

# Washington Junior High Student Handbook

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

## SCHOOL PROCEDURES

1. Non-bus riders should plan to arrive no earlier than 7:30 AM. Students are not permitted to leave school grounds once they arrive. **Students are to leave school grounds by 3:00 PM unless they are under the direct supervision of a teacher or attending a school-functioned event.**
2. 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. The school takes no responsibility for these items. **These items must be turned off and kept in the locker from 8:00 until 2:50 PM.** Personal electronic devices that are visible may be confiscated and returned to the student at the discretion of the school.
3. 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.
4. Hats, hoods or head coverings are not to be worn in the building unless otherwise approved by the administration or required for religious purposes. Hats and head coverings must be stored in lockers during the school day.
5. Students will walk and use a regular voice in the halls. Students must carry a pass when they are in the halls during class time. Students will treat other students with respect. Keep your hands and feet to yourself. Backpacks are not to be carried around the school unless approved by the office.
6. During lunch, students wearing bulky coats and hoodies may be asked to take them off when in the lunch line.
7. Students must have a pass to use the free office phone during the school day (excluding before school and during their lunch hour). Cell phones may be used before 8:00a.m. and after 2:50p.m.
8. Gum chewing is not allowed in any part of the building. This includes lunch recess. Eating and drinking is not permitted in the halls.
9. Outside food brought in by a parent/guardian may only be provided for his/her own student. This includes treats brought in to celebrate a birthday or other special occasion.
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. Headphones may be worn before or after school, leaving one ear unoccupied.
13. For safety reasons shoes with wheels, skateboards, in-line skates, or scooters are not to be ridden or brought onto school property. Bicycles may not be ridden on school property and should be locked at the bike rack.
14. Face painting is only permitted during specified "School Spirit" days. Aerosol and pump sprays are not to be brought to school.
15. Students will ask for permission before videotaping or taking pictures while on school grounds.
16. Public displays of affection (hugging, kissing, holding hands, etc.) are not appropriate.
17. Students will follow the security procedures Washington has in place to keep the building safe.

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 203 Webpage ([www.naperville203.org](http://www.naperville203.org)).

### ACADEMIC INTEGRITY

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

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

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

Other Examples of academic dishonesty:

- Giving test questions or answers to a member of a later class or receiving test questions or answers from a member of an earlier class.
- Copying from another student's test or knowingly permitting another student to copy during a test.
- Using materials which are not permitted.
- Copying or having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home tests for which credit is given.
- Permitting another student to copy or write another student's homework, project, report, or paper, etc.
- Any other action intended to obtain credit for work not one's own.

Students who violate the expectations regarding Academic Integrity will receive classroom 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. Future incidents of academic integrity may result in progressive discipline.

### ACADEMIC SUPPORT

These programs have been developed to serve regular education students who need support as they learn skills that enable them to independently manage academics, take control of their own learning in a systematic and constructive approach, and develop positive relationships. Parents are provided information to assist students with academic success. The Washington staff is committed to meeting the individual learning needs of the student. Students are referred by their teams and counselors. Parent permission is required. These include but are not limited to: Homework Club and Study Skills Academy (Students are referred by their teams). These programs meet from 3-4 p.m. and there is an after school bus provided to the students that attend these sessions.

### ACCEPTABLE DRESS

**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.

**WJHS 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. 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 footwear 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 or Main Office 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

### 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 involved in after-school athletic practices or events will be allowed to go to their lockers after they return from their competitions. 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 Washington. 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, Cross Country, Football, Wrestling, Boys/Girls Basketball, Track, and Cheerleading.

#### **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.

The sports program is an off-shoot of our educational program. Please remember that the students are not professionals. Please allow the athletes to play, the coaches to coach, and referees to referee! All concerns should be directed to the Administrator on Duty.

#### **CO-CURRICULAR CODE OF CONDUCT**

A co-curricular code of conduct has been developed for all Washington 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 morning announcements, refer to WildcatTV and reminders during lunch periods, and make note of handouts posted around the school to learn of meeting dates.

## INTRAMURALS OFFERED:

Activity	Grade	Start Date	Time	Location	Sponsor
Flag Football	6	August/September	A.M.	Lower Field	Burke & Coppersmith
Soccer	5, 6, 7, 8	August/September	A.M.	Upper Field	Atseff
Cross Country	6, 7, 8	September/October	P.M.	Fields	Engler
Boys' Basketball	6, 7, 8	October/November	A.M.	Gym	Auld
Bags	6, 7, 8	November/December	A.M.	Gym/Cafe	Pate
Badminton	6, 7, 8	December/January	A.M.	Gym	Henaghan
Girls' Basketball	6, 7, 8	January/February	A.M.	Gym	Denius
Bowling/Laser Tag	5, 6, 7, 8	January-March	P.M.	Bowlero	Gorey
Bombardment	5, 6, 7, 8	February/March	A.M.	Gym	Rebus & TBD
Wrestling	6, 7, 8	March/April	A.M.	Gym/Cafe	Nutt
Golf	6, 7, 8	April/May	P.M.	Top Golf	Fors
Volleyball	6, 7, 8	April/May	A.M.	Gym	Pate & Pellegrino

## ATTENDANCE

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

Acceptable reasons for absence are as follows:

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

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

Absence Reporting: The state guidelines are as follows: 0-50 minutes (tardy), 51-149 minutes (1/2 day), 150+ minutes (full day). For example, following a regular daily bell schedule, a student arriving to school at the start of 2nd period will be counted absent for 1/2 day. This includes orthodontist, doctor and dental appointments. Students entering as a late arrival without a note from the doctor will be considered tardy. After five consecutive missed days, (or 10% 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's absence 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 8:00 a.m. To report an absence, call **630-420-6880**. The Attendance Line is open 24 hours a day. Parents should be prepared to give the following information: **Name**, spelling the last name, **Grade**, and **Reason for the absence**.

***Note:** Do not request homework for students on the Attendance Line. Email the teacher for this request. See section on Make-Up Work.*

The school must be informed anytime the student will not be in school. Parents are notified if their students are not in school and are not called in on the attendance line. Excused absences are: illness, doctor's appointment, a death in the family and certain religious holidays, parental request. The district has a list of accepted religious holidays.

## **TAKE YOUR CHILD TO WORK DAY**

District 203 agrees with the concept of Take Your Child to Work Day on a non-school day. This is based on the underlying belief that school attendance is important, and activities that pull students away from school are discouraged. In the event that Take Your Child to Work Day is on a school attendance day, the student's absence will be coded as PARU - Parent Request Unexcused absence.

Students are granted one family emergency tardy per trimester. By law, students who miss first hour are marked 1/2 day absent from school. Students missing three academic classes are marked as a full day absence. (Lunch and supervised study are not classified as academic instruction.)

**After five consecutive missed days, (or 10% 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.** Letters will be mailed home when students reach the 10% levels. (Checked monthly)

## **TARDY POLICY**

All students arriving late to school (up to 8:50 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's admit slip may sign themselves back in to school. If a doctor's note is not presented when the student arrives, the student must be signed in by a parent or guardian. A student signing in without a parent's or doctor's note will be considered unexcused and the student will receive a disciplinary referral.

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:

- 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> unexcused tardy-lunch detention
- 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> unexcused tardy-PM detention
- 9<sup>th</sup> and up unexcused tardy-Saturday School detention

## **TRUANCY**

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

## **EARLY DISMISSAL**

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

## **BULLYING**

Bullying is not tolerated at Washington Junior High. We want students to feel safe while they are at school. If you feel you are being bullied, you should tell an adult right away. Do not let the bullying go on for weeks. The faster you tell someone, the faster the issue can be resolved. 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 only ride the 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 at school.

### **Student Expectations While Riding a School Bus**

These expectations were written in order to promote a safe and secure bus environment for all students.

1. I will remain seated at all times
2. I will keep my hands and my head safely inside the bus
3. I will use appropriate language and voice at all times
4. I will always cooperate with my bus driver
5. I will always behave respectfully and report unsafe behavior
6. I will not eat or drink on the bus
7. I will help make sure the bus is litter free
8. I will never tamper with bus equipment or vandalize my bus
9. I will not be involved with or demonstrate violent behavior
10. I will show my students ID when requested
11. I understand for my safety that all district 203 policies apply while I am traveling to and from school

These rules have been established solely in the best interest of student safety. Buses are equipped with cameras which have visual and audio recording capabilities. These tapes are routinely reviewed. In the event of misconduct, tapes are reviewed by appropriate district personnel at which time disciplinary action may be initiated. Each year the students in District 203 complete a bus evacuation drill as required by Public Act 94-0600. (4:110 *Transportation*)

### **Communication Procedures Regarding Emergency Bus Situation**

In the event of a bus delay due to an emergency, the following procedure will be followed:

School personnel will staff the office phone to receive incoming calls in order to provide information.

When necessary, school personnel will notify the parents of the students on the bus with information regarding the situation and let them know when to anticipate the bus reaching the scheduled stop.

## **CAMPUS PORTAL**

District 203 is pleased to offer Campus Portal, an online system that allows parents to view student schedules, attendance, discipline and grades (where available). Campus Portal 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.

## CANVAS

Students at Washington have been enrolled in courses within District 203's learning management system, Canvas. This resource is utilized by teachers for posting homework and additional information for their specific courses. Parents will use their student(s) login information to view information on Canvas.

## ELECTRONIC DEVICES

Cell phones must be stored and in the OFF position during the school day. Students found using a cell phone during the school day will be referred to the office and be assigned a detention. Additional infractions will result in progressive disciplinary measures. Personal electronic devices such as but not limited to iPods, iPads, e-readers, communication devices, smart watches, etc. will not be used during school hours unless under the supervision of a teacher. The school takes no responsibility for these items. These items must be turned off and stored from 8:00 AM until 2:50 PM, unless given permission by, and under the direct supervision of a teacher.

## 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 e-mail 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

WJHS 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.

## HEALTH SERVICES

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. beyond three days requires a physician's evaluation/note of excusal.

## DENTAL EXAMINATIONS

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

## VISION EXAMINATIONS

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

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

## PHYSICAL EXAMINATIONS

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

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

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

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

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

## IMMUNIZATION REQUIREMENTS FOR COMPLIANCE WITH THE STATE OF ILLINOIS

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

## ASTHMA

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

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



## WHEN TO KEEP YOUR CHILD HOME

### Keep your child home:

1. If a rash is present that has not been evaluated by a physician.
2. If your child's oral temperature measures 100 degrees F or higher. A child with such a fever should remain home for 24 hours after the temperature returns to normal without the use of fever reducing medicines.
3. If your child vomits 2 or more times in the previous 24 hours and/or continues to experience nausea and/or vomiting.
4. If your child experiences loose or watery stools with a frequency greater than usual. The symptom should be referred to a physician for evaluation.
5. If your child complains of severe, persistent pain. The symptom should be referred to a physician for evaluation.
6. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
7. If there are signs of conjunctivitis ("pink eye") with matter coming from one or both eyes, itching, and/or crusts on eyelids. The symptom should be referred to a physician for evaluation.
8. If there are open sores that have not been evaluated by a physician. Once a student has provided a written physician release for a student to return to school, any open wound or sore will be covered with a dressing taped on all four sides.

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

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

## ACCIDENT & ILLNESS

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

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

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

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

## RE-ADMITTANCE OF PUPIL

### Following Injuries, Hospitalizations, Surgeries

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

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

### **Following Contagious Illness**

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

### **Following Skin Rashes**

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

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

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

### **FOOD ALLERGIES**

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

### **STUDENT MEDICATIONS**

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.

### **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.

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

### **HOMELESS STUDENTS**

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. I.D. Cards will be used for personal identification as well as checking out materials in the Learning Center, purchasing items from the cafeteria, and the school bus. Replacements can be purchased through the Learning Commons for \$5.

### **INFINITE CAMPUS**

District 203 uses Infinite Campus, an only system that allows parents to view student schedules, attendance, discipline and grades. 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 participation schools as well. Account inquiries are handled by the district office by calling 420-6825 or emailing [campusportal@naperville203.org](mailto:campusportal@naperville203.org).

### **LASER POINTERS**

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

### **LEARNING COMMONS**

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

Washington is on a computerized circulation system. Each year students are given an orientation to the LRC, which includes check out procedures, return of materials, overdue materials, and fines. Materials are checked out for a three week period and are renewable. A \$1.00 fine is assessed at the end of the 4th week, giving the students one full week to return the item before incurring a fine.

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.

Washington 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 Washington website to complement their print research materials.

### **LOST AND FOUND**

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

### **LOCKERS AND LOCKER DECORATING**

Each student is assigned a personal hall locker, with a partner, for which she/he is responsible. Food should not be kept in lockers overnight. Lockers are the property of School District 203 and not the students to whom they are assigned. We cannot emphasize enough that locker combinations must be kept private and not shared with anyone.

Decorating students' lockers to celebrate special occasions has become somewhat of a tradition at Washington. We do not wish to discourage or eliminate this practice, but need to place some reasonable guidelines concerning the decoration of lockers:

1. Decorations should be placed on the locker only, and must not interfere with the operation of the locker or those next to it.
2. Decorations must be appropriate for school and not include images that violate school policy.
3. Decorations must be easily removed from the lockers and may not permanently damage the lockers in any way.
4. Decorations must be taken down one week after they are put up.
5. Decorations made for athletics can stay up for the season, but must be removed one week after the season is completed.
6. Balloons may not be used as part of locker decorations.

### **LUNCH PERIOD**

Money is not loaned out to students for lunches. Parents are allowed to bring food for their student(s) only. School policy does not allow birthday treats. Students may not arrange or have food delivered from outside sources during the lunch hour. Only school sponsored parties are permitted during lunch. Lunches may be dropped off in the Lunch bins in the main office.

### **LUNCHROOM RULES**

1. RESPECT ALL ADULTS.
2. No loud talking. Be quiet when the signal is given.
3. Food and beverage in the cafeteria only.
4. Use school-appropriate language at all times.
5. No table switching.
6. Ask permission before using washroom
7. You may go to only one line to buy food.
8. Students are to remain in the cafeteria until dismissed for recess. Students may only leave the lunch room/recess area when they have a pass from their teacher.
9. The throwing of any item will not be tolerated.
10. If you make a mess, clean it up.

### **RECESS RULES**

1. No pushing, shoving. Keep hands to yourself.
2. No food, candy, or drinks may be taken outside.
3. Stay out of the sand, landscaping and sidewalks. Stay in your designated play area.
4. Do not abuse equipment. Kicking of playground equipment (other than footballs) is not permitted.
5. Other than playground equipment, no other items should be thrown. (Snow, grass, rocks, etc.)
6. Line up when the bell sounds to go in. No pushing.

### **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 their 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 8<sup>th</sup> Grade Moving-On Ceremony is a celebration of our students' accomplishments over the past three years. This event is sponsored by the Home and School Association and family members are welcomed to attend. Disciplinary consequences may prevent a student from attending the ceremony.

### **MOVING/TRANSFER PROCEDURE**

If a pupil is moving from Washington 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 Washington, 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 WJHS. 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, 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 at Lincoln Junior High. Students that fail to show up at a Saturday School will be suspended from school the following school day.

#### **In-School Supervised Study**

Infractions of the discipline code may result in an internal suspension from school. In-School Supervised Study is served in the 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. In-School Supervised Study infractions can last for several periods of the day to the entire day. Students that misbehave 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 a 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.

### **REPORT CARDS**

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

<b>Grading Scale</b>	
92-100%	<b>A</b>
90-91%	<b>A-</b>
88-89%	<b>B+</b>
82-87%	<b>B</b>
80-81%	<b>B-</b>

78-79%	<b>C+</b>
72-77%	<b>C</b>
70-71%	<b>C-</b>
68-69%	<b>D+</b>
62-67%	<b>D</b>
60-61%	<b>D-</b>

### **SAFETY DRILLS AND PROCEDURES**

#### **Lock Down Continue Instruction**

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

#### **Lock Down Position of Safety**

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

#### **Fire/Building Evacuation**

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

#### **Shelter in Place**

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

### **SCHOOL DAY**

Students are dropped off no earlier than 7:30 am, since supervision of students begins at that time. 6<sup>th</sup> grade students remain outside on the south side of the building. At 7:45 am 6<sup>th</sup> grade students will enter the school through Door #1. 7<sup>th</sup> and 8<sup>th</sup> grade students will remain outside on the north side of the building. At 7:50 am, students will enter the school through Door #8. First period starts at 8:00 am. In cases of inclement weather all students will enter the building at 7:30 am and remain in the cafeteria until the 7:50 am bell. If students need to see a teacher before 7:50 am, they will need a pass from that teacher.

Students will follow the bell schedule and navigate nine periods throughout the day. This included academic core classes, exploratory classes, supervised study and lunch.

At 2:50 students will be dismissed. Students should be picked up on Spring Street or Webster Street; Douglas Street should not be used as a pick-up area. Cars stopped on any portion of Douglas Street interfere with the efficiency of District 203 transportation. In addition, we would like to avoid students crossing over Douglas Street to reach parents parked in the staff parking lot. The combination of stopped cars, crossing students and buses make Douglas Street unsafe for student pick-ups.

### **SCHOOL RESOURCE OFFICER**

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 provide law-related education to students, parents, and staff and provide assistance to the entire school community.

### **STUDENT MESSAGES/ ITEMS DROPPED OFF**

Please call the main office if you need to get a message to your student during the school day. We will make every effort to get the message to the student as soon as possible. We strive not to interrupt class to call down students.

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 should sign in at the greeter's desk, place the item in the appropriate grade level bin and write their student's name on the dry erase board above. 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 the board for their name during passing periods.

### **STUDENT SERVICES**

Each student is assigned a counselor who works with the student in a variety of ways. The counselors, school social worker and school psychologist 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.

### **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.

### **TALK 203**

Talk203 is the district's way of communicating with families via the internet and telephone. Families registered in the district receive information via this service pertaining to the district and to their school. Please be sure to provide your current email address and phone number on all registration forms, and call the school's main office if there is a change thereafter. Please check the school website for more information.

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

### **D203 TECHNOLOGY/ACCEPTABLE USE POLICY**

#### **Acceptable Use**

Policy 6:235 – Authorization for Use of Computers and Electronic Networks District 203 is committed to educational excellence. Students need to collect and synthesize information from a variety of digital sources, as well as collaborate and communicate with peers and colleagues in a global community. The District will assist students in developing the skills and knowledge to navigate this rapidly-changing world. Additionally, the District will reinforce the ideals of digital citizenship and what it means to access various devices, tools, networks, technologies and apply the Internet responsibly. This document pertains to any and all district-issued "computers," "electronic devices," "mobile devices," and each of these is interchangeable for the purposes of this policy exhibit. The contents of this exhibit and authorization forms are aligned with the District Policy 6:235, Access to District Computers and Electronic Networks to promote the appropriate and responsible use of technology in support of the District's mission and goals. Additionally, other relevant District policies play a role in the successful use of District computers and electronic networks, including but not limited to: 6:235 AP-1 on Acceptable Use of District Computers and Electronic Networks and 7:180 on Preventing Bullying, Intimidation, and Harassment. Any employee, student, or other individual engaged in activity that involves the use of the District's electronic resources (systems and/or network and/or district-issued computer (or personal computer for school use)) must comply with the established Board of Education policies as well as these supplemental guidelines and all relevant state and federal laws. Said laws and policies are subject to change without notice.

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

## Acceptable Use Guidelines

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

1. I understand that any District issued device is to be used as a tool for learning and that my student will comply with the Principles of Good Digital Citizenship and the Naperville Community Unit School District 203 Acceptable Use Guidelines as stated below and signed during enrollment.
2. I will ensure the safe and timely return of devices, consistent with procedures for end of year collection or if we transfer to another District.
3. I understand that I am financially responsible for any malicious or willful damage to a Naperville 203 device that is not considered normal wear and tear.
4. I understand that the District reserves its right to manage content, implement security measures, upgrade operating systems, change user permissions or device settings, disable accounts or take any other administrative or security steps necessary.
5. I understand that my student may lose privileges if the device is continuously damaged, brought to school sporadically, or if the device is not properly charged for the school day.
6. I understand that if the device breaks we should not attempt to fix it on our own and that it should be brought to the attention of the school's Computer Support Associate immediately.
7. I understand that the District will not provide software or program licenses for use at home or on personally owned computers, and that the use of non-District or personal computing devices is prohibited.
8. I understand that the device may be fixed with tracking software and that content can be monitored, erased, or locked by District administration.
9. I understand that the District provides software that filters Internet access. I also understand that due to the constantly changing availability of Internet content, websites and website addresses, not all objectionable material may be filtered immediately and I will ensure that the use of this device will remain in compliance with Good Digital Citizenship and these Acceptable Use Guidelines.
10. I understand that the intentional circumventing of filters, security systems, loading of unapproved software, alternate Internet browsers, operating systems, proxy bypass mechanisms or rogue/malicious software constitutes a willful disregard for the principles of Good Digital Citizenship and a broken promise made by my signature on these Acceptable Use Guidelines. I understand that these actions may also place the District in a state of non-compliance with federal regulations such as Children's Internet Protection Act (CIPA) and Children's On-Line Privacy and Protection Act (COPPA) and is an immediate cause for disciplinary action and potential confiscation of the device.
11. I understand that my student should follow all parameters that individual teachers set for daily use.
12. I understand that Naperville Community Unit School District 203 is not liable for damages that may be caused by the intentional misuse of the device, or its use in a manner contrary to these Acceptable Use Guidelines.

### **STUDENT RESPONSIBILITIES and PERMISSION for DISTRICT 203-ISSUED DEVICES**

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



9. I will not share my personal user information or passwords with anyone.
10. I agree to return the District-issued device in good condition, fully charged, at the end of the semester or school year as determined by individual schools.
11. I understand that it is my responsibility to save my work often and that malfunctions or forgetting the device at home are not acceptable reasons for not having assignments completed on time.
12. I will only connect to District provided wireless (Wi-Fi) facilities when using my device in school or on Campus. I understand that this promise means I will not use personal cell phone hotspots or other non-District provided products for wireless (Wi-Fi) connectivity when using my device in school or on Campus.
13. I understand that the District provides software that filters Internet access. I also understand that due to the constantly changing availability of Internet content, websites and website addresses, not all objectionable material may be filtered immediately by this software and I will use my device within the principles of Good Digital Citizenship and these Acceptable Use Guidelines.
14. I understand that if I try to bypass filters, security systems, load unapproved software, alternate Internet browsers, operating systems, proxy bypass mechanisms or other rogue/malicious software programs, applications or extensions, it means that I intentionally disregarded the principles of Good Digital Citizenship, broke the promise made by my signature on these Acceptable Use Guidelines and have chosen to behave in an unethical manner. I understand that consequences for these actions are serious, and an immediate cause for disciplinary action and potential confiscation of my device.
15. If I use my device for a special project or purpose with permission to work in a manner that may not be filtered in part or whole by District Internet filters, I promise to use this device within the principles of Good Digital Citizenship and these Acceptable Use Guidelines.

### **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.

### **TEXTBOOK**

The student is responsible for keeping textbooks and other issued materials in the same physical condition, as they were when he/she received them except for normal wear. We ask that students cover the book 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 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.

### **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 issued upon entrance to the building and must be worn throughout their visit and turned-in upon exiting the building. Due to the tremendous responsibility to staff and liability to the school district, students who are not enrolled at Washington Junior High School can no longer be approved as "guests" unless their visit has been prearranged with a teacher.

