

## Welcome

On behalf of the entire staff at Auburn Junior High School at Divernon, I would like to extend to you best wishes for a very successful school year. As your principal, I am charged with the responsibility of assuring that you, a student at Auburn/Divernon Junior High School, receive the best possible education.

Your teachers have a multitude of responsibilities and one of our main goals will be to develop more responsible, considerate, and educationally sound individuals.

## Student Responsibility

Your responsibility as a student is greater now than it has been at any time since you entered school. Throughout your elementary school experiences, much of the school day was under the direction of one teacher and they knew how you were achieving in all subject areas. In Junior High School you may be the only person who knows how well you are doing in every subject. Therefore, you are the one that will have to shoulder a great deal of responsibility.

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2018-2019

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## **AUBURN DISTRICT #10 MISSION STATEMENT**

The Auburn School District will work toward the goal of developing in all students the knowledge, understanding, skills, and attitudes that will enable all students to lead productive and fulfilling lives in a complex and changing society.

## **AUBURN JUNIOR HIGH SCHOOL AT DIVERNON MISSION STATEMENT**

Auburn Junior High School's mission for the future involves the continuance of our philosophy that the school will ensure the academic success of all students. All staff members employ a "team attitude" approach whereby multiple and diverse opportunities will be provided for our students' intellectual, physical, social, and emotional development.

## **HANDBOOK PURPOSE**

In order to maintain optimum learning environment for staff and students, guidelines are established in order to emphasize appropriate behavior. The consequences are applicable to infractions which occur during school, on the bus and all curricular and extra-curricular activities.

The purpose of this book is to make known the rules, regulations, and policies by which Auburn Junior High School will be governed. Also, much information is contained in this book which will help all who read it to have a better understanding of the purpose and mission of our school.

This book has been compiled by the administrators, school board, faculty, and a citizens committee of the Auburn Community. It has been adopted as official policy by the Auburn Community Unit #10 School Board, and is to be interpreted specifically as written.

The Auburn school administrators are charged with the execution of this policy and are given reasonable leeway in making decisions when performing their duties. All situations and circumstances cannot be covered by this book. Therefore, many times they must use their professional judgment to do, what in their opinion, is best for the students, faculty, school, and community.

If students, parents, or community residents have a question concerning decisions made in our school buildings it is best to first contact the faculty person or building principal who was directly involved in making the decision. If your questions are not satisfactorily answered at this level, arrangements will be made for a conference with the superintendent and/or the school board.

Patrons of this school are cordially invited to visit our schools at any time. All we ask is that visitors report to the office so that your presence is known, and so that a visitor's pass can be issued to you.

It is important that faculty, students, and parents are especially familiar with the contents of this policy handbook. In order to facilitate this most, this booklet is reviewed with the students by the faculty and principal early in the school year, and the students are given a copy to read and take home. Students must return to the school office a slip signed by their parents/guardians signifying that a copy has been received in their home. In addition, copies of this policy book are readily available in the principal's office for student use and review at any time.

We, at Auburn Junior High School, believe . . . . .

- Staff should be able to deliver instruction and maintain a classroom environment which allows students to learn.
- Students have the right to learn in an appropriate learning environment.
- Staff and students have the right to be free of unwelcomed sexual advances, requests for sexual favors and/or other verbal or physical conduct that constitutes sexual harassment as defined by law.
- Staff and students have the right to be free from racial, religious or ethnic insults. This includes, but is not limited to, derogatory remarks referring to a person's color, race, sex or religion.
- Staff and students have the right to be free from offensive language or gestures.
- Students have the right to complete classroom requirements without another student copying the work.
- Staff and students have the right to attend school without being subjected to others wearing offensive attire. See "attire" section of handbook.
- Staff and students have the right to attend school in a drug-free environment.
- Staff and students have the right to attend school and school sponsored activities without jeopardizing the good intentions the district desires for its clients.

### **SEXUAL HARASSMENT POLICY**

Auburn Community Unit School District #10 will provide for its students an environment free of unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct that constitutes sexual harassment as defined by state and federal law.

No student or employee in the district shall be subjected to any conduct of a sexual nature by any school employee, by any student, or by the effect of any school policy or practice that interferes with a student's educational performance or creates an intimidating, hostile, or offensive educational environment.

Violations of this policy shall result in disciplinary action being taken.

### **SEX EQUITY POLICY**

It is the policy of Auburn Community Unit School District #10 that its educational and extracurricular programs, activities, services and benefits will be provided to students without discrimination on the basis of sex and that no student shall, on the basis of sex, be limited in the exercise of any right, privilege, advantage, or opportunity.

Auburn Community Unit School District #10 does not discriminate on the basis of actual or potential marital or parental status, and no student in the district shall be subjected to sexual intimidation or sexual harassment by any school employee, by other students, or by the effect of any school policy or practice.

The district will also comply with federal and state equal employment opportunity requirements. Questions or concerns should be directed to the principal.

Grievance Procedure:

Should an individual feel he or she has been denied access to some aspect of the school operation because of sexual discrimination, the individual should first discuss the situation with the person in charge of that particular program. Should this fail to provide a satisfactory solution, the following steps should be utilized:

1. The individual or group of individuals should first discuss the situation with the Principal. The Principal will make every effort to resolve the complaint at the building level.
2. If the problem is not resolved at the building level, then the complaint may be lodged with the Title IX representative listed below. For this level the complaint must be submitted in writing, must state the nature of the complaint, indicate the specific clause or clauses of the Title IX guidelines, which allegedly have been violated and state the name, address, and phone number of the grievant(s).

Superintendent of Schools  
606 North Street  
Auburn, IL 62615

If the complaint is not resolved with the Superintendent, then the individual(s) may appeal directly to the Board of Education for a final decision.

### **DISCIPLINE – AGGRESSIVE BEHAVIOR**

The Board of Education has determined that a safe school environment facilitates learning. Accordingly, it is the policy of the Board of Education that aggressive behavior of students of the District shall not be permitted.

Aggressive behavior is defined as:

Any behavior that may cause physical or emotional harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

The main types of aggressive behavior are:

Physical (hitting, kicking, grabbing, spitting, etc.)

Verbal (name calling, racist remarks, etc.)

Indirect (spreading of rumors, wearing or possessing items depicting or implying hatred or prejudice, etc.)

Grounds for disciplinary action apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including, but not limited to:



On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;

Off school grounds at a school-sponsored activity or event, or an activity or event which bears a reasonable relationship to school;

Traveling to or from school or a school activity, function, or event; or

Anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, a visitor, or staff member or an interference with school purposes or an education function.

Students who are victims of aggressive behavior, as stated in this policy, at any time by anyone are encouraged to notify any school district employee who in turn, reports the alleged incident to a building administrator.

When there is substantial evidence of violation of this policy, the administration and/or Board of Education shall take appropriate action that may include expulsion, suspension, detention, police contact and report, warning, and/or such other disciplinary action as may be warranted.

### **TRANSFER STUDENT – GOOD STANDING POLICY**

A transfer student from any public or private school, in this or any other state, who is currently out of school due to a suspension or expulsion, must complete the entire term of the suspension or expulsion imposed by the school from which the student is transferring before being admitted into the Auburn Community Unit District #10 schools.

### **VISITING SCHOOL**

Parents and other visitors are always welcome to Auburn Junior High School. We ask that when you arrive that you report to the office. If a student is needed, office personnel will locate the student and request the release from the teacher. The student will report to the office. Students will not be released to anyone without office notification.

### **RESPECT FOR TEACHERS AND FELLOW STUDENTS**

The teachers have been employed by the Board of Education after careful investigation, interviews, and consultation. They all have completed four or more years of college preparation in order to teach.

They are fully qualified and deserve the proper respect and courtesy by all students. They shall be addressed as Mr., Miss, or Mrs. as the case may be.

Students should also respect the rights and privileges of fellow students. Your experience in this school should prepare you to live a good life. In fact, this school is life itself. Therefore, we should recognize and respect the abilities and achievements of our fellow students. We should never ridicule mistakes or shortcomings because none of us is without some of our own. Kindness, thoughtfulness and consideration of others will make all our lives enjoyable here in the Auburn schools.

## **STUDENT RELATIONSHIP WITH EMPLOYEES**

All school employees, not just teachers and administrators, are hired to serve the students. It shall be the duty of the school administrators to see that all employees carry out their assigned duties in the best interests of all students. Likewise, it shall be the duty of all students to show respect for and to carry out all reasonable requests of all school employees, whether they be secretaries, cooks, custodians, bus drivers, maintenance personnel, part-time help, etc. Any disrespect, insubordination or disregard for any school employee shall be dealt with accordingly.

## **GUIDANCE SERVICES**

The area of guidance is broad and comprehensive. It consists of the assistance that teachers, administrators, and guidance personnel give to students in order that they may best help themselves.

Students should always remember that all school personnel are here to help in the entire educational process, and therefore, students should feel free at all times to ask for assistance. Any student wishing to see the school social worker should request so through the office.

## **HEALTH CARDS AND HEALTH EXAMS**

Students in Kindergarten, 5th grade and 9th grade should bring a completed physical exam form when you register and pay fees, or an appointment card showing that you have an appointment for your physical exam prior to October 15. (Students who do not have a completed exam form or an appointment for a physical exam cannot stay in school.) If the appointment day passes and the physical is not completed, the student may not attend school until the physical is completed.

Dental exams are required for students in Kindergarten, second and sixth grades which are due by May 15<sup>th</sup> of the current school year.

New students in the district have 30 days from beginning of the year or date they enter school to get their physical exam completed. Any student participating in school athletics must have a physical which is good for 1 year.

## **SELF-ADMINISTRATION AND CARRY OF ASTHMA MEDICATION/EPINEPHRINE AUTO INJECTORS**

The Illinois School Code allows students to self-administer/carry asthma medication /epinephrine auto injectors if appropriate conditions are followed and required forms are completed by the parents/guardians and the physician (or healthcare professional licensed to prescribe such medication) and placed on file with the building principal. Forms are available in the office of the School Nurse or the district web site.

Forms for Self-administration for Asthma Medication are available in the office of the School Nurse.

## **INSURANCE (ACCIDENT)**

All students are provided school time accident insurance free of charge. Twenty-four hour coverage is available and may be purchased in the school office. In the event of injury, a form is to be filled out by

the student as soon as possible after the accident. Any student who does not want to be enrolled in the school insurance plan must sign a release form declining the insurance. No student is permitted to practice

sports (including cheerleading) unless they are covered by the school insurance or have a signed release form completed and on file in the office.

### **CLASSROOM TEACHER REQUESTS**

Parents should not request specific teachers but are encouraged to share information about the needs of their child for teachers to consider in making classroom assignments. The decision of the school will be final in all class assignments.

### **STUDENT INFORMATION CARD - CHANGE OF ADDRESS**

All students are required to fill out a personal information card when they register for school. All change of address and telephone numbers must be reported to the office and placed on the information card.

### **EMERGENCY SCHOOL CLOSING OR EARLY RELEASE OF STUDENTS**

In case of emergency closing, delayed starting time, or early release of students because of bad weather, water problems, furnace problems, etc., announcements will be made on several Springfield radio stations and through the School Reach System. If no report about the Auburn Schools is heard, school will be in session. Do not call the school office if no announcement is heard.

Announcements for early school closings for seminars, faculty meetings, institutes, in-service meetings for teachers, etc. will be made usually several days in advance of the meeting via daily bulletins or notes to students.

### **SCHOOL OPENING AND CLOSING**

The school doors open at 7:30 A.M. Bus students must use the east entrance to enter the building. Sixth, seventh and eighth grade students must use the east entrance to the school building. Upon entering the building, students must go to the gym holding area or any other designated place by morning supervision personnel, until the 8:10 A.M. bell. Students may enter the classroom area at this time. Class starts at 8:15 A.M. Anyone who has made arrangements to see a teacher before 8:10 should report to the supervision personnel.

School ends at 3:17 P.M., unless you have a scheduled practice or appointment with a staff member, you must leave the school grounds by 3:25 P.M. All junior high bus students should leave through the east doors. All non-bus students may leave by the south (flag pole) doors.

### **LOCKERS**

A hall locker is assigned to all students and a P.E. locker is assigned to 7<sup>th</sup> and 8<sup>th</sup> grade students. The student is responsible to see that their lockers remain orderly and free of perishable or other items that could cause unpleasant odors. No tape or decals are allowed on the outside or inside of the lockers. A P.E. lock is rented by 7<sup>th</sup> and 8<sup>th</sup> grade students. A refund will be given at the end of the school year if the lock is returned at the end of the year only. Students may not keep their P.E. lock and use the same one the following year - no refunds will be given in this case. Only locks issued by the school may be

used. A student may use only the locker assigned to him/her and must keep it locked. No object may be used to interfere with the locking mechanism. Disciplinary action may be taken if this occurs. In the event of theft from a hall locker or P.E. locker, the Auburn School District assumes no responsibility for personal

items which may be stolen. The lockers are the property of the school and must be used for intended purposes, which is storage of school supplies and wearing apparel. If there is a reasonable suspicion that the locker contains illegal items, dangerous materials, or stolen items, it may be searched with or without the students' knowledge or consent. Students may not be in the locker area unless approved by school personnel.

Starting classes as soon as possible after the bell is a priority to teachers. In order to prevent entering classes late, students will collect all morning class books and materials and take them to their classes with them thus avoiding having to return to their lockers between classes. After lunch, students will gather all afternoon class books and materials. Teachers may grant an exception to return to the locker if deemed necessary but only on a very limited basis. A pass by the teacher must accompany the student in every situation.

### **BICYCLES**

Bicycles are to be parked, properly secured to prevent theft, and placed in the bike rack immediately upon arrival at school and left parked until school is over. Sixth, seventh and eighth graders must use the bike rack on the west side of the playground

### **PESTICIDE APPLICATION**

The Auburn School District has monthly pesticide application after school hours. If you wish to be notified before a pesticide application, please contact the Junior High School Office.

### **TAKING ATTENDANCE**

Students will report to their 1<sup>st</sup> hour class at 8:15 A.M. The tardy bell will ring at 8:15 and attendance will be taken. Announcements will be read at the beginning of 3<sup>rd</sup> hour. Students entering homeroom after 8:15 must have a pass from the office. Attendance will be taken during the day to monitor student attendance. Attendance will be posted on-line by teachers at the beginning of each period.

### **PLEDGE OF ALLEGIANCE**

Each school day shall begin with the Pledge of Allegiance to the flag over the school intercom.

### **NOON HOUR PROCEDURE**

We will operate on three lunch periods (4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> periods). Students assigned to their respective lunch may take books to their lockers and report immediately to the cafeteria. It is important to not disturb classes going on during the lunch. Modifications may be made as the year develops. Lunch supervision personnel will direct you to the appropriate area after lunch and before the next class. All students must remain on school grounds and may not go home for lunch.

### **LUNCH AND BREAKFAST PROGRAM**

A good, well-balanced lunch and breakfast program is provided for our students. A standard lunch will be provided. Each student will have an account and money may be deposited before school. Since this procedure was never intended to provide credit, the school will not allow a negative balance to exceed \$5.00. When a \$5.00 indebtedness is reached, the account will be frozen and no additional charges will be allowed. Children will not be allowed to eat breakfast or a Type A lunch at that point. At lunch time, they will be given a peanut butter sandwich and a carton of milk until the indebtedness is cleared. If you have any question about your child's account, you should call the school. All parents will be given information regarding free and reduced meals.

Students who bring their own lunches must eat in the lunch room. All food and drink are to be eaten in the cafeteria and not taken into the hallways, gym or onto the playground. No soft drinks may be purchased between 8:12 and 3:17. Approved fruit drinks and water may be purchased at lunch.

## **DISCIPLINE POLICY**

At the beginning of the school year, or upon entry to the school, students will be informed of the discipline policy of the school. The policy includes any activity sponsored by the school whether it be on or off campus. All of us associated with Auburn/Divernon Junior High School know how important it is to have a school environment that is conducive to learning. Teachers and students have a right to provide and receive the best education possible, respectively. This is made possible by establishing rules that allow all our students to be as successful as possible.

In the event a student chooses to interfere with the instructional process or safety and well being of those associated with Auburn Junior High School, consequences have been established.

### **CONDUCT**

Serious violations such as harassment, offensive language, gestures, racial or ethnic harassment, dishonesty

Unexcused absences from class.

Fighting, damaging school property and habitual violations of school guidelines.

Possession of or use of drugs (including look-alikes), paraphernalia, theft, gross insubordination, threats, extortion, setting off alarms, other severe acts serious enough to create a health or safety hazard.

Arson, weapons, bomb threats, similar offenses.

The principal's discretion with regard to determining discipline is important in order to do what is deemed appropriate and necessary in order to bring about the desired behavior with each particular student.

### **CONSEQUENCES**

Detention(s), in-school detention, or suspensions will be issued depending on the circumstances. Reports will be kept on file.

Detentions and in-school suspensions

May result in out-of-school suspension

May result in out-of-school suspension or possible expulsion.

Suspension 1 - 10 days or possible expulsion

May result in out-of-school suspension or possible expulsion referral.

## **CLASSROOM MANAGEMENT PLAN**

Each teacher will have guidelines by which they manage their classroom and students will be informed of the rules. If a student violates classroom rules, the teacher will follow their procedure for misconduct. Students will be subject to consequences set forth by the teacher. In cases of continual inappropriate behavior, parents will be contacted and a conference with the parent, teacher, student, and/or principal will be held to establish a plan to resolve the misconduct.

### **Immediate Disciplinary Referral**

Certain inappropriate behavior will result in a student being sent directly to the office such as:

- Insubordination to school personnel
- Harassing other students
- Derogatory remarks that refer to a person's color, race, sex, or religion
- Vulgar language
- Possession/use of illegal substances
- Weapons
- Vandalism
- Any action jeopardizing student safety, or any action deemed serious enough by a staff member to warrant administrative attention
- Setting a false fire alarm.

### **DETENTIONS**

If a student receives a detention, the staff member or administrator will indicate the times of the detention and the length. Detentions are held two times a week on Tuesdays and Thursday. Tuesday and Thursday detentions will be from 3:20 until 4:00 P.M. Saturday detentions will be from 8:00 until 10:00 A.M. Saturday detentions will be issued for repeated offenses or more serious infractions as deemed necessary by the administration. The student will be notified at least one day in advance before the detention is to be served. Transportation on Tuesday and Thursday detentions will be provided to students from Auburn. Saturday detentions – transportation is the responsibility of the parent/guardian.

Also see – **Homework Detentions**

### **IN-SCHOOL SUSPENSION**

A student assigned to an In-School Suspension is isolated from peer interaction during the school day(s) and will not be allowed to move from class to class with the bells. This student will be allowed credit for any assignments, tests, quizzes, or activities so that the disciplinary action does not impact their grade, however, it must be completed within the same time frame expected of all other students in the class.

### **SUSPENSION**

Suspension is a disciplinary measure whereby the student is to be kept at home with the parents/guardian for a period of time up to ten days. Students may make up all missed work for full credit.

A suspension shall be reported as soon as possible to the parent/guardian by the principal or designee. The initial report may be by telephone or personal message. A follow-up letter shall be mailed giving a full statement of the reasons for the suspension and length of the suspension. The letter shall also contain a statement of the rights of the parents/guardian to review on cases of suspension as follows:

- a. Requests for review shall be made within 5 days after receipt of notice of suspension and shall be made to the principal or his designee.
- b. The persons requesting the review shall appear and discuss the suspension with the hearing officer appointed by the school board. Hearings shall be within 5 days after receipt of request for a review.
- c. Thereafter the hearing officer shall report to the board by written summary the evidence heard at the meeting.
- d. Upon receipt of the report the board may take such action as it finds appropriate and any hearings thereafter shall be in executive session to protect the student.
- e. The board, by a majority vote, may recommend that the student suspension be upheld, or that the student be expelled, for any length of time that they may set (within a maximum being two calendar years). The board may rescind or reduce the suspension.

Upon return from any out-of-school suspension a re-engagement meeting will be scheduled with the student, parent and administration.

**\*\*Students serving any kind of suspension or in-school detention will not be allowed to participate in or attend any district activities the day(s) / night(s) of the suspension/in-school detention.**

### **EXPULSION**

If warnings, detentions, in-school detentions, out-of-school suspensions, etc. do not bring about the desired change of the student behavior, or the severity of the infraction warrants a more severe disciplinary measure, the Board of Education has the authority to expel a student for any number of days not to exceed two calendar years. If a student is expelled, all relationships with the school are severed during the duration of the expulsion. The student is no longer a member of the student body and may not attend any school function.

### **ARTICLES PROHIBITED AT SCHOOL**

Articles which are hazardous to the safety of others or in some way interfere with school procedures shall not be brought to school. Such items include but are not limited to toy guns, water pistols, toys in general, playing cards, trading cards, radios, tape recorders, video games, laser pointers, cameras, video recorders, paging devices and spinners, and any other device deemed prohibited. Automatic detention will be given for use of any of above mentioned during the school day. Repeated offenses may lead to suspension. These and similar articles will be taken from the student and returned upon parental request. Continued violation will result in further disciplinary action.

### **WEAPONS**

No student while on school property or while in attendance at any school activity shall possess a weapon which includes any article that would harm self, others, or do damage to physical property. Any student who has on his/her person, in his/her locker, or in his/her possession/or control in any manner while on school property any item which in the opinion of the school officials can be considered a dangerous weapon shall have the object/weapon taken from him/her and turned over to the police. Students violating this policy shall be subject to expulsion for up to two calendar years.

### **CELL PHONES AND ELECTRONIC DEVICES**

All student cell phones and other electronic devices must be stored in the student's locker during the school day.

Cell phone conversations during the school day are prohibited unless under the supervision of school/district personnel. Failure to comply with staff directives may result in the following student consequences:

First Offense: The device will be confiscated by the staff member, labeled, and given to the administrator. The administrator will notify the parent/guardian and will return the device to the student at the end of the day.

Second Offense: The device will be confiscated by the staff member, labeled, and given to the administrator. The administrator will notify the parent/guardian and will return the device to the parent.

Third Offense: The device will be confiscated by the staff member, labeled, and given to the administrator. The administrator will notify the parent/guardian and will return the device to the parent. Disciplinary action will be imposed by the administration (detention, privileges revoked, etc.)

Any further offenses will result in the device being confiscated and a meeting arranged with the parent/guardian to discuss further disciplinary action for disobedience.

### **BULLYING POLICY**

Bullying of students and employees is against Federal, State and Local policy and are not tolerated by the Board. The Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying. this policy is in effect while students or employees are on property within the jurisdiction of the Board.

How to report Bullying:

1. Report to teacher, counselor, or Principal
2. Fill out Report of Bullying Form located in office or can be found on District Web site and turn in to office.
3. Call the Bully-Free Hotline, Text the Bully-Free Hotline, or send an e-mail to the Bully-Free e-mail address.

**GANGS/UNAPPROVED ORGANIZATIONS**

No organization or group of students shall conduct meetings or assemblies on school premises without prior approval of the building principal. No organization of students shall be approved which is determined by the building principal to promote disorder, violence, or racial discord.

No student shall be permitted to wear or to display or exhibit any insignia or item of apparel or other evidence of membership in an unapproved organization or gang on school grounds where the building principal has determined that such conduct may lead to disorder or violence among students. Students refusing to comply with this policy shall be subject to discipline including suspension or expulsion in accordance with the policies of the district governing student conduct.

**DAMAGE TO SCHOOL PROPERTY**

When malicious or deliberate damage is caused to school property, the person(s) will be held liable for replacement cost or repair. In addition, appropriate discipline action may be taken.

**ADVISORY PROCEDURES**

Students assigned to a study hall shall bring their textbooks, assignments, and/or appropriate reading material to the study hall. This is treated as any other class and students are expected to treat it as such. Students, as a general rule, will not work in groups and the atmosphere will be that similar to a regular class. Students must be working on an acceptable assignment.

**PASSES FROM CLASS OR STUDY HALL**

No passes will be issued by a teacher for a junior high school student from a study hall or classroom unless the teacher deems it to be for an appropriate reason, or the principal's office personnel have given prior approval for a pass to an individual or a group of students.

You must have a written pass from a teacher or the office if you are in the hall locker area other than the time mentioned above.

**BOOK RENTAL**

A book rental fee is set by the Board of Education before the start of each school year.

**LOST AND FOUND**

The lost and found department is located in the office. All unclaimed articles are donated to charitable organizations at the end of the school year.

**COURSES OFFERED TO AUBURN/DIVERNON JUNIOR HIGH SCHOOL STUDENTS**

<u>6<sup>th</sup> Grade</u>	<u>7<sup>th</sup> Grade</u>	<u>8<sup>th</sup> Grade</u>
Art	Art – 9 wks	Art – (Optional)
Band (Optional)	Band (Optional)	Band (Optional)
Computers	Computers – 9 wks	Computers – (Optional)



Chorus (Optional)  
Grammar/Writing  
Literature/Reading  
Math  
Physical Education  
Science  
Social Studies  
Current Events - 9 wks  
Creative Writing – 9 wks

Chorus (Optional)  
Grammar/Writing  
Literature  
Math  
Physical Education  
Science  
Social Studies  
Content Writing – 9 wks  
Current Events – 9 wks

Chorus (Optional)  
Grammar/Writing  
Health – Semester  
Literature  
Math  
Physical Education  
Science  
Social Studies  
Money Math - 9 wks  
Current Events – 9 wks

\*Jazz Band/Choir available for students taking band and/or choir

### **ALGEBRA I OFFERING**

All 7th grade students will take the Iowa Algebra Aptitude Test. Those students scoring in the top 25%, and/or receive an A or B in class and have teacher approval, will have the opportunity to enroll in the class. A student who does not qualify for the class may have their parents submit a letter to the principal requesting consideration for admission to the class.

### **LIBRARY POLICY**

A regular weekly time for library use will be scheduled during the fall.

1. Books may be checked out for a period of two weeks and may be renewed once. Students must bring their books with them when they wish to renew them. No more than two books may be checked out at a time.
2. A charge of five cents a day or 25 cents a week will be assessed on all overdue library materials.
3. Students who mutilate books or materials, or fail to return books or materials will lose their library privileges and must pay replacement costs.
4. NO REFERENCE BOOKS OR MAGAZINES are to be removed from the learning center/library without the permission of the librarian. Reference books or magazines may be used in the study hall room during the Advisory hour. Under special circumstances, reference books may be checked out overnight.
5. If a student loses a book, report this to the librarian immediately. If a book is not returned by the end of the grading period, the student must pay for the book.
6. The library is for quiet reading and studying.
7. Students wishing to borrow materials from the high school library for a report or project must fill out a request with the librarian.
8. Students wishing to borrow materials through interlibrary loan must fill out a request with the librarian 4 - 6 weeks before the material is needed. Interlibrary loan is to be used only after looking for the resources in the junior high school library, the high school library, and the public library for such projects as science fair and other large projects. Using interlibrary loan is a special privilege and must not be abused.
9. Rules will be reviewed at the beginning of the school year.

### **GRADING POLICY/PHILOSOPHY**

- A. The grading philosophy of Auburn Junior High School is based on the premise that all students are capable of achieving and succeeding in school. Students have a wide range of achievement capabilities and individual differences and based on this understanding, each individual will be challenged to work up to their highest level of achievement. Grades are intended as a "positive measuring stick" of achievement, to reflect one's success of mastering learning and will encourage students to maintain consistent efforts.
- B. All assignments must be completed in a satisfactory manner by students. Not

completing homework is unacceptable for any student.

- C. A student receiving an "incomplete" for a grading period due to absences during exams or other extenuating circumstances must complete the necessary requirements within a reasonable time period as prescribed by the teacher to have the "incomplete" converted to an earned grade.
- D. All 8th graders must clear up any "incompletes" for the fourth quarter in order to go through promotion exercises. All 6<sup>th</sup> and 7th graders must clear up any "incompletes" before receiving a report card.

**HOMEWORK POLICY** (6th, 7th and 8th Graders)

All assignments are due as assigned. Any assigned work not turned in on time will be given a 0. Special circumstances will be handled by the teacher and administration.

**EXTRA-CURRICULAR ELIGIBILITY** (Also see Athletic Handbook.)

Contestants in vocal, instrumental, literary, Scholastic Bowl, or any other interscholastic competitions must meet the same eligibility requirements as athletic participants. Students will not be allowed to participate in the competition if they are failing any subject the week prior to the competition.

**GRADING SCALE**

Auburn Jr. High School Grading Scaling:

93 - 100 A; 85 - 92 B; 77 - 84 C; 69 - 76 D; 68 and below F.

**HONOR ROLL**

The honor roll will be computed at the end of each nine weeks. To qualify, a student must have a B average (3.0 on a 4.0 scale) and no D's or F's. Letter grades are given the following point values:

- A = 4 points
- B = 3 points
- C = 2 points

A student must have at least a 3.0 grade average to be on the honor roll. Non-core classes, including band, chorus, physical education, health, art, computers and speech are 1/2 of the above unit

values. "Plus" and "minus" grades are not used to figure the Honor Roll. There are levels of honor roll: high honors 3.5 or higher and honor roll of 3.0 - 3.49.

Here are two honor roll sample computations:

<u>Course</u>	<u>Grade</u>	<u>Value</u>	<u>Credit Value</u>
Math	A	4	1
Social Studies	B	3	1
Science	B	3	1
Literature	C	2	1
Grammar/Composition	C	2	1
Art	A	2	.5
Physical Education	B	1.5	.5
Computers	B	1.5	.5
Health	B	1.5	.5
		20.5	7.0

$20.5/7 = 2.93$  NOT ON HONOR ROLL

<u>Course</u>	<u>Grade</u>	<u>Value</u>	<u>Credit Value</u>
Math	C	2	1

Social Studies	A	4	1
Science	B	3	1
Literature	B	3	1
Grammar/Composition	B	3	1
Health	C	1	.5
Physical Education	A	2	.5
Band	B	1.5	.5
Chorus	A	2	.5
		<u>21.5</u>	<u>7.0</u>

$$21.5 / 7 = 3.07 \text{ ON THE HONOR ROLL}$$

### **EXAMS**

All students in 7th and 8th grades will take a nine (9) weeks exam for each nine (9) week period in each class. The exam will count 1/5 (20%) of the student's nine (9) weeks grade. Daily work, quizzes, homework, and projects may all be a part of the grade and will count 4/5 (80%) of the student's nine weeks grade. Nine (9) weeks tests for students who enroll during a nine weeks period shall be tested over materials covered since the enrollment.

Staff members who sponsor extracurricular activities will make an effort to modify the duration of long meetings/practice times during exam days in order to maximize the opportunity for students to perform well in their academic subject areas.

### **YEARLY AVERAGES**

At the end of each school year, the Jr. High School students will be given a yearly grade for each subject matter course in which they are enrolled, excluding health, art, physical education, computers, band, and chorus. Skyward Student Grading System will figure final grade.

### **YEARLY HONOR ROLL**

Students who have achieved a cumulative year-to-date GPA of 3.0 or higher and have received no D's or F's will qualify for the yearly honor roll. To qualify for straight A status on the yearly honor roll, a student must have a 4.0 cumulative year-to-date GPA.

### **REPORT CARDS - PROGRESS REPORTS**

Report cards are issued at the end of each nine weeks period. Progress reports are distributed at the end of the fifth week of any grading period. This allows all students to know the grades they are earning so proper adjustments may be made for improvement if necessary.

### **REPORT CARD DISTRIBUTION AND SPECIAL PARENT VISITATION WEEK**

Report cards are viewable on Skyward following the close of the nine week period. Report cards will be mailed to parents through written request. Any problems concerning grades on report cards by either student or parent should first be brought to the attention of the teacher. If a problem still exists, then contact the principal. Parents/students should not contact board members or the Superintendent concerning grades. If the problem cannot be resolved with the teacher or principal, the parent/student may request to be placed on the board agenda for the next board meeting. Requests should be made through the principal's office.

A special invitation is extended to the parents/guardians of Auburn students to visit the schools and teachers during or shortly after the first grading period. The times are published in the newspaper, and the students are asked to inform their parents. Appointments are scheduled for high school and junior high school parents during the designated conference days.

### **TESTING**

All junior high students participate in the PARCC testing. Results will be available to parents.

### **RETENTION POLICY**

- A. A student must receive a passing grade in four of the five core subjects as follows in order to be promoted to the next grade: Literature, Grammar/Composition, Science, Math, and Social Studies.
- B. A student who does not meet the criteria of letter A above must successfully complete an Auburn district operated summer school program or, if not available, an out-of-district program approved by the Principal in order to be placed in the next grade. The summer school program would also be available to any student who may have failed a single subject.
- C. An 8th grade student who has not met the requirements in letter A above will not be allowed to participate in the promotion ceremony.

### **AWARDS AND HONORS**

Awards are given to students as a way of recognizing their accomplishments, efforts and/or achievements. With the exception of the "Principals Award", the awards are determined by the staff.

#### **AMERICAN LEGION AWARD**

Four awards are given (2 boys/girls) to those 8th grade students based on leadership, honor, scholarship and service. The recipients are chosen by a vote from the faculty.

#### **D.A.R.**

The Daughters of the American Revolution Award is presented to the top 8th grade American History student. The selection is made by the 8th grade social studies teacher.

#### **ILLINOIS COUNCIL OF TEACHERS OF MATHEMATICS AWARD**

This award is presented to the two 8th grade students who have attained the highest math averages. .

#### **SHAYNE HAMM FRIENDSHIP AWARD**

This award is given to one 8th grade boy and one 8th grade girl who have the ability to bring a smile to the faces of not only friends - but strangers. To be able to face life with "hope" and "courage". To care and show compassion to others, to be able to put someone else first, to love others with all your heart. We are all here for only a short time so be the best you can be showing kindness and respect to all, for no one knows what life will hold for them. To always be a loyal friend.

#### **PRESIDENT'S AWARD FOR EDUCATIONAL ACHIEVEMENT**

The purpose of this award is to recognize students who show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects but do not meet the President's Award for Educational Excellence criteria. These students have worked hard and demonstrated increased achievement during their junior high school years.

#### **PRESIDENTIAL AWARD FOR EDUCATIONAL EXCELLENCE**

The purpose of this award is to recognize and reward educational excellence. As our nation's students strive to fulfill our 6 national goals, we want to provide them with a strong impetus to achieve a high level of success. The criteria for the award is as follows: average a 3.5 cumulative GPA both 7th and 8th grade years, and, 85%ile or higher in math or language arts, and/or teacher recommendation.

#### **PRINCIPALS' AWARD**

This award is given to each 8th grade student who has been on the honor roll all 8 quarters during his/her 7th and 8th grade years.

#### **EDWARD LEWIS AWARD**

This award is given to one 6<sup>th</sup> grade male and one 6<sup>th</sup> grade female student each year as nominated by the 6<sup>th</sup> grade teachers

#### **TERRENCE M. FLANIGAN MUSIC AWARD**

This award is given to the 8th grade student who best exemplifies musicianship, dedication, dependability, leadership and loyalty to the music program.

### **BAND AND CHORUS POLICY**

1. Attendance at all regular scheduled practices, home football games and parades (if a member of the marching band), and concerts is mandatory for junior high school band and chorus students. Excused absences will only be allowed for illness. Special circumstances may arise, but these will be judged on a case by case basis. Appropriate disciplinary action will be taken for unexcused absences.
2. Each student is responsible for their own equipment. If a student is playing a school instrument, they will be held responsible for any damage that occurs to the instrument beyond normal usage.
3. Students are responsible for the dry cleaning of their uniform. All uniforms must be returned clean before a final grade will be figured. If the uniform is not clean, a cleaning fee of \$10.00 will be assessed.
4. All marching band members are expected to play in the Auburn Homecoming Parade. Participating in another part of the parade will not exclude a student from playing in the parade.
5. A student will be allowed five (5) school days at the beginning of each 9-week grading period in which to drop Band or Chorus. This must be done by a letter from the parent signed by the teacher and turned in to the principal during this time frame. After this time a student must remain in the class or receive an "F" if they drop during the remainder of the grading period.
6. Participation in band and chorus is a privilege. Continuous behavior problems may lead to being dropped from the class.

### **GRADING POLICY FOR BAND AND CHORUS**

Students' grades will be broken down into three (3) areas:

Daily Grade  
Performance Grade  
Exams

Any student will be allowed five (5) school days at the beginning of the school year and each grading period in which to drop Band and/or Chorus. After this time, he/she must remain in the class or receive an "F" if they drop during the remainder of the grading period.

### **P.E. UNIFORMS**

A standard P.E. uniform is required of both boys and girls in grades 7 and 8 and are sold through the school at cost.

### **P.E. EXCUSES**

A student may be excused from P.E. for illness/injury for one (1) day by the teacher.

A student may be excused from P.E. for illness/injury by written note from the parent or guardian for maximum for two (2) days. The note must contain current date, name of student, reason for the requests, dates for which the request is to cover, and be signed by a parent/guardian. The two day note cannot be renewed for consecutive periods of time by the parent/guardian.

A student may be excused for more than two (2) days of P.E. if the student brings a note from a licensed medical doctor, a licensed chiropractor, or a licensed osteopath. This note must be brought to the office and given to the principal. Such a note must be addressed to the school, be written on the practitioners stationery or office form and contain the current day, reason for excuse, length of time for which it is valid, and contain any special information if it is a limited activity excuse. The student will be expected to complete workbook activities that have been organized for this type of situation.

A student who is unable to participate in physical education will be given a folder which deals with some aspect of the course and the student is to complete the exercise during the class and return it to the teacher.

## **SCHOOL NURSE**

The school nurse, who serves all three unit district buildings, will be on duty for high school/jr. high school students during a portion of each day. The exact time will be announced at the beginning of the school year for each building.

The school nurse is in charge of all school health records, maintaining health examination records, and immunization records. At various times the nurse will arrange for immunization clinics. When students enter or leave the Auburn School District, the nurse shall see that the proper exchange of health records is accomplished. The school nurse shall keep the principal informed of the names of all the students who are not in compliance with state health exam and immunization regulations.

## **ILLNESS AT SCHOOL**

Students who become ill at school will report to the office. The office personnel will send the student to the nurse if necessary. If the nurse feels the student should be sent home she will make every attempt to contact a parent/guardian and sign the student out of the office after informing the parents. Students will be sent home only if the nurse feels it is in the best interest of the student and the rest of the student body. In some instances the nurse may take the student to their home if the conditions warrant this procedure. If we cannot contact the parents, as a general rule we cannot send the students home. Students will need to have approved parent/guardian pick them up if illness occurs.

## **MEDICATION**

All medications given in school, including all prescription and all non-prescription drugs such as Tylenol (Acetaminophen), Advil (Ibuprofen), and cough medication shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status.

**All over-the-counter medication such as Tylenol (Acetaminophen), Advil (Ibuprofen), cough medication, or any other over-the-counter medication will no long be administered to students unless all of the following criteria are met:**

1. **Provide the medication** to the school in the original **unopened** container from the manufacturer and with your child's name on the container.
2. Submit a **written order from your child's physician.**
3. Submit a **written request and permission by the parent.**

Authorization forms are available on the school website under "District Forms" and on the school nurse's home page.

## **INJURY/SICKNESS PROCEDURE**

In case of serious injury or illness to a student or teacher in the school building or on the school grounds, the following procedure should be followed:

- a. Immediate notification of the Junior High School Office personnel by a student or the teacher, while someone administers proper first aid.
- b. Office personnel will notify parent/guardian or spouse and ask for instructions for hospital, or doctor preference, or treatment preferred.
- c. If it is deemed necessary, the rescue squad or ambulance shall be summoned by the Junior High School Office personnel.
- d. If it appears to be an extreme emergency, and no doctor or ambulance is available to respond to the call, the office personnel shall use their best judgment in obtaining help for the individual, including taking the individual to an emergency room.
- e. An accident report shall be filed in the office as soon as possible giving all details including information from witnesses as to what happened.
- f. First aid shall be given in all cases of injury, no matter how insignificant the injury may seem to be. The key words for all teachers and students in situations such as these are "reasonable and prudent" and "rather to be safe than sorry".

## **NIT-FREE GUIDELINE**

The Auburn School District follows a NIT-FREE guideline. This means any student identified to have head lice must leave school, be treated for lice, and have all the nits removed from the hair shaft before being readmitted to the school. Upon return to school, the parent is expected to bring the student and proof (empty bottle) of treatment to the school nurse for a head check to make sure all nits have been removed. If the nurse finds any nits, the student will be sent back home for complete nit removal. The student will be excused from school for two days (the day the student is sent home and the next day if the student has to go home for additional nit removal). After two days of absence for the same occurrence of head lice, the absences will be unexcused. After a student is readmitted to school, the student will be rechecked periodically for reoccurrences.

### **FIRE DRILL**

The fire alarm is designated by one continuous alarm. Students will file orderly and exit from the room they are in, proceed 100 feet from the building and wait for the all - clear alarm (2 short bells). Teachers will instruct students the proper procedures for their particular classroom at the beginning of school.

### **DISASTER DRILL**

The Disaster Drill is designated by 4 long rings of the school bell. The long corridor which contains the lockers will be used. Students are to proceed in single file from their rooms without crossing traffic and line up at their assigned location. Students are to face the lockers, kneel, bend head to your knees, being sure to avoid doors which open to the outside. Teachers will instruct students the proper procedures for their particular classroom at the beginning of school.

### **ABSENCE POLICY**

(\* The word principal in the section also means "authorized office personnel".)

### **EXCUSED ABSENCES**

The legal obligation for regular and continuous school attendance rests with the parents. Irregularity in school attendance is a serious handicap to the progress of the pupil. Absences from school will

be excused for the following reasons:

1. Illness of a student or illness of parent or guardian.
2. Attendance at a funeral of a relative or a close friend of the family or attendance at a religious service.
3. Doctor or dental appointment which has been approved in advance by the principal. (The student must present a written statement from the parent/guardian requesting early dismissal to the principal for approval before leaving for any appointment.)
4. Required appearance in court as evidence by a court summons or court order/attorney request.
5. Participation in a school sponsored/approved event.

### **EXCUSED ABSENCES/TELEPHONE CALLS**

In order for a student to obtain an "excused" absence to re-enter class after having been absent, the following steps must be followed:

1. A parent or guardian must call the Junior High School office (628-3414 or 628-3611) to report the absence before 10:00 A.M. The office telephone will be covered from 7:30 A.M. Parents calling early may have assignments prepared by 3:30 to be picked up.
2. No phone call excusing an absence will be accepted more than thirty-six (36) hours (1 1/2 days) after the absence begins. After that time all absences will be unexcused.
3. If the telephone explanation falls within the guidelines for which tardiness or absences (T/A) are excused, the T/A will be an "excused" one. If it does not fall within guidelines or if the proper procedure is not followed, the T/A will be "unexcused".

If no phone call is received the absence will be unexcused and the student will receive minimal credit for the make-up work. It is the student's responsibility to see that the parents call the school office when the student is absent or tardy and within thirty-six (36) hours after the absence.

4. For the student whose family does not have a phone special arrangements will be made. If you don't have a phone, please see the principal.
5. For a student to be excused from a single class period or study hall period after being in school, his name must be on the sign-out sheet in the office or on a properly authorized school trip list. If a student misses a class or study hall without following proper procedure, the time missed must be made up after school in the study hall or in the classroom. The student will receive I's (Incompletes) on their grade reports until the make-up time is completed.
6. The student will be allowed to make up work missed for excused absences. The teacher will designate the make up work for which the student will be given a grade which will be averaged in for the nine week's grade. (Also see "Make-up Work" on page 35.)
7. Once a student arrives at school or school grounds, the student may not leave without proper clearance from the office. This also applies before the 1st bell rings in the morning.

### **UNEXCUSED ABSENCES**

Any absence from school not classified by the principal under the excused absence statement will be an unexcused absence and work must be made up with only minimal credit given. Minimal credit being 50%. In case of continued unexcused absences, the principal shall take whatever action necessary to reduce the problem.

### **TRUANCY ABSENCES (Unexcused)**

A student absent from school for any part of the day that does not apply within the "excused" absence statements will be considered truant. A student will be allowed nine (9) excused absences per school year without a doctor's note. After nine (9) days, **ALL** absences without a doctor's excuse are considered unexcused. Doctor's notes must state the student was unable to attend school and give exact dates the student was seen in the doctor's office. Nine (9) days of unexcused absences is considered chronic truancy (105ILCS 5/26-2a) and may result in court action (705 ILCS 405/3-33).

### **TARDINESS**



A student who is late for school (after 8:15) will be considered tardy and must report to the principal's office for an admit slip before entering the classroom, study hall, or library. The building principal shall have the prerogative of deciding whether the student has an excused tardy or is truant and will set up a procedure for administering tardiness.

Tardies will be dealt with as follows:

- 1<sup>st</sup> Tardy – no penalty
- 2<sup>nd</sup> Tardy – warning notice
- 3<sup>rd</sup> Tardy – weekday detention
- 4<sup>th</sup> Tardy – weekday detention
- 5<sup>th</sup> Tardy – Saturday detention

The above consequences also apply to tardies to the regular classroom. Additional tardies will result in further disciplinary action deemed necessary to correct the problem.

New tardy tabulations start over each 9 week period.

### **MAKE-UP TIME - DETENTIONS**

The student will be given notification the day before the student is to serve the detention so the student can make transportation arrangements. In some cases parents will be contacted to determine if the detention can be served the same day as the infraction. The student must work on school work during make-up time. No items except school work shall be brought to the make-up room.

### **MAKE-UP WORK**

The student who has an excused absence shall see the teacher at the first class meeting upon return to school for any work that needs to be completed. The student shall have one day per excused absence day to complete the work.

### **EXTRA-CURRICULAR PARTICIPATION WHEN ABSENT**

Any student who is absent from school the day of an extra-curricular event will not be permitted to participate at the event that evening or the following day if that day be a "no school" day or Saturday. However, under certain conditions, the principal may allow the student to participate if in his best judgment it is fair and proper thing to do. Hence, if a student is absent the day before a vacation day or a "no school" day and wants to participate on that day, a parent or doctor must call the principal to explain the absence. In the event the principal is not available, the Athletic Director will determine the playing status. Any player not participating in physical education due to a health condition or injury will not be allowed to compete in any athletic event that day

### **PARENTAL REQUEST FOR EARLY DISMISSAL**

When a student must be dismissed from school early for such things as a doctor or dental appointment, a note written by the parent/guardian must be presented to the principal's office when you arrive at school in the morning. If your request is approved, your note will be initialed showing approval and returned to you. Your name will be placed on an early dismissal list. When it is time to leave, show your initialed note to the teacher and come to the office to be signed out.

Note: If you do not bring a note from home requesting early release properly signed by your parent/guardian, you cannot leave school early. In case of emergency, the office will accept a phone call from your parent authorizing early release. Properly authorized early release absences from class are excused absences for which you will be allowed make-up work within a designated time period.

### **FAMILY VACATION OR PRE-ARRANGED ABSENCE**

If a family is leaving on vacation during a time when school is in session, and the parents require that their son/daughter go with them, special arrangements must be made with the principal at least 5 school days in advance of the date the student will be leaving in order that the student's absences will not be unexcused. The student must get the assignments from teachers prior to leaving, and must turn in all assignments no later than the 2nd school day after returning. A special form for completion of this arrangement will be available in the office.

The same procedure and form shall be used for parent approved and prior arranged absences. Phone calls from parents can be accepted for such absences when an emergency arises. When proper procedures are followed, such absences will be excused absences.

### **RESTRICTED AREAS**

Students are not to be in the parking lots, bicycle area or pre-k playground equipment (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>) at any time during the school day or any other area designated by the principal.

### **SUBSTANCE ABUSE POLICY**

No person shall bring to nor upon the school premises or premises under school jurisdiction or be in possession of, or under the influence of, any drug or narcotic substance, or be in possession of any utensil or article intended to be used for, but not limited to, the preparation for use of any drug or narcotic substance, with the exception of drugs or substances prescribed by a physician in the treatment of a disease or condition.

No person shall bring to nor upon the school premises or premises under school jurisdiction, or have in his or her possession upon the school premises under school jurisdiction, or drink, regardless of quantity, any intoxicating liquor of any kind, or be under the influence of intoxicating liquor while in or upon the school premises under school jurisdiction.

The student possession or use of tobacco in any form (including having it in a school locker) is prohibited at all school activities, or on school property at any time. The violation of this policy may bring about an automatic three (3) day suspension from school. If the violation is repeated, more severe measures will be taken.

Any violation of this rule by non-school personnel shall be sufficient cause for calling the police for the immediate removal of such person from the school premises or premises under the jurisdiction of the school. Any violation of this rule by a student shall be sufficient cause for school action which could result in suspension, expulsion or both, and removal from positions of leadership. See "Athletic Handbook" for related information.

Procedures to be followed:

1. If any school personnel feels that he/she has evidence that a student is violating the above statements, it should be reported to the principal.
2. Following proper, lawful procedures as outlined for suspension from school in effect at that time, the student may be suspended from school for a period to be decided by the principal, and a parent-administrative conference held. The minimum suspension shall be three days. In the event counseling is arranged social service agencies will be utilized for the number of sessions professionals deem necessary.
3. In due course the principal should inform the Superintendent of his actions.
4. If suspension does not solve the problem, expulsion may result following proper lawful procedures.
5. In the case where a student is found to be in possession of a suspicious substance, and the student cannot satisfactorily explain its content, the student and the substance shall be taken to the principal. If the student cannot satisfactorily explain the content to the principal, the principal shall notify the parent/guardian, and he may notify the Superintendent. The substance may be turned over to the police for analysis. Once the content has been determined, proper and appropriate action shall be taken.

### **ASSEMBLIES**

Assemblies will be planned at various times during the school year. Students are to proceed to the gym in an orderly manner. Each classroom teacher will escort their group to the gym and sit with that group in a section assigned to them.

### **ATHLETIC CONTEST BEHAVIOR**

Below are listed some rules for Auburn High School, Junior High School, and Elementary School students about behavior and requirements while in attendance at basketball/volleyball games in the

Auburn/Divernon gym.

1. Do not stomp on the bleachers. Cheerleaders, we need your help in enforcing this rule with our own fans as well as informing the opponents' cheerleaders prior to the game.
2. Students must remain in the gym and in the bleachers during the game. Only concession workers and band members may leave early to go to their work assignments, if necessary. The concession stand is not open to students when the game is going on.
3. When concessions are sold in the cafeteria, no drinks are allowed out of the cafeteria. (NOT EVEN IN THE HALLS.) When concessions are sold in the lobby area, no drinks are allowed in the gym.
4. NO WHISTLING - This is confusing to the players and the referees and is very upsetting to the fans around you.
5. Running, sliding, and horseplay in halls cannot be tolerated at any time when you are in the building.
6. If you leave the building during a school activity, you cannot return. If you have an emergency, talk to the person in charge of supervision for that activity to explain your problem.

The principals or game supervisors will ask you to leave the building and not return if you violate these rules. Student conduct at interscholastic activities is still governed by school policy and handbooks. Violations at these events can and will result in school penalties.

Please be reminded that principals and supervisors cannot always control the visiting crowd, but mostly the visitors will act according to the example we set. Appropriate behavior is expected of Auburn students at both home and away contests.

In addition, due to recurring problems, the following rules and guidelines will be in effect at football games at the Auburn football field:

1. Elementary, Middle and Junior High school students must have adult supervision to be admitted to interscholastic games, activities, etc.
2. Auburn students are to stay on the Auburn side of the spectator areas and are not to be inside the fence that borders the track.
3. At home football games, students are not allowed to play pick-up football games, etc. These have occurred usually in the northwest and southeast corners of the field. Several injuries and problems have occurred in the past.

The principals or game supervisors will ask you to leave the football field area and not return if you violate these rules, and as stated above, student conduct at these events is still governed by school policy and handbooks and violations can and will result in school penalties.

## **BULLETIN BOARD USE/ADVERTISING/NOTES**

No advertisements shall be distributed or posted in the school or on school premises without the consent of the principal. No political or religious posters will be approved. All student signs, regardless of nature, should receive prior approval from the principal before being posted on the bulletin board. No signs are to be posted on the lockers, walls, doors, etc.

## **FUND RAISING**

Auburn Junior High School engages in several fund raising activities per year to allow for the cost of an 8<sup>th</sup> grade field trip. Each year the Board of Education receives information regarding this trip as per board policy.

Students may not solicit other students or school employees for the purchase of items to benefit other organizations or themselves. In addition, outside organizations may not solicit on the school grounds, at school activities or on busses without prior administration approval.

## **DRESS CODE AND APPEARANCE**

Students in the Auburn Schools are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that is distracting or obscene. Dress and grooming shall neither present a risk to the health, safety, or general welfare of students in the school nor interfere or disrupt the educational environment or process. The principal, assistant principal, or their designee reserves the right to ask students to change their attire if in the opinion of him or her it is necessary to maintain proper school decorum.

- Dress and grooming (including accessories) shall not be contrary to curriculum goals and/or educational objectives. Any clothing or jewelry with provocative or suggestive slogans or illustrations shall not be permitted. Clothing with lewd, vulgar, obscene or plainly offensive language or symbols, including gang symbols will not be permitted. If the clothing advertises or promotes drugs, dope, cigarettes, beer, liquor, sex, obscene gestures, or illegal or violent behavior, the student will be asked to remove the apparel.
- Hats, coats, bandannas, sweat bands and sunglasses shall not be worn in the buildings during the school day. Bookbags and all canvas bags shall not be carried in the buildings during the school day except upon arrival and/or departure from school. Purses will be of an acceptable size as determined by the administration.
- Appropriate footwear must be worn at all times.
- Bare shoulders, bare back, bare sides, and/or midriffs are unacceptable.
- Spaghetti (thin) straps, tank tops, or clothes that expose undergarments are not permitted.
- Pajamas, lounge pants, bedroom slippers, and other garments intended for sleepwear are not permitted articles for school clothing.
- Pierced jewelry other than earrings worn in the ear shall not be worn in the buildings; neither shall spiked apparel and accessories or chains that can be used as weapons.
- No student may wear clothes with holes. Ragged hemlines, or cut off hemlines (that drag on the ground), or clothing made of fishnet type fabric are not permitted.
- Properly-fitting clothing is to be worn. Oversized, extremely baggy clothing or improperly-fitted clothing is not allowed. Pants and shorts must be worn at the waist - sagging is prohibited. Bib overall style clothing must be worn with straps fastened as designed with an appropriate top worn underneath.
- Tattoos that, by their content, violate any of the provision of Student Dress Code must be covered at all times.
- Students are encouraged not to wear shorts between Thanksgiving and March 1. A general rule for determining if shorts/skirts are appropriate is that they must extend beyond the length of the student's finger tips as their arms extend straight down along their sides.
- P.E. uniforms or parts thereof shall not be worn in any area except P.E. areas.

A student whose attire violates the school rules, creates a health hazard, or disrupts the educational process will be asked to have a change of clothing brought from home or remain in an assigned in-school suspension room for the remainder of the day. Continued violation will result in an in-school suspension and a parent conference.

### **INTERNET - ACCEPTABLE USE**

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These guidelines do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

#### Terms and conditions

1. **Acceptable Use** - Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. **Privileges** - The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these guidelines and may deny, revoke, or suspend access at any time; his or her decision is final.
3. **Unacceptable Use** - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Downloading any files without the permission of authorized personnel
  - e. Communicating with various people by using e-mail, chat (including message/bulletin boards)
  - f. Using the resources for online gaming which could potentially expose the network to viruses or other harm
  - g. Using the network for private financial or commercial gain;
  - h. Wastefully using resources, such as file space;
  - i. Gaining unauthorized access to resources or entities;
  - j. Invading the privacy of individuals;
  - k. Using another user's account or password;
  - l. Posting material authored or created by another without his/her consent;
  - m. Posting anonymous messages;
  - n. Using the network for commercial or private advertising;
  - o. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - p. Using the network while access privileges are suspended or revoked.
4. **Network Etiquette** - You are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in your message to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be public property.

5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of these guidelines.
7. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from the individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the upload or creation of computer viruses.
9. Telephone charges—The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

#### **GUM, CANDY, ETC.**

No gum or candy is allowed in classrooms or study halls during the school day except on special occasions as designated by teachers for their rooms only. Repeated offenses will result in disciplinary action.

#### **GAMBLING AT SCHOOL**

Gambling in any form shall not be allowed on the school premises or premises under school jurisdiction (school buses, autos in parking lot). Any violation shall be sufficient cause for school action which could result in suspension, expulsion, or both. This includes card playing.

#### **STUDENT DISRUPTIONS**

Any actions by a student or students which interferes with the normal operation of the school - - defacing or destroying school property, rioting, break-ins, sit-ins, and picketing to force students not to cross picket lines are illegal. Students who engage in such activity will be punished to the full extent of the law and school regulations.

#### **BOY-GIRL RELATIONSHIPS**

These relationships are normal and natural, but such things as hand holding and other signs of affection are not permitted.

#### **FACULTY LOUNGE AND STUDENTS**

Students are not to enter the faculty lounge unless they are invited to come in by a faculty member. Faculty shall not send students to the lounge unless they accompany them or are already present in the lounge.

#### **VENDING MACHINES**

State approved vending machines located in the cafeteria area may be used at lunch or after school.

#### **TELEPHONE USE**

Students may not use the telephone during school time unless an emergency exists and then only with office approval. Students are not to be dismissed from class/study hall to use the phone. No long distance calls are to be made on the office phone by students. Long distance phone calls will be permitted on an emergency basis only.

### **CHURCH NIGHT - WEDNESDAY NIGHT - SUNDAY ACTIVITY**

There shall be no school activities including practices scheduled for Wednesday evenings. All activities must end on Wednesday in time for students to have showers, etc. and be on their way home by 6:00 p.m. No activities shall be scheduled for a Sunday by students or teachers. This rule does not apply in cases where Auburn students are involved in conference, county, or state scheduled activities and the schedule is beyond local control. The building principal may make exceptions to the policy when unusual circumstances exist.

### **VISITORS**

All visitors must report immediately to the office. Student visitors from other schools must make prior arrangements before their visits. In most cases, students from other schools will not be allowed to visit. Noon time visitors are not permitted and are prohibited whether in the building, on school grounds, or streets surrounding school areas. If a person is arriving at school to pick up a student, they must report to the office or wait outside in the parking lot for the student.

### **VOLUNTEERS**

Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. The library is always in need of parent volunteers. Contact the Resource Specialist if you are available to help. Volunteers are to check in at the office to receive their visitor badge before going to the classroom or library.

### **AUBURN UNIT #10 TRANSPORTATION BUS POLICY**

#### **Regular Bus Service**

In accordance with the School Code, free transportation to and from school shall be provided to all students living more than one and one-half (1 1/2) miles from their school. Students living less than one and one-half (1 1/2) miles from their school shall not be provided free transportation. Any deviation from this policy must be approved by the board of education.

#### **Student Conduct on Buses**

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the day.

Once a child boards the bus - - and only at that time - - does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the School Board requires children to conduct themselves on a bus in a manner consistent with established standards for the classroom behavior.

School bus riders are under the jurisdiction of the school bus driver while on the bus, unless the Superintendent, Principal, or School Board has designated some other adult to supervise. Students are expected to follow the items of conduct listed here which will make for safe and pleasant riding conditions.

1. Stay off the road while waiting for the bus.
2. Be on time at the designated school bus stop.
3. When waiting to load on the bus, stay back 10 feet until the bus has made a complete stop.
4. Do not leave your seat while the bus is moving. Do not switch seats or run on the bus.
5. Remain on the bus in the event of a road emergency until instructions are given by the driver.
6. Keep head and hands inside the bus at all times.
7. Do not throw anything out of the bus windows.
8. Help the bus housekeeping, do not throw refuse on the floor.
9. Avoid loud talking and shouting or unnecessary confusion.
10. Riders must be absolutely quiet when approaching a railroad crossing stop.

11. Use of drugs in any form is not allowed on the bus, and the drug policy as described in this handbook applies.
12. No eating on the bus.
13. No animals are allowed on the bus.
14. Keep all articles out of the aisles.
15. Care for the safety of smaller children and those who may be ill.
16. Never tamper with the bus or any of its equipment.
17. Be courteous to others, and start your day with a "Good Morning" and leave with a "Thank You", "Good Night."
18. Do not ask the driver to stop at places other than the regular bus stop.
19. Where it is necessary for a student to cross the highway, proceed to the front of the bus on the right shoulder of the highway where oncoming traffic can be seen in both directions. Then, wait for a signal from bus driver permitting you to cross. He/she too, is watching for your safety.
20. Observe the same rules on other trips under school sponsorship.
21. Do not harass, push, or shove other students.
22. Swearing and vulgar language will not be tolerated.
23. The emergency door must be used for emergencies only.
24. All directions given by the bus driver are to be followed.

### **Procedure for Bus Discipline**

1. The bus driver will warn you and give the principal a bus referral report.
2. A copy of the referral will be sent to the parent.
3. Disciplinary action will be taken by the principal which may include suspension from the bus.
4. In case of a suspension from the bus, parents must provide transportation during the time of the suspension.

### **Extra-Curricular – Sports Bus Trips Conduct**

1. Conduct on the buses shall be the same as in any classroom, teacher supervised situation. This is, it shall be exactly as the teacher/coach directs (as opposed to "total freedom, no discipline from the teacher").
2. When the bus arrives back in Auburn from an "away" trip the bus driver and sponsors shall not let anyone off the bus until all papers, heavy dirt are thrown into a sack or box. Each rider cleans up around his own seat and the bus supervisor shall see that it is done before the bus is emptied.
3. At no time shall a coach or supervisor allow any students to climb over the bus seats, stand on or step on the bus seats whether with shoes or without shoes. No student or player shall be allowed by supervisor to sit on the back of the bus seat - - it is dangerous for the student and it breaks the back of the bus seat.
4. The bus supervisors/coaches must not allow things to be thrown on the bus and especially during football/baseball trips - - mud and tape, etc.
5. On athletic trips or extra-curricular trips all students must stay in their seats when the bus is under way.
6. It must be absolutely quiet as the driver approaches all railroad crossings.
7. Windows down, vulgar language and gestures will not be tolerated.
8. The bus driver is to put a note in the building principal's mailbox if these bus rules are not adhered to - - giving names of students and supervisors/coaches involved.
9. No animals shall be allowed on buses or vehicles authorized for school use.
10. The emergency door must be used for emergencies only.
11. All students will ride the schedule bus unless emergency conditions exist, and proper clearance has been received from the principal or chaperons in charge, and bus riding variance form completed.
12. Athletes may ride home with a parent or guardian providing the coach has been personally contacted by the parent/guardian. Other athletes may not ride home with a friend unless the coach has been personally contacted beforehand by the parents/guardians of both the athlete and friend.



Reports of misconduct on extra-curricular trips shall be made by the bus driver and sponsor.

### **Educational Field Trips**

A field trip is a trip off school grounds taken in connection with the work of an organized class or activity. The school board considers field trips and excursions planned for specific educational purposes an integral part of the school program. All field trips are to be planned with and approved by the principal.

Administrative regulations shall be set up to assure:

1. The educational value of the trip or excursion and its direct relationship to on-going classroom instruction. The sponsor must submit request for field trip on school district form.
2. The safety of the students and their adequate supervision.
3. That all participants have parental permission. Signed parental permission slips shall be in the hands of the faculty sponsor before permitting students to participate in a field trip.
4. That all trips and arrangements for them, have two (2) weeks advance approval of the school principal.
5. The uniform request procedures are followed.
6. That no school field trips or excursions be of an overnight nature. Exceptions can be approved in case of necessary involvement of our students in curricular, extra-curricular, or organizational activities.
7. That the field trip does not interfere with the regularly scheduled transportation of pupils to and from school.
8. That the field trip will not force extreme problems in the total educational program of their building.
9. That transportation shall be restricted to school vehicles or vehicles approved by the superintendent, principal, or school board.
10. Students absent from school due to a field trip, athletic contest, etc., are responsible for homework, tests, and quizzes as assigned. It is the responsibility of the student to make arrangements for such make-up prior to departure when possible.
11. All trips away from the school must be under supervision of a teacher and in addition there shall be an adequate number of adult supervisors as determined by the principal.
12. Any field trip not meeting the rules and regulations hereby set forth must have the direct and previous approval of the Board of Education.

**8<sup>th</sup> Grade Trip** – This trip is a school sponsored function authorized by the school board. The trip is a one day trip.

The following applies –

1. All students must have parental permission.
2. No student will be restricted in his/her participation because of cost of the trip.
3. Student may participate in a fundraiser/or pay set amount to offset cost of trip.
4. The student must not have had any suspension during the second semester.
5. Any student who receives an out-of-school suspension or flunking more than one class during the second semester will be prohibited from going on the trip.

### **Non-Educational Trips**

Non-educational trips or trips for general cultural betterment shall be provided bus service on approval of the school principal, the superintendent or school board. Such trips shall not be taken during school time and shall be paid for entirely by the sponsoring organization or the students attending. Requests must be made at least two weeks in advance of trip.

### **STUDENT SPECTATOR BUS TRIPS**

School buses may be used to transport student spectators and chaperons to various inter-school functions. The district shall be reimbursed the actual costs for the trip involved as determined by the Board of Education.

The following procedures must be followed:

1. Bus tickets must be purchased at school prior to the game at the time and place determined by sponsor, principal, and cheer-leaders.
2. Cheerleaders shall be responsible for the sale of tickets.
3. No one may ride a fans bus except students of Auburn High or Junior High School for their respective events and chaperons.
4. A teacher chaperon shall accompany each fans bus.
5. There is to be no loud talking, scuffling, or excessive noise which will bother the bus driver.
6. Students who sign up are to ride the bus to and from the activity.

Junior High School students shall not sign up for high school trips or high school students for middle school trips. In rare instances, the principal may make exceptions to this rule and an announcement will be made when this occurs.

#### **Other Special Uses of Buses**

School buses may be used by city, county, state, and/or federal agencies upon specific approval of the board of education and upon payment of actual costs involved for the trip.

At various times other school districts, due to emergency or unusual circumstances, request the use of buses owned by the school district. Such usage may be permitted.

School buses shall not be used by or on behalf of private, commercial, or religious organizations, without prior board approval and payment of the actual costs. Requests for use of school buses not listed above shall be referred to the board of education for decisions.

#### **EMPLOYEE USE OF PRIVATE VEHICLES**

The Board recognizes the need for some school employees to use their own automobiles for school purposes regularly or occasionally. To safe-guard the district, employees, and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following policy shall be observed.

1. To use a private vehicle for school purposes, the employee must have written permission of the superintendent or principal.
  - a. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes.
  - b. For all special trips involving students, including field trips, and all extra-curricular activities, a special permit must be obtained in advance for the specific trip.
2. The private vehicle liability insurance is the primary insurance on such trip.
3. The district shall assume no responsibility for liability in case of accident unless the employee has the authorization described above.
4. The board specifically forbids any employee to transport students for school purposes without prior authorization by the superintendent or principal.
5. No student shall be sent on school errands (with his or her own automobile, an employee's automobile, or a district owned automobile) without the prior consent of the principal.

#### **Payment of Cost of Bus Trips Other Than Regular Bus Routes**

The school district shall pay for any approved field trip which does not exceed a 50 mile radius of Auburn Junior High School. Any approved trip beyond the 50 mile limit which is the result of "advancement" in competitive activities shall be paid for by the school district. If an educational field trip beyond the 50 mile radius is approved, the sponsoring organization or students participating in the trip shall pay for each mile beyond the 50 mile radius at the then established rate per mile.

Any approved non-educational trip shall be paid for entirely by the sponsoring organization or students attending at the currently established rate per mile. Such trips shall not be taken during school time.

### **NON-RIDER STUDENT REQUEST TO RIDE BUS ON A REGULAR DAILY RUN**

If an emergency arises and a student needs to ride a bus and is not a regular rider on that bus, the student must:

1. Present a request note from the parent to the bus driver, if it is a request to ride in the morning.
2. Present a request note approved by the principal, to the bus driver if it is a request to ride in the evening.
3. The driver may refuse if he/she so desires because of special circumstances which the driver is aware of, such as overloading.

### **TOURS**

In as much as community organizations, and faculty members as individuals, frequently conduct during vacation periods extended tours involving the participation of Auburn students, the school board wishes to state its attitude toward and position on such tours.

First, it is not a reasonable function of the school board to regulate the activities of faculty and students during non-school time. The school board will therefore neither sanction nor prohibit such activities or assume any responsibility for them. However, school time shall not be used by faculty members to promote or solicit for such activities.

### **STUDENT RECORDS**

Auburn Junior High School follows the rules and regulations governing the release of school student records based on the Illinois School Student Record Act effective February 25, 1988.

Auburn Junior High School maintains records of the following types:

1. Permanent
2. Temporary
3. Directory Information

#### 1. "STUDENT PERMANENT RECORD" MEANS AND SHALL CONSIST OF:

- Basic identifying information, including students and parents names and addresses, birth date and place, and gender;
- Academic transcript, including grades, class rank, graduation date, and grade level achieved;
- Attendance record;
- Accident reports and health record;
- Record of release of permanent record information; and,

May also consist of:

- Honors and awards received; and,
- Information concerning participation in school - sponsored activities or athletics, or offices held in school - sponsored organizations.

#### 2. "STUDENT TEMPORARY RECORD" means and shall include a record of release of temporary record information, and all information not required to be in the student permanent record, which may include:

- Family background information;
- Intelligence test scores, group and individual;
- Aptitude test scores;
- Reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews;

- Elementary and secondary achievement level test results;
- Participation in extracurricular activities including any offices held in school sponsored clubs or organizations;
- Honors and awards received;
- Disciplinary information;
- Special education files including the report of the multidisciplinary staffing on which placement was based, and all records and tape records relating to special education placement hearings and appeals;
- Any verified reports or information from non-educational persons, agencies or organizations; and
- Other verified information of clear relevance to the education of the student.

3. "DIRECTORY INFORMATION"

Information that may be designated as directory information shall be limited to:

- Identifying information: name, address, gender, grade level, birth date and place, and parents' names and addresses;
- Academic awards, degrees, and honors;
- Information in relation to school-sponsored activities, organizations, and athletics;
- Major field of study; and,
- Period of attendance in the school.

"Directory information" may be released to the general public, unless a parent requests in writing that any or all such information not be released on his/her child.

Parents have a right to photocopies of any part of their student's record. The fee shall not exceed \$.35 per copy page according to the ACT.

Permanent records are kept for a minimum of sixty (60) years.

Temporary records are disposed of in a timely manner after graduation with the exception of special education records and psychologicals which may be kept for a minimum of five years because they could be of benefit to the student. (Section 375.40 Subtitle A: Maintenance). It is the responsibility of the parent or student to request copies of the temporary record prior to the end of the five year hold period for special education records.

The records of a student shall be transferred by the records custodian of a school to another school in which the student has enrolled or intends to enroll upon the request of the records custodian of the other school, the student, or the parent. The school shall grant access to information contained in school student records to persons authorized or required by state or federal law to gain such access.

The school shall grant access to, or release information from school student records without parental consent or notification:

- To an employee or official of the school or school district or the State Board of Education, provided such employee or official has a current, demonstrable educational or administrative interest in the student and the records are in furtherance of such interest;
- To any person for the purpose of research, statistical reporting or planning, provided that:
  1. The person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records and
  2. No student or parent can be identified from the information released;

"Pursuant to a court order"

Parents have a right to a hearing to challenge any entry exclusive of grades in the school student records on the basis of:

1. Accuracy;
2. Relevance; or,
3. Propriety.

The request for a hearing shall be submitted in writing to the school and shall contain notice of the specified entry or entries to be challenged and the basis of the challenge.

Auburn Junior High School establishes administrative procedures for parents to challenge the contents or student records. Such procedures shall include:

1. An initial informal conference with the parents, within 15 school days or receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated:
  - a. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the school.
  - b. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials of the time and place of the hearing.
  - c. At the hearing, each party shall have the rights outlined in Sections 7 (b) (1) through 7 (b) (4) of the Illinois School Student Records Act.
  - d. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
  - e. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parents and the school district. It shall be based solely on the information presented at the hearing and shall be one of the following:
    - i. To retain the challenged contents of the student record; or
    - ii. To remove the challenged contents of the student record; or
    - iii. To change, clarify or add to the challenged contents of the student record.
3. Any party shall have the right to appeal the decision of the local hearing officer to the Superintendent of the Educational Service Region within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Superintendent of the Educational Service Region. The school may initiate an appeal by the same procedure. Upon receipt of such documents, the Superintendent of such documents, the Superintendent of Education Service Region shall examine the documents and record to determine whether the school district's proposed action in regard to the student's record is in compliance with the Act and this Part, make findings and issue a written decision to the parents and the school within 20 school days of the receipt of the appeal documents. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the Educational Service Region Superintendent should seek advice from special education personnel:
  - a) Who were not authors of the entry; and
  - b) Whose special education skills are relevant to the subject(s) of the entry in question.
4. The school shall be responsible for implementing the decision of the Superintendent of the Educational Service Region.

(Source: Amended at 10 Ill. Reg. 12601, effective July 9, 1986.)

According to Illinois School Student Records Act, 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.

Parents have a right to inspect and challenge the information contained in a school student record prior to transfer of the record to another school district in the event of the transfer of the student to that district.

#### Legal Notices

#### **Asbestos Notification**

This notice is to notify you that Auburn CUSD #10 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the School Facility/Facilities. Copies of the management Plan are available in the Administrative Office of the school district and in the Administrative Office of each school building. These plans are available for you inspection during normal business hours of the office (Monday through Friday, 8:00am to 4:00pm) and during other times by special arrangement. We request that appointments be made with us for review such plans.

### **Child Abuse Reporting**

Anyone in the state of Illinois, who works daily with children, is under legal obligation to report to the department of Children and Family Services any suspicion of child abuse. (Abused and Neglected Child Reporting Act {Ill. Rev. Stat. 1985 Ch. 23}). It is not the school's job to investigate-we cannot do that. Investigation is the duty of the Department of Children and Family Services. We will call in reports as we are legally obligated to do and as we should do as caretakers and nurturers of children.

### **No Child Left Behind**

As a result of legislation passed by Congress called No Child Left Behind, parent/guardian of each student attending any school receiving fund under Title 1, Part A, may request and the district will provide to the parent/guardian on request, information regarding the professional qualifications of the student's classroom teachers.

### **Corporal Punishment**

*Illinois law now prohibits the use of corporal punishment by school authorities. Teachers and administrators have a legal right to use reasonable force as needed to maintain safety for students and themselves. Teachers and administrators may remove a disruptive student from a classroom and will provide due process to the student.*

### **Lead Contamination**

Congress legislated a ban on use of all lead solder and pipe as a part of the Safe Drinking Water Act Amendment of 1986. The language in those amendments requires that all public water suppliers notify their water consumers of the potential dangers of lead in drinking water, and provide information regarding steps consumers can take to prevent ingesting water containing high lead levels. To prevent lead contamination, remember:

- Use only cold water for drinking, cooking and preparing baby formula.
- If water has not been run in your home, school, or business for several hours-overnight, on weekends or during vacation periods turn on the tap and allow the water to run until you feel the temperature change.
- This will remove or flush the water, which has been standing in the pipes, and supply water directly from the public water supply distribution system piping. It is very important that school custodians flush the drinking fountains each morning before children arrive.
- Home softeners should not be plumbed to the cold water, which is used for drinking and cooking. A separate pipe can be installed for cooking and drinking, or the softener can be installed to include only hot water processing.
- Place a glass or pitcher of water in the bedroom or bathroom for small children or members of the family who get up in the night for a drink of water. Store some drinking water in a glass jug in the refrigerator for drinking.

### **Non-Discrimination Assurance**

The Board of Education has adopted policies and procedures that assure students that program access and participation is guaranteed (providing acceptable responsibility is assumed by the student) to all students in the Auburn CUSD #10. This non-discrimination assurance insures equal education opportunities are offered to students, regardless of race, color, national origin, age, sex, religion or handicap. Questions in reference to educational opportunities may be directed to the Superintendent. While there may be exceptions because of physical or mental condition, the basic premise is that accessibility is virtually available to all students.

### **Pesticide and Herbicide Warning**

With the passage of Senate Bill 527 regarding the Lawn Care Products, Application and Notice Act (415 ILCS 65/2), all schools are required to provide notice to all parents of their intent to use chemical pest and weed control agents in the building and on the grounds. As a parent, you are also entitled to advance notification of any application, which are to be made during the school year. If you wish to be notified when chemicals are to be applied within the school building or on the ground, you should notify the Jr. High school office. Notification should be made in writing and within the first month of each school year.

### **Release Time for Religious Instruction/Observance**

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parent/guardian must give written notice to the district 5 days before the students anticipated absence. The parent/guardian written notification of the student's anticipated absence shall satisfy the district's requirements for a written excuse when the student returns to school.

### **Special Needs**

Educational programs for children between the ages of three (3) and twenty-one (21) who have special needs will be provided by the local district in accordance with the Rules and Regulations for the Administration of Special Education in the State of Illinois. Auburn CUSD #10 has special education services available. In order to provide these services, our district is a member of the Sangamon Area Special Education District. If your child has difficulty learning, talking, behaving, seeing, hearing, or moving, he/she might be eligible for special services. Our teachers conduct annual screenings to determine if any of our children are having difficulties that would require additional evaluation. If your child were having difficulty, then we would talk with you and request your written consent before conducting a comprehensive case study evaluation.

A few severely handicapped students require services that cannot be provided by public schools and are, therefore, placed in private day programs or residential programs. As the parent of an exceptional child you have certain rights that are safeguarded by state and federal statute. Your rights pertain to records, independent evaluation notice, consent, hearing, evaluation procedures, least restrictive environment, confidentiality, and legal costs. If you have further questions about these rights, you may contact your Auburn School District. You are entitled to a copy of the rules regarding special education upon request.

### **Dissemination of Records**

The school may, without consent of parents, share information regarding permanent and temporary records with other school officials, including teachers within the district who have a legitimate interest and who are involved with promoting the welfare of the student.

The records of the student shall be transferred by the records custodian of a school to another school in which the student has enrolled or intends to enroll upon request of the records custodian of the other school or the student, provided that the parent is unknown, notice may be served upon the record custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and ten (10) school days after such service, if the parents make no objection, the records may be transferred to the requesting school.

The school shall grant access to information contained in school records to persons authorized or required by State or Federal law to gain such access provided that; (a) such person shall provide the school with appropriate identification and a copy of the statute authorizing such access; and, (b) the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and/or challenge such information.

### **Directory Information**

The district intends, in the conduct of its business, to disclose personally identifiable information from the educational records of students in attendance in its schools that has been designated as directory information. Such information shall include name, address, gender, grade level, birth date and place, parents' names and addresses, major field of study, height, weight, academic awards, degrees, and honors, data related to school sponsored activities, organizations, and athletics, period of attendance and previous schools attended. The parent of the student has the right to refuse the release of any or all such directory information. Anyone wishing to restrict such release of the

directory information may do so by notifying the school officials in writing prior to the first day of school in any school year. Parents have the right to inspect and challenge any information contained in a school student record prior to the transfer of records to another school district. Parents have the right to challenge an entry exclusive of grades in the student's record on the basis of accuracy, relevance and/or propriety.

Copies of the board's policy regarding parent and student's rights may be obtained from the Central Office. Parents have the right to copy any school student record or information contained therein. Cost per page shall be \$.35. 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 information for the student's temporary record which such individual may obtain through the exercises of any right secured under the act. Person who believe the district has not complied with the requirement of the "Privacy Rights of Parents and Students" have a right to file a complaint regarding such alleged failure to comply.

**THIS HANDBOOK MAY BE AMEDNDED AT ANYTIME DURING THE SCHOOL YEAR WITHOUT NOTICE.**

### SPECIAL EDUCATION

Auburn School District, through membership in the Sangamon Area Special Education District, offers a broad spectrum of services for students with special needs from birth to 21. Programs are designed to meet the needs of students who have significant learning problems which prevent them from being successful in a regular classroom. In most cases, the services are offered at the district schools either on a part-time or full-time basis. An exception to this would be for students who have a severe and/or unique disability which requires placement in a neighboring district.

Before a student is evaluated and placed in a Special Education Program, parents or legal guardians are involved in the process and must give their permission to proceed. In addition to the aforementioned programs, other support services are offered including speech and language therapy, psychological evaluations and consultations, social work consultations and counseling. . When needed, hearing and psychiatric evaluations are also available. Referral may be made by parents, teachers, or any authorized agency through the principal. To the maximum extent possible, students with disabilities are to be educated in the least restrictive environment and with their regular education peers.

#### **PROCEDURES for PARENT REQUEST FOR SPECIAL EDUCATION EVALUATIONS from JUNE 10 - AUG.**

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Notification to parents of Local District Special Education Referral Procedures for summer months may be through use of the school website, newsletters or bulletins. Referral packets not returned to their building principal by the end of May must be mailed or taken to the School District Office. The Local District Office will receive Special Education referrals from June 10-August 10. Local District Office will designate responsible part for receiving of packets/parental contact during summer/school break times. Local District Office will contact Principal and Service Area Administrator of any referral request or receipt of packet within twenty-four hours.

Local District Office will stamp date or document date of receipt of packet/referrat request. Principal and Service Area Administrator will determine procedures to follow such as: parental contact, scheduling of pre-meeting, scheduling of IEP prior to the first day of school, when school resumes in August.

A few severely handicapped students require services that cannot be provided by public schools and are, therefore, placed in private day programs or residential programs. As the parent of an exceptional child you have certain rights that are safeguarded by state and federal statute. Your rights pertain to records, independent evaluation notice, consent, hearing, evaluation procedures, least restrictive environment, confidentiality, and legal costs. If you have further questions about these rights, you may



contact the Auburn school district. You are entitled to a copy of the rules regarding special education upon request.

### POLICY FOR BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES

It is the policy of Auburn School District to comply with Il-CS law and regulations on the use of behavioral interventions for students with disabilities who are receiving special education services.

Auburn School District believes that behavioral interventions should be used by teachers and administrators to identify, promote and strengthen desirable adaptive student behaviors. A fundamental principle is that positive, no aversive interventions designed to develop and strengthen desirable student behaviors should be used whenever possible.

Auburn School District recognizes that while positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution.

If any portion of this policy is invalid, it shall not affect the validity of the remainder of this policy. This policy shall be deemed to be amended by operation of law where statutory or regulatory amendments or case law necessitates change to policy.

#### References:

Illinois State Board of Education, Behavioral interventions in Schools: Guidelines for the Development of District Policies for Students with Disabilities. June 1994, Memorandum = 94-25M;

The Illinois School Code Chapter 122, Section 14-8.05, Behavioral Interventions for Students with Disabilities as amended by 105 'LCS 5/14-8.05;

The Illinois School Code Chapter 122, Section 10-20.14, Parent-Teacher Advisory Committee as amended by 105 ILCS 5/10-20.14;

The Illinois School Code Chapter 122, Section 24-24, Corporal Punishment as amended 105 'LCS 5/24-24 The Illinois School code, Section 10-20.31. Time out and Physical Restraint, 105 Il-CS 5/10-20.33, 23 IL Administrative Codes 1285