

GLENN WESTLAKE MIDDLE SCHOOL
2017-2018 Academic Year

Dear Westlake Students and Parents/Guardians,

Welcome to Westlake Middle School and to the 2017-2018 school year!

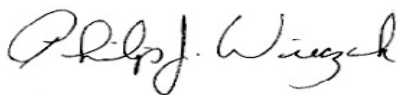
Middle school is one of the most important levels of your education. You will experience greater independence as well as greater personal responsibility. You will be expected to attend school regularly, complete all assignments, participate productively in your classes, and model character fitting a Westlake student. We believe Westlake Middle School has all of the ingredients needed to enable you to be successful. We are proud of our school, and of our achievements. Working together, during this school year, we can find ways to help you achieve your goals.

Along with the District 44 *Inside Your Schools*, this *Agenda* notebook should provide you with all the information you need to make this school year a great one. In addition to serving as your assignment notebook, the *Agenda* provides you with information regarding our school rules and procedures. Students are required to have their agenda with them in each of their classes for the purpose of recording assignments as well as communication between school and home. School calendar information, important telephone numbers, academic standards, behavior standards, bus procedures, and discipline policy are all contained in this handbook. Please review all of this information carefully with your parents/guardians, and be sure to raise any questions you may have with your teachers, administrators, counselors, or office staff. Students and parents/guardians are responsible for knowing the contents of this *Agenda* and the District 44 *Inside Your Schools*. Please note these documents are subject to change, without notice, by the Administration or Board of Education at any time during the school year. The Board policies that govern the operation of District 44 are available to the public on its website at www.sd44.org or at the District Office.

The effectiveness of our achievement and behavior policies depends largely upon the spirit of cooperation among students, teachers, parents/guardians, and administrators. Please return the Acknowledgement page at the end of the *Agenda* to your student's first period teacher by Friday, August 25, 2017.

We are looking forward to another outstanding school year at Westlake. Together we can make the 2017-2018 school year one filled with fond memories.

Sincerely,



Philip J. Wiczorek
Principal

**GLENN WESTLAKE MIDDLE SCHOOL CALENDAR
2017-2018**

Regular School Hours – 8:00am – 2:45pm

Early Release Day – 8:00am – 12:45pm

School Improvement ½ Day Hours – 8:00am – 11:00am

AUGUST	17	1st Day of Student Attendance
SEPTEMBER	4 14	NO SCHOOL -- Labor Day EARLY RELEASE DAY
OCTOBER	6 9 31	NO SCHOOL -- School Improvement Day NO SCHOOL -- Columbus Day EARLY RELEASE DAY
NOVEMBER	10 17 20 21 22 23-24 27	End of 1st Trimester (59 days) Report Card Posted in Family Access NO SCHOOL -- Conferences (1 - 4 p.m. & 5:30 - 8 pm) NO SCHOOL -- Conferences (1 - 4 p.m. & 5:30 - 8 pm) NO SCHOOL -- Non-Attendance Day NO SCHOOL -- Thanksgiving Break Classes Resume
DECEMBER	6 22-31	EARLY RELEASE DAY NO SCHOOL -- Winter Break
JANUARY	1-5 8 12 15 31	NO SCHOOL - Winter Break Classes Resume NO SCHOOL -- Institute Day NO SCHOOL - Martin Luther King Jr.'s Birthday EARLY RELEASE DAY
FEBRUARY	16 19	NO SCHOOL - School Improvement Day NO SCHOOL -- Presidents' Day
MARCH	2 2 8 9 26-30	NO SCHOOL -- Institute Day End of 2nd Trimester (59 days) EARLY RELEASE DAY Report Card Posted in Family Access NO SCHOOL -- Spring Break
APRIL	2 3 11	NO SCHOOL -- Spring Break Classes Resume EARLY RELEASE DAY
MAY	8 18 25	EARLY RELEASE DAY NO SCHOOL PM – ½ School Improvement Day Last full day (If no Emergency Days are used) Grades 6-7 Dismissal 2:45 pm
JUNE	4 4	End of 3rd Trimester (59 days) Last Day of School (Includes 5 Emergency Days)

Staff Phone Numbers

All teachers can be reached by phone extensions or by email. The prefix for the phone extensions is 827-xxxx. E-mail addresses are as follows: Teacher's first initial + last name@sd44.org.

Example: madkins@sd44.org. * Indicates the Team Leader for the team.

6th GRADE-CHEETAH	
M. Wagner*	4563
K. DeFeo	4559
G. Pedota	4530
K. Crawford	4552
C. Loane	4576
6th GRADE-COUGAR	
K. Dietz *	4584
P. Duphare	4689
T. Huber	4586
R. Eloee	4690
J. Payne	4558
M. Photopulos	4655
6th GRADE-JAGUAR	
C. Tabb*	4577
S. Volke	4545
A. Taylor	4574
L. Algozin	4565
S. Weber	4570
H. Cristina	4551

7th GRADE-LEOPARD	
K. Anderson*	4580
D. Berning	4582
M. Elmore	4543
T. Bossons	4626
K. Hmura	4691
7th GRADE-LYNX	
A. Grimm*	4515
M. Lettieri	4573
D. Algozin	4536
M. Rawleigh	4566
W. Mazur	4692
A. O'Brien	4553
7th GRADE-PANTHER	
C. Sealock*	4541
H. Blair	4561
R. Johnson	4693
A. Martini	4537
N. McFadden	4556
S. Beavers	4694

P.E. & HEALTH	
S. Schalund*	4621
Mi. Hrubesky	4606
J. Dyer	4526
J. Dlabal	4597
D. McCloskey	4608
B. Davis	4603

8th GRADE-BLUECATS	
B. Schwieterman*	4564
C. Barnhart	4549
M. Palczynski	4544
C. Pittman	4581
C. Bevard	4697
A. Howard	4557
8th GRADE-BLACKCATS	
T. Surdam*	4562
K. Quinn	4568
C. McDonnell	4695
P. Klein	4583
M. Cochrum	4696
8th GRADE-SILVERCATS	
C. Johnson*	4546
S. Grubisich	4548
C. Hansel	4539
M. Provost	4567
M. Hrubesky	4550
S. Neelen	4542

HUMANITIES	
M. Adkins*	4590
B. Yount	4538
N. Tragasz	4593
J. Crosley-Corcoran	4540
C. Archbold	4560
J. Walhout	4531
A. York	4587
K. Biernat	4554
B. Killam	4534
J. Schultz	4622
N. Martin	4588
M. McLean	4589
C. Ferreri	4596
A. Fabiano	4505
M. Camp	4118
C. Schrom	4579
E. Eyers	4591
K. Irion	4688

SPECIAL SERVICES	
L. Giuffre	4503
M. Zmijewski	4533
J. Blake	4532
J. Zydlo	4598
C. Lewis	4521
B. Smith	4689

INTRODUCTION

This *Agenda* serves as a guideline to the rules and procedures at Glenn Westlake Middle School. It is subject to change, without notice, by the administration or Board of Education, and the administration and Board of Education reserve the right to implement additional expectations and/or consequences to ensure the safety and education of all students. You will find additional information regarding District 44 Board Policies on the District 44 website at www.sd44.org, or at the District office.

STUDENT EVALUATION AND REPORTING

Grading Scale for Performance

- A - Superior (90-100)
- B - Above Average (80-89)
- C - Average/Satisfactory (70-79)
- D - Below Average (60-69)
- F - Failure (59 and below)
- I - Incomplete (Work must be completed to avoid a lowered grade)

Academic Reports

Student report cards are posted on Family Access or mailed home upon request three (3) times per year. To request your child's report card be mailed home, please notify the Principal. Midterm progress reports may be distributed to students demonstrating academic difficulty, exceptional progress, or other behavior deemed noteworthy. Please refer to the School Calendar on page two for specific dates of distribution.

Grading

Students' grades are comprised of both summative and formative assessments.

Summative Assessments = 90% which may include unit/chapter tests, final papers, projects, etc.

Formative Assessments = 10% which may include homework, quizzes, classwork, etc.

Assessment Retakes

If a student does not perform well on an assessment, it is within the teacher's discretion to allow a retake of the assessment. In all cases, the student must complete some re-teaching or extra practice of the content in order to be allowed to take an assessment for a second time. Each department will outline their retake policy; however, *retakes are not offered on all assessments.*

Homework

Students are responsible for and expected to turn in homework and assignments as determined by the student's team of teachers. Students will be given one day for each day of absence to complete assignments as part of a homework activity. *The student is responsible for obtaining the makeup work.* Alternative assignments may be given for extensive periods of absence. In cases of student illness, family emergencies or trips, please contact the assigned counselor's office.

Honor Roll

An Honor Roll is published after each trimester. Students who qualify will receive a certificate of commendation. *A student who achieves a GPA of 3.25 or above earns honors. A student who achieves a GPA less than 3.25, but whose GPA is at least a 3.0, earns Honorable Mention.*

Criteria:

A student's grade point will be calculated using the following scale:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point

Students at all grade levels are required to achieve a grade point of 1.0 or higher to qualify for promotion to the next grade.

Parent-Teacher Meetings

In addition to our regularly scheduled November Parent Teacher Conference, parents may request a meeting with a teacher or team of teachers anytime during the school year to discuss students' concerns or progress.

SCHOOL PROCEDURES

Arrival/Dismissal

Students will not be allowed to enter the building until 7:45 a.m. unless they have an appointment with a teacher.

Once students have arrived on the property, they are not allowed to leave school grounds for any purpose without permission from the office. When a parent/guardian requests a student be dismissed from school early, the student must provide *written* parental permission explaining the reason and stating the early dismissal time. Students must provide the note to the front desk at the start of the school day; otherwise, the student will not be called to the front desk and permitted to leave class until the student's parent/guardian arrives to pick him/her up. In order for a student leave the school building, the student must check out in the school office. The student's parent/guardian also must sign the student out at the front desk.

The school day will normally end at 2:45 p.m. Once the school day has ended, it is important that middle school students leave school grounds immediately and in such a manner that classes at the neighboring Manor Hill School are not disturbed. School grounds are defined by: Main Street on the east; chain fence on the west; park district property on the south; and the chain fence on the north. Students need to leave the building and be off campus by 2:55 p.m. unless they are part of a school-sponsored activity. Students who remain after school for activities are to be at the designated area by the 2:55 p.m. activity bell. Students who leave school grounds after 2:55pm are not allowed to return to school to attend any after school activity.

Pick Up from Extra-Curricular Activities

In order to ensure the safety of our students, parents/guardians are expected to pick up students within 15 minutes of the end of the extra-curricular activity. After two incidents of a student not being timely picked up after an extra-curricular activity, a student may be excluded from the remainder of the activity and a parent conference may be held. The school district provides an activity bus to transport students following extra-curricular activities. The bus departs school promptly at 4:00 p.m., Monday through Friday, unless otherwise specified.

Absences

If a student is going to be absent from school, the student's parent/guardian must call the attendance line at 630-827-4502 before 9:00 a.m. on the day of the absence. One of the best ways to ensure success in school is through regular attendance. Attendance is taken the first thing each morning at Glenn Westlake. Westlake now has voicemail system to record attendance calls. If the student's parent/guardian has not called in an absence, state law requires that office personnel attempt to contact the parent/guardian. Unexcused absences will be referred to the student's counselor for appropriate action. Students whose absences are not called in by parent/guardian also may face consequences related to truancy.

A student's absence will be considered an excused absence for the following reasons: personal illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason approved by the Principal. If a student is absent because of a contagious disease, a note from a doctor giving the student permission to return to school must be presented. If a student is absent for more than 5% of the school year, a conference may be convened with the counselor, parent/guardian, and student to discuss an intervention plan. In addition, the District may notify the Regional Office of Education Truancy Prevention Program.

As required by the state, a student must be present for a minimum of 300 minutes to count as a full day of attendance. Therefore, if a Westlake student is absent from more than 45 minutes of instructional time (not including lunch or passing periods), it will automatically be counted as a half day of attendance. If a student attends less than 150 minutes of instructional time, it will count as a full day absence.

Students who are absent from school will be allowed to make up work for equivalent academic credit. In most instances, students will be given a day to make up work for every day missed, starting with the first day the student returns to school. Teachers are not required to provide academic assignments until the student returns to school. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work in a timely manner may result in a lowering of grades.

Parent/guardians of students who are absent three (3) or more consecutive days may contact the student's counselor to arrange to pick up work. Parents/guardians should contact the student's counselor before 9:30 a.m. and plan to pick up the work between 3:00 and 4:00 p.m. at the reception counter in the main office.

Tardiness/Late Arrival

Any student, who arrives late to school, after 8:00am, must stop in at the Student Services desk and receive a pass to enter class. All tardies will be considered unexcused, unless the student arrives **with a note** from a parent/guardian explaining the reason for the student's late arrival. In the case of a doctor/dentist appointment, a note from the doctor/dentist is sufficient. If the student arrives late and the parent/guardian has not contacted the school, the **tardy will be unexcused**.

Counselors will email teachers a weekly list of students with three (3) or more tardies and the cumulative number of tardies each student has earned.

The following support services and interventions will be used to assist students in making positive changes in their behavior to arrive at school on time:

Unexcused Tardies

Supportive Services / Interventions

3rd

- *Student completes a Solving-the-Problem (StP) sheet and returns the form with a parent/guardian signature.
- *First period teacher gives the StP sheet to the student's counselor.
- *Student meets with counselor.

4th

- *Parent contact by first period teacher.
- *Student signs 4th tardy form indicating his/her understanding of future interventions.
- *First period teacher issues after-school detention for each period missed.

5th

- *First period teacher writes office referral.
- *Student must attend Extended School Day.

6th – 9th

- *Parent contact by first period teacher.
- *After-school detention for each period missed issued by the first period teacher.

10th

- *Conference will take place with the administrator, counselor, parent/guardian, and student.

11th and beyond

- *First period teacher writes office referral written for each tardy.

Westlake reserves the right to review excessive absences and tardiness. Students may be subject to additional supportive services and interventions.

Appropriate Attire

To maintain an atmosphere conducive to the learning environment, some guidelines for appropriate school attire have been established. The school may restrict the wearing of clothing, adornment, or hairstyles or anything else which is/are disruptive to the learning process. The following are examples, but not an inclusive list.

- Tops are to cover the torso and bust line and shoulder straps should be at least three (3) inches thick;
- Off the shoulder shirts are prohibited;
- Shorts/skirts must be no more than three (3) inches above the knee;
- Undergarments should not be visible;
- Pants should be worn at the natural waist;
- Pants/Jeans must not have holes or tears above the knee;
- Jackets, sunglasses, head coverings, backpacks, purses, gloves, etc. (except for religious purposes), are not to be worn in school;
- Piercings anywhere, except student's ear, must be removed for physical education. Piercings that cause a distraction in school, must be removed;
- Bandanas, spiked metal accessories, chains, etc. and any garment which contains reference to alcohol, drugs, gang affiliation, sex, obscenities, weapons or other inappropriate language or content are prohibited;
- Drawings or writings on body or clothing are prohibited; temporary tattoos are prohibited;
- Shoelaces and shoes must be identical.

Students whose dress does not fall within guidelines will be asked to wear alternate clothing or P.E. uniform. Continued violations of the dress code expectations may result in additional disciplinary consequences. In an attempt to help increase student responsibility, efforts will be made to resolve any dress code issues with the student at school. Parent/guardian cooperation and support for these guidelines are appreciated.

Identification Cards

Each student is issued an ID card at registration. Students are required to wear the ID card on a lanyard around their neck at all times. There should not be anything hanging from or attached to a student's lanyard. **IDs should not have any writing on them, nor should they be defaced at any time.** Students are never to "lend" their ID to any other student. If a student is issued a temporary ID, it must be worn on the upper right hand side of the student's chest.

If a student's ID card is lost or defaced, a new ID card must be purchased through the school office for a charge of \$3.00 and lanyards can be purchased for \$1.00. A temporary ID card may be purchased for \$0.50 from the boy's PE office or in the student's first period teacher before school. The temporary ID card fee or replacement ID card fee is to be paid at the time the identification card is purchased.

Lockers

Each student is assigned two lockers: one for storage of books and personal items, and one for gym clothes. It is the student's responsibility to see that locks are kept locked and lockers are in order at all times. Under no circumstances should a student give his/her locker combination to another student. Students should only use their assigned lockers. The school is not responsible for lost or stolen articles. Students are responsible for any damage to lockers. Replacement locks may be purchased at a cost of \$5.00. Lockers are the property of the District. The school has the right to search a student's locker. The school may request the assistance of law enforcement officials for purpose of searching student lockers.

Lost and Found

Students who find lost articles should submit them to the office promptly where they can be claimed by the owner.

Personal Property

Students are strongly discouraged from bringing valuable personal items, including but not limited to sizeable amounts of money for purposes other than specific school purchases, cell phones, iPods, or any electronic device, to school. If a student does bring a personal item to school, *he/she assumes all responsibility for the item. District 44 is not responsible for lost or stolen items.* Personal items brought to school that are deemed by school personnel to interfere with safety or the learning environment may be confiscated and returned to the student's parent/guardian. Backpacks, purses or any other type of bag must be secured, at all times, in a student's locker during the school day.

School Property & Equipment

Students are responsible for the care of school property and equipment, including but not limited to textbooks, supplies, lockers, and furniture supplied by the school. Students who disfigure or do any damage to any school property or equipment will be responsible for its repair and/or replacement, and may be subject to further disciplinary consequences.

Electronic Devices

All electronic devices, including cell phones are to remain turned off and silent in the student's locker for the entire school day including after school activities and field-trips. (Refer to Board Policy 7:190 below)

Messages to Students

Telephone messages for students will be accepted in the office in the case of emergencies. Students will not be called out of class to receive telephone calls, messages, or class materials. If a student is expecting a parent/guardian to deliver a forgotten item to the school, is the student's responsibility to check the main office.

Visitors

All visitors must report to the main office upon arrival. Visitors will be required to have their state issued driver's license or state/government issued identification card scanned through the school district's visitor management system, Raptor. Any visitor without proper identification may be prohibited from entering the school building. Additionally, all visitors must sign in and wear a school issued visitor lanyard while in the school. Visitors must return the lanyard when signing out of the building.

Bicycles

Bicycles should be locked and properly parked in the bike racks. The school is not responsible for damaged or stolen bicycles. Bike riders are to dismount and walk their bikes while on the school grounds. Bicycle safety rules should be observed. Students who violate these rules may lose their bike riding privilege and may be subject to further disciplinary consequences.

STUDENTS' RIGHTS AND RESPONSIBILITIES

The teachers and administrators of Westlake are committed to providing the best educational opportunity for all students. Stating behavioral expectations is one way of teaching students about self-control, responsibility, orderliness, and efficient use of time and abilities so that maximum learning can take place. Guidelines have been established to protect every student's right to learn and every teacher's right to teach without interference. We strongly believe that each teacher and each student has the right to function in a comfortable, safe learning environment. Teachers have the right to determine behavioral expectations for their classrooms. In addition, general areas of the building, e.g., the halls, commons and school grounds, must be orderly and safe for all students at all times.

DISCIPLINE PROCESS

PREAMBLE

Our goal as educators at Westlake is to produce students who are caring, rational, and responsible decision-makers who exercise control over their actions and possess good character traits as they develop into adolescents. This will be accomplished by:

- fostering an atmosphere of respect;
- developing students' capacity to make wise choices and respect the feelings of others;
- working collaboratively to solve problems instead of exercising power and control over students; and
- providing opportunities for students to make decisions and take responsibility.

STUDENT BEHAVIOR POLICY

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, 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.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. 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. The prohibition in this section does not apply to a student's use of asthma or other

- legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance, or other substance that is prohibited by this policy.
 - h. 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 had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
 5. Using or possessing an electronic paging device.
 6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. 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, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all 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); (c) it is used during the student’s lunch period, or (d) 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. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
 10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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 (as described in Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*), bullying using a school computer or a school computer network, or other comparable conduct.
 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
 12. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
 13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
 14. Entering school property or a school facility without proper authorization.
 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
 16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
 17. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
 18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
 19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
 20. 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.
 21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
 22. 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.

For purposes of this policy, 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; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled shall be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program upon written agreement with the student’s parent(s) or following a Board of Education hearing.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. 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.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or

firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24 1).

2. A 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, including “look alike” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [[icensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers. In addition, provided the appropriate procedures are followed, the Superintendent, Building Principal, Assistant Principal, or Dean of Students may issue in-school suspensions; may issue out-of-school suspensions to students guilty of gross disobedience or misconduct (including all school functions) for up to 10 consecutive school days; and may suspend students from riding the school bus for up to 10 consecutive school days. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Additional Prohibited Items

In addition to the above list of student conduct that is prohibited, students are prohibited from having the following items in school:

- Gum/candy
- Energy/highly caffeinated beverages
- Food and drink anywhere in the school, except for in the cafeteria
- Skateboards
- Rollerblades

Office Referral

Students may receive an Office Referral for violations of school rules and misconduct or gross disobedience in violation of the student behavior policy. The teacher or school administrator will contact the student’s parent/guardian.

Detention

Students may receive a detention for violations of school rules and misconduct or gross disobedience in violation of the student behavior policy. If a student is to remain after school for a detention, a teacher or school administrator will contact the student’s parent/guardian by phone or send home a detention form for the parent/guardian to sign.

Detentions are scheduled for one hour after school as needed during the school week from 2:50 to 3:50 p.m. Students serving detentions are expected to write a reflection. If a student misses a detention on the assigned date due to being absent, it is the student’s responsibility to reschedule his/her detention on the next day the student returns to school with the In-School Suspension

(ISS) supervisor in the main office.

Extended Day School

Students may receive an Extended Day School for violations of school rules and misconduct or gross disobedience in violation of the student behavior policy. The Extended Day School is a three-hour detention served after school from 2:45 to 5:45 p.m. If a student is assigned an Extended Day School, a school administrator will notify the student’s parent/guardian. Students serving an Extended Day School are expected to write a reflection and work on school assignments for the duration of the detention. The student’s parent/guardian must pick up the student from school at 5:45 p.m. If a student is absent from school and needs to reschedule the Extended Day School, on the next day the student returns to school with the In-School Suspension (ISS) supervisor in the main office.

In-School Suspension

Students may receive an in-school suspension (ISS) for misconduct or gross disobedience in violation of the student behavior policy or a violation of school rules or other District policy. A school administrator will notify a student’s parent/guardian when a student is assigned an ISS. On the day(s) on which a student is to serve an in-school suspension, the student must report to the ISS Supervisor in the main office.

Out-of-School Suspension

Students may receive an out-of-school suspension for misconduct or gross disobedience in violation of the student behavior policy or a violation of school rules or other District policy. A school administrator will notify a student’s parent/guardian when a student is assigned an out-of- school suspension. The District’s out-of-school suspension procedures are set forth in Board Policy 7:200.

Student Expulsion

Students may be recommended for expulsion for misconduct or gross disobedience in violation of the student behavior policy or a violation of school rules or other District policy. Before a student may be expelled, the student and his/her parent/guardian will be provided a written request to appear at a hearing before the Board of Education or a hearing officer appointed by the Board, to determine whether the student should be expelled. The District’s expulsion procedures are set forth in Board Policy 7:210.

STUDENT BEHAVIOR LOG

In the back of the Agenda you will find a student behavior log that teachers, school staff, or administrators will initial if a student commits a minor infraction throughout the school day. Minor infractions include, but are not limited to, talking during instruction, engaging in disruptive behavior, displaying disrespect to others, failing to have a Student I.D., damaging school or student property, not using technology appropriately, engaging in inappropriate behavior in the hallway or during lunch, chewing gum, missing materials, not having a charged technology device, not staying focused (being off task), or being tardy to class. After each five (5) infractions committed by a student and recorded in the behavior log during a school year, the student will serve an after school detention. Other behavioral interventions may also take place depending on the nature of the infractions. The student’s parent/guardian will be contacted through email or phone after each set of 5 infractions.

Based upon the number of infractions on the student’s behavior log over the course of the school year, the following consequence may be assigned as determined on a case-by-case basis:

<u>Infractions</u>	<u>Consequence(s)</u>
5 infractions	After school detention
10 infractions	After school detention
15 infractions	After school detention
20 infractions	Office referral and an Extended Day School
25 infractions	After school detention
30 infractions	After school detention
35 infractions	Office referral, an Extended Day School, and lose the end of the year activity
40 infractions	After school detention
45 infractions	Office referral and Extended Day School

Continued violation of school rules may result in additional disciplinary consequences. If a student loses his/her agenda or his/her behavior log, a disciplinary consequence may be imposed.

SCHOOL BUS BEHAVIOR

Students who ride a school bus to and from school must present their Student ID to ride the bus. A student may ride only his/her assigned school bus.

When riding the school bus, all students must follow District 44’s school bus safety rules and student behavior rules. This includes having consideration for other students, school staff, and the bus driver. In addition, when riding a school bus, students must:

- Remain seated when the bus is in motion.

- Refrain from consuming food or beverages on the bus.
- Refrain from throwing any objects on or off the bus.
- Speak in an appropriate tone and volume.
- Use appropriate language.
- Follow the directions of the bus driver in a respectful manner.
- Refrain from use of all electronic devices

All concerns regarding student behavior on a school bus should be reported to a school administrator or teacher. The bus driver retains the discretion to return the bus to school to address a student behavior issue.

A student who violates District 44's bus conduct rules may be subject to discipline consistent with District 44's discipline policies. Such disciplinary consequences may include, but are not limited to, parent contact, verbal warning, referral, detention, seat reassignment on the bus, up to and including a suspension from riding the school bus for up to 10 consecutive school days. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, 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.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent/guardian to notify the school that the student does not have alternate transportation.

Electronic visual and audio recordings may be used to monitor conduct and to promote and maintain a safe environment on the school bus. Students who damage the bus, including tampering with electronic recording devices on the bus, will be responsible for the cost of any necessary repairs or replacement and may be subject to discipline.

The District's bus conduct policy is set forth in Board Policy 2:220.

SEARCH AND SEIZURE

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

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

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

The Superintendent 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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the *Right to Privacy in the School Setting Act*:

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

ELIGIBILITY

To attend or participate in school-sponsored co-curricular and extra-curricular activities and assemblies (e.g., athletics events, concerts, dances, clubs, intramurals, and field trips) students must be in attendance in school for a minimum of a half day of school in order to participate in any school-sponsored co-curricular and extra-curricular activity. Participation in a school-sponsored co-curricular and extra-curricular activity is a privilege, which may be restricted or denied at any time due to inappropriate student behavior or conduct.

END OF YEAR ACTIVITIES/CELEBRATIONS FOR ALL GRADE LEVELS

- Students who are being academically promoted may be eligible to attend.
- Any student who receives suspensions or Extended Day School during the year may be ineligible. Administration has the discretion to determine eligibility based on past behavior and disciplinary records.
- Any student receiving 10 school detentions during the school year shall be ineligible.
- Students must have a school attendance record of 90%. (Depending on the date of the activities, the number of absences should not exceed 16 as an approximate number).
- Students must have a 1.25 GPA in the 3rd trimester to participate.
- Depending on disciplinary infractions, students may lose the opportunity to participate in any end-of the year activities, including 8th grade promotion activities, at the discretion of administration at any time during the school year.
- Students who have an out of school placement will be unable to participate in end of year activity/celebration.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non school-related activity, function, or program.

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

Bullying includes cyber-bullying 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.

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

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

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:
Annetta Spsychalski
Assistant Superintendent for Teaching and Learning
150 W. Madison, Lombard, IL 60148
aspsychalski@sd44.org
630-827-4433

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.
12. The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
13. The District's bullying prevention plan must be consistent with other Board policies.
14. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

*For further information regarding the board policy regarding prevention of and response to bullying, intimidation, and harassment, please visit the district website at www.sd44.org.

**GLENN WESTLAKE MIDDLE SCHOOL
PARENT TEACHER STUDENT ASSOCIATION (PTSA)**

Building a bridge between parents, teachers and students

PTSA Mission:

- To support and speak on behalf of children and youth in schools, in the community and before governmental agencies and other organizations that make decisions affecting children
- To assist parents in developing the skills they need to raise and protect their children
- To encourage parent and public involvement in the public schools of this Nation

The Glenn Westlake PTSA consists of nearly 175 members. The volunteers form the PTSA chair committees (such as membership, spirit wear and fundraising) that accomplish the PTSA'S program mission.

We may communicate through weekly emails from the principal, as well as, other online avenues.

Each year scholarships are awarded to GWMS students to attend summer programs in areas such as art, music, drama and academics. Scholarship applications will be sent home in the spring of each year.

The PTSA continues to support many school activities such as the Reflections program, Chelseth (music) scholarships, 6th grade welcome, 8th grade end of the year boat trip and many more. The PTSA organizes social events for the students as well as organizes fundraisers.

We can always use your help to make each year successful! Will you join PTSA? Many volunteer positions require just a few hours of your time, and we have daytime as well as evening opportunities. Please consider volunteering and joining the PTSA at Glenn Westlake.

Glenn Westlake Wellness Center

District 44 is proud to have the Wellness Center at Glenn Westlake Middle School. The Wellness Center includes fitness equipment not commonly available to students in a middle school setting. The equipment includes treadmills, elliptical trainers, stationary bicycles, and a variety of weight machines and other fitness equipment. Middle school students will have access to the Wellness Center as part of their physical education curriculum or as part of an after school club.

Student Usage Rules and Procedures

1. Safety

- Gym shoes must be worn.
- Gum is not allowed.
- No running from station to station when working in the center.
- Jewelry wearing is prohibited
- Only ONE person is allowed on a piece of equipment at a time. Those not using the equipment should remain a safe distance away.
- Use the aisle to move from machine.
- Students may not use free weights.
- The supervisor must approve weight progression. NO MAXIMUM LIFTS!!

2. General Rules and Procedures

- Students are not allowed behind the counter at any time.
- Students must go through an orientation before using any equipment.
- Any student(s) using the equipment in an inappropriate manner will be removed from the Wellness Center.
- Please report any equipment problems to the supervisor in charge.
- No food or drinks are allowed in the wellness center (water is the only exception).

Student access to the Wellness Center is a privilege, which may be restricted or denied at any time due to violation of these rules or inappropriate student behavior or conduct.

ELECTRONIC DEVICE & ELECTRONIC NETWORK USE

District 44 provides electronic devices and access to its electronic networks, including the Internet, as one way of enhancing its mission to teach the skills, knowledge, and behaviors students will need as successful and responsible adults in the community as a whole.

District 44's electronic devices and electronic networks provide opportunities to explore and use a varied and exciting set of resources including computer programs, apps, and the Internet.

District 44 provides these tools to support and enhance the curriculum. To make these resources and tools available to everyone, District 44 expects that students who use District 44's electronic devices and electronic networks will do so in a way that is consistent with its educational mission. Students are to use these tools for educationally appropriate activities that are directly related to the curriculum of District 44 and in way that is consistent with the policies governing their use as well as student behavior policies.

Specifically, it is expected that when using or accessing District 44's electronic devices and electronic networks:

- No student will cause damage to District 44's electronic devices, software or other programs, or electronic networks, or assist others in doing the same.
- No student will access educationally inappropriate or illegal material or show others how to do the same. District 44's electronic devices and electronic networks are provided and are to be used for educational purposes only that are consistent with District 44's curriculum.
- Each student will respect the rights of others, including the privacy of files stored on an electronic device or portable storage device, and not view any files without the owner's permission or alter or damage such files.
- Each student will respect and uphold copyright laws.
- Each student will follow all school rules, including any regulations posted in the computer lab or other room where electronic devices and electronic networks are in use.
- Each student will follow the directions of the adult in charge of the computer lab or other room where electronic devices and electronic networks are in use.

District 44 is not responsible for any information that may be lost or damaged, or become unavailable when using its electronic devices or electronic network, or for any information that is retrieved or transmitted via the Internet. Furthermore, District 44 will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Each student and his/ her parent/guardian, on an annual basis, must read, sign, and return the *Authorization for Student's Electronic Network Access* to the main office before being granted use of District 44's electronic device or electronic network. The failure of any student to follow District 44's policies, administrative procedures, or other rules, regulations, or other terms or conditions for use of its electronic devices or electronic networks may result in the loss of privileges, disciplinary action, and/or appropriate legal action. Students who damage District 44's electronic device or electronic network will be responsible for the cost of any repair and/or replacement,

1:1 Device Information

As part of its commitment to integrating technology into the curriculum, the Board of Education of Lombard Elementary School District No. 44 has purchased 1:1 Devices and their related accessories for middle school students' individual use. Each middle school student will be loaned a 1:1 Device and must bring it to school every day, just like a textbook. In addition to signing the *Authorization for Student's Electronic Network Access* before being granted use of District 44's electronic device or electronic network, each student and his/her parent/guardian must sign a separate agreement authorizing student use of a District-owned 1:1 device. This agreement must be read, signed, and returned to the main office prior to the student being loaned the 1:1 device.

**GLENN WESTLAKE MIDDLE SCHOOL
AGENDA ACKNOWLEDGEMENT FORM**

Student Name: _____

Grade: _____

First Period Teacher: _____

I have read the rules/procedures of the Wellness Center and am aware of the safety and facility rules that are to be followed when participating in the facility. I understand that I will be responsible for the repair or replacement of any equipment I damage.

By signing below, I acknowledge that I have received and read the Glenn Westlake Middle School Student Agenda and the District 44 Inside Your Schools handbook for the 2017-2018 school year. I understand that I am personally responsible for reviewing and understanding the information in both documents. I further understand that both the Agenda and Inside Your Schools are subject to change, without notice, by the Administration or Board of Education at any time during the school year. I understand these documents are only a summary of the Westlake and District 44 policies. I understand that I am subject to and must abide by the Board policies that govern the operation of District 44, and that the policies are available to the public on the District's website at www.sd44.org or at the District Office. I also understand that a violation of any the rules, regulations or behavior guidelines set forth in the Agenda, the Inside Your Schools Handbook, or of District 44's policies may lead to disciplinary consequences.

Please sign and return this portion to your student's *first period* teacher by **Friday, August 25, 2017**.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

GLENN WESTLAKE MIDDLE SCHOOL
Extra & Co-Curricular Activities, 2017-2018

Activity	Description/Requirements	Fee	Season	Sponsor/Coach
Art Club	An exploration of ideas and materials not usually covered in class.	\$13.00	TBA	Mrs. York
Basketball: Boys (2 teams) Girls (2 teams)	Interscholastic teams (grades 7 & 8) play other schools. Students must be interested in playing basketball, be available before and after school and Saturdays for practices and games. Must have a current physical on file with the GWMS nurse. Approximately 13-16 students are selected for each team.	\$32.00	Nov-Jan. (boys) Jan. - Mar. (girls)	Mr. Corcoran Mr. Surdam Mrs. Pittman Mr. McCloskey
Bobcat Band	Students with two to three years of band experience (all exceptions determined by the band director). The students meet twice a week: once on Tuesdays after school from 2:50-3:55 for full band rehearsal and additionally for one technique class held during the school day.	\$64.00	Mon.-Fri. school year	Mr. Martin
Chamber Orchestra	Students with 3 years' orchestra experience (usually 6th grade). Students meet twice a week: Tuesdays after school from 2:50 - 3:55 p.m. for full orchestra rehearsal, as well as one technique class held during the school day.	\$64.00	Mon.-Fri. school year	Mrs. Schultz
Chess Club	Open to any students interested in playing/learning to play chess.	\$13.00	TBA	Mrs. Volke
Choir	6th Grade Chorus: For students who enjoy singing. Rehearsal is twice a week on Wednesday and Friday's during homeroom with two to three formal concerts per school year. 7th/8th Grade Chorus: For students who enjoy singing. Rehearsal twice a week after school from 2:45 - 3:45 with two to three formal concerts per school year.	\$27.00	ongoing	Ms. Mc Lean
Concert Orchestra	Students with at least 3 years' orchestra experience (usually 7th & 8th grade). Students meet daily for full orchestra rehearsal in the orchestra room. Students also have one technique class a week held during the school day.	\$64.00	Mon.-Fri. school year	Mrs. Schultz
Cross Country	Cross country team members run long distances. Students must be able to stay after school for practices and meets, and have a current physical on file with the GWMS nurse.	\$20.00	Sept.-Oct.	Mr. Algozin Ms. Dyer
Drama	Drama is a multi-grade level performance troupe. Participants have the opportunity to work both onstage and off stage. There are two productions. Drama meets Monday, Wednesday and Friday.	\$13.00	Aug-March	Mrs. O'Brien Mrs. Photopoulos
Heart & Sole (Girls on the Run)	Heart & Sole is a 10-week program that creates a positive, structured space for middle school girls to learn about themselves, explore new ideas, and strengthen connections with others. The season culminates with the Girls on the Run 5k.	TBD	March-May	Mrs. Konkey Mrs. Mackin
In Stitches	For students with an interest in sewing. Students will be learning the sewing machine and choosing a sewing project to complete. In addition to the club fee, the participants will need to purchase a kit for their project.	\$13.00	10 weeks offered twice a year	Mrs. Adkins
Jazz Band	Open to 6th, 7th and 8th grade band students without prior jazz experience. Piano and rhythm/ bass guitar players must be able to read music and chords and will be chosen at the discretion of the director (auditions may be required).	\$32.00	Oct.-May	Ms. Syperek Mr. Prohaska
Jazz Ensemble	Open to 6th, 7th and 8th grade band students (auditions may be required). Piano and rhythm/ bass guitar players must be able to read music and chords and will be chosen at the discretion of the director.	\$32.00	Oct.-May	Mr. Martin

Activity	Description/Requirements	Fee	Season	Sponsor/Coach
Mission Propelle Yoga	Mission Propelle seeks to empower girls through literacy and yoga. Join us for 8 weeks as we combine yoga, reading and activities to empower you and help you realize your leadership potential. Students will read short stories and learn yoga poses that promotes body awareness and incorporates breathing exercises designed to invigorate or relax you. Yoga; Brains; GIRL POWER. Maximum enrollment is 20.	TBD	October-December	Mrs. Konkey
Pom Squad	Pom Squad - 7th & 8th grade girls create Pom dances for the basketball games (boys).	\$32.00	Oct-Jan	Ms. McDonnell
S.T.A.R.	Student Taking Academic Responsibility: quiet place for student to complete homework under teacher supervision.	none	M-TH 2:50-3:50 Oct-early May	Ms. King
Track	Students must be able to stay after school to attend practices and meets and have a recent physical on file with the GWMS nurse. All members are eligible to participate in meets, although some meets limit the number of entrants per school. No previous experience is needed. All interested students in grades 6, 7 and 8 are welcome.	\$20.00	Practices: 3:55-5:15 Meets: April-May	Mr. Corcoran Ms. Neelen Ms. Dyer Mr. Hrubesky
Volleyball: Boys (2 teams) Girls (2 teams)	Interscholastic teams (grades 7 & 8) play other schools. Students must be interested in playing volleyball, be available before and after school and Saturdays for practices and games. Must have a current physical on file with the GWMS nurse. Approximately 13-16 students are selected for each team.	\$32.00	Sept.-Oct. Girls Jan.-March Boys	Mrs. Yount Ms. Grubisich Mr. Hrubesky Mr. Davis
Wellcats	This club is designed to give the students an opportunity to work out in the Wellness Center. There are ten sessions. Available to 7th and 8th grade students.	\$5.00	2nd Trimester 2:50-3:50 TBA	Ms. Dyer
Westlake Gourmets	For students who want to take their basic cooking skills a little further. Participants will try their hand at creating a variety of culinary delights.	\$13.00	10 weeks offered twice a year	Mrs. Adkins Mrs. York
Westlake Tales: A GWMS Literary Magazine	Westlake Tales is a space for passionate writers in any language. Meetings are in a workshop format in which we primarily hone our writing craft. Students write fiction, nonfiction essays, poetry, and music lyrics. Time is also spent peer reviewing and collaborating on group writing projects. There are two sessions each school year. At the end of each session, Westlake Tales members publish a digital edition of a literary magazine with their writing.	\$13.00	Session I: Sept-Dec Session II: Jan-May	Mrs. Walhout
Wildcat Band	Students with at least 3 years' experience (all exceptions determined by the band director). The students meet every day in the band room and rehearse five days per week. In addition, they receive one technique class held during the school day.	\$64.00	Mon.-Fri. school year	Mr. Martin
Wildcat Council	Wildcat Council is an opportunity for students to enhance their leadership skills, utilize their creative ideas, and work collaboratively amongst their peers. This club meets at least once a month to plan, advertise, and run school events as well as participate in team-building and leadership activities.	None	September-May	Mrs. Volke Ms. Grubisich
Wildcat's Create!	6th, 7th, and 8th grade students interested in DIY/crafting projects are encouraged to join! Show off your creativity as we work on one project each month. A variety of projects will be completed throughout the year which could include jewelry, locker/home decor, cards, and giftables. *Each month will require a small fee to cover the material costs for each project.	\$13.00	2nd Monday of every month Sept.-May	Mrs. Crawford
Yearbook	The yearbook staff takes candid shots of clubs and sporting events, during lunch and at other events during the school year. Members select the yearbook cover, create a theme and determine the layout of the yearbook. One of the most important jobs of the yearbook staff is the design of the 8th grade Best Wishes ads purchased by parents. They also help during Club Photo Day, advertise the yearbooks during the winter sale period, and distributing yearbooks at the end of the school year. Meets during trimester 1 & 2 and during trimester 3 as needed for distribution of yearbooks.	None	Once a month (day TBD) Additional meetings added as needed.	Ms. Neelen Mrs. Pittman