

TEAR OUT PAGE AND RETURN TO SCHOOL

We are looking forward to a new school year and are requesting that you read the policies and procedures outlined in the front of this Student Planner. Please review and discuss with your student the expectations and criteria so that they have a clear understanding of how school will operate at Westfield in 2011-2012. Encourage your student to use the planner to help them organize, schedule, and monitor their use of time.

Do not hesitate to contact us if you have questions concerning any topics in this handbook. Only by working together and keeping the lines of communication open between home and school can we provide your child with the best educational program possible.

On behalf of the entire Bloomington SD13 community, we look forward to working with you and your child during the coming school year.

The signatures below certify that you have received the 2011-2012 Westfield Middle School Student Planner and Handbook and that you acknowledge that you are responsible for understanding the contents.

Both the student and parent signatures on each side of this document indicate that you are in agreement that the reading and comprehension of the information contained in this handbook is your responsibility.

Student name (please print)

Student signature

Parent name (please print)

Date

Parent signature

Agreement Regarding Technology Use Guidelines for Students

School District 13 Technology Use Guidelines for Students

(see content after the Code of Conduct section)

Students and their parents should carefully review the policy and procedures regarding permissible use of District 13 computers and access to the Internet using District 13 means of access. Parents and students should sign this agreement where indicated to evidence their agreement to follow the District rules and regulations set forth in District 13 policy and procedures regarding permissible computer use. Students will be allowed to use District computers and to access the Internet using District means pursuant to this policy and procedures after they have returned this agreement signed by the student and his/her parent or guardian. Please retain the policy and procedures for future reference.

Agreement Regarding Permissible Computer Use: Student

I have read and understand the School District's policy and procedures regarding acceptable use of District 13 computers and its access to the Internet using District 13 means of access. I consent to monitoring and inspection by school staff and administration of my use of District computers and District means of access including any and all electronic mail communications I make or attempt to make or I receive and all materials I download or access. I agree to follow the District rules and regulations regarding permissible computer use. I understand that failure to follow District rules and regulations regarding permissible computer use will result in appropriate disciplinary action that may include loss of computer access privileges.

Student Name (Please Print)

Homeroom

Student Signature

Date

Parent/Guardian

I have read and understand the School District's policy and procedures regarding permissible use of District 13 computers and access to the Internet using District 13 means of access. I understand that the District's network and access to the Internet is for educational purposes only. I recognize it is impossible for the District to prevent access to all non-educational materials, and that the responsibility for appropriate use of District computers ultimately rests with the computer user. I agree to instruct my child accordingly. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained by using District 13 computers and/or District 13 means of access to the Internet. I accept full responsibility for supervision if and when my child's use of District 13 means of access to the Internet is not in a school setting.

YES, I hereby request that my child be allowed access to the Internet using District 13 means of access.

Parent/Guradian Signature

Date

NO, I request that my child not be allowed access to the Internet using District 13 means of access.

Parent/Guardian Signature

Date

Bloomington School District 13

School Calendar 2011-2012

August	15	Monday	Teacher Institute Day (no students)
	16	Tuesday	Teacher Institute Day (no students)
	17	Wednesday	Students Begin School (1/2 day for students)
September	5	Monday	Labor Day (no school)
	7	Wednesday	School Improvement Day (1:40 dismissal); PM Kdg. meets at regular time
October	5	Wednesday	School Improvement Day (1:40 dismissal); PM Kdg. meets at regular time
	7	Friday	Teacher Institute Day (no students)
	10	Monday	Columbus Day (no school)
November	2	Wednesday	School Improvement Day (1:40 dismissal); PM Kdg. meets at regular time
	21	Monday	Full Day Parent Conferences (school not in session)
	22	Tuesday	Full Day Parent Conferences (school not in session)
	23	Wednesday	Not in Attendance (no school)
	24	Thursday	Thanksgiving Holiday (no school)
	25	Friday	Thanksgiving Holiday (no school)
December	7	Wednesday	School Improvement Day (1:40 dismissal); PM Kdg. meets at regular time
	19-23	Monday-Friday	Winter Break: December 19 - January 2 (no school)
	26-30	Monday-Friday	Winter Break: December 19 - January 2 (no school)
January	2	Monday	Winter Break: December 19 - January 2 (no school)
	3	Tuesday	School Resumes
	4	Wednesday	School Improvement Day (1:40 dismissal); PM Kdg. meets at regular time
	13	Friday	Half-Day Inservice (noon dismissal); PM Kdg. meets at regular time
	16	Monday	Martin Luther King, Jr.'s Birthday (no school)
February	1	Wednesday	School Improvement Day (1:40 dismissal); PM Kdg. meets at regular time
	20	Monday	President's Day (no school)
March	2	Friday	Teacher Institute Day
	5	Monday	Casimir Pulaski Day (no school)
	26-30	Monday-Thursday	Spring Break (no school)
April	4	Wednesday	School Improvement Day (1:40 dismissal); PM Kdg. meets at regular time
	6	Friday	Not in Attendance (no school)
May	2	Wednesday	School Improvement Day (1:40 dismissal); PM Kdg. meets at regular time
	28	Monday	Memorial Day (no school)
June	4*	Monday	School Closes

*Five emergency days have been built into the calendar. The Board of Education may adjust the last day of school according to the number of remaining emergency days. If no emergency days are used, school will be cancelled on Friday, May 11; Tuesday, May 29; Thursday, May 31; Friday, June 1; and Monday, June 4. The last day of school would be a partial day on Wednesday, May 30.

DISCLAIMER

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

OPERATIONAL POLICIES

DAILY SCHEDULE

1	8:30 a.m.	9:20 a.m.
2	9:23 a.m.	10:13 a.m.
3	10:16 a.m.	11:06 a.m.
4A 7 th /8 th lunch	11:09 a.m.	11:33 a.m.
4B 6 th lunch	11:35 p.m.	11:59 a.m.
5	12:02 p.m.	12:52 p.m.
6	12:55 p.m.	1:45 p.m.
7	1:48 p.m.	2:38 p.m.
8	2:41 p.m.	3:30 p.m.
Bus Bell	3:38 p.m.	

EARLY DISMISSAL SCHEDULE

9/7, 10/5, 11/2, 12/7, 1/4, 2/1, 4/4, 5/2

1	8:30 a.m.	9:07 a.m.
2	9:10 a.m.	9:46 a.m.
3	9:49 a.m.	10:25 a.m.
8	10:28 a.m.	11:04 a.m.
4A 7 th /8 th lunch	11:07 a.m.	11:24 a.m.
4B 6 th lunch	11:25 a.m.	11:43 a.m.
5	11:46 a.m.	12:22 p.m.
6	12:25 p.m.	1:01 p.m.
7	1:04 p.m.	1:40 p.m.
Bus Bell	1:48 p.m.	

ARRIVAL

The bell for students to enter the building rings at 8:20 a.m. Students may enter before 8:00 a.m. if they have an activity or have arranged to see a teacher. Students may not enter before 8:20 a.m. unless we have inclement weather.

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

Students are to arrive to their first period class by 8:30 a.m. When students are late arriving to school, they must bring a note to the school office or have parents/guardians call in for them. Parent excuses may not be accepted regarding chronically tardy students. It is both the student and parent responsibility to be on time everyday. The administration determines excessive morning tardiness as unexcused and consequences will result.

DROPPING OFF AND PICKING UP STUDENTS

Morning buses will drop students off in our front parking lot. Parents should drop students off in front of the school. Cars are not permitted in the parking lot from 8am – 8:45am. After school, the parking lot in front of school is reserved for buses only.

VISITORS

To minimize disruptions of the education program, classroom visits will be kept to a minimum. Classroom visitors are required to make appointments with an administrator. For security reasons, visitors must sign in at the main office and obtain a visitor's badge before entering the building. All visitors must display a visitor's badge while inside the building.

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

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

A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Valid cause for absences from school may be because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as determined by the Administration or Board of Education or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

CHRONIC TRUANCY

A student who is absent without valid cause for 10% or more of the previous 180 regular attendance days is defined as a chronic or habitual truant, per Section 26a of the School Code of Illinois. Bloomingdale SD 13 will refer chronic truants to the DuPage Regional Office of Education in accordance with current procedures established by the DuPage County Truant officer.

DEFINING ABSENCES

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

In the case of excused absences, students are allowed one school day for each day absent to make up class assignments. The day the student returns to school should not be counted and should be considered a day of "grace" (**except in instances where long term projects are due**). In the case of prearranged absences, parents and/or students should assume the responsibility for requesting class assignments.

Unexcused absences - Unexcused absences will be addressed by a series of parent contacts by teachers, counselors/social workers, and school administrators. The aim is to firmly establish solid attendance habits for all students. Unexcused absences are the responsibility of parents, and parents are subject to penalties under state and local truancy laws.

An unexcused absence is one for which there has not been prior approval or which is not considered valid. The school administration is authorized to make decisions and grant exceptions to this policy.

Vacations and Prearranged Absences -The District strongly discourages family vacations during periods when school is in session. Vacations can disrupt a student's schooling and may create instructional problems. Students absent for more than 10 consecutive days will be "dropped" from the school attendance roll. Those students must then register again to return to the District. Contact the school administration in advance.

Tardies - Students are considered tardy if they are not in their classrooms when the class period bell rings. There are excused tardies and unexcused tardies. Late arrival to school will result in a tardy designation. Excessive tardies will result in consequences.

ASSIGNMENT MAKEUP WORK POLICY

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

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

BUS REGULATIONS

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

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

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

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

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

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

DRESS CODE

Students need to demonstrate respect for others by dressing appropriately. Students should dress comfortably for school, without exceeding the boundaries of good taste. A student's dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, modesty and decency as determined by the administration. Refer to the Code of Conduct section for specifics with regards to clothing minimum standards.

LUNCH PERIOD

Parents may drop off lunches for only their students. **Due to the increase of food allergies, students are not permitted to share food at lunch.** Lunches are dropped at the table in the main foyer entrance and students can pick their lunch up at the beginning of the lunch period. Students are **not notified about parent lunch delivery** and it is the responsibility of the parent and the student to work out this communication beyond the school day.

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

Lunch Time Expectations Students are to be seated at their assigned table. Students may use the vending machines at the beginning of the lunch period. Students may use the bathroom before clean up by obtaining a pass from the lunchroom supervisor. Students are responsible for cleaning their own garbage and the area around them. They will use materials provided (broom, sponge, towels, etc.) to clean up. Students must display appropriate lunchroom behavior. No electronic devices are permissible during this time.

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

Informal Study Hall Study Hall is provided during half of the lunch period. Students may work silently on homework or read. No electronic devices are used during this time. If a student cannot follow the study hall guidelines they will be removed from study hall. Study hall behavior expectations continue to follow the code of conduct.

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

PTO HOT LUNCH WEDNESDAYS

Since there is no Hot Lunch Program at Westfield, our PTO parent organization provides special food days on designated Wednesdays. Orders for food are handled on a pre-pay basis only, with students having the opportunity to order on two or more occasions per year.

STUDENT LOCKS AND LOCKERS

Students are required to purchase a school issued lock for their locker. Each student is assigned a school locker. Students purchase their lock on Information Day in August or in the school office during the year. Student lockers are the property of Westfield Middle School and are subject to inspection at any time. Due to privacy issues, assistance will not be given to those who have their belongings in someone else's locker. Students are responsible for the care and condition of their lockers. All items and books, when not in use, are to be kept in the student's assigned locker. Students may choose to carry their belongings back and forth to school in a backpack. However, they are not permitted to carry backpacks or book bags during the school day.

Backpacks, book bags, electronic devices, cell phones and large purses must remain in the student's locker throughout the day.

Please remind your child of the importance of: (1) keeping lockers locked at all times, (2) not sharing their combination with a friend, (3) keeping books and other personal items in their locker when not needed, and (4) not bringing any valuables to school.

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

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

PHYSICAL EDUCATION LOCKS AND CLOTHING

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

PHYSICAL EDUCATION EXCUSES

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

TELEPHONE POLICY

During the course of the day, there may be situations when a student needs to use the telephone. In general, we discourage students from calling home to request that parents deliver homework or forgotten lunches. Students who stay after school may need to call home for a ride. We provide students with access to make a call home via our school office phones. Requirements are that students ask permission, and be brief. It is against school policy for students to have a cell phone, or other electronic devices during school hours. These devices must be kept inside student lockers during the school day or they will be confiscated. Making a 911 call for unfounded reasons is a major offense and will lead to out of school suspension and police referral. **Please do not call the school with requests to speak to a student.** We do not interrupt classes to call students to the phone. **Please do not attempt to leave phone messages for students with our secretaries unless it is an emergency.** We do not guarantee that a phone message from the parent will be received by the student in what the parent would perceive as a timely manner.

VIDEO SURVEILLANCE

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

SURVEYS OF PRIVATE INFORMATION

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

MEDICATION POLICY

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

The school does not have a full-time nurse to either administer or remind students to come to the office to take medication. Therefore, we ask that parents: (1) train their students on the proper procedures for taking medicine (the office will help supervise, but not do the actual administering), (2) instruct their students concerning the time of the day that they should take their medicine.

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

SCHOOL DENTAL EXAMINATIONS

Effective date July 1, 2005, all Illinois children in kindergarten, second and sixth grades will be required to have an oral health examination. This includes all public, private, or parochial schools. Examination must be performed by a licensed dentist; he/she shall sign the proof of examination form. Each child shall present proof of examination by a dentist prior to May 15th of the school year. School dental examinations must have been completed within 18 months of the May 15th deadline. Each school must give notice of the dental examination requirements to the parents or guardians of the children at least 60 days prior to May 15th of each school year. The Proof of Dental Examination and the Waiver forms will be uniform for statewide use. The authorized forms are available on the IDPH and the ISBE websites. Other organizations or agencies may link to these websites to access the forms. If a child in second or sixth grades fails to present proof by May 15th the school may hold the child's report card until: child presents proof of dental examination form OR the child presents a dental examination waiver form OR the child is enrolled in the free and reduced lunch program and is not covered by private or public dental insurance (Medicaid/KidCare) OR the child is enrolled in Medicaid/KidCare, but unable to find a dentist or dental clinic in the community that is able to see the child and that will accept Medicaid/KidCare OR the child does not have any type of dental insurance, and there are no

low-cost dental clinics in the community that will see the child OR the child presents an exemption based on religious grounds (follow ISBE Administrative Rules) OR the child presents proof that the dental examination will take place within 60 days after May 15th OR the child must present proof of completed examination prior to school the subsequent year.

EDUCATIONAL PROGRAM

Westfield Middle School places all students into classroom settings where they are academically challenged but not penalized due to differences in overall academic progress. Students will be required to meet basic criteria for promotion. Middle school students might prefer to be in classes with their friends, however, the administration does not entertain requests for class changes based on social or teacher requests.

CLASSES

Westfield Middle School operates on an 8 period day. Students attend core classes (language arts and literature, math, science, and social studies) everyday, all year. Students participate in a 7 week rotation moving through the Exploratory Programs in Art, Communications, Drama, Writers Workshop and Music. 8th grade students can elect to take full year Spanish I. All students participate in the daily PE/Wellness Program.

FEES/FINES AND OBLIGATIONS

Students who have outstanding fees, encumbered fines, missing or damaged books (including rebinding fees) or other obligations, will be ineligible to participate in events, dances, activities, ceremonies, and field trips that occur during the year, celebrations and year-end activities.

INSPECTION OF INSTRUCTIONAL MATERIALS

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

ORGANIZATION AND STUDY SKILLS

Students are required to carry and use a plan book to keep track of assignments and upcoming tests and events. Teachers allow time in class for students to copy assignments into their planner. We encourage parents to require their student to bring the plan book home nightly to keep informed about student assignments. The school provides the first plan book each year; students must pay to replace lost or damaged plan books.

OTHER RELATED PROGRAMS FOR STUDENTS

All students receive training in library skills and computer research searches. Additionally, all students are trained in word processing and related computer skills.

Passwords for IMC databases and Online Subscriptions

Check with Mrs. Siegert for logins and passwords for the following:

[Ebsco Middle Search & Points of View Reference Center](#)

[FirstSearch](#)

[NoodleTools](#)

[United Streaming](#)

[World Book Online](#)

SPECIAL PROGRAMS AND INTERVENTIONS

During the school day, students who qualify are assigned to receive assistance from our Resource teachers, Speech Therapist, Supportive Reading Instructor, Social Worker, Counselor, or Band teacher. In addition, Response to Intervention (RtI) support will be provided for some students. RtI is a process which includes the provision of systematic, research-based instruction and

interventions to struggling learners. RtI is designed as an early intervention to support long term academic success. Students may miss regular class time to receive any of these services. Parents and/or students may initiate their own requests for Counseling or Social Work services.

GRADING SYSTEM

The grading system is as follows:

100-90 = A = 4 points
89-80 = B = 3 points
79-70 = C = 2 points
69-60 = D = 1 point
59- 0 = F = 0 points

At the end of each grading period, the school calculates each student's grade point average (GPA). The school converts each letter grade into the number of points, adds the total points from all grades earned, and divides the total points earned by the total number of grades. If the student has a grade point average of:

4.000 – 3.8 student has earned **HIGHEST HONORS**
3.799 – 3.5 student has earned **HIGH HONORS**
3.499 – 3.2 student has earned **HONORS**
1.999 – 1.5 student is on **ACADEMIC WARNING**
1.499 – 0 student is on **ACADEMIC PROBATION**

GRADES ON-LINE

You have access to grades through this address:

<http://powerschool.sd13.org>

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

HONOR ROLL

HIGHEST, HIGH AND HONORS: At the end of each grading period, students will be recognized with an award at the Honor Roll Assemblies, with the exception of fourth quarter. All honor roll students have their names published and hung in the main hallway. Students who make the honor roll in the 4th quarter are encouraged to stop in the office in August to pick up their respective honor roll level award.

ACADEMIC WARNING AND ACADEMIC PROBATION

Students on academic warning or probation are placed in a special monitoring program which also includes counseling, and weekly reports until they raise their grade point average to 1.5 or better. Students on probation lose their opportunity to participate in extra-curricular activities and sports while they are on probation.

REPORTING ACADEMIC PROGRESS TO PARENTS

Progress Reports are mailed to parents and/or guardians in the fourth week of each quarter. *Report Cards* are mailed to parents and/or guardians approximately one week after the end of each quarter.

GRADUATION

Students must have a GPA of 1.50 to be promoted to high school. Those students below 1.50 will be required to attend a Lake Park High School summer bridge program to earn promotion. To attend and participate in graduation ceremonies, students need a GPA of 1.50 or higher and be in good standing with regards to the Code of Conduct to earn the privilege to participate in the commencement ceremonies and end of the year celebration activities.

RETENTION

Decisions regarding retention and promotion are made on an individual basis. A student with a GPA of 1.49 or below may be offered a provisional promotion and monitored closely the following school year to ensure their school progress and academic success.

ATHLETICS AND ACTIVITIES

Special opportunities exist for students to develop skills and interests in their lives beyond the classroom. We hope that this overview will help parents plan their child's involvement in extra-curricular activities for the school year.

DANCES

Two evening school dances are scheduled each year for all grade levels. A professional disc jockey will play music in the gym. Snacks and pop are served by the PTO. Tickets are \$5.00 at the door. Only eligible Westfield students may attend the dances. In addition, 8th grade has a Graduation Dance for no charge at the end of the year. The students must be in "good standing" to participate.

ELIGIBILITY

We offer students the opportunity to participate in a wide variety of after-school sports and activities. We consider each involvement to be an integral part of what we offer, and urge all students to get into one or more activities. Beginning in middle school, some activities will conflict with other activities and students will have to make choices about what to do. Westfield Middle School participates in the Northwest DuPage Valley Athletic Conference (NWDVAC) and abides by the standard of eligible participation as stated below:

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

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

Additionally, students with a GPA of 1.5 or lower from the previous quarter are excluded until they correct their academic standing.

PARTICIPATION IN SCHOOL ACTIVITIES/ATHLETICS

Any student absent from school for a half day or more **may not** participate in any school/extracurricular related activity for that day.

SPORTS PHYSICALS

Any student who wants to be part of the sports program must have a current sports physical. The physical must be turned into the health office prior to the deadline for tryouts. As a service to our school community, we make arrangements with a doctor to come to Westfield during one day of school to give sports physicals. The cost is \$30.00 and must be paid at the time of the examination. No appointments are necessary. Checks are made payable to Westfield Middle School. **The sports physical does not meet the School Code health examination requirement for 6th grade.**

ATHLETICS

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

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

Pom Pon: Tryouts are held in September and practices begin in October/November. The season runs through February.

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

Girls Basketball: Tryouts for 7th and 8th grade girls begin in October. The season ends in early December. Tryouts for 6th grade girls are in late October. The season ends in December.

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

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

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

MUSIC PROGRAMS

Band *Cadet Band* is primarily 6th grade, and rehearses before school on Mondays and Wednesdays. *Concert Band* is primarily 7th and 8th grade, and rehearses before school on Tuesdays, Thursdays and Fridays. *Jazz Band* is mixed grade levels and rehearses after school on Tuesdays. Parents provide transportation to the before school rehearsals, and from the after school rehearsals. All band performance groups meet year long and have periodic concerts throughout the year.

Chorus *Show Choir* is a year long extracurricular activity that meets two mornings each week. Practices are held at 7:30 each morning. The choir director will give out specific details. Parents must provide transportation to rehearsals.

ACTIVITIES

Chess Club: Chess Club is open to all students interested in playing chess. Instruction is available for those as inexperienced as beginners or as advanced as veteran players. There is no membership required-please come when you can!

Club Hype: Becoming a member of this club lets you join other students in playing popular board games, watching movies, cooking feasts, playing group sports, creating crafts, homework help, and even some after school field trips. Club Hype meets once a week on every Tuesday after school in either the art or health room.

Drama: *Fall Play:* Auditions held in August, play is performed in October. *Talent Show:* Scheduled for the end of January, students audition for a performance spot in this annual event. *Spring Play:* Auditions are held in February. Practices are held through April with play performed at the end of April.

Homework Lab: Homework Lab will be offered on Tuesdays and Thursday to those students who need to use the computer for their classes, work on homework and ask questions, work with a group on a project, organize binders, or study for a test. Limit is 20 students each session.

Lego Club: We have hundreds of Lego figures, animals, houses, gears, sensors, motors, etc. If you like to build things, make things move on their own, or make stop animation movies, and love Legos, come join in on the problem solving, team building and fun we have. Lego Club meets once a week after school in the art room; meeting days rotate.

LTC (Library Tech Club): LTC invites readers and non-readers alike, to meet weekly, after school. A student-led club, with librarian assistance, kids can expect to be involved in making short films about the library and how it runs, creating movie-style book trailers for the WF website, using voice thread to introduce books (similar to podcasts), working on web pages, writing reviews for books, movies, websites, and video games, taking pictures of the IMC and activities within the IMC, creating and setting up book displays based on what they would like to see in the IMC.

Student Council: Student Council is a selective group of students from each grade which enables students to be involved in important decision making processes such as spirit days, dance themes, after school activities, and much more. Meetings are on Wednesday mornings in the art room. For more information, check out the Westfield Student Council Website at: <http://www.sd13.org/~westfieldstudentcouncil/>

Yearbook: Yearbook begins in September and continues through March. Meetings are held on various Tuesdays, Wednesdays, and Thursdays from 3:35 - 4:50 P.M.

SEX EQUITY, SEX DISCRIMINATION, AND SEXUAL HARASSMENT POLICY

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

CODE OF CONDUCT

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

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

- TRUSTWORTHINESS
- RESPECT
- RESPONSIBILITY
- FAIRNESS
- CARING
- CITIZENSHIP

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

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

Students have the right to:

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

Students should:

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

Staff have the right to:

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

Staff should:

- provide the best possible education through a safe and orderly environment
- respect students, parents and staff
- contact parents in a timely manner about academic, social, and emotional progress

- uphold all the rules of the school courteously and consistently
- address all classroom management matters appropriately and consistently in order to maintain a positive learning environment
- supervise students throughout the school day
- model the Code of Conduct and the six pillars of CHARACTER COUNTS!sm inform students of the Code of Conduct
- inform students of the Code of Conduct

Parents have the right to:

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

Parents should:

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

CONDUCT AND INTERVENTIONS

Board Policy Manual

5:230 Maintaining Student Discipline

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

Conduct	Interventions
<p>Academic Dishonesty</p> <p>Academic dishonesty means cheating or plagiarizing.</p> <p>-Cheating: Using, submitting, attempting or allowing another student to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher.</p> <p>-Plagiarism: The intentional or unintentional use of ideas or work from another student, writer, speaker or artist without giving proper credit.</p> <p><i>(refer to BOE Policy Manual 7:190.8)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Student/Teacher/Parent Conference • Loss of credit for the assignment, exam, etc. • Completion of alternative assignment • Loss of Eligibility • Detention • In-School Suspension • Out-of-School Suspension

Conduct	Intervention
<p>Alcohol</p> <p>Use or possession of alcohol on school property, at school sponsored activities, or appearing on school property or at school events while under the influence of alcohol. (refer to BOE Policy Manual 7:190.2)</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Parent Conference • Loss of Eligibility • In-School Suspension • Out-of-School Suspension • Counselor Referral • Police Referral • Recommendation for Expulsion
<p>Bomb Threat</p> <p>Reporting to another the presence of or intention to, place a bomb, explosive or incendiary device. (refer to BOE Policy Manual 7:190.15)</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Parent Conference • Loss of Eligibility • Out-of-School Suspension • Police Referral • Recommendation for Expulsion
<p>Bullying</p> <p>Bullying is defined as repeatedly harming others via verbal or written comments, or electronic communications, sexting, or through physical contact. This includes, but is not limited to, verbal taunting, any behavior that is demeaning, degrading, tormenting, or contrary to accepted standards of common decency and/or is based upon affiliation with any group, race, gender, religion, or economic status. Any student who is a bystander to any bullying conduct and who fails to take any action to discourage the bullying conduct also may be subject to appropriate discipline. (refer to BOE Policy Manual 7:190.9)</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Student/Teacher Conference • Parent Notification • Student/Administrator Conference • Loss of Eligibility • Detention • In-School Suspension • Out-of-School Suspension • Police Referral • Expulsion Warning • Recommendation for Expulsion
<p>Bus Violation</p> <p>Bus Violation is defined as misbehavior that puts the safety of students in jeopardy, distracts the driver, or any violation of bus rules. (refer to BOE Policy Manual 7:220)</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Parent Notification • Loss of Eligibility • Assigned seat • Detention • In-School Suspension • Out-of-School Suspension • Suspension of Bus Privileges

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

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

Conduct	Intervention
<p>Dress Code</p> <p>Student dress must not disrupt the educational process, interfere with the maintenance of a positive learning climate, or compromise reasonable standards of health, safety, modesty, and decency. Student dress will conform to the minimum guidelines. Footwear must be worn at all times. Clothing is to be worn as intended. No undergarments should be visible. No halter tops, sleeveless tops, sheer blouses, short-cropped shirts, bare midriff outfits, backless tops, strapless tops or swimsuits, are allowed. No clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin are allowed. No clothing that is suggestive or sexually explicit or that does not adhere to the rules of modesty is allowed.</p> <p>Prohibited attire also includes, but is not limited to the following: clothing with tobacco, drug or alcohol advertisements; offensive language, print, or graphics that are sexually explicit or suggestive or that display adult messages and/or humor; brand names/logos with drug, tobacco, or sexual implications along with representations that are inappropriate, offensive, or demeaning to any group are prohibited. Gang affiliation is forbidden. Heavy chains/spikes should not be worn around neck or hang from clothing. Jackets and headgear, i.e. hats, bandanas, headbands, sunglasses, etc., will not be worn during the school day. (refer to BOE Policy Manual 7:160)</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Student/Teacher Conference • Conference • Student/Administrator Conference • Student/Administrator/Conference • Parent Conference • Detention • In-School Suspension <p>In the case of inappropriate dress, consequences may also include changing clothes, wearing other appropriate attire supplied by the administration, or wearing gym uniform.</p>
<p>Drugs</p> <p>Being under the influence of, use, possession, sale, conspiracy to sell, or distribution of illegal drugs or look-alike drugs, including but not limited to, marijuana, anabolic steroids, other controlled substances, inhalants or prescription drugs when not prescribed for the student, is strictly prohibited. Possession, distribution or use of any drug paraphernalia is strictly prohibited. (refer to BOE Policy Manual 7:190.3)</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Parent Conference • Loss of Eligibility • In-School Suspension • Out-of-School Suspension • Counselor Referral • Police Referral • Recommendation for Expulsion

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

Conduct	Intervention
<p>Electronic Devices (School Code of Illinois)</p> <p>Electronic devices include, but are not limited to, cameras, cell phones, electronic games, iPods, laser pointers, mp3 players, pagers, radios, etc. Electronic devices may not be used during the entire school day (8:30 A.M. to 3:30 P.M.).</p> <p>All electronic devices must be turned off and kept in lockers during the school day. Students are extended the privilege of possessing electronic devices for use after school; however, Westfield assumes no responsibility for loss or theft of such devices. <i>(refer to BOE Policy Manual 7:190.5, 6)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Verbal/Written Warning • Student Conference • Confiscation • Parent Notification • Detention • In-School Suspension <p>Cell phone confiscation will result in parent having to stop at the school to pick up the phone.</p> <p>Cell phones will be only be returned to a parent.</p>
<p>False Alarm</p> <p>False alarm includes fire alarm, unfounded 911 calls, and other situations that may occur with regards to tampering or activating alarms for intended purposes. <i>(refer to BOE Policy Manual 7:190.15)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Parent Notification • Student/Administrator/Parent Conference • Loss of Eligibility • Detention • In-School Suspension • Out-of-School Suspension • Police Referral
<p>Fighting</p> <p>Any action a student takes to inflict physical contact may be considered fighting. This includes, but is not limited to, hitting, punching, and/or self-defense. <i>(refer to BOE Policy Manual 7:190.9)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Parent Notification • Student/Administrator/Parent Conference • Loss of Eligibility • In-School Suspension • Out-of-School Suspension • Police Referral • Alternate Placement
<p>Gambling</p> <p>Participating in games of chance for the purpose of exchanging money or something of value is not allowed. <i>(refer to BOE Policy Manual 7:190.14)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Parent Notification • Parent Conference • Loss of Eligibility • Detention • In-School Suspension • Out-of-School Suspension • Counselor Referral • Police Referral

Conduct	Intervention
<p>Technological/ Telecommunications/ Computer Violation</p> <p>Unacceptable use as defined by the Bloomingdale School District 13 Technology Use agreement.</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Full restitution by the offender and their parents/guardians to the district or the person or entity against whom the violation was committed • Loss of computer privileges • Parent conference • Loss of Eligibility • Detention • In-School Suspension • Out-of-School Suspension • Police referral • Recommendation for Expulsion
<p>Theft</p> <p>Any articles that are found by a student, which do not belong to them should be returned to the office. <i>(refer to BOE Policy Manual 7:190.10)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Student/Teacher Conference • Parent Notification • Student/Administrator Conference • Contract with Student • Student/Administrator/Parent Conference • Remove Student • Loss of Eligibility • Detention • In-School Suspension • Out-of-School Suspension • Police Referral
<p>Tobacco Products</p> <p>Possession of tobacco and tobacco related products, including matches and lighters, are strictly prohibited on school property at all times. <i>(refer to BOE Policy Manual 7:190.1)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Student/Administrator/Parent Conference • Loss of Eligibility • Detention • In-School Suspension • Out-of-School Suspension • Police Referral
<p>Truancy</p> <ul style="list-style-type: none"> • Students are required to attend school unless excused by a parent/guardian. • Cutting one or more classes during the school day is considered truancy. • Excessive loitering in unmonitored areas during the school day is considered truancy <i>(refer to BOE Policy Manual 7:190.11, 7:70 and see page 3 of this handbook)</i> 	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Verbal/Written Warning • Student/Teacher Conference • Parent Notification • Student/Teacher/Administrator Conference • Detention • Involvement Local Truancy Officer • Court Involvement

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

School District 13 Technology Use Guidelines for Students

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

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

Definition of District Technology Resources

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

Authorized Use

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

Conduct	Intervention
<p>Vandalism</p> <p>The malicious or careless damage done to the building, its contents, or deliberate damage done to personal property. (refer to BOE Policy Manual 7:170)</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Full restitution by the offender and their parents/guardians to the district for damages to school property • Student/Administrator/Parent Conference • Detention • In-School Suspension • Out-of-School Suspension • Police Referral • Recommendation for Expulsion
<p>Weapons</p> <p>Possessing, selling, distributing, making, receiving, transferring, seeking the sale or trade of, or using any firearm, knife, or other object which may reasonably be considered a weapon is strictly prohibited.</p> <p>Firearm is defined as any device that will, or is designed to, or can be converted to, shoot a bullet, shell, pellet or similar projectile. This also includes, but is not limited to, such devices as look-alike weapons or fireworks. (refer to BOE Policy Manual 7:190.4)</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Student/Administrator/Parent Conference • Detention • In-School Suspension • Out-of-School Suspension • Police Referral • Recommendation for Expulsion

DEFINING DETENTION

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

Types of Detention

Lunchtime Detention – A lunchtime detention can be issued to a student either by administrative or teacher discretion. The students will remain with the supervisor for the duration of lunch period

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

After School Detention – An after school detention is issued to the student by the administration. After school detention takes place from 3:40-4:50 P.M. Late bus service will be provided. Parent contact will be made by administration in advance for scheduling an after school detention

In-School Detention – A detention issued to the student by the administration. In-School Detention takes place in the Special Ops room during the school day. Students are placed in this detention and are still expected to work on school work during the day in this supervised environment.

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

- report to detention on time.
- remain silent for the duration of the detention.
- respect the detention supervisor.
- have academic work to complete for the duration of detention.
- not have any food or drink in the detention room.
- not be allowed to use electronic devices for recreational purposes.

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

No Expectation of Privacy

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

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

Student Responsibilities

- Students utilizing District-provided technology resources must first have the permission of and be supervised by District 13 staff. Individual students are responsible for their use of the network. Students must practice appropriate behavior and judgment when on-line or using other technology resources just as they do in a classroom or other areas of the school. The same general rules for behavior and communication apply. Since network communication is often public, students are responsible for behaving as appropriately on the network as they are in school. Students may be disciplined up to, and including, suspension from school for inappropriate use.
- All resources should be handled with care. Hardware and software must not be modified, abused or misused in any way. Students shall not load anything onto the District's network or Internet without prior approval. Students are responsible for reporting any unauthorized software that they observe on the network. Failure to report to their teacher may result in disciplinary action.
- The District does not provide students with personal e-mail accounts. Thus, all student use of e-mail shall be under the supervision of a staff member and shall be consistent with the District's curriculum and educational mission. Students shall not be allowed to use the District's electronic mail communication for personal messages, anonymous messages or communications unrelated to the school program. Students may be disciplined up to, and including, suspension from school for the creation of inappropriate e-mails sent via the school network and may also be disciplined up to, and including, suspension from school for receiving and not reporting inappropriate e-mail.
- Students shall respect the privacy rights of others and shall not attempt to access any electronic mail communications not directed to them or intended to be received by them.

- Students shall not use the District's computer network or District means of access to the Internet for personal, financial or commercial gain.
- Network passwords are to be used exclusively by the authorized owner of the password. Passwords must never be shared with others. Students shall not attempt to gain access to others passwords, modify the passwords of other individuals, attempt to gain access to any files or other data belonging to others or misrepresent others on the network. Disclosure of an individual password or utilization of another student's password or attempting to gain access to files and data of others shall be the basis for disciplinary action. If you are logged into the network, leaving a computer not password protected enables anyone to potentially access your files which makes you responsible. The owner of a password shall be responsible for actions using the password.
- Students shall not attempt to access the District's network or technological resources in a way that compromises the security of the network by trying to gain unauthorized access or going beyond authorized access to District resources.
- Students are responsible to inform professional staff of any unauthorized use of their password, any unauthorized installation of software, the receipt of inappropriate electronic transmissions, knowledge of any copyright violations, and any other inappropriate issues involving use of hardware or access.

Internet Filtering

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

Software & Hardware Use & Installation

- Only authorized persons (Technology Team and administrators) are permitted to install software and/or hardware on District technological resources.
- No software or hardware is to be installed on District resources without the licensing agreement that allows the installation. Users must not connect or install any computer hardware or software which is their own personal property to or on the District's resources without prior approval of building or district level administrators. In addition, such hardware or original media software purchased by individual users must be accompanied by a legitimate proof of purchase. Users must not

download any material or software from the Internet without the approval of appropriate building or district level administrators.

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

Privately Owned Electronic Devices

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

Copyright Issues

- Users must abide by all copyright laws and their accompanying guidelines and respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by a copyright.
- Under the "fair use" doctrine, unauthorized reproduction or use of copyrighted materials is permissible for such purposes as criticism,

comment, news reporting, teaching, scholarship or research. All users must follow the "Fair Use" guidelines when using information gained from the Internet. (Refer to: <http://www.adec.edu/admin/papers/fair10-17.html> for Fair Use Guidelines.)

- Users shall not plagiarize. This also applies to works that are found on the Internet or through other electronic resources. Plagiarism is presenting the ideas or writings of others as one's own. It is important for users of technology to cite sources used in papers and presentations both from an ethical and legal standpoint.

Publishing on the Web

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

Parent/Guardian Responsibility

It is the responsibility of the parent/guardian to:

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

District Responsibility

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

Character Counts Challenge

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

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

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

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

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

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

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

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

Are you up for the Challenge?



For more information on CHARACTER COUNTS! at Westfield, please visit our web site at <http://sd13.org/do/cc.htm>