

Dear Rotolo Middle School Students and Parents:

Welcome to Rotolo Middle School! This handbook has been prepared to provide information to students and parents concerning school policies, procedures, regulations, and routines. Student and parent understanding and cooperation with the school procedures set forth in this handbook are important if our education goals are to be achieved.

If you have any questions, please feel free to call the appropriate administrator or staff member at school at 630-937-8700. We will be happy to assist you in any way we can. This handbook has been put together to introduce you to the multitude of school expectations, regulations and procedures. It is important that all students and parents review the contents of this handbook.

The faculty, school personnel, and administration look forward to the beginning of a new school year and to future communications with you. A home/school partnership with good communication will greatly enhance the education of your child and all of our students.

Rotolo Middle School
1501 South Raddant Road
Batavia, Illinois 60510

Main Office Number: 630-937-8700

Attendance Number: 630-937-8703

Fax Number: 630-937-8701

RMS Administration

Bryan Zwemke, Principal

Josh Bulak, Assistant Principal for Operations & Athletics

Jennifer Hix, Assistant Principal for Curriculum & Instruction

Cheryl Curry, Dean of Students

Batavia Administrative Office

Rosalie Jones Administrative Center

335 West Wilson Street

Batavia, Illinois 60510

630-937-8800

Dr. Lisa Hichens, Superintendent

Board of Education

Tina Bleakley

Cathy Dremel

John Dryden

Jon Gaspar

Sue Locke

Chris Lowe

Jason Stoops

Batavia School District Mission Statement (District Philosophy 1:30)

Always Learning, Always Growing

Rotolo Middle School Mission Statement

We are committed to empowering ALL students to pursue with integrity their maximum academic, physical, social, and emotional potential.

ATTENDANCE PHILOSOPHY (Board Policy 7:70)

Our attendance policy is based upon the following assumption:

1. In accordance with the requirements of the SCHOOL CODE of Illinois and in recognition of the responsibilities imposed upon parents, it is the policy of District 101 that students shall attend school on a regular basis. Student attendance is not optional; it is a requirement of every class. Rotolo Middle School's educational program is built on the premise that regular attendance is vital to a student's success in school. Seeing that a student maintains regular attendance requires a cooperative effort by the student, parent(s), or guardian(s), and school personnel. The Board of Education believes that the school administration and staff have a duty to rigorously and consistently enforce school regulations dealing with class attendance.
2. While the major responsibility for attendance rests with the students, the school and the parents or guardians share this responsibility. Students are expected to attend every class; the school has an obligation to inform both students and parents of the student's progress and attendance in all classes. Parents or guardians are obligated to follow proper procedures to inform the school when their son or daughter is absent and to give the reason for the absence.

Attendance Procedures

Parents, guardians, and students should be aware of and follow these procedures:

1. A parent or guardian should call the school absence line (630-937-8703) BEFORE 9:00 a.m. and leave a message each day the student will be absent. A message should be left that indicates the student's name and reason for the absence. If a call is not made by 9:00 a.m., the school will contact the parent or guardian regarding their child's absence.
2. As a general rule, one day of extra time is allotted for each day excused absence when scheduling makeup work.
3. Homework requests can be made if the absence will go beyond one day. Students are expected to use their Chromebooks to access missed assignments and homework as well. In the case of absences that become extended, we ask that you wait another two days to request homework again. We receive numerous requests to obtain homework for absent students. We are happy to provide this service as it benefits our students. Building policy that states if parent-requested homework is not picked up two times, future homework requests for that student will not be honored.

Late to School Procedures

1. Any student arriving after 8:00 a.m. is to report directly to the Main Office to be issued a pass. Once attendance has been taken, no student will be admitted to class without a pass.
2. Students who demonstrate excessive tardiness or a continual pattern of tardy behavior, will be issued after-school detentions. Should tardiness continue, more serious consequences will occur.
3. If a legitimate reason for lateness exists, parents should write a note or call the school to inform the school office. Without this communication, the tardiness will be considered unexcused.

Appointments/Vacation/Club Sports

In order to maximize academic success, every effort should be made to not miss school for club sports, doctor/dental appointment or for vacation purposes. Vacations and club sports are considered unexcused absences. Occasionally, situations may arise which make it necessary for students to be absent for these reasons. Teachers will give make-up work to the student at conclusion of the vacation. Some work may not be able to be made up due to the timing, hands-on or experiential nature of the class work. Rotolo Middle School does not use a vacation form. Tests and quizzes may be delayed at teacher discretion.

Before School Drop-Off and After School Pick-Up

Upon arrival, all students shall report to their designated grade level wing. Students should report immediately to their locker area and remain in their designated team/grade level location until 7:50 A.M. First period begins at 8:00 A.M. Students will be allowed to enter the building beginning at 7:40 A.M. Students will only be allowed early entry with a pass from a teacher. Individual teams may take other supervisory procedures regarding morning entry as they see necessary. The school provides bus transportation to and from school for students who qualify. Students who do not ride the bus shall arrive at school no earlier than 7:50 A.M.

Bus Students: Students may not ride to or from RMS with other students for any reason except in an emergency in which the parent has contacted an administrator and student has obtained a temporary bus pass. Most busses will be waiting for students at dismissal time. Those who need to wait for a late arriving bus should report to the cafeteria. A bus rider who is in need of help from a teacher or has been assigned detention for disciplinary reasons is expected to make other arrangements for transportation home. Students will be given 24 hour notice to make these arrangements.

Students who walk: Unless a student has been asked to remain with a teacher for extra help, disciplinary reasons, or participation in a special activity, he/she is expected to leave the building and school grounds by 3:10 P.M. The building will be "swept" of lingering students. They will be provided with a disciplinary consequence. Students waiting for rides may wait in the main lobby entrance.

Traffic Pattern

There are two main lots available for use. The front (east) lot is for visitor parking. Parents dropping off and picking up students should use this lot at all times. The rear (west) lot has been designated for staff and faculty parking. This is also the area where all bus traffic will load and unload students. It is very important not to mix auto and bus traffic. Since the majority of Rotolo Middle School students ride a school bus, this back area will be a very busy place. The less auto traffic in this area, the safer the facility. Again, visitor traffic will be restricted to the front parking area. Parents meeting students to provide a ride will need to meet them at the main entrance - by the front (visitor) parking lot.

During non-school times (e.g. after 3:45), the rear lot may be used for general parking during event times (concerts, athletic events, orientation).

Excessive Absenteeism

Rotolo Middle School considers absenteeism excessive when it significantly interferes with a student's learning as reflected in academic performance or social development. Significant interference typically occurs when a student misses 2 or more days in one month. Excessive absenteeism includes excessive tardiness. Kane County requires parents be contacted when their student has reached 5% (nine days) of absences in a school year. Excessive absences beyond that may result in a referral to the Kane County Truancy Department.

Excused Absences

The school district's policy states that absences shall be excused for the following reasons: personal illness, bereavement, quarantine, family emergencies, observances of religious holidays, or planned absence initiated by a specific written request from a parent or guardian approved in advance by the principal or designee.

Home and Hospital Instruction (Board Policy 6:150)

A student absent for more than two consecutive weeks because of health or physical impairment will be provided the services of a certified teacher in the home or hospital. Appropriate educational services shall begin as soon as eligibility has been established with a written statement from a licensed medical examiner and a written parental or guardian request filed in the Office of the Superintendent.

Incident Weather

If weather becomes a factor and you believe school may be closed, please check the district website at www.bps101.net. If you are subscribed to the RMS Messenger service, you will receive a call, email, and/or text to the identified phone numbers. Please do not call the school. Stations that carry Rotolo School closing information include WBBM 780 AM, WLS 890 AM, WMAQ 670 AM, and WGN 720 AM.

Medical Documentation

If more than three days absent, parents or guardians may be required to present medical documentation of physical or emotional conditions causing a student's absence in order for it to be marked excused.

Resources and Supportive Services

The following resources and supportive series are available to students with attendance problems and their parents or guardians: conferences with school personnel; counseling services from school counselors, social workers, and psychologists; testing by school psychologists and special education personnel; schedule or program changes; placement in alternative education programs; special education assessment and placement; referral to community agencies for appropriate services.

Student Sign-In/Sign-Out

Students are not allowed to leave the school building during the day without being excused through the Main Office. Parents MUST come to the main school office and sign students out. Students waiting to be picked up by a parent will be held in this office. Students returning to school during the day must come to the Main Office and sign in.

If a student becomes ill in school, he/she should obtain a pass from his/her teacher and report to the nurse in Student Services. If school personnel deem it is in the student's best interest to go home, the office will call parents to pick up their child. Parents must then come to the Main Office to sign their child out of school.

Truancy

Rotolo Middle School considers a student truant when he/she is absent without valid cause for a school day or portion thereof, as defined in Section 26-2a of the Illinois SCHOOL CODE.

Chronic Truancy

Rotolo Middle School considers a student to be a chronic truant who is absent without valid cause for 5% or more of the 180 regular attendance days.

Referral of Chronic Truants

Rotolo will refer chronic truants to the Kane County Educational Service Region in accordance with current procedures established by the Regional Office of Education.

Other Attendance Questions

I've scheduled an appointment for my child during the school day. What is the procedure for checking out of school early AND returning after the appointment? Your child should report to the Main Office first thing in the morning. He/she should have a note from a parent indicating the appointment AND requested pick-up time. The office staff will then give the student a pass with this identified time on it. The student should then report to class and inform the teacher whose class he/she will be leaving from about the scheduled appointment. At the time written on the pass, the student should report the Main Office and await parent arrival and sign-out.

My child is home sick for several days. I've called the attendance line to inform the school, but how do I assure I get the homework? When you call to report the absence, request homework at that same time. All requests must be made before 10:00 a.m. Students are encouraged to use their Chromebooks to access homework and teacher communications. *Homework is not provided unless the absence is in excess of one day.*

My family is taking a short trip. My student will miss 2 days of school. Do I need to notify the school office? Yes. However, absences for vacations are strongly discouraged and are considered unexcused. Due to timing, hands-on, or experiential nature of classwork, teachers reserve the right to hold students accountable for tests, quizzes, or related work and are not obligated to provide work ahead of time.

My student is feeling sick during the afternoon and gets sent home. By the evening, he/she is feeling much better. Can he/she come back to school to attend an event? No. In order to attend an after school event, either as a spectator or participant, a student must be in attendance from 11:30 on. If a student is sick in the morning and comes to school before 11:30, he/she may attend the event.

GENERAL SCHOOL PROCEDURES AND INFORMATION

The following section contains some general school information and rules. If rules, they apply during all school related events, whether during the regular school day, before or after school hours, inside or outside of the building. If it is a school related event, all regular school rules apply. Building administrators reserve the right to discipline students for any disruption or action they deem inappropriate or unacceptable, even if the action is not specifically identified in this handbook. (BOE Policy 7:130)

Access to Classrooms and Personnel (BOE 6:122)

Purpose and Definitions

Parents, independent educational evaluators, and qualified professionals retained by or on behalf of parents will be granted reasonable access to the parent's child, and the District's educational facilities, personnel, classrooms, and buildings in accordance with this policy and procedures to be developed by the Superintendent.

For purposes of this policy, the term "qualified professional" means an individual who holds credentials to evaluate the child in the domain or domains for which an evaluation is sought, or an intern working under the direct supervision of a qualified professional, including a master's or doctoral degree candidate.

For purposes of this policy, the term "independent educational evaluator" means a person whose name is included on the list of independent educational evaluators developed by the State Board of Education, or person possessing the credentials required by State Board of Education regulations.

Parent Visitation and Observation

A parent will be granted reasonable access of sufficient duration and scope for the following purposes: to observe the parent's child in the child's current placement, services, or programs, or for the purpose of visiting an educational placement or program proposed for the child.

Prior to being granted access, the parent must contact the Principal of the school. The Principal may require a written request. The written request must include the following information: (1) the purpose of the visit, (2) proposed date and time of the visit, and (3) the approximate duration of the visit.

Visits by a parent will be arranged on dates and at times mutually agreed to by the parent and the District. Parents are required to comply with all school or District rules and procedures concerning school safety, security, and visitation.

Visiting parents are required to comply with applicable privacy laws, including laws protecting the confidentiality of education records, such as the Illinois School Student Records Act and federal Family Educational Rights and Privacy Act. Unless previously authorized by the District, parents may not take photographs, video or audio record during the visit or observation, or create other records which include personally identifiable information about students other than the student who is the subject of the observation. Visiting parents may not disrupt the educational process or environment of the class or school.

Independent Educational Evaluators and Qualified Professionals Visitation and Observation

An independent educational evaluator or other qualified professional will be granted reasonable access of sufficient duration and scope for the following purposes: conducting an evaluation of the child, the child's performance, the child's current or proposed educational program, placement, services, or environment, including interviews of educational personnel, child observations, assessments, tests or assessments of the child's current or proposed educational program, services, or placement.

Prior to being granted access, the independent educational evaluator or qualified professional must submit a written request to the Principal of the school. The written request must include the following information: (1) the independent educational evaluators or qualified professionals qualifications or credentials, (2) written authorization from the parent for the visit, (3) the purpose of the visit, (4) the proposed date and time of the visit, and (5) the approximate duration of the visit. If an interview with educational personnel is requested, the request must also include the following information: identification of staff persons to be interviewed, and reasons for the interview.

Visits by an independent educational evaluator or a qualified professional will be arranged on dates and at times mutually agreed to by the District. Independent educational evaluators or qualified professionals are required to comply with all school or District rules and procedures concerning school safety, security, and visitation.

Interviews of District educational personnel by independent educational evaluators or qualified professionals will be limited to District personnel having information relevant to the child's current or proposed educational services, program, or placement. All interviews will be conducted at a mutually agreed upon time, date and place, which do not interfere with the District personnel's school duties.

Visiting independent educational evaluators or qualified professionals are required to comply with applicable privacy laws, including laws protecting the confidentiality of education records, such as the Illinois School Student Records Act and federal Family Educational Rights and Privacy Act. Unless previously authorized by the District, independent educational evaluators or qualified professionals may not take photographs, video or audio record during the visit or observation, or create other records which include personally identifiable information about students other than the student who is the subject of the observation.

Visiting independent educational evaluators and qualified professionals may not disrupt the educational process or environment of the class or school.

Activities and Athletics

(BOE Policy 6:190)

Philosophy: The Board of Education, along with staff, parents, and students of RMS are committed to establishing and maintaining a dynamic co-curricular student activity program that meets the unique emotional, social, physical and intellectual needs of the early adolescent learner. We are determined to:

1. Provide or arrange co-curricular activities open to everyone, regardless of skill level and ability;
 2. Promote participation, interaction, learning, cooperation, scholastics, limited competition, and community service;
 3. Maintain an appropriate balance between skill development (the optimal goal) and competition;
 4. Maintain an atmosphere whereby the activities are structured to be both fulfilling learning experiences and fun for the participants,;
 5. Encourage parental and community involvement in development and implementation;
 6. Focus on the philosophy of providing the best opportunity to maximize the student's growth as a person;
- Clubs will be developed with an emphasis on academic connections balanced with student and teacher interest.

We realize that a strong school, home, and community relationship emphasizing good communication is crucial to the successful completion of our mission.

- **Athletic Eligibility Requirements**

Representing Rotolo Middle School in after-school activities and interscholastic athletics is regarded as an honor and a privilege. All students who take part in activities and athletics must fully understand that adherence to all parts of the activities and athletic code is essential for participation.

The purpose of this activities and athletic code is to encourage all participating students to practice and develop a greater application for the values associated with academic achievement, responsible behavior, and good citizenship.

The students participating in all after school activities and interscholastic athletics are constantly reminded that they are representatives not only of Rotolo Middle School but also the community and should always strive to exhibit behavior that will make them a credit to their team, coach, school, and community.

The following articles and standards of conduct apply to all after school activities and interscholastic athletics sponsored by Rotolo Middle School.

1. Every student participating in after school activities and athletics must meet academic eligibility. Eligibility will be checked on a weekly basis starting the 4th week of every Trimester. It will be checked every Tuesday by the coach, sponsor, and Assistant Principal for Operations and Athletics. Any student participating in after school activities or athletics with 2 or more D's or F's will be conferenced with regarding their grades by the Assistant Principal of Operations and Athletics. Parents of the student will be contacted on Tuesday and the student will be placed on warning of being ineligible. The student will have to create an action plan to improve their academic grades and get the plan approved by the teacher(s) of the courses in question. The next Tuesday The Assistant Principal for Operations and Athletics will check on the progress of the student. If the student grades have not reached the eligibility level or the student is not following the action plan to improve their grades then

the student will be ineligible. Any student determined ineligible will be able to practice with the team but will not be able to dress or participate in any contest until the student is reinstated. Ineligibility will continue until either a reinstatement form is completed or the next eligibility check clears the student for participation.

2. Any time a student sees a physician for an injury that occurred during the after school activity or athletic competition, he or she may not resume activity until the doctor issues a written release.
3. Any time a student is suspected of having a concussion, the Rotolo administration, coaches, and sponsors will follow the IESA concussion protocol.
4. Students must be in attendance at school at least one-half day previous to an evening or after-school function in order to participate in it. **Student athletes who do not participate in Physical Education class due to illness or injury will not be allowed participation in the day's athletic event.** If a student leaves school early because of illness, that student should not expect to participate in any after-school activity. (11:30 a.m. designates half a school day). Special dispensation can be given by the Principal or Assistant Principal for Operations and Athletics for such things as family emergencies, funerals, etc...
5. All students participating in athletics are required to have a sports physical examination on file each year. Students will not be able to participate in practices or competitions without a current physical.
6. Specific incidents of behavior or academic problems not covered in the school activities and athletic code are subject to review and disciplinary action of the Principal or Assistant Principal for Operations and Athletics.

- **Eligibility for School Activities**

Good citizenship is the demonstrated desire to develop good attitudes, moral values, and worthy social habits; and to strive for improvement of skills, knowledge, and work habits in order that each student may make his/her best contribution to society. Eligibility for participation in all school activities shall be in accordance with the elements of good school citizenship and individual character as follows:

1. To act in such a manner as to keep the reputation of Rotolo Middle School at a high level.
2. To set an example of good school citizenship for fellow students.
3. To work hard in academic classes and demonstrate quality effort.

A student may be eligible to represent his/her school in any activity where he/she would participate before the student body, the public, or in competition with other schools; or participating in other school activities; providing he/she demonstrates the desire and ability to conform to the practices of good school citizenship. In those instances when this is not the case, the building administration, in counsel with the classroom teacher(s), grade level counselor, and activity sponsor may deny a student the privilege of participation in these activities. (BOE Policy 6:190)

Students must be in attendance at school at least one-half day previous to an evening or after-school function in order to participate in it. **Student athletes who do not participate in Physical Education class due to illness or injury will not be allowed participation in the day's athletic event.** If a student leaves school early because of illness, that student should not expect to participate in any after school activity. (11:30 a.m. designates half a school day).

Students who have not paid Statement of Charges for lost/damaged school property may be denied participation in extra-curricular activities.

- **Activities**

Rotolo Middle School offers a wide variety of non-sport related activities. Participating in these types of activities as well as athletics is an important part of the educational and learning process. Activities include

Yearbook, Service Club, Cheerleaders, Problem Solving, Jazz Band, Student Council, and a variety of special interest clubs. A complete listing of these activities is provided at registration time. (BOE Policy 7:300)

- **Athletics** (BOE Policy 7:300)

To help defray the cost of extracurricular athletics and to maintain current programs, each participant in the Batavia interscholastic athletic programs will be required to pay a user's fee. This fee will be collected from each athlete for each sport in which he/she participates. Student participation in school-sponsored extracurricular athletic activities is contingent upon a student presenting a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation. The Superintendent or designee shall maintain the necessary records to ensure student compliance.

Rotolo Middle School offers a wide variety of athletic opportunities. Students are encouraged to participate in one or more of the following interscholastic sports:

Wrestling (Grades 6-8)

Cross Country (Grades 6-8)

Basketball (Grades 7-8)

Volleyball (Girls—Grades 7-8)

Football (Grade 8)

Cheerleading (Grades 7-8)

Track (Grades 7-8)

A variety of school wide intramural activities are available throughout the year for boys and girls.

STUDENTS WHO PARTICIPATE IN ATHLETICS ARE REQUIRED TO HAVE A PHYSICAL BEFORE THEY MAY PARTICIPATE IN ANY OF THE ABOVE SPORTS.

They are also to be covered by the school insurance or sign a waiver indicating that the student is covered under a separate health insurance plan. Forms are available in the school office or from the coach. An athletic fee, set by the Board of Education, is charged to each child who participates in a sport and must be paid before beginning the activity.

Spectators at School Sponsored Events

Students are encouraged to attend Rotolo Middle School sponsored events that allow for spectators. The purpose for such attendance is to help foster a feeling of confidence in our team and to develop a strong school spirit. Spectators are expected to act and behave in a courteous and considerate manner at all times. Once students leave the supervised area they will not be allowed to return and the school is no longer responsible for them. Students choosing to behave inappropriately at such events will risk not being allowed to attend future events. Supervision of students is available for only a short time after the end of a game. Ending times of games are between 6:15 P.M. and 6:30 P.M. Students are expected to have a prearranged ride home at that time. Students continuing to remain at school for an unreasonable time after a game is completed, risk not being allowed to attend future events. PARENTS, we ask that you cooperate in picking up your child at the appropriate time.

Only students attending Rotolo Middle School, along with spectators from the visiting school are allowed into the event. Parents and siblings of participants may attend the event as long as appropriate behavior is maintained.

The rules governing all home sporting events are as follows:

1. Students who will be spectators at events need to report to the designated supervision area by the 3:15 bell for supervision prior to the beginning of the event. Disciplinary action will be required if you are not in the assigned designated area.

2. When students arrive, they will be seated in the event area. For basketball and volleyball, in the bleachers; for wrestling in the upper gym. For football, spectators should view the game from the east (Raddant Road) side of the field.
3. Students attend these events with the understanding that they are spectators who WATCH the event. Rowdy behavior (e.g. inappropriate shouting, booing, pushing/shoving) will not be tolerated.
4. Students will only be allowed to enter the gym (for basketball) during non-action times. They will ONLY be allowed to leave the area during halftime and between games unless they are leaving the building. Once a student leaves the building he/she may NOT return. The same applies for wrestling and volleyball. Students will not be allowed into the area during action time.
5. During basketball and volleyball games, spectators are not allowed in the upper gym area unless the area seating has been specifically opened.
6. Students should have prearranged rides. Basketball games generally finish around 6:15, wrestling 6:00, and volleyball 5:30. Those students who demonstrate problems arranging rides will not be allowed to attend.
7. Once a student leaves the building during the event, they may not return.
8. Loitering in hall areas is not allowed.
9. Noise making devices are not permitted.
10. Follow all directives of supervisors.
11. All regular school rules apply.

After School and Evening Activities

Several after school and evening activities are sponsored such as athletic events, concerts, or plays. Most evening activities such as concerts begin at 7:00 P.M. Students may only attend these events (concerts, plays, etc.) with a parent unless directly involved as a participant in the event. Supervision of students at these events is the responsibility of the parent. Students are expected to be picked up promptly after these events. Those who are not picked up promptly will not be allowed to attend future after school or evening events.

HIGH SCHOOL STUDENTS ARE NOT INVITED TO MIDDLE SCHOOL EVENTS. HIGH SCHOOL AGE SPECTATORS ARE ONLY ALLOWED TO WATCH A FAMILY MEMBER DIRECTLY INVOLVED IN THE EVENT AND MUST AT ALL TIMES BEHAVE IN AN APPROPRIATE MANNER.

High School Events

These events are organized and sponsored by the High School for their students. Middle school students are generally NOT allowed to attend these events without the direct supervision of their parents. Middle school students arriving at an event without DIRECT PARENT SUPERVISION will not be allowed entry. Students attending High School home football games should be seated with their parent, or are expected to be in the Middle School spectator section located in the south end zone.

Appearance

The appearance of the school is the responsibility of all. Each student should help in maintain the appearance of common areas as well as classrooms and the exterior of the school. All students are expected to clean up after him/herself and may be periodically asked to help clean tables, chalkboards, desks, etc.

- Students are expected to respect the rights of property owners in the vicinity of the school.

- Students will be expected to provide restitution for any damage they cause to property belonging to others.
- Students must accept responsibility for the proper care of all properties, including all text and library books. If books have been damaged in any way, the student is responsible for paying for the damage.
- There is to be no throwing/shooting of any objects in or out of the building.
- Gum chewing is permitted per supervising teacher discretion.

Assemblies

At all assemblies, please remain with your teacher and sit where directed. Students should show appreciation during the assembly with applause only and at the appropriate times. Students should not shout, stomp their feet or whistle. After the assembly, students are expected to exit with their teacher in an orderly and safe manner.

Behavioral Interventions for Students with Disabilities

Public Act 89-191 requires all Illinois school districts to develop a policy and procedures addressing the use of behavior interventions for special education students. The Batavia School District's policy and procedures was developed using guidelines provided by the State Board of Education. The act requires that all parents and students be notified about the existence of this policy on an annual basis. This policy and procedures shall be furnished to the parent(s)/guardian(s) of all students at the time an individual education plan is first implemented for a student. A copy of the Batavia School District policy and procedures is available by calling the Student Services office at 630-937-8836.

Cafeteria/Lunchroom Procedures

All students will eat their lunch in the cafeteria. No student will be allowed to leave the school grounds during lunch unless signed out by their parent. A hot lunch program is operated on a daily basis. A free or reduced lunch program is available for those who qualify. Applications for free or reduced lunch are available in the school office. Students may also bring their own lunches. Students are expected to use common sense and common courtesy while eating lunch. We do not feel it is beyond any student to conduct himself/herself in the same manner, as he/she would while dining at home or in a restaurant. The following rules were formulated with the hope that the lunch period will be as pleasant as possible for the majority of students

1. WALK to the cafeteria and to the line for safety.
2. Respect others' personal space. Do not push or shove.
3. Use a normal level of voice.
4. Keep your table and table area clean; throw your trash in the garbage cans.
5. Practice good eating habits and good table manners. The throwing of food is not allowed.
6. All food is to be eaten in the cafeteria.
7. Ask permission to leave the cafeteria to use the bathroom or if you have a pass.
8. Return your tray and eating utensils to the designated area.
9. "Borrowing" money from other students will be strongly discouraged.
10. Ordering food to be delivered to the school by outside vendors is not allowed unless organized and supervised by a teacher.

Students will be dismissed from the cafeteria by sections. At this time students will discard their trash and recycle appropriate materials in the designated containers. It should be understood that it is an individual's responsibility to clean up after himself or herself. While custodians are available for general cleaning, they are not expected to be individual student custodians. Each student will be expected to do his/her part in keeping the school clean. Students are expected to throw out their trash and will be asked at times to help in other cleaning duties.

Students who fail to obey these rules may lose the service of the school cafeteria. These students will spend their lunchtime supervised in another lunchtime location. These students will be asked to bring a bag lunch from home, or bring money for a school bag lunch. Continual misbehavior during lunch/recess time may result in your parents being requested to remove you from the school grounds during your lunchtime.

Free/Reduced Lunch

Students who qualify may receive free or reduced fee meals during the lunch hour. Applications have been made available with registration materials, and may be picked up in the office. Upon return of the application, a decision will be made and the applicants notified of whether they qualify for free or reduced fee meals. **Those students who qualified for free or reduced lunch last year will also be eligible this year until 30 days from the start of the school year.** By this date, a new application must have been completed and approved for program continuation. (BOE Policy 4:130)

Civil Rights

RMS strives to maintain an environment of respect for all individuals and protects the Civil Rights of all students and staff. The rights belonging to an individual by virtue of citizenship, especially the fundamental freedoms and privileges guaranteed by the 13th and 14th Amendments of the US Constitution and by subsequent acts of Congress, including civil liberties, due process, equal protection of the laws, and freedom from discrimination. At RMS, this means that no student should be targeted or discriminated against because of:

- Race and/or ethnicity
- Religion
- Gender/orientation
- Economic status
- Disability

If/When a student's Civil Rights are violated, developmentally appropriate consequences may include one or more of the following: parent conference, detentions, in-school suspension, out-of-school suspension, referral to grade level counselor for restorative justice plan, recommendation for expulsion. (BOE Policy 7:10)

Classroom Behavior and Possible Classroom Disciplinary Consequences

Misbehavior is a matter of choice. Choosing to disrupt class infringes upon the right of the teacher to teach and the rights of the other students in class to learn. Even those disruptions that appear minor in nature seriously interfere with the educational process. Students are expected to use courteous behavior toward other students and teachers. Each time a student neglects this courtesy, he/she is subject to disciplinary actions.

Students should be in the classroom and ready to begin at the time class is scheduled to begin. Each time a student arrives after this time, without a pass, he/she is subject to disciplinary action.

As a general rule, consequences will follow the steps below. However, teachers have the authority to respond at any step based on the circumstances and the actions of the student. Discipline consequences are progressive. Consequences become more severe as the disruptive behaviors continue.

- 1st Consequence: Teacher communication to the student that the behavior is inappropriate. (Warning)
- 2nd Consequence: Parent contact
- 3rd Consequence: Teacher detention, parent contact, and/or other teacher intervention

- 4th Consequence: Parent contact and Office Discipline Referral
- Further Consequences: If the problem persists, additional detentions/referrals or other consequences may be assigned. In addition, the following interventions may be implemented.
 - Parent Conference: The teacher or team of teachers will share their concerns with the student's parents in order to gain insight, receive suggestions, and confront the problem in a cooperative, supportive effort.
 - Building Intervention: The teacher(s) will bring the issue to the Building Level Intervention Team (BLIT) consisting of teachers, social workers, counselors, psychologist, speech pathologist and building administrators. Further discussion will take place and result in intervention strategies and a timeline to gather data, monitor progress, and update strategies.
 - Building Administrator: The student will be held responsible for his/her actions that may include consequences at the discretion of a building administrator, up to and including recommendation to the Board of Education for expulsion.
 - Recommendation for Case Study Evaluation: If the issue persists, despite exhaustive building intervention, which may include referral, discussion, and planning with the BLIT and/or development of an RtI (Response to Intervention) plan, the administration may recommend a case study evaluation to be completed in order to gather more information as to the specific nature of the problem.

Special note of disruptive behavior(s) toward the end of the school year: Generally, several "special" events occur toward the end of the school year. Examples include field trips, team luncheons, 8th Grade Dinner/Dance, activity periods, etc. These are privileges and may be taken away from those individuals whose prior behavior has deemed this consequence to occur. Students may, with parent contact, also be kept after school on the last day as a legitimate consequence for behavior.

Communication Policy

Rotolo Middle School staff is committed to the goal of good and effective communication with our constituents. Good and effective communication is a two-way street and requires that all participants in the communication process follow certain basic rules. We all want to teach our children and students to be good communicators. We must demonstrate these skills and be good role models for this to occur. It is our expectation that communication among and between administrators, teachers, secretaries, aides, and parents will take place in a courteous, respectful, non-threatening, and appropriate manner.

We understand that events will occur and issues will arise where parents need more information or where there is a disagreement between school and parents. When these events or issues occur, and parents communicate with the school in a courteous, respectful, and appropriate manner, school personnel are most willing to listen to parental concerns and point of view. However, it is the Rotolo Middle School policy to discontinue conversations where parents are being disrespectful, abusive, threatening, rude, or inappropriate towards school personnel (e.g. yelling, swearing, etc.). When parents demonstrate this kind of behavior, our School Policy is that school personnel will communicate to the parent that we understand that the parent is upset and angry but that we are willing to listen and continue the discussion only if the parent continues in an appropriate manner. If the parent persists in being inappropriate, school personnel will 1) immediately end the conversation, 2) invite the parent to call the school and resume the discussion when it can be done appropriately, and 3) if the parent is at school, direct the parent to leave school property. If the parent refuses to leave, police will be called immediately. If, in the opinion of school personnel, the parent represents a continued threat to the safety and well-being of school personnel or students, police will be contacted and that

parent will be denied access to Rotolo Middle School property.

Detentions

Teachers may detain students in their own classrooms as a consequence for tardiness or rule infractions.

- Students should note that detentions take precedence over any non-academic activity.
- For formal disciplinary detentions, students will receive a detention slip that assigns the detention for, at least, one day after the detention slip is given. Detentions may only be assigned for the same day if a parent is contacted.
- All detentions must be signed by a parent and returned to the teacher who assigned the detention. The consequence for an unsigned detention is an additional detention. (Parent signature is required to ensure communication with parents regarding their child's behavior.)
- Teachers will double the time for any detention not served on the assigned day. If there is a problem with the student serving on the assigned date, the student's parent must contact the teacher and arrange a different time.
- If a student does not serve a detention that a teacher has doubled, a discipline referral will be written and consequences will follow the sequence of office detentions, in school suspension, etc. Students who repeat the skipping of teacher detentions will be referred to the office and assigned ISS or OSS.
- If a student is absent from school on the assigned detention day, the detention is to be served on the first day upon returning to school.

Social Networking Passwords

The District may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the district has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a disciplinary rule or policy.

Electronic Devices

Using or possessing an electronic paging device, a cellular phone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or restrooms, to cheat, or otherwise violate student conduct rules.

Unless otherwise banned under this policy or by the building administration, all electronic devices must be kept off and out of sight during the regular school day unless:

- The supervising teacher grants permission
- The use of the device is provided for in a student's IEP
- It is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students using cell phones during regular school hours should expect to have the phone confiscated and may require pick up by a parent. Rotolo Middle School is not liable for lost or stolen items. (BOE Policy 7:190)

CHROMEBOOKS

Chromebooks are on loan to RMS students for a period of two years from issuance, at which point the student will take full ownership. Insurance is available at the time of issuance. Until the two-year time frame expires, Rotolo Middle School reserves the right to inspect Chromebooks for violations including misuse, cheating, or inappropriate sites. Students who violate the RMS technology policy may be subject to disciplinary action according to the BOE Policy 7:190 for use of electronic devices.

Chromebooks are an instructional tool and as such are used extensively to deliver curriculum. Any concerns should be addressed as a partnership with parents, teachers, and administrators.

All students are issued a BPS email address. Use of this email is for educational purposes only. Students who use email to send chain mails or other such unsolicited email or use this email address to harass other students are in violation of the district technology policy and will may be subject to disciplinary action based on the level of the infraction.

Emergency Procedures

Fire or fire drills are signaled with a continuous horn sound. Upon hearing the signal, students should immediately listen to teacher directions. Do not attempt to take anything with you when you leave the building.

Tornado alerts or drills are signaled by an alert tone followed immediately by an announcement. When the alert sounds, immediately listen to directions as to where to proceed and how to assume a safe position.

School bus evacuation procedures are practiced during the year. School-wide lock down and evacuation drills are also practiced. In all emergency procedures it is vital to behave and follow specific directions from your supervisor.

English Language Learners Program

(BOE Policy 6:160) The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners that will:

1. Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Language Learners.

2. Appropriately identify students with limited English proficiency.

3. Comply with State law regarding the Transitional Bilingual Educational Program and Transitional Program of Instruction.

4. Comply with any applicable State and federal requirements for the receipt of grant money for English Language Learners and programs to serve them.

5. Determine the appropriate instructional program and environment for English Language Learners.

6. Annually assess the English proficiency of English Language Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.

7. Include English Language Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.

8. Provide information to the parents/guardians of English Language Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's individualized education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

Fees/Fee Waivers

Requests for a waiver of student fees were mailed with registration packets prior to the beginning of the school year. These need to be completed and returned promptly to the main office. Guidelines for fee waivers closely follow those for free or reduced lunch. Fee waivers apply to all school fees. If you did not receive a fee waiver and would like to apply, please contact a secretary in the main office. (BOE Policy 4:140)

Food Treats for Celebration or Rewards

Food for school/class events, birthday celebrations or rewards will not be allowed. Issues related to food allergy management, loss of instructional time, disparity, and the district's commitment to promoting a healthy lifestyle have contributed to the development of this procedure consistent with BOE policies 7:285 and 6:50. If you have a specific event or school business partnership that you would like considered as an exception, please see the building principal. All food not approved by the building principal will be returned to the parent/guardian

School Wellness (BOE 6:50)

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

Goals for Nutrition Education

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy [6:60](#), Curriculum Content.

Goals for Physical Activity

- The goals for addressing physical activity include the following:
- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy [6:60](#), Curriculum Content.
- Unless otherwise exempted, all students will be required to engage daily during the school day in a physical education course. See Board policy [6:60](#), Curriculum Content. Elementary teachers will engage students in physical activity on days students do not have physical education classes.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

Nutrition Guidelines for Foods Available in Schools During the School Day

1. Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall control food sales that compete with the District's non-profit food service in compliance with the Child Nutrition Act. Food service rules shall restrict the sale of foods of minimal nutritional value, as defined

by the U.S. Department of Agriculture, in the food service areas during the meal periods and comply with all applicable rules of the Illinois State Board of Education.

2. Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

The Superintendent or designee shall provide yearly reports to the Board concerning implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy.

Community Input

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, school staff and administrators, and the public.

Rewards

School staff will be encouraged to use food or beverages that meet nutritional standards as rewards for academic performance or good behavior, and will not withhold food or beverages as punishment.

Food and Beverage Items Brought From Home

The district will promote and encourage nutritious snack, lunch, and celebration options brought from home for student consumption. The district will disseminate list of healthy foods and beverages to parents and teachers.

Sharing Foods and Beverages

Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Substitute Teachers (BOE policy 5:220)

The Superintendent or designee may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold a valid teaching or substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period of not to exceed 90 school days.

2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any licensed teacher under contract with the District only for a period not to exceed 120 school days.

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

Grading and Homework (BOE policy 6:290)

Homework is an instructional strategy that can enhance the learning process. The term "homework" refers to any type of independent practice or other assignment which is likely to be completed outside of the class period.

The primary purpose of homework is independent practice (direct parental assistance is not required) of a taught skill/concept; however, homework can also serve as ...

- Application of a taught skill/concept
- Enrichment or extension of skills/concepts taught in school
- Formative assessment of a student's understanding of a skill/concept
- Building background knowledge for new skills/concepts
- Feedback to students about their acquisition of the learning target
- Extended practice of skill/concept taught that students have a solid grasp of the skill or concept

Homework should have clearly defined learning targets and activities that are developmentally and completion time appropriate for the age and ability of the student. Homework should provide for differentiation to meet the student's learning needs.

Homework should not be assigned for disciplinary purposes and should be consistent with the Board's policy on Grading and Promotion and Student Testing and Assessment.

Grading and Promotion (BOE policy 6:280)

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians.

Grading

The purpose of grading is to communicate the achievement status of students to parents, students, and other educational organizations. Grading provides feedback to students in their self-evaluation of their progress toward the learning standards.

The Superintendent or designee shall provide guidance and procedures to ensure that grading practices:

- Reflect student skill/concept mastery and not behaviors or compliance issues
- Align to learning standards or essential learnings
- Grade assignment is based on prioritized summative assessments and performance evidence of the student's achievement of the skill/concepts
- Use of summative assessment for feedback to the student to assist the student learning the skills/concepts that were not learned
- Recognize that students learn at different rates and may require additional support or multiple opportunities and means to demonstrate their learning

This policy shall not be applied in any way inconsistent with a student's Individualized Educational Program (IEP) or Section 504 plan. The IEP team or Section 504 team may determine whether the unique needs of the student with a disability warrant an accommodation in the manner in which this policy is applied to him/her.

Promotion/Retention

The Superintendent or designee shall develop a system to determine when promotion/retention and graduation requirements are met. The decision to promote/retain a student to the next grade level shall be based on the completion of the curriculum, attendance, performance based on state and local testing, or through meeting educational benchmarks. A student shall not be promoted/retained based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is retained.

Grade Changes

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by an administrator without notifying the teacher. Reasons for changing a student's final grade include:

- a miscalculation of test scores;

- a technical error in assigning a particular grade or score;
- the teacher agrees to allow the student to do extra work that may impact the grade;
- an inappropriate grading system used to determine the grade; or
- an inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must authorize the grade change in writing.

Hallway and Passing Times

Students should bring the necessary materials and supplies to class and should not find it necessary to leave the classroom to go to lockers or elsewhere during class time.

Students are expected to walk at a reasonable pace and not run in the halls or on the stairs at any time.

Students are expected to keep their hands to themselves at all times.

The Main Office and/or Student Services will not issue passes to students who are late between classes.

During the school day, students should receive a pass from the prior class teacher excusing the tardiness.

Except during passing times, students who are out of class must have a pass.

Hazardous and Infectious Materials

The Superintendent shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticides and infectious materials. (BOE Policy 4:160)

Honor Roll

High Honor Roll GPA of 3.875

Regular Honor Roll GPA of 3.5 with a maximum of one (1) "C" grade

Library Media Center (LMC)

During the school day, student admittance to the LMC is possible only when you have a pass issued by one of your teachers, or when your class goes to the LMC. You must secure the LMC pass in advance and present it to the person in charge of the LMC. Your pass admits you to the LMC for the designated time, but never more than the completion of one class period. You must return to your regular class before the end of the period.

After school use of this area can be arranged with the LMC director.

Students will adhere to all school rules while in the LMC. All materials must be checked out according to LMC procedures. We want you to enjoy your Learning Resource Center. We want it to be a quiet place where students may read and do some of their best thinking. If students abuse their LMC privileges, they may be denied use of this facility. They may also be assessed fines for books not returned on time or damaged. (BOE Policy 6:230)

Lockers

Each student has been assigned a hall and a gym locker. Hall lockers are equipped with built-in locks.

Students are issued a "Master" lock for the gym locker at no cost. This lock is the property of the school.

Should the lock be lost, the student will be charged a replacement cost. Keep your locker clean and neat; use it to store only school materials. Do not give your locker combinations to other students. Do not share your locker with another student. Do not leave money in your locker. **Make sure your locks are locked at all times. Lockers are the property of the school and as such there is no reasonable expectation of privacy, and may be inspected at any time by school officials without notification or permission.** (BOE policy 7:10.18)

Students need to pay particular attention to locking their gym locker. This area is available to the entire student population during the day. Many after school activities also require the use of the locker room facilities by both our students and those from other schools. It is vitally important to be sure your P.E. locker is locked. As with bicycles, students assume the responsibility for materials left in their locker. Students are encouraged not to leave materials of significant value in these lockers.

Lost and Found

Lost items, which are found, should be turned in to the Student Services Office. Students in search of missing articles should make their inquiries to this office. Please put your name on your books, clothes and lunch bags so that they will be easy to identify. At the end of parent-teacher conferences and each grading period, lost articles are donated to appropriate charities.

The school is not responsible for lost articles or lost money. *If it is necessary for you to carry a large amount of money to school with you, it is suggested that you leave this money in the office for safekeeping.* The school will not loan money to students.

Medical Exclusions from Physical Education

In order to be excused from participation in physical education for up to 3 days per trimester, a student must present an excuse from his or her parent/guardian. In order to be excused for 2 or more consecutive or more than 3 days per trimester, an excuse from a person licensed under the Medical Practice Act is required. The excuse may be based on medical or religious prohibitions. State law prohibits from honoring parental excuses based upon a student's participation in athletic training, activities, competitions conducted outside the auspices of the School District.

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education course. (BOE Policy 7:260)

Non-Educational Items

Please leave items that are non-educational in nature at home. Toys, water guns, sports equipment and other similar objects do not contribute to the educational process and should be left at home. Such articles will be confiscated. Skateboards, roller skates or roller blades are not to be ridden or used on school property.

No Smoking Policy

By Board of Education action and policy, no smoking is allowed in the Rotolo Middle School building or on school grounds.

Nurse/Medication

A nurse or health aide is available on a daily basis. Students who are ill should obtain a pass from a teacher and report to the office to see the nurse or aide. "If a student is sent home from school for a fever, he/she will not be allowed to return until fever free for 24 hours without medication." (7:280-AP-1). Students who need to take medication must leave the medication in the nurse's office.

THE PURPOSE OF ADMINISTERING MEDICATIONS IN SCHOOL IS TO HELP EACH CHILD MAINTAIN AN OPTIMAL STATE OF HEALTH THAT MAY ENHANCE HIS/HER EDUCATIONAL PLAN. ONLY THOSE MEDICATIONS WHICH ARE NECESSARY TO MAINTAIN THE CHILD IN SCHOOL AND MUST BE GIVEN DURING SCHOOL HOURS SHALL BE ADMINISTERED.

1. If at any time your child will be receiving medication during the school day, a "School Medication Authorization Form" must be completed. The student's physician and parent must sign this form.
2. This "School Medication Authorization Form" must be presented to the school before the student takes any medication at school. In situations where the parent is unable to provide the form on the

- first day of the prescription medication, the school may obtain verbal permission to administer the prescription medication for one day and provide the parent with the form. The form must be completed and delivered to the school if the medication is to be administered beyond the initial day.
3. All medicines that are to be administered at school must be brought to the school in the original container. The label must be on the container and show the name of the student and the names and telephone numbers of the doctor and the pharmacy. Your pharmacist will usually be willing to give you two containers -- dividing the medication for home and school.
 4. Parents wishing to give the school permission to administer non-prescription medicine as required to their child must complete the "School Medication Authorization Form" specifying the medicine, approved dosage, and the duration of administration. This form also requires a doctor's signature for administering at school. Parents wishing to administer non-prescription medicine to their child should do so in the nurses' office
 5. If a district employee observes any prescription or non-prescription medication being used in school without written permission from the physician and parent, the medication will be confiscated. The student may also be subject to disciplinary action as outlined by the Board of Education.
 6. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form."

All prescription medications and "over-the-counter" medications are required to be in the nurse's office. Students who violate this are subject to regular disciplinary procedures. Students cannot distribute these types of material to others. Doing so represents a disregard for a serious school procedure and as such will be dealt with in accordance with regular disciplinary procedure that may include but are not limited to in-school and out-of-school suspensions and expulsion.

Medicaid Data Release (Special Education Students Only)

If

Medicaid Fee for Services

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. If Medicaid eligible, therapy and diagnostic services provided to children are partially reimbursable. Unless the parent/guardian objects in writing, the Batavia School District will claim Medicaid reimbursement for services provided. These claims will have no impact on the family's ability to receive Medicaid funding either now or in the future. If you do not wish this release of information related to Medicaid claims for your child, please contact the District Student Service Office at 630-937-8836.

Orders to Forgo Life Sustaining Treatment

Written orders from parent(s)/guardian(s) to forgo life-sustaining treatment for their child or ward must be signed by the child's physician and given to the building Principal or Superintendent. This policy shall be interpreted in accordance with the Illinois Health Care Surrogate Act (755 ILCS 40/1 et seq.).

Whenever an order to forgo life-sustaining treatment is received, the Superintendent shall convene a multi-disciplinary team that includes the child's parent(s)/guardian(s) and physician, as well as school personnel designated by the Superintendent. The team shall determine specific interventions to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event. The District personnel shall convey orders to forgo life-sustaining treatment to the appropriate emergency or healthcare provider. (BOE Policy 7:275)

Parent Advisory Council Message

The Rotolo Middle School Parent Advisory Council supports the school in its discipline policies. As parents,

we must show our children that we respect their teachers and administrators. If a problem should arise and you as a parent do not agree with the school's decision, please model positive problem-solving skills. Contact the school and consider both sides of the issue before making a judgment.

Parents Right to Review Teacher Qualifications

Federal law allows parents to ask for certain information about their child's teachers and requires districts to provide this information in a timely manner. Specifically, parents have the right to ask for the following information about each of their child's teachers:

- Whether the Illinois State Board of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Illinois State Board of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degree and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If a parent would like to receive any of this information, please call the District Human Resources Department at 630-937-8830. (BOE Policy 5:190-E1, and 6:170)

Report Card/Progress Reports

Formalized communication to parents will occur every six weeks. Progress Reports will be available on PowerSchool on the dates below. Report cards will be available on PowerSchool approximately one week after the end of each trimester as listed below. November 1st has been set-aside for Parent-Teacher Conferences. All parents will be contacted by phone, email, or have an in-school conference for the purpose of sharing student progress. The third trimester Report Card will be mailed home. Students who have not paid fines or other obligations will receive a Statement of Charges along with their report card. We ask your cooperation in returning payment for Statement of Charges with the signed report card. For the 2015-16 school year, the dates are:

Report Cards

(Trimester ends on the following dates)

1st trimester: 1/12/2015

2nd trimester: 2/26/2016

3rd trimester: 5/24/2016 (if no snow days)

Either party can arrange conferences between parent and teacher at any time. Students should keep in mind that teachers welcome your asking for special help when satisfactory progress is not being made. Questions regarding progress reports or specific grades should be directed to the specific teacher.

In the event that the parent and/or legal guardian cannot attend a school conference but chooses to designate another person to attend in their absence, the parent must submit a written note authorizing said person to attend on the parent's behalf. This includes grandparents, significant others, or other adults residing within the home.

Reporting an Accident

If a student is injured at school, he/she should report this injury immediately to a teacher or other school official. Appropriate action can only be taken at that time. Parents will be contacted for those injuries of a

serious nature. Please be sure the school office has your current home, work and emergency contact phone numbers. Without these current numbers communication becomes very difficult.

Safety and Security of Students—Reporting Unsafe Situations

While general school procedures provide a high level of safety for our students we realize and recognize that individual interactions may occur that are not known about by regular school personnel. These situations may include threatening behavior at the bus stop, general bullying behavior, sexual harassment, or other issues, which may cause an unsafe or intimidating situation. Students must realize that any situation that involves safety concerns, may involve an illegal act, or is potentially a harmful situation should be reported to the school administration, grade level counselor, police liaison officer, supervisor, or classroom teacher. Students have these issues discussed in class and during X-Time, and should realize that things involving school safety must be brought to the attention of the adults in the building. All of these safety concerns will be dealt with the greatest concern and investigated fully.

Should an event occur where the threat of a weapon has been mentioned, discussed, or witnessed, it is of the utmost importance to inform school building adults as soon as is possible. These adults will handle the situation. It is important that this information not be shared with other students to avoid inaccurate stories and rumors. This adds to general fear and only makes it more difficult to track down “factual” information.

Students are also encouraged to use the RMS Tipline to report incidents of bullying or other situations. These tips can be in the form of a text message or a voicemail and students can remain anonymous if they wish. The Tipline number is 630-465-0RMS (0767), and the messages will be forwarded to the Dean.

Selling of Materials

Students are not allowed to sell materials of any kind at school. This includes selling items for individual profit or fund raising items for any organization unless it is school sponsored.

Special Education Services

Rotolo Middle School provides special services for its students in the following areas: speech, vision, hearing, physical and occupational therapy, learning disabilities, social work, and counseling. The district shall provide a free appropriate public education in the least restrictive environment. (BOE Policy 6:120)

With the exception of counseling, services will be determined by testing, a variety of intervention approaches, data collection, and the collective judgment of school staff and parents. A student, parent, or staff member may request counselor services, which may benefit the student. A Special Services Handbook is available from the Guidance Office. Detailed information, relative to referral procedures, special education rules and regulations are available through the building principal. In addition, the booklet entitled, “A Parents Guide the Educational Rights of Handicapped Children”, is available during registration, or can be obtained through the school principal or at the District Administration office.

When a student is not being successful academically or exhibits behavioral or emotional concerns, individual teachers as well as the academic team of teachers work with the student and the student’s parents to remedy the situation. The team may consult with the counselor or with building administrators in its attempts to work with the student. At some point, when interventions have not been successful, the student is referred to the Rotolo Middle School Building Level Intervention Team (BLIT). This team is made up of building administrators, counselors, psychologist, speech pathologist, and social workers. Other members of the team may include instructional coaches, intervention teachers, and an RMS special education teacher. The BLIT team looks at all available data, discusses possible causes for the student’s difficulties, and makes

recommendations as to how to proceed with the student. Recommendations may include additional teacher/team accommodations or behavioral interventions, the writing of a 504 Plan, a parent contact to obtain permission for an academic screening, a parent contact to discuss a possible special education case study, or other recommendations. Any notes taken at this meeting become part of the student's Temporary Record which is available for parents to view. In the majority of cases, parents are notified of BLIT discussions concerning their child as the most successful plans for helping a student usually involve parent participation.

INFORMATION REGARDING INDIVIDUAL EDUCATION PROGRAM (IEP) CONFERENCES:

(BOE Policy 7:10) Efforts are made to arrive at a mutually convenient time for IEP meetings to discuss services for students. If the parent is unable to attend the IEP conference, the parent should contact the Student Services Office to reschedule the meeting.

In the event that the family and/or legal guardian requests a representative to attend the IEP meeting in their absence, the parent must submit a written note authorizing the named person to attend on the parent's behalf. This letter is required for parent representatives such as grandparents, significant others, or other adults residing within the home. However, this representative will not be permitted to make decisions regarding this student, nor sign consent for services. The minutes from this IEP meeting will be sent to the parent(s), with IEP team personnel being available to review the contents of the IEP summary with the parent(s).

INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973: It is the policy of the Board of Education to forbid discrimination on the basis of any disability, regardless of the nature or severity of the disability. It is the intent of the district to ensure that students who have a disability within the definition of Section 504 of the Rehabilitation Act of 1973 be identified, evaluated, and provided with appropriate educational services. For additional information, please contact the 504 coordinator for the school district at the Board of Education Office, 335 West Wilson in Batavia.

Statement of Charges

Students who have lost materials or have damaged school items will be issued a statement of charges. Failure to pay the listed charges will result in the student NOT being allowed to participate in extra-curricular activities until satisfactory arrangements for payment have been made with the building administration.

Student Council

Student Council members must be responsible students who are willing to work diligently to make student government a success. Student council members are elected representatives of the school. Participation is based on "eligibility for school activities" as previously described.

Student Relationships

In order that Rotolo Middle School relationships remain at the highest level, we have a "Hands-Off Policy". This is strictly adhered to in the building and on the campus. Any public displays of affection will be strongly discouraged by the building staff and may result in disciplinary consequences.

Student Searches

School officials do NOT need to obtain a warrant before searching a student. A search is justified when there are reasonable grounds for suspecting the search of a particular student will turn up evidence the student has violated, or is violating, either the law or the rules of the school. Devices may be used to assist in these searches, including alcohol detection sensors, metal detectors, and cameras. Confiscated electronic devices are subject to inspection if school officials have a reasonable suspicion that the electronic device will reveal

evidence the student has violated, or is violating, either the law, the student handbook, or other rules of the school. (BOE Policy 7:140)

Suspensions and Expulsions

The Superintendent, or any building administrator, may suspend students guilty of gross disobedience or misconduct for a period not to exceed ten school days for each incident of behavior. If a weekend or a student non-attendance day occurs during the time of the suspension, the student is not allowed on school property or to participate in school activities until the day they return to school from their suspension. (BOE Policy 7:200) Only the Board of Education may expel students guilty of gross disobedience or misconduct in accordance with the procedures set forth in the Board Policy Manual and the Illinois School Code. (BOE Policy 7:210) Suspended students may complete work for classes during their suspension. However, if a student is on suspension awaiting a determination about expulsion by the school board, work completed shall count for credit if the student is expelled by the Board of Education. Suspended students may not participate in any extra-curricular activities, practices, etc., during the suspension or expulsion period. Suspended and expelled students are not to be on the school grounds and are subject to more severe penalties, which may include criminal trespass charges, if this occurs.

Teen Dating Violence

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Telephone/Messages

Students are not permitted to use the office telephone for personal business. Students are not permitted to use cell phones to text or call parents during school hours unless given permission by a staff member in an emergency situation. Students who need to make calls of an emergency nature, or at the direction of a staff member, will be allowed to do so after receiving permission.

Parents: please do not call or text students during school hours unless the call is of an emergency nature. Messages important in nature will be delivered to the student's teacher at a convenient time. The school will cooperate in contacting a student when a call of an "emergency" nature is necessary. Announcements and class interruptions will not be made to deliver "general" messages. Messages specific to teachers should be left on their voice mail. Do not expect teachers to deliver messages to students. We make efforts to minimize as many class disruptions as possible. Messages not of an emergency nature will be given to students during their lunch period. If parents would like to contact a teacher, please call the school office where you will be transferred to the proper extension.

Title IX

The Batavia Public Schools and Rotolo Middle School do not discriminate on the basis of race, color, religion, sex, or ethnic origin. If you feel discriminated against, you are entitled to due process. Please contact the building principal if you are seeking information. (BOE Policy 2:260)

Traffic—For Students

With the large numbers of students being picked-up and dropped-off, along with increased bus traffic, your safety is in danger unless all students observe extreme caution. You are expected to observe the following regulations in regards to being a pedestrian:

1. Cross the streets only at designated areas.

2. Walk -- do not run across streets.
3. Be extremely careful in the parking lots. Be aware of auto traffic pulling out of parking spaces that may not see you. Never walk in front of a bus or stand behind it. Bus accidents fatally injure several students throughout the country each year.
4. For safety reasons skateboards as well as roller blades and/or roller skates are not allowed on school grounds. Because of the cost of some of these items, students are encouraged to NOT bring them to school.

Bicycles

All bicycles must be parked on the school grounds in the available bike racks. The bike racks are located at the end of the trail extension near the rear parking lot. We insist that all students have locks on their bikes. The school can accept no responsibility for stolen, "borrowed" or damaged bicycles. Students are to have their bikes properly parked in the bike rack. Students are only allowed one space on the bike rack when locking bikes. Do not lock your bike across several spaces, or to another bike. Please understand that each student assumes the risk and responsibility for damage occurring to individual bicycles. You are expected to observe traffic regulations pertaining to bicycles and should therefore not be riding through neighbor's front or back yards. Students should gain access to the bike rack from the bike path/trail, NOT Raddant Road.

Transportation (BOE Policy 4:110)

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, unless the Board has certified to the Illinois State Board of Education that adequate public transportation is available or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, per the Illinois Department of Transportation guidelines and adequate public transportation is not available. The District may provide transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

Students not qualified for free transportation may ride a school bus on payment of a fee. Parents must register the student(s) and pay a minimum of one semester transportation fee by July 15th. The yearly cost for Fee Transportation will be based upon the calculation of the cost to transport a regular education student to and from school for the prior year. The fee may be paid by semester, which is one-half of the yearly cost.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not

discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

We ask that students and parents familiarize themselves with the following information and encourage observance of these guidelines and regulations:

Safety Regulations and Guidelines

1. Students may ride only on assigned buses.
2. Be on time for the bus.
3. Remain on the sidewalk or designated pick up area while waiting.
4. Wait for the bus to come to a complete stop before moving toward it to board.
5. Enter and leave the bus in an orderly manner. Watch your step and use the handrails.
6. Loud talking, singing, or profanity is not allowed.
7. Always remain in your seat while the bus is in motion.
8. Be absolutely quiet when approaching a railroad crossing.
9. Students are only allowed to be dropped off at designated points. Students crossing a street after being dropped off should wait at least 10 feet in front of the bus and wait for the driver to signal you across the road. Never run in front of a car or bus.
10. Eating, drinking, or smoking is not allowed on the bus.
11. All items should be kept out of the aisle. Large items (projects) that interfere with the proper seating of students should not be brought on the bus.
12. Firearms, explosives, or other hazardous materials (including radios, audio players, and squirt guns) are not allowed.
13. **IN CASE OF AN EMERGENCY, REMAIN IN THE BUS UNTIL THE DRIVER GIVES INSTRUCTIONS.**
14. Assist in keeping the bus safe and clear at all times. Riders who vandalize property will pay for necessary repairs and may incur other consequences as previously described in this handbook.
15. Keep your hands, head, arms and all materials inside the bus at all times.
16. Pets, animals, or materials of a hazardous nature (including razor blades, knives, matches, fireworks or other explosives) are not allowed at any time on school buses.

Riding a school bus is a privilege, not a right. As such, it may be suspended. When a student violates a safety regulation, disciplinary action will be taken at the discretion of the building administrator. **For transportation issues, those students who have demonstrated behavioral problems while being transported should expect school bus problems to result in swift suspension of the transportation service.** It is imperative that all parties actively observe and support these transportation regulations and actions.

Please note that video cameras have been installed on buses. The transportation of your students on this school bus may be video recorded. This recording MAY be used by the building administration, or designated agent, in determining behavioral issues on the bus. Driver reports, student interviews, and the traditional school investigative process will still be used when addressing discipline issues. The video is only intended to aid this process when deemed necessary by the building administration.

Building administrators or school bus drivers may assign seats to individual or all riders on any bus. Students

are expected to cooperate in sitting in assigned seats or risk being suspended from the bus.

*Students may not ride with another student on a bus not assigned. If an emergency situation arises, parent contact must be made by phone or in person with a school administrator and approved. The student will be issued a temporary bus pass.

Each student will be issued a temporary bus pass at the beginning of the school year. This will be followed with a permanent bus pass (at no charge) with the child's picture and other identifying information. Students are required to show the pass to the driver to be admitted on to the bus. For those students who lose their permanent bus pass, another will need to be purchased for a \$5.00 fee. Students who forget their bus pass can get a temporary pass outside of the cafeteria before going to their bus in the afternoon. However, allowing an unlimited number of temporary passes would not encourage responsibility, and would place a great burden of extra work on the office staff. Continual abuse of temporary passes will result in parent notification and a possible suspension from the bus until a new permanent pass (\$5.00) is purchased. (BOE Policy 7:220)

Questions

My family lives less than 1.5 miles away from the school and therefore does not qualify for free bus transportation. Is there a way I can purchase this service and how much does it cost?

You can purchase the service by contacting the central office. All arrangements for this service should be made through the district central office.

My child would like to take the bus home with a friend. Is that O.K.?

Students may not ride on a bus that is not their own. In emergency situations only, permission and a special bus pass may be issued with parent contact to an administrator at Rotolo Middle School. Students who attempt to board a bus that is not theirs will be escorted off.

I've forgotten my pass in the morning. Since I'm not yet at school to get a temporary pass, how do I get on the bus?

While students should always present their pass to the driver, we understand that this may happen. Drivers have been instructed to transport all students who are at the stop to school. If the driver has a serious question about someone actually attending Rotolo Middle School during an A.M. route, they should contact the terminal, which should contact the school. Drivers should not leave any student at the bus stop.

Why do we need bus passes anyway?

Bus passes provide our students with a degree of safety. Oftentimes, substitutes drive routes and may not know who the students are. For various reasons, a route may have several different drivers during the school year. Passes also help the driver identify misbehaving students. It provides an accurate account of who was actually involved in an incident on the bus. Despite the fact that some drivers may drive one route all year, other drivers transport students for elementary routes and for other charter services. Drivers not only drive for Rotolo Middle School but can also drive routes for other school districts that have contracted the service.

Visitors

We welcome prearranged adult visitors to our school so that parents and community members can become acquainted with what we are doing. We ask that all visitors enter through the main entrance. All visitors need to report to the office to receive a "Visitor's Pass." This prevents any misunderstandings and gives the office the opportunity of assisting visitors as well as knowing who is in the building. Visitors can expect additional

security measures which may include photo identification scanning for security measures.

A student with an adult visitor introduces his/her guest to the counselor, principal, or assistant principal, and receives permission for his/her guest to attend classes. Because of space limitations and potential disruption of classes, student visitors are not permitted. (BOE Policy 8:30)

Website

A great deal of useful information is provided at our school web site <http://rms.bps101.net> (Current school information, daily announcements, District/School/Sports calendars, medication forms, and much more!).

Special Note: This handbook is intended to summarize Board of Education Policy. For a complete list of policies that govern the operation of Rotolo Middle School, please visit <http://www.bps101.net/board-of-education/policy/board-policy>, or visit the District Offices. There you will find specific information regarding the following topics: alternative learning opportunities (6:110), Title I parental involvement (6:170), NCLB notice to parents (6:170), notice of instruction in recognizing abuse (6:60), informing parents if their child engaged in aggressive behaviors (7:190-E1), co-curricular/athletic code of conduct (7:240), non-discrimination coordinator and procedures for harassment complaints (2:260), grievance procedures (2:260), educational rights of homeless students (6:140), student and family privacy rights (7:15), notice of pesticide application (4:160), information regarding criminal offender notification (4:170), Teen Dating Violence (7:185), Preventing Bully, Intimidation, and Harassment (7:180), Use of Isolated Time Out and Physical Restraint (7:190) Birth certificate requirements for enrollment (7:50) and More.

While this handbook is intended to be thorough and stable for the school year, it may be necessary to add or amend regulations and procedures during the year as determined by the school or district administration. Every attempt will be made to notify the students and parents of necessary changes.

CONDUCT

PBIS (Positive Behavioral Interventions and Supports) Rotolo Middle School is a PBIS school. PBIS believes in ensuring all students are provided the most effective instructional and behavioral practices and interventions. RMS has adopted **B.A.R.K.** as the acronym that identifies the expectations for our students: **B**ulldogs **A**re responsible, **R**espect others, and **K**ee the environment safe. Students are reminded of these expectations and may be rewarded with “BARK tags” when they are found to be following the **BARK** principles. Currently, behavior expectations have been taught and modeled in the common areas of the hallways, bus, stairs, cafeteria, and classroom.

CHROMEBOOKS

Chromebooks are on loan to RMS students for a period of two years from issuance, at which point the student will take full ownership. Insurance is available at the time of issuance. Until the two-year time frame arrives, Rotolo Middle School reserves the right to inspect Chromebooks for violations including misuse, cheating, or inappropriate sites. Students who violate the RMS technology policy may be subject to disciplinary action according to the BOE Policy 7:190 for use of electronic devices.

Chromebooks are an instructional tool and as such are used extensively to deliver curriculum. Any concerns should be addressed with the teaching team, administrators, and parents together.

DISCIPLINE

The school should be safe and secure places to acquire an education and students have the responsibility to assist and cooperate with the school faculty, staff and administrators. The following school policies and procedures apply during the school day; all school related events (whether during the school day, before or after regular school hours, and inside or outside of the building), and on school transportation (BOE Policy 7:220). If it is a school-related event, regular school rules apply. (BOE Policy 7:130)

Infractions that occur off school grounds and outside of school hours may be given school consequences if it is determined by school staff that the infraction would disrupt the educational environment of the school.

The Board of Education establishes the rules regarding student conduct. Disciplinary action will be applied within the following guidelines in a firm, fair, and consistent manner. A discipline referral will be completed. Discipline procedures may include, but are not limited to, the following disciplinary measures: teacher and after school detentions, denial of privileges, restitution, In-School Suspension (ISS), removal from class, Out-of-School Suspension (OSS) (BOE Policy 7:200), or expulsion (BOE Policy 7:210).

Building administrators reserve the right to discipline for any disruption or action they deem inappropriate or unacceptable, even if the action is not specifically identified in this handbook. The following should not be interpreted as being the only offenses for which disciplinary actions may be taken. Any behavior not conducive to a healthy school environment will be dealt with at the administrator's discretion. Student sent to the office for these types of offenses may receive immediate consequences. Some specific offenses are listed below.

These offenses are categorized by levels. The higher the level of the offense, the more severe the consequence for the behavior. Assigning behavioral levels and appropriate consequences is up to the discretion of the RMS administration.

Level I Offenses are considered violations of rules and/or procedures or misconduct. Examples of Level I Offenses include, but are not limited to:

A. Running in the school building

Students are to walk in the building at all times. Running is a safety concern for the safety of all students.

B. Eating, drinking, or leaving garbage in the building, other than in designated areas

All eating and drinking in the building should be done in the cafeteria, unless a teacher gives specific permission for students to do so in the classroom. All garbage should be deposited in the proper receptacle. Leaving garbage on the tables at lunch or dropping food onto the floor is a violation.

C. Dress and grooming violations (BOE Policy 7:160)

Students are expected to dress in a manner which will not disrupt the educational process, constitute a health or safety hazard, or violate civil law. The following **guidelines** for student dress and appearance will be in effect:

1. Students must dress and groom themselves in a manner that does not present health or safety hazards, that does not disrupt the educational process and that is within the bounds of good taste.
2. All students shall be clean in personal grooming and attire, and wear clothing in the manner and for the purpose for which it was designed.

3. According to State Health Standards, feet will be covered at all times by footwear with complete soles.
4. The display of obscenities and/or vulgarity on clothing will not be permitted. This includes handwriting on clothing, backpacks, or school supplies.
5. Clothing that displays, promotes, advertises, or makes references to or symbolizes alcohol, tobacco, or drugs is prohibited.
6. Clothing that promotes violence or intolerance of any sort is prohibited. This includes clothing depicting any type of weapon.
7. All hats, caps, bandanas, and other headwear are to be removed immediately upon entering the building and must remain off until the student is out of the building. The hat or cap must be placed in the student's locker and must remain there until the student leaves the building.
8. Coats, jackets, and other garments commonly considered as outerwear by the school administration must remain in the student's locker during the school day.
9. Modesty in dress is expected. Bare torsos and revealing will not be tolerated. This includes, but may not be limited to:
 - a. Strapless tops
 - b. Tops with spaghetti or very thin straps
 - c. Tops which do not cover undergarments completely
 - d. Low-cut tops that expose cleavage
 - e. Shorts or skirts must extend lower than the student's knuckles when standing upright
 - f. Tops or pants that expose the torso, expose underwear or bras, or are see-through
 - g. Nighttime clothing shall not be worn (pajamas, or pajama-style pants, or slippers)
 - h. Pants need to be worn appropriately around the waist, not hanging below the hip. No undergarments of any sort should be visible.
 - i. Shoes with laces must have laces tied at all times
 - j. Sunglasses, unless required for eye problems, will not be permitted in the building.
 - k. Physical education uniforms are not to be worn as proper school attire unless permitted by a school administrator.
 - l. Students are not allowed to carry backpacks, purses, book bags, or other items of this nature while in the building. These items are only to be used upon entry and exit of the building and should be kept in the student's locker during the school day.
 - m. Rules regarding dress also apply at assemblies, concerts, plays, games, and other school events

D. Inappropriate use of electronic devices (BOE Policy 7:190)

The following items are prohibited from being used/visible during the school day: cell phones, radios, MP3 players, iPods, portable DVD players, gaming devices, personal digital assistants (PDA) and other similar items that disrupt the educational environment or violate the right of others, including using the device to take photographs in any area of the school, to cheat, or otherwise violate student conduct rules.

Students who use school email for purposes other than educational use are in violation of the electronic devices policy and may be subject to disciplinary action based on the level of offense.

All electronic devices **must be kept off and out of sight during the school day** unless:

- a. The supervising teacher grants permission
- b. The use of the device is allowed in a student's IEP
- c. It is needed in an emergency that threatens the safety of students, staff, or other individuals

Students using cell phones during regular school hours (7:40-3:00) should expect to have the phone confiscated. It will be given back to the student at the end of the school day. Repeated violations will result in the phone being kept by administration and released to a parent or guardian only.

Chromebooks are issued to students as educational tools. In the classroom, students are in violation of the technology policy if they are on an unauthorized or inappropriate site during instructional time, or if they are using the Chromebook for inappropriate behavior which violates the Code of Conduct.

Rotolo Middle School is not responsible for lost or stolen items.

E. Inappropriate displays of affection

In order that Rotolo Middle School relationships remain at the highest level, we have what we call the "Hands-Off Policy". This is strictly adhered to in the building and on the campus, and normally this needs no further explanation. Public displays of affection are a violation of this Hands-Off Policy.

F. Being in unauthorized parts of the building

Students may be in the hallways during passing times or during class with a proper pass. Students should bring the necessary materials and supplies to class and should not find it necessary to leave the classroom to go to their lockers or elsewhere during class time. The Main Office and Student Services will **not** issue passes to students who are late between classes. During the school day, students should receive a pass from their previous teacher if they are held for a period of time that will make them tardy to their next class.

G. Failure to report to assigned schedule

Students should follow their schedule and bell schedule for each class of the day. Students may only go to the library, Main Office, Student Services, the nurse, the guidance counselor, an administrator, the drinking fountain, the restroom, or to their locker with an proper pass from a staff member. Taking it upon themselves to go to one of these areas without a pass can be considered skipping a class.

H. Failure to serve teacher assigned detention

Teachers may issue detentions for any number of classroom rule or procedure violations. If a student does not serve his/her assigned detention, the teacher will assign a double detention. Failure to serve these assigned detentions will result in an office discipline referral.

Level I Discipline Consequences

Students who commit Level I Offenses may be subject to the following discipline:

First Offense:	Warning conference or lunch detention
Second Offense:	After school detention
Third Offense:	Multiple after school detentions
Fourth Offense:	In-School Suspension (half day or one day)

Level II Offenses may be considered more serious violations or misconduct. Examples of Level II Offenses may include, but are not limited to:

- A. Disrespect/Defiance/Noncompliance/Insubordination of a staff member
Students should respect and comply with all directives given by a staff member at Rotolo Middle School. Insubordination is defined as a refusal to comply with school rules and regulations or refusal to obey reasonable directions or instructions of school personnel. It is expected that students cooperate with and respect the authority of all adult personnel: teachers, paraprofessionals, administrators, secretaries, custodians, bus drivers, and cafeteria staff. It shall be the determination of school administrators as to the severity of the disrespect, defiance, noncompliance, or insubordination.
- B. Failure to serve assigned office assigned discipline
- C. Pushing, shoving, or horseplay that could harm, or is harmful to another
- D. Forgery
False calls to the school attempting to represent a parent or guardian, signing the name of a parent, guardian, or school staff member, is not acceptable.
- E. Lying/Cheating (including plagiarism)
Rotolo Middle School supports an environment that teaches and encourages honesty and integrity. In addition to receiving a lowered grade on the assignment/test, school discipline consequences will be administered.
- E. Inappropriate language
Use of obscene, vulgar, abusive, inappropriate or discriminatory language or gestures is not tolerated. Disciplinary action will be based on the seriousness and/or repetition of the offense. Drawings and pictures of inappropriate topics (drugs, alcohol, violence, gang-related symbols, etc) can also be considered inappropriate language.
- F. Classroom disruption
Behavior that disrupts the normal classroom learning environment will not be tolerated. Each teacher has his/her own set of classroom behavioral expectations which includes appropriate progressive consequences. Continued classroom infractions may result in a referral to the Assistant Principal or Dean who will apply the appropriate disciplinary consequences. At the discretion of the administration, items confiscated from students may be discarded or returned to the student at the end of the school year.
- G. Tobacco or matches/lighter possession (**3 day ISS minimum punishment**)
The Board of Education has reaffirmed the policies of maintaining Batavia Schools as a smoke-free environment. The consequences for smoking, using smokeless tobacco and the use or possession of smoking materials including cigarettes, chewing tobacco, pipe tobacco, matches, e-cigarettes, e-cigarette liquid, and/or a lighter will receive a minimum of three days of In-School Suspension. These materials will be confiscated and not returned to the student. Minors who are seen smoking or who have tobacco products in their possession while in school or on school property will receive a citation within the parameters of local ordinances and state statutes. Please note that this policy applies to students and adults (without school disciplinary action) when on school property at any time and at all school functions or preparation for them. Continued violations of this nature will result in increased consequences. A person shall be deemed in possession if it is reasonable for the person to gain access to it (on the student's person, in a locker, in a book bag or backpack).
- I. Committing five Level I offenses, or some combination of Level I and Level II offenses
- J.

Level II Discipline Consequences

Students who commit Level II Offenses may be subject to the following discipline:

First Offense:	Multiple after school detentions (<i>exception: Tobacco or matches/lighter possession will be 3 days ISS for first offense</i>)
Second Offense:	Assigned 1 day In-School Suspension
Third Offense:	Assigned 3 days of In-School Suspension
Fourth Offense:	Assigned 5 days of In-School Suspension

Level III Offenses may be considered serious misconduct. Level III Offenses include, but are not limited to:

A. Harassment/Bullying of other students or school personnel (including electronic and/or cyber bullying)

Students are prohibited from harassing, hazing, or bullying any other student or school employee (BOE Policy 7:20). These behaviors cause serious disruption and are not acceptable in any form. Students experiencing or witnessing these offenses should report to Student Services immediately.

Bullying is an act of contempt intended to cause harm. It means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of :

1. Placing the student in reasonable fear of harm to the student's person or property;
2. Causing a substantially detrimental effect on the student's physical or mental health;
3. Substantially interfering with the student's academic performance;
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

This may include verbal or written threats directed towards students, purposeful exclusion of peers with intent to harm, or taunting. This will include harmful messages or threats posted online, either in email or on social networking sites. Extreme or inappropriate communications (oral, written, or electronic) or expressive acts that are intended to harass, intimidate, or humiliate a person on the basis of race, gender/orientation, ethnicity, religion, or disability are forbidden. Harassment occurs when such conduct unreasonably interferes with an individual's performance or creates an intimidating, hostile, or offensive academic environment.

Sexual harassment includes unwelcome sexual advance, requests for sexual favors, or any conduct of a sexual nature, such as:

1. Crude or suggestive remarks directed at an individual based on the individual's gender
2. Sexual proposition advances
3. Sexual name calling

Harassment occurs when such conduct unreasonably interferes with an individual's performance or creates an intimidating, hostile, or offensive academic environment.

B. Threats or intimidation (written, verbal, including cyber-bullying)

Intentionally, or knowingly, threatening another with harm or injury. Threatening behavior, such as stare downs, hard looks, electronic intimidation and other intimidating actions are included.

C. Assault, including hitting, slapping, kicking, punching, or fighting

Any student involved in a fight in school or anywhere on campus, on a school bus, or school-sponsored trip or event will be disciplined. A student who has made an effort to avoid a fight by bringing the situation to the attention of a staff member beforehand will be given more consideration regarding any punishment that might be received. In addition, the appropriate police authorities may be notified depending on the severity of the situation. Inciting or soliciting a fight will also not be tolerated.

- D. Over the counter medications and prescription medications
Any student in possession or use of their own prescription medication or over the counter medication without permission from the school nurse will be subject to disciplinary action.
- E. Possession and sale of smoking materials.
- F. Committing five Level II offenses, or some combination of Level I, Level II, and/or Level III offenses.

Level III Discipline Consequences

Students who commit Level III offenses may be subject to the following discipline:

First Offense:	Assigned a minimum of three days of Out-of-School Suspension (OSS)
Second Offense:	Assigned a minimum of five days of OSS
Third Offense:	Assigned a minimum of ten days of OSS
Fourth Offense:	Assigned a minimum of ten days of OSS

The District may take other disciplinary action as necessary, including expulsion.

Level IV Offenses may be considered gross misconduct and acts that endanger others. Examples of Level IV offenses include, but are not limited to:

- A. Gang activity
Rotolo Middle School has a “zero tolerance” philosophy for gang activity of any kind. Continued insistence on the part of the student to demonstrate his/her involvement or affiliation will result in a recommendation to the Board of Education for expulsion from school. Gang activity includes, but is not limited to:
 1. Wearing, possessing, using, distributing, displaying, selling any clothing, jewelry, emblem badge, symbol, sign or other items which evidences membership or affiliation in a gang.
 2. Committing any act or using communication either verbal or non-verbal (gestures, handshakes, etc) showing membership or affiliation in a gang.
 3. Drawing gang-related graffiti on any item in or around school, or distributing gang-related literature.
 4. Any other activity in furtherance of the gang that violates Board policy.
- B. Assault, battery or hazing of other students or school personnel
- C. Theft, extortion or vandalism
Theft or vandalism to school property, lockers, the property of school personnel, or the property of other students is forbidden. Students who obtain control over stolen property, knowing the property to have been stolen, or such circumstances as would reasonable induce him/her to believe the property was stolen is also a Level IV offense. Forced entry into classrooms, lockers, or other locked areas of the school are also Level IV offenses. Besides Level IV consequences, restitution (BOE Policy 7:170) and possible referral to the police will result from these infractions.
- D. Weapons violation
No student shall possess, handle, or transmit any type of knife, razor, explosive of any kind, gun, BB gun, metal knuckles or other object (including regular daily objects such as pencils,

pins, and the like) that can reasonably be considered a weapon, dangerous instrument, or object capable of firing a projectile. This regulation includes any look-alike objects that may have the appearance of a weapon or dangerous instrument, as well as any threat or inappropriate comment regarding weapon use. The appropriate police authorities will be notified, and depending upon the severity of the infraction, expulsion proceedings may be initiated.

E. Illegal substances violation

The Batavia School Board of Education has reaffirmed policies regarding disciplinary action for students with regard to illegal substances including, but not limited to:

1. Possession, use, transfer, sale arranging or soliciting for the use, sale or purchase of a drug, prescription medication, narcotic, alcoholic beverage, or "look-alike" drug is prohibited.
2. Possession, use, transfer, sale, arranging or soliciting for the use, sale or purchase of any over the counter drug not dispensed by the building nurse, or possession of any drug-type paraphernalia is prohibited.
3. Being under the influence or use of any drug, narcotic, or alcoholic beverage is prohibited.
4. The above are prohibited on all school buses, at all school bus stops, on all school property, at all areas within a reasonable relationship to the school, and at any school-sponsored activity in or away from school at any time of day.
5. The above policies also include the non-medical use of any substance which changes behavior (excessive use of diet pills, breath sprays, dust-off cans, etc).
6. A person shall be deemed in possession of the substance if it is reasonable for the person to gain access to it (on the student's person, locker, purse, book bag, backpack, etc).

First Offense: Ten day out-of-school suspension, availability of outside intervention sources (suspension **may** be reduced for program enrollment and completion), police authorities will be contacted. This step reflects one offense per building enrollment, not one offense per year.

Repeated Offense: Ten day out-of-school suspension with recommendation for expulsion. Police authorities will be contacted.

F. Bomb threat or endangering act

Any student who contacts the school with a bomb threat, calls in or pulls a fire alarm falsely, attempts arson or commits any type of endangering act will be guilty of a Level IV offense.

G. Commission of five Level III offenses, or some combination of Level I, Level II, Level III, and/or Level IV offenses

Level IV Discipline Consequences

Students who commit Level IV offenses may be subject to the following discipline:

- | | |
|------------------------|---|
| First Offense: | Assigned a minimum of five days of OSS |
| Second Offense: | Assigned a minimum of ten days of OSS or expulsion recommendation |
| Third Offense: | Assigned ten days of OSS and a recommendation to The Board of |

Education for expulsion

The District may take other disciplinary action as necessary, including expulsion.

Misconduct of Students with Disabilities (BOE Policy 7:230)

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board of Education will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Due Process Procedure (BOE Policy 7:200, 7:210)

In disciplinary cases where a student is removed from school for a day or longer (out-of-school suspension), the district affords a due process appeal procedure. The student shall be informed of the charges and have the right to respond. Upon request of the parent or guardian, an appeal of the suspension may be made to the principal of the school. If the parent or guardian does not feel that a satisfactory resolution has occurred at the school building level, they may request a hearing at the district level. Upon receipt of this request, the Board of Education shall conduct a hearing or a hearing officer appointed by it to review the suspension. At the hearing, the parent or guardian of the student may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the meeting. After the hearing or upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

A student whose presence poses a continuing danger to persons or property, or poses an on-going threat or disruption to the academic process may be immediately removed from school. In such cases, the requirements of due process proceedings will follow as soon as possible.

Note: The above procedures do not guarantee protection of privileges such as participating in extra-curricular activities/athletics.

APPENDIX I
District #101 Discipline Policy

7:190 Student Discipline

Prohibited Student Conduct

Weapons

Using, possessing, controlling, or transferring a “weapon” as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy. A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code ([18 U.S.C. § 921](#)), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act ([430 ILCS 65](#)), or firearm as defined in Section 24-1 of the Criminal Code of 1961 ([720 ILCS 5/24-1](#)).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult

supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Illegal Substances: Drugs, Alcohol, and Tobacco

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).

 - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.

 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.

g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

Other Prohibited Items

1. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment, during a prohibited time, or violates the rights of others including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; (c) it is needed in an

emergency that threatens the safety of students, staff, or other individuals; or (d) building procedures permits use during non-academic times

2. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

Prohibited Conduct

1. Insubordination: Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

2. Bullying/Harrassment: Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

3. Theft: Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

4. Truancy: Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.

5. Prohibited Groups. Being involved with any public school fraternity, sorority, or secret society, by:

- Being a member;
- Promising to join;
- Pledging to become a member; or
- Soliciting any other person to join, promise to join, or be pledged to become a member.

6. Gangs: Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

7. Criminal Activity: Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.

Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where 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.

Disciplinary Action

Efforts, including the use of early intervention and progressive discipline, 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.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply 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 other time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event which 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.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.

10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.

11. After-school detention provided the student's parent(s)/guardian(s) have 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.

12. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

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.

Required Notices

A school staff member shall immediately notify the Building Principal or designee in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, (3) observes a battery committed against any staff or student, or (4) observes behaviors that threaten student safety or well-being. Upon receiving such a report, the Building Principal or designee shall immediately notify

the local law enforcement agency, State Police, and any involved student's parent(s)/guardian(s). "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

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

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

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

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. Information will be presented to the Board on a periodic basis regarding student discipline matters.

Isolated time-out and physical restraint

Administrative Procedures:

This administrative procedure applies to all students. Isolated time out and physical restraint shall be used only as a means of maintaining discipline in schools, that is, as a means of maintaining a safe and orderly environment for learning and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, i.e., as a form of punishment. The use of isolated time out and physical restraint by any staff member shall comply with the Illinois State of Education rules, Section 1.285, "Requirements for the Use of Isolated Time Out and Physical Restraint." Isolated time out and physical restraint are defined as follows:

Isolated time out - the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted. Two key components define isolated time out: 1) Student is alone in enclosure; 2) egress is restricted and not in the student's control.

Physical restraint - holding a student or otherwise restricting his or her movements. Restraint does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to: (1) prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or (2) remove a disruptive student who is unwilling to leave the area voluntarily

APPENDIX II Student Records

Under the Illinois School Student Records Act of 1975, parents of eligible students have the right to review or challenge information contained in educational records.

Directory information includes the following information relating to a student: the student's name, address, phone, date and place of birth, weight and height, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student and other similar information.

School District #101 may release directory information unless the parent has requested that the information not be released.

Specific district procedures governing classification, review, challenge, and disclosure of student records are listed below

1. Student Permanent Record
The student's permanent record card shall consist of the following information basic identifying information, academic transcripts, attendance records and health records.
2. Student Temporary Record
The student's temporary record shall consist of all information not required to be in the student's permanent record. This includes the following information immediate family information, standardized test score data, staffing reports from special resources, report cards, and psychological and social work reports.
3. A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all the student permanent and temporary records at a cost of \$.35 per page.

4. District #101 shall obtain the written consent of the parent of the student or the eligible student, before disclosing any information from the student's records other than directory information. Parents may request copies of said information prior to disclosure or release.
5. District #101 will forward student's educational records on request and with a signed release from a parent or eligible student, to a school in which student intends to enroll. The school forwarding the records does not have to provide any further notice of transfer to the parent or eligible student. Parents have the right to inspect and challenge the information contained in a school's student record prior to transfer of the record to another school district.
6. Prior written consent for disclosure of personally identifiable information by District #101 from the education records of a student is not required in the following situations
 - a. To other school officials, including teachers, within the school district.
 - b. To comply with a judicial order or lawfully issued Subpoena.
 - c. To parents of a dependent student.
 - d. To organizations (Federal, State, and local) conducting studies for or on behalf of a school district for the purpose of developing, validating or administering predictive tests and improving instruction provided that there will be no personal identification of students and their parents.
 - e. To appropriate parties in a health or safety emergency.
 - f. To determine the eligibility, amount, and conditions associated with student financial aid.
 - g. To accrediting organizations in order to carry out their accrediting functions.
 - h. Designated directory information.
7. The parent of a student or an eligible student may request District #101 school officials to amend his/her educational records, exclusive of academic grades, when it is believed that the information contained in the education records of the student is inaccurate, misleading, or violates the privacy of the student.
8. No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance, the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Act or these regulations.

School District #101 adheres to the following record destruction schedule:

1. Permanent records are destroyed 60 years after a student has left the district.
2. Temporary records are destroyed 5 years after a student has left the district.
3. Parents may request a copy of their child's records prior to the destruction (BOE Policy 7:340 and 7:15)

APPENDIX III

Internet Account--Terms and Conditions For Use

(BOE Policy 6:325)

Adopted: August 1996

Revised: May 1999

If a BPS user violates any of these provisions, disciplinary actions may be taken which might include but would not be limited to access possibly being denied.

A parent or student signature showing receipt of the School Parent/Student Handbook indicates agreement that the student and parent will carefully read the Parent/Student Handbook including the BPSNet terms and conditions and understand their significance. A parent/guardian or student signature showing receipt of the School/Student Handbook also signifies agreement that the student will abide by the stated Terms and Conditions for BPSNet. Parents/guardians and students will abide by the stated terms and conditions for

BPSNet. Parents/guardians and students further understand that violation of the regulations is unethical and may constitute a criminal offense. Should a student commit a violation the student's access privileges may be revoked and/or appropriate discipline and legal action taken, The student and parents/guardians hereby release the School District and it Board members, employees, and agents from any claims and damages arising from the student's use, or inability to use the BPSNet.

If, after reading this section of the parent/WStudent Handbook, parents or guardians do not wish their child to participate in school activities involving the BPSNet, parents must write a note to that effect to the School Principal. Only after receiving this note (or through disciplinary action) will school personnel restrict access to the BPSNet and Internet by a student.

BPSNet-Terms and Conditions

- 1) Acceptable Use--The purpose of our connection to the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Batavia Public Schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
- 2) Privileges--The use of BPSNet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives access will be part of a discussion with a BPS faculty member pertaining to the proper use of the network). Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decision is final. The administration, faculty and staff of BPS may request the system administrator to deny, revoke, or suspend specific user accounts.
- 3) Netiquette--You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following
 - Be polite. Do not write or send abusive messages to others.
 - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - Do not reveal your personal address or phone numbers of students or colleagues. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - Do not use the network in such a way that you would disrupt the use of the network by other users (e.g., downloading huge files during prime time; sending mass e-mail messages; annoying other users using the talk or write functions).
 - All communications and information accessible via the network should be assumed to be private property.
- 4) Reliability--BPS makes no warranties of any kind, whether expressed or implied, for the service it is providing. BPS will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via BPSNet is at your own risk. BPSNet specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 5) Security--Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem on BPSNet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individuals' account without written permission

from that individual. Do not give your password to any other individual. Attempts to (log-in) log-on to the system as any other user will result in disciplinary actions including, but not limited to, the cancellation of user privileges. Attempts to (log-in) log-on to BPSNet as a system administrator will result in disciplinary actions including, but not limited to, cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to BPSNet.

- 6) Vandalism will result in disciplinary actions including, but not limited to, cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, BPSNet, agencies or other networks that are connected, or the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- 7) Exception of Terms and Conditions--All terms and conditions as stated in this document are applicable to the Batavia Public School District.

Appendix IV Student and Family Privacy Rights

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in BOE Policy 7:15, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act ([20 U.S.C. §1400 et seq.](#)).
3. Is otherwise authorized by Board policy.

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: to listing the student's directory information (name, address, and phone number) in a directory provided at nominal cost to parents by the school or PTO if the student's parent(s)/guardian(s) have consented.

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.:

Protection of Pupil Rights, [20 U.S.C. §1232h](#).

Children's Privacy Protection and Parental Empowerment Act, P.A. 93-462.

[105 ILCS 5/10-20.37](#).

CROSS REF.: [2:260](#) (Uniform Grievance Procedure), [6:210](#) (Instructional Materials), [6:220](#) (Instructional Materials Selection and Adoption), [6:260](#) (Complaints About Curriculum, Instructional Materials, and Programs), [7:130](#) (Student Rights and Responsibilities)

ADOPTED: November 23, 2004