." *Time*. Web. 10 Feb. 2011.

"Superbowl XLV: How Did the Ads Measure Up." *Newsweek*. Web. 5 Feb. 2011.

Online Video:

1. "Title of Video."
2. Creator of Video.
3. *Website title. (italicized)*
4. Web (to show it was found online)
5. Date you found the information. (dd/m/year)

"The Kitchen". Cyberbullying Prevention Commercial. *YouTube*. Web. 18 Feb. 2011.

Digital Image:

1. *Title of Image (Italicize)*
2. Digital image. (to indicate it is a photo)
3. Web. (to show you found it online)
4. Date you found the image. (dd/m/year)

Typical Baseball Game. Digital image. Web. 3 Feb. 2011.

Infotrac Databases:

Go to the **bottom of the article** and find "**Source Citation**". Copy and paste that information into your Bibliography or Work Cited page.

Print Resources MLA 7 Format

Please read these notes before you begin:

1. Citations should be **double-spaced** and listed **alphabetically by author**.
 2. "Works Cited" and "Bibliography" are *not the same*:
 - In a **Works Cited** page you only list items you have **actually used**.
 - In a **Bibliography** page you list **all** of the material **you have consulted** in preparing your research **whether or not you have actually used the work**.
 2. Cite books on *Kindles, iPads, Nooks* etc. just as you would cite a **print** book.
-

Book with one author:

1. Author. (Last Name, First Name)
2. *Title of the Book. (italicized)*
3. City of publication:
4. Publisher,
5. Year of publication. (copyright)
6. Print. (That word to show it is a print book)

Harris, Grant. *America's Very Own Ghosts*. New York: Scholastic Press, 2006. Print.

The New Way Things Work. Boston: Houghton Mifflin. 2001. Print.

Books with two authors:

1. Authors in the order they are given in the book. (Last, First, First Last)
1. *Title of the Book. (Italicized)*
8. City of publication:
9. Publisher,
10. Year of publication. (copyright)
11. Print. (to show it is a print book)

Ryan, William and Nancy Duncan. *Egyptian Gods and Goddesses*. New York: Doubleday, 2007. Print.

Books with an editor:

6. Author., ed. (Last name, first name, ed.)
7. *Title of book. (italicized)*
8. City of publication:
9. Publisher,
10. Year of publication. (copyright)
11. Print. (to show it is a print book)

Johnston, Jeffrey., ed. *Rocks and Minerals*. Chicago: Macmillian, 2011. Print.

Encyclopedia:

1. Author of article. (if available) (Last name, First name)
2. "Title of Article."
3. *Title of Book. (italicized)*
4. Date of edition.
5. Print. (to show it is a print book)

DiMarco, Matthew. "Franklin, Benjamin." *The World Book Encyclopedia*. 2009. Print.

"Coral Reefs." *Groliers Encyclopedia*. 2005. Print.

Magazine Article:

- 1 Author (if available) (Last Name, First Name)
1. "Title of Article."
2. *Magazine Title. (italicized)*
3. Magazine date: (issue)
4. Page number/s.
5. Print. (to show it is a print source)

"N.F.L. Training Camp Report." *Time Magazine for Kids*. 21 Aug. 2010: 20-22.

Kelly, Colleen. "The Man Who Built the White House - Twice." *American History*. Dec 2000: 46-54.

MY CHILD AND I HAVE REVIEWED THE CLARENDON HILLS MIDDLE SCHOOL DISCIPLINE CODE AND SCHOOL POLICIES.

The contents of this handbook are based in large part on the District 181 Board of Education Policy Manual. These policies are available for review at the District 181 Central Administration Offices located at 155 W. 55th St. Clarendon Hills, IL 60514.

Name of Student _____ Grade _____

Advisory Teacher _____ Room No _____

Parent/Guardian Signature _____

Student Signature _____ Date _____

(Parent/Student Copy)

MY CHILD AND I HAVE REVIEWED THE CLARENDON HILLS MIDDLE SCHOOL DISCIPLINE CODE AND SCHOOL POLICIES.

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Name of Student _____ Grade _____

Advisory Teacher _____ Room No _____

Parent/Guardian Signature _____

Student Signature _____ Date _____

(Advisor Copy)

Please note: This portion of the form must be returned to your child's advisor by Friday, September 2, 2016

