

LINCOLN JUNIOR HIGH

STUDENT HANDBOOK AND PLANNER



2020 - 2021

LINCOLN JUNIOR HIGH SCHOOL

Bell Schedules

Schedule A (Regular Day) PERIOD TIME

1	8:00 – 8:46
2	8:50 – 9:31
3	9:35 – 10:16
4	10:20 – 11:01
5	11:05 – 11:46
6	11:51 – 12:32
7	2:37 – 1:18
8	1:23 – 2:04
9	2:08 – 2:50

Half Day Schedule PERIOD TIME

1	8:00 – 8:18
2	8:22 – 8:40
3	8:44 – 9:02
4	9:06 – 9:24
5	9:28 – 9:46
6	9:50 – 10:08
7	10:12 – 10:30
8	10:34 – 10:52
9	10:56 – 11:15

Late Arrival Bell Schedule

1	10:00 – 10:34
2	10:38 – 11:03
3	11:07 – 11:32
4	11:36 – 12:09
9	12:13 – 12:46
5	12:50 – 1:23
6	1:27 – 1:52
7	1:56 – 2:21
8	2:25 – 2:50

Schedule B PM Assembly PERIOD TIME

1	8:00 – 8:38
2	8:42 – 9:16
3	9:20 – 9:54
4	9:58 – 10:32
9	10:36 – 11:10
5	11:14 – 11:54
6	11:58 – 12:38
7	12:42 – 1:22
8	1:26 – 2:00
Assembly	2:04 – 2:50

Schedule C AM Assembly PERIOD TIME

Assembly	8:00 – 8:50
1	8:54 – 9:28
2	9:32 – 10:06
3	10:10 – 10:44
4	10:48 – 11:22
5	11:26 – 12:06
6	12:10 – 12:50
7	12:54 – 1:34
8	1:38 – 2:12
9	2:16 – 2:50

Schedule D ½ Day Schedule Period 1-4

1	8:00 – 8:47
2	8:51 – 9:35
3	9:39 – 10:25
4	10:29 – 11:15

Naperville Community Unit School District 203



Lincoln Junior High School
1320 South Olympus Drive,
Naperville, IL 60565--6117

Patrick Gaskin, Principal
Emily Cummings, Assistant Principal
Kimberly Fricke, Assistant Principal

Phone 630/420-6370
FAX 630/637-4582

I have received a copy of the 2020-2021 Student Handbook/Planner and understand that it contains CUSD203 Board policy and school procedures. I understand that I will be held accountable to the standards stated in these policies.

Student Signature

Date

Team _____

Grade _____

Distributed by: _____

(teacher, counselor, administrator, administrative assistant, etc.)

LINCOLN JUNIOR HIGH SCHOOL

Our mission is to educate students to be:

Self-Directed Learners

Collaborative Workers

Complex Thinkers

Quality Producers

Community Contributors

Dear Lincoln Families,

Welcome to Lincoln Junior High School and the 2020-2021 school year! The staff of Lincoln Junior High is excited to welcome your student(s) to a new school year. I can't tell you how excited I am for this upcoming school year.

Once again, the 2020-2021 calendar/handbook is sponsored by the Lincoln Home and School. Our Home and School President, Mr. Steve Schnack, will be working very hard to ensure that we are partnering with all of our Lancer families to support each and every one of our students. We have monthly Home and School meetings and we welcome you to attend to learn more about what is taking place at LJHS.

Clear communication with all of our stakeholders is vital and this calendar is one tool that will keep you informed. I would also like to strongly encourage you to visit our District 203 website and our Lincoln Junior High School website frequently. I've provided the links to these websites below:

District 203 Website: www.naperville203.org/

Lincoln Website: <http://d203.schoolwires.net/ljhs>

I am truly looking forward to partnering with you, as we continue moving forward to implement the District's vision and mission and promote lifelong learning for all Lincoln students. If you have any questions or concerns, please feel free to contact me at your convenience at 420-6370 or via e-mail at pgaskin@naperville203.org.

Sincerely,



Patrick G. Gaskin
Principal

LINCOLN JUNIOR HIGH SCHOOL

Our mission is to educate students to be
Self-Directed Learners Collaborative Workers
Complex Thinkers Quality Producers
Community Contributors

LJHS 2020-2021 Student Handbook

Patrick Gaskin, Principal



Brian Glasby
Assistant Principal

Malee Farmer
Assistant Principal

Lincoln Junior High School
1320 South Olympus Drive
Naperville, Illinois 60565

This assignment notebook belongs to:

Name _____

Grade _____ Team _____

Class Schedule:

Period 1 Class _____ Room _____

Period 2 Class _____ Room _____

Period 3 Class _____ Room _____

Period 4 Class _____ Room _____

Period 5 Class _____ Room _____

Period 6 Class _____ Room _____

Period 7 Class _____ Room _____

Period 8 Class _____ Room _____

Period 9 Class _____ Room _____

SOCIAL AND EMOTIONAL LEARNING (SEL) COMPETENCIES

SELF-AWARENESS

The ability to accurately recognize one's own emotions, thoughts, and values and how they influence behavior. The ability to accurately assess one's strengths and limitations, with a well-grounded sense of confidence, optimism, and a "growth mindset."

- ➔ IDENTIFYING EMOTIONS
- ➔ ACCURATE SELF-PERCEPTION
- ➔ RECOGNIZING STRENGTHS
- ➔ SELF-CONFIDENCE
- ➔ SELF-EFFICACY

SELF-MANAGEMENT

The ability to successfully regulate one's emotions, thoughts, and behaviors in different situations — effectively managing stress, controlling impulses, and motivating oneself. The ability to set and work toward personal and academic goals.

- ➔ IMPULSE CONTROL
- ➔ STRESS MANAGEMENT
- ➔ SELF-DISCIPLINE
- ➔ SELF-MOTIVATION
- ➔ GOAL SETTING
- ➔ ORGANIZATIONAL SKILLS

SOCIAL AWARENESS

The ability to take the perspective of and empathize with others, including those from diverse backgrounds and cultures. The ability to understand social and ethical norms for behavior and to recognize family, school, and community resources and supports.

- ➔ PERSPECTIVE-TAKING
- ➔ EMPATHY
- ➔ APPRECIATING DIVERSITY
- ➔ RESPECT FOR OTHERS

RELATIONSHIP SKILLS

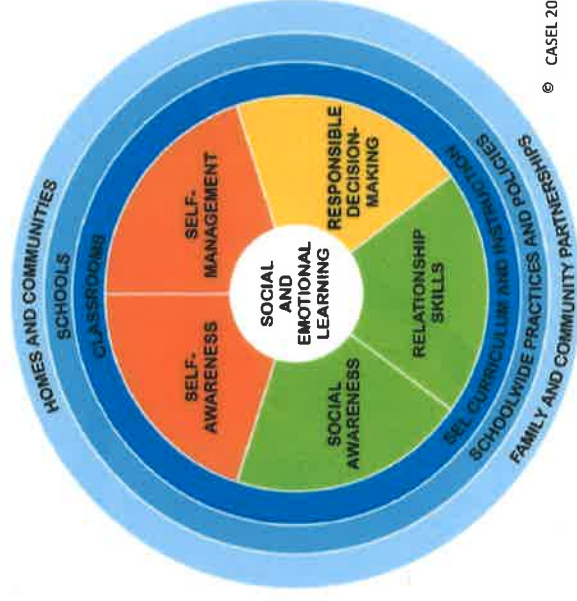
The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. The ability to communicate clearly, listen well, cooperate with others, resist inappropriate social pressure, negotiate conflict constructively, and seek and offer help when needed.

- ➔ COMMUNICATION
- ➔ SOCIAL ENGAGEMENT
- ➔ RELATIONSHIP BUILDING
- ➔ TEAMWORK

RESPONSIBLE DECISION-MAKING

The ability to make constructive choices about personal behavior and social interactions based on ethical standards, safety concerns, and social norms. The realistic evaluation of consequences of various actions, and a consideration of the well-being of oneself and others.

- ➔ IDENTIFYING PROBLEMS
- ➔ ANALYZING SITUATIONS
- ➔ SOLVING PROBLEMS
- ➔ EVALUATING
- ➔ REFLECTING
- ➔ ETHICAL RESPONSIBILITY



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SEL - Sixth Grade

Vocabulary

Bullying
 Culture
 Diversity
 Ethical
 Healthy
 Interdependent
 Interpersonal
 Metacognition
 Motivate
 Peer Pressure
 Persist
 Precise
 Relationship
 Risk
 Society
 Stress
 Vulnerable

Typical Skills

- Practice reflective thinking
- Identify areas of school and life that are within their control
- Have awareness for where to go for support
- Evaluate the benefits of participating in extracurricular activities
- Recognize outside influences and discern whether those influences are supportive or non-supportive
- Apply goal-setting skills to promote academic success
- Analyze ways their behavior may affect the feelings of others

Home Connections

- Encourage your child to participate in school activities.
- Set clear expectations and stick to them.
- Talk through problems, logical consequences, and resolutions with your child.
- Engage in regular conversations with your child about their emotions, being careful not to tell them how they feel

Eyes Open

- Destructive behavior
- Withdrawal from family and friends
- Loss of interest in favorite activities
- Excessive worry

Links & Resources

- [Parent Toolkit](#)
- [CASEL: Tips for Parent](#)
- [Social and Emotional Learning: Strategies for Parents](#)
- [Technology at Home: Developing the Social Self](#)



SEL-CELEBRATING STUDENTS IN 2023



SEL - Seventh Grade

Vocabulary

ethical
 interpersonal
 persist
 risk
 healthy
 metacognition
 pressure
 self-management
 influence
 motivate
 prevent
 vulnerable
 interdependent
 peer pressure
 resist

Typical Skills

- Provide support and encouragement to others in need
- Show respect for others' perspective
- Distinguish between positive and negative peer pressure
- Involve themselves in positive activities with peers
- Identify and apply the steps of systematic decision-making
- Define their responsibility for the outcomes involved in safe, risky, and harmful behaviors

Home Connections

- Encourage your child to participate in school activities
- Set clear expectations and stick to them
- Talk through problems, logical consequences, and resolution with your child
- Engage in regular conversations with your child about their emotions, being careful not to tell them how they feel

Eyes Open

- Destructive behavior
- Withdrawal from family and friends
- Change in behavior
- Loss of interest in school
- Comments or writings that suggest romanticizing death

Links & Resources

- [Parent Toolkit](#)
- [CASEL: Tips for Parent](#)
- [Social and Emotional Learning: Strategies for Parents](#)
- [Online Pressures and Unhappy Children](#)





SEL - Eighth Grade

Vocabulary

influence
 motivate
 prevent
 vulnerable
 interpersonal
 peer pressure
 resist
 metacognition
 pressure
 self-management

Typical Skills

- Analyze ways their behavior may affect the feelings of others
- Apply conflict resolution skills to de-escalate, defuse, and resolve conflicts
- Reflect on possible consequences, both positive and negative, before expressing an emotion
- Analyze how decision-making skills improve study habits and academic performance
- Demonstrate the ability to be true to personal values when choosing friends

Home Connections

- Encourage your child to participate in school activities.
- Set clear expectations and stick to them.
- Talk through problems, logical consequences, and resolution with your child.
- Engage in regular conversations with your child about their emotions, being careful not to tell them how they feel

Eyes Open

- Destructive behavior
- withdrawal from family and friends
- Change in behavior
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Links & Resources

- [Parent Toolkit](#)
- [CASEL: Tips for Parent](#)
- [Social and Emotional Learning: Strategies for Parents](#)

Priority Standards

Apply strategies that motivate successful performance.

Analyze how making use of school and community supports and opportunities can contribute to school and life success.

Analyze why one did or did not achieve a goal (ie. student driven process).

Evaluate how the relationship among honesty, respect, fairness, and compassion enables one to take the needs of others into account when making decisions (student led).

Evaluate and apply strategies for resisting pressures to engage in unsafe or unethical activities.



My Goals for This Term

Name _____

My 3 goals for this term are:

These goals are important to me because:

My to do list to reach my goals:

The consequences of achieving my goals are:

The consequences of not achieving my goals are:

Who will support and help me to achieve my goals and how?

Setting Goals

Name _____

My goal is: _____

(State the goal positively)

I will achieve my goal by: _____

To achieve my goal, I will _____

Potential roadblocks to reaching my goal: _____

Strategies to overcome the roadblocks are: _____

This goal is important to me because: _____

3 important action steps to reach my goal include:

My goal is both realistic and challenging because:



Name _____

My Goals

I am good at

I need to work on

My plan to improve is:

People who will help me to improve are

I'll know if my plan is working because

If my plan doesn't work then

My reasons for wanting to improve are



My 3 Big Goals

Name _____

My academic goal is:

What I will do to achieve this goal:

Why this goal is important to me:

My work habit goal is

What I will do to achieve this goal:

Why this goal is important to me:

My helping others goal is:

What I will do to achieve this goal:

Why this goal is important to me:

Name _____

Ready, Set, Goal!

State a goal for yourself.

(Something you want to do, get better at doing, become involved with etc.)

What action(s) is required to reach this goal?

How will you know when your goal has been reached? What does it look like?

When do you expect to meet your goal?

What steps will you have to take to reach your goal?

There are often things that prevent us from reaching goals. Identify what may prevent you and what strategies you will use to confront these barriers:

Lincoln Junior High Student Handbook

Welcome to Lincoln Junior High School! This handbook has been designed to provide you with helpful information for your reference. Students will be expected to follow all rules adopted by the Naperville Community School District 203 Board of Education. The following procedures have been established to maintain a safe and orderly environment during the school day. All members of the Lincoln Community strive to treat each other with respect at all times. If you have questions about school that are not answered here, please ask your teacher, counselor or principal. Any staff member will be glad to help you.

SCHOOL PROCEDURES

1. Non-bus riders should plan to arrive no earlier than 7:30AM. Students arriving before this time will need a pass to enter the building. Students are not permitted to leave school grounds once they arrive. Students are to leave the building by 3:05PM unless they are under the direct supervision of a teacher or attending a school-functioned event.
2. Hats, hoods or head coverings are not to be worn in the building unless otherwise approved by the administration or required for religious purposes. Hats and head coverings must be stored in lockers during the school day.
3. During lunch, students wearing bulky coats or hoodies may be asked to take them off when in the lunch line.
4. Students must have a pass to use the free office phone during the school day (excluding before school and after school). The phone is located in the main office, on the counter. Upon entering the building, cell phones must be turned off and placed in the locker. Cell phone usage is not permitted during the school day.
5. Eating and drinking is not permitted in the halls.
6. Outside food brought in by a parent/guardian may only be provided for his/her student. This includes treats brought into in to celebrate a birthday or other special occasion.
7. Headphones may be worn before or after school, leaving one ear unoccupied.
8. Backpacks are not to be carried around during school hours and should be stored in lockers.
9. Registered bus riders must have parental permission to ride home on another bus. A note from the student's parent and student IDs must be presented to the front office BEFORE school to insure that permission can be validated. Students who are not registered bus riders are not permitted to ride the bus.
10. Students may not sell items at school unless they are from an approved school fundraising activity.
11. For safety reasons shoes with wheels, skateboards, in-line skates, or scooters are not to be ridden or brought onto school property. Bicycles may not be ridden on school property and should be locked at the bike rack.
12. Students must ask for permission before videotaping or taking pictures while on school grounds.
13. Public displays of affection (hugging, kissing, holding hands, etc.) are not appropriate.
14. Students will follow the security procedures Lincoln has in place to keep the building safe.
15. Aerosol and pump sprays including perfumes, deodorant, and hairspray are not permitted on school property.
16. All locker decorations are to be outside of the locker. Decorating must be done BEFORE school. Balloons are not permitted in school. Locker combinations/locations are private and will not be

given out by the office.

17. Personal electronic devices may not be used during school hours (unless under the supervision of a teacher). These items must be turned off upon entering the building and placed in the student's locker until 2:50PM. Personal electronic devices that are used may be confiscated and returned at the discretion of the school.

The information contained in these pages may be summaries of school board policy. Reference to School Board Policy. These statements may be amended during the school year without notice. More detailed information can be found on the district webpage (<http://www.naperville203.org/board/Policies.asp>).

ACADEMIC INTEGRITY

Lincoln Junior High School students are expected to use genuine, sincere and fair means for the accomplishments of the tests, tasks, or projects from which evaluations of progress shall be determined.

In order to maintain an atmosphere which actively fosters academic honesty, the following procedures will be implemented. It is understood that the maintenance of such atmosphere requires the active support of parents, students, and staff and that it is therefore, the responsibility of each individual to promote academic honesty.

Plagiarism: Lincoln Junior High uses the same criteria for plagiarism as the high schools. "Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the source. In other words, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else... Plagiarism is essentially theft - the stealing of someone else's intellectual property." [*A+ Style Manual*, pg. 2] Consequently, when evidence of plagiarism exists, the assignment will receive no credit and the student has no opportunity to make-up work.

Other Examples of academic dishonesty:

- Giving test questions or answers to a member of a later class or receiving test questions or answers from a member of an earlier class.
- Copying from another student's test or knowingly permitting another student to copy during a test.
- Using materials which are not permitted.
- Copying or having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home tests for which credit is given.
- Permitting another student to copy or write another student's homework, project, report, or paper, etc.
- Any other action intended to obtain credit for work not one's own.
- Students who violate the expectations regarding Academic Integrity will receive class level consequences on the first offense. In addition, contact will be made with parents/guardians to communicate concerns and an office referral will be submitted for documentation.

ACADEMIC SUPPORT

These programs have been developed to serve regular education students who need support as they learn skills that enable them to: independently manage academics, take control of their own learning in a systematic and constructive approach, and develop positive relationships. Parents are provided information to assist students with academic success on an ongoing basis. The Lincoln staff is committed to meeting the individual learning needs of each student. Students are referred by their teams and counselors for extra academic support and parent permission is required. These include but are not limited to: Homework Club and a Study Skills Academy.

These programs run from 3:00-4:00 and there is an after school bus provided to the students who attend these programs. Parent permissions is required for students to attend.

ACCEPTABLE DRESS

At Lincoln Junior High we expect students to wear attire that is appropriate and that is not a disruption or distraction to the educational process. Inappropriate dress is defined in the Student District policy:

DISTRICT POLICY

No garments, spiked or dangerous jewelry depicting distasteful symbols debasing the dignity of a person; no garment, jewelry depicting beer, alcohol, liquor, or drugs may be worn at school; no garments, jewelry with sexually explicit, obscene, or vulgar messages or symbols may be worn at school or at any school-sponsored activities. In addition, at all the junior highs it is expected that:

- Students should wear clothing that totally conceals undergarments. All tops must have straps that are at least one inch wide. Tops must cover the midriff.
- All garments should be reasonable in length.

Classroom teachers will make the determination if clothing is a disruption to the class. Students should be warned that a phone call home will be made for a change of clothes or gym shorts put on. Shirts may be turned inside out if wording can be hidden or a cover-up can be put on to fix the concern. Students who have been requested to change their attire must keep it changed throughout the school day. Failure to do so will result in an office referral. If these options are not available, the office will offer clothing that we have in the office.

ACCIDENTS – See Health Services

AFTER SCHOOL ACTIVITIES

Students should leave the school grounds following the completion of the school day unless under the direct supervision of a teacher. Students attending after-school events must take their books, coats, etc. with them because they will not be able to return to their lockers. Students staying for games must stay in the front area while they are waiting for the competitions to begin, when they can go into the gym to stay for the duration of the competition. Once students leave the building they will not be readmitted unless accompanied by an adult.

ATHLETICS

INTERSCHOLASTIC SPORTS

Interscholastic sports are offered to all 7th and 8th grade boys and girls at Lincoln. Students are required to have a physical examination on file at school before they can try-out or participate for a sport. Interscholastic sports include Girls' Volleyball, Boys'/Girls' Cross Country, Boys' Football, Girls' Basketball, Boys' Wrestling, Boys' Basketball, Girls'/Boys' Track, and Cheerleaders.

DISTRICT 203 EXPECTATIONS FOR ATHLETIC EVENTS

1. Cheer and encourage teams in a positive manner.
2. Utilize garbage cans to dispose of any food, drink or paper containers, etc.
3. Remain seated in bleachers until half-time or an official break in the game.
4. Remain in the building once an activity begins. (Stay in athletic area)
5. Utilize areas out-of-bounds to enter and exit the bleachers and gymnasium.
6. Respect other fans supporting their teams.

INTRAMURAL ACTIVITIES

A variety of intramural activities are offered to all students throughout the year. These activities are designed for students to learn new skills, meet new friends and have fun. (See schedule)

Students should listen for the announcements of meeting dates and times of after school activities such as the newspaper, yearbook, clubs, athletic activities, etc.

CO-CURRICULAR CODE OF CONDUCT

A co-curricular code of conduct has been developed for all Lincoln activities. Coaches and advisors will inform participants of its contents.

ATTENDANCE

All students are required by law to attend school every day school is in session. If a student is to be absent from school, the parent or guardian must call the school's absence line before 7:45 a.m. Recorded messages can be left anytime. The message should include the student's first and last name (spell the student's last name), grade, and reason for absence.

Acceptable reasons for absence are as follows:

- 1. Student illness**
- 2. Death in the family**
- 3. Medical or dental appointments that cannot be scheduled at other times**
- 4. Religious observances**

A student who has been called in absent can return for the remainder of the school day only after first reporting to the main office. A student who becomes ill during the day is to report to the health office and the parent is contacted if the student has to be sent home. A student who must leave school for a medical or dental appointment should bring a note from the parent to the office before 8:00 a.m. and receive an early dismissal pass.

Absence Reporting: The state guidelines are as follows: 0-50 minutes (tardy), 51-149 minutes (1/2 day), 150+ minutes (full day). For example, following a regular daily bell schedule a student arriving to school at the start of 2nd period will be counted absent for 1/2 day. This includes orthodontist, doctor and dental appointments. Students entering as a late arrival without a note from the doctor will be considered tardy. After three consecutive missed days, (or 5% of the required days of attendance) students that continue to miss all or part of a school day due to illness will be required to submit a doctor's note. Parents will be contacted via a formal letter, conference, and/or phone call when student absence becomes a concern.

A student absent due to an infectious disease, surgery, rash or other illness requiring physician's care must bring a physician's health certificate to the health office before returning to school.

Absence and Late Arrival

During the school year, the following procedure for reporting absences and late arrivals will be used. If your child will be absent or late, you are to call and notify the school before 7:45 am. To report an absence, call **630-420-3881, press 1**. The Attendance Line is open 24 hours a day. Parents should be prepared to give the following information: **Name**, spelling the last name, **Grade, and Reason for the absence**.

Note: Homework should not be requested on the Attendance Line. Email the teacher for this request. See section on Make-Up Work.

The school must be informed anytime the student will not be in school. Parents are notified if their students are not in school and are not called in on the attendance line.

Take Your Child to Work Day

District 203 agrees with the concept of Take Your Child to Work Day on a non-school day. This is based on the underlying belief that school attendance is important, and activities that pull students away from school are discouraged. In the event that Take Your Child to Work Day is on a school

attendance day, the student's absence will be coded as PARU - Parent Request Unexcused absence.

Students missing three academic classes are marked as a full day absence. (Lunch and supervised study are not classified as academic instruction.) Students missing part or all of first hour (unexcused) will receive a lunch detention. Any student arriving to class during the first five minutes is considered tardy to class and not tardy to school. These are handled by the teacher (see Tardies). Students missing two classes unexcused will receive a pm detention. Students unexcused from a ½ day of school (three classes) will automatically receive a Saturday School Detention. Students unexcused for a full day will receive an in school suspension. **After three consecutive missed days, (or 5% of the required days of attendance) students that continue to miss all or part of a school day due to illness will be required to submit a doctor's note with a diagnosis in order to excuse the absence.** Letters will be mailed home when students reach the 5% levels. (Checked monthly)

Tardy Policy

All students arriving late to school (up to 8:45 AM) will be marked as TARDY. Between 8:00 AM and 8:05 AM students should not report to the office but go directly to class. This tardy is **not** considered late to school, but late to first hour. Teacher consequences are then applied to this tardy. After 8:05 all students must check into the office for an admit pass to class. Oversleeping is not an excused tardy.

Students with a credible doctor's admit slip may sign themselves back in to school. If a doctor's note is not presented when the student arrives, the student must be signed in by a parent or guardian. A student signing in without a parent's or doctor's note will be considered unexcused.

Tardy/late arrival due to illness (signed in by parent) may be accepted five times a trimester before a doctor's note is required. After that they will be handled as unexcused tardies. Students will receive the following discipline consequences during one trimester:

- 3rd, 4th, 5th unexcused tardy-lunch detentions
- 6th, 7th, 8th unexcused tardy-PM detentions (one hour)
- 9th and up unexcused tardy-Saturday School detentions

Truancy

A "truant" is a child subject to compulsory school attendance who is absent without valid cause from such attendance for a school day or portion thereof. The school will make every effort to work with the family to improve current attendance. This may include working with the SRO and or the Regional Superintendent Truancy Officer.

Early Dismissal

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

BULLYING

Bullying is not tolerated at Lincoln Junior High. We want students to feel safe while they are at school. According to stopbullying.gov, bullying is unwanted, aggressive behavior among school

aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

If students feel they are being bullied or witness bullying of a peer they should take the following steps:

- Tell an adult in the building where it has happened (teacher, lunchroom supervisor, bus supervisor, bus driver, etc.)
- Tell your parents.
- Tell your counselor. Your counselor will provide you with practical tips on what to do if the bullying continues. They will refer you to the office if further disciplinary actions are warranted.

Do not let the bullying go on for weeks. The faster you tell someone, the faster the issue can be resolved.

See Full District Policy 7.180 on Bullying at the end of this section.

BUS RIDERS

According to state law, students who live one and one-half (1.5) miles or farther from school by the most direct route are eligible to ride the school bus. Students may ride only that bus which stops nearest their home. If students currently ride the bus, they may ride another student's bus or have a student ride their (if they are both bus riders) once they obtain an approved pass from the main office. To obtain this pass, they need to present their student IDs as well as parent permission notes from each student.

Students are required to obey the driver at all times. The privilege of riding the bus is dependent upon good behavior and observance of the rules and regulations. Bus riders are subject to all school rules. The purpose of these rules is to provide for safety and an enjoyable bus ride for all. Bus drivers are required to report any student who violates these rules and regulations to the Safety Director. Privileges to ride may be suspended. The student's privileges must be reinstated by the proper authority before the student may resume riding the bus. Any student who repeatedly violates the rules or commits a serious offense may have their bus riding privileges suspended for the entire school year. (This includes the privilege of going home with a friend or taking another bus rider home with them). Students who are suspended from riding the bus must be present in school on the suspension days.

All buses are under the supervision of the Director of Transportation for the district. If you have any problems notify the transportation office at (630)-420-6464. Any bus discipline problems should be reported to the assistant principal.

Naperville Community Unit District #203 provides bus transportation to eligible students to and from school each day. Additionally, students who participate in school-sponsored events (athletics, activities, specific after-school programs) also access transportation services.

Because the safety of our students and staff is always the top priority, the following guidelines have been established for NCUSD #203 bus riders. Parents are asked to help enforce these guidelines:

Students will:

1. Be on time for pick up. Failure to do so causes late pick up at future stops.
2. Remain seated until exiting the bus;
3. Keep hands, feet, and head inside the bus – at all times;
4. Abstain from shouting or using profanity;
5. Participate in keeping bus clean by disposing of all trash properly;
6. Report behavior that is unsafe, offensive, or otherwise inappropriate to the bus driver and/or school administration;
7. Respect others and cooperate with the driver at all times;
8. Understand that all school rules are fully in effect at bus stops, on the bus, and in school loading zones;
9. Avoid tampering with bus equipment or others' property;
10. Provide school identification card when requested (grades 6-12);
11. Follow the eating/drinking policies established by the driver;
12. Refrain from being in the bus loading zones (at school or in the community) unless riding the bus.

Parents are asked to:

1. Assist in getting students to bus stops on time.
2. Communicate concerns to the Transportation Office – not the driver. The Office number is 630-420-6464.
3. Discuss the above guidelines with student(s) and support drivers and other District staff when needed.
4. Understand that all school rules are fully in effect at bus stops, on the bus, and in school loading zones.
5. Follow all laws when driving vehicles near buses, at bus stops, and in school loading zones.

These rules have been established to ensure the safe transport of students and staff. Buses are equipped with electronic recording devices that have audio and visual capabilities. These tapes are reviewed routinely. In the event misconduct is reported, they may be turned over to the appropriate school authorities. Students who repeatedly violate transportation rules may be suspended or excluded from bus service. Each year, students in NCUSD #203 complete a bus evacuation drill as required by Public Act 94-0060.

ELECTRONIC DEVICES

Cell phones and smart watches must be stored and in the off position during the school day. Personal electronic devices will not be used during school hours unless under the supervision of a teacher. Lincoln does not take responsibility for any of these items. These items must be turned off and stored in student lockers during the school day (no devices are allowed during AM inside supervision).

If a student is caught texting or using their cell phone or other prohibited electronic devices during the school day, the devices may be confiscated and a detention will be assigned. If a student is caught a second time, a 2-hour Saturday school will be issued. Additional infractions will result in progressive discipline. In all cases, the electronic device will be kept in the office until a parent can pick it up.

EMERGENCY CLOSING OF SCHOOL

Closing of the entire District due to inclement weather, or of one school only (such as for a broken pipe), will result in a phone message being sent to all parents. A Talk203 email message will also

be sent to all District Talk203 subscribers. In addition, a recorded message regarding the closing will be available on the District 203 Administrative Center's main telephone line, 630-420-6300.

Parents and District Talk203 subscribers will only receive notice if schools are closed, otherwise the day will proceed as usual. Please recognize that no system is foolproof; a power outage or extreme demand on these systems could affect access to communications technologies. See district website for radio and TV listings.

FIELD TRIPS AND BEHAVIOR POINT SYSTEM

- Field Trips--LJHS sponsors and schedules a number of educational trips during the year. These trips enrich the curriculum taught and are a privilege initially offered to all students. The school assumes a significant responsibility in taking these trips. A student's school behavior prior to the trip must be cooperative and positive in order to be eligible for the field trip. Students not attending field trips are expected to be at school.
- Class Trips--Each year the 8th grade students at Lincoln have the opportunity to participate in class trips that are designed to celebrate team unity and success. These trips are planned to ensure student safety in addition to increasing student understanding. Ideally all students will be able to participate in field trips. In order to reinforce our expectations of students and promote a positive experience for all, the trips will be made available to those students who have demonstrated good citizenship and responsibility. A point system will be utilized to monitor student opportunity to participate in class trips. Families of students in danger of losing the privilege of attending class trips will be notified of concerns impacting the student ability to participate

HALLWAY EXPECTATIONS

Goal: The hallways at LJHS will be a safe environment where people interact with courtesy and respect. Students, we expect you to:

- Have a hall pass if you are in the hallway during class time.
- Walk at all times in the hallway and in the classroom.
- Keep your hands and feet to yourself at all times.
- Talk at a quiet and "indoor" voice level.
- Keep the hallways clean of trash – treat Lincoln as you would your own home.
- Eating and drinking are not allowed in the hallways.
- Keep moving in the hallway, prevent traffic backups.
- Demonstrate good character at all times.

HEALTH SERVICES INFORMATION

Health procedures may be updated in accordance with CDC guidelines given the changing status of the COVID pandemic.

It is the goal of our school Health Services to have all students safe, healthy, and ready to learn. The health office is located near the main office and is staffed during the school day by a health technician who is certified in First Aid and CPR/AED. A certified school nurse is at the school and/or available on an on-call basis. The health office provides services to students who have become ill, injured, or who need help with medical needs. The health office also maintains documentation of student visits and health records. Junior high schools require students to obtain a pass from their classroom teacher before reporting to the health office unless it is an emergency. **STUDENTS MAY NOT LEAVE THE SCHOOL FOR ILLNESS/INJURY WITHOUT FIRST REPORTING TO THE HEALTH OFFICE FOR EVALUATION.**

If your student has a special health concern (i.e. asthma, food or bee sting allergies, diabetes, etc.) please notify the health office so that we can ensure the health and well-being of your child

while he or she is in school. When your child is taking daily medication at home, please notify the Health Office so that any side effects that may occur will be recognized more easily and proper steps can be taken toward treatment. **If your child has a health concern and will be participating in an after school activity or sport, it is the parent's responsibility to notify the adult in charge of the activity. Epinephrine auto-injectors, inhalers, and other medications are not available for after school activities and sports. The Health Office is staffed only during the school day and is required to be locked before and after school day hours.**

Because many communicable diseases occur throughout the school year, and because most do not pose a serious threat to the general population, we do not inform parents every time a new case of illness occurs. If you have a special need to know about cases of communicable diseases, such as chickenpox, occurring in your child's classroom (i.e. your student or a family member is immunosuppressed, or has similar health concerns) please inform the health office. We will contact you if such an illness occurs in your child's class.

All forms used by the District health offices are available online at the District website or in the health office.

PHYSICAL EDUCATION EXCUSES

A written parent request for exclusion from physical education (P.E.) is valid for three consecutive periods and should be presented to the Health Technician who will in turn notify the P.E. teacher (and classroom teacher in elementary schools). Any situations needing exclusion for P.E. past three days requires a physician's evaluation/note of excusal.

DENTAL EXAMINATIONS

The State of Illinois **requires that all students in Kindergarten, second, sixth and ninth grades have an oral health examination** performed by a licensed dentist. Following your child's exam, please have your dentist fill out the form required by the state and return it to the health office of his/her school no later than May 15 of the year of the required exam. The exam must have been performed any time within an 18-month period prior to this due date. Exam forms are also available at your dentist's office. If you need a referral to find a dentist or financial assistance to obtain your child's exam, please contact your school's health office for assistance from the nurse.

VISION EXAMINATIONS

The state of Illinois **requires that all students entering Kindergarten or entering school for the first time from out of state** shall have an eye examination from an eye doctor before October 15 of the year of the required exam or within 30 days of enrollment for new students from out of state. Eye exam forms are also available at your eye doctor's office.

Students receive a *screening* for vision and hearing routinely during their school experience from staff of the DuPage County Health Department. Parents of students meeting referral criteria will be contacted. Parents/guardians may request additional vision and/or hearing screening at any time by contacting the health office.

PHYSICAL EXAMINATIONS

A physical examination, completed by a licensed physician or nurse practitioner is **required for entrance** into Preschool, Kindergarten, sixth grade, ninth grade, and/or when transferring into state of Illinois schools for the first time. These forms should be turned in to the District by the first day of school, but no later than October 15th of the year of the required examination. Exam reports for out-of-state students must be turned in by October 15th or within 30 days of enrollment, whichever comes first. Exam forms are also available at your health care provider's office.

The health history portion of the physical examination form must be completed and signed by the parent in order for the physical to be considered valid by the state of Illinois.

The exam must be dated within one year prior to the date the student enters school.

Physical examinations may be acquired through your primary care provider. If you do not have a primary care provider, you may contact your school nurse or the DuPage County Health Department for referrals to local health clinics that provide such services.

Junior high school athletes, including cheerleaders, must also have a current physical prior to tryouts. A separate physical is not required for students to participate in intramurals.

IMMUNIZATION REQUIREMENTS FOR COMPLIANCE WITH THE STATE OF ILLINOIS

Because immunization requirements are frequently updated, parents are advised to consult with their primary care provider about the status of their student's immunizations and compliance with the most recent requirements of the state of Illinois.

ASTHMA

Illinois Public Act 099-0843 requires schools to request an Asthma Action Plan from parents of students with asthma. When provided, the asthma action plan will be kept on file in the office of the school nurse. With proper authorization, students may carry and self-administer an inhaler (using a spacer) for the treatment of asthma. A back-up inhaler and spacer should be kept in the school health office. Forms for asthma management can be found on the district website under Health Services.

An emergency protocol for asthma emergencies has been developed by the District. If a student has an asthma emergency without access to his or her rescue inhaler, school staff may call 911, to ensure the safety of the student.

WHEN TO KEEP YOUR CHILD HOME

Keep your child home:

1. If a rash is present that has not been evaluated by a physician.
2. If your child's oral temperature measures 100 degrees F or higher. A child with such a fever should remain home for 24 hours after the temperature returns to normal without the use of fever reducing medicines.
3. If your child vomits 2 or more times in the previous 24 hours and/or continues to experience nausea and/or vomiting.

4. If your child experiences loose or watery stools with a frequency greater than usual. The symptom should be referred to a physician for evaluation.
5. If your child complains of severe, persistent pain. The symptom should be referred to a physician for evaluation.
6. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn
7. If there are signs of conjunctivitis ("pink eye") with matter coming from one or both eyes, itching, and/or crusts on eyelids. The symptom should be referred to a physician for evaluation.
8. If there are open sores that have not been evaluated by a physician. Once a student has provided a written physician release for a student to return to school, any open wound or sore will be covered with a dressing taped on all four sides.

If you are not sure about whether to send your child to school, call or visit your child's physician. Parent will be called if students display any of the symptoms listed above. Any child leaving school during school hours must be signed out at the office by the adult assuming responsibility for that child.

Good health and good attendance give a child a head start toward a good education. Encourage your child toward habits of good nutrition, proper rest and exercise, and proper dental and personal hygiene. Attendance is monitored periodically throughout the school year and you will be notified if your child's absences and/or tardies exceed 5% of the dates of school attendance.

ACCIDENT & ILLNESS

In case of accident or illness at school this procedure will be followed:

1. First aid is administered.
2. If serious, parents are contacted. Paramedics will be called for potentially life threatening situations or for serious injuries.
3. If the parents cannot be reached, the local emergency contact provided by the parents will be called. Please be certain that we have at least two emergency numbers to call in case we can't reach either parent. Please do not give a person's name and number as the emergency contact who is gone during the same hours you are away from home (i.e. bridge groups, bowling teams, tennis, etc.) Please keep these numbers up-to-date when people move or change jobs. Also, the person(s) given as emergency contacts should consent to be listed. They should be informed they may be asked to come to pick up a sick child. Emergency information is used by staff in case of illness or accident.

If the parents or emergency numbers cannot be reached, emergency medical services may need to be utilized.

All accidents, no matter how minor, are to be reported to the teacher in charge, who will refer to the health office if necessary. Accidents occurring on the way to school should be reported to the health technician immediately upon reaching the school building. If the health technician is not in the building, accidents should be reported to the office.

RE-ADMITTANCE OF PUPIL

Following Injuries, Hospitalizations, Surgeries

Students should present a note from a physician or nurse practitioner stating the student is allowed to return to school, following discharge from a hospital admission, surgery, or an illness with absence from school for more than five days.

Any temporary restrictions or accommodations needed after an injury or surgeries require written orders from a physician or nurse practitioner. Instructions from physical therapists should be communicated to the physician or nurse practitioner who can then write orders for accommodations. Examples include PE restrictions/modifications and use of crutches. Appropriate footwear, such as tennis shoes and other supportive shoes (no flip-flops) must be worn when using crutches for safety reasons.

Following Contagious Illness

We ask parents to notify the Health Office as soon as possible if the student develops a potentially contagious illness, including but not limited to mumps, chicken pox, measles, whooping cough (pertussis), impetigo, strep throat, Fifth's Disease, and conjunctivitis. He/she may need to be re-admitted through the Health Office. Some illnesses may require a written back-to-school clearance signed by a physician. We work together with the student's primary care provider and the DuPage County Health Department to determine when it is no longer a public safety concern for a student to return to the school setting.

Following Skin Rashes

Students with any type of rash, sore, or other skin condition should not come to school until the condition has been evaluated and identified by a physician who provides a written release to return to school for the school health office. The release should include the diagnosis, treatment plan, and any information about precautions/restrictions to take at school.

After a student has been released to return, any open wound or sore must be covered with a dressing taped on all four sides.

Students will benefit from being taught to never share personal items when active in the community, at home, or school such as clothing, uniforms, sports equipment, towels, skin balms or lotions, razors, water bottles, bar soap, etc. Students should always report any skin lesions to an adult. Following these simple precautions, and good hygiene practices such as effective hand washing, can help prevent the spread of many communicable diseases.

FOOD ALLERGIES

An increasing number of school age children have food allergies. Symptoms can range from mild reactions to severe life threatening reactions leading to the inability to breathe, a drop in blood pressure and unconsciousness. Please inform the health office prior to the start of the school year if your child has a food allergy. **All** children are strongly discouraged from sharing foods and treats with classmates. Good communication helps insure the safety of all of our children.

STUDENT MEDICATIONS

BOARD OF EDUCATION NAPERVILLE COMMUNITY SCHOOL DISTRICT 203

Naperville, Illinois Policy #7:270, Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

CONCUSSION MANAGEMENT

A concussion can be a serious medical condition. Any member of the school community who believes a student is displaying concussion symptoms should immediately ensure the student is assessed by the school nurse or the school's licensed athletic training professional. The nurse or licensed athletic trainer would then refer the student for further medical evaluation.

When parents or guardians have been informed that their student has been identified by a licensed medical doctor or licensed athletic training professional as having suffered a concussion, the following steps should be taken.

Actor	Action
A. Parent or Guardian	Notify the School Nurse of the injury and provide any documentation from the licensed medical doctor regarding specifics of the concussive injury and any relevant recommended accommodations that should be made, including duration for accommodations.
B. School Nurse	<ol style="list-style-type: none"> 1. Communicates with family and, if appropriate, with doctor who treated student, to fully assess student's condition; 2. Meets with student upon student's return to school; 3. Assesses student's medical needs in school context; 4. Collaborates with Counselor (secondary) or designated staff (elementary) to communicate relevant information.
C. Counselor (or designated staff)	<ol style="list-style-type: none"> 1. Collaborates with School Nurse to jointly assess student's academic needs and jointly formulate accommodations for student, as appropriate. 2. Distributes in writing accommodations to student's teachers and parents.
D. Teachers	<ol style="list-style-type: none"> 1. May seek clarification from School Nurse or Counselor (or designated staff). 2. Institutes accommodations as directed.
E. School Nurse & Counselor (or designated staff)	<ol style="list-style-type: none"> 1. Assess student's progress; 2. Re-assess accommodations, with additional input from licensed medical doctor of student, if appropriate; 3. Communicate to teachers any updates to accommodations and/or suspension of accommodations, as appropriate.

Regarding the above procedures, at the beginning of each school year the following should be communicated by the school administration:

1. This policy and its administrative procedures to all staff and parents/guardians;
2. The identity of the school nurse to all teachers, coaches, parents/guardians, and administrators.

INSURANCE FOR STUDENT ACCIDENTS

The District carries student accident insurance coverage on your child's behalf. The student accident coverage covers injuries that occur during any school sponsored and supervised activity including all athletic activities. If your family has medical coverage, this policy reimburses for out of pocket expenses including co-pays and deductibles (subject to policy conditions, limitations and exclusions). If you do not have medical insurance, our coverage is primary. If Parents/Guardians desire coverage for an accident, they must file a claim within 90 days of the injury. Accident claim forms are available from the health office.

HOMELESS LIAISON

A homeless child as defined by state law may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Transportation shall be arranged according to State law. If a dispute arises regarding a homeless child's rights, the Superintendent shall inform his or her

parents(s)/guardian(s) of the availability of an investigator, sources for low cost or free legal assistance, and other advocacy services in the community.

HOMEWORK

All students are given regular homework assignments. These assignments are used to supplement and enhance the activities of the regular school programs. Each team will have a method to ensure that students can access their homework from home.

I.D. CARDS

All students are issued an identification card. Students are encouraged to have their ID cards on them at all times. They will be needed in the Learning Center, on the school bus and to give identification access to staff members. ID cards are used for identification purposes. Replacements can be purchased through the Learning Commons for \$5.

LASER POINTERS

Laser pointers are not toys and should not be brought to school. Directing the light from a laser pointer or "dot" upon any person, building, vehicle, or other object can be harmful.

LEARNING COMMONS

Lincoln's Learning Commons supports the curriculum as well as the recreational reading of its students and faculty by providing books, magazines, and audio-visual materials. Students use the LRC in a flexible schedule where teachers sign-up to use the LRC for class research or book selection.

Lincoln is on a computerized circulation system. Each year students are given an orientation to the LRC, which includes check out procedures, return of materials, overdue materials, and fines. Materials are checked out for a three week period and are renewable. A \$1.00 fine is assessed at the end of the 4th week, giving the students one full week to return the item before incurring a fine. A student can also pay off a \$1.00 fine by donating a non-perishable food item such as canned goods. Donated food will be taken to a local food pantry to help families in need.

Students are responsible for any material checked out in his or her name. If a book or magazine is lost or claimed returned, the student pays the price of the book or \$3.00 for a magazine. Before paying for an item, the student should check his or her locker, classrooms, and home. If a student claims he or she returned the item or never checked it out, he or she may sign a form which clears his or her name for a trimester. If the material is not found or returned, he or she is charged for the cost of the item.

Lincoln students also have access to a collection of databases through the school or district's subscription, and therefore need a username and/or password to access these from home. Students are encouraged to use the research links or search engines through the Lincoln website to complement their print research materials.

LOCKERS AND LOCKER DECORATING

Each student is assigned to a personal hall locker for which he/she is responsible. Security of these lockers cannot be guaranteed. Do not leave any valuables or large sums of money in these lockers. The school will not take responsibility for items taken from the lockers. Edibles should never be left in the locker overnight. Locker combinations must be kept private and not shared with anyone. All locker decorations are to be limited paper products. Decorating must be done after school after getting approval from the office and a pass. Balloons are not permitted in school. Locker decorations need to be taken down at the end of each day. **(Please also see Notification of School Searches)**

LOST AND FOUND

Articles which are found around school will be placed in the office or in the lost and found bins located in the fitness center stairwell. Small items (glasses, jewelry, etc.) are kept in the front office. Items left for more than a month are donated to local charities. **Please put name on all articles.** Items found on school property are expected to be turned into the Lost and Found. Students in possession of lost items may receive a consequence for theft. Students that are missing items of value should report it to the School Resource Officer.

LUNCH PERIOD

Our school has a closed campus policy. Time is provided for eating and outdoor activities, if weather permits. (Student will go outside in colder weather unless the wind chill is below 0 degrees.) Only school sponsored parties are permitted during lunch. Parents are allowed to bring food for their student **only**.

School policy does not allow birthday treats. Students may not arrange or have food delivered from outside sources during the lunch hour. Only school sponsored parties are permitted during lunch. We greatly discourage parents picking children up for lunch, as it is difficult to get back in such a short amount of time. Parents are not allowed to take children other than their own out of the building for lunch.

The hot lunch program includes a regular hot plate lunch prepared at the school daily, as well as many a la carte items such as hamburgers, pizza, fruits, soup, etc. Students are also welcome to bring their own lunch or make a lunch of combined "bought and brought" foods. Milk and other drinks are sold daily. Food is permitted **only** in the cafeteria unless otherwise instructed.

Naperville Community Unit School District 203 participates in the National School Lunch Program. Nutritious meals are served every school day. Children from homes that meet Federal guidelines are eligible for free or reduced price meals. Further information is available at the school office.

Forgotten lunches may be dropped off in the Lunch bins at the front lobby. Because student schedules vary, we cannot guarantee that students will get their dropped off food in time for lunch. The best way to alleviate any issues is to make sure that your child has money on their account in order to buy if a prepared lunch is left at home

LUNCHROOM RULES

1. RESPECT ALL ADULTS and follow directions. This includes the adults that run our cafeteria lines.
2. Students should use classroom voices and be quiet when directed and during announcements made by the lunchroom supervisors..
3. Students should find a seat when they enter the cafeteria and must ask permission to leave or switch their table.
4. Students must have their ID (is this true for all lunch periods?) in order to get lunch and to access a pass to use the restroom.
5. Restrooms are to be used before students are dismissed to recess.
6. Students will be dismissed to go outside and to access the lunch lines.
7. If there is a spill or a mess, those sitting at the table or in the immediate area are responsible to clean it up.
8. Students may only go to one line to buy food. No line switching.
9. If food is touched by an individual student, that student will be required to pay for the item.
10. During lunch periods, students are to remain in the lunchroom or out on the playground. Students may only leave the lunch room/recess area if they have a pass from a teacher.

11. The throwing of any item will not be tolerated in the lunchroom.
12. Food and drink must stay in the lunchroom. Students are not allowed to bring food or drink outside or to their lockers.
13. Coats should be brought to lunch, but not worn in the lunch line. Students are not allowed to go back to lockers once in the lunchroom.

Recess Rules

1. Keep hands to yourself at all times – no pushing or shoving
2. No food, candy, or drinks may be taken outside.
3. Stay out of the sand. Stay in the area designated to your group.
4. Use all recess equipment safely and with respect to the safety of others.
5. Other than playground equipment, no other items should be thrown. (Snow, grass, rocks, etc.)
6. Line up when whistle sounds and walk in politely.

Lunchroom Consequences

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

- First Offenses will result in a one day lunch detention, clean-up duty *or* restricted recess time.
- Second offense will result in three days sitting at the detention table or assigned seat. A call home.
- Third offense will result in a referral to the office. A lunch detention will be assigned. Students must bring in their lunch. (Eighth graders lose points towards the 8th trip)
- Fourth offense will result in a ten day assigned seat and an office referral to the office. A one hour detention will be assigned. (Eighth graders lose points towards the 8th trip). A behavior contract will be offered to the student to reduce the time to 5 days.
- Fifth offense will result in a ten day assigned seat at one of the lunch tables. An office referral will be written. A one hour detention will be assigned. (Eighth graders lose points towards the 8th grade trip for referrals written to the office).
- Sixth offense will result in a permanent assigned seat. A referral to the office will be written. A Saturday School Detention will be assigned. Each additional offense will result in a 5 days of lunch detention.

MAKE-UP WORK

Students are responsible for making up all work missed due to absence. Missing work can be picked up starting with the third day of absence. Please email the team teachers for this request or contact the grade level counselor. Homework can be picked up at the front office after 3:00 PM. Students will be allowed the total number of school days absent in order to make up work missed, e.g., if a student is absent for five days, he/she will be allowed five days to make up the work, unless other arrangements are made with the teacher. (Students suspended from school must turn all their work in on the day they return.)

MOVING ON CEREMONY

The 8th Grade Moving On Ceremony is a celebration of the student's completion of junior high. It takes place during one of the last two days of school and 2 family members are welcomed to attend. It is sponsored by the Home and School Association. Disciplinary consequences may prevent a student from attending the ceremony.

MOVING/TRANSFER PROCEDURE

If a student is moving from Lincoln to another school, the office should be notified well in advance of the student's last day. If possible, the office needs to know the name and address of the new school. On the last day of attendance at Lincoln, the student should pick up a check-out sheet (before school) from their counselor. During classes that day, all books and equipment needs to be returned. The

check-out sheet must be returned to the counselor at the end of the day.

OFFICE REFERRALS

It is our belief that teachers, parents, and administrators must work together to create a positive behavior program for the students at LJHS. Teachers will attempt to handle all discipline problems that arise under their supervision. If repeated attempts to solve the problem fail, the student will be referred to the assistant principal. The assistant principal will take the appropriate steps necessary to remediate the problem. Consequences ranging from a conference, detention, Saturday school or suspension or expulsion from school are possible. Office detentions are served at lunch, before school or after school ranging from 1/2 hour to 2 hours in length.

Saturday School

Saturday School detentions may be given in lieu of an internal or external suspension. This decision is made by the principal or assistant principal. Saturday school is attended from 7:30 AM until 11:30 AM on Saturday morning. Students that fail to show up at a Saturday School will be suspended from school the following school day.

Internal Suspensions/In-School Supervised Study

Infractions of the discipline code may result in an internal or external suspension from school. Internal suspensions are served in the Internal Suspension room next to the assistant principal's office. Students are required to do work, receive help from their teachers (when available) and complete the tasks before they leave. Internal suspensions/In-School Supervised Study go from 8:00 AM to 2:50 PM. Students will not eat in the cafeteria during a suspension. Students that have further issues during an internal suspension may have their time extended. Parents will be notified if they are needed to provide transportation after school. Students may attend activities after the suspension is completed.

External Suspensions

External suspensions remove the student from the educational setting for specified number of days. Students are not allowed on school district property during an external suspension. They may not attend any district activities until their next day of attendance. Any work assigned is expected to be handed in when they return.

PERFORMANCE MUSIC, FOREIGN LANGUAGE, AND EXPORATORIES

Band, Chorus and Orchestra

These are graded classes that all students may take as electives and must attend as in any other class. They are open to all students. Class lessons as well as full group rehearsals are regularly scheduled during the school day. They are perform at concerts and are occasionally called upon to perform at assemblies and other events.

Band

Band performance opportunities include 6th, 7th, and 8th grade Concert Bands and combined Marching Band. Membership in the band requires regular attendance at rehearsals and group lessons.

Additional enrichment band activities include one of the voluntary LJHS Jazz Bands, which meets before school.

Chorus

Chorus performance opportunities at Lincoln include: 6th grade chorus, 7th grade chorus, 8th grade chorus, Varsity Singers and Spring Musical Mainstage. Students must participate in their grade level chorus to perform in Varsity Singers, as it is an extra-curricular group that meets before school on a weekly basis. Interested students are encouraged to join an academic ensemble for additional preparation. Chorus is an academic course that requires public performances once per trimester.

Orchestra

Orchestra performance opportunities at Lincoln include 6th grade orchestra, 7th grade orchestra, 8th grade orchestra, Bluegrass Strings and Chamber Orchestra. Students must participate in their grade level orchestra to perform in Bluegrass Strings, as it is an extra-curricular group. Students must take private lessons outside of school to be eligible for the Lincoln Chamber Orchestra.

Bluegrass Strings meets before school. Both regular lesson groups and chamber orchestra meet on a rotating basis throughout the day. Membership in the Lincoln Orchestras requires mandatory attendance at lessons and full orchestra.

Foreign Language

Students may take Foreign Language instead of Exploratory classes. French or Spanish are the choices for 7th and 8th graders and are graded like core classes. Foreign Language is a 2-year program, and requires a full year commitment.

Exploratories

These are graded classes that are taken by all 6th graders and selected by all 7th and 8th grade students who choose Exploratory classes instead of a Foreign Language. This decision requires a full year commitment.

LJHS WEBSITE

<https://www.naperville203.org/Domain/24>

Physical/Wellness Education Department

Behavior Expectations

- Rough housing in the locker room, hallway, gyms, or playing fields is dangerous and will not be tolerated.
- Inappropriate gestures and insinuated/obvious obscene language will not be tolerated.
- Students are expected to respect the rights and property of others.
- Students are not allowed in the PE offices, equipment areas, weight room, or health room without the permission of, and under the supervision of a teacher.
- LANCER PRIDE should be demonstrated during PE class at all times.
- Class runs from bell to bell...all behavior choices including locker room, walking/attendance line, transition from activity to activity or area to area and game time should result in safety and sustained attention to task.

Physical Education Safety

Our team objective is to promote a safe and efficient kinesthetic learning environment through the promotion of highly active students making positive behavior choices. If a student poses a safety concern to classmates, he/she will be removed from that activity. If the incident is severe, continual, results in physical harm to a classmate and/or damage to school equipment, additional consequences may be issued.

Locker Room Expectations

All students are responsible for the PE locker they are assigned to and the items in it.

- The students are responsible to place all of their personal belongings in their locker and to close and lock their locker before exiting the locker room during and after class.
- The PE staff is not responsible for lost or stolen items
- Students will need to record their combination in both their assignment notebook to reference, when they forget their combination during the year it can be accessed on Infinite Campus.

- It is the student's responsibility to report any locker concerns immediately (i.e. broken handle, opens without utilizing the combo, possible combo sharing/theft)
- Students are allotted 3 additional minutes at the beginning and end of the period to change.
- Food/Drinks are not allowed in the locker rooms for health reasons.
- Sprays of any type are allowed in the locker rooms due to allergies and breathing related concerns.
- We encourage students to use stick deodorant on a daily basis.

Medical / Parent Excuse Policy

Students with an illness or injury may be excused from Physical Education with a parent note for up to three days. Anything more than three days, requires a doctor's note. All medical notes must be given to the health technician / school nurse to be filed for our school records.

We encourage all of our students to get daily physical exercise. Therefore, we ask that you check with your students prescribing physician to see if he/she will allow any level of participation, even if it is limited to walking. There is a district form for the doctor to fill out which can provide us with a better understanding of what activities students can participate in and what activities need to be avoided.

School Related Absences

Students are not required to make-up missed physical education classes when they are out for a school related reason such as band/orchestra, field trips, speech, etc., but students do need to notify their teacher in advance of their absence.

PE Uniform Policy

Students are required to wear the approved LJHS Physical Education Uniform to class daily which consists of the PE shirt and shorts, heart rate strap, with the student's last name clearly marked, and athletic shoes with properly tied laces. Students are encouraged to wear sweats when the temperature changes.

- Students that are not dressed but have appropriate athletic footwear may participate in their school clothes.
- If a student is not wearing appropriate footwear, they will be assigned an alternate activity that keeps them safely active.
- Students are not allowed to wear another student's uniform at any time.

Uniform

PE clothes can be purchased throughout the school year directly through the PE department. Please see your teacher during your PE time with cash or a check made out to LJHS for the following amounts:

- PE shirt...\$11
- PE shorts...\$11
- Heart rate monitor strap*...\$13

*Please note that heart rate monitor straps will be used during all 3 years at Lincoln and all 4 at NCHS

REPORT CARDS

Student academic progress is reported six times per year at the mid-term and end of each Trimester. Parents have the ability to check the status of their student's grades on-line at any time. For the 2020-2021 school year, student progress will be reported through Standards Based Reporting.

SAFETY DRILLS AND PROCEDURES

Lock Down Continue Instruction

In certain situations, it may become necessary to secure the building and the movement of individuals from area to area. The purpose of lockdown procedures is to maximize the school's ability to investigate situations and maintain a safe environment in a heightened level of security.

Lock Down Position of Safety

In the event that there is a threat inside the building, you are encouraged to follow your ALICE (Alert, Lock down, Inform, Counter, Evacuate) training. You should ignore bells and/or alarms during this time, and move yourself to a position of safety. If safe to do so, you should evacuate the building.

Fire/Building Evacuation

Fire/Evacuation drills are held several times during the year. Every room has a chart telling students what route to take in case of fire. When the fire alarm is sounded, all pupils should walk quickly and silently to designated exits outside the building. Students are to vacate the building as a class, remaining with the classroom teacher. No one should re-enter the building until an all-clear signal has been given by appropriate personnel.

Shelter in Place

Tornado drills are conducted annually. Every room has a map indicating where students and staff should be in the event of a tornado. When the tornado alarm is sounded, students and staff remain in their classrooms or proceed to the designated tornado location and follow teacher directions for appropriate tornado procedure.

SCHOOL DAY ARRIVAL AND DISMISSAL

Lincoln's school day begins at 8:00 a.m. and concludes at 2:50 p.m. Students should arrive at school between 7:30 and 7:50. The day is divided into nine periods. Students are scheduled into language arts (two periods), math, science, social science, physical education, lunch, and one period for an elective class. Students in vocal or instrumental music will use a portion of their supervised study time for such classes. Students are expected to leave immediately after school unless they are involved in a school related activity or directly supervised by a staff member. Students involved in after school athletic practices and events must take their books, coats, etc. with them when they go to the locker rooms. Students should plan on not being able to return to their lockers.

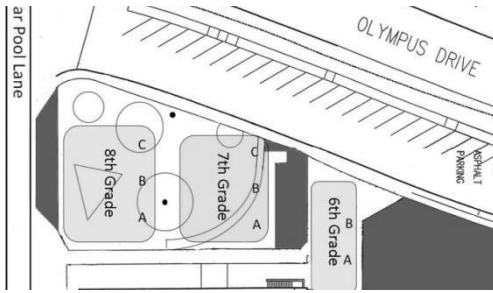
Arrival:

Students arriving to Lincoln before 7:50 should report to their designated grade areas and remain in the locations until directed to enter the building. See map below. All students should remain only in designated grade locations. Please note, there are no designated areas in the grass. Students should not be in the grass or planters.

Before school, students should request permission from a staff member to go the LRC or to access the building. Students reporting to the LRC should have specific work to do and should be prepared to tell staff what work they will complete in the LRC.

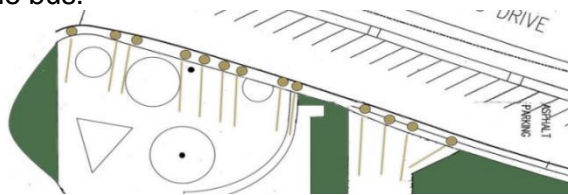
Sixth and Seventh Grade students should enter the building through door **1**. Eighth grade students should enter the building through door **2**.

Upon being directed to enter the building, students should store items in their lockers and report to their first hour class.



Dismissal:

- Students who walk should utilize sidewalks and cross walks as they head home. The parking lot is not a designated Cross Walk.
- Students who ride bikes, should walk their bike off school property and comply with safe bike riding rules.
- After school students who ride the bus, will line up in their designated line based on bus number and spots will be marked. (These are represented by circles and lines on the map below.) Students will remain in bus lines until directed to board the bus by the Safety Directors.
- During times of inclement weather, students will be directed to the Wood Gym until busses arrive. Students will sit in designated bus lines until their bus number is called and they are directed to board the bus.



Students are to be dropped off and picked up in the south parking lot. Parents, please enter the parking lot off of Waxwing. When dropping off children please pull your vehicle up as close to Olympus Drive as possible and then let children out wherever in the line you happen to be. When picking up, please follow the same procedures, making sure to pull up as close to Olympus Drive as possible so others may pull in behind you. Please be courteous to others and be especially careful pulling back out onto Olympus Drive.

SCHOOL RESOURCE OFFICER

The goals of well-founded SRO programs include providing safe learning environments in our nation’s schools, providing valuable resources to school staff members, fostering positive relationships with youth, developing strategies to resolve problems affecting youth and protecting all students, so that they can reach their fullest potentials. NASRO considers it a best practice to use a “triad concept” to define the three main roles of school resource officers: educator (i.e. guest lecturer), informal counselor/mentor, and law enforcement officer.

Lincoln Junior High School has a School Resource Officer (SRO) in the building half-time. The purpose of the SRO program is to bridge the gap between police officers and young people and increase positive attitudes toward police and law enforcement. The SRO provides law-related education to students, parents, and staff. Working as a law enforcement officer for the entire school community, the SRO will use expertise from law enforcement to assist students, parents, and staff.

STUDENT ACTIVITIES

How can I get involved at Lincoln?

Intramurals

Flag Football	Lacrosse	Pickleball	Badminton
Golf	Four Square	Open Gym	
Dance	Basketball	Volleyball	
Cross Country	Wrestling	Got Miles Running	
Laser Tag	Bowling	Bombardment	
Soccer	Yoga	Ski Club	Floor Hockey
	And many more.....		

LJHS Athletics

**Boys' Basketball - Girls' Basketball - Cross Country – Football
Track and Field – Volleyball – Wrestling - Cheerleading**

Clubs and Activities

**Chess Club - Club FLARE - Sci-Tech Club
Lancer Life Student Newspaper
Speech Team - PRIDE Council – Gender & Sexuality Alliance
World Language Club – Yearbook
Art Club – Lancer Quest Literary Magazine**

STUDENT MESSAGES, ITEMS DROPPED OFF

At Lincoln, we value each educational minute of time and strive to minimize interruptions as much as possible. If it is necessary that parents get a message to a student during the school day, please call the school office. Messages received before 8:00 AM will go out prior to the morning announcements. Messages received after 8:00 AM will go out by the end of the day. Items being dropped off at the main office will be handled in the same manner as student messages. All items must be marked prior with the student's name and grade.

STUDENT RECOGNITION

Lancer Awards

Lancer winners are awarded five times a year. This award is based on an individual student's outstanding contributions to the school community in alignment with the character education program.

Awards recognizing student achievement in academics, service, citizenship, patriotism, and community service are presented at school assemblies held at the end of the school year. Several

of the awards are sponsored and presented by community and civic groups. (Note: The straight A award is given to students who earn straight A's on their report card throughout the school year. To receive a certificate in 7th and 8th grade student must achieve straight A's consecutively.)

LANCER PRIDE

Leadership

Action

Nobility

Compassion

Excellence

Resilience

STUDENT SERVICES

Each student is assigned a counselor who works with the student in a variety of ways. The counselors and school social worker help to address concerns with the students' orientation to school, the adjustments of individuals to the total school setting, and the development of maturity, responsibility, and a good self-concept. Students may see the counselors by requesting an appointment.

TALK203 COMMUNICATION

Talk203 is the district's communication system, which combines both telephone and email notifications to our families, staff and community through Blackboard Connect. Messages are issued at both the school and district-wide level, and range from information regarding forthcoming events, upcoming important decisions affecting students and staff and emergency bulletins such as weather-related school closings.

Since Talk203 is tied to our Student Information System, any parent who has provided a phone number and an email address to the District during the student registration process will automatically be included in the database to receive Talk203 messages. If you did not provide an email address at registration, you may be added to the system (or change your existing information) by logging into your Infinite Campus account. Information on this is accessible from the homepage of the District website: www.naperville203.org.

Community members may also sign up to receive district-wide Talk203 messages by clicking on the Talk203 for Community Members button also found on the right side of the District 203 homepage.

TECHNOLOGY/ACCEPTABLE USE

Chromebook

Bring your Chromebook to school every day. You should charge your Chromebook each night. You may personalize your Chromebook with "cling" stickers only. If you have a problem with your Chromebook please get assistance in the Chrome Zone. Chrome Zone Hours: M-F 7:15 am to 3:30 pm. Map of Chromebook Shortcuts: Press Ctrl + Alt + ?

Hapara

Our school district uses Hapara to make learner based activity visible. Hapara Highlights enables teachers full visibility to their learners' current Internet viewing on Chromebooks. It also allows for teachers what you have on your screen and in your Google Drive is visible to your teachers and administration. Here is more information on Hapara: <https://hapara.com/product/>

Student Email

Sign in to your chromebook with your District Google Email and your District Google Password. Your district Gmail Account is username@stu.naperville203.org Any school related emails should use the district Gmail account.

Canvas

Access Canvas using the following link:
<https://naperville.instructure.com/login> or at the quick link on the School Website.

The login credentials are the same username and password that you use to log on to a school computer. You only need to put your username where it says Email.



Infinite Campus Student Portal

As a student of Naperville School District 203 you have been provided a login to the student information system portal website (Infinite Campus). The URL to that website:
<https://infinitecampus.naperville203.org/campus/portal/naperville.jsp> or at the quick link on the School Website.

Use your student ID as the Username and your password. This password is unique to the Infinite Campus Portal. It is not necessarily the same as your district password.



Changing a Password in Infinite Campus

While already logged into Infinite Campus click “**Account Management**”

Passwords must be **at least 8 characters** (one upper case letter needed) Or if you don't want use an uppercase letter in the password; you can choose at least 9 characters

Student Infinite Campus Portal Help

If you forget your password or for any other technical assistance, please get assistance in the Room 107. Helpdesk Hours: M-F 7:15 am to 3:30pm

Acceptable Use

Policy 6:235 – Exhibit – Authorization for Use of Computers and Electronic Networks District 203 is committed to educational excellence. Students need to collect and synthesize information from a variety of digital sources, as well as collaborate and communicate with peers and colleagues in a global community. The District will assist students in developing the skills and

knowledge to navigate this rapidly-changing world. Additionally, the District will reinforce the ideals of digital citizenship and what it means to access various devices, tools, networks, technologies and apply the Internet responsibly. This document pertains to any and all district-issued “computers,” “electronic devices,” “mobile devices,” and each of these is interchangeable for the purposes of this policy exhibit. The contents of this exhibit and authorization forms are aligned with the District Policy 6:235, Access to District Computers and Electronic Networks to promote the appropriate and responsible use of technology in support of the District’s mission and goals. Additionally, other relevant District policies play a role in the successful use of District computers and electronic networks, including but not limited to: 6:235 AP-1 on Acceptable Use of District Computers and Electronic Networks and 7:180 on Preventing Bullying, Intimidation, and Harassment. Any employee, student, or other individual engaged in activity that involves the use of the District’s electronic resources (systems and/or network and/or district-issued computer (or personal computer for school use)) must comply with the established Board of Education policies as well as these supplemental guidelines and all relevant state and federal laws. Said laws and policies are subject to change without notice.

Naperville 203 requires signatures from all students at all levels as well as from parents/guardians of students from Early Childhood through 8th grade before any electronic device is assigned to a student and/or brought home by a student.

Acceptable Use Guidelines

PARENT/GUARDIAN RESPONSIBILITIES and PERMISSION for DISTRICT 203-ISSUED DEVICES

1. I understand that any District issued device is to be used as a tool for learning and that my student will comply with the Principles of Good Digital Citizenship and the Naperville Community Unit School District 203 Acceptable Use Guidelines as stated below and signed during enrollment.
2. I will ensure the safe and timely return of devices, consistent with procedures for end of year collection or if we transfer to another District.
3. I understand that I am financially responsible for any malicious or willful damage to a Naperville 203 device that is not considered normal wear and tear.
4. I understand that the District reserves its right to manage content, implement security measures, upgrade operating systems, change user permissions or device settings, disable accounts or take any other administrative or security steps necessary.
5. I understand that my student may lose privileges if the device is continuously damaged, brought to school sporadically, or if the device is not properly charged for the school day.
6. I understand that if the device breaks we should not attempt to fix it on our own and that it should be brought to the attention of the school’s Computer Support Associate immediately.
7. I understand that the District will not provide software or program licenses for use at home or on personally owned computers, and that the use of non-District or personal computing devices is prohibited.
8. I understand that the device may be fixed with tracking software and that content can be monitored, erased, or locked by District administration.

9. I understand that the District provides software that filters Internet access. I also understand that due to the constantly changing availability of Internet content, websites and website addresses, not all objectionable material may be filtered immediately and I will ensure that the use of this device will remain in compliance with Good Digital Citizenship and these Acceptable Use Guidelines.
10. I understand that the intentional circumventing of filters, security systems, loading of unapproved software, alternate Internet browsers, operating systems, proxy bypass mechanisms or rogue/malicious software constitutes a willful disregard for the principles of Good Digital Citizenship and a broken promise made by my signature on these Acceptable Use Guidelines. I understand that these actions may also place the District in a state of non-compliance with federal regulations such as Children's Internet Protection Act (CIPA) and Children's On-Line Privacy and Protection Act (COPPA) and is an immediate cause for disciplinary action and potential confiscation of the device.
11. I understand that my student should follow all parameters that individual teachers set for daily use.
12. I understand that Naperville Community Unit School District 203 is not liable for damages that may be caused by the intentional misuse of the device, or its use in a manner contrary to these Acceptable Use Guidelines.

STUDENT RESPONSIBILITIES and PERMISSION for DISTRICT 203-ISSUED DEVICES

1. I agree to read and abide by these Acceptable Use Guidelines as determined by Naperville Community Unit School District 203.
2. I agree to abide by the principles of Good Digital Citizenship.
3. I will use my device in the appropriate manner and for educational purposes.
4. I agree to charge my device at home and come to school each day with a fully-charged device.
5. I will not intentionally throw, drop, or damage my device in any way, and exercise care when transporting it in my backpack.
6. I understand that I am responsible for the security of my device. When not in use, I will keep my device secure and stored properly.
7. I will not give my device to another student for his or her use, login to my account on another student's device or use another student's account or password.
8. I will not personalize or deface my device in any way (stickers, marker, etchings, etc.)
9. I will not share my personal user information or passwords with anyone.
10. I agree to return the District-issued device in good condition, fully charged, at the end of the semester or school year as determined by individual schools.

11. I understand that it is my responsibility to save my work often and that malfunctions or forgetting the device at home are not acceptable reasons for not having assignments completed on time.
12. I will only connect to District provided wireless (Wi-Fi) facilities when using my device in school or on Campus. I understand that this promise means I will not use personal cell phone hotspots or other non-District provided products for wireless (Wi-Fi) connectivity when using my device in school or on Campus.
13. I understand that the District provides software that filters Internet access. I also understand that due to the constantly changing availability of Internet content, websites and website addresses, not all objectionable material may be filtered immediately by this software and I will use my device within the principles of Good Digital Citizenship and these Acceptable Use Guidelines.
14. I understand that if I try to bypass filters, security systems, load unapproved software, alternate Internet browsers, operating systems, proxy bypass mechanisms or other rogue/malicious software programs, applications or extensions, it means that I intentionally disregarded the principles of Good Digital Citizenship, broke the promise made by my signature on these Acceptable Use Guidelines and have chosen to behave in an unethical manner. I understand that consequences for these actions are serious, and an immediate cause for disciplinary action and potential confiscation of my device.
15. If I use my device for a special project or purpose with permission to work in a manner that may not be filtered in part or whole by District Internet filters, I promise to use this device within the principles of Good Digital Citizenship and these Acceptable Use Guidelines.
16. I understand that graduating 2020 high school senior Google accounts will remain active until September 15, 2020, after which data files will no longer be available. Regardless of my grade level, if I leave the District or wish to copy my student account data, I should contact my school's CSA.

TESTING

District 203 administers several batteries of standardized tests to junior high students in order to assess students' achievement and aptitude, as well as to assist in determining placement in special programs and classes. Families will be notified in advance of specific dates.

TEXTBOOKS

Textbooks are provided from the school to the students. The student is responsible for keeping textbooks and other school issued materials in the same condition they were when he/she received them except for normal wear. We ask that students cover the books and handle them with care throughout the year. Fines are assessed for damaged and lost textbooks.

VIDEO CAMERAS AND/OR MONITORS

To assist in maintaining security and in an effort to minimize inappropriate conduct, the School District may position video cameras and/or monitors in public areas of school property, such as hallways, stairwells, gymnasium, cafeteria, school buses, and exterior locations of school buildings. Appropriate disciplinary action may be taken for misconduct which is recorded or observed from the cameras and/or monitors.

VIDEOTAPING AND PHOTOGRAPHING OF STUDENTS

During the course of the school year, you will be involved in many school activities that may be captured on video or photographed for sharing and/or placement of the school website or in District publications. Videotaping and photographing of children in special education settings for non-educational purposes will be authorized only with parent consent. Outside of special education settings, students may be videotaped or photographed by parents, observers, school employees, students, and news media personnel from time to time while participating in school activities. If your parents desire that you not be videotaped or photographed in these circumstances (outside of special education settings), please be sure to have them sign the Permissions Denial form that is sent annually in the registration packet and return it to the school. This form also provides for exclusion of family contact information (address and phone number) in the Home and School Directory. The Permissions Denial form must be signed and submitted to the principal at the beginning of each school year to avoid any misunderstandings. The form may be accessed on the District 203 website at the following link.

<http://www.naperville203.org/assets/PermissionsDenialForm%2Epdf>.

VISITORS

All visitors will be required to produce a state issued ID which will be screened to ensure safety. A printed ID badge will be provided prior to accessing the building. The ID must be worn during the course of the visit and visitors are required to check out with the office prior to leaving the building. Due to the tremendous responsibility to staff and liability to the school district, students who are not enrolled at Lincoln Junior High School can no longer be approved as "guests" unless their visit has been prearranged with staff.

Naperville Community Unit School District 203 Board Policy

7:140 Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as 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 objectives 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. The parent(s)/guardian(s) of the student shall be notified of the search as soon as possible.

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.

Video Cameras and/or Monitors

To assist in maintaining security and to deter inappropriate conduct, the School District may position video cameras and/or monitors in public areas of school property, such as hallways, stairwells, gymnasium, cafeteria, school buses, and exterior locations of school buildings. Appropriate disciplinary action may be taken for misconduct which is recorded or observed from the cameras and/or monitors.

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, 105 ILCS 75/:

1. School officials may not request or require a student or his or 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.

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-22.6, and 105 ILCS 5/22.10a

Right to Privacy in the School Setting Act, 105 ILCS 75/.

Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).

People v. Dilworth, 661 N.E. 2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).

People v. Pruitt, 662 N.E. 2d 540 (Ill. App. 1, 1996), *app. denied*, 667 N.E. 2d 1061 (Ill. App. 1, 1996).

T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).

Vernonia School Dist. 47J v. Acton, 115 S.Ct. 2386 (1995).

Safford Unified School Dist No. 1 v. Redding, 129 S. Ct. 2633 (2009).

CROSS REF.: 7:130 (rights and responsibilities), 7:150 (police interrogation), 7:190 (student discipline)

ADOPTED: October 7, 1996

Revised: September 20, 2004

Revised: April 20, 2009

Revised: April 22, 2019

7:180 Preventing 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 environment are important District goals.

Bullying, intimidation or harassment of a student or staff member for any reason, including, but not limited to, 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 through, but not limited to, verbal comments, racial, ethnic, religious or other slurs or threats, physical gestures or actions, the use of email, web sites, social networking sites, voice mail, or any other verbal, written or electronic communication, 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 the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any 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, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.

2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a 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.

Nondiscrimination Coordinator

Chief Human Resources Officer

203 W. Hillside Road

Naperville, IL 60540

630.420.6300

Complaint Manager

Assistant Superintendent for Secondary Education

203 W. Hillside Road

Naperville, IL 60540

630.420.6300

Complaint Manager

Assistant Superintendent for Elementary Education

203 W. Hillside Road

Naperville, IL 60540

630.420.6300

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

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.

b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

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

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

9. The District's bullying prevention and response plan must be based on the engagement

of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's 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.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.

b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.

c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.

d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.

e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school-sponsored activities, and in vehicles used for school-provided transportation.

g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material,

including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.:

405 ILCS 49/, Children's Mental Health Act.

105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.

23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)

ADOPTED: February 2008

REVISED: March 2015

REVISED: May 2020

Naperville Community Unit School District 203

7:190 Student Behavior- Revised May 2020

Philosophy of Student Conduct

The Board believes that student behavior should reflect standards of good citizenship. Students are expected to conduct themselves within the bounds set by the Board and, as hereby authorized, the administrative regulations set forth by the Superintendent or his/her designee.

The basic principles guiding student behavior are consideration for the rights and well-being of others, cooperation with all members of the school community (which includes staff, students, community members, Board and parents) and respect for oneself and others.

Rules and guidelines established by District 203 are intended to encourage positive, constructive and responsible student behavior and an environment conducive to learning. All members of the school community are responsible and obligated to familiarize themselves with the rules and guidelines governing student conduct.

The Board especially believes that, if staff, parent(s) or guardian(s), and students know and understand the expectations for student conduct and the consequences for not meeting these expectations, behavior issues in our schools will be reduced and a better educational environment will prevail.

All members of the school staff share responsibility for maintaining good discipline and presenting positive role models. Behavior issues should be reported and handled promptly for the benefit of the student and the school. Recognizing that each situation is unique, and that administrative discretion is necessary, the goal is to implement the appropriate behavioral and/or disciplinary intervention(s) needed to change the undesirable behavior and maintain an orderly school environment.

The best interest of the student and the welfare of others are the motivating forces behind this philosophy.

Additional Interventions Related to Discipline Code

The District is concerned for the health, safety, and well-being of all students and recognizes that students' problems as they are manifested in school – specifically pertaining to behavior, attendance, health, and academic issues, may impact their ability to learn.

The District recognizes these issues as legitimate educational concerns, and seeks to address them, because they can influence student learning. The District offers assistance, support, and interventions. Forms of intervention, prevention and/or education may include observation of inappropriate behavior, intervention at appropriate levels, encouragement of professional assessment, referral, and support/aftercare.

Notification Regarding School Searches

Students are hereby notified that school lockers, desks, storage facilities and other school property are subject to searches at any time for any reason. Furthermore, students have very limited expectations of privacy on school property and are hereby notified that, to further the

school's interest in the educational needs and safety of all students, the school may search any student property, including bags, backpacks, clothing, purses, any electronic device including computers, tablets, telephones, cameras or other electronic devices that have the ability to take, store, display, or send images, videos, or text messages with embedded images, and automobiles, whenever the administration has reason to suspect that the search will disclose a criminal violation or a violation of a school policy, rule or regulation.

Substance Abuse

To ensure the highest standards of learning in the classroom, District staff will urge students to abstain from the use of illegal substances or drugs, alcohol or the misuse or abuse of prescription or non-prescription drugs, identify student behavior which may indicate use or abuse of illegal substances or drugs, alcohol or the misuse or abuse of prescription or non-prescription drugs, and implement intervention or support services along with appropriate disciplinary action.

Student Discipline

District 203 believes in the dignity and uniqueness of each individual. In order to maintain learning and work environment that is safe and promotes excellence in education, District 203 encourages respect for all persons and will not tolerate harassing, hazing, bullying or intimidating behavior.

The primary responsibility for student discipline within the school rests with the individual building principal. The primary responsibility for the maintenance of discipline within the classroom lies with the individual classroom teacher.

The Board has established specific rules and regulations to govern the discipline of its students when a student's conduct constitutes gross disobedience or gross misconduct, as determined by the Administration or the Board.

Special education students (those with an IEP) exhibiting gross disobedience or misconduct shall, be disciplined in accordance with laws and regulations governing special education.

Students who are suspended externally or expelled are to be excluded from all District 203 activities and property for the duration of their suspension or expulsion. A student who is subject to suspension or expulsion as provided in this Section may be eligible for a transfer to an alternative school program in accordance with [Article 13A](#) or [13B](#) of the School Code. A student must not be denied transfer because of the expulsion, except where the transfer would cause a threat to the safety of students or staff in the alternative program.

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.

Administrators shall report suspected criminal violations to the Naperville or Lisle Police Department or other law enforcement agencies, as appropriate.

Prohibited Student Conduct

The Administration is authorized to impose discipline for gross disobedience or misconduct. The following examples of gross disobedience or misconduct in no way limit the Board's ability to discipline students for conduct, which is not specifically listed. In addition, prohibited conduct shall be interpreted to include either an actual commission of an offense or an attempt to commit an offense.

Prohibited conduct includes, but is not limited to:

1. Excessive tardiness.
2. Class and/or school truancy. Current city ordinances and State law regarding truancy will be strictly enforced by school officials.
3. Failure to follow student schedule.
4. Off campus violation during the school day. Once students arrive on campus they must remain on campus until the end of their scheduled school day unless authorized or approved by the building or District administration.
5. Violation of the disciplinary rules and regulations contained in the Student Handbook not otherwise covered in this policy.
6. Prohibited conduct or promotion of prohibited conduct on District property, at school sponsored activities, at a school bus stop, or as a school bus passenger.
7. Engaging in any activity on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, the educational atmosphere, or an educational function, including but not limited to conduct that may reasonably be considered (a) a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
8. Damage resulting from misconduct; damage to school property or personal property of District employees, students or others; or criminal damage to property of any such persons. (Restitution will be required for any violation of this provision).
9. Unauthorized use of school property.
10. Entering school property or a school facility without proper authorization.
11. Disregard for student parking regulations.
12. Posting of signs and /or other materials without administrative approval.
13. Gambling.
14. Forgery and/or falsifying information.
15. Engaging in academic dishonesty, including cheating, plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
16. Theft, including taking the property of others without their permission or consent, possession of stolen items and possession of tools that are used to gain possession of another person's property.
17. Use of profane or obscene language.

18. Insubordination or disrespect toward Board members, administrators, teachers, custodial staff, secretarial staff, food service employees and all other District employees and volunteers.
19. Wearing hats, caps, or head-coverings of any kind by individuals from the time they enter the school building until they exit the school building unless otherwise approved by the building principal or required for religious purposes. Wearing coats, jackets and other outdoor wear in the building during the school day (from the first class period bell until the bell ending the last class period), unless otherwise approved by the building principal. Coats and hats are to be stored in student lockers or other designated places during the school day.
20. Wearing or display of garments, objects, jewelry, or body art that depict distasteful symbols debasing the dignity of a person or persons that depict or promote use of alcohol or drugs or that contain sexually explicit, obscene, or vulgar messages or symbols at school or at any school-sponsored activity. Wearing or display of spiked or dangerous jewelry, garments or objects, at school or at any school-sponsored activity.
21. Violation of Bus Conduct Policy or related Administrative Regulations.
22. Use of cellular phones and any other electronic communication devices from the beginning of the first class period until the end of the last class period unless authorized or approved by the building or District administration. For high school authorization, see student handbook.
23. Use of any electronic device including computers, tablets, telephones, cameras, or other electronic devices that have the ability to take, store, display, or send images, videos, audio recordings or text messages with embedded images on school grounds during the course of the school day 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 includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person.
24. Obtaining or gaining passwords, unapproved access to District's information network, computing systems and applications, solutions or components thereof through the use of social engineering, possession or use of hacking hardware or software or any other tools or applications that can be used maliciously and pose a threat to the District's information resources, systems or data, unless approved by teachers or building administrators.
25. Unauthorized or improper use of the District's information network, computing systems and applications, solutions or components thereof. This includes accessing technology related resources on any device connected to the District's information network by circumventing District security measures to gain access to non-approved or restricted web sites, systems and applications as well as violations of the *Access to Electronic Networks* Policy 6.235.
26. Performing manual or automated actions such as installing unapproved software, computer programs or routines that alter the normal functioning state of any District computing device or system.
27. 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.
28. Demonstrating aggressive behavior or behaviors that put the student at risk for aggressive behavior. Aggressive behavior is defined as conducts and behaviors towards others that appear to terrorize, intimidate or start fights.

29. Fighting.
30. Actions, including physical assault which threatens the well-being of Board members, District employees, students, volunteers, or other persons
31. Making or causing to be made a threat against the school: including but not limited to a bomb threat or a school shooting.
32. Deliberately causing, attempting, or threatening to cause injury to another person.
33. Possession of lighters, matches or other such materials.
34. Possession or use of an explosive or incendiary device.
35. Possession or use of fireworks (i.e. smoke bombs, stink vials, firecrackers, caps, etc.).
36. Using, possessing, controlling, or transferring a weapon, look-alike weapon, or part of a weapon, as defined below, or violating the Weapons In School section of this policy. For purposes of this provision, "weapon" means a firearm (as defined below) including any gun, handgun, rifle, shotgun, or machinegun; a BB gun; pellet gun; air gun; paintball gun; pneumatic gun; spring gun; ammunition for any of the foregoing; a knife, razor, stiletto, throwing star, dagger, dirk, broken bottle or other piece of glass; metal knuckles or other knuckle weapon, regardless of its composition; billy club; bludgeon; black jack; sling shot; sand club; sand bag; stun gun or taser; tear gas gun projector or bomb or any object containing noxious liquid gas or substance; or any other object that is used to inflict harm, is used to threaten harm, or has been modified so that it can inflict harm. "Firearm" is defined as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any explosive, incendiary, or poison gas, including (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, or (vi) device similar to any of the devices described above.
37. Participation in any unauthorized fraternity, sorority, or secret society, satanic activity, and/or gang activity. This includes, but is not limited to the display, wearing, or possession of contemporary gang identifiers, the use of gang hand signals, the solicitation of others for membership, and requesting payment of dues, insurance, or other forms of protection from individuals. This also includes intimidating, or threatening an individual or inciting others to participate in any form of physical violence involving a person or property.
38. Use of derogatory comments which are often, but not always, associated with race, ethnicity, religion, gender, sexual orientation, socioeconomic status, or physical differences.
39. Hazing, aggressive or demeaning behavior that does or may result in physical, emotional or psychological harm to another 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, bullying, bullying using a school computer or a school computer network or other comparable conduct. Hazing is defined as requiring a student to perform an act for the purpose of induction or admission into any group, organization or society associated with District 203.
40. Harassment, of a student or staff member, which includes intimidation, threatening individuals or inciting the participation of others in such behavior for any reason including, but not limited to on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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 through, but not limited to, verbal comments, racial,

ethnic, religious or other slurs or threats, physical gestures or actions, the use of email, web sites, social networking sites, voice mail, or any other verbal, written or electronic communication.

41. Bullying or cyber bullying, as defined in Board Policy 7:180:

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 reasonable predicted to have the effect of one or more of the following:

- a. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- b. Causing a substantially detrimental effect on the student's or students' physical or mental health.
- c. Substantially interfering with the student's or students' academic performance; or
- d. 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*.

42. Sexual harassment which includes sexual advances, requests for sexual favors, the distribution or transfer of images, or other conduct of a sexual nature when such conduct (1) denies or limits the provision of education aid, benefits, services, or treatment or (2) has the purpose or effect of: a. substantially interfering with a student's educational environment; b. creating an intimidating hostile, or offensive educational environment; or c. depriving a student of educational aid, benefits, services or treatment. Refer to Administrative Regulation #7.20R for further definitions of Sexual Harassment.
43. 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 or possession, distribution and or transfer of any material of a sexual nature.
44. Perpetrating on an unwilling person an act which is of a sexual nature.
45. Teen dating violence, as described in Board Policy 7:185. Teen dating violence is defined as follows:
- a. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13-19 years of age, or
 - b. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13-19 years of age.

46. Use, possession, transfer, purchase, sale or offer for sale of tobacco products or nicotine delivery device including but not limited to e-cigarettes/vaping devices. Violation of any current city ordinances and State law regarding tobacco. Students under the age of 21 will be referred to the Naperville Police Department for additional intervention.
47. Use, possession, transfer, purchase, sale, offer for sale, or abuse of, or being impaired by any alcoholic beverage, intoxicant, prescription drug not properly prescribed or used in a manner inconsistent with the prescription of prescribing physician's or licensed practitioner's instructions, any illegal drug or controlled substance or cannabis (including marijuana, hashish, and medical cannabis, "pep pills" or "speed", tranquilizers, "look-alike" drugs or any other illegal substance. For students who are authorized to be administered a medical cannabis infused product under *Ashley's Law*, the student may use, ingest or be impaired by or under the influence of cannabis, including marijuana, hashish and medical cannabis. Such a student may not possess, transfer, purchase, sell, offer for sale, or abuse cannabis, including marijuana, hashish and medical cannabis.
48. Use, possession, transfer, purchase, sale, offer for sale, or abuse of, or being impaired by a non-prescription drug. Refer to *Administering Medication to Students Policy 7.270*.
49. Possession or use of any drug paraphernalia, including devices that 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.
50. Use, possession, transfer, purchase, sale, offer for sale, or abuse of anabolic steroids unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
51. Use, possession, transfer, purchase, sale, offer for sale, or abuse of a 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.
52. Activating or causing to be activated a false fire alarm or disaster alarm.
53. 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.
54. Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, vandalism, hazing and any activity prohibited by criminal law or municipal ordinance.

Terminology Used in Prohibited Student Conduct

The term "intoxicant" includes any substance which is not properly prescribed and which, if used, is intended to produce an altered physical or mental state, including, for example, an inhalant, which produces a "high" such as pure caffeine in tablet or powder form.

The term "look alike" includes 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.

The terms transfer, sale and purchase include any involvement in such activity or the attempt to conduct such activity.

The terms "possession" and "use" shall include possession or use by a student who has consumed, or is impaired by, or reasonably appears (such as through odor or behavior) to have

consumed or be impaired by, any of the aforementioned substances, whether prior to entering school or at any school-sponsored event.

The term “possession” also includes having control, custody or care, currently or in the past, of an object or substance, including situations in which the item is (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Weapons in School

The Board may expel a student for a weapons violation for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis. Prior to any expulsion hearing, the Administration will make a recommendation to the Superintendent for the term of the expulsion based on the circumstances involved with the student.

A student who is determined to have brought a weapon 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 not less than one year. For purposes of this provision, a “weapon” is defined as:

(1) A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by [Section 921 of Title 18 of the United States Code](#), firearm as defined in [Section 1.1 of the Firearm Owners Identification Card Act](#), or firearm as defined in [Section 24-1 of the Criminal Code of 1961](#). The expulsion period under this subdivision (1) may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis.

(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 alikes” of any firearm as defined in subdivision (1) of this subsection. The expulsion requirement under this subdivision (2) may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis.

The prohibition concerning weapons applies regardless of whether a student is licensed to carry a concealed firearm.

The expulsion requirement under either paragraph one or two 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 prohibition upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Disciplinary Measures

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.

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)/guardians(s)
2. Disciplinary conference.
3. Withholding or 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 detention or Saturday detention provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the building principal or designee.
8. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
9. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
10. Out-of-school suspensions from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended will also be restricted from being on school grounds and at school activities.
11. Expulsion from school and all school activities for a definite period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled will also be restricted from being on school grounds and at school activities.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in [Article 13A](#) or [13B](#) of the School Code.
13. 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 safety issue or disruption is a suspension or expulsion

Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

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.

Behavioral Interventions:

Physical restraint and timeout are restrictive behavior interventions that shall be employed only when a student is displaying physically aggressive behavior that presents an **imminent risk** of injury to the student or others and is required to maintain a safe learning environment. It shall not be used as a discipline strategy to address instructional problems, inappropriate behavior, or in response to verbally aggressive behaviors. Any use of either timeout or physical restraint shall be supervised, short in duration, and used only for the purposes of de-escalating the behavior and be in compliance with the Emergency Amendments to School Code [10-20.14](#) Section 1.285 issued on 11/20/2019 or any subsequent permanent rules adopted by the Illinois State Board of Education related to time out and restraint.

The superintendent or designee shall develop written procedures for staff and designate a school official who will be informed and maintain documentation for each incident of physical restraint and timeout that is required by the Emergency Amendments to School Code [10-20.14](#) Section 1.285 issued on 11/20/2019 or any subsequent permanent rules adopted by the Illinois State Board of Education related to time out and restraint.

If a student is injured during the course of physical restraint or timeout, the incident shall be reviewed by the Assistant Superintendent of Student Services or designee. The evaluation shall consider if all D203 policies and procedures were followed. A written report related to the use of time out or physical restraint shall be produced and maintained in the student's temporary file.

Annually each designated school official must conduct a **review** of the incidents of physical restraint and timeout and submit a written report that includes an analysis of the following information:

- the number of incidents involving the use of these interventions,
- the location and duration of each incident,
- identification of the staff members who were involved,
- any injuries or property damage that occurred, and
- the timeliness of parental notification and administrative review.

The written report must be submitted to the Assistant Superintendent of Student Services within 30 days of the last day of school.

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.

Early Identification – Aggressive Behavior

Any school staff member, who identifies a student as having demonstrated aggressive behavior, or behaviors that put the student at risk for aggressive behavior, shall refer the student to the building administrator. The building administrator shall establish procedures by which teachers may refer such a student. The building administrator shall determine whether the conduct and behavior of the student are of such a nature and degree that the student is at risk for aggressive behavior. The building administrator shall promptly notify the student's parents/guardian of the referral and shall attempt to schedule a parent-teacher conference to discuss the referral and to recommend such available intervention procedures as are deemed reasonably appropriate.

Required Notices

A school staff member shall immediately notify the building principal as soon as possible in the event that he or she (1) observes any person in possession of a firearm on or around school grounds (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, (3) observes a battery committed against any staff member, or (4) observes hazing of a student that results in bodily harm. If the hazing results in great bodily harm or death, the school staff member shall immediately notify law enforcement and then the building principal or Superintendent. Such action may be delayed if immediate notice would endanger students under his or her supervision. Upon receiving such a report, the building principal or designee shall immediately notify the student's parent(s)/guardian(s), the State Police and the local law enforcement agency.

Reciprocal Reporting

The Superintendent is authorized to follow the provisions of the School Code of Illinois to create administrative regulations, which include guideline procedures to establish and maintain a reciprocal reporting system between the District and local law enforcement agencies regarding criminal offenses committed by students.

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, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated (licensed) education 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 and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten school days for safety reasons.

Student Handbook

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. Within the first week of school, the student discipline policy and description of

prohibited conduct will be reviewed with the students. Students will be required to sign a receipt for the handbook.

LEGAL REF.:

Gun-Free Schools Act, [20 U.S.C. §7151](#) *et seq.*

Pro-Children Act of 1994, [20 U.S.C. §6081](#).

[105 ILCS 5/2.371\(a\)\(7\)](#), [5/10-20.14](#), [5/10-21.10](#), [5/10-22.6](#), [5/10-27.1A](#), [5/10-27.1B](#), [5/24-24](#), [5/31-3](#), [410 ILCS 130/](#), [410 ILCS 647](#), and [420 ILCS 66/](#).

[23 Ill. Admin. Code §§1.210](#) and [§1.280](#).

[720 ILCS 5/12-10](#)

[710 ILCS 5/12-10.1](#)

[720ILCS 5/12C-50.1\(b\)](#)

CROSS REF.: 2:150 (committees), 2:240 (board policy development), 5.230 (maintaining student discipline), 6:110 (truant's programs), 6:235 (access to electronic networks), 7:20 (harassment of students prohibited), 7:70(truancy), 7:130 (student rights and responsibilities), 7:140 (search and seizure), 7:150 (police interrogation), 7:160 (student appearance), 7:170 (vandalism), 7:180 (bullying, intimidation and harassment), 7:183 (open campus/lunch), 7:185 (teen dating violence), 7:200 (suspension procedure), 7:210 (expulsion procedures), 7:220 (bus conduct), 7:230 (student with disabilities), 7:240 (high school co-curricular code), 7:270 (administering medication to students), 8:30 (conduct on school property).

ADOPTED: May 7, 1997

Revised: April 19, 2010

Revised: April 18, 2011

Revised: April 6, 2012

Revised: April 15, 2013

Revised: April 21, 2014

Revised: April 20, 2015

Revised: May 16, 2016

Reviewed: April 17, 2017

Revised: April 23, 2018

Revised: April 22, 2019

Revised: December 16, 2019

Revised: May 19, 2020

Sports Schedule 2020-21

Volleyball

9/2/2020 8 @ Home/ 7 @ Jefferson
9/9/2020 8 @ Washington/7 @ Home
9/10/2020 8 @ Home/7 @ Madison
9/14/2020 8 @ Crone/7 @ Home
9/16/2020 8 @ Home/7 @ Granger
9/17/2020 8 @ Home/7 @ Gregory
9/22/2020 8 @ Jefferson/7 @ Home
9/24/2020 8 @ Hill/7 @ Home
9/29/2020 8 @ Still/7 @ Home
10/1/2020 8 @ Home/7 @ Fischer
10/5/2020 8 @ Kennedy/7 @ Home
10/7/2020 8 @ Home/7 @ Scullen
10/14/2020 VB Tournament TBD (Lincoln Host)
10/15/2020 VB Tournament TBD (Lincoln Host)
10/20/2020 VB Tournament TBD
10/21/2020 VB Tournament TBD

Football

8/31/2020 Preseason Gymboree 7th @ MJHS 8th @ LHS
9/30/2020 @ Lincoln
9/2/2020 @ Kennedy
9/24/2020 @ Lincoln
10/7/2020 @ Lincoln
9/14/2020 @ Madison
9/23/2020 @ Lincoln
9/9/2020 @ Washington
9/21/2020 @ Jefferson
10/13/2020 Playoff TBD
10/15/2020 Playoff TBD
10/19/2020 Playoff TBD

Wrestling

11/10/2020 Meet @ Lincoln
11/17/2020 Meet @ Hil
11/19/2020 Meet @ Kennedy
12/1/2020 Meet @ Crone
12/8/2020 Meet @ Lincoln
12/14/2020 Meet @ Lincoln
12/16/2020 Meet @ Lincoln
12/17/2020 Meet @ Jefferson
1/7/2021 Meet @ Lincoln
1/12/2021 Meet @ Lincoln
1/14/2021 Meet @ Still
1/16/2021 Conference Championship

Boys' Basketball

11/5/2020 8 @ Home/ 7 @ Jefferson
11/9/2020 8 @ Washington/7 @ Home
11/11/2020 8 @ Home/7 @ Madison
11/12/2020 8 @ Crone/7 @ Home
11/16/2020 8 @ Home/7 @ Granger
11/18/2020 8 @ Home/7 @ Gregory
11/30/2020 8 @ Jefferson/7 @ Home
12/2/2020 8 @ Hill/7 @ Home
12/3/2020 8 @ Still/7 @ Home
12/7/2020 8 @ Home/7 @ Fischer
12/9/2020 8 @ Kennedy/7 @ Home
12/10/2020 8 @ Home/7 @ Scullen
12/14/2020 BBall Tournament TBD (Lincoln Host)
12/15/2020 BBall Tournament TBD (Lincoln Host)
12/16/2020 BBall Tournament TBD
12/17/2020 BBall Tournament TBD

Girls' Basketball

1/28/2021 8 @ Home/ 7 @ Jefferson
2/2/2021 8 @ Washington/7 @ Home
2/4/2021 8 @ Home/7 @ Madison
2/8/2021 8 @ Crone/7 @ Home
2/10/2021 8 @ Home/7 @ Granger
2/11/2021 8 @ Home/7 @ Gregory
2/17/2021 8 @ Jefferson/7 @ Home
2/18/2021 8 @ Hill/7 @ Home
2/24/2021 8 @ Still/7 @ Home
3/1/2021 8 @ Home/7 @ Fischer
3/3/2021 8 @ Kennedy/7 @ Home
3/4/2021 8 @ Home/7 @ Scullen
3/8/2021 Tournament TBD
3/9/2021 Tournament TBD
3/10/2021 Tournament TBD (Lincoln Host)
3/11/2021 Tournament TBD

Cross Country

9/3/2020 Meet @ Kennedy
9/15/2020 Meet @ Fischer
9/17/2020 Meet @ Lincoln
9/22/2020 Meet @ Scullen
9/29/2020 Meet @ Washington
10/6/2020 Meet @ Lincoln
10/14/2020 Meet @ Lincoln
10/20/2020 Meet @ Frontier Park

	8/17 Monday	8/18 Tuesday	8/19 Wednesday
Math			
Science			
Social Studies			
Language Arts			
Exploratory			
Comments			
Events	Staff Institute Day	Teacher Work Day	Classes Begin

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Language Arts			
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Social Studies			
Language Arts			
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	11/23 Monday	11/24 Tuesday	11/25 Wednesday
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Social Studies			
Language Arts			
Exploratory			
Comments			
Events			NO SCHOOL, Thanksgiving Holiday

	11/26 Thursday	11/27 Friday	11/28 Saturday			
Math						
Science			<div style="text-align: center; border: 1px solid black; padding: 5px;"> Sunday </div>			
Social Studies			<table border="1" style="width: 100%; text-align: center; font-size: small;"> <tr> <td style="width: 33%;"> Oct 2020 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </td> <td style="width: 33%;"> Nov 2020 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 </td> <td style="width: 33%;"> Dec 2020 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </td> </tr> </table>	Oct 2020 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Nov 2020 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Dec 2020 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
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Language Arts			<p style="text-align: center;"><i>Complex Thinker</i></p> <p style="text-align: center;"><i>Looks back at what they have done, and evaluates how to improve</i></p>			
Exploratory						
Comments			<p style="text-align: center;"><u>NOTES</u></p>			
Events	NO SCHOOL, Thanksgiving Holiday	NO SCHOOL, Thanksgiving Holiday				

	11/30 Monday	12/1 Tuesday	12/2 Wednesday
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Social Studies			
Language Arts			
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	12/10 Thursday	12/11 Friday	12/12 Saturday																					
Math																								
Science			<div style="text-align: center; border: 1px solid black; padding: 5px;"> Sunday </div>																					
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Social Studies			
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Events	NO SCHOOL, Winter Vacation	NO SCHOOL, Winter Vacation	Classes Resume

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Science			<p style="text-align: center;">Sunday</p> <div style="display: flex; justify-content: space-around; font-size: small;"> <table border="1"> <caption>Apr 2021</caption> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td></td><td></td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table> <table border="1"> <caption>May 2021</caption> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td></td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1"> <caption>Jun 2021</caption> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div>	S	M	T	W	T	F	S			1	2	3			4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		S	M	T	W	T	F	S						1		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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Social Studies			<p style="text-align: center;"><i>Fun Facts</i></p> <p style="text-align: center;"><i>Ketchup was sold in the 1830s as medicine.</i></p>																																																																																																																																												
Language Arts			<p><u>NOTES</u></p>																																																																																																																																												
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	5/31 Monday	6/1 Tuesday	6/2 Wednesday
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Social Studies			
Language Arts			
Exploratory			
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Events	NO SCHOOL, Memorial Day Holiday	Emergency Days (if needed)	Emergency Days (if needed)

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Events	Emergency Days (if needed)	Emergency Days (if needed)																																																																																																																																																												

SCIENCE Periodic Table of the Elements

1 H HYDROGEN 1.0079	2 He HELIUM 4.0026	NON-METALS																																																																																								
3 Li LITHIUM 6.941	4 Be BERYLLIUM 9.0122	5 B BORON 10.811	6 C CARBON 12.011	7 N NITROGEN 14.007	8 O OXYGEN 15.999	9 F FLUORINE 18.998	10 Ne NEON 20.180	11 Na SODIUM 22.990	12 Mg MAGNESIUM 24.305	METALS																																																																																
13 Al ALUMINUM 26.982	14 Si SILICON 28.086	15 P PHOSPHORUS 30.974	16 S SULFUR 32.065	17 Cl CHLORINE 35.453	18 Ar ARGON 39.948	19 K POTASSIUM 39.0983	20 Ca CALCIUM 40.078	21 Sc SCANDIUM 44.956	22 Ti TITANIUM 47.867	23 V VANADIUM 50.942	24 Cr CHROMIUM 51.996	25 Mn MANGANESE 54.938	26 Fe IRON 55.845	27 Co COBALT 58.933	28 Ni NICKEL 58.693	29 Cu COPPER 63.546	30 Zn ZINC 65.38	31 Ga GALLIUM 69.723	32 Ge GERMANIUM 72.64	33 As ARSENIC 74.922	34 Se SELENIUM 78.96	35 Br BROMINE 79.904	36 Kr KRYPTON 83.798	37 Rb RUBIDIUM 85.468	38 Sr STRONTIUM 87.62	39 Y YTRIUM 88.906	40 Zr ZIRCONIUM 91.224	41 Nb NIObIUM 92.906	42 Mo MOLYBDENUM 95.96	43 Tc ↑ [98]	44 Ru RUTHENIUM 101.07	45 Rh RHODIUM 106.42	46 Pd PALLADIUM 107.87	47 Ag SILVER 107.87	48 Cd CADMIUM 112.41	49 In INDIUM 114.82	50 Sn TIN 118.71	51 Sb ANTIMONY 121.76	52 Te TELLURIUM 127.60	53 I IODINE 126.90	54 Xe XENON 131.29	55 Cs CESIUM 132.91	56 Ba BARIUM 137.32	57 La LANTHANUM 138.91	58 Ce CERIUM 140.11	59 Pr PRASEODYMIUM 140.91	60 Nd NEODYMIUM 144.24	61 Pm ↑ [145]	62 Eu EUROPIUM 151.96	63 Gd GADOLINIUM 157.25	64 Tb TERBIUM 158.93	65 Dy DYSPROSIUM 162.50	66 Ho HOLMIUM 164.93	67 Er ERBIUM 167.26	68 Tm THULIUM 168.93	69 Yb YTTERIUM 173.54	70 Lu LUTETIUM 174.97	71 Fr FRANCIUM [223]☠	72 Ra RADIUM [226]☠	73 Rf RUFERFORDIUM ↑ [267]☠	74 Hf HAFNIUM 178.49	75 Ta TANTALUM 180.95	76 W TUNGSTEN 183.84	77 Re RHENIUM 186.21	78 Os OSMIUM 190.23	79 Pt PLATINUM 195.08	80 Au GOLD 196.97	81 Hg MERCURY 200.59	82 Pb LEAD 207.2	83 Bi BISMUTH 208.98☠	84 Po POLONIUM [209]☠	85 At ASTATINE [210]☠	86 Rn RADON [222]☠	87 Uuo UNUNOCTIUM [294]☠	88 Uus UNUNSEPTIUM [294]☠	89 Uuh UNUNHEXIUM [291]☠	90 Uuq UNUNQUADIUM [289]☠	91 Uup UNUNPENTIUM [289]☠	92 Uuq UNUNTRIUM [286]☠	93 Cn COPENICIUM [285]☠	94 Rg ROENTGENIUM [281]☠	95 Ds DARMASTADIUM [281]☠	96 Rf ROENTGENIUM [281]☠	97 Cn COPENICIUM [285]☠	98 Bk BERKELIUM [247]☠	99 Cf CALIFORNIUM [251]☠	100 Fm FERMIUM [257]☠	101 Md MENDELEVIUM [258]☠	102 No NOBELIUM [259]☠	103 Lr LAWRENCIUM [262]☠

Atomic Number: 6

Chemical Symbol: **C**

Chemical Name: CARBON

Atomic Weight: 12.011

KEY

☑ = Solid at room temperature

☒ = Liquid at room temperature

☒☑ = Gas at room temperature

☠ = Radioactive

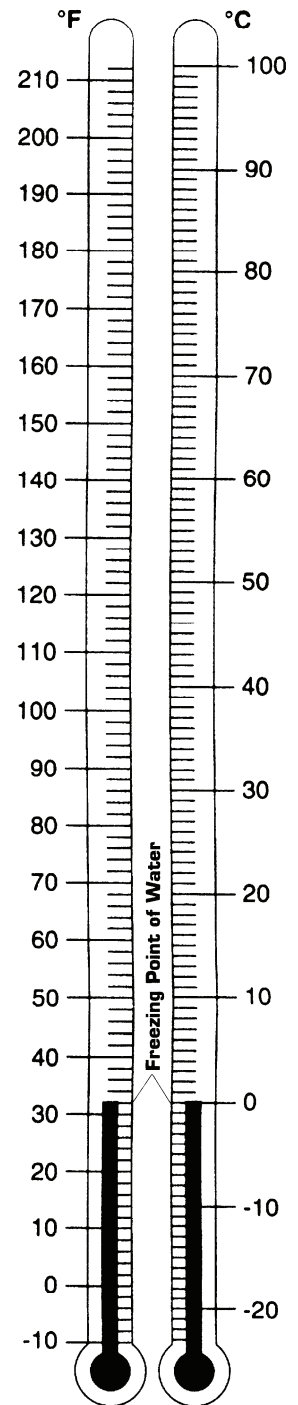
☠☑ = Artificially Made

57 La LANTHANUM 138.91	58 Ce CERIUM 140.11	59 Pr PRASEODYMIUM 140.91	60 Nd NEODYMIUM 144.24	61 Pm ↑ [145]	62 Eu EUROPIUM 151.96	63 Gd GADOLINIUM 157.25	64 Tb TERBIUM 158.93	65 Dy DYSPROSIUM 162.50	66 Ho HOLMIUM 164.93	67 Er ERBIUM 167.26	68 Tm THULIUM 168.93	69 Yb YTTERIUM 173.54	70 Lu LUTETIUM 174.97	71 Fr FRANCIUM [223]☠	72 Ra RADIUM [226]☠	73 Rf RUFERFORDIUM ↑ [267]☠	74 Hf HAFNIUM 178.49	75 Ta TANTALUM 180.95	76 W TUNGSTEN 183.84	77 Re RHENIUM 186.21	78 Os OSMIUM 190.23	79 Pt PLATINUM 195.08	80 Au GOLD 196.97	81 Hg MERCURY 200.59	82 Pb LEAD 207.2	83 Bi BISMUTH 208.98☠	84 Po POLONIUM [209]☠	85 At ASTATINE [210]☠	86 Rn RADON [222]☠	87 Uuo UNUNOCTIUM [294]☠	88 Uus UNUNSEPTIUM [294]☠	89 Uuh UNUNHEXIUM [291]☠	90 Uuq UNUNQUADIUM [289]☠	91 Uup UNUNPENTIUM [289]☠	92 Uuq UNUNTRIUM [286]☠	93 Cn COPENICIUM [285]☠	94 Rg ROENTGENIUM [281]☠	95 Ds DARMASTADIUM [281]☠	96 Rf ROENTGENIUM [281]☠	97 Cn COPENICIUM [285]☠	98 Bk BERKELIUM [247]☠	99 Cf CALIFORNIUM [251]☠	100 Fm FERMIUM [257]☠	101 Md MENDELEVIUM [258]☠	102 No NOBELIUM [259]☠	103 Lr LAWRENCIUM [262]☠
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SCIENCE Unit Conversion

ENGLISH TO METRIC CONVERSIONS

<i>To Convert</i> →	<i>Multiply By</i> →	<i>To Find</i> →
AREA		
square inches	6.45	square centimeters
square feet	0.09	square meters
square miles	2.59	square kilometers
acres	0.40	hectares
LENGTH		
inches	2.54	centimeters
feet	0.30	meters
yards	0.91	meters
miles	1.61	kilometers
MASS AND WEIGHT		
ounces	28.41	grams
pounds	0.45	kilograms
pounds	4.45	newtons
tons	0.91	tonnes (metric tons)
VOLUME		
cubic inches	16.39	cubic centimeters
cubic feet	0.02	cubic meters
quarts	0.95	liters
gallons	3.78	liters



METRIC TO ENGLISH CONVERSIONS

<i>To Convert</i> →	<i>Multiply By</i> →	<i>To Find</i> →
AREA		
square centimeters	0.16	square inches
square meters	10.76	square feet
square kilometers	0.39	square miles
hectares	2.47	acres
LENGTH		
centimeters	0.39	inches
meters	3.28	feet
meters	1.09	yards
kilometers	.62	miles
MASS AND WEIGHT		
grams	0.04	ounces
kilograms	2.20	pounds
tonnes (metric tons)	1.10	tons
newtons	.023	pounds
VOLUME		
cubic centimeters	0.06	cubic inches
cubic meters	35.3	cubic feet
liters	1.06	quarts
liters	0.26	gallons

TEMPERATURE

Fahrenheit to Celsius:
subtract 32, then multiply
by 5 and divide by 9.

Celsius to Fahrenheit:
multiply by 9, divide by 5,
then add 32.

MATHEMATICS Squares & Square Roots

N	N ²	\sqrt{N}
1	1	1.00
2	4	1.41
3	9	1.73
4	16	2.00
5	25	2.24
6	36	2.45
7	49	2.65
8	64	2.83
9	81	3.00
10	100	3.16
11	121	3.32
12	144	3.46
13	169	3.61
14	196	3.74
15	225	3.87
16	256	4.00
17	289	4.12
18	324	4.24
19	361	4.36
20	400	4.47
21	441	4.58
22	484	4.69
23	529	4.80
24	576	4.90
25	625	5.00
26	676	5.10
27	729	5.20
28	784	5.29
29	841	5.39
30	900	5.48
31	961	5.57
32	1,024	5.66
33	1,089	5.74
34	1,156	5.83
35	1,225	5.92
36	1,296	6.00
37	1,369	6.08
38	1,444	6.16
39	1,521	6.24
40	1,600	6.32
41	1,681	6.40
42	1,764	6.48
43	1,849	6.56
44	1,936	6.63
45	2,025	6.71
46	2,116	6.78
47	2,209	6.86
48	2,304	6.93
49	2,401	7.00
50	2,500	7.07

N	N ²	\sqrt{N}
51	2,601	7.14
52	2,704	7.21
53	2,809	7.28
54	2,916	7.35
55	3,025	7.42
56	3,136	7.48
57	3,249	7.55
58	3,364	7.62
59	3,481	7.68
60	3,600	7.75
61	3,721	7.81
62	3,844	7.87
63	3,969	7.94
64	4,096	8.00
65	4,225	8.06
66	4,356	8.12
67	4,489	8.19
68	4,624	8.25
69	4,761	8.31
70	4,900	8.37
71	5,041	8.43
72	5,184	8.49
73	5,329	8.54
74	5,476	8.60
75	5,625	8.66
76	5,776	8.72
77	5,929	8.77
78	6,084	8.83
79	6,241	8.89
80	6,400	8.94
81	6,561	9.00
82	6,724	9.06
83	6,889	9.11
84	7,056	9.17
85	7,225	9.22
86	7,396	9.27
87	7,569	9.33
88	7,744	9.38
89	7,921	9.43
90	8,100	9.49
91	8,281	9.54
92	8,464	9.59
93	8,649	9.64
94	8,836	9.70
95	9,025	9.75
96	9,216	9.80
97	9,409	9.85
98	9,604	9.90
99	9,801	9.95
100	10,000	10.00

N	N ²	\sqrt{N}
101	10,201	10.05
102	10,404	10.10
103	10,609	10.15
104	10,816	10.20
105	11,025	10.25
106	11,236	10.30
107	11,449	10.34
108	11,664	10.39
109	11,881	10.44
110	12,100	10.49
111	12,321	10.54
112	12,544	10.58
113	12,769	10.63
114	12,996	10.68
115	13,225	10.72
116	13,456	10.77
117	13,689	10.82
118	13,924	10.86
119	14,161	10.91
120	14,400	10.95
121	14,641	11.00
122	14,884	11.05
123	15,129	11.09
124	15,376	11.14
125	15,625	11.18
126	15,876	11.22
127	16,129	11.27
128	16,384	11.31
129	16,641	11.36
130	16,900	11.40
131	17,161	11.45
132	17,424	11.49
133	17,689	11.53
134	17,956	11.58
135	18,225	11.62
136	18,496	11.66
137	18,769	11.70
138	19,044	11.75
139	19,321	11.79
140	19,600	11.83
141	19,881	11.87
142	20,164	11.92
143	20,449	11.96
144	20,736	12.00
145	21,025	12.04
146	21,316	12.08
147	21,609	12.12
148	21,904	12.17
149	22,201	12.21
150	22,500	12.25

MATHEMATICS Algebra & Multiplication Table

ALGEBRA

Expanding

- {1} $a(b+c) = ab+ac$
- {2} $(a+b)^2 = a^2+2ab+b^2$
- {3} $(a-b)^2 = a^2-2ab+b^2$
- {4} $(a+b)(a+c) = a^2+ac+ab+bc$
- {5} $(a+b)(c+d) = ac+ad+bc+bd$
- {6} $(a+b)^3 = a^3+3a^2b+3ab^2+b^3$
- {7} $(a-b)^3 = a^3-3a^2b+3ab^2-b^3$
- {8} $a^2-b^2 = (a+b)(a-b)$
- {9} $a^3+b^3 = (a+b)(a^2-ab+b^2)$
- {10} $a^3b-ab^3 = ab(a+1)(a-1)$
- {11} $a^2-2ab+b^2 = (a-b)^2$
- {12} $a^3-b^3 = (a-b)(a^2+ab+b^2)$

Laws of Exponents

- {1} $a^r a^s = a^{r+s}$
- {2} $a^r / a^s = a^{r-s}$
- {3} $a^r a^s / a^p = a^{r+s-p}$
- {4} $(a^r)^s = a^{rs}$
- {5} $(ab)^r = a^r b^r$
- {6} $(a/b)^r = a^r / b^r$ ($b \neq 0$)
- {7} $a^0 = 1$ ($a \neq 0$)
- {8} $a^{-r} = 1/a^r$ ($a \neq 0$)

if r and s are positive integers

Logarithms

- {1} $\text{Log}(xy) = \text{Log } x + \text{Log } y$
- {2} $\text{Log } x^r = r \text{Log } x$
- {3} $\text{Log } x = n \iff x = 10^n$ (Common log)
- {4} $\text{Log}_a x = n \iff x = a^n$ (Log to the base a)
- {5} $\text{Ln } x = n \iff x = e^n$ (Natural log)
- {6} $\text{Log}(x/y) = \text{Log } x - \text{Log } y$

$e = 2.71828183$

Quadratic Formula

When given a formula in the form of a quadratic equation \rightarrow

$$ax^2 + bx + c = 0$$

The solution can be derived using the quadratic formula \rightarrow

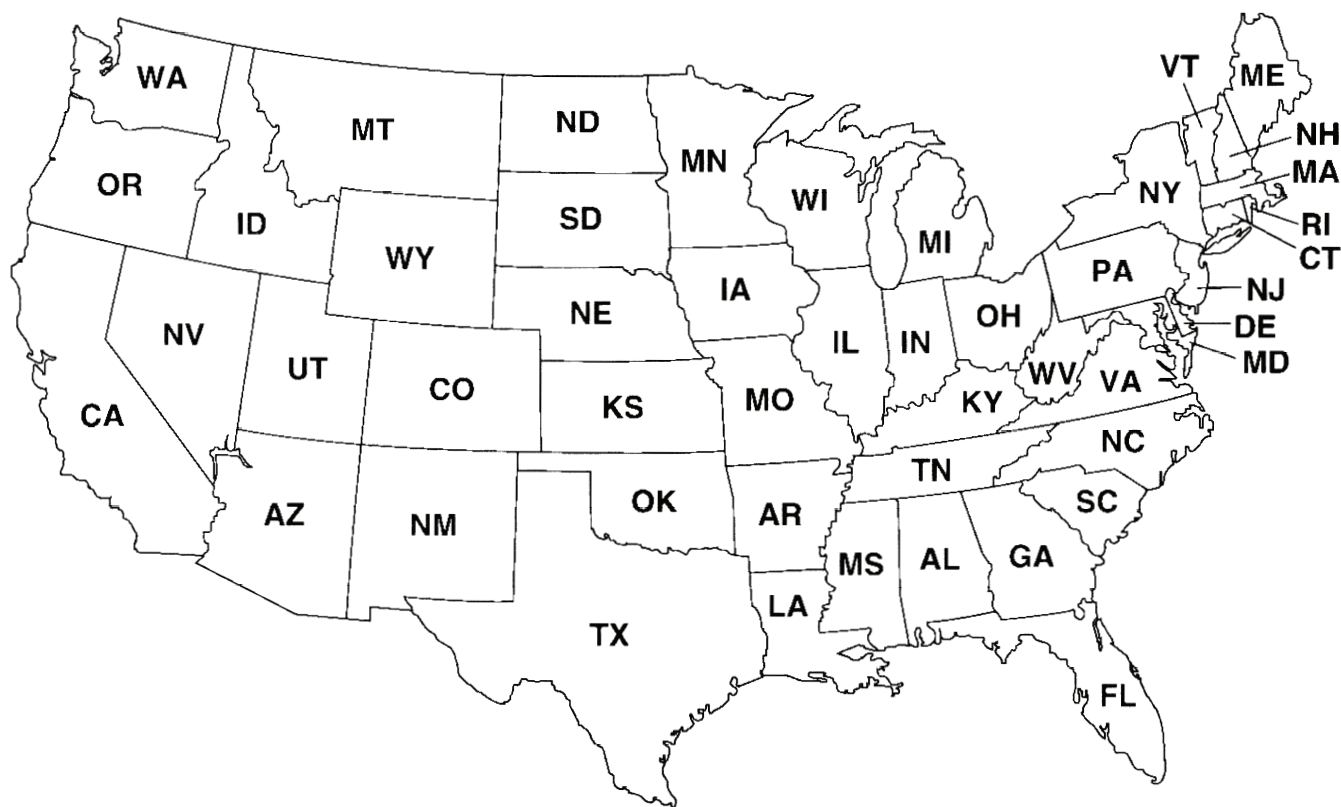
$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

MULTIPLICATION TABLE

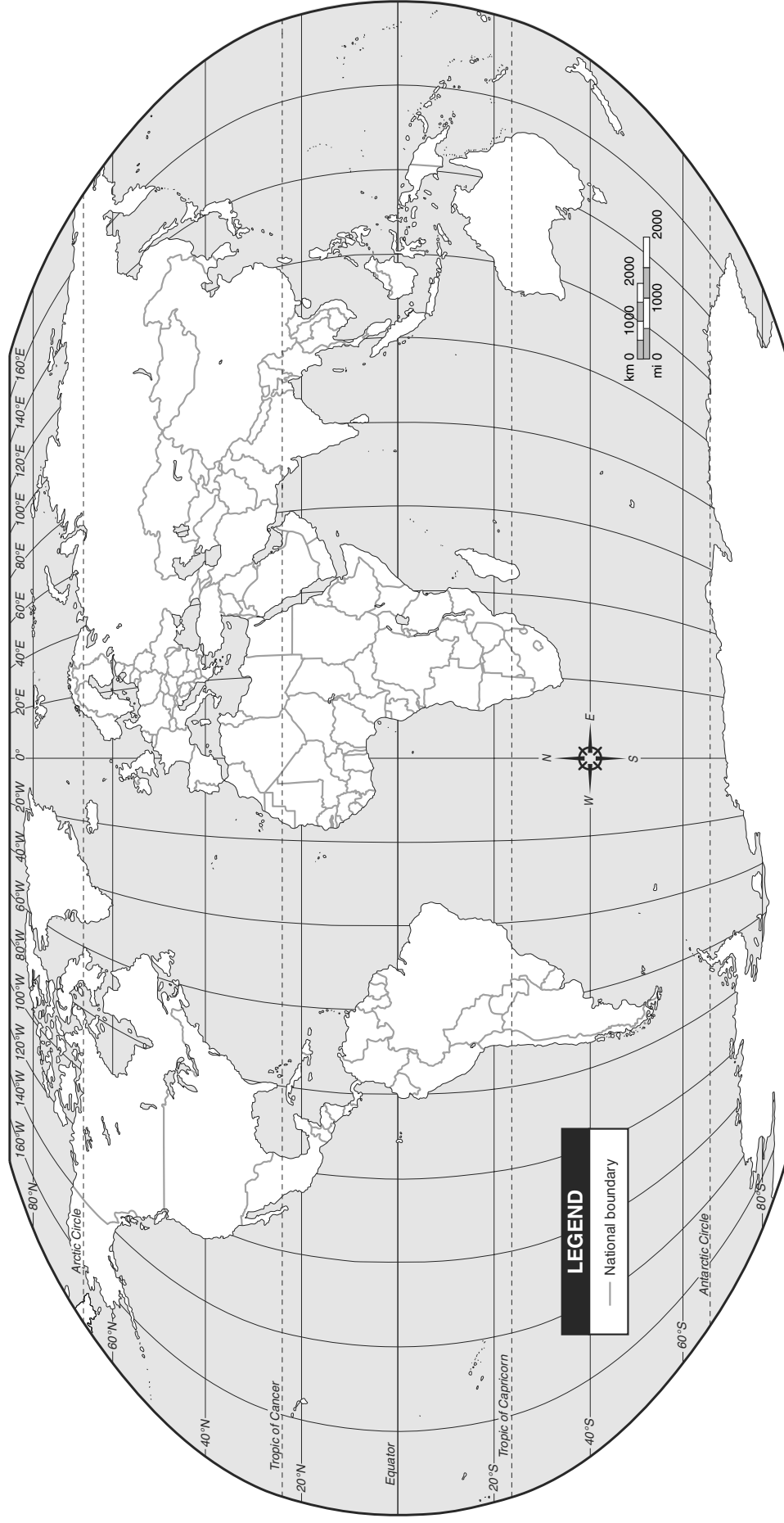
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
3	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	54	57	60
4	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60	64	68	72	76	80
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
6	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96	102	108	114	120
7	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105	112	119	126	133	140
8	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120	128	136	144	152	160
9	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144	153	162	171	180
10	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200
11	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165	176	187	198	209	220
12	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	192	204	216	228	240
13	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195	208	221	234	247	260
14	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210	224	238	252	266	280
15	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300
16	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240	256	272	288	304	320
17	17	34	51	68	85	102	119	136	153	170	187	204	221	238	255	272	289	306	323	340
18	18	36	54	72	90	108	126	144	162	180	198	216	234	252	270	288	306	324	342	360
19	19	38	57	76	95	114	133	152	171	190	209	228	247	266	285	304	323	342	361	380
20	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300	320	340	360	380	400

SOCIAL STUDIES States & State Capitals

{AL}	Alabama -----	Montgomery	{MT}	Montana-----	Helena
{AK}	Alaska-----	Juneau	{NE}	Nebraska-----	Lincoln
{AZ}	Arizona-----	Phoenix	{NV}	Nevada-----	Carson City
{AR}	Arkansas-----	Little Rock	{NH}	New Hampshire-----	Concord
{CA}	California-----	Sacramento	{NJ}	New Jersey-----	Trenton
{CO}	Colorado-----	Denver	{NM}	New Mexico-----	Santa Fe
{CT}	Connecticut-----	Hartford	{NY}	New York-----	Albany
{DE}	Delaware-----	Dover	{NC}	North Carolina-----	Raleigh
{FL}	Florida-----	Tallahassee	{ND}	North Dakota-----	Bismarck
{GA}	Georgia-----	Atlanta	{OH}	Ohio-----	Columbus
{HI}	Hawaii-----	Honolulu	{OK}	Oklahoma-----	Oklahoma City
{ID}	Idaho-----	Boise	{OR}	Oregon-----	Salem
{IL}	Illinois-----	Springfield	{PA}	Pennsylvania-----	Harrisburg
{IN}	Indiana-----	Indianapolis	{RI}	Rhode Island-----	Providence
{IA}	Iowa-----	Des Moines	{SC}	South Carolina-----	Columbia
{KS}	Kansas-----	Topeka	{SD}	South Dakota-----	Pierre
{KY}	Kentucky-----	Frankfort	{TN}	Tennessee-----	Nashville
{LA}	Louisiana-----	Baton Rouge	{TX}	Texas-----	Austin
{ME}	Maine-----	Augusta	{UT}	Utah-----	Salt Lake City
{MD}	Maryland-----	Annapolis	{VT}	Vermont-----	Montpelier
{MA}	Massachusetts-----	Boston	{VA}	Virginia-----	Richmond
{MI}	Michigan-----	Lansing	{WA}	Washington-----	Olympia
{MN}	Minnesota-----	St. Paul	{WV}	West Virginia-----	Charleston
{MS}	Mississippi-----	Jackson	{WI}	Wisconsin-----	Madison
{MO}	Missouri-----	Jefferson City	{WY}	Wyoming-----	Cheyenne



WORLD COUNTRIES



SOCIAL STUDIES United States Presidents

No.	President	Party	Date of Term	Vice President
1	George Washington	Fed.	1789-1797	John Adams
2	John Adams	Fed.	1797-1801	Thomas Jefferson
3	Thomas Jefferson	Dem.-Rep.	1801-1809	Aaron Burr
	Thomas Jefferson		1801-1809	George Clinton
4	James Madison	Dem.-Rep.	1809-1817	George Clinton
	James Madison		1809-1817	Elbridge Gerry
5	James Monroe	Dem.-Rep.	1817-1825	Daniel D. Tompkins
6	John Quincy Adams	Dem.-Rep.	1825-1829	John C. Calhoun
7	Andrew Jackson	Dem.	1829-1833	John C. Calhoun
	Andrew Jackson		1833-1837	Martin Van Buren
8	Martin Van Buren	Dem.	1837-1841	Richard M. Johnson
9	William Henry Harrison*	Whig	1841-1841	John Tyler
10	John Tyler	Whig	1841-1845	
11	James K. Polk	Dem.	1845-1849	George M. Dallas
12	Zachary Taylor*	Whig	1849-1850	Millard Fillmore
13	Millard Fillmore	Whig	1850-1853	
14	Franklin Pierce	Dem.	1853-1857	William R. King
15	James Buchanan	Dem.	1857-1861	John C. Breckinridge
16	Abraham Lincoln	Rep.	1861-1865	Hannibal Hamlin
	Abraham Lincoln	Rep.	1865-1865	Andrew Johnson
17	Andrew Johnson	Nat. Union	1865-1869	
18	Ulysses S. Grant	Rep.	1869-1873	Schuyler Colfax
	Ulysses S. Grant		1873-1877	Henry Wilson
19	Rutherford B. Hayes	Rep.	1877-1881	William A. Wheeler
20	James A. Garfield	Rep.	1881-1881	Chester A. Arthur
21	Chester A. Arthur	Rep.	1881-1885	
22	Grover Cleveland	Dem.	1885-1889	Thomas A. Hendricks
23	Benjamin Harrison	Rep.	1889-1893	Levi P. Morton
24	Grover Cleveland	Dem.	1893-1897	Adlai E. Stevenson
25	William McKinley	Rep.	1897-1901	Garret A. Hobart
	William McKinley	Rep.	1897-1901	Theodore Roosevelt
26	Theodore Roosevelt	Rep.	1901-1905	
	Theodore Roosevelt		1905-1909	Charles W. Fairbanks
27	William H. Taft	Rep.	1909-1913	James S. Sherman
28	Woodrow Wilson	Dem.	1913-1921	Thomas R. Marshall
29	Warren G. Harding	Rep.	1921-1923	Calvin Coolidge
30	Calvin Coolidge	Rep.	1923-1929	Charles G. Dawes
31	Herbert C. Hoover	Rep.	1929-1933	Charles Curtis
32	Franklin D. Roosevelt	Dem.	1933-1937	John N. Garner
	Franklin D. Roosevelt		1937-1941	Henry A. Wallace
	Franklin D. Roosevelt		1941-1945	Harry S. Truman
	Franklin D. Roosevelt		1945-1945	Harry S. Truman
33	Harry S. Truman	Dem.	1945-1949	
	Harry S. Truman		1949-1953	Alben W. Barkley
34	Dwight D. Eisenhower	Rep.	1953-1961	Richard M. Nixon
35	John F. Kennedy*	Dem.	1961-1963	Lyndon B. Johnson
36	Lyndon B. Johnson	Dem.	1963-1969	
	Lyndon B. Johnson		1963-1969	Hubert H. Humphrey
37	Richard M. Nixon	Rep.	1969-1973	Spiro T. Agnew
	Richard M. Nixon*		1973-1974	Gerald R. Ford
38	Gerald Ford	Rep.	1974-1977	Nelson Rockefeller
39	James E. Carter	Dem.	1977-1981	Walter Mondale
40	Ronald Reagan	Rep.	1981-1985	George Bush
	Ronald Reagan		1985-1989	
41	George Bush	Rep.	1989-1993	Dan Quayle
42	William J. Clinton	Dem.	1993-1997	Albert Gore
	William J. Clinton		1997-2001	Albert Gore
43	George W. Bush	Rep.	2001-2005	Dick Cheney
	George W. Bush		2005-2009	Dick Cheney
44	Barack Obama	Dem.	2009-2017	Joe Biden
45	Donald J. Trump	Rep.	2017-	Mike Pence

*(Did not finish term)

ORDER OF PRESIDENTIAL SUCCESSION

- {1} The Vice President
- {2} Speaker of the House
- {3} President pro tempore of the Senate
- {4} Secretary of State
- {5} Secretary of the Treasury
- {6} Secretary of Defense
- {7} Attorney General
- {8} Secretary of the Interior
- {9} Secretary of Agriculture
- {10} Secretary of Commerce
- {11} Secretary of Labor
- {12} Secretary of Health and Human Services
- {13} Secretary of Housing and Urban Development
- {14} Secretary of Transportation
- {15} Secretary of Energy
- {16} Secretary of Education
- {17} Secretary of Veteran Affairs



2021 Master List Rebecca Caudill Young Readers' Book Award Illinois Children's Choice Award

Author	Title	Publisher	Pub Date	Interest Levels
Abdul-Jabbar, Kareem with Obstfeld, Raymond	Becoming Kareem	Little, Brown and Company	2017	6-8
Arden, Katherine	Small Spaces	G.P. Putnam's Sons	2018	4-7
Auxier, Jonathan	Sweep: The Story of a Girl and Her Monster	Amulet Books	2018	4-7
Bigelow, Lisa Jenn	Drum Roll, Please	Harper - HarperCollins	2018	5-8
Brimner, Larry Dane	Twelve Days in May: Freedom Ride 1961	Calkins Creek - Highlights	2017	5-8
Cervantes, Angela	Me, Frida, and the Secret of the Peacock Ring	Scholastic Press	2018	4-5
Craft, Jerry	New Kid	Harper - HarperCollins	2019	4-8
Diaz, Alexandra	The Only Road	Simon & Schuster	2016	6-8
Johnson, Varian	The Parker Inheritance	Arthur A. Levine - Scholastic, Inc.	2018	5-8
Leatherdale, Mary Beth	Stormy Seas: Stories of Young Boat Refugees	Annick Press	2017	4-8
Marsh, Katherine	Nowhere Boy	Roaring Brook Press	2018	5-8
McAnulty, Stacy	The Miscalculations of Lightning Girl	Random House	2018	4-7
Nielsen, Jennifer A.	Resistance	Scholastic Press	2018	6-8
Oh, Ellen	Spirit Hunters	Harper - HarperCollins	2017	4-7
Ramee, Lisa Moore	A Good Kind of Trouble	Balzer + Bray - HarperCollins	2019	5-7
Reynolds, Jason	Long Way Down	Atheneum	2017	7-8
Saeed, Aisha	Amal Unbound	Nancy Paulsen Books	2018	4-7
Schmitt, Adam P.	Speechless	Candlewick	2018	5-8
White, J.A.	Nightbooks	Katherine Tegen Books - HarperCollins	2018	5-7
Yang, Kelly	Front Desk	Arthur A. Levine - Scholastic, Inc.	2018	4-6

Interest levels reflect a title's combination of ability and appeal for young readers as suggested by the RCYRBA Board of Directors. With each annual list participants should evaluate, purchase and promote only those books which they determine appropriate for their students and the grade levels served. Be reminded, to participate in the program, you need only offer 12 of the titles.

Science Safety Contract

PURPOSE

Science is a hands-on laboratory class. However, science activities may have potential hazards. We will use some equipment and animals that may be dangerous if not handled properly. Safety in the science classroom is an important part of the scientific process. To ensure a safe classroom, a list of rules has been developed and is called the Science Safety Contract. These rules must be followed at all times. Additional safety instructions will be given for each activity.

No science student will be allowed to participate in science activities until this contract has been signed.

SAFETY RULES

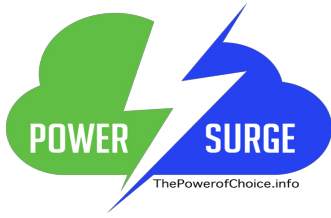
1. Conduct yourself in a responsible manner at all times in the science room. Horse play, practical jokes, and pranks will not be tolerated.
2. Follow all written and verbal instructions carefully. Ask your teacher questions if you do not understand the instructions.
3. Do not touch any equipment, supplies, animals, or other materials in the science room without permission from the teacher.
4. Perform only authorized and approved experiments. Do not conduct any experiments when the teacher is out of the room.
5. Never eat, drink, chew gum, or taste anything in the science room.
6. Keep hands away from face, eyes, and mouth while using science materials or when working with either chemicals or animals. Wash your hands with soap and water before leaving the science room.
7. Wear safety glasses or goggles when instructed. Never remove safety glasses or goggles during an experiment. There will be NO exceptions to this rule!
8. Keep your work area and the science room neat and clean. Bring only your laboratory instructions, worksheets, and writing instruments to the work area.
9. Clean all work areas and equipment at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
10. Follow your teacher's instructions to dispose of any waste materials generated in an experiment.
11. Report any accident (fire, spill, breakage, etc.) injury (cut, burn, etc.), or hazardous condition (broken equipment, etc.) to the teacher immediately.
12. Consider all chemicals used in the science room to be dangerous. Do not touch or smell any chemicals unless specifically instructed to do so.
13. Always carry a microscope with both hands. Hold the arm with one hand; place the other hand under the base.
14. Treat all preserved specimens and dissecting supplies with care and respect.
 - a. Do not remove preserved specimens from the science room.
 - b. Use scalpels, scissors, and other sharp instruments only as instructed.
 - c. Never cut any material towards you- always cut away from your body.
 - d. Report any cut or scratch from sharp instruments to the teacher immediately.
15. Never open storage cabinets or enter the prep/storage room without permission from the teacher.
16. Do not remove chemicals, equipment supplies, or animals from the science room without permission from the teacher.
17. Handle all glassware with care. Never pick up hot or broken glassware with your bare hands.
18. Use extreme caution when using matches, a burner, or hot plate. Only light burners when instructed and do not put anything into a flame unless specifically instructed to do so. Do not leave a lit burner unattended.
19. Dress properly – long hair must be tied back, no dangling jewelry, and no loose or baggy clothing. Wear aprons when instructed.
20. Learn where the safety equipment is located and how to use it. Know where the exits are located and what to do in case of an emergency or fire drill.

AGREEMENT

I _____, (student name) have read and understand each of the above safety rules set forth in the contract. I agree to follow them to ensure not only my own safety but also the safety of others in the science classroom or laboratory. I also agree to follow the general rules of appropriate behavior for a classroom at all times to avoid accidents and to provide a safe learning environment for everyone. I understand that if I do not follow all the rules and safety precautions, I will not be allowed to participate in science activities.

Important Questions: Do you wear contact lenses? Y or N Are you color blind? Y or N
Do you have any allergies? Y or N If so, Please List _____

Student Signature _____ Date _____



WHEN LIFE GETS COMPLICATED

How do you cope with stress when life gets complicated? Coping describes any behavior that is designed to manage the stresses and overwhelming feelings that come with tough situations.

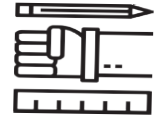
WHY IS COPING IMPORTANT?

By learning and developing positive coping skills, you will build resilience and well-being and be set up with an important skill for life.



MY COPING TOOLBOX ESSENTIALS

Use these to help keep your stress under control



RANDOM ACTS OF KINDNESS

GET A GOOD NIGHTS SLEEP

SPEND TIME WITH FRIENDS & FAMILY

SPEND TIME WITH YOUR PET

TAKE DEEP BREATHS

DO YOGA

STAY POSITIVE

EXERCISE

PLAY MUSIC

EAT HEALTHY

LAUGH

WRITE A POEM

WRITE A STORY

WATCH A MOVIE



The Power of Choice is a project of 360 Youth Services, Naperville School District 203, Indian Prairie School District 204, Naperville Police Department, KidsMatter and District 203 & 204 parents. Funded in whole or in part by the Illinois Department of Human Services, Division of Substance Use Prevention and Recovery through a grant from the Substance Abuse and Mental Health Services Administration.

BROUGHT TO YOU BY:
THE POWER OF CHOICE

L.A.N.C.E.R. PRIDE

LEADERSHIP

- Positive
- Collaborative
- Responsible
- Confident
- Motivated

ACTION

- Engaged
- Involved
- Self-directed
- Empowered
- Does the right thing

NOBILITY

- Dependable
- Inspiring
- Respectful
- Honest
- Courageous

COMPASSION

- Empathetic
- Encouraging
- Kind
- Patient
- Community Contributor

EXCELLENCE

- Quality Producer
- Passionate
- Goal Oriented
- Complex thinker
- Does their best

RESILIENCE

- Determined
- Diligent
- Persistent
- Adaptable
- Reflective