



MADISON
JUNIOR HIGH

Student Handbook

2020-2021

MADISON JUNIOR HIGH SCHOOL

Bell Schedules

Schedule 1 (Regular Day)

PERIOD	TIME
1	8:00 — 8:48
2	8:52 — 9:32
3	9:36 — 10:16
4	10:20 — 11:00
5	11:05 — 11:45
6	11:50 — 12:30
7	12:35 — 1:15
8	1:20 — 2:00
9	2:04 — 2:50

Schedule 2 Half Day Schedule

PERIOD	TIME
1	8:00 — 8:31
2	8:35 — 9:04
3	9:08 — 9:36
4	9:40 — 10:08
8	10:12 — 10:40
9	10:44 — 11:15

Schedule 3 PM Assembly

PERIOD	TIME
1	8:00 — 8:37
2	8:41 — 9:15
3	9:19 — 9:53
4	9:57 — 10:31
5	10:36 — 11:10
6	11:15 — 11:49
7	11:54 — 12:28
8	12:33 — 1:07
9	1:11 — 1:46
Assembly	2:00 — 2:50

Schedule 4 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 5 Late Arrival Bell Schedule

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

Schedule 6 Assemblies 1st and 2nd

PERIOD	TIME
1	8:00 — 8:55
2	8:59 — 9:49
3	9:53 — 10:31
4	10:35 — 11:13
5	11:18 — 11:56
6	12:01 — 12:39
7	12:44 — 1:22
8	1:27 — 2:05
9	2:09 — 2:50

Madison Junior High School | 1000 River Oak Drive | Naperville, Illinois 60565 | 630.420.6400 | FAX 630.420.6402

<http://www.naperville203.org/Domain/25>

Nancy Voise, Principal **Michael Frost, Assistant Principal** **Andrea Szczepanski, Assistant Principal**

I have received a copy of the 2020-21 Student Handbook/Planner and understand that it contains NCUSD203 Board policy and school procedures. I understand that I will be held accountable to the standards stated in these policies.

Student Name Printed

Student Signature

Date _____

Team /Grade _____

Distributed by: _____

(record the name of the teacher, counselor, administrator, administrative assistant, etc.)

MADISON JUNIOR HIGH **SCHOOL**

Home of the Warhawks
Student Handbook & Planner
2020-21



**This planner/handbook belongs
to:**

NAME _____

ADDRESS _____

CITY/TOWN _____ **ZIP CODE** _____

PHONE _____

TEAM _____

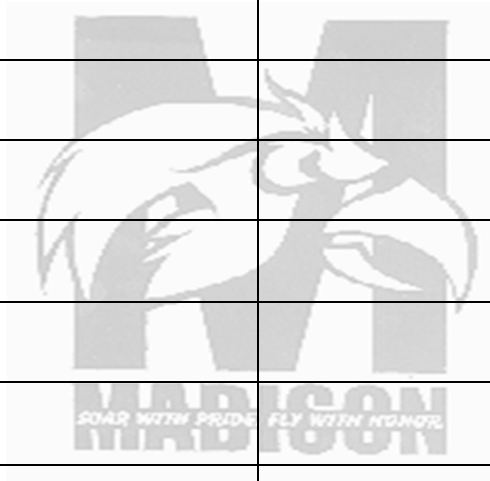
1000 River Oak Drive Naperville, IL 60565
(630) 420-6400

www.naperville203.org/Domain/25

MJHS

SCHEDULE

PD	Class	Teacher	Room
1			
2			
3			
4			
5			
6			
7			
8			
9			



Applied Arts & Science Trimester #2/Quarter #2

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Applied Arts & Science Trimester #3/Quarter #3

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Applied Arts & Science Quarter #4

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I have band/chorus/orchestra on _____ day/days.

MADISON JUNIOR HIGH: HOME OF THE SOARING WARHAWKS

Madison Sings

Fight, fight, fight for mighty Madison,
Oh see that Warhawk fly!
Black and gold we will defend you,
As we raise our banner high.
Courage, strength and honor
Will be yours, oh Madison.
We will stand by you forever more,
You're the best, you're number one!
--Ms. Ellen Bartel
(Written for the Inaugural year 1978)



President James Madison
1809- 1817

President Madison was the foremost architect
Of the U.S. Constitution, a leading
theorist of the republican government and
the fourth president of the United States.

Madison Junior High Mission Statement

In partnership with the community, Madison Junior High students are provided the opportunities to grow intellectually. Socially, ethically and creatively in a safe Environment that enhances independence, Healthy decision making, and life-long Learners with a global perspective.

DISTRICT 203 MISSION STATEMENT

Our mission is to educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors.

DISTRICT AND MADISON BELIEFS

NCUSD203 and Madison believe an Exemplary school district:

- ✓ Values dignity and uniqueness of each individual
- ✓ Promotes responsible citizenship
- ✓ Is the result of a collective partnership of students, staff, parents and community.





Madison Junior High Staff



Nancy Voise—Principal
Michael Frost—Assistant Principal
Andrea Szczepanski—Assistant Principal

School Counselors

Stephanie Charvat - 6th grade

Carina Martino - 7th grade

Stefany Konatarevic - 8th grade

Administrative Assistants

Janine Dale

Brittany Kozielski

Tamille Jackson

D'Ann Searls

School Nurse

Samantha Harris

Health Technician

Jennifer Sanders

SRO

Chris Schaefer

6TH GRADE TEAMS

Soar

Mr. Matt Gerwig*
Mrs. Ashlee Cravatta
Mrs. Lisa Gardner
Mrs. Amanda Mennella

Flyers

Ms. Emily Borta*
Mrs. Janel Cook
Mrs. Tiffany Papafotopoulos
Mrs. Susan Vivian

7TH GRADE TEAMS

United

Ms. Julie Radasevich*
Mr. Dave Dunnett
Mrs. Andrea Holba
Mrs. Kelsey Indelicato

Dream

Mr. Jeff Van Harlingen*
Mrs. Emily Jumbeck
Mrs. Heidi Sands
Mrs. Katie Walsh

8TH GRADE TEAMS

Integrity

Mr. Patrick Zedrow*
Mr. Ryan DeBora
Ms. Amy Grubb
Ms. Karen Labeledz

Pathfinders

Mrs. Jessica Clifford*
Mrs. Cheryl Nicoski
Mrs. Catie O'Boyle
Mr. Tim Winder

Physical Education

Mr. John Scherrman*
Mrs. Tricia DeGraff
Ms. Val Ruiz
Mrs. Anne Marie Tomek

Exploratory Department

Sarah Heflin–Art
TBD-FACS
Mrs. Kristen Ufheil-PLTW

Learning Commons

Mrs. Natasha Konrad
Mrs. Liz Cheatham
Mr. Daniel Goulson

World Languages

Mr. Tom Mackrie
TBD
Mrs. Judy Dore
Mrs. Ashley Volpe

Performance Music

Mrs. Erika McCann*
Mr. Dave Carroll
Mrs. Carmen Ceresa
Mrs. Mya Dwyer

Interventionists

Mrs. Paula Gerwig
Mrs. Rachel Ryan
TBD



Special Education

Mrs. Ashley Johns*, School Psychologist
Mrs. Renee Bodach, Speech Pathologist
Mr. Ryan Clifford, LBS
Mr. Brendan Hendrick, School Psychologist
Mrs. Kathy Mullin, LBS
Mr. Joe Nikkel, LBS
Mrs. Maureen Schultze, LBS
Mrs. Gina Weber, LBS
Mrs. Lisa Wiencek, LBS
Ms. Lisa Yager, LBS
Liz Yanke, Social Worker
TBD, Social Worker



Assistants

Mrs. Tracy Cowart
Ms. Leslie Madalinski
Mrs. Mariana DeJesus-Martin
Mrs. Enza Maurizi
Mr. Tom Piasecki
Mrs. Mary Pieters
Mrs. Deepa Prasad
Mrs. Kelissa Ponce
Ms. Lori Riley
Mrs. Mital Khokani
Mrs. Mary Li

Maintenance Staff

Mr. Sam Schaefer*
Mr. Jeff Stutes

Evening Maintenance Staff

Mr. Charles Mobley*
Mr. Nick Sanderson
Mr. Besnick Maja
Mr. Joe Ludwick

* Team/Department Leader

GIVE US A CALL!



To access Madison's voicemail:
Dial 420-6400 from any touch-tone phone. Visit our website at www.naperville203.org/Domain/25 for a staff directory.

To Report Student Absences/Late Arrivals:

- **Before 8:00 a.m.**, call 630-848-5466, **After 8:00 a.m.**, call 630-420-4046
- Leave your name, your child's name and grade, and the reason for absence.
- Press the #-key to end your message.
- **Absences and Late Arrivals can be reported 24 hours a day.**



Madison Locker Locations



Lockers # 1 to 33 ----- Outside 171
Lockers # 34 to 54 ----- Outside 170
Lockers # 55 to 79----- Outside Rooms 166& 168
Lockers # 80 to 100 ----- Outside Room 163
Lockers # 101 to 123 ----- Outside Room 157
Lockers #124 to 185 ----- Outside Rooms 158 & 159
Lockers # 186 to 208 ----- Outside Room 157
Lockers # 209 to 239 ----- Outside Room 148

Lockers # 240 to 361 ----- Music & Tech Arts Hallway
Lockers #362 to 474 ----- FACS & PE Hallway
Lockers #475 to 500 ----- Rooms 195 & 198
Lockers # 501 to 557 ----- Outside Rooms 185-188
Lockers #558 to 594 ----- Outside Rooms 180 - 183
Lockers #595 to 617 ----- Outside Room 171
Lockers # 618 to 623 ----- Outside Rooms 173 & 174
Lockers # 635 to 993 ----- West Wing Hallway
Lockers # 994 to 1014 ---- Outside Room 172

Got homework?

On-line Homework Information!

All students are given regular homework assignments. These assignments are given to supplement and enhance classroom activities. If a student is absent or needs to clarify assignments given in class, assignments are best provided via Canvas.

How can I get involved at Madison?

Intramurals

Flag Football
Bags
Racket Sports
Basketball
Yoga
Rock Climbing
Soccer

Golf
Floor Hockey
Dodgeball
Bowling
Cheerleading
Volleyball

MJHS Athletics

Boys' Basketball
Girls' Basketball
Cross Country
Football
Track and Field
Volleyball
Wrestling

Clubs and Activities

Botanical Warhawks
Chess Club — Drama Club
Flight Club — Math Counts
Newspaper Club — PRIDE Club
Science Fair — Speech Club
Spring Musical — Student Council
Tech/STEM Club — Yearbook



Madison Junior High Athletic Calendars

FOOTBALL

Date	Time	Opponent	Location
8/21/20		Practice Begins	
8/31/20	4:00 pm	Gymboree	7 Madison/8 Lincoln
9/9/2020	4:00 pm	Jefferson	Madison
9/14/2020	4:00 pm	Lincoln	Madison
9/16/2020	4:00 pm	Washington	Madison
9/21/2020	4:00 pm	Kennedy	Kennedy
9/24/2020	4:00 pm	Jefferson	Jefferson
9/30/2020	4:00 pm	Lincoln	Lincoln
10/5/2020	4:00 pm	Washington	Washington
10/7/2020	4:00 pm	Kennedy	Madison
10/13/2020	4:00 pm	TBA	TBA
10/15/2020	4:00 pm	TBA	TBA
10/19/2020	4:00 pm	TBA	TBA

CROSS COUNTRY

Date	Time	Opponent	Location
8/21/2020		Practice Begins	
9/3/2020	4:00 pm	Hill/Scullen	Scullen
9/15/2020	4:00 pm	Crone/Still	Madison
9/17/2020	4:00 pm	Kennedy/Lincoln	Lincoln
9/22/2020	4:00 pm	Granger/Gregory	Granger
9/24/2020	4:00 pm	Franklin Invite	Northside Park/Wheaton
9/29/2020	4:00 pm	Scullen/Fischer	Madison
10/6/2020	4:00 pm	Granger/Kennedy	Granger
10/14/2020	4:00 pm	Jefferson/Washington	Jefferson
10/20/2020	4:00 pm	Conference Meet	Frontier Park

GIRLS' VOLLEYBALL

Date	Time	Opponent	Location
8/21/2020		Volleyball Tryouts Begin	
9/2/2020	4:00 pm	Crone	7 Madison/8 Crone AA/A
9/9/2020	4:00 pm	Lincoln	7 Madison/8 Lincoln AA/A
9/10/2020	4:00 pm	Gregory	7 Madison/8 Gregory AA/A
9/14/2020	4:00 pm	Still	7 Still/8 Madison AA/A
9/16/2020	4:00 pm	Jefferson	7 Jefferson/8 Madison AA/A
9/17/2020	4:00 pm	Fischer	7 Madison/8 Fischer AA/A
9/22/2020	4:00 pm	Hill	7 Hill/8 Madison A/AA
9/24/2020	4:00 pm	Kennedy	7 Kennedy/8 Madison A/AA
9/29/2020	4:00 pm	Granger	7 Madison/8 Granger A/AA
10/1/2020	4:00 pm	Scullen	7 Madison/8 Scullen A/AA
10/5/2020	4:00 pm	Crone	7 Crone/8 Madison A/AA
10/7/2020	4:00 pm	Washington	7 Washington/8 Madison A/AA
10/14/2020	4:00 pm	Round 1	TBA
10/15/2020	4:00 pm	Round 2	TBA
10/20/2020	4:00 pm	Semi's	TBA
10/21/2020	4:00 pm	Championship Game	TBA

BOYS' BASKETBALL

Date	Time	Opponent	Location
10/22/2020		Tryouts Begin	
11/4/2020	4:00 pm	Crone	7 Madison/8 Crone AA/A
11/9/2020	4:00 pm	Still	7 Still/8 Madison AA/A
11/11/2020	4:00 pm	Lincoln	7 Madison/8 Lincoln AA/A
11/12/2020	4:00 pm	Gregory	7 Madison/8 Gregory AA/A
11/16/2020	4:00 pm	Jefferson	7 Jefferson/8 Madison AA/A
11/18/2020	4:00 pm	Fischer	7 Madison/8 Fischer A/AA
11/30/2020	4:00 pm	Hill	7 Hill/8 Madison A/AA
12/2/2020	4:00 pm	Kennedy	7 Kennedy/8 Madison A/AA
12/3/2020	4:00 pm	Granger	7 Madison/8 Granger A/AA
12/7/2020	4:00 pm	Scullen	7 Madison/8 Scullen A/AA
12/9/2020	4:00 pm	Crone	7 Crone/8 Madison A/AA
12/10/2020	4:00 pm	Washington	7 Washington/8 Madison A/AA
12/14/2020	4:00 pm	Round 1	TBA
12/15/2020	4:00 pm	Round 2	TBA
12/16/2020	4:00 pm	Semi's	TBA
12/17/2020	4:00 pm	Championship Game	TBA

WRESTLING

Date	Time	Opponent	Location
10/29/2020		Practice Begins	
11/10/2020	4:00 pm	Still	Madison
11/17/2020	4:00 pm	Crone	Crone
11/19/2020	4:00 pm	Jefferson & Washington	Jefferson
12/1/2020	4:00 pm	Fischer	Madison
12/8/2020	4:00 pm	Scullen	Scullen
12/14/2020	4:00 pm	Hill	Madison
12/16/2020	4:00 pm	Kennedy	Madison
12/17/2020	4:00 pm	Granger	Madison
1/7/2021	4:00 pm	Gregory	Gregory
1/12/2021	4:00 pm	Lincoln	Lincoln
1/14/2021	4:00 pm	Washington	Madison
1/16/2021	8:00 am	Conference Tournament	NNHS

GIRLS' BASKETBALL

Date	Time	Opponent	Location
1/19/2021		Tryouts Begin	
1/28/2021	4:00 pm	Crone	7 Madison/8 Crone AA/A
2/2/2021	4:00 pm	Still	7 Still/8 Madison AA/A
2/4/2021	4:00 pm	Lincoln	7 Madison/8 Lincoln AA/A
2/8/2021	4:00 pm	Gregory	7 Madison/8 Gregory AA/A
2/10/2021	4:00 pm	Jefferson	7 Jefferson/8 Madison AA/A
2/11/2021	4:00 pm	Fischer	7 Madison/8 Fischer AA/A
2/17/2021	4:00 pm	Hill	7 Hill/8 Madison A/AA
2/18/2021	4:00 pm	Kennedy	7 Kennedy/8 Madison A/AA
2/24/2021	4:00 pm	Granger	7 Madison/8 Granger A/AA
3/1/2021	4:00 pm	Scullen	7 Madison/8 Scullen A/AA
3/3/2021	4:00 pm	Crone	7 Crone/8 Madison A/AA
3/4/2021	4:00 pm	Washington	7 Washington/8 Madison A/AA
3/8/2021	4:00 pm	Round 1	TBA
3/9/2021	4:00 pm	Round 2	TBA
3/10/2021	4:00 pm	Semi's	TBA
3/11/2021	4:00 pm	Championship Game	TBA

PERFORMANCE MUSIC DATES

Date	Time	Activity	Location
10/15/2020	8:00 am	Southside Orchestra Workshop	NCHS
10/15/2020	7:00 pm	Southside Orchestra Concert	NCHS
10/23/20	7:00 pm	Musical	MJHS
10/24/20	2:00 pm	Musical	MJHS
10/29/2020	7:00 pm	6,7, 8 Band Concert	MJHS
11/4/2020	7:00 pm	Orchestra/Choir Concert	MJHS
11/10/2021	7:00 pm	6,7,8 Choir and Orchestra Chorus Concert	MJHS
11/12/2020	8:00 am	Southside Band Workshop	NCHS
11/12/2020	7:00 pm	Southside Band @ NCHS	NCHS
2/9/2021	7:00 pm	Band and Orchestra Concert (6,7,8)	MJHS
2/18/2021	7:30 pm	MJHS Choir Concert (6,7,8)	MJHS
2/20/2021	8:00 am	Junior High Solo/Ensemble @ LJHS	LJHS
3/20/2021		Kiwanis's Pancake Breakfast (tentative)	NCHS
3/26/2021	8:30 am	Elementary Feeder Schools Dept. Tours	
4/22/2021	7:00 pm	6 th and 7 th Grade Band	MJHS
4/29/2021	7:00 pm	MJHS & Feeder Elem Band Concert	MJHS
5/4/2021	7:00 pm	5 th /8 th Orchestra Articulation Concert	MJHS
5/5/2021	7:00 pm	6/7 Grade Orchestra Concert and Chimes	MJHS
5/6/2021	7:00 pm	6,7,8 Chorus Concert	MJHS
5/31/2021		Memorial Day Parade	



MADISON JUNIOR HIGH STUDENT HANDBOOK

Welcome to Madison Junior High School! This handbook has been designed to provide you with helpful information for your reference. Students are 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 environment during the school day. If you have questions about school that are not answered here, please ask your teacher, counselor or an administrator. They will be glad to help you.

SCHOOL PROCEDURES

1. Non-bus riders should plan to arrive no earlier than 7:30 AM. Upon arrival to school all students should report to the Cafeteria or Learning Commons, as designated by staff. Students are not permitted to leave school grounds once they arrive. Students are to leave the building by 3:05 PM unless they are under the direct supervision of a teacher or attending a school related function/event.
2. Hats, hoods, or head coverings (bandana's) are not to be worn in the building unless otherwise approved by the administration or required for religious purpose. Head coverings must be stored in lockers during the school day.
3. During lunch, students wearing bulky coats and hoodies may be asked to take them off when in the lunch line and sitting at the tables.
4. Students must have a pass to use the hall phone during the school day (excluding before and after school). The phone is located across from the main office. Cell phones may be used before 8:00 am and after 2:50.
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 in to celebrate a birthday or other special occasion.
7. Students must carry a pass when they are in the halls during class time.
8. Backpacks are not to be carried in the building during school hours unless approved by the office.
9. Registered bus riders must have parental permission to ride home on another bus. Notes from both parents 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. All locker decorations are to the outside of the locker. Decorating must be done AFTER school. Balloons are not permitted in school. Locker combinations/locations are private and will not be given out by the office. Students are encouraged to keep their combinations private. In addition, students should never pre-set their lockers.
12. Personal electronic devices such as but not limited to cell phones will not be used during school hours unless under the supervision of a teacher. Cell phones should be off and stored during the school day. The school takes no responsibility for these items if they are lost or stolen. **These items must be turned off from 8:00 AM until 2:50 PM.** Personal Electronic devices that are

being used may be confiscated and returned to the student at the end of the school day.

13. Headphones may be worn before or after school, leaving one ear unoccupied.
14. For safety reasons shoes with wheels, skateboards, in-line skates, hover boards, 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.
15. Face painting is only permitted during specified "School Spirit" days. Aerosol and pump sprays are not to be brought to school.
16. Students will ask for permission before videotaping or taking pictures while on school grounds.
17. Public displays of affection (hugging, kissing, holding hands, etc.) are not appropriate.
18. Students will follow the security procedures Madison has in place to keep the building safe.
19. LC materials can only be checked out using your own ID.

The information contained in these pages may be summaries of 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

Madison 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 an atmosphere requires the active support of parents, students, and staff. Most importantly it is the responsibility of each individual to promote academic honesty.

Plagiarism: Madison 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)

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

The Madison staff is committed to meeting the individual learning needs of the student. Support programs have been developed to serve regular education students who need additional assistance. This may be necessary 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 of programs implemented to assist students with academic success. Students are referred by their teams and counselors. Parent permission is required. These include but are not limited to Homework club from 3-4 pm. There is an afterschool bus available to the students that attend these sessions.

ACCEPTABLE DRESS/DRESS FOR SUCCESS

At Madison Junior High we expect students to wear attire that is appropriate and that is not a disruption or distraction to the educational process. These guidelines are designed to promote a positive educational atmosphere. Inappropriate dress is defined in the district Student District policy:

Board Policy 7:160 Student Appearance

Students' appearance, including dress and personal hygiene, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent or designee and included in the Student Handbook.

MJHS Guidelines: An individual's dress, personal appearance, cleanliness, as well as behavior, demonstrate sensitivity to and respect for the learning community.

- Students must wear: a shirt (with fabric in front, back, and on the sides and under arms) and pants or the equivalent (jeans, skirt, sweatpants, leggings, dress or shorts) and shoes. Clothes must be worn in a way that genitals, buttocks, and breasts are fully covered with fabric and shirt must touch pants (or the equivalent) all the way around.
- All undergarments must be covered by outer attire (visible straps are allowed).
- No caps, hats, or head coverings (religious and themed dress-up day are exceptions) may be worn in the building during the school day (7:45am-3:10pm). This includes hats, baseball caps, knit caps or hoods. These items are to be stored in student lockers. Bandanas are allowed to be worn as headbands but not as head covering.
- Attire or accessories that directly, by innuendo, or look-alike promote alcohol, drugs, sex, profanity, violence, gangs, may not be worn at school.
- Attire or accessories that conceal identity are not allowed.
- Dress and grooming should be clean and free of unpleasant odors.
- Clothing and foot wear must not have ornamentation that will damage furniture or floors or create a safety hazard to the student or others.
- Any accessory that could be used as a weapon is forbidden. This includes long or heavy chains and accessories with sharp or pointed protrusions.
- Students cannot wear anything that includes hate speech, pornography, images or language that creates hostile or intimidating environment (based on any protected class or consistently marginalized groups.)

ENFORCEMENT: To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the procedures below. To minimize classroom disruption, staff may give a dress code pass to the student so that Student Services staff can assist with the enforcement.

- 1-Students will be asked to put on their own alternative clothing-if available at school,
- 2-Students will be provided with temporary school clothing,
- 3-Parents may be called to bring alternative clothing

Classroom teachers will make the determination if clothing is a disruption to the class. Students should be warned that their attire is inappropriate or disruptive. A change of clothes will be made. Shirts may be turned inside out if wording can be hidden or a cover-up can be put on to fix the problem. 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.

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 gym while they are waiting for the competitions to begin. 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 Madison. 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, and Girls'/Boys' Track..

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.

CURRICULAR CODE OF CONDUCT

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

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.

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

ATTENDANCE

All students are required by law to attend school every day the 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. on the day of the absence. 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 five 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

During the school year, the following procedure for reporting absences will be used. If your child will be absent, you are to call and notify the school before 7:45 am. To report an absence, call **630-848-5466**. 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 the Reason for the absence. If the student is ill, please describe symptoms.**

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. Excused absences are: illness, doctor's appointment, a death in the family, certain religious holidays, and parental request. The district has a list of accepted religious holidays.

By law, students missing first hour are marked 1/2 day absent from school. Students missing three class periods are marked as a full day absence. Students missing part or all of first hour (unexcused) will make up the time during lunch and/ or after school. 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 Tardy Policy). Students unexcused from a 1/2 day or more of school (three classes) will automatically receive a Saturday School Detention. **After five 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.** Periodic attendance checks will result in letters being mailed home and/or other contact from the school when students reach the 5% levels. Students with attendance concerns, including tardies, will be referred to the office. Attendance becomes a concern when a student is absent for all or part of any school day, more than 5% of the expected attendance days

Note: Requests for homework should be made by e-mailing the teacher. Please do not request homework for student on the Attendance Line. See section on Make-Up Work for more information.

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.

Tardy Policy

All students arriving late to school (up to 8:45 AM) will be marked as TARDY. Between 8:00 AM and 8:05AM, students late for school should report 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 or parent 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 or doctor note will be considered unexcused until documentation can be provided.

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-AM 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 attendance desk or 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 and whether or not the student will be returning to school. 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 Madison Junior High. We want students to feel safe while they are at school. If you feel you are being bullied or see someone being bullied, you should follow these steps.

- Tell an adult in the building where it has happened. (Teacher, Lunchroom supervisor, bus supervisor, bus driver, etc.)
- Tell your parents.
- If the bullying continues, tell your counselor. Your counselor will provide you with practical tips on what to do if the bullying continues. They will refer you to the assistant principal 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 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:

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

Parents are asked to:

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

CONFERENCES

School structured parent/teacher conferences will be held in the fall and spring. Registration will take place electronically.

ELECTRONIC DEVICES

Cell phones must be stored and in the OFF position during the school day. If a student is caught texting, taking photos or using the cell phone or other prohibited electronic device during the school day, the device may be confiscated and consequences assigned. Additional infractions will result in progressive discipline.

Any electronic devices that transmit data, such as but not limited to cell phones and smart watches will not be used during school hours unless under the supervision of a teacher. Headphones may be worn before or after school, leaving one ear unoccupied.

The school takes no responsibility for these items if they are lost or stolen. These items must be turned off and stored from 8:00 AM until 2:50 PM.

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

Field Trips--MJHS 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 students at Madison 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. 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 MJHS 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
- ▶ Stay to the right when moving through hall and when stand out of the mainstream flow when you stop to talk with a friend during passing times
- ▶ 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 Madison as you would your own home
- ▶ Eating and drinking are not allowed at your lockers
- ▶ 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

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.

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.

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.

Administrative Procedures - 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.

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. Contact the district liaison if you have any questions.

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 carry their ID cards daily. Students will need identification cards for the Learning Center, school buses, swipe card for lunch. Students who have lost their ID cards and use them to purchase lunch may report to the main office for assistance. Replacements can be bought through the Learning Commons for \$5.00.

INFINITE CAMPUS PORTAL

District 203 is pleased to offer Infinite Campus, an online system that allows parents to view student schedules, attendance, and discipline and grades (where available). Infinite Campus is in use at the high school and junior high school levels. Parents receive one-time-use access keys, which are necessary to initially register parent accounts. Parents with keys will be able to access available information about their younger students at the various participating schools as well.

LASER POINTERS

Laser pointers are not toys and should not be brought to school. The only exception to the rule is if the student is under the direct supervision of a teacher and it is being used for an educational purpose. Directing the light from a laser pointer or “dot” upon any person, building, vehicle, or other object can be harmful.

LEARNING COMMONS

Madison’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 LC in a flexible schedule where teachers sign-up to use the LC for class research or book selection.

Madison is on a computerized circulation system. Each year students are given an orientation to the LC, 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.

Madison 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 Madison website to complement their print research materials.

LOST AND FOUND

Articles found on Madison school are expected to be turned into the main office. Students in possession of lost items may receive consequences for theft. Students who have lost personal items should check the general Lost and Found located in the custodial office. Found items of significant value are kept in the main office area. Students who are missing items of significant value should report it to the School Resource Officer. Items left for more than a month will be donated to local charities.

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 cannot take responsibility for items left in the lockers. Food items should never be left in

the locker overnight. Locker combinations must be kept private and not shared with anyone. Students should never pre-set their lockers.

Please see Notification of School Searches.

Locker decorating is limited to the outside of the locker. Student combinations and locker numbers will not be provided by the main office. Locker decorating must be done before or after school. Balloons are not permitted in school.

LUNCH PERIOD

A hot lunch program is offered at Madison. The program includes a regular hot plate lunch prepared at the school daily, as well as many a la carte items such as hamburgers, fries, pizza, desserts, fruits, soup, etc. Students may also bring their own lunches. Milk and other drinks are sold daily. Food is permitted only in the cafeteria unless otherwise instructed.

Our school has a closed campus policy. Time is provided for eating and outdoor activities, if weather permits. Only school sponsored parties are permitted during lunch. Parents are allowed to bring food for only their student. 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. Lunches may be dropped off in the Lunch bins at the front lobby.

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.

LUNCHROOM EXPECTATIONS

1. Respect all staff.
2. Students should use classroom voices and be quiet when directed and during announcements made by lunchroom supervisors.
3. Students should sit down when they enter the cafeteria and must ask permission to leave/ switch tables.
4. Students need to request permission to use the washroom by raising their hand.
5. Washrooms are to be used before you are dismissed to recess.
6. Students will be dismissed to use the lunch line and to go outside.
7. If a student spills something or leaves a mess, he/she is responsible for cleaning it up.
8. Students may only go to one line to buy food. (No line switching.) The inside line is for service from the lunch staff and the outside line is for self-serve items.
9. If a student touches a food item, they are expected to purchase that item.
10. During lunch periods, students are to remain in the lunchroom or on the playground. Students may only leave the lunch room/recess area when they have a pass from their teacher.
11. The throwing of any item will not be tolerated.
12. Students should leave books and PE items in lockers.
13. Bring your coats to lunch. You are not allowed to go to your locker once you are in the lunchroom.
14. During lunch, students wearing bulky coats and hoodies may be asked to take them off when in the lunch line. Students should make certain they wear appropriate garments under these items of clothing.

RECESS RULES

1. No pushing, shoving. Keep hands and feet to yourself.

2. Food, candy, and drinks must stay in the cafeteria and should not be taken outside
3. Students must stay on blacktop or designated area.
4. All students should be visible to staff at all times.
5. Students should stay out of the prairie.
6. Students are not permitted to play with or on snow.
7. Student are not permitted to use their cell phones, this includes taking pictures and recording video.

LUNCH ROOM CONSEQUENCES

Students that do not follow the lunchroom and/or recess expectations will be subject to consequences, such as: assisting with clean-up, restricted recess time, assigned seat or lunch detention. An office referral may also be written, leading to additional consequences.

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 p.m.

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. Please see the calendar for the scheduled date. It is sponsored by the Home and School Association. Disciplinary consequences may prevent a student from attending the ceremony.

MOVING/TRANSFER PROCEDURE

If a pupil is moving from Madison to another school, the office should be notified in advance of departure. If possible, the office would like to know the name and address of the new school. On the last day of attendance at Madison, the student should pick up a check-out sheet (before school) from their counselor. As he/she attends classes, all books and equipment should 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 Madison. 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 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 that misbehave, or not complete their work may have their time extended. Parents will be notified if they are needed to provide transportation after school. They may attend activities after the suspension is completed. Students will not eat in the cafeteria.

External suspensions

External suspensions remove the student from the educational setting for specified number of days. Students are not allowed on school district property without permission of the school (to retrieve homework or talk to a teacher). 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, APPLIED ARTS AND SCIENCE

Band, Chorus, 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 perform at concerts and are occasionally called upon to perform at assemblies and other events.

Foreign Language

These are graded classes that students in the 7th or 8th grade may take instead of Exploratory classes, choosing either Spanish or French. This is a 2-year program, and once the decision is made to take the class, it is a minimum one-year commitment.

Exploratory Program

These are graded classes that are taken by all 6th graders and selected by all 7th and 8th grade students that choose Exploratories instead of a Foreign Language. Classes include, Art, FACS, PLTW and Music (6th Grade Only). Once chosen for 7th Grade, it is a two-year commitment.

PHYSICAL EDUCATION

The PE uniform that our staff and students have chosen consists of a T-shirt and gym shorts. The T-shirt is black and gray. The words "Madison Physical Education" are printed across the front along with a space provided for printing the student's name with a permanent marker. This shirt is required to be worn for physical education class daily. Our physical education policy states that the student may wear any solid colored shorts to class. Shorts should be long enough to meet the expectations of the district dress code. This does not include jams or any multi-colored shorts that have designs on them. It is required that the shorts have the student's name on them somewhere in case they are lost or misplaced. The students are also required to have white socks, gym shoes and outside clothing for classes in the fall and early spring. These items should also be marked with the student's name.

REPORT CARDS

Student academic progress is reported six times per year, at midterm and end of each Trimester. Parents have the ability to check the status of their student's grades on-line anytime.

Grading Scale	
92-100%	A

90-91%	A-
88-89%	B+
82-87%	B
80-81%	B-
78-79%	C+
72-77%	C
70-71%	C-
68-69%	D+
62-67%	D
60-61%	D-

SAFETY DRILLS AND PROCEDURES

Lock Down Continue Instruction

In the 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.

ALICE

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

Madison'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 will not be able to return to their lockers. Students arriving to Madison should report to the cafeteria and/or Learning Commons, as directed by administration. Students are to remain seated in those areas until released to their lockers.

SCHOOL RESOURCE OFFICER

Madison currently has a School Resource Officer (SRO) working within the Madison community. 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 will be a teacher providing

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 in both proactive and supportive interventions.

SPECIAL EDUCATION

Naperville Community Consolidated School District 203 provides a full continuum of educational services and supports for students with disabilities who qualify under the Individual with Disabilities Act (IDEA). Services and supports are individually designed by a team of individuals most familiar with the educational needs of the student (IEP team), and in accordance with federal and state laws. Students may be referred for a special education evaluation by their parents or any member of the school team. If you suspect your child has a disability which requires special education and related services, please submit a letter identifying your concerns to your child's principal.

STUDENT ACTIVITIES

Students are encouraged to participate in some of the many clubs and organizations available at Madison. Example clubs and activities are as follows: Computer Club, Chess Club, Drama Club, Newspaper, Science Fair, Speech Team, Student Council, Scrapbooking, STEM Club, and Yearbook.

STUDENT COUNCIL

Student Council is a representative group of students, whose main responsibilities include developing school spirit, participating in project that benefit the local community, and creating opportunities for the students and staff to improve our school. It is an excellent opportunity to serve your school and develop leadership qualities.

Activities of the student council include:

Service Projects	Citizenship
Special "School Spirit Days"	Safety
Assembly Programs	Orientation for new students
School Store	Staff Relations Projects
Other activities as needs arise	

STUDENT DROP OFF AND PICK UP

Bus drop off and pick up at Madison are in front of the building. For safety reasons, there is no student drop off or pick up in the front of the building. Student drop off or pick up via automobiles must be done in the back of the building. After 8:00 and before 2:15 students may be dropped off or picked up at the front entrance. There are two 10 minute parking spots which can be utilized during the school day for this purpose or to drop off items for students.

STUDENT MESSAGES, ITEMS DROPPED OFF

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 in the morning announcements. All other messages will be picked up by students at 2:00 PM. We do not guarantee messages will get to students if left after 1:45 PM.

Students are encouraged to develop routines which provide time to ensure they bring all necessary books, papers, lunches, etc. to school each day. Should there be an occasion when it is necessary to drop something off for a student, parents please place the item the table in the vestibule and write the student's name on the items. If the item(s) are monetary in nature or small in size, it should be

dropped off in the main office. If students are expecting something to be dropped off they should check in at the attendance window during a passing period.

STUDENT RECOGNITION

During the year, recognition is informally presented by teachers and teams. An annual recognition day is held in the spring. Students are recognized for outstanding academic achievement, outstanding citizenship and effort, performance in music and athletics, and a variety of other contributions to the Madison community.

STUDENT SERVICES

Each student is assigned a counselor who works with the student in a variety of ways. The counselors and School Social Worker are concerned with 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.

TALK 203 / TALK MADISON

Talk203 is District 203's popular communication system, which combines both telephone and email notifications to our families, staff and community within one provider, Blackboard Connect. Messages are issued at both the school level and district-wide and range from information regarding forthcoming events, to important decisions affecting students and staff, to 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 i-Parent account. Instructions are found on the i-Parent page, 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 District 203's homepage.

TECHNOLOGY/ACCEPTABLE USE POLICY

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.

Terms and Conditions

Access to the District's systems and network must be in support of education and/or research, and be consistent with the educational goals of the District. The terms and conditions of Acceptable Use do not attempt to state all required behavior by students; however, some specific examples are provided. The failure of a student to follow these guidelines may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Unacceptable Use

- Attempting to harm or destroy District systems or network equipment, data.
- Attempting to harm or destroy the data or device of another student or user of District systems and network.
- Attempting to degrade or disrupt District systems or networks by downloading or modifying malware is vandalism and may constitute a criminal act under applicable State or Federal laws.
- Using District systems or network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law.
- Unauthorized downloading of software.
- Downloading or storing plagiarized, copyrighted, or materials protected by trade secrets.
- Using District systems and network for private financial or commercial gain.
- Wasting District electronic resources, such as file space, printing or excessive bandwidth.
- Gaining unauthorized access to files, resources, or entities.
- Invading the privacy of individuals, including unauthorized disclosure, dissemination, and use of information, or posting anonymous messages.
- Participating in blog posts, web posts or discussion forums that violate State or Federal law.
- Fraudulently using another student's account or password.
- Posting material authorized or created by another without consent.
- Using District systems or network for commercial or private advertising.
- Intentionally downloading malware, for any reason, including viruses, trojans, worms, password crackers, or any other product intended to bypass District security or Acceptable Use Guidelines.
- Accessing, submitting, posting, publishing, texting or displaying any defamatory, inaccurate, abusive, profane, obscene, sexually oriented, threatening, racially offensive, harassing, bullying or illegal activities.
- Using District systems or network while access privileges are suspended or revoked.
- Using District systems or network as a gateway or intermediate transit point to load data onto a remote, non-District or personal device.
- Modifying or changing system configurations without appropriate permissions.

Any student repeatedly posing a security risk to District systems or networks may be subject to disciplinary action in accordance with existing District discipline policies. Additionally, the District may take disciplinary action for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources, if such conduct poses a threat or substantially interferes or disrupts the operations and good order of the District's schools and venues, including student harassment and/or bullying, regardless of whether the action involved the use of District systems and network.

General Usage

No warranties of any kind, whether expressed or implied, are made for the service provided by District systems or network. The District will not be responsible for any damages resulting from loss of data due to service interruptions caused by its negligence or the student's errors or omissions. Security of all District systems and network is paramount and multiple processes and programs are constantly run to monitor and report security risks. Participation in these security processes and programs is mandatory, and all devices connected to the District network, whether District-issued or personal (for school-use), must submit to associated security scans and sweeps. Students can support this critical security posture by keeping all login names and passwords confidential. If a student suspects or discovers a security risk, that risk must be immediately reported to their teacher who will notify the school Computer Support Associate.

Digital Citizenship

Digital Citizenship is the concept of educating all students in the appropriate use of technology. A good digital citizen is one who knows what is right and wrong, exhibits intelligent technology behavior, and makes good choices when using technology.

All students are expected to abide by the generally accepted rules of network etiquette and conditions of Good Digital Citizenship. These include, but are not limited to:

1. **Respect Yourself.** Select online names that are appropriate, and consider the information and images posted online. Make considered decisions about posting any personal information regarding life experiences, experimentation, and relationships. Recognize that electronic mail (e-mail), in all forms, is not private and that the District reserves the right to access District provided e-mail as well as all other District data systems without notice or permission. If discovered, messages or data relating to, or in support of, illegal activities may be reported to the legal authorities.
2. **Protect Yourself.** Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personally identifiable information such as addresses, phone numbers, birthdates, Social Security numbers, contact details, personal schedule of activities, etc. Report any attacks or inappropriate behavior. Protect accounts, passwords, and resources, and change passwords in compliance with District policy. Never provide District login or password information over e-mail to anyone for any reason. Be aware that the District will never send an e-mail asking for information regarding any kind of security information such as a login name, password, etc.
3. **Respect Others.** Do not use electronic means to antagonize, bully, harass, or stalk others. Do not visit sites that are degrading, pornographic, racist, or otherwise inappropriate. Do not abuse rights of access, and do not enter other people's private spaces or areas. Be polite and do not become abusive in messages to others. Do not swear, or use vulgarities or any other inappropriate language. Do not use District systems or network in any way that would disrupt its use by others.
4. **Protect Others.** Report abuse and do not forward inappropriate materials or communications. Be aware of, and avoid, unacceptable materials and conversations. Do not reveal personally identifiable information of students or colleagues.
5. **Respect Intellectual Property.** Request permission to use resources. Cite any and all use of websites, books, and media. Acknowledge primary sources and validate information. Use and abide by fair use rules.
6. **Protect Intellectual Property.** Request permission to use software and media that others produce. Do not steal software and use only software that the District has purchased, licensed, and registered. Act with integrity and acknowledge that all communications and information accessible via District systems and network are private property.

No Expectations of Data Privacy

The District reserves the right to access and disclose the contents of any account on any District system, including those hosted externally such as Gmail, without prior notice or permission from the account owner. As such, students and staff have no expectation of confidentiality or privacy with respect to any communication or access made through District systems and network or on District-issued computers, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, monitor, view or record the use of District systems and network (including reviewing files and other materials) at any time. By using or accessing District technology, all students agree to such access, monitoring and/or recording of their use.

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. 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

The student is responsible for keeping textbooks and other school issued materials in the same physical 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 to deter inappropriate conduct, the School District have positioned 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.

VIDEO TAPING 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 student safety. A visitor's badge will be printed prior to accessing the building. The badge must be worn for the duration of the visit. ID must All 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 Madison Junior High School can no longer be approved as "guests" unless their visit has been prearranged with a teacher.

Naperville Community Unit District 203 Board Policies

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

Student Behavior

7:190 Student Behavior

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 reasonably 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

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Science			
Social Studies			
Language Arts			
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Language Arts			<p><i>Complex Thinker</i></p> <p><i>Processes information and makes connections</i></p>			
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	11/2 Monday	11/3 Tuesday	11/4 Wednesday
Math			
Science			
Social Studies			
Language Arts			
Exploratory			
Comments			
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Science			
Social Studies			
Language Arts			
Exploratory			
Comments			
Events			

	12/10 Thursday	12/11 Friday	12/12 Saturday			
Math						
Science			<div style="text-align: center; border: 1px solid black; padding: 5px;"> Sunday </div>			
Social Studies			<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="font-size: 8px;"> 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="font-size: 8px;"> 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> <td style="font-size: 8px;"> Jan 2021 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>	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	Jan 2021 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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	12/14 Monday	12/15 Tuesday	12/16 Wednesday
Math			
Science			
Social Studies			
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	12/21 Monday	12/22 Tuesday	12/23 Wednesday
Math			
Science			
Social Studies			
Language Arts			
Exploratory			
Comments			
Events		End of Second Quarter	NO SCHOOL, Winter Vacation

	12/24 Thursday	12/25 Friday	12/26 Saturday			
Math						
Science			<div style="text-align: center; border: 1px solid black; padding: 5px;"> Sunday </div>			
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Exploratory			<p><u>NOTES</u></p>			
Comments						
Events	NO SCHOOL, Winter Vacation	NO SCHOOL, Winter Vacation				

	12/28 Monday	12/29 Tuesday	12/30 Wednesday
Math			
Science			
Social Studies			
Language Arts			
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Events	NO SCHOOL, Winter Vacation	NO SCHOOL, Winter Vacation	NO SCHOOL, Winter Vacation

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Social Studies			
Language Arts			
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Events	NO SCHOOL, Winter Vacation	NO SCHOOL, Winter Vacation	Classes Resume

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	2/15 Monday	2/16 Tuesday	2/17 Wednesday
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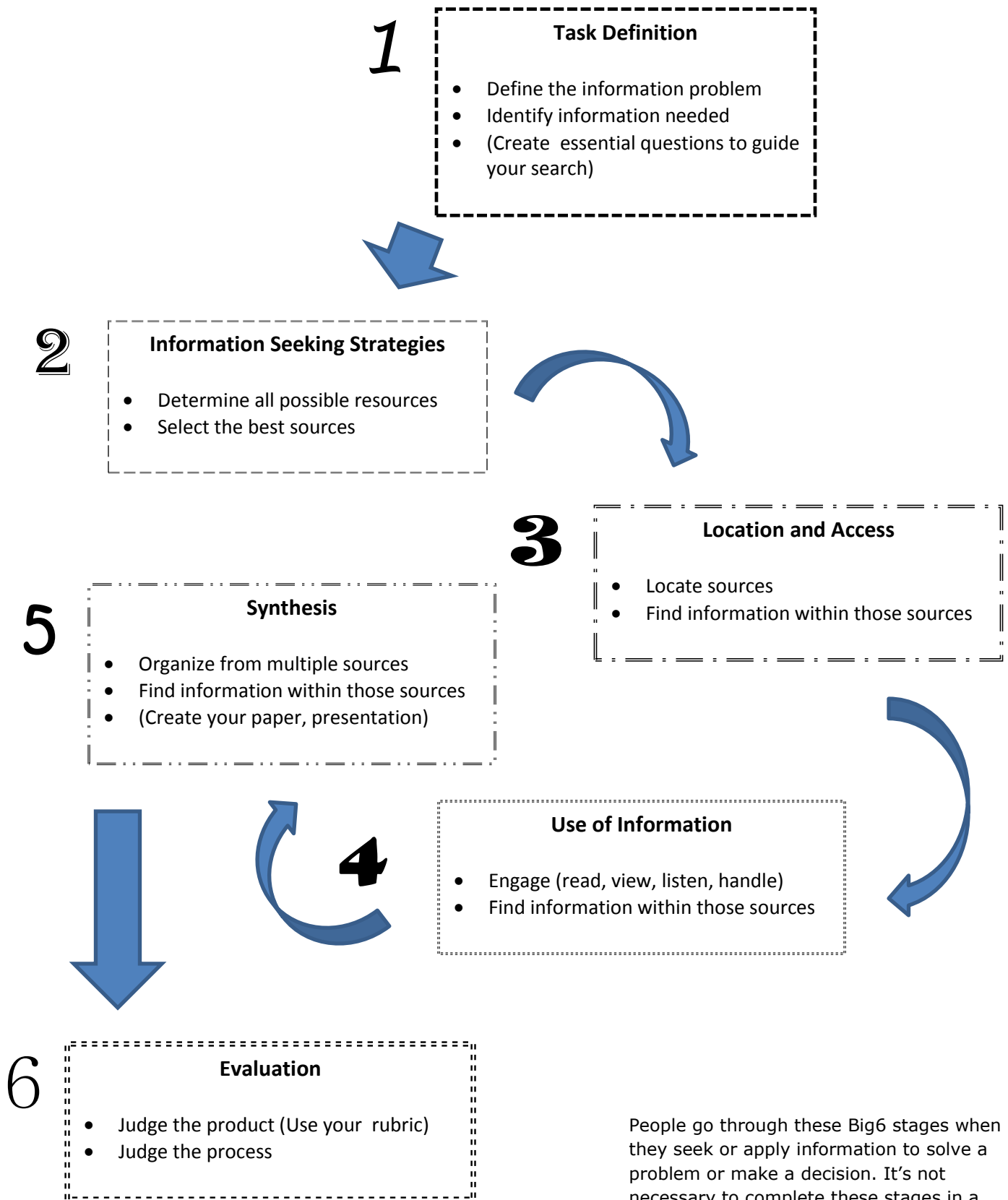
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Guide to Research

If you are curious about anything, research is the way to answer your questions. It is a systematic approach to inquiry. Research consists of “asking a question that nobody has asked before, doing the necessary work to find the answer, and communicating the knowledge you have acquired” (Gilman). The following guides are included for your use: **The Big 6, Database Information, Web Site Evaluation, Works Cited, and Primary Sources.**









Gilman. “What Is Research?” Undergraduate Research Portal. UC San Diego. 2015. Web.
January 30, 2015.






An Approach to Research- The Big 6™



People go through these Big6 stages when they seek or apply information to solve a problem or make a decision. It's not necessary to complete these stages in a linear order, and a given stage doesn't have to take a lot of time.

LOG-IN INFORMATION FOR DIGITAL RESOURCES

ONLINE TOOL		USERNAME PASSWORD
<p>AP Photo Archive Contains contemporary and historical images</p>		<p>naperville naperville</p>
<p>CultureGrams Cultural Encyclopedia, provides profiles of countries, famous people, recipes and photographs</p>		<p>naperville D203</p>
<p>EBSCO Middle Search Research databases for magazines, newspapers, encyclopedias and more</p>		<p>ncusd mjhs</p>
<p>EBSCO Biography Reference Center Consumer Reports Literary Reference Center Middle Search Plus Image Search NoveList Plus NoveList K-8 Plus Searchasaurus Student Research Center</p>		<p>ncusd mjhs</p>
<p>Opposing Viewpoints Resource Center Debate topics, includes text articles</p>		<p>mjhs (password)</p>
<p>Student Resource Center Information on geography, culture, literature, science, health and biographies</p>		<p>mjhs (password)</p>
<p>World Book Online Reference General Encyclopedia, includes world atlas</p>		<p>naperville district</p>
<p>netTrekker Search Engine</p>		<p>MJHS warhawks</p>

<p>Go!- Grolier Online Includes five encyclopedias, newspapers from around the world, magazine articles and much more</p>		<p>npsd203 npsd203</p>
<p>Facts on File: Health Reference Center Comprehensive information on diseases and health.</p>		<p>mjhs warhawks</p>
<p>Facts on File: Science Online Information from all scientific disciplines. Includes essays, experiments, definitions, articles and more.</p>		<p>mjhs warhawks</p>
<p>MyOn Leveled books available for independent reading with the ability to assess comprehension</p>		<p>Student ID # abc</p>
<p>IXL Independent practice focused on Common Core Standards</p>		<p>Student ID# Last name (lower case)</p>

L R C R E S O U R C E S

<p>Atrium Madison's library collection is available from home and school</p>		
<p>Overdrive Through Atrium, students have access to ebooks.</p>		<p>ID number Last name no caps</p>

Web Site Evaluation Guide

Before taking notes, check the web site to be sure it has the content that is needed.

Who?

	Yes	No
Is this site published by an organization?		
Is this organization considered an expert in this area?		
Are you able to contact the creators of this site?		

Why?

	Yes	No
Is the author trying to inform readers?		
Is there a point of view? (opinion)		
Is it objective? (free from bias)		
Does it have a reliable URL? (.org, .gov,.edu)		

When?

	Yes	No
Has the website recently been updated?		
Is the information current?		

What?

	Yes	No
Are there primary sources on this site? (eg. photos)		
Could this information be found elsewhere?		
Is the information reliable?		
Is the information in depth?		

How?

	Yes	No
Is the site appealing?		
Is there an index to assist your search?		
Are there links to other sources?		
Is it free of grammatical mistakes?		

Does this site have enough “Yes” answers to be considered credible?

PRINT SOURCES

A Book

Author. *Title*. Place of Publication: Publisher, Copyright Date. Medium of Publication.

Mathabane, Mark. *Kaffir Boy*. New York: Signet, 1986. Print.

Mathabane, Mark, and Gail Mathabane. *Love in Black and White*. New York: Harper, 1992. Print.

A Brochure or Pamphlet

Author. *Title of Pamphlet*. Place of Publication: Publisher, Copyright Date. Medium of Publication.

Best Museums: New York City. New York: Trip Builder, 1993. Print.

An Article in a Magazine

Author or Authors. "Title of Article." *Title of Journal or Periodical*. Volume, Issue Number, and/or Date.
Page(s). Medium of Publication.

Gibbs, Nancy. "A Week in the Life of a High School." *Time*. 25 Oct. 1999: 67-103. Print.

An Article in a Newspaper

Author or Authors. "Title of Article." *Title of Newspaper*. Date of Newspaper. Section of Newspaper. Page(s),
Medium of Publication.

Zoloth, Laurie. "A New Star in the Sky." *Chicago Tribune*. 9 Feb. 2003, sec. 2: 1-9. Print.

An Article in a Reference Book

Author (if available). "Title of Article." *Title of Reference Book*. Edition, Date, Medium of Publication.

"Origins of the English Settlement." *Opposing Viewpoints in American History*. 1996. Print.

Film

A Film or Video Recording

Title of Film or Screenplay. Author. Director. Major Performers. Film Company, Date of Film. Medium
Consulted.

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore,
and Thomas Mitchell. RKO, 1946. Film.

Like Water for Chocolate [*Como agua para chocolate*]. Screenplay by Laura Esquivel. Dir.
Alfonso Arau. Perf. Lumi Cavazos, Marco Lombardi, and Regina Torne. Miramax,
1993. Film.

WEB SOURCES

A Database

Author. "Title of Article." *Title of Periodical*, Volume, Issue Number, and/or Date, Page(s).
Name of Database. Medium of Publication. Date of Access.

Easterbrook, Gregg. "The Space Shuttle Must Be Stopped: It's Costly, Outmoded, Impractical and, as We've Learned Again, Deadly." *Time* 10 Feb. 2003: 46- . *Opposing Viewpoints Resource Center*. Web. 11 Feb. 2003.

Mestel, Rosie, and Usha Lee McFarling. "The Columbia Disaster: Uncertain Science in Orbit; Some Say the Advances Developed above Earth Aren't Worth the Steep Toll in Lives and Money." *Los Angeles Times*. 5 Feb. 2003: A1- . *ProQuest*. Web. 7 Feb. 2003.

Images from a Database or Web Site

Author\Artist (if available). "Title of Image or Assigned Number for the Image." Date Image was Created (if year is unknown, write N.d.). Medium of Composition. *Title of Database or Web site*. Medium of Publication. Date of Access.

Jordan, David. "Kilauea Volcano." 4 May 2004. Photograph. *AP Images*. Web. 17 Jan. 2006.

A Work from an Online Encyclopedia

"Title of Article." *Name of the Online Encyclopedia*. Year of the Online Encyclopedia. Publisher. Medium of Publication. Date of Access.

"Fresco Painting." *Encyclopaedia Britannica Online*. 2009. Encyclopaedia Britannica. Web. 8 May 2002.

An Article from an Online Newspaper or Magazine

Author of the article. "Title of Article." *Name of the Online Newspaper or Magazine*. Publisher. Date of the Online Newspaper. Medium of Publication. Date of Access.

Recer, Paul. "NASA Analyzing Military Photos of Columbia." *Chicago Tribune Online*. Chicago Tribune. 7 Feb. 2003. Web. 10 Feb. 2003.

Information from a Professional Website

Author (if available). "Title of the Article/Page." *Title of the Website*. Publisher of Website. Date of Publication. Medium of Publication. Date of Access.

"Reebok International Ltd." *Hoover's Online*. Hoover's, Inc. 19 June 2002. Web. 21 June 2002.

Helpful Hints:

Vocabulary	Medium of Publication - the form it appears Periodical - Newspaper, magazine, or journal Date of Access - the date you retrieved it- (today)
Works Cited Page	Alphabetize whether it is author's name or article title Period at the end In each citation, indent every line except the first

What is a primary source?

- Original records from the past
- First-hand accounts communicated by people who participated in or witnessed events of the past
- Sources of information that have not been interpreted

Examples of primary sources:

Diaries

Letters

Interviews

Last wills and testaments

Government documents

Legal Contract

Photographs

Eyewitness accounts

Birth certificates

Time capsules

What is a secondary source?

- Materials written after the fact

Examples of secondary sources:

Encyclopedias

Historical novels

Newspaper articles

Television shows, movies, documentaries

Textbooks

U.S. history books

Web site information

Directions for Accessing 203 E-mail- (@student.naperville203.org)

1. Open up your Internet browser.
2. Go to <http://schools.naperville203.org/madison/>
3. On the top black bar (upper right) “student email”
4. Log in:
 - a. User Name: jhs\your name & password
***Same log in you use to access laptops at school, just ADD DOMAIN of jhs\ before your user name**

FOR EXAMPLE: If Miss Ruble were to login from home:


User Name: jhs\hruble

Sending an email

*You will automatically be in Outlook at login. To get back to Outlook at any time, click “Outlook” on the top blue bar.

1. Click “New Email”
2. Click + at the end of the “To:” line
 - a. Search People
 - i. Type in the name/names of the people you want to send the email to. For example, if you were sending your partner, John Doe, an email, you would type in: “John Doe” and click enter.
 - ii. Make sure you see their name appear at the top “To:” line.
 - iii. Click “OK”—this will take you back to the original message and you can type a subject line.
 - iv. Click in the white space to type in message.
 - v. When you’re finished, click “Send.”

Microsoft Programs (Word/Excel/PPT) & Sky Drive

1. On the top blue bar click:
 - a. One Drive
 - i. This is your virtual flash drive; **save work here!** Then you can access it from a computer at school or home.
2. To start a new document click:
 - a. + New Document
 - b. Choose program (Word/Excel/PPT)
 - c. Click on the word Document (with a number) and give your document a name.
 - d. 
3. You can also send these documents to your teacher or a group member/partner to edit.
 - a. Click:
 - i. Share
 - ii. Add the email address/addresses of the person/people you are sharing your work with.
 1. **MAKE SURE YOU DO NOT REQUIRE A LOGIN FOR A TEACHER.**
 2. **MAKE SURE THE BOX ON THE BOTTOM RIGHT READS “CAN EDIT.”**

DO NOT SAVE DOCUMENTS TO “SHARED DOCUMENTS!”

SCIENCE Periodic Table of the Elements

Atomic Number		Chemical Symbol		Chemical Name		Atomic Weight	
6	C	CARBON	12.011				

NON-METALS				METALS																																																																																																																																																																																																																																																																																																																																																																																																			
1	H	HYDROGEN	1.0079	2	He	HELIUM	4.0026	3	Li	BERYLLIUM	9.0122	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	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	YTRITIUM	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	CAESIUM	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	Sm	SAMARIUM	150.36	63	Eu	EUROPIUM	151.96	64	Gd	GADOLINIUM	157.25	65	Tb	TERBIUM	158.93	66	Dy	DYSPROSIUM	162.50	67	Ho	HOLMIUM	164.93	68	Er	ERBIUM	167.26	69	Tm	THULIUM	168.93	70	Yb	YTTERIUM	173.54	71	Lu	LUTETIUM	174.97	72	Hf	HAFNIUM	178.49	73	Ta	TANTALUM	180.95	74	W	TUNGSTEN	183.84	75	Re	RHENIUM	186.21	76	Os	OSMIUM	190.23	77	Ir	IRIDIUM	192.22	78	Pt	PLATINUM	195.08	79	Au	GOLD	196.97	80	Hg	MERCURY	200.59	81	Tl	THALLIUM	204.38	82	Pb	LEAD	207.2	83	Bi	BISMUTH	208.98	84	Po	↑ [209]	85	At	↑ [210]	86	Rn	RADON	↑ [222]	87	Fr	↑ [223]	88	Ra	RADIUM	↑ [226]	89	Ac	↑ [227]	90	Th	↑ [232.04]	91	Pa	↑ [231.04]	92	U	↑ [238.03]	93	Np	↑ [237]	94	Pu	↑ [244]	95	Am	↑ [243]	96	Cm	↑ [247]	97	Bk	↑ [247]	98	Cf	↑ [251]	99	Es	↑ [252]	100	Fm	↑ [257]	101	Md	↑ [258]	102	No	↑ [259]	103	Lr	↑ [262]

KEY

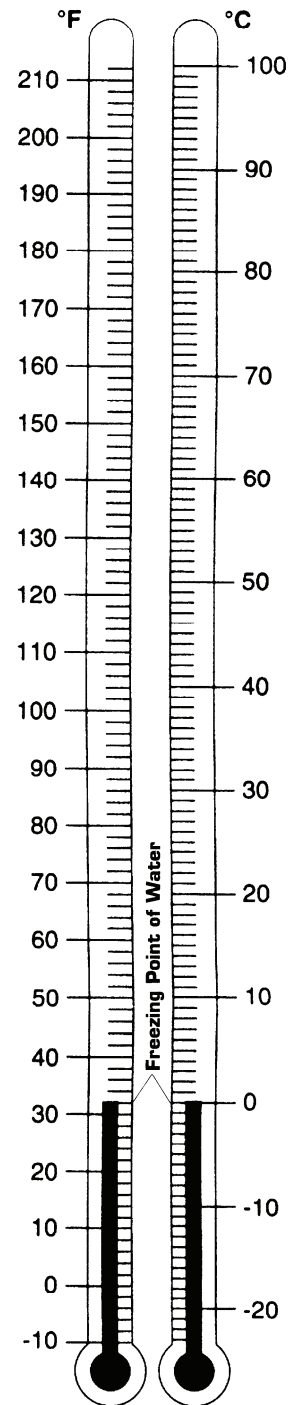
- = Solid at room temperature
- = Liquid at room temperature
- = Gas at room temperature
- = Radioactive
- = Artificially Made

57	La	LANTHANUM	138.91	58	Ce	CERIUM	140.11	59	Pr	PRASEODYMIUM	140.91	60	Nd	NEODYMIUM	144.24	61	Pm	↑ [145]	62	Sm	SAMARIUM	150.36	63	Eu	EUROPIUM	151.96	64	Gd	GADOLINIUM	157.25	65	Tb	TERBIUM	158.93	66	Dy	DYSPROSIUM	162.50	67	Ho	HOLMIUM	164.93	68	Er	ERBIUM	167.26	69	Tm	THULIUM	168.93	70	Yb	YTTERIUM	173.54	71	Lu	LUTETIUM	174.97	89	Ac	↑ [227]	90	Th	↑ [232.04]	91	Pa	↑ [231.04]	92	U	↑ [238.03]	93	Np	↑ [237]	94	Pu	↑ [244]	95	Am	↑ [243]	96	Cm	↑ [247]	97	Bk	↑ [247]	98	Cf	↑ [251]	99	Es	↑ [252]	100	Fm	↑ [257]	101	Md	↑ [258]	102	No	↑ [259]	103	Lr	↑ [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

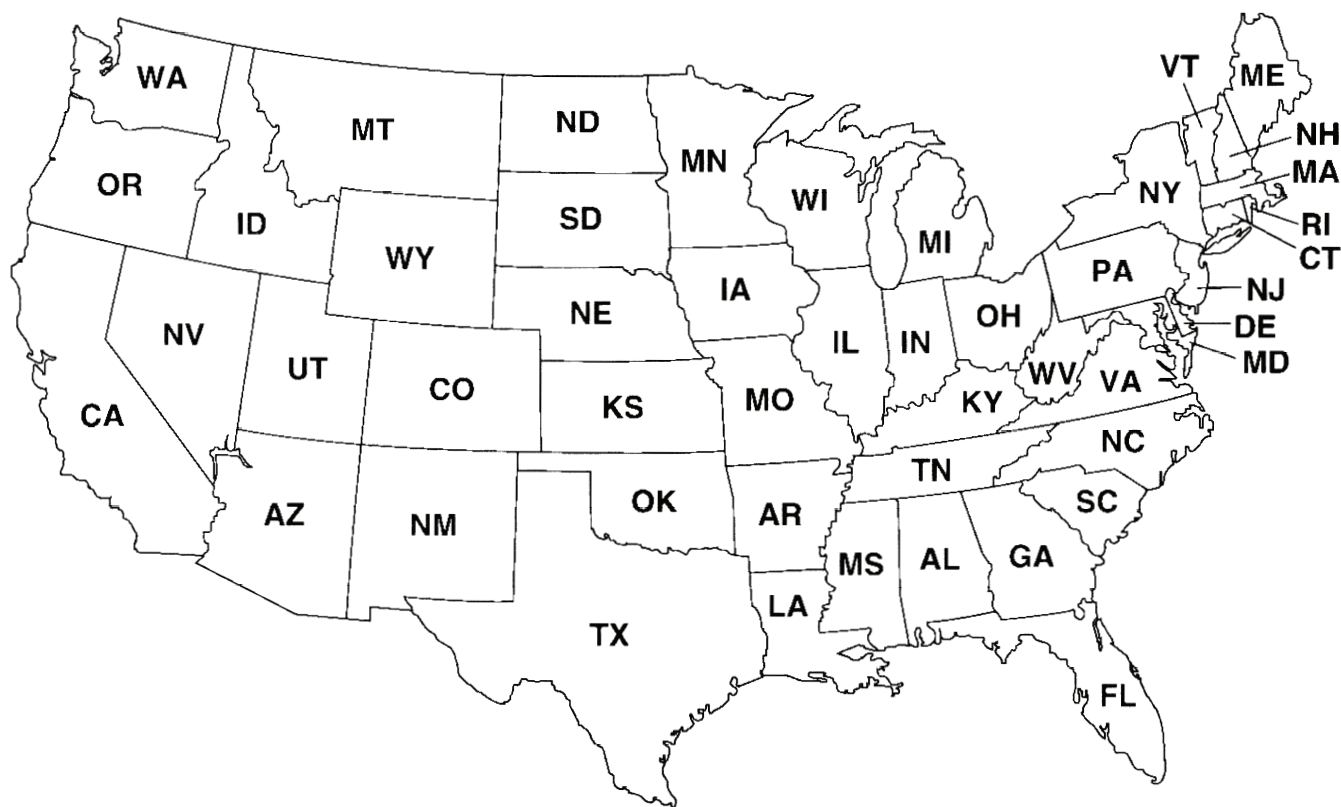
$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

MULTIPLICATION TABLE

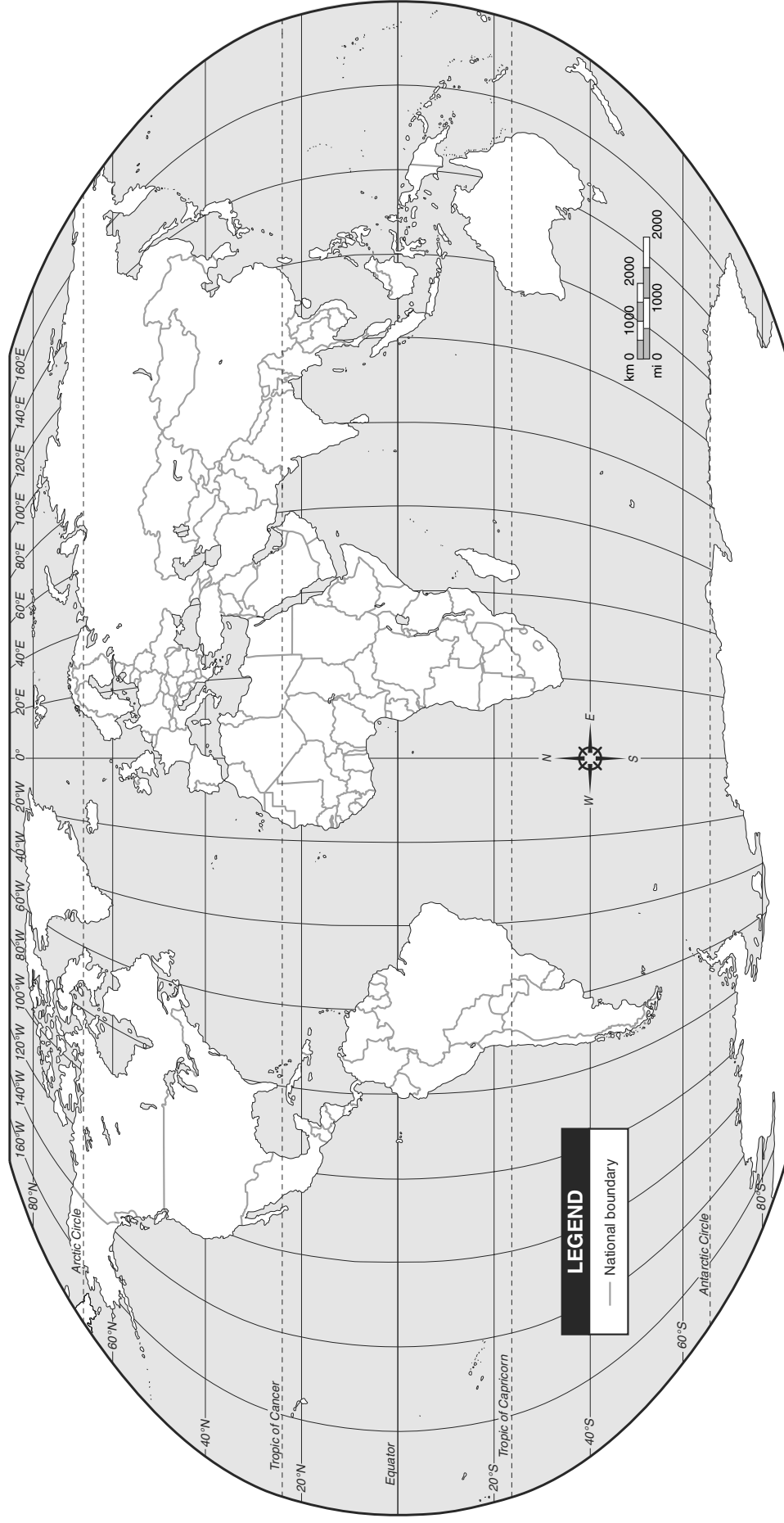
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
3	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	54	57	60
4	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60	64	68	72	76	80
5	5	10	15	20	25	30	35	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

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

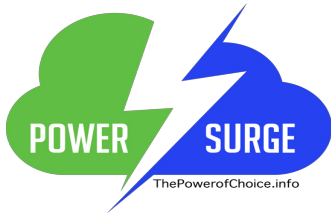
1. Conduct yourself in a responsible manner at all times in the science room. Horse play, practical jokes, and pranks will not be tolerated.
2. Follow all written and verbal instructions carefully. Ask your teacher questions if you do not understand the instructions.
3. Do not touch any equipment, supplies, 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.

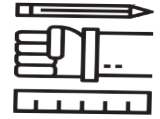
WHY IS COPING IMPORTANT?

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

MADISON'S MISSION

IS TO EDUCATE STUDENTS TO BE...

self directed learners,

collaborative workers,

complex thinkers,

QUALITY PRODUCERS and

community contributors.

