

**George Washington
Middle School
Lyons District 103**

STUDENT HANDBOOK - 2011-2012



This handbook belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

DISTRICT 103 PARENT COMPACT

The following was developed for District 103 schools, parents, and students in order to share the responsibilities and help students reach their full potential.

SCHOOL'S RESPONSIBILITY

Set high standards for instruction
Create a positive environment
Provide services and training
Open Communication
Provide access to staff

PARENT'S RESPONSIBILITY

Support my child's education
Make my child accountable
Encourage my child's interests
Attend school training and workshops
Attend parent-teacher conferences
Review District Handbook
Support District rules and policies

Lyons Elementary District 103

Serving the communities of Brookfield, Forest View, Lyons, McCook and Stickney

Working Together to Expand Student Opportunities



Dr. Michael P. Warner
Superintendent

Mr. James Schiffer
Business Manager

4100 S. Joliet Avenue
Lyons, Illinois 60534
(708) 783-4100
(708) 780-9725 fax

The faculty and staff welcome you and your child to Lyons Elementary District 103 School District.

Please take a few moments of your time to review the information contained in the first section of this booklet. We have tried to include pertinent data that will help you and your child develop a clearer understanding of our expectations and guidelines. We believe that by developing this common understanding, the chances for a successful and productive school year are enhanced.

The second section of this booklet provides students with a valuable study guide and assignment notebook. Please encourage your child to use it consistently. You are also encouraged to periodically review it for proper use. Organization is one of the keys to success and YOUR periodic review will help develop good study habits. Your son/daughter needs to know education is a priority in your life.

If you have any questions please feel free to contact the school office.

My signature below verifies that my child and I have reviewed the Discipline Code, District 103 Parent Compact and School Policies.

Name of Student _____ Grade _____

Parent Signature _____ Date _____

Student Signature _____ Date _____

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August 1, 2011

Dear Parents and Students,

The Lyons Elementary District 103 staff welcome you to the 2011-2012 school year! We are looking forward to another year in which the students are challenged to achieve at higher and higher levels. Our staff is committed to helping every student enjoy being in a rigorous educational environment.

We are continuing to strengthen our curriculum and instructional practices. Teams of teachers have been working hard to define our curriculum. By using the Illinois Learning Standards as a framework for curriculum development, our teachers will focus students on what is most important to learn at each grade level. Our teachers are also being trained to use new instructional strategies.

One of the most important things that parents can do is to be involved in their son/daughter's school. Each school hosts several exciting events during the year and I hope you will consider attending some of them. I also encourage each of you to join your local Parent Teacher Organization/ Association and get involved!

It is our hope that every parent becomes a partner in the education of their son/daughter. Good partnerships are built on good communications. Please talk with your son/daughter's teacher if you have any questions or concerns. If, after talking to the teacher, you still have concerns talk to the building principal. If your concerns have not been resolved by the teacher or principal, please call me at 783-4100.

Together, we can help every student achieve at higher and higher levels!

Sincerely,

Dr. Michael P. Warner
Superintendent of Schools

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PARENT STUDENT HANDBOOK
LYONS ELEMENTARY SCHOOL DISTRICT NO. 103
 Serving the communities of Brookfield, Forest View, Lyons, McCook, and Stickney

COSTELLO SCHOOL (K-5) Andrea Maslan, Principal

4632 Clyde
 Lyons, IL 60534
 Fax 783-4300
 442-8859

EDISON SCHOOL (K-5) Janice Bernard, Principal

4100 Scoville Avenue
 Stickney, IL 60402
 Fax 783-4400
 780-0035

HOME SCHOOL (K-5) Kim Ontiveros, Principal

4400 Home Avenue
 Stickney, IL 60402
 Fax 783-4500
 780-0041

LINCOLN SCHOOL (K-5) Kathrine McCarthy, Principal

4300 Grove Avenue
 Brookfield, IL 60513
 Fax 783-4600
 780-2485
At Risk/Pre-Kdg Program Chris Newell, Director 780-4605

ROBINSON SCHOOL (K-5) Al Molina, Principal

4431 Gage Avenue
 Lyons, IL 60534
 Fax 783-4700
 780-0172

GEORGE WASHINGTON MIDDLE SCHOOL (6-8) Johnny Billingsley, Principal, Catherine Eichhammer, Assistant Principal, , Assistant Principal

8101 Ogden Avenue
 Lyons, IL 60534
 Fax 783-4200
 780-9757

DISTRICT ADMINISTRATION OFFICE

4100 Joliet Avenue
 Lyons 60534
 Fax 783-4100
 780-9725

Dr. Michael WarnerSuperintendent
 James Schiffer.....Business Manager
 Beth Malinski.....Special Education Director
 Dr. Mary Jo VladikaCurriculum Director
 Bryan DrozdTechnology Coordinator
 Tom SheehyDirector of Buildings and Grounds
 Cindy Dore.....District Nurse

BOARD OF EDUCATION

David DeLeshe, President
 Joanne Schaeffer, Vice-President
 Sharon Anderson, Secretary
 Mark Camasta
 Deanna Huxhold
 John Kiser
 Mitch Milenkovic

With pride, we believe that George Washington Middle School is a school where:

...we develop the intellectual, personal, and social skills necessary to act as responsible members of a diverse and changing world.

...students feel at home.

...through the partnership of parents, teachers, and students all children can succeed.

...the total education of the early adolescent is our primary concern.

...we are building more than just team spirit.

...teachers facilitate a curriculum that enriches the whole child; mind, body, heart, and spirit.

...great minds explore.

...friendships develop.

...students learn to contribute productively as individuals and as members of groups.

...excellence is pursued in arts, academics, and athletics.

...creativity grows.

...responsibility leads to success.

...students can achieve their highest potential.

...students and teachers imagine together.

George Washington Middle School School District 103

GENERAL SCHOOL POLICIES

ARRIVING AT SCHOOL

Due to supervisory schedules, students are not permitted in the building before 7:50 am unless they have a pass from a teacher or a parent. Students arriving for a before-school program must enter through the main entrance except for students who have breakfast they will enter through door #6.

ASSESSMENT

All students are assessed on a regular basis by their classroom teacher(s). District-wide assessments such as the Aimsweb are given in the fall, winter, and spring. ELL students will receive ACCESS testing. State assessments (ISAT) are given in the spring. The results of these assessments are used to determine student placement and eligibility for special programs

ATTENDANCE

Parents are required to call the school's 24 hr. absentee line whenever their child is going to be absent. This call should be made prior to 8:00 am. Please leave your name, your student's name, reason for absence, day/date, and advisory teacher's name. The GWMS absence line is 708-783-4265. Vacations taken during the school year are strongly discouraged. Extended vacations deprive students of the opportunity to learn. Students who are absent for 10 or more consecutive school days will be automatically withdrawn from school. Students who are absent for a total of 18 or more days will be reported as a "chronic truant" to the Cook County Truancy Office. For extended illness a doctor's note will be required by the school nurse. Students will be given a reasonable amount of time after an excused absence to make up homework, quizzes and tests without a reduction in grade. Students who receive an unexcused absence may, at the discretion of the administration, make up homework, quizzes and tests within a reasonable amount of time. Students who are suspended outside of school will be marked with an unexcused absence.

Tardiness

1. **SCHOOL TARDIES:** Arrival to school after the 8:00 bell is considered to be a school tardy. **Parents will be called after the second tardy.** Detentions will be issued after the 3rd tardy. Detentions will be issued for any tardy later than 30 minutes.

2. **CLASS TARDIES:** Tardy to class means an unauthorized or unexcused lateness to class. Students must be in their classrooms as the tardy bell rings.

- a. After two tardies to the same class per quarter the student will be issued a detention.
- b. Alternative disciplinary action for repetitive offenders shall be at the discretion of the administration.

ATTENTION BEHAVIOR

Students are expected to respond to a non-verbal cue when staff is seeking their attention. This will consist of a raised index finger. When the staff member raises his/her hand, the students will:

- a. Stop what they are doing.
- b. Remain silent and look the signaler in the eyes.
- c. Return the signal.
- d. Put their hand down when the signaler puts his/her hand down.
- e. Remain silent until the staff member says, "I'm done."

BUS VIOLATIONS

All school discipline policies will apply while riding the bus. All students are reminded to keep all body parts inside of the bus. Any items thrown from the bus will result in suspension and possible prosecution. Any discipline infraction in relation to the bus may result in the loss of bus privileges.

CHEATING

Students are expected to do their own work at all times. Copying and/or plagiarism are not allowed. Anyone who assists other students by providing assignments, etc. for copying purposes shall be considered guilty of cheating.

Consequences for each incident shall be:

1. Zero on assignment.
2. Parent notification.
3. Teacher may give the student a detention or refer to the office for disciplinary action.

CLASSROOM INTERRUPTIONS

As a school it is our top priority to keep students in class at all times. Parents are strongly discouraged from interrupting their student's education for anything less than an emergency. We do not consider the need to drop off homework, lunches or school supplies as an emergency, and thus students will not be called out of class to come and retrieve these items.

DETENTION POLICY

Detentions are assigned as a consequence of inappropriate behavior. In order that the students take detentions seriously, student's receiving multiple detentions in a quarter are subject to further disciplinary action.

DRESS CODE

In its commitment to providing a positive learning environment for all students, the Board of Education has determined that a consistent dress code is one component of creating such a learning experience.

It is expected that students will be dressed neatly and have proper hygiene reflecting pride in themselves and their school. It is the responsibility of parents to ensure compliance with this dress code.

- Applicability.** This dress code is mandatory and applies to all K-8 students enrolled in all of the schools within District 103. The school administration has the flexibility to address ongoing questions and issues regarding the dress code to assure the objectives of the policy.
- Effective date.** The requirements of this dress code will start the first full day of the school year. A two-week grace period for any newly enrolled student shall be granted.
- Mandatory dress.** All students shall comply with the following dress standards:
 - Boys in grades K-5 shall wear a school approved plain/solid light blue collared polo shirt or dress shirt. Boys in grades 6-8 shall wear a school approved plain/solid light blue collared polo shirt **only**. The shirt may be long sleeve or short sleeve. Boys in grades K-5 shall wear plain solid navy blue pants. Boys in grades 6-8 shall wear plain solid khaki colored pants. Shorts of the same uniform color are allowed if they are not excessively short.
 - Girls in grades K-5 shall wear a school approved plain/solid light blue collared polo shirt, dress shirt, or blouse. Girls in grades 6-8 shall wear a school approved plain/solid light blue collared polo shirt **only**. The shirt may be long sleeve or short sleeve. Girls in grades K-5 shall wear plain solid navy blue skirts, shorts, jumpers or pants. Girls in grades 6-8 shall wear plain solid khaki colored skirts, shorts, jumpers or pants. Skirts, shorts or jumpers of the same uniform color as the pants are allowed if they are not excessively short.
 - Socks, tights or leggings worn under a skirt may be worn if they are a solid neutral color.
 - No blue jeans, pajama pants, flannel pants, athletic pants or sweatpants are allowed in K-8 on days when all students are expected to wear their Mandatory Dress clothing.
 - Solid light blue or navy sweaters or sweatshirts with no hoods are allowed for K-5 and solid navy, khaki or light blue sweaters or sweatshirts with no hoods are allowed for Grades 6-8: when worn, there must be a uniform shirt underneath, tucked in. Light blue turtlenecks in place of the polo shirt or long-sleeved t-shirts under the uniform shirt may be worn as weather dictates. Only the school's initials, name and/or logo may appear on the front of the sweater or sweatshirt.
 - Any T-shirts worn under uniform shirts must be solid white and tucked in.
 - All shirts without a straight edge shall be tucked in pants/skirts/shorts at all times.
 - Clothing and jewelry shall not display or promote gang representation, alcoholic beverages, tobacco, other drugs, illegal behavior, sexual behavior, or violent behavior. Additionally no lewd/vulgar, obscene, or plainly offensive language or symbols shall be worn. Elastic may not be sewn in pant legs and rubber bands or hair bands may not be worn around pant legs.

- Hats, caps, hoods, and sunglasses are not to be worn in the buildings. Hairnets and bandannas are not allowed.
- Footwear (oxfords, slip-ons, dress shoes, casual shoes, gym shoes) shall be subject to the following:
 - Any tied shoes must have laces that match the color of the shoes and be laced and tied.
 - All shoes must have a back.
 - Clogs, platforms, high-heel, army style boots, etc. are not allowed. If boots are worn to school (including “fashion boots”) because of weather, students must bring the appropriate shoes and change them at school.
 - No graphics or designs in the hair
 - No dyed hair other than natural colors.
 - No piercings in any other part of the body other than the ears.

D. The following dress guidelines will apply to free-dress days and Mandatory Dress days. Free-dress days will occur as determined by the building administrator.

- Clothing shall not expose the chest, abdomen, genital area or buttocks and shall be sufficient to conceal undergarments at all times. Clothing such as see-through or fishnet fabrics and spandex, tank tops/spaghetti strap tops, low-cut tops, bare midriff tops and tight-fitting or excessively short-shorts or skirts are prohibited (no shorter than fingertip length).
- **Properly fitting clothing is to be worn.** Oversized clothing, extremely baggy clothing, extremely tight or improperly fitted clothing is not allowed. Pants and shorts must be worn on the waist—“sagging” is prohibited.
- Students who are actively involved in after school athletics or activities, shall on game days or performance days, or Fridays before a tournament, be allowed to wear their Team jersey or performance attire. Team jerseys must be worn over a uniform shirt.
- The building administrator may designate dress for other days that correspond with specific activities such as “spirit week or school pride day.” Blue jeans may be worn but flannel pants or pajama pants are not allowed.

E. Penalties for Violations – For each school year, students who violate the provisions of this dress code shall be subject to discipline outlined in the student discipline policy/handbook.

F. Information will be provided to parents regarding types of clothing that will satisfy the requirements of this policy. Parents will also receive names and addresses of local stores and vendors who carry apparel which complies with the requirements of this policy.

G. If a parent or legal guardian believes that a dress standard substantially interferes with their child’s religious beliefs or otherwise causes an exceptional hardship, the parent or legal guardian may request a waiver, for the current school year, in writing, to the Superintendent. A waiver request submitted for financial hardship must be accompanied by the proof of financial hardship in the form of recent check stubs and / or W2 forms from the previous year. Applications for waiver may be obtained in the Administration Building and must be submitted to the Superintendent’s office no later than two weeks prior to the start of the school year. All decisions regarding waivers shall be finalized within one week prior to the first full day of school. Parents of any newly enrolled students will have 10 school days to request a waiver.

DRUG FREE SCHOOLS

No one shall possess, use, or distribute illicit drugs, tobacco products, or alcohol on school premises. State law prohibits smoking on school property and grounds.

ELECTRONIC DEVICES AND CELL PHONES

Students are strongly discouraged from bringing any electronic devices to school. Students who bring these devices do so at their own risk - the school will not be responsible for the loss or theft of these items. Students are not allowed to use electronic devices during school hours. Laser pointers are strictly prohibited from school property. Possession of cell phones is discouraged. If a cell phone is brought to school it must be turned off and kept in the student’s locker. Students are not allowed to use their cell phones in the building during school hours.

ESL/BILINGUAL PROGRAM

ESL/Bilingual programs assist students who have difficulty speaking or reading English. The ESL classes teach students to speak, read and write English. Bilingual classes use English and the student’s native language to teach subjects such as math, science, social studies and English. Parents are notified if their child qualifies for these programs.

EXTRACURRICULAR ACTIVITIES

George Washington Middle School is pleased to offer a variety of Clubs and Athletics. We believe in providing for the mental, social, and physical development of our students and will strive to offer the best possible opportunities to all of our students. We believe that participation is a privilege and each person participating must accept the responsibilities that go along with the participation.

Outside Activity Policy

The Middle School discipline policies shall apply to any school sponsored or endorsed activity, including those held off school grounds/after school hours.

Eligibility Standards

Every Middle School student shall be expected to conform to behavioral and academic standards in order to participate in special activities.

Academic Standards

A teacher must contact a parent regarding academic failure at anytime during the course of the school year. A teacher/student conference will be held to discuss the grade and that student will become ineligible for a period of five school days (Monday to Monday). After a one week ineligibility period, a student can regain eligibility by raising the class grade above an "F" average. Successive weeks of ineligibility can result in permanent removal from the club/activity.

Discipline Standards

Any student who is suspended* from school will immediately become ineligible. Parents will be notified by receiving copies of the suspension. It will be the responsibility of the student to improve attitude and behavior in school.

**Ineligibility for suspended students will be one week.*

WHAT DOES INELIGIBILITY MEAN?

1. Students may try out for sports teams while they are ineligible; however, they may not practice or participate in games until they have regained eligibility.
2. Students may not participate in club activities unless they are eligible.
3. All students begin each quarter "Eligible" based on their academic performance.
4. Unpaid fees
- 5.

GRADING POLICY – MIDDLE SCHOOL

Grading Scale:

A	91.5 – 100
B	82.5 – 91.4
C	70.5 – 82.4
D	62.5 – 70.4
F	62.4 and below

Grade Point Average needed for:

High Honor Roll - 3.5 – 4.0
Honors – 3.0 – 3.5
The grades of I (incomplete), X (recent transfer or medical) and FA (fail) will keep students off of Honor Rolls.

HALL BEHAVIOR

Students are expected to move through the building in a quiet, consistent, and organized fashion.

- a. Students will remain on the right side while moving through the halls.
- b. Students will stop when directed to by any staff member.
- c. Students will not shout while walking in the hall.
- d. Students may use their lockers before and after school and before lunch and other times designated by the teacher. **AT ALL OTHER TIMES STUDENTS MUST HAVE A PASS TO USE THEIR LOCKERS.**

HEALTH EXAMINATIONS

In accordance with Illinois law, District 103 requires a physical examination of all pupils immediately prior to (1) entrance into Kindergarten, (2) entrance into Sixth Grade, and (3) initial entrance into the District, irrespective of grade, if

the pupil's current examination does not meet Illinois standards. Any physical examination completed one year prior to the first day of school is acceptable for the following school year. All Kindergarten and Sixth Grade students must have their physicals completed prior to the beginning of the school year. Children whose parents fail to comply will be excluded from school until such requirements are fulfilled. All new students entering the district irrespective of grade level must also meet these requirements.

All Kindergarten students and any out of state student enrolling the district for the first time are required to have a comprehensive eye exam by a qualified eye doctor. The exam may given up to one year prior to enrollment.

In addition to the physical examination, Illinois law also requires that these same pupils be immunized against preventable communicable diseases, including but not limited to, Measles (Rubella), Mumps, German Measles (Rubella), Chicken Pox (Varicella), Rubeola, Tetanus, Diphtheria, Poliomyelitis, Pertussis with boosters (where necessary), and Hepatitis B series. A Measles booster is required at all grade levels.

Lead screening is required for students entering Kindergarten and Early Childhood Education Programs.

A current (within six months) Tuberculosis test and results are also required for all students enrolling in District 103 for the first time (the student's physician may waive the requirement with a note indicating that he/she is not at risk).

Dental examinations are required for Kindergarten, second grade, and sixth grade (dental examinations performed after November 15th of the previous calendar year can be accepted). Dental examinations are also highly recommended for fifth grade.

The above requirements shall include all students housed in the District (i.e. Early Childhood, LADSE programs).

HEALTH OFFICE SERVICES

1. If your child is sick, please **DO NOT** send him/her to school.
2. In general, students are not sent home unless they have a temperature of 100 degrees or above, are vomiting or have an unidentified rash.
3. The Health Office can only dispense medication if ordered by a physician and accompanied by a completed Medication Authorization Form. All medication must be clearly labeled with the student's name and in a prescription bottle from the pharmacy.
4. The dispensing of "over the counter" drugs is not permitted in our school district unless accompanied by a completed Medication Authorization Form and in the original containers.
5. If we do not hear from you by 10:00 am and we are not able to contact you, your child will be considered truant.
6. For your child's safety, please keep us up-dated with your current phone number and emergency numbers.
7. Any student hospitalized in excess of 48 hours will need to provide hospital's documentation of medical clearance upon return to school.
8. Asthmatic students may carry inhalers with a note from the parent and the inhaler clearly labeled with the student's name..

HOMEWORK POLICY

Lyons School District 103 believes that homework is an effective tool to promote learning and is given to practice what is being taught and to reinforce daily concepts. The learning that took place in the classroom should be extended and elaborated upon outside the classroom as well. Homework is communication between school and home. Homework may consist of, but not be limited to, reading and mathematics and extension activities. Time allotted for homework:

6 th grade	60 min daily
7 th grade	70 min daily
8 th grade	80 min daily

Teacher Responsibilities

- Decide what is appropriate.
- Assign work that meets the individual needs of the student.
- Provide timely feedback.
- Disseminate information about expectations/consequences.
- Teach students to record assignments in an assignment book when appropriate.

Student Responsibilities:

- Take homework home.
- Complete the homework.
- Return it on time.
- Be aware of expectations.
- Use the assignment notebook to record daily assignments when appropriate.

Parent Responsibilities:

- Provide a proper time and environment for study.
- Provide reference and writing materials.
- Be aware of expectations.
- Check assignment book when appropriate.

Each child is accountable for homework completion. The consequences may include loss of privileges at the teachers' discretion.

HOMEWORK HOTLINE

In an effort to improve communication between home and school each team will maintain a voicemail message that will update parents about any homework that is assigned on a daily basis. The hotline will be updated daily by 2:35 PM, so that parents can keep track of what is assigned or if a child is absent on a particular day, a call can be made to see what was missed. The school is open until 4:00 PM if books are needed. *If access to a student's locker is needed, parents should acquire the location and locker combination from their children; as teachers may not be available to assist with locker opening.* For students who are absent, we will no longer be honoring requests to get lists of missing work together. Instead, students and/or parents will be expected to check the hotline, and if worksheets are needed, the student will be expected to ask for them upon his or her return. The hotline will NOT be a place to leave messages. If you need to leave a message for a teacher, please call them on their direct line and leave a message, or email them. (See the District 103 Website www.sd103.com for details.)

Homework Hotline Numbers

<u>Team</u>	<u>Number</u>	<u>Team</u>	<u>Number</u>
6A	783-4202	6B	783-4203
7A	783-4204	7B	783-4287
8A	783-4289	8B	783-4288

INTERNET POLICY

District 103 believes in using technology to enhance the learning opportunities of students. Parents will be provided with information and a permission form that must be returned before the student will be allowed to access the Internet for research purposes. Students who do not follow District 103's Acceptable Use Policy will not be allowed to use district computer equipment.

LOCKERS - HALL AND GYM

All students will receive locker assignments during the first day of school. Since lockers are for the safety and convenience of students they are required to be kept locked at all times with a school issued lock. (After the door is closed, spin the dial.) **Keep combinations private** and only use assigned lockers. Students are not permitted to make unauthorized moves into another student's locker.

All students should inspect their lockers for any damage or cleaning that might be needed. Report any trouble with your locker to your advisory teacher. Students are responsible for any damage or defacing of school lockers. All students' lockers are the property of Lyons School District 103 and are accessible to school authorities at any time. Locks are supplied by the school. Students will be charged for replacement locks.

Lockers are subject to search by school officials if there is reason to suspect unauthorized materials are being housed in the locker.

Acceptable Practices:

1. Exterior: Students wishing to decorate lockers for special occasions must get approval from the office prior to locker decorating. Students are responsible for any clean up that is necessary.
2. Interior: Magnetized mirrors, note pads, pictures, etc. must be affixed with scotch tape.

LUNCH

A lunch program is operated on a daily basis. Students may also bring their own lunch. Students are expected to use courtesy and common sense while eating lunch. It is expected that every student will conduct him/herself in the same manner, as he/she would while being a guest at someone's home or at a restaurant.

Consequences for misbehavior will be at the discretion of the administration/supervisor.

LUNCHROOM PROCEDURES

Since George Washington Middle School is a closed campus, all students shall remain at school during lunch. Exceptions to this rule will only be granted in special situations with prior Principal approval. General Rules:

- a. Students will speak in a normal voice. Shouting is not permitted.
- b. Students are to remain seated at their table unless given permission to get up.
- c. The attention signal will be given five minutes before dismissal. Students will then make sure that their tables are cleared and the floor underneath the table is clean.
- d. For dismissal, students will remain seated and be dismissed table-by-table or row-by-row. Where applicable, chairs will be returned to their proper place.

LOST OR STOLEN ITEMS

School District 103 will not be responsible for items that are lost or stolen while at school. Please leave items that are valued at home.

MEDICINE - ADMINISTERING TO STUDENTS

Teachers and other non-administrative school employees, except registered nurses licensed by the State of Illinois, shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Students may carry an inhaler if appropriate medical forms are on file in the health office. Testing for glucose levels and administration of insulin may be done in the classroom if appropriate medical forms are on file in the health office and the student can demonstrate responsible use of the equipment.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

NON-DISCRIMINATION

The Lyons Elementary School District 103 shall treat all persons equally and fairly without regard to race, color, creed, national origin, sex or physical or mental handicap related to the function to be performed. This commitment relates to employment practices, the education of children and relations with the community at large.

The grievance Coordinator for the School District shall be responsible for investigation and reporting the nature and validity of each grievance and shall report conclusions to the Superintendent who will notify the Board of Education.

NOTEBOOK POLICY

All homework assignments must be typed or submitted on loose-leaf paper. **Assignments will not be accepted if they are torn from spiral notebooks.** This policy applies to all grade levels and subjects. Students may continue to use spirals for journal entries or work sheets. We believe quality is based on content and **APPEARANCE**. All work is to be done in blue ink, black ink, or pencil.

PARENT/SCHOOL COMMUNICATION

It is expected that any issues be heard and resolved at the lowest possible level, and in most instances, that means parents should talk with the teacher directly face-to-face in an attempt to resolve the concern. If the complaint is not resolved after discussing the matter with the teacher, then the parent should seek redress through the building principal. Should the Principal be unsuccessful in resolving the matter of concern, then the parent should arrange with the principal to take his/her complaint to the Superintendent.

If, after following all of these steps, the parent still is not satisfied with the way his/her complaint has been handled, he/she should request to be put on the agenda for the next regular Board of Education meeting for the purpose of bringing the matter to the attention of the Board. This request should be made through the Superintendent's office.

PBS (POSITIVE BEHAVIOR SUPPORTS)

District 103's PBS program is designed to bring out the best in our students. We encourage students to "Give Best Effort", "Be Responsible, "Be Respectful". Staff members are looking for when students exhibit these qualities and give out PBS tickets when observed. Students can redeem their PBS tickets for prizes, participation in fun activities, or special opportunities (like eating lunch with a favorite staff member). When students behave better, they learn more!

PROMOTION AND RETENTION

Promotion from grade to grade is not automatic. Regular attendance and consistent effort by students will usually result in promotion to the next grade. However, students who fail to make adequate progress may be retained. Parents of any student being considered for retention will be notified of such a possibility during the second semester.

RIGHT-TO-KNOW: PARENTS

At the beginning of each school year, a local educational agency that receives Title I funds shall notify the parents of each student attending Title I schools that the parents may request, and the LEA will provide in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so their qualifications.

This information is to be collected and disseminated in a manner that protects the privacy of individuals.

For additional information regarding this requirement, see Section 1111(h)(6) of the NCLB legislation at

<http://house.gov/rules/hr0001cr.pdf>

SEXUAL HARASSMENT POLICY

It is the policy of the Board of Education of School District 103 that sexual harassment of students shall not be permitted. Students who feel that they are the victims of sexual harassment are encouraged to notify the School District through the Principal or if the Principal has allegedly committed the act or acts of harassment complained of, through the Superintendent. Students will then be assisted in following the district reporting system.

STUDENT DISCIPLINE POLICY

Self-discipline implies responsibility for one's actions and is one of the ultimate goals of education. The behavior of our students should at all times model the core values of Trustworthiness, Respect, Responsibility, Citizenship, Caring, Fairness, Integrity, Honesty, Loyalty, and Cooperation. We expect students to model the school's behavioral expectations outlined on the behavioral matrix. Our three expectations are: **Respect, Responsibility, and Relationships.**

It is our philosophy at George Washington Middle School that when students do not meet these expectations, disciplinary action is required. At the same time it is our feeling that students who do meet these standards should be recognized for their effort. It is with this philosophy that we have devised a discipline policy that contains both positive and negative consequences.

Teachers and administrators at George Washington Middle School assume the same role for students under their direction of supervision as parents or guardians do outside the school day for their own children. In addition the Board of Education has the responsibility for providing a safe environment for all of its students and an atmosphere which is free from disruptive influence and is conducive to learning. Repeated conduct that interferes with the educational opportunities of students, that endangers people or property, or reflects adversely on the school or its reputation necessitates disciplinary action which can ultimately result in suspension and/or expulsion from school. Parents should be prepared to attend school when called upon during times of student discipline problems to attend to severe problems and possibly to remove their child from school. Phone calls in these situations will be made to work or place of business when necessary.

Further, it is a violation of the Illinois School Student Records Act to discuss any child other than a parent's own without legal permission from the other child's parent(s) should more than one child be involved in a disciplinary action.

Levels of Misconduct

The discipline code of George Washington Middle School gives examples of inappropriate student behavior, prescribes equal disciplinary actions for misconduct, and suggests specific actions for remediation of prohibited behaviors. Administrators are to use reasonable judgment when administering the code.

The code is based on the premise that rules must be fair, firm and complies with the individual's constitutional and other legal rights. A student's age and maturity, as well as mitigating circumstances may require that different types of disciplinary action be used. Teachers, parents, and administrative staff have developed this code after a great length of time and consideration of each section. It is designed to insure that the Middle School will have a climate that brings out the best qualities in both the teacher and the student, allowing for individual growth and difference. Foremost, this code is a tool to reduce misconduct and thereby increase the educational benefits to which all students have a right. This discipline code applies at all time students are on school property, at school functions, on school busses, or any school sponsored events. The discipline code applies at all times students are on school property, at school functions, in the process of getting to and from school, on school buses, or any school-sponsored events.

LEVEL I ACTS OF MISCONDUCT:

1. Failure to follow classroom, lunchroom or school rules.
2. Loitering.
3. Littering of halls, sidewalks, and yards.
4. Not dressing appropriately.(See Dress Code)
5. Being dishonest when questioned by an adult.
6. Pushing, shoving, kicking, general horseplay.
7. Insulting or derogatory behavior or remarks.
8. Disobeying or showing disrespect to teachers, principals or other staff members.
9. Chewing gum in PE, Music, Band/Orchestra Classes, Computer Labs, including: Ed Tech, Life Skills
10. Excessive school tardies
11. Non-compliance with school electronic device/cell phone policy

CONSEQUENCES

Minimum: Teacher / student conference

Maximum: Parent notification and/or extended detention.

LEVEL II ACTS OF MISCONDUCT:

1. Persistent acts of disobedience of misconduct in Level 1.
2. Leaving the building / grounds without permission.
3. Forgery or use of forged notes or excuses.
4. Possession of items that may hurt or harm others.
5. Truancy. (Cutting school.)
6. Gross disrespect to staff members.
7. Profane, obscene, indecent, immoral, seriously offensive language or writing, gestures, propositions or exhibitions. *
8. Stealing or possession of stolen goods under \$25.00
9. Inappropriate use of computer or other technological equipment.
10. Leaving the classroom without permission.
11. Cutting class.
12. Aggressively hitting, striking, shoving or kicking another student
13. Reckless Behavior (behavior that may cause harm to self or others).
14. Defamation of character, slander.

CONSEQUENCES

Minimum: Parent, student, administrator conference / support personnel if needed.

Maximum: Suspension. + +

*If directed at any GWMS staff member – automatic five day suspension.

Repeated acts of Level II Misconduct may result in an expulsion hearing

LEVEL III ACTS OF MISCONDUCT:

1. Intimidation, including harassment and bullying.
2. Sexual harassment
3. Promoting, encouraging or engaging in a fight.

4. Gang related behavior.
5. Possession of tobacco products.
6. Extortion.
7. Calls to 911.
8. Threatening any staff member. #
9. Other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff and/or school property.
10. Destroying or vandalizing school property or the property of others.
11. Stealing or possession of stolen goods over \$25.00.

CONSEQUENCES

Minimum: Suspension + +

Maximum: Expulsion

Minimum ten day suspension which upon appeal may result in a reduction in the number of days.

+ + Three Strikes Policy: Because of the negative impact that repeated inappropriate behavior has on the environment any student suspended for inappropriate /gross disrespect (depending on the severity and frequency of the behaviors) three times during the course of the year will require a meeting to remediate these behaviors. The meeting will take place with the administration, team, and parent\guardians. At that meeting all concerned groups will work towards finding a viable resolution. If no such solution is found, then an expulsion hearing will be recommended.

LEVEL IV ACTS OF MISCONDUCT

1. Possession of weapons or look-alikes
2. Use or possession of potentially harmful explosives, noxious substances or setting fires
3. Possession, distribution, use, or under the influence of a controlled/illegal substance or look-alike (alcohol or drugs)

CONSEQUENCES

Minimum: Ten day suspension and mandatory expulsion hearing which, upon appeal or Board involvement may result in a reduction in the number of days.

Maximum: Expulsion.

VOLUNTARY ADMISSION:

If a student voluntarily reports the possession or use of an illegal/controlled substance prior to public record, it will not result in a suspension. The purpose of this provision is to allow students to seek help. Voluntary admission may NOT be used if the rule infraction is already known by the school. Voluntary admission may be used by the student only one time.

Failure to follow the student discipline policy may at the discretion of the administration result in removal from special events including but not limited to school dances, trip to Springfield, Great America, 8th grade graduation dance, and eighth grade graduation.

STUDENT EQUITY POLICY

District 103 has a Student Equity policy which states that equal educational opportunities shall be available to all District students regardless of sex, ethnic or racial background, language, religious beliefs, physical or mental handicaps or economic and social conditions. A discrimination grievance may be filed on behalf of any student by using the uniform grievance procedure. For the name of a District 103 Compliance Manager contact the district office.

STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge their child's school records. The information contained in school student records shall be kept current, accurate, clear and relevant.

All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child.

The Superintendent shall implement this policy and State and Federal law with administrative procedures. The Superintendent shall also designate a *records custodian* who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records. All temporary records will be sent to the High Schools upon graduation.

VISITOR'S PASS

All parents/visitors must report to the office to secure a visitor's pass and sign in. Because of exams, special events, or unusual circumstances, the building principal reserves the right to deny school visits on specific days.

WASHROOM USE

A pass is required to use the washroom at undesignated times.

GWMS

DAILY SCHEDULE

Attendance Period	8:00 – 8:08
1 st period	8:11 – 8:51
2 nd period	8:54 – 9:34
3 rd period	9:37 – 10:17
4 th period	10:21 – 11:01
5 th period	11:03 – 11:43
6 th period	11:46 – 12:26
7 th period	12:29 – 1:09
8 th period	1:12 – 1:52
9 th period	1:55 – 2:35

LUNCH TIMES

1 st Seating	11:13 – 11:43	6 th Grade
2 nd Seating	11:56 – 12:26	7 th Grade
3 rd Seating	12:39 – 1:09	8 th Grade

ASSEMBLY SCHEDULE

MORNING

Attendance 8:00 – 8:13

1. 9:33 – 10:04
2. 10:07 – 10:38
3. 10:41 – 11:12
5. 11:16 – 11:47
6. 11:51 – 12:22
7. 12:26 – 12:56
4. 1:00 – 1:31
8. 1:35 – 2:06
9. 2:09 – 2:35

AFTERNOON

Attendance 8:00 – 8:08

1. 8:11 – 8:41
2. 8:44 – 9:14
3. 9:17 – 9:47
4. 9:50 – 10:20
8. 10:23 – 10:53
5. 10:56 – 11:26
6. 11:29 – 11:59
7. 12:02 – 12:32
9. 12:35 – 1:05

SPECIAL SCHEDULES

Schedule B 2:05 Dismissal

Period	Time	
Attendance	8:00 – 8:08	8 Min
1 st	8:11 – 8:47	36 Min
2 nd	8:49 – 9:25	36 Min
3 rd	9:28 – 10:04	36 Min
4 th	10:07 – 10:43	36 Min
5 th	10:46 – 11:23	40 Min
6 th	11:26 – 12:06	40 Min
7 th	12:09 – 12:49	40 Min
8 th	12:52 – 1:28	36 Min
9 th	1:31 – 2:05	34 Min

Schedule C 11:05 Dismissal

Period	Time	
Attendance	8:00 – 8:08	8 Min
1 st	8:10 – 8:29	19 Min
2 nd	8:32 – 8:51	19 Min
3 rd	8:54 – 9:13	19 Min
4 th	9:16 – 9:35	19 Min
5 th / 6 th	9:38 – 9:57	19 Min
6 th / 7 th	10:00 – 10:19	19 Min
8 th	10:22 – 10:41	19 Min
9 th	10:44 – 11:05	21 Min

Schedule D Parent/Teacher Conference Days 11:05 Dismissal – back to back ½ days

Day 1

Period	Time	
Attend	8:00 – 8:08	8 Min
1 st	8:11 – 8:51	40 Min
2 nd	8:54 – 9:34	40 Min
3 rd	9:37 – 10:17	40 Min
4 th	10:20 – 11:05	45 Min

Day 2

Period	Time	
Attend	8:00 – 8:08	8 Min
5 th /6 th	8:11 – 8:51	40 Min
6 th /7 th	8:54 – 9:34	40 Min
8 th	9:37 – 10:17	40 Min
9 th	10:20 – 11:05	45 Min