

# INDIAN PRAIRIE SCHOOL DISTRICT 204

*Inspire all students to achieve their greatest potential.*



## **2015 - 2016 Student Handbook & Planner**

**This book belongs to:**

**Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

*Information contained in this book, including dates, times and locations is accurate at the time of printing and is subject to change.*

## Table of Contents

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<b>Administrative and House Staff</b>	4	<b>Discipline Policy</b>	13
		ACTS OF DISOBEDIENCE	15
<b>Athletic and Activity Code of Conduct</b>	43	ACTS OF MISCONDUCT	17
ACADEMIC ELIGIBILITY	43	ALCOHOL AND DRUGS	20
ACTIVITIES ARE A PRIVILEGE	43	FIGHTING	20
ACTIVITY PENALTIES	44	GANG ACTIVITY	20
ADMINISTRATIVE DISCRETION	48	INTERVENTIONS/ SOCIAL SUSPENSION/	
APPEAL	44	PROBATION	19
CONCUSSION MANAGEMENT GUIDELINES	47	PASSWORDS	20
CRIMINAL ACTION	44	RACIAL INCIDENTS	20
FUNDRAISING	48	RANGE OF DISCIPLINARY CONSEQUENCES	13
HAZING/ CYBERBULLYING/ HARASSMENT/		RECOMMENDATION FOR EXPULSION	19
BULLYING	46	REVIEW AND/OR APPEAL	19
HEALTH AND SAFETY	47	SAFETY AND SUPERVISION AFTER SCHOOL	21
HIGH SCHOOL PARTICIPATION	43	SEARCH AND SEIZURE	21
PARTICIPATION RULES	43	SEXUAL HARASSMENT	21
PROCEDURE	44	SMOKING	22
SCHOOL ATTENDANCE, MEDICAL EXCUSES		SUSPENSION, EXPULSION, AND DUE	
AND VACATIONS	47	PROCESS PROCEDURES	14
SPORTSMANSHIP IS EVERYBODY'S		THREATS AND SAFET SCHOOLS	22
RESPONSIBILITY	48	VANDALISM	23
SPORTSMANSHIP MISSION STATEMENT	48	WEAPONS	23
STEROIDS AND PERFORMANCE ENHANCING			
SUPPLEMENTS	45	<b>General Information</b>	24
SUBSTANCE USE OR POSSESSION	45	ACADEMIC AWARDS	24
TOBACCO	46	ACADEMIC DISHONESTY POLICY	24
		ANIMALS	25
<b>Attendance Policy</b>	8	ASSEMBLIES	25
DEFINITION OF ATTENDANCE TERMS	9	BUSES	25
DOCTOR AND DENTAL APPOINTMENTS	11	CELL PHONES AND ELECTRONIC DEVICES	26
INTERVENTION FOR UNEXCUSED		COLLEGE AND CAREER CENTER	27
NONATTENDANCE AND CUTS	10	DANCE AND SPORTING EVENT RE-ENTRY	27
INTERVENTIONS FOR EXCUSED		DANCE GUEST PASSES	27
NONATTENDANCE	10	DRESS GUIDELINES	28
MAKE-UP WORK	11	DRIVER EDUCATION	28
P.E. EXCUSES	11	ELEVATOR USE	29
PERMISSION TO LEAVE CAMPUS	11	GRADING SCALE	29
SCHOOL WIDE TARDY POLICY	10	GUIDANCE	29
VACATIONS	11	HEALTH INFORMATION	29
WHEN A STUDENT IS MARKED ABSENT FROM		HOME AND HOSPITAL INSTRUCTION	30
CLASS	9	INTEGRATED PEST MANAGEMENT	30

## Table of Contents

---

---

<b>General Information, continued</b>	
INTERNET ACCESS	30
LOCKERS	32
LOST AND FOUND	32
LUNCH	32
MEDICATION	33
NO TRESPASS LETTERS	33
OPTION PERIODS/ ACCESS AREAS	33
PARKING	34
PERMANENT RECORDS	35
SCHOOL CLOSING	35
SCHOOL RESOURCE OFFICE	35
SEARCHES	35
SECURITY CAMERAS	35
SKATEBOARDS/ SCOOTERS	40
SOCIAL SUSPENSION	35
STUDENT DIRECTORY INFORMATION	36
STUDENT IDENTIFICATION CARDS	36
STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION	36
STUDENT RECORDS	38
TECHNOLOGY	40
TELEPHONE ACCESS AND USE DURING THE SCHOOL DAY	40
TESTING AND TEST PREPARATION	40
VISITORS DURING THE SCHOOL DAY	40
WITHDRAWAL FROM A COURSE	40
<b>Important Dates</b>	6
<b>Important Phone Numbers</b>	5
<b>LMC Resources</b>	151
<b>MLA Guide</b>	136
<b>Student Activities, Clubs and Athletics</b>	42

## ADMINISTRATIVE AND HOUSE STAFF

### Administration

Jason Stipp  
Charles Bibbs  
Jason Schmidtgall  
Rebecca Schreiber  
Chris Niebch  
Jennifer Regnier

Principal  
Assistant Principal  
Assistant Principal  
Assistant Principal  
Athletic Director  
Director of Guidance

### Class of 2019, Freshman

Catherine Bartleman  
Cort Grasko  
Tonia Lewis-Rogers  
Gina Bogin

Dean of Students  
Counselor, A-L  
Counselor, M-Z  
Social Worker

### Class of 2018, Sophomore

J. Michael Steele  
Cindi Gustafson  
Isaiah Davis  
Kelly Zielie

Dean of Students  
Counselor, A-Li  
Counselor, Lo-Z  
Social Worker

### Class of 2017, Junior

Robert Dobbertin  
Karen Kuhlman  
Patrick Doyle  
Sebastian Oros

Dean of Students  
Counselor, A-Le  
Counselor, Li-Z  
Social Worker

### Class of 2016, Senior

Viviana Gyori  
Ryan Van Kampen  
Alyssa Sein  
Bogin/Zielie/Oros

Dean of Students  
Counselor, A-Kn  
Counselor, Ko-Z  
Social Worker

## SUPPORT STAFF

Linda Weisenberger  
Todd Edwards

School Nurse  
School Resource Officer

## **Important Phone Numbers**

<b>Switchboard</b>	<b>630-375-3300</b>
<b>Main Office</b>	<b>630-375-3310</b>
<b>Attendance Line</b>	<b>630-375-3300</b>
<b>Student Services</b>	<b>630-375-3184</b>
<b>Freshman Guidance</b>	<b>630-375-3314</b>
<b>Sophomore Guidance</b>	<b>630-375-3338</b>
<b>Junior Guidance</b>	<b>630-375-3345</b>
<b>Senior Guidance</b>	<b>630-375-3336</b>
<b>Athletic Office</b>	<b>630-375-3668</b>
<b>Nurse's Office</b>	<b>630-375-3350</b>
<b>IPSD #204 Crouse Education Center</b>	<b>630-375-3000</b>

***Information contained in this book, including dates, times and locations is accurate at the time of printing and is subject to change. Please note any updated information can be found online in the Student Handbook & Planner.***

## 2015 – 2016 Important Dates

Information contained on this calendar is accurate at the time of printing and is subject to change.

Date	Event	Time
August 20, 2015	Classes Begin	
August 21, 2015	Athletic Booster Club Pig Roast	4:00 pm
August 26, 2015	Class of 2016 Parent Guidance Night	7:00pm
August 28, 2015	Football Game – (Home) vs Lake Park HS	
September 2, 2015	Naviance Information Meeting	6:00pm
September 2, 2015	Curriculum Night	7:00pm
September 4, 2015	No School – Building Articulation Day	
September 4, 2015	Football Game – (Home) vs Glenbard North HS	
September 7, 2015	No School – Labor Day	
September 11, 2015	Football Game – (Away) @ NVHS	
September 18, 2015	Football Game – (Home) vs Naperville Central HS	
September 22, 2015	Class of 2019 Parent Guidance Night	7:00pm
September 25, 2015	Football Game – (Away) vs MVHS @ North Central	
September 28, 2015	Homecoming Week	
October 1, 2015	Homecoming Variety Night	7:00pm
October 2, 2015	Football Game – (Home) vs WWS	
October 3, 2015	Homecoming Dance	7:00pm
October 9, 2015	Football Game – (Away) vs East Aurora HS	
October 12, 2015	No School – Columbus Day	
October 16, 2015	Football Game – (Away) vs Naperville North HS	
October 23, 2015	Football Game – (Away) vs Wheaton North HS	
November 5, 2015	Parent/Teacher Conferences	4:30pm - 8:00pm
November 6, 2015	No School – Parent/Teacher Conferences	8:00am - 3:00pm
November 10, 2015	Veterans Day Assembly	
November 11, 2015	Parent/Teacher Conferences	4:30pm - 8:00pm
November 12, 2015	Fall Mainstage Play	7:00pm
November 13, 2015	Fall Mainstage Play	7:00pm
November 14, 2015	Fall Mainstage Play	7:00pm
November 17, 2015	Post-Secondary Guidance Planning	6:30pm
November 25, 2015	No School – Thanksgiving Break	
November 26, 2015	No School – Thanksgiving Day	
November 27, 2015	No School – Thanksgiving Break	
December 4, 2015	Prism Concerts	6:00pm & 8:15pm
December 5, 2015	Prism Concerts	6:00pm & 8:15pm
December 21, 2015	Winter Break Begins	
January 4, 2016	School Resumes – Winter Break	
January 11, 2016	No School – SIP Day/Teacher Work Day	
January 18, 2016	No School – Martin Luther King Day	
January 19, 2016	Advanced Placement Information Meeting	6:00pm
January 19, 2016	Class of 2020 Orientation	7:00pm
January 22, 2016	Orchesis Performance	7:00pm
January 23, 2016	Orchesis Performance	7:00pm

February 11, 2016	Winter Play Production	7:00pm
February 12, 2016	Winter Play Production	7:00pm
February 13, 2016	Winter Play Production	7:00pm
February 15, 2016	No School - Presidents Day	
February 16, 2016	No School - Parent/Teacher Conferences	1:00pm - 8:00pm
February 18, 2016	Indian Prairie Scholars	7:00pm
February 23, 2016	Black History Month Event	7:00pm
February 27, 2016	Winter Dance	7:00pm
March 1, 2016	Mr. WVHS	7:00pm
March 4, 2016	No School - Institute Day	
March 15, 2016	No School - School Improvement Planning	
March 25, 2016	No School - Local Holiday	
March 28, 2016	Spring Break Begins	
April 5, 2016	School Resumes - Spring Break	
April 15, 2016	Vocal Pops Concert	7:00pm
April 16, 2016	Vocal Pops Concert	7:00pm
April 23, 2016	Senior Sailabration	10:00pm
May 5, 2016	Spring Musical Production	7:00pm
May 6, 2016	Spring Musical Production	7:00pm
May 7, 2016	Spring Musical Production	7:00pm
May 11, 2016	Green & Gold Senior Awards	7:00pm
May 13, 2016	Senior/Junior Prom @ Bolingbrook Country Club	7:00pm
May 19 & 20, 2016	Senior Finals (Tentative)	
May 21, 2016	Fine Arts Festival	8:00am
May 25, 2016	Senior Brunch @ Two Brothers Roundhouse	9:30am
May 25, 2016	Baccalaureate	7:00pm
May 26, 2015	Last Day of Classes (Tentative)	
May 26, 2016	Graduation Practice	TBA
May 27, 2016	No School - Teacher Work Day (Tentative)	
May 29, 2016	Graduation @ NIU	10:00am
May 30, 2015	No School - Memorial Day	
May 31 - June 6, 2016	Emergency Days (if needed)	

## Attendance Policy

### ATTENDANCE

Regular daily attendance is important to student success. In order to meet state and district standards for graduation, regular attendance is required; therefore, only the school has the authority to determine whether an absence is “excused” or “unexcused”. For these reasons certain procedures are established to regulate attendance.

When a student is absent from school, his parent/guardian must call the appropriate class house before 10:00 a.m. on the day of the absence. Otherwise the student will be considered truant and subject to disciplinary action. Any deviation from this policy must be discussed in person with the Dean and is the parent’s responsibility. **After 48 hours, an unresolved absence becomes classified as unexcused.**

If a student must leave school before the end of the school day, he/she must first secure permission to leave from the House Secretary or face disciplinary action. From time to time, we will have special schedules for such things as state/district testing, assemblies and special programs. All students are expected to be in attendance on these days.

Absent Student Hotline	House Secretaries
Class of 2019 630-375-3303-1	Liz Dilday Patty Small
Class of 2018 630-375-3303-2	Geri Becker Norma Sanchez
Class of 2017 630-375-3303-3	Suzan Clouthier Jessye Skorich
Class of 2016 630-375-3303-4	Anna Ahonen Mary Larounis

Please support the educational process by not making appointments with dentists/doctors during the school day. Students who have early dismissal, late arrival, or who are on a work program will be dismissed after the completion of the usual period and not at the usual clock time. It is the student’s responsibility to notify his supervisor ahead of time of this priority obligation to the school.

**During the final exam days at the end of each semester, students are required to attend all class periods.** The state requires that we operate a full day of attendance, excluding lunch periods, to qualify for Average Day Attendance reimbursement. D204 has a Closed Campus Policy that does not allow students to leave and then to return to school for exam periods only.

**Students will not be excused to leave campus unless they have a note indicating the time and reason for absence before leaving school. The House Secretary will not take phone calls excusing students for any missed test during Final Exams unless they have a prearranged absence verified by a physician’s note.**

A student who has been **absent from school for five (5) days or more, or who has had a communicable disease must present a physician’s release** before being readmitted to school.



A student who has been absent for less than five (5) days may be readmitted to class with a written excuse from his/her parent(s) or guardian(s).

**Senior “Ditch Day”** – District 204 **does not sanction** a “Ditch Day” for seniors or any other students. Students who participate in this type of activity will be considered truant from school and will face disciplinary action.

#### **DEFINITION OF ATTENDANCE TERMS**

Parents are responsible for the daily attendance of their children. However, Illinois School Code does not grant parents the authority to excuse their children from attending classes without valid cause.

1. **Pre-Arranged Absence** – When parents know in advance that their student will be absent, they must call their child’s House Secretary at least two days in advance. For our records, the student must bring in a written request and a prearranged absence form must be completed.
2. **Excused/Reported Absence** – Reported absences include illness, medical visits, college visits, and court dates. If you are going to miss school because of a religious observance, contact your Dean so the absence will be coded correctly.
3. **Unexcused Absences** – unexcused absences include, but are not limited to, oversleeping, working, missing the bus, car trouble, shopping, traffic, alarm clock problems, etc. After 48 hours, an unresolved absence becomes classified as unexcused.
4. **Unaccounted Absences/Cuts** – These are absences without leave, not sanctioned by the school or by parents.
5. **Administrative Withdrawal** – When a student who is past his or her seventeenth birthday and misses 10 consecutive days of school without valid cause, the student’s parents or guardian will be notified that, if the student fails to attend school for 15 consecutive days of school without valid cause, the student will be deemed to have voluntarily withdrawn. Then, if/when that student does miss 15 consecutive days of school without valid cause, he/she will be deemed to have voluntarily withdrawn, and his/her name will be removed from the District’s enrollment roster.
6. **Late Arrival/Early Dismissal** – Students who arrive late or leave early must show their ID card upon entering or leaving the building. Students may not loiter in the parking lot before or after their school day.
7. **Absence Due to Illness** – A student who has been absent 5 or more consecutive days due to illness must present a physician’s statement, or visit the school nurse to be readmitted to classes.
8. **Excessive absences** – Excessive excused absences interfere with student achievement. A student will be allowed nine (9) excused absences per school year without a doctor’s note. After 9 days, all absences without a doctor’s excuse may be considered unexcused. Doctor’s notes must state the reason the student was unable to attend school and give exact times the student was seen in the doctor’s office. If a student has nine (9) days of unexcused absence, he or she is considered to be chronically truant by state law and a referral to DuPage County truancy may be made. Individual intervention plans will be developed for students found to be excessively absent from school. These plans will be designed to remediate the attendance patterns in order to assist the student in meeting local and state attendance expectations.

#### **WHEN A STUDENT IS MARKED ABSENT FROM CLASS**

The Dean from the appropriated House Office or teacher may issue an attendance referral that indicates the period(s) that the student is absent. The student can use the referral form to resolve an incorrectly marked absence. If the absence is unexcused, the student may receive consequences including a zero for that day’s activities and a referral in which the Dean will issue an appropriate consequence such as a detention, PM School, Saturday School, etc. Once a student has accumulated three unexcused absences for

a class in a semester, the student may be dropped from the class with a failing grade. Once a student has accumulated twelve total absences (excused or unexcused) for a class in a semester, the student may be dropped from the class with a failing grade. Additionally, students with excessive absenteeism will be referred to the DuPage County Regional Office Truancy program ~Value in School Attendance (VISA).

**INTERVENTION FOR UNEXCUSED NONATTENDANCE AND CUTS (BP 7:70)**

Cutting class or unexcused absences are not tolerated. It is the student’s responsibility to clear up any unexcused absences or cuts with the teacher.

**Unexcused absences or cuts in all classes:**

1 <sup>st</sup> unexcused absence/cut per semester	Teacher contact with student and parent. Referral to Dean; Loss of class credit for day.
2 <sup>nd</sup> unexcused absence/cut per semester	Teacher contact with student and parent. Referral to Dean; Loss of class credit for day.
3 <sup>rd</sup> unexcused absence/cut per semester	Teacher contact with student and parent. Referral to Dean; The student’s counselor will contact the parent and student to offer assistant.

**INTERVENTIONS FOR EXCUSED NONATTENDANCE**

Students and their parents may be contacted by the school at the following accumulated absence intervals when the absences occur early in the semester:

6 Absences	Teacher contact with student and parent.
9 Absences	Teacher contact with student and parent.
12 Absences	Teacher contact with student and parent. Referral to Dean.

The following options may be considered:

- a. An attendance contract
- b. Required doctors note
- c. Parent meetings
- d. Other appropriate interventions

**A student who has accumulated three unexcused absences or twelve excused absences may be dropped from class.** If an absence is unaccounted for, the student must go to their House Office to clear the absence. These absence limits apply per semester. All absences, excused, and unexcused including vacations will be accumulated and used in reporting total student absences. Sanctioned school absences such as field trips, participation in athletic and club events, and student conferences with counselors and other faculty, medically documented absences per district policy; religious observance absences; suspensions and other administrative absences will not be accumulated.

**SCHOOL WIDE TARDY POLICY (BP 7:70)**

Tardiness causes a disruption to the educational process and is not tolerated. Teachers are responsible to make their tardy policies and consequences known to their students. If a student is tardy to class, he/she owes the teacher an explanation. If he/she does not have a valid pass from a staff member, the tardy will

be considered unexcused. **Any unexcused tardy to a class will be considered as such and the teacher will write a referral to the Dean's office.**

Students who are chronically tardy, whether to first period or to other classes, may have their parking stickers revoked.

#### **DOCTOR AND DENTAL APPOINTMENTS (BP 7:100)**

Indian Prairie School District discourages absences for doctor and dental appointments during the school day and encourages parents to make such appointments after school and/or on weekends. The school Administrators will gladly provide a letter for your doctor confirming our policy. **Any absences due to doctor or dental appointments, must be confirmed by a note from the doctor or dentist.** These absences will be used in reported total student absences.

#### **MAKE-UP WORK (BP 7:70)**

When a student is absent from school for excused absences or suspension, he/she is allowed to make up the work that has been missed. Make up policies differ somewhat from department to department, but generally the student is to contact his/her teachers promptly and make up the work quickly.

This is the student's responsibility. Parents and students are encouraged to contact teachers if make-up work is wanted or needed.

If a student has an extended absence of more than 3 days due to illness, he/she or his/her parents may call the **Secretary in the House Office** to request assignments from teachers. Please allow the school 48 hours to collect these assignments.

**If a student is absent because of a class cut or full day unexcused absence/truancy, make-up work is not allowed. Loss of credit on these assignments will have a negative effect on a student's ability to pass the course. If a student is suspended, all make-up work must be turned in within 48 hours of the student's return to school.**

#### **PERMISSION TO LEAVE CAMPUS (BP 7:90)**

There are rare occasions when students must leave school during the school day. When such a time arises, students must secure a pass and sign out from the Class House. In order to get this pass, a parent must be contacted. Passes are not issued for lunch, shopping, and other such reasons. Students may not under any circumstance, drive or provide their own transportation to the TCD Campus.

#### **P.E. EXCUSES (BP 7:260)**

If a student needs to be excused from P.E., the excused absence needs to come from the nurse's office. In conjunction with the parents, the nurse may excuse the student for no more than three days. If the student will be out for more than three days, a "physician" order with the diagnoses, length of absence including dates and specific restrictions must be given to the school. This information may be faxed to the nurse with parent permission. The nurse may need to clarify physician orders.

#### **VACATIONS (BP 7:70)**

The school discourages parents from taking students on vacations during the school year. Absences during final exam periods are to be avoided and may result in an incomplete grade. If unusual circumstances necessitate absence from school for four or more days, a "Planned Absence" form is required. Students must get signatures from all assigned teachers and have approval prior to missing school. This form is available in your class house. Completed forms are to be returned to the house secretary. Such absences count toward the maximum allowable non-attendance days in a course and

towards the (9) allowable days of excused absence before a student is placed on doctor's note status. If a student chooses to participate in a sport or activity, he/she may not be able to stay on the team or in the activity if he/she takes a vacation during the season. **See the appropriate coach or sponsor.**

## Discipline Policy

The Superintendent or her/his designee, with input from the parent-teacher-student advisory committee, will prepare disciplinary rules that implement the District's policies. Each student is responsible for becoming familiar with the District's disciplinary policies and rules, and any claim of lack of knowledge of such policies and rules will not affect any disciplinary proceedings that are initiated against a student.

This school believes in the development of self-discipline of each student. Parents/guardians, teachers and school officials are all partners in helping students acquire that self-discipline. At school, teachers are the first resource in fostering an orderly school atmosphere.

When a student is involved in a disciplinary matter, the student will be given individual attention in a positive, corrective manner. Disciplinary action may range from a warning to detention to suspension from school. Expulsion from school is the most serious option used in maintaining student discipline.

Parents/guardians are informed of significant disciplinary action involving their student as well as the procedure for due process appeals in suspensions. Questioning or interviewing of students conducted by school officials does not require parental contact or consent, even if such questioning occurs in the presence or vicinity of the school resource office or the information obtained by school officials is later shared with a school resource officer.

All school rules apply during travel to and from school and at school-sponsored activities, including the parking lots used by students for school attendance, anytime in the building, or at any school-sponsored activity in or away from school at any time.

### RANGE OF DISCIPLINARY CONSEQUENCES (BP 7:190)

1. **Warnings** are issued by Deans.
2. **Loss of Access/Option privileges** are issued by Deans.
3. **Detentions** are issued by Deans and are tracked and accumulated per semester. Failure to serve an After School Detention will result in a P.M. School Detention. Teachers may also issue their own detentions.
4. **P.M. School and Saturday School Detentions** are issued by Deans for Acts of Disobedience and Misconduct. It is the student's responsibility to bring appropriate work to the detention. Failure to serve a P.M. School will result in a Saturday School Detention. For emergency Saturday School absences, parents/guardians should contact a Dean. A parent/guardian contact will be made and a Dean's Referral will be sent home.
5. **Social Suspension/Probations** – Students may be placed on Social Suspension/Probation for certain violations of the Code of Conduct, Acts of Disobedience or Acts of Misconduct. Social Suspension/Probation includes the loss of the privilege to attend after school, extra-curricular events including but not limited to athletic events, music and drama performances and all school dances.
6. **Out of School Suspensions** are issued by Deans and Assistant Principals and are subject to due process procedures.
7. **Removal from class with no credit** – If a student is removed from class more than one time for disruptive behavior, he/she may be withdrawn from the class for the remainder of the semester with no credit pending administrative review.

8. **Expulsion** from school up to the maximum allowable semesters established by state law is recommended by the Administration and acted upon by the Board of Education. This is the most serious consequence and is subject to due process procedures.
9. **Referral** to the school resource officers (SRO)

### **SUSPENSION, EXPULSION, AND DUE PROCESS PROCEDURES (BP 7:200, 7:210)**

Teachers handle the majority of classroom management and student discipline before involving a Dean. A Dean will deal with a student suspected of violating school rules or accused of an alleged infraction of school rules. Any staff member may bring a student alleged to have violated the school discipline policy to the attention of a Dean.

A Dean will make a judgment after collecting available evidence, conducting an investigation with staff and any witnesses regarding the alleged infraction, and after giving the student accused of an alleged infraction an opportunity to respond to the charges. Often times the Deans will work with the school resource officer to investigate an alleged infraction.

If a Dean determines that appropriate administrative action involved disciplinary sanctions against the student, he/she will inform the student. If the disciplinary action includes suspension from school, a letter will also be sent to the parent(s)/guardian(s) informing them of the infraction and their due process recourse for appeal. During suspensions of three or more days, class work will be collected by the guidance counselor and may be picked up by the parent/guardian in the house office. The length of suspension is measured in school days when students are in attendance. If a student is suspended, all make-up work must be turned in upon the student's return to school.

In disciplinary cases in which a student is removed from a classroom for a day or longer, the district affords due process procedures. Due process ensures that the student is informed of the charges and is given the right to respond. Appeals must be made within seven days of the suspension. A request for an appeal shall not delay the implementation of the suspension. Disciplinary records will be removed from or revised in the student record, as necessary, to reflect the result of any review. If a student or parent/guardian wishes to appeal a Dean's decision, he or she may appeal to the principal or his designee according to due process procedures. A parent may attend such appeal with the student. Appeal hearings are held at school or at the Crouse Education Center. Reviews must be in the following order:

First Level: Principal or designee

Second Level: Superintendent or designee or School Board appointed hearing officer, at the discretion of the Administration.

A student whose presence poses a continued danger to persons or property, or poses ongoing threats or disruption to the academic process, may be immediately removed from school. In such cases, the requirements of suspension proceedings will follow as soon as possible.

Suspensions of five days or more require a re-entry meeting between the parent(s)/guardians(s), student, Dean, and other staff as needed before the student can be readmitted to classes. Re-entry meetings may be required for other suspensions at the discretion of the Dean.

It is important to keep in mind that participation in athletics/activities is a privilege, not a right. The rights of due process do not extend to such a privilege. A separate compatible participation code covers

conduct by students involved in athletics/activities both in and out of season. The decision in cases of alleged misconduct will include both the regular school discipline and the extracurricular discipline.

An out-of-school suspension from school is also a suspension from all athletic/activity practices and events; suspended students are not allowed on school property during the period of suspension.

**Multiple Suspensions: any student accumulating four separate suspensions or a total of 20 days of suspension during the school year may be recommended for expulsion for the remainder of the school term or for the current & following semester.**

**ACTS OF DISOBEDIENCE (BP 7:190)**

Acts of disobedience are failures to comply with school regulations.

**EXAMPLES OF ACTS OF DISOBEDIENCE**

Acts of Disobedience	Disciplinary Action
1. Being out of class without a proper hall pass; misuse of hall pass	Warning through Suspension
2. Entering a non-option area or other unauthorized area; loitering; misuse of option time	Warning through Suspension
3. Leaving the classroom/building/campus without permission from the time the student arrives until the end of the school day	Warning through Suspension; Student will be subject to search by a Dean or Administrator
4. Failure to present school ID card	Warning; Detention; PM School
5. Violation of dress code, including head coverings	1 <sup>st</sup> offense: written warning; change to appropriate dress Subsequent offenses: Detention through Suspension; change to appropriate dress
6. Public display of affection	Warning through Suspension
7. Using profanity, vulgar, inappropriate or abusive language or any form of inappropriate expression including name calling and gestures	Warning through Suspension
8. Gambling in any form, including, but not limited to, card, dice and coin games	Warning through Suspension
9. Distributing literature/merchandise/items at a time or place not approved by the school administration	Warning; Detention; PM School
10. Failure to provide a completed physical examination form and/or proper immunization information	Exclusion from school (as required by the state) until completed
11. Traffic; Parking violation; Reckless driving	Warning through Suspension; Possible revocation of parking privileges, towing of vehicle at owners expense, possible ticketing
12. Failure to serve a teacher detention	Detention through Saturday School
13. Failure to serve an After School Detention	Addition Saturday Schools
14. Failure to serve a PM School	Saturday School

15. Failure to serve a Saturday School	Additional Saturday Schools – In-school Suspension
16. Soliciting funds, selling products without permission, bribes	PM School through Suspension
17. Lying or trying to deceive school personnel	PM School through Suspension
18. Throwing objects on school grounds or school buses (e.g., snowballs, rocks, or other objects)	PM School through Suspension and/or bus suspension and confiscation
19. Defacing, damaging, misusing, or tampering with the school's or another's property/ includes being an accomplice to (including computers, the network, or automated external defibrillators)	Loss of privileges; PM School through Suspension; Restitution; Possible referral to SRO
20. Insubordination – Failure to follow directions, non-compliance with the reasonable request of a staff member, disrespect toward a staff member	Warning; after school detention through Suspension; Confiscation
21. Truancy	PM School per class truancy, Saturday School for 3 or more truant classes per day; loss of class credit for truant classes; Referral to SRO
22. Forging, altering official school documents, including passes	PM School through Suspension
23. Possession of igniting devices	Saturday School; Suspension; Confiscation
24. Use, possession, distribution of any tobacco or nicotine product; smoking device, liquid or accessory	1-3 days out of school suspension; Confiscation; Referral to SRO
25. Disrupting the educational process or climate	Warning through Suspension; Possible referral to SRO
26. Safety violation (e.g., laser pen, air horn, pollutants, glass containers, etc.)	Warning through Suspension; Confiscation
27. Display, activation, or use of cell phones, pagers or other electronic devices, such as, but not limited to, cameras, iPods and DVD players and the like during the school day, without administrative and teacher permission	Written Warning – Suspension Confiscation
28. Unauthorized use of cameras, video, cell phones, and audio electronic recording devices on campus without administrative and teacher permission	Confiscation; Warnings – Suspension
29. Inappropriate use of crosswalks or pathways between buildings	Warning through Saturday School. Possible referral to SRO



**ACTS OF MISCONDUCT (BP 7:190)**

Acts of misconduct encompass breaking the laws of society or engaging in activity that is harmful to persons or property or to the order of the school.

**EXAMPLES OF ACTS OF MISCONDUCT**

Acts of Misconduct	Disciplinary Action
1. Voyeurism; Exhibitionism; Public indecency	3-10 days Out-of-School Suspension; Possible referral to SRO
2. Possession and/ or distribution or intent to distribute inappropriate media or merchandise, including, but not limited to, drugs, alcohol, weapons, pornography	Warning through Suspension; Possible referral to SRO
3. Fighting; Direct or Indirect involvement in a fight	2-10 days Out-of-School Suspension; Referral to SRO
4. Failure to leave the area of a fight or altercation when directed to do so by a staff member	After School Detention through Suspension
5. Possession of literature or images and/or use of slurs, derogatory or inappropriate comments that refer to race, ethnicity, religion, sexual orientation, or disability	3-10 days Out-of-School Suspension
6. Sexual Harassment	5-10 days Out-of-School Suspension; Possible expulsion; Referral to SRO
7. Breaking, entering, taking, or possessing the school's or another's property without permission; includes being an accomplice to and sale, intent to sell or deliver stolen property	3-10 days Out-of-School Suspension; Restitution; referral to SRO
8. Possessing or using fireworks or other incendiaries (including smoke bombs)	5-10 days Out-of-School Suspension; Possible expulsion; Possible referral to SRO
9. Possessing an immobilizing chemical such as mace, pepper spray, pepper extract, etc.	5-10 days Out-of-School Suspension; Possible referral to SRO
10. Using an immobilizing chemical such as mace, pepper spray, etc.	10 days Out-of-School Suspension; Referral to SRO; Possible Expulsion
11. Display, possession, or use of unauthorized club/gang/cult/drug/satanic symbols/ hate related media (including related disturbances of any kind); and depictions of violence, written or verbal, direct or indirect	5-10 days Out-of-School Suspension; Possible Expulsion; Possible referral to SRO
12. Direct or indirect, written or verbal threats; Assault; unwanted physical contact; Battery; Reckless conduct to a non-staff member	5-10 days Out-of-School Suspension; Possible Expulsion; Possible referral to SRO
13. Possession or use of a weapon or other object which may reasonably be considered to be a weapon on or about the student's person or upon any District 204 premises or at any school-sponsored activity (including student parking for school attendance)	10 days Out-of-School Suspension; Referral to SRO; Possible Expulsion

14. Instigating or initiating school emergency/lockdown procedures without cause including but not limited to activating a fire alarm	10 days Out-of-School Suspension; Restitution; Possible Expulsion; Referral to SRO
15. Arson; attempted arson	10 days Out-of-School Suspension; Restitution; Possible Expulsion; Referral to SRO
<p>16. Possession, intent to possess, use, being under the influence of (but not limited to):</p> <ul style="list-style-type: none"> <li>• Any intoxicating substance</li> <li>• Any substance that causes impairment</li> <li>• Alcohol</li> <li>• Any drug</li> <li>• Narcotic</li> <li>• Controlled substance</li> <li>• “Look alike drug”</li> <li>• Prescription drug</li> <li>• Over-the-counter drug not dispensed with a doctor’s order</li> <li>• Inhalant</li> <li>• Associated literature/paraphernalia (including, but not limited to cigarette rolling papers, pipes, etc.)</li> </ul> <p>If a student displays behavioral and physical symptoms, they may be deemed “under the influence” and disciplinary sanctions may be implemented. A person shall be deemed in possession if it is reasonable for the person to have access to the illegal substance (e.g., in car or locker).</p>	10 days Out-of-School Suspension; Referral to SRO 2 <sup>nd</sup> offense: 10 days Out-of-School Suspension; Referral to SRO; Possible Expulsion for up to the maximum allowable semesters established by state law
<p>17. Sale, intent to sell, delivery or intent to deliver the following (but not limited to):</p> <ul style="list-style-type: none"> <li>• Any intoxicating substance</li> <li>• Any substance that causes impairment</li> <li>• Alcohol</li> <li>• Any drug</li> <li>• Narcotic</li> <li>• Controlled substance</li> <li>• “Look alike drug”</li> <li>• Prescription drug</li> <li>• Over-the-counter drug not dispensed with a doctor’s order</li> <li>• Inhalant</li> </ul>	10 days Out-of-School Suspension; Referral to SRO; Possible Expulsion for up to the maximum allowable semesters established by state law
18. Extortion, direct or indirect, written or verbal	5-10 days Out-of-School Suspension; Referral to SRO
19. Direct or indirect, written or verbal threats; Assault; Reckless conduct; Harassment; Intimidation to a staff member	5-10 days Out-of-School Suspension; Possible Expulsion; Referral to SRO

20. Sexual activity; sexual assault	5-10 days Out-of-School Suspension; Possible Expulsion; Referral to SRO
21. Unwanted physical contact to a staff member (Battery)	5-10 days Out-of-School Suspension; Possible Expulsion; Referral to SRO
22. Technology policy violations	Loss of privileges through Suspension; Restitution; Possible Expulsion; Referral to SRO
23. Bullying/Cyberbullying/Harassment/Intimidation/Hazing (i.e. subjecting others to pranks or humiliating ordeals)	3-10 days Out-of-School Suspension; Possible Expulsion; Referral to SRO
24. Direct or indirect, written or verbal threat to school safety	10 days Out-of-School Suspension; Possible Expulsion; Referral to SRO
25. Mob Action (physical contact committed by two or more people)	10 days Out-of-School Suspension; Possible Expulsion; Referral to SRO
26. Disorderly Conduct	Warning through Suspension; Possible referral to SRO
27. Gross Insubordination- Blatant defiance toward school personnel, failure to identify yourself, profanity, blatant disrespect toward a staff member	3-10 days Out-of-School Suspension; Possible referral to SRO

**The above guidelines are used in most cases. Other behaviors deemed inappropriate and disruptive to the educational atmosphere of the school will be handled at the discretion of the Dean/Administrator.**

Disciplinary action for students who commit infractions involving disobedience or misconduct includes anything from an official warning to a recommendation for expulsion from school.

**If a student is reasonably suspected of violating school rules and concealing prohibitive items, or student safety may be in question, the student is subject to a search. Failure to comply with a search request by the Dean will result in a 3-10 day Suspension. Questioning or interviewing of students conducted by school officials DOES NOT require parental contact or consent, even if such questioning occurs in the presence or vicinity of our School Resource Officer or the information obtained by school officials is later shared with our School Resource Officer.**

#### **INTERVENTIONS/SOCIAL SUSPENSION/PROBATION**

The Dean/Assistant Principal may use their discretion to assign an In-School Intervention, or Social Suspension/Probation, as a consequence for student behavior.

#### **RECOMMENDATION FOR EXPULSION**

Students involved in repeated acts of disobedience or misconduct may be referred by the Principal to the Superintendent with a recommendation for an expulsion hearing before the Board of Education or its designated hearing office.

#### **REVIEW AND/OR APPEAL**

Students and or parents have the right to review and/or appeal disciplinary suspensions within seven days of the suspension. Appeals should be forwarded to the appropriate administrator.

### **ALCOHOL AND DRUGS (BP 7:190)**

The use of alcohol and drugs is illegal and will not be tolerated. If a student is under the influence of alcohol or drugs, he/she will be immediately suspended from school pending an investigation of the situation. The school reserves the right to inspect any beverage containers brought into school. Students suspected of using alcohol may be subjected to a breath test. The mere possession of alcohol or drugs (including the paraphernalia associated with drugs) on a student's person, in a locker, in a car, or at school events will result in suspension and referral to an available community enforcement prevention agency. The school assumes that a person bringing such substances to school has the intention of using or selling them. At a suspension conference with the Dean, counselor, parent(s)/guardian(s), and student, the specific circumstances of the suspension and any underlying problems will be discussed. A recommendation for alternatives, such as further education and counseling, may be made. The responsibility for getting special counseling will rest with the student and his/her parent(s)/guardian(s). Prior to the student returning to school, a meeting will be required with parent(s)/guardian(s) in attendance to determine what follow-up measures have been pursued. Students using or possessing alcohol or drugs, including paraphernalia, will be referred to the police.

### **FIGHTING (BP 7:190)**

Students, staff, Administrators, and the Police Department do not tolerate fighting at school. When it has been determined that a person has engaged in a fight, an investigation of the activity is conducted by the administration, and discipline is issued to all participants. Unfortunately, such events are generally not the result of one simple act of aggression on the part of one individual. Usually, the fight is a result of a complex web of circumstances and verbal exchanges, which has been transpiring for days and even weeks.

*Advice to students: If you are approached by another student who threatens you and wants to fight, tell the nearest staff member or go to a class house to report it. Do not involve yourself in a fight; you will be suspended from school and referred to the SRO if you do. These general guidelines also apply during travel to and from school and at school-sponsored activities.*

### **GANG ACTIVITY (BP 7:190)**

Indian Prairie School District #204 does not allow behaviors that are associated with gang activity. Consequently, students engaged in any activities that are associated with gangs will be dealt with swiftly. These activities may include wearing, possessing, or displaying items that are considered to be gang identifiers in our school, graffiti, related disturbances, recruitment, harassment, slogans, possession of personal pagers, tagging, etc. Engaging in these activities will result in suspension, possible recommendation for expulsion, referral to the SRO, and possible arrest.

### **PASSWORDS**

As required by 105 ILCS 75/15, the School District hereby provides notice that a school may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the school has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy.

### **RACIAL INCIDENTS (BP 7:190) (USE OF SLURS/DEROGATORY COMMENTS)**

All students are valued members of our school community and should feel that the learning environment is safe and accepting. The school will not tolerate racial, ethnic or religious slurs, derogatory comments, innuendoes, or any other related action that is in violation of the District's policies regarding harassment

and bullying, unless the restriction thereof would infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First amendment to the United States Constitution or under Section 3 or 4 of Article 1 of the Illinois Constitution, or would be otherwise unlawful. Any student who participates in such activity may face disciplinary action.

#### **SAFETY AND SUPERVISION AFTER SCHOOL**

In order for students to experience positive extracurricular activities, all after school activities require a supervisor per activity. Each day at 2:45pm all students who are not under the direct supervision of a staff member will be asked to leave the school property. If you are waiting for a ride, you will be asked to wait in the lobby or outside. Once you leave the building after school, you may not return unless it is for a supervised activity. Failure to comply with a directive to leave the building or move to an assigned area will lead to a progression of discipline consequences such as a warning through suspension, a no trespassing letter, and possible arrest.

#### **SEARCH AND SEIZURE (BP 7:140)**

For the safety and supervision of students in the absence of their parent(s) and guardian(s), to maintain discipline and order in schools, and to provide for the health, safety, and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal belongings, as well as District property. If school authorities have reasonable suspicion that a student has violated or is violating the law or district's policy, school authorities may conduct a search to produce that evidence. School authorities may also inspect and search places such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the District, without notice to or consent of the student.

Furthermore, within reason, their belongings, and vehicles used en route to and from school may be searched as students are approaching and departing campus.

Students who leave the building without permission may be subject to search upon returning to the building.

Interviewing or questioning of students by school officials, including the School Resource Officer, DOES NOT require parental contact or consent.

#### **SEXUAL HARASSMENT (BP 7:20)**

Sexual harassment of students by other students is prohibited. Sexual harassment is defined as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, which has the purpose or effect of limiting any student in the enjoyment of any right, privilege, advantage, or opportunity in the educational environment.

In keeping with increased awareness of and concern with the issue of student to student sexual harassment, it is important for students to know that this type of activity is not tolerated in District #204. Reported incidences will be closely and discreetly investigated.

Students: If you feel you are being sexually harassed, you should see your Counselor, your Dean, or an Assistant Principal.

### **SMOKING (BP 7:190)**

For health and safety reasons, the school discourages students from any tobacco use. Illinois law also prohibits smoking by anyone on school grounds. Students are not allowed to smoke at school, in cars or buses, or at activities held on or off campus such as athletic events, plays, dances, and other social gatherings. The restrictions on smoking include use or possession of all tobacco products, including cigarettes (electronic or e-cigarettes), chewing tobacco, cigars, pipes, or hookah sticks on school property.

Smoking by students is also forbidden on field trips and at activities sponsored by other schools in which students participate officially. Use or possession of tobacco will result in a 1 day out-of school suspension for the 1<sup>st</sup> offense. The 2<sup>nd</sup> offense and beyond will result in out-of-school suspensions corresponding with the number of infractions. Current city ordinances and state law will be strictly enforced by school officials. A referral to the School Resource Office will be made. Confiscated tobacco products may be picked up by parents within 24 hours.

### **THREATS AND SAFE SCHOOLS (BP 7:180)**

#### **Bullying/Cyberbullying/Harassment/Hazing/Intimidation**

We take all threats, bullying, harassment, hazing, and intimidation seriously. We caution all students that these actions may result in serious disciplinary consequences including a police referral. If a student is reasonably suspected of violating school rules and/or concealing prohibited items, the student and his/her locker and personal belongings are subject to search. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: (1) placing the student or students in reasonable fear of harm to the student's or students' person or property; (2) causing a substantially detrimental effect on the student's or students' physical or mental health; (3) substantially interfering with the student's or students' academic performance; or (4) substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, as defined in this policy, includes systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including not limited to any threatening, insulting, or dehumanizing gesture, by a student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, unwanted teasing, cyber stalking, cyber bullying, religious, or racial harassment, social exclusion, including incitement and/or coercion, rumor or spreading of falsehoods, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

This prohibition against bullying is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 or 4 of Article 1 of the Illinois Constitution.

Hazing is defined as an abusive, often humiliating form of initiation into or affiliation with a group, including:

- Any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another.
- Any willful act by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or main, or to do or seriously offer, threaten, or attempt to do physical violence to another made for the purpose of committing any of the acts.

The term hazing is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

Public Act 97-0340 gave school districts the authority to suspend or expel students for threats made on the Internet against an employee, student, or school-related personnel. Threats of this nature will all be taken seriously and investigated thoroughly.

**VANDALISM (BP 7:170)**

One trait of a good citizen is pride. Each student should take pride in his/her school. When students believe and act positively in their work, they will have reason to take pride in their school, and they will be helping themselves. A school is judged by its students just as students are judged by their school. Therefore, it is important that students think and act responsibly within the community as well as on school grounds. Conduct that is detrimental to the students, teachers, or school property, including the computer network, will not be tolerated and may be the basis for suspension, restitution, referral to the SRO, and/or expulsion.

**WEAPONS (BP 7:190)**

Possession or use of a weapon or other object that may reasonably be considered to be a weapon on or about the student's person or car or on the school premises or at any school-sponsored activity will be dealt with severely. Consequences for such possession or use will result in suspension, recommendation for expulsion, referral to the SRO, and possible arrest.

## General Information

### ACADEMIC AWARDS

Students have an opportunity to work towards the following types of academic recognition during their high school career:

- Indian Prairie Scholars
- Latin Scholars
- Departmental Awards

Students involved in violations of the academic dishonesty policy may be denied participation or recognition in programs or events related to academic achievement.

### ACADEMIC DISHONESTY POLICY

Belief Statement- We believe that learning best occurs in an atmosphere of academic honesty in which students have developed a high sense of responsibility and exhibit a high standard of integrity. This is accomplished through the cooperative efforts of student, parents/guardians, and teachers. Although there is a priority to excel placed on students by the society in which we live, we will not tolerate nor condone academic dishonesty.

Students- It is expected that students will conduct themselves according to the school rules prohibiting cheating and will perform in a manner that reflects their knowledge and acceptance of these rules.

Parents/Guardians- As partners in the educational process, parents/guardians must support the ethical value of honesty and the enforcement of the school's policies on cheating so that an honest academic environment is maintained.

Teachers- Teachers are expected to perform their instructional responsibilities in such a manner as to minimize the potential for dishonesty and by being fair and consistent in the implementation of consequences for cheating.

### Definition of Academic Dishonesty/Cheating

Cheating occurs when a student obtains, or assists others in obtaining, credit for work that is not his/her own whether it is accessed orally, in writing, graphically, or electronically. Examples of cheating/academic dishonesty include, but are not limited to, the following:

1. Copying from another student's test, helping another student during a test, or providing other students with information regarding a test
2. Submitting another person's and representing the work as one's own
3. Stealing copies of tests or test answer keys
4. Copying, or allowing another student to copy, a homework assignment, test, quiz, project, book report, or take-home test
5. Plagiarizing or representing material taken from another source, including the Internet or computer files, and translation programs without appropriate documentation (Plagiarism is defined as 9 or more consecutive works taken from another source without documentation.)
6. Changing answers on a test, assignment, project, etc. after grading
7. Changing grades in a grade book or altering a computer grading program\*\*
8. Using an electronic device in a manner not specified by the teacher (e.g., photographing tests, storing answers or equations, etc.)



9. Misrepresenting records for hands-on activities such as physical fitness testing
10. Using, sharing, swapping or distributing unapproved written materials including but not limited to “crib sheets” or “cheat sheets,” or using, sharing, swapping or distributing unapproved materials in hard copy form or via online resources or electronic media.

“Cooperative learning” is a recognized instructional practice. When this practice is acceptable to the teacher for a project or assignment, the teacher must clearly explain this expectation to the students. If not clearly delineated as approved, the copying of homework, papers, tests, quizzes, reports, etc. will be considered episodes of cheating.

*\*\*Possible legal, criminal, and disciplinary action may follow.*

#### Cheating on Homework or Quizzes, Assignments, Tests and Projects

1<sup>st</sup> Offense: 0% on the assignment/test/project and contact parent/guardian, guidance counselor and department chair regarding the incident to communicate potential further consequences for a repeat offense\*\*

2<sup>nd</sup> Offense: 0% for the assignment/test/project, Failure for the semester, withdrawal from the course and contact parent/guardian, guidance counselor and department chair\*\*

#### Cheating on the final exam (or paper/project equivalent)

1<sup>st</sup> Offense: Failure (0%) on exam; immediate parent/guardian contact by teacher. If a student profits from assisting another student (i.e. stealing tests and selling them, doing homework or writing papers for money) that student will receive an F for the semester in the affected class\*\*

Students involved in violations of the Honesty Policy may be denied participation or recognition in programs or events related to academic achievement, including but not limited to Academic Honors, Senior Departmental Honors, Academic or Reflection speaker at Graduation.

#### **ANIMALS**

Students are prohibited from bringing animals to school unless permission to do so has been granted by the Principal or his/her designee.

#### **ASSEMBLIES (BP 7:70)**

From time to time, special assemblies are scheduled for the student body. For most, but not all of these assemblies, we offer an alternative activity for students. There will be some assemblies that we feel will benefit all students. Therefore, we ask parents/guardians not to call the school to have their students excused from assemblies. These will not be considered excused absences. We reserve the right to require written verification for absences for reasons on assembly days.

#### **BUSES (BP 7:220)**

Students are expected to follow all school rules on the bus. All students will be required to present a valid student ID when boarding the school bus. Safety is a major concern, and if a student endangers others by his/her behavior, the student may be subject to the normal range of disciplinary consequences and removed from the bus for up to 10 days, leading to a possible expulsion from the bus. Student behavior and the bus driver's management of that behavior are two key elements to safe and enjoyable bus rides. Students may only ride assigned buses. Permission must be obtained from a Dean to ride another bus pending confirmation of parent approval. The installation and utilization of video cameras on school buses are aimed at improving student behavior on the bus by recording the behavior of the students and the bus drivers' methods of student management. Buses will be equipped with a special box installed in

the front in which a video camera can be stored and operated. Once a video is completed, appropriate District 204 staff may review the tape.

#### **CELL PHONES AND ELECTRONIC DEVICES (BP 7:190)**

The use and possession of electronic devices will be permitted in approved areas only throughout the school day. These devices may include, but not be limited to cell phones, smart phones, personal listening devices, personal digital assistants, electronic paging devices, ear buds, portable gaming systems, electronic computing devices, etc.

- Use of these devices will be allowed only in non-instructional areas designated by the school Administrators.
- Use of electronic devices for instructional purposes will be permitted only in classrooms where the teacher has designated the use for educational purposes. The classroom teachers has the sole discretion to allow this in his or her instructional setting.
- In areas where there is a reasonable expectation of privacy, such as the rest rooms, locker rooms, nurse's office, etc. the use of electronic devices is prohibited at all times.
- The use of electronic devices during school assemblies and programs is also prohibited.

Use of any electronic device to engage in any of the following is strictly prohibited. Violations will result in the administration of the appropriate school consequences.

- Failure to comply with a teacher's directive for use in an instructional setting
- Academic dishonesty
- Planning inappropriate behavior that would impact the orderly process of the school day or the educational process
- Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures, images or statements (sexting)
- Taking and/or transmitting pictures, videos, or audio recording of another, without that person's consent
- Cellular phone calls
- Bullying, intimidating, threatening, or harassing others
- Identity theft
- Interfering with a school investigation
- Creating a disruption to the educational process

It will be the responsibility of the student to insure that all rules and regulations related to the use of electronic devices, both in instructional and non-instructional settings, are adhered to completely. School and district policies, as well as classroom guidelines must be followed. Violators will be subject to disciplinary action, which may include the confiscation of the device. The school is not responsible for lost or stolen devices.

Cell phones MAY NOT be used in bathrooms or locker rooms at any time before, during or after school. Cell phones that are seen and/or heard in unapproved areas or inappropriately in use in other areas may be confiscated, turned in to the student's class house and returned to the student at the end of the school day. Disciplinary consequences will be issued for subsequent offenses.

An opt-out policy is used for technology, including BYOT. Permissions have been verified by parents during registration. Students will be able to access internet resources at school and use personal technologies unless a parent/guardian chooses to opt-out through the registration process or by contacting the main office at the child's school.

Technology use policies and guidelines can be viewed on the district website under Tech Services -> Policies and Guidelines (<http://tech.ipsd.org>). As part of Google apps for Education, all secondary students are issued a district-assigned email account.

Thefts of electronic devices on school grounds should be reported to administration as soon as possible. Administration will work with the School Resource Office to file a report and investigate. However, ultimately the school is not responsible for lost or stolen property, so students should take extreme care when having valuable items in their possession. Students are encouraged to log all electronic devices with the online Electronic Device Registry.

### **COLLEGE AND CAREER CENTER**

The College and Career Center offers a wide range of information and materials on colleges and careers to both students and parents.

- College information includes: catalogs, books, applications, Financial Aid, scholarship lists and applications
- Career Information includes: vocational biographies, videos, trade school information, Career College information, Illinois Employment & Training Center (IETC) information
- Information and brochures on all of our Armed Services
- General information on testing such as ACT and SAT

**The Career Cruising Program** is a unique service also offered through the Career Center which provides guidance and information to help students make important career and educational decisions.

Students can go to the Career Center and access these programs with assistance. Instructional sheets are available at the desk. The Career Cruising program is also accessible from home with the password information found on the instruction sheet. This program is not only great for students, but also for parents that are interested in a career change or going back to school.

**Naviance** is an all-encompassing website that provides families with the information you need to make an informed decision when it comes to choosing the right colleges, career paths and vocation training for yourself or you student. Naviance is an excellent source of information on colleges, the application process, standardized tests, scholarships, financial aid, helpful websites and much more.

### **DANCE AND SPORTING EVENT RE-ENTRY (BP 7:190)**

For the safety and security of all students and guests, students may not leave and re-enter a dance or sporting event. Once a student enters an event, they are encouraged to stay until the completion of the event. If a student chooses to leave, they are not allowed to return to that event. This includes off campus events such as athletic contests and Prom.

### **DANCE GUEST PASSES**

Students may elect to invite a guest to a dance who is not an IPSD high school student. Guests are only permitted to attend Homecoming, Spring Dance, and Prom. Any guest to a school dance who is not an IPSD high school student must COMPLETE A GUEST PASS FORM that is available online and in each Class House. High school guests must present a valid school picture ID and post-high school guests must present a valid picture ID upon entering the dance. No guests 21 or over are permitted to attend any IPSD high school dance. Dances are school-sponsored events. As such, lewd or sexual conduct will not be tolerated.

## **DRESS GUIDELINES (BP 7:160)**

A student's dress and grooming must not disrupt the educational environment or process, interfere with a positive teaching and learning climate, or compromise reasonable standards of health, safety, modesty, and decency as determined by the Board of Education.

IPSD reserves the responsibility and right to determine the appropriateness of student dress during school day and during any school sponsored event, function, dance or athletic contest. Student dress or attire will conform to the following minimum standards:

1. Clothing must effectively cover the student's shoulders, back, legs and torso. Bare midriffs, shoulders, back, and torso are not permitted. Prohibited shirts include, but are not limited to backless, one shoulder, strapless, or thin-strapped shirts or blouses. Also prohibited is clothing with low necklines, clothing that exposes cleavage and shirts that have any revealing holes. Any holes in pants, shorts or skirts must be below fingertip length.

Shorts and skirts must come to at least fingertip length on the thigh with arms fully extended.

All undergarments must be covered.

2. Head coverings (e.g., hats, hoods, headbands, rolled/unrolled bandanas, wave caps etc.), coats, gloves, and sunglasses must be removed upon entering the building. (Religious head coverings are exempt.)

All pants must be worn at the waist. Undergarments must be covered at all times.

Students must wear shoes; however, metal, plastic, or rubber cleats and shoes that may damage the floors may not be worn.

Students may not wear beachwear to classes, except for special school-approved days.

Students may not wear garments or jewelry depicting any alcohol or tobacco products or other drugs.

Students may not wear garments or jewelry with messages, graphics or symbols depicting weapons or which are derogatory, inflammatory, sexual, or discriminatory.

Students may not wear spiked or dangerous jewelry such as handcuffs, chains, etc.

Students may not wear or display items that are considered to be gang identifiers by our school and community. These identifiers include, but are not limited to Playboy Bunny insignia, a single glove, 5-pointed stars, arrows or pitchforks shaved into the hair or otherwise displayed. Any other attire, item, insignia, or symbol, which the administration has reasonable cause to believe is a gang identifier, will be prohibited even if it had not previously been so designated in this or any other statement of policy.

## **DRIVER EDUCATION – ATTENDANCE**

State Law (Section 252.20 of the Illinois Administrative Code) mandates successful completion of 30 hours of classroom instruction, 6 hours of behind-the-wheel driving, and 6 hours of observation of another student driver. Students are allowed to miss four classroom days. On the fifth absence, they will be dropped.

**DRIVER EDUCATION – ELIGIBILITY**

Students enrolling in driver education must receive a passing grade in eight courses during the previous two semesters prior to enrolling. To be eligible for the first semester, students must turn 16 by January of that semester. For second semester, students must turn 16 by June 1 of that semester. For summer, students must turn 16 by October 15 following that summer.

**DRIVER EDUCATION – FEES**

There are two separate fees associated with our Driver Education Program.

The first fee of \$20, due within the first 5 days of class, is in the form of a check or money order made out to the “Secretary of State.” This fee is payment for the student’s instructional driving permit and cannot be waived.

The second fee of \$350, due within the first 30 days of class, is in the form of a check or money order made out to the appropriate high school. This fee is payment for the optional behind-the-wheel portion of driver education and will help defray the cost for the school district, which includes gas, insurance, and the leasing of the driver education vehicles.

**ELEVATOR USE**

If a student needs to use the elevator due to injury or illness, he/she needs to report to the nurse’s office and appropriate passes will be issued for the duration of the recovery from injury or illness.

**GRADING SCALE**

Teachers will discuss grading procedures at the beginning of each course. The school-wide grading scale is as follows:

100-90	A	Demonstrates outstanding progress
90-80	B	Demonstrates above average progress
80-70	C	Demonstrates average progress
70-60	D	Demonstrates minimum acceptable progress
50-0	F	Demonstrates unacceptable progress

**GUIDANCE**

The Guidance Department provides counseling and information for students and their families “life after high school.”

**HEALTH INFORMATION: ILLNESS, INFECTIOUS DISEASES, AND MEDICAL CONDITIONS (BP 7:280)**

The school district follows the guidelines developed by the county health department in regards to infectious diseases that are communicable to large numbers of students. Please check with the nurse regarding specific infections and the guidelines that need to be followed for diseases such as measles, chicken pox, meningitis, and mononucleosis. Pink eye, or conjunctivitis, is seen frequently in the school setting. If this is suspected while the student is in school, the student will be sent home and must be seen by a doctor. The student may return after he/she has been cleared by his/her doctor to do so. In general, if a student has a temperature of 100 degrees or greater, he/she should be kept at home.

For administration and dispensing of medication by IPSD 204 personnel or by the student, please see the **MEDICATION (SELF-DISPENSING OR SELF-ADMINISTRATION)** section below and contact the nurse for more details. The nurse should be informed about all medical issues.

## **HOME AND HOSPITAL INSTRUCTION (BP 6:150)**

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility will be determined according to State law and the Illinois Board of Education rules.

## **INTEGRATED PEST MANAGEMENT**

Public Acts 91-0099 and 91-0525 require Integrated Pest Management (IPM) for all Illinois public schools. IPM is a method for managing damage by pests with the least possible hazard to people, property and the environment. This method for managing pests includes the careful use of pesticides such as insecticides, herbicides, rodenticides and fungicides. Integrated Pest Management also requires that parents or guardians have prior notice of pesticide applications. In order to provide timely information to parents or guardians who would like to be notified about these pesticide applications, the School District develops a registry each year. Forms will be available at each school.

## **INTERNET ACCESS**

### **Terms and Conditions of Internet Use**

**Acceptable Use** – All use of the District's connection to the Internet must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board of Education, and be in compliance with and subject to district and building discipline codes.

**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 this Permission and may deny, revoke, or suspend access at any time; his or her decision is final. Violations of the code of conduct or professional requirements may result in the loss of privileges and employee or student discipline. Due Process will be given commensurate with the seriousness of the offense.

**Unacceptable Use** – The user is responsible for the user's actions and activities involving the network. Some examples of unacceptable uses are given below. The list is not intended to be exhaustive. The Administration may periodically revise the concepts of acceptable and unacceptable use. These revisions will become part of this document.

- 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;
- Unauthorized access or downloading of software, electronic files, e-mail, or other data (commonly referred to as "hacking");
- Downloading copyrighted material for reasons other than legal personal or professional use;
- Using the network for private financial or commercial gain which adversely affects the district;
- Wastefully using district resources, such as file space;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posing anonymous messages;
- Using the network for commercial or private advertising; accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;

- Using the network while access privileges are suspended or revoked;
- Publishing or otherwise disseminating another person's identity, personal information, account, or password;
- Using the network for unauthorized product advertisement, political activity, promoting or encouraging the use of illegal or controlled substances;
- Forgery or alteration of e-mail; and
- Unauthorized use of the network to play computer games, enroll in list serves, or participate in chat rooms.
- **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - Be polite. Do not become abusive in your messages to others.
  - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - 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.
  - Do not use the network in any way that would disrupt its use by other users.
  - Consider all communications and information accessible via the network to be private property.

**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.

**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 from any breach of this Authorization.

**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 show the problem to other students. Keep your account and password confidential. Do not use another individual's account without written permission from that 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 network.

**Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the networks, software, hardware, and data of the District, another user, the Internet, or any other network. This prohibits degrading or disrupting of equipment, software, or system performance. It also includes, but is not limited to, the uploading or creation of computer viruses. Users are responsible for any and all costs related to the repair or restoration of any damage done through vandalism. The District will use the legal system to seek restitution.

**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.

**District Purchase of Goods and Services** – Any purchase or ordering of goods or services on behalf of the District must conform to the rules, regulations and procedures required by the District’s business office.

**LOCKERS** (BP 7:130)

All students will receive locker assignments during the first day of school. Since lockers are for the safety and convenience of students, it is important to keep your locker locked. (After the door is closed, spin the dial.) **KEEP THE LOCK COMBINATION PRIVATE AND USE ONLY YOUR ASSIGNED LOCKER. STUDENTS ARE NOT PERMITTED TO MAKE UNAUTHORIZED MOVES INTO ANOTHER STUDENT’S LOCKER.** There will be a \$5.00 service fee for changing locker combinations. All students should inspect their lockers at the beginning of the school year for any damage or cleaning that might be needed. Report any trouble with your locker to the appropriate class house. Defacing of lockers is not permitted. Students will be assessed a monetary fine, to be determined by school personnel, if lockers are found to be damaged or defaced in any way. Routine locker inspections may be conducted. Each student has the responsibility to clean out and remove locker contents at the end of the school year. The locker and its contents are subject to search by school officials especially if there is reason to suspect that unauthorized materials (e.g., drugs, alcohol, stolen property, etc.) are being housed in the locker. Since the school cannot assume liability for any lost or stolen property, students are cautioned to keep their possessions under lock at all times. Students are discouraged from bringing valuables and large sums of money to school.

Acceptable Practices:

- A. Attachment of acceptable personal property to lockers, on the interior or exterior, shall be limited to taped items only.
- B. Exterior – One day notices of celebration, such as birthdays or extracurricular activities
- C. Interior – Magnetized mirrors, note pads, appropriate pictures affixed by scotch tape

Unacceptable Practices:

- A. Use of glues as an adhesive
- B. Pencil, pen, ink, marker, paint, nail polish, etc. markings on the interior or exterior
- C. Attachment of gum to the locker
- D. Adhesive backed stamps, posters, and stickers

Student athletes must remove locks and personal items from the athletic lockers at the conclusion of each athletic season. Failure to do so may result in the removal of the lock and belongings by school personnel.

**Note: ALL STUDENT LOCKERS ARE THE PROPERTY OF INDIAN PRAIRIE SCHOOL DISTRICT 204 AND ARE ACCESSIBLE TO SCHOOL AUTHORITIES AT ANY TIME.**

School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant.

**LOST AND FOUND**

Lost and found articles will be taken to the House Office. Inquire about items of value (i.e. gold or silver jewelry, wallets, purses, cash) in the Main Office.

**LUNCH**

Our food service operation is located in the Commons. Students may purchase a meal which includes a choice from a variety of entrees plus two or three sides. Sides include a choice of salads, fruit, vegetables, and juice or milk that round out the nutritious and popular menu.



The District offers an online prepayment system at [www.mealpayplus.com](http://www.mealpayplus.com). Parents can register for a free account that allows them to manage their student's meal account by checking end of year balances, paying off any negative balances, preparing for the next school year, and seeing what your student has purchased in the lunch room. Student meals are purchased using their student ID.

Online payments are accepted, but not required. Payments via check will be accepted at the school and the monies entered on the student account. Payments will be reflected the next day on the MealpayPlus account.

Students may also bring their own lunch. A la carte items and beverages may be purchased.

### **LUNCH – FREE AND REDUCED LUNCH – USDA NATIONAL SCHOOL LUNCH PROGRAM**

The District participates in the USDA National School Lunch Program to supply free/reduced breakfasts/lunches to students of families whose gross income qualifies them for such assistance. Parents may apply at any time during the school year STARTING JULY 1. The application may be submitted online or be requested from the school office.

### **MEDICATION (SELF-DISPENSING OR SELF-ADMINISTRATION) BP (7:270)**

IPSD high schools follow strict guidelines for student self-dispensing and administration of medication (see appropriate sections of School Board Policy and the IPSD 204 Parent-Student Handbook). With parental permission and notification of the nurse's office, students may carry and take the amount (dosage) as prescribed by a physician. While at school students may only carry medication or prescription drugs in the amount of a one-day dosage as prescribed by a physician. The one-day amount (dosage) of the medication must be carried in an appropriated labeled pharmaceutical container. At no time may a student share medication (over the counter or prescription drugs) with another student. Students are encouraged to visit the nurse's office at the time of taking their medication.

If parents prefer, or if the medication or prescription warrants, medication may be stored and dispensed by the school nurse on a case by case basis in accordance with the appropriate sections of School Board Policy and the IPSD 204 Parent-Student Handbook.

### **NO TRESPASS LETTERS**

If a student is considered to be disruptive, his or her access to school activities and school property will be limited to the school day by being issued from the Dean or Administration Office a No Trespassing Letter. If students do not comply with the No Trespassing Letter they will be suspended for insubordination and may be subject to arrest.

### **OPTION PERIODS/ACCESS AREAS**

During non-class periods students have a number of options they may exercise. Option areas include the following: cafeteria, academic resource, LMC computer labs, music practice rooms, class houses, main office. Food and drink must remain in the student cafeteria. As all District 204 schools are closed campuses, students may not leave the grounds during option times. At times the patio and courtyard may be open during option periods. Students may lose option privileges if they exhibit inappropriate behavior such as horseplay, roughhousing, running, swearing, yelling, and eating/drinking in option areas. First Offense: in class house. Second Offense: 10-20 school days loss of option. Third Offense: 18-school week's loss of option. These students may be assigned to spend option time in a Dean's office or the cafeteria. Failure to attend loss of option will result in graduated disciplinary consequences issued by the Dean. The Dean has the authority to determine the appropriate consequence for loss of option.

## **PARKING**

IPSD high schools are self-park facilities. Any vehicle that is parked at an IPSD high school is parked at the owner's risk. It is the sole responsibility of the owner to properly park and lock the vehicle. IPSD is not responsible, nor does it assume any liability, for damage caused by fire, theft, casualty or any other cause whatsoever with respect to any vehicle or its contents while parked at an IPSD high school.

School authorities, including the School Resource Officers, have the right to check, search and enter vehicles used to travel to and from school if there is reasonable suspicion of violation of school rules or parking regulations.

## **PARKING REGULATIONS**

- Students will be issued a decal that must be displayed in the top left corner of the rear window. Exceptions to the placement of the decal must be approved through the Dean's office.
- The replacement fee for the decal is \$10.00.
- The parking permit (decal) provides parking ONLY for the student it is issued to, parking permit decals are not transferable.
- Only one decal will be issued per student and must be adhered to the primary vehicle. Multiple decals may not be purchased and parking permit decals are not transferable.
- If you arrive to school and cannot find parking in allotted areas, please park in the visitor's lot and report it immediately to the House of 2016.
- If you drive a vehicle without a decal, you must report to the House of 2016 with vehicle information.
- Vehicles without a decal, parking illegally, or parked in an unauthorized area are subject to the following:
  - Warning Sticker
  - Warning Sticker and a Saturday School
  - Parking privileges revoked without refund of parking fee
  - Car towed at owner's expense
- Instances of non-compliance with parking rules, regulations and expectations subject to disciplinary action and/or suspension of parking privileges, include but are not limited to:
  - Inappropriate driving such as inappropriate lane use, reckless driving and speeding
  - Not yielding to a school bus(es) after school
  - Driving past a school bus with the STOP SIGN extended
  - Loitering in the parking lot before and after school
  - Excessive tardiness and truanancies to school
  - Entering a vehicle unauthorized during the school day
  - Leaving the building unauthorized
  - Leaving campus unauthorized
  - Inappropriately using the perimeter drive behind school
  - Reckless conduct; driving on campus while under the influence
- Smoking is prohibited in vehicles used to travel to or from school.
- Students must appropriately observe "No Parking" areas. These are posted or marked and include fire lanes, staff lots, bus areas, visitor parking, frontier parking, and areas along islands outside of parking spaces. Vehicles parked in "No Parking" areas are subject to immediate towing at the owner's expense.
- Parking Permit Decals **ARE NOT TRANSFERABLE** – Students may not loan their cars or parking permits to other students.

## **PERMANENT RECORDS**

Students' permanent records will be kept for sixty years after graduation. Temporary records will be destroyed five years after graduation. Students and parents/guardians may inspect, copy, and challenge the records that are in temporary and permanent files before they are sent to a new school or destroyed.

## **SCHOOL CLOSING**

When winter weather occurs, the safety and well-being of our students is always a top priority. District 204 follows a plan whenever there is consideration of a school closing due to weather conditions.

We contact parents using the following methods:

- Information is posted first by @ipspd204 on Twitter and at [www.ipspd.org](http://www.ipspd.org)
- Connect-ED phone call to parents/guardians
- Local television and radio stations
- Emergency Closing Center's website
- Message on the district's information line at 630-375-3015

Parents can find out about their child's specific school by calling the Emergency Closing Center Hotline at 1-312-222-SNOW. Begin by dialing the Hotline number, and then enter the school's main phone number, beginning with the area code. Information for additional schools can be obtained by staying on the line and entering the area code and the main number of the school.

More information can be found at <http://www.ipspd.org/Subpage.aspx/WinterWeather>

## **SCHOOL RESOURCE OFFICER (SRO)**

As officer of the Police Department, School Resource Officers work to establish a positive relationship between the police department and the school community. The goal of the School Resource Officer (SRO) is to assist in the maintenance of a safe and secure school environment and to allow for the educational process to occur in a natural and uninhibited manner. The SRO will be involved in law enforcement duties, educational programming, and counseling as situations dictate. In addition to being a member of the Police Department the SRO is part of the IPSD and School community. The SRO will collaborate with and advise school personnel, act on referrals from school personnel and issue consequences ranging from counseling to arrest. Questioning or interviewing of students conducted by school officials does not require parental contact or consent, even if such questioning occurs in the presence of the school resource officer or the information obtained by school officials is shared with a school resource officer.

## **SEARCHES**

Failure to comply with a search request by the Dean will result in a 3-10 day suspension.

## **SECURITY CAMERAS (4:170)**

Security in the form of video surveillance and playback equipment is used on campus. These security tools will be used responsibly for the protection of all students, parents/guardians, staff, and community members. Security cameras are viewed only by school personnel and their contents remain property of the school.

## **SOCIAL SUSPENSION**

Students may be placed on Social suspension for certain violations of the Code of Conduct, Acts of Disobedience or Acts of Misconduct. Social suspension includes the loss of the privilege to attend after school, extra-curricular events including but not limited to athletic events, music and drama performances and all school dances.

## **STUDENT DIRECTORY INFORMATION**

“Directory information” may be released to the general public, unless a parent requests otherwise. The District has designated the following information as directory information: student’s name, address, telephone number, gender, grade level, birth date and place; parents=/guardians= names and addresses; academic awards, degrees and honors; information relating to school-sponsored activities, organizations and athletics; major field of study; and period of attendance in the school and District. Any parent who wishes to request that any or all such information not be released should complete a Directory Information Response Form within the first two weeks of each school year. The Directory Information Response Form may be obtained from the office of the Assistant Superintendent for Student Services.

No photograph highlighting individual faces will be used for commercial purposes (including solicitation, advertising, promotion or fundraising) without prior, specific, dated and written consent of parent/guardian, or student, as applicable. The following shall not be designated as directory information: an image on a school security video recording student social security number or student identification or unique student identifier.

A parent/guardian may ask the District not to release directory information by submitting a written request to the student’s school, addressed to the principal within the first two (2) weeks of the school term.

## **STUDENT IDENTIFICATION CARDS (BP 7:130)**

Students must carry a valid (current school year) ID card with them at all times. Specifically, students are required to show an ID card to exit the Commons/ Cafeteria during Lunch/Option hour. Students may be required to show a valid student ID card to a teacher, administrator or other school personnel in the hallway, before or after school or on other occasions such as when boarding a school bus, checking out a library book, to participate in school elections, and/or to use computers at school. In addition, students must show a valid student ID card when attending school sponsored events, as athletic contests, Homecoming events, music, theater and drama events and ALL school dances. Students without valid ID cards will not be admitted to such events. On certain occasions when attempting to identify multiple students in a timely manner, a school official may ask a student to show or temporarily surrender their ID card. When asked to do so, students must comply with a request regarding ID cards will be subject to disciplinary actions.

Initially, students will be issued an ID card on the first day of school. If students need to replace a lost ID, the replacement fee is \$5.00; however, replacement cost of the activity sticker will be decided by the administration. To secure a replacement ID card, students may go their Class House.

## **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION (BP 7:15)**

The following statement appears in all student handbooks and is distributed at the beginning of each school year. In the event no handbook is available, the building principal will ensure that all parents receive or have access to, at the beginning of the school year and/or at enrollment time, a copy of the following statement either in hardcopy or via online:

### **Notice – Student Privacy/Parental Access to Information**

This Policy addresses student privacy and parents’ rights to information relating to instructional materials, surveys, physical examinations/ screenings, and collection of personal information for marketing purposes.

## **A Summary of the Policy is Set Forth Below:**

### **Instruction material:**

Upon request, a parent may inspect any instructional material (BP 7:15) used as part of the educational curriculum for his or her child.

### **Surveys Created by a Third Party:**

Upon request, a parent may inspect a student survey created by a third party before the survey is administered or distributed by a school official or staff member.

### **Surveys Requesting Certain Personal Information:**

Upon request, a parent may inspect any student survey requesting information about: (1) political affiliations or beliefs; (2) mental or psychological problems; (3) sex behavior or attitudes; (4) illegal, anti-social, self-incriminating or demeaning behavior; (5) critical appraisals of other individuals with whom students have close family relationships; (6) legally recognized privileged or analogous relationships; (7) religious practices, affiliations or beliefs; (8) income (other than as required by law to determine eligibility for a program and/or for financial assistance).

The District will obtain prior written consent from parents before students are required to submit to any such survey funded in whole or in part by U.S. Department of Education funds. For any such survey not funded in whole or in part by U.S. Department of Education funds, parents will receive prior notice of the survey and an opportunity to opt their children out of participating.

### **Physical Exams or Screenings:**

Parents will receive prior notice of any non-emergency, invasive physical examination or screening that is – (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student or other students. In addition, parents may elect not to allow their children to participate in such a physical examination or screening.

### **Collection of Personal Information for Marketing Purposes:**

In connection with any instrument used to collect personal information for the purpose of marketing or selling the information (or otherwise providing the information to others for that purpose): (1) parents will receive prior notification of the administration or distribution of any such instrument; (2) upon request, a parent may inspect any such instrument prior to its administration or distribution; and (3) a parent may elect not to allow his or her child to participate in the completion of or response to any such instrument.

### **Opt-Out/Inspection Request Procedures:**

Parents who wish to opt their children out of participation in one or more of the activities identified herein must submit a signed and dated written opt-out notice to the Building Principal at least two (2) school days prior to the activity date. The notice must identify the activity and state that the parent elects not to allow his or her child to participate in the activity.

Parents who wish to inspect surveys, instructional materials and/or instruments used to collect personal information for marketing purposes must submit a written inspection request to the District office, directed to the Superintendent. The request must identify the specific item to be inspected, and must be submitted prior to any deadline set forth in the notice of inspection rights.

**Additional Notice to Parents:**

The District also will notify parents/guardians of the approximate dates on which the following activities (if any) are scheduled or are expected to be schedule: (1) surveys requesting personal information; (2) collection of personal information for marketing purposes; and (3) physical examinations or screenings.

**STUDENT RECORDS (BP 7:340)**

School student records are confidential and information from them shall not be released other than as provided by law. The Superintendent shall fully implement the policy and will designate an official records custodian for each school. Concerns related to student records may be addressed with the building principal.

**Right to Inspect Student Records**

Pursuant to Federal and State laws, a parent has the right to review his or her child's education records. Records may be inspected by contacting the Principal of the school for an appointment.

**Types of Student Records****The "permanent record" includes:**

- Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents/guardians;
- Academic transcript, including grades, graduation date, grade level achieved, and scores on college entrance examinations;
- Attendance record;
- Accident reports and health record;
- Record of release of permanent record information; and
- Scores received on all State assessment tests administered at the high-school level (grades 9-12).

**The "permanent record" may also include:**

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

**The "temporary record" consists of all information not required to be in the student's permanent record and may include:**

- Record of release of temporary record information;
- Scored received on all State assessment tests administered at the elementary grade levels;
- Disciplinary information;
- Family background information;
- Intelligence test scores, group and individual;
- Aptitude test scores;
- Reports of psychological evaluations and academic information obtained through test administration, observation, or interviews;
- Elementary -and secondary- level achievement test results;
- Participation in extracurricular activities;
- Honors and awards received;
- Teacher anecdotal records;
- Special education files;
- Any reports or information from non-education persons, agencies or organizations; and
- Other verified information of clear relevance to the education of the student.

**Rights of Parents:**

1. To inspect and copy permanent and temporary records, except where an order of protection prohibits disclosure.
2. To control access and release of student records, and request a copy of information released.
3. To challenge contents in a student's record, except for academic grades, pursuant to the challenge procedures set forth below.
4. To be notified of persons, agencies or organizations having access to student records without parent consent. (See the following section.)
5. To copy student record information prior to destruction, and to be notified of the school's schedule for reviewing and destroying such information.
6. To be informed of the categories designated as directory information and to prohibit the release of such information.
7. To challenge, prior to transfer to another District, any information in a student's records, except for academic grades and references to expulsions or out-of-school suspensions.

**Persons, Agencies or Organizations Having Access to Student Records Without Parent Consent:**

- Access to student records without parental consent is afforded to school or School District officials with a legitimate educational or administrative interest regarding the student. A school or School District official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; or a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or data analysis/reporting firm).
- The District may also release student records without parental consent in accordance with the exceptions set forth in Section 6 of the Illinois School Student Records Act.

**Procedures for Challenge:**

Parents may challenge or seek amendment of student records believed to be inaccurate, irrelevant, misleading, or otherwise in violation of the student's privacy rights.

1. Parents wishing to initiate a challenge must provide the Assistant Superintendent for Student Services with a written description of the specific entry or entries to be challenged and the basis of the challenge.
2. The Assistant Superintendent will review the challenge and the appropriate records, conduct an informal conference with the parents, and issue a decision.
3. If the Assistant Superintendent denies the challenge, the parents will have the right to request a hearing before an impartial hearing officer.
4. If a hearing is requested, the hearing officer will schedule a hearing, with notice to the parents of the time and place. The parents will have the opportunity to present evidence at the hearing, and a record will be made of the hearing.
5. The hearing officer will issue a written decision, which will be transmitted to the parents. If the challenge is denied, the parents will be advised of any further appeal rights.

**Additional Information**

Permanent records are maintained for at least 60 years after the student has transferred, graduated or otherwise permanently withdrawn. Temporary records are maintained for at least 5 years after the student has transferred, graduated or otherwise permanently withdrawn.

The school may charge the actual cost (not to exceed \$.0354 per page) of copying student records at the request of a parent or student. However, no parent or student will be denied requested copies due to inability to pay for the copies.

Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), a parent may file a written complaint with the U.S. Department of Education when he/she believes that a violation of FERPA has occurred.

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 Illinois School Student Records Act.

### **SKATEBOARDS/SCOOTERS**

Students must take skateboards, scooters or other similar transportation devices directly to their locker for storage for the entire school day. Skateboards, scooters or other similar items are not allowed during the school day or at athletic events, dances or other school functions for safety reasons.

### **TECHNOLOGY (BP 7:190)**

Indian Prairie School District 204 with the support of our community has provided tremendous support for students to use technology. All students are asked to sign an Acceptable Use Policy defining acceptable use of the Internet and technology in general. The essence of the policy is that the students will use the technology to enhance their education based on our curriculum. Infractions of the policy will be categorized as disobedience and will involve consequences.

### **TELEPHONE ACCESS AND USE DURING THE SCHOOL DAY**

If a situation arises in which phone use is needed, students may report to the Main Office or their respective class house to make a call. Parents/guardians needing to contact their student for emergency purposes should call the class house. Parents/guardians are discouraged from contacting students via cell phones during the school day. Cell phone use by students may result in consequences as outlined in the discipline policy.

### **TESTING AND TEST PREPARATION**

**SAT** – Dates and registration is available online at [www.collegeboard.com](http://www.collegeboard.com)

**ACT** – Dates and registration is available online at [www.actstudent.org](http://www.actstudent.org)

### **VISITORS DURING THE SCHOOL DAY (7:190)**

All visitors, including parents/guardians must check in at the rotunda desk by presenting a photo I.D. and reporting vehicle's model and license plate number upon entering the building.

Student visitors from other schools often interfere with the educational process. For that reason, we will not approve student visitors during the school day.

### **WITHDRAWAL FROM A COURSE**

Students are encouraged to complete courses that they start. However, in the event a student wishes to withdraw from a course, the following guidelines will be used. During the first 12 days of the semester, students may drop a class and be placed in an option period or appropriate course with a



parent's/guardian's permission, if seat availability exists for the appropriate course. From the 13<sup>th</sup> day through the 8<sup>th</sup> week, both the parent's/guardian's and teacher's permission are required. The student will receive no grade unless otherwise determined by the Department Chair or Director of Guidance. From the 9<sup>th</sup> week through the end of the semester, withdrawals are recorded as a failing grade in the course for the semester. Students who exceed the absence limit may forfeit credit and be withdrawn, with a failing grade, for non-attendance.

## **Student Activities, Clubs and Athletics**

An extensive interscholastic, intramural and student activity program is available for our students. Becoming a part of these programs provides students with an opportunity to promote their talent, cultivate friendships and gain confidence. Students are encouraged to participate in a variety of clubs, organizations or athletic teams. Please visit our website for further details.

Metea Valley High School:

<http://mvhs.ipisd.org/Subpage.aspx?id=295>

Neuqua Valley High School:

<http://nvhs.ipisd.org/Subpage.aspx?id=12>

Waubonsie Valley High School:

<http://wvhs.ipisd.org/Subpage.aspx?id=87>

## **ATHLETIC AND ACTIVITY CODE OF CONDUCT 2015 – 2016**

### **ACTIVITIES ARE A PRIVILEGE**

The activities/athletics included in this Code place the student participants in the role of representatives of the high school and their fellow students. Participation is a privilege extended to these students, which permits them to benefit from a well-organized program of special interest for which the school provides coaches, sponsors, equipment, and facilities. No student has the right to participate in any of these activities or any other extracurricular/co-curricular activities.

With the privilege of participation comes the additional responsibility of each participant to learn, understand, and follow the rules established by the District, the high school and the coaches/sponsors of the particular activity.

Because these activities are voluntary and because those participating represent their school, we expect the behavior of those who try out and participate to be of the highest order. This is particularly true of academic requirements, honesty, school citizenship, and sportsmanship. The dignity of the school is reflected in its activity program. Since it is a privilege to participate and represent the school, it is logical that the school has the authority to revoke or restrict the privilege for those who do not conduct themselves in a responsible manner. This sense of responsibility extends to the activity as well as to conduct inside and outside the school.

When the doors of participation and competition are opened to those who have questionable habits or who are not good citizens, the activity program can fail. The privilege of representing the school should be left in the hands of those who have earned it.

### **ACADEMIC ELIGIBILITY**

In order to be eligible to participate in any co-curricular activities, students must be in good academic standing as prescribed by the Board of Education in compliance with state law. Coaches and sponsors will review eligibility standards at the beginning of each season and as new members join the activity.

### **PARTICIPATION RULES**

Once a student begins participation in any program of athletics/activities at the high school, this Code will be in effect for the remainder of the student's high school attendance in District 204, including summer months. The high school will attempt to make all participants aware of this Code and other rules established by coaches/sponsors. Information may be furnished at enrollment, initial participation in an activity and periodically in connection with other activities. However, the responsibility of learning, understanding and following this Code and other applicable rules lies with the student participant. Written acknowledgement of this Code and other applicable rules lies with the student participant. Written acknowledgement of this Code by each participant will be sought, but will not be a prerequisite to enforcement of this Code or other rules.

### **HIGH SCHOOL PARTICIPATION**

In order to be eligible for participation in any school-sponsored or school-supported athletic or extracurricular activity, each student in grade 9, 10, 11, 12 must maintain a passing grade in no less than (5) courses, as determined on a weekly basis. Any student who fails to meet the aforesaid requirement will be suspended from further participation in all school-sponsored and school-supported athletic and extracurricular activities for seven (7) calendar days.

In addition, any student who fails to maintain a passing grade in no less than five (5) courses for a given semester will be prohibited from participating in any school-sponsored or school-supported athletic and extracurricular activities for the following semester.

Participation in school-sponsored or school-supported athletic or extracurricular activities may also be subject to additional eligibility requirements imposed by the Illinois High School Association (IHSA) or other governing bodies.

School-sponsored and school-supported athletic and extracurricular activities include, but are not limited to:

- All activities sanctioned by the IHSA
- Poms and drill team
- All events of a competitive nature between two or more schools.

The list of included activities will be periodically reviewed and updated by the administration. Activities which are linked to a student's grade will not be considered to be school-sponsored or school-supported athletic or extracurricular activities.

Performances (i.e. drama, Orchestra, co-curricular music, etc.), which are not linked to student's grade, will be considered on a semester basis only.

#### **PROCEDURE**

A student accused of a violation will be informed of the charge and given the opportunity to explain or respond.

- a) For violations which occur at school or at school-sponsored events a school administrator/Dean will be informed and will follow the normal school conduct code. With regard to the extra-curricular penalty, the administrator/Dean will inform the Athletic/Activities Director, head coach/sponsor, and parents.
- b) For reported violations which occur outside of school or in the summer, the Athletic/Activities Director will investigate and inform the head coach/sponsor, student, and parents. The Athletic/Activities Director will meet with the student and render a decision regarding Athletic/Activities participation.

#### **APPEAL**

Since athletic/activity participation is a privilege, it is not protected by due process procedures applicable to regular public education. A participant may appeal the declaration of the ineligibility to the building principal. Such appeal must be submitted with 48 hours of the declaration. A parent must attend the appeal. **The penalty remains in force during the appeal.** The decision of the principal is final.

#### **ACTIVITY PENALTIES**

During out-of-school suspensions, no practices or contests are allowed. In addition, the student may not be in practice or a contest if that conflicts with an assigned school penalty (e.g. P.M. detention, Saturday School).

#### **CRIMINAL ACTION**

When the school has substantiated knowledge of criminal offense or that a student has been charged with a criminal offense, he/she will immediately be temporarily suspended from participation in all extracurricular activities. The high school administration and Athletic/Activities Director(s) will consider

duration of the suspension and reinstatement of the student to a program based upon a review of the information.

### **SUBSTANCE USE OR POSSESSION**

Schools have a significant interest in discouraging the use of prohibited substances to provide a safe and healthy environment conducive to learning. It is considered a violation of the Athletic and Activity Code if a student is in the presence, possesses, uses, distributes, or sells illegal drugs, look-a-like drugs, paraphernalia, controlled substances, or alcoholic beverages, and if a student attends a party or gathering where alcohol or drugs are present and or being consumed. The following procedure will be used if a student who tries out or participates in athletics or activities in involved in an alcohol or drug-related situation.

**Voluntary Admission/1<sup>st</sup> Offense:** A student may admit that he/she violated the code provisions regarding drugs and alcohol only one time in his/her high school career. The voluntary admission to the coach/sponsor/athletic or activities director must occur within the first 24 hours following the rule violation. The student may be required to attend an education program and/or the athletic/activities director may suspend the student from one or more contests/events. Failure to follow the recommendation may result in further suspension.

**Voluntary admission is not applicable if authorities respond to a gathering where alcohol or drugs are present and report to school officials, if a ticket is issued for attendance at, consumption/possession or names appear in the newspapers.**

**1<sup>st</sup> Offense:** The student will be suspended **40% of athletic/activity schedules competition**. If the student completes an assessment program from a professional agency the suspension may be reduced to **20% of scheduled contests** following the completion of the recommendations of the educational program/assessment, with documentation provided of completion of the program.

During this suspension the student may practice but will not participate in contests/ events. If the student does not complete the suspension or does not complete the assessment, the penalty will continue into the student's next activity. It is the responsibility of the student to provide the recommended program before reinstatement of privilege.

The student who does not obtain an assessment or participate in an approved program will be suspended for **40% of season**. During this suspension, the student will not practice or compete/participate.

**2<sup>nd</sup> Offense:** The student will be suspended for one calendar year from participating in all school activities. It is the responsibility of the student to provide the athletic/activity director(s) with prompt evidence of the required assessment/evaluation and recommended program prior to reinstatement of athletic/activity privileges.

**3<sup>rd</sup> Offense:** The student will not participate or attend any school activity or event for the rest of his/her high school years (i.e. sport events, dances, and prom) until submitting substantial evidence of rehabilitation to the athletic activities director(s) to seek reinstatement of activity privileges.

### **STEROIDS AND PERFORMANCE ENHANCING SUPPLEMENTS (ISHA Performance-Enhancing Drug Testing Policy)**

In accordance with the work of its Sports Medicine Advisory committee and Public Act 096-0132, the Illinois High School Association shall implement a performance-enhancing substance testing program for

student-athletes at IHSA member schools. The Illinois Department of Public Health shall provide oversight to the association and the testing program as needed. The value of high school interscholastic programs is found in the over-all physical, emotional, and intellectual development of student athletes. In that pursuit, anabolic steroids and performance-enhancing dietary substances offer no positive contribution. Rather, their use jeopardizes not only the health of student-athletes, but also impedes in their over-all development. And since this use runs counter to the purpose and value of interscholastic programs, coaches, Administrators, school officials or employees, or booster club/support group members have an obligation and responsibility to provide only healthy, safe, and approved substances to student-athletes.

For a complete list of resources, interested individuals can access the IHSA Sports Medicine Advisory Committee on Special topics page at [www.ihsa.org/Resources/SportsMedicine/SportsMedicineAdvisoryCommittee.aspx](http://www.ihsa.org/Resources/SportsMedicine/SportsMedicineAdvisoryCommittee.aspx)

August 2009, Illinois Governor Pat Quinn signed into law public Act 096-0132, which expanded the association in drug testing efforts. The measure allows for not only an increase in the number of administered tests, but also **allows for testing through the school year and not just during selected state series competitions.**

**No student-athlete may participate in IHSA competitions unless the student and the student's parent/guardian consent to random testing.**

#### **TOBACCO**

It is a violation of this code to use or be in possession of tobacco or smokeless tobacco products.

**1<sup>st</sup> Offense:** The student will be suspended from **10% athletic/activity contests/ events.**

**2<sup>nd</sup> Offense:** The student will be suspended for **20% of scheduled contests**, which could result in the consequence being served over two seasons. The student will participate in all practices and attend contest during the time they are serving the consequence. It is the responsibility of the student to provide the athletic activity director(s) with evidence of completion of the required education program, before reinstatement of privilege.

**3<sup>rd</sup> Offense:** The student will be suspended for one calendar year from participating in all student athletic/activities. It is the responsibility of the student to provide the athletic/activity director(s) with evidence of completion of the required education program.

**4<sup>th</sup> Offense:** The student will not participate in any school activity or events for the rest of his/her high school years (i.e. sport events, dances, and prom) until submitting substantial evidence of rehabilitation to the athletic/activities director(s) to seek reinstatement of athletic/activity privileges.

#### **HAZING/CYBERBULLYING/HARASSMENT/BULLYING**

Hazing/harassment/bullying/cyberbullying in any athletic/activity program or outside the program is unacceptable. Students involved in hazing/harassment/bullying/cyberbullying may be suspended from athletic/activity contest/events or removed from team. **If a student is unsure of a behavior or practice, a building administrator can clarify.**

## **HEALTH AND SAFETY**

1. All athletes MUST have on file a current physical exam certificate that will not expire within the season in order to practice or participate.
2. All athletes must show evidence of being covered by a health insurance plan. Students must show proof of insurance at registration by submitting insurance company name and policy # or by enrolling in the school insurance plan.
3. If the Athletic/Activity Director has reasonable cause to believe a student's health condition may pose a risk to the student or others in the activity, he/she may require a more current certification of fitness to participate from a physician.

## **CONCUSSION MANAGEMENT GUIDELINES (BP 7:305)**

House Bill 200, which recognizes the dangers associated with head injury and concussion, became effective on July 1, 2011. The legislation also requires IHSA member schools to adopt a policy regarding student-athlete concussions and head injuries that is in compliance with the protocols, policies, and by-laws of the IHSA.

Information of the school's concussion and head injury policy must be a part of any agreement contract, code, or other written instrument that a school requires a student athlete and his or her parents or guardian to sign before participating in practice or interscholastic competition.

A student athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from participation or competition at that time.

A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury cannot return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

If not cleared to return to that contest, a student athlete cannot return to play or practice until the student athlete has provided his/her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

With regard to student athlete concussions and head injuries, the District complies with the protocols, policies, and by-laws of the Illinois High School Association. Specifically, the District will follow the "IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions", and/or any update thereof, and the District will implement the IHSA "Return to Play Policy", and/or any update thereof.

Information of the District's concussion and head injury policy will be included in any agreement, contract, code, or other written instrument that the District requires a student athlete and his/her parents/guardians to sign before participating in practice or interscholastic competition. In connection therewith, the District may use IHSA's "Concussion Information sheet." This can be found at [www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx](http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx)

## **SCHOOL ATTENDANCE, MEDICAL EXCUSES and VACATIONS**

1. Daily school attendance, no less than five (5) academic classes, is required for a student to participate in daily practice, contest or events. Exception can only be made by the activity/ athletic director(s). It will not be the practice for participants to purposely miss part of a school day. Documentation of medical appointments, college visit, court appearance, must be provided to the coach, athletic/ activity director(s) prior to participation of practice, or contest/event.

2. Athletes who are medically excused from regular physical education classes may not participate in school activities, practices, or games without a doctor's release or a release from the school nurse. However, participation in athletics for such students may be limited by the school based on the safety judgment of the Athletic Director after consultation with the coach.
3. Participation in regular season practices is important for the safety and health of students. Absence from such practices for vacation will be considered by the coach in restricting participation. However, absences due to illness will be considered in a different light and will be subject to individual review by the athletic/activity director with advice from the head coach in perspective of heat is best for the student participant and school.
4. Vacation absences during an activity or team season can result in restricted participation or release from the team/activity. See the individual coach/sponsor at the start of the sport/activity for details about absences.

### **FUNDRAISING (BP 7:325)**

In conjunction with the current fundraiser, we would like to inform you of the major points of that policy.

- Participation in or donation to any fundraising activity is always option.
- Each fundraising activity may establish a suggested donation as an alternative to participation.
- Under no circumstances will any student be compelled to participate or donate, or penalized for not participating or donating.
- Door-to-door solicitation is not required by any fundraising activity and is discouraged.

If you have any questions or concerns about a fundraising activity, please contact the sponsor, athletic director or the building Administrators. Thank you for your continued support.

### **SPORTSMANSHIP MISSION STATEMENT**

Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic programs of the IHSA member schools, as well as for the individuals who participate in such programs. People involved in all facets of the interscholastic program are expected to demonstrate respect for others and display good sportsmanship.

### **SPORTSMANSHIP IS EVERYBODY'S RESPONSIBILITY**

Sportsmanship starts on the court or athletic field and extends into the bleachers and beyond. In today's increasingly competitive environment, the thrill of victory and the agony of defeat seem to be more intensified than ever before. It is important to raise the public awareness of sportsmanship and interscholastic activities. It is everyone's responsibility to practice good sportsmanship. Recognizing the efforts by students, coaches, administrators, spirit groups, and fans is a valuable part of the interscholastic experience.

### **ADMINISTRATIVE DISCRETION**

Because participation in athletics/activities is a privilege, this Code is merely a guide for responding to certain identified actions or conduct. Not every situation involving conduct inconsistent with a student participant's status as a representative of the high school is or can be covered. The high school reserves the right, but not the obligation, to alter, revise, adjust, or increase sanctions and discipline on a case-by-case basis, as the interests of the school require.





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**Thursday, August 20**

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**Friday, August 21**

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**Saturday, August 22**

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**Sunday, August 23**

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## NOTES

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**Monday, August 24**

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**Tuesday, August 25**

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**Wednesday, August 26**

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**Thursday, August 27**

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**Friday, August 28**

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**Saturday, August 29**

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**Sunday, August 30**

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**NOTES**

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**Monday, August 31**

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**Tuesday, September 1**

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**Wednesday, September 2**

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### Thursday, September 3

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### Friday, September 4

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### Saturday, September 5

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### Sunday, September 6

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**NOTES**

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**Monday, September 7**

Labor Day

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**Tuesday, September 8**

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**Wednesday, September 9**

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## Thursday, September 10

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## Friday, September 11

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## Saturday, September 12

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## Sunday, September 13

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**NOTES**

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**Monday, September 14**

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**Tuesday, September 15**

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**Wednesday, September 16**

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SEPTEMBER 2015						
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OCTOBER 2015						
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**Thursday, September 17**

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**Friday, September 18**

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**Saturday, September 19**

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**Sunday, September 20**

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**NOTES**

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**Monday, September 21**

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**Tuesday, September 22**

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**Wednesday, September 23**

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AUGUST 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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## Thursday, September 24

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## Friday, September 25

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## Saturday, September 26

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## Sunday, September 27

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SEPTEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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**Thursday, October 1**

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**Friday, October 2**

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**Saturday, October 3**

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**Sunday, October 4**

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SEPTEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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**Thursday, October 8**

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**Friday, October 9**

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**Saturday, October 10**

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**Sunday, October 11**

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**NOTES**

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**Monday, October 12**

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**Tuesday, October 13**

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**Wednesday, October 14**

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SEPTEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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**Thursday, October 15**

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**Friday, October 16**

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**Saturday, October 17**

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**Sunday, October 18**

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**NOTES**

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**Monday, October 19**

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**Tuesday, October 20**

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**Wednesday, October 21**

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SEPTEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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**Thursday, October 22**

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**Friday, October 23**

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**Saturday, October 24**

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**Sunday, October 25**

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## NOTES

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**Monday, October 26**

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**Tuesday, October 27**

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**Wednesday, October 28**

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SEPTEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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**Thursday, October 29**

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**Friday, October 30**

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**Saturday, October 31**

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**Sunday, November 1**

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**NOTES**

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**Monday, November 2**

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**Tuesday, November 3**

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**Wednesday, November 4**

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OCTOBER 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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**Thursday, November 5**

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**Friday, November 6**

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**Saturday, November 7**

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**Sunday, November 8**

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OCTOBER 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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**Thursday, November 12**

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**Friday, November 13**

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**Saturday, November 14**

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**Sunday, November 15**

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**NOTES**

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**Monday, November 16**

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**Tuesday, November 17**

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**Wednesday, November 18**

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OCTOBER 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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**Thursday, November 19**

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**Friday, November 20**

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**Saturday, November 21**

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**Sunday, November 22**

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OCTOBER 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Thursday, November 26**

Thanksgiving

**Friday, November 27**

**Saturday, November 28**

**Sunday, November 29**



**NOVEMBER 2015**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**DECEMBER 2015**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**JANUARY 2016**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Thursday, December 3**


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**Friday, December 4**


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**Saturday, December 5**


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**Sunday, December 6**


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NOVEMBER 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2016						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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**Thursday, December 10**

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**Friday, December 11**

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**Saturday, December 12**

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**Sunday, December 13**

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NOVEMBER 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2016						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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**Thursday, December 17**

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**Friday, December 18**

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**Saturday, December 19**

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**Sunday, December 20**

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NOVEMBER 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2016						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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**Thursday, December 24**

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**Friday, December 25**

Christmas Day

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**Saturday, December 26**

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**Sunday, December 27**

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**NOTES**

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**Monday, December 28**

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**Tuesday, December 29**

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**Wednesday, December 30**

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NOVEMBER 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2016						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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**Thursday, December 31**

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**Friday, January 1**

New Year's Day

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**Saturday, January 2**

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**Sunday, January 3**

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**NOTES**

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**Monday, January 4**

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**Tuesday, January 5**

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**Wednesday, January 6**

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DECEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

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**Thursday, January 7**

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**Friday, January 8**

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**Saturday, January 9**

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**Sunday, January 10**

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**NOTES**

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**Monday, January 18**

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**Tuesday, January 19**

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**Wednesday, January 20**

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DECEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

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**Thursday, January 21**

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**Friday, January 22**

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**Saturday, January 23**

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**Sunday, January 24**

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**NOTES**

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**Monday, January 25**

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**Tuesday, January 26**

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**Wednesday, January 27**

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**DECEMBER 2015**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**JANUARY 2016**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**FEBRUARY 2016**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

**Thursday, January 28**


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**Friday, January 29**


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**Saturday, January 30**


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**Sunday, January 31**


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**NOTES**

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**Monday, February 1**

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**Tuesday, February 2**

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**Wednesday, February 3**

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JANUARY 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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**Thursday, February 4**

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**Friday, February 5**

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**Saturday, February 6**

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**Sunday, February 7**

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**NOTES**

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**Monday, February 8**

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**Tuesday, February 9**

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**Wednesday, February 10**

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JANUARY 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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**Thursday, February 11**

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**Friday, February 12**

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**Saturday, February 13**

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**Sunday, February 14**

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**NOTES**

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**Monday, February 15**

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**Tuesday, February 16**

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**Wednesday, February 17**

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JANUARY 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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**Thursday, February 18**

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**Friday, February 19**

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**Saturday, February 20**

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**Sunday, February 21**

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**NOTES**

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**Monday, February 22**

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**Tuesday, February 23**

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**Wednesday, February 24**

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JANUARY 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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**Thursday, February 25**

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**Friday, February 26**

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**Saturday, February 27**

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**Sunday, February 28**

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**FEBRUARY 2016**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

**MARCH 2016**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**APRIL 2016**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Thursday, March 3**


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**Friday, March 4**


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**Saturday, March 5**


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**Sunday, March 6**


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**NOTES**

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**Monday, March 7**

Student Senate Meeting

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**Tuesday, March 8**

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**Wednesday, March 9**

**FEBRUARY 2016**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

**MARCH 2016**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**APRIL 2016**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Thursday, March 10**


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**Friday, March 11**


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**Saturday, March 12**


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**Sunday, March 13**


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**NOTES**

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**Monday, March 14**

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**Tuesday, March 15**

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**Wednesday, March 16**

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**FEBRUARY 2016**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

**MARCH 2016**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**APRIL 2016**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Thursday, March 17**


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**Friday, March 18**


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**Saturday, March 19**


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**Sunday, March 20**


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## NOTES

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**Monday, March 21**

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**Tuesday, March 22**

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**Wednesday, March 23**

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**FEBRUARY 2016**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

**MARCH 2016**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**APRIL 2016**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Thursday, March 24****Friday, March 25****Saturday, March 26****Sunday, March 27**



# **NOTES**

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**Monday, March 28**

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**Tuesday, March 29**

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**Wednesday, March 30**

**FEBRUARY 2016**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

**MARCH 2016**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**APRIL 2016**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Thursday, March 31**


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**Friday, April 1**


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**Saturday, April 2**


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**Sunday, April 3**


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MARCH 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2016						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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**Thursday, April 7**

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**Friday, April 8**

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**Saturday, April 9**

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**Sunday, April 10**

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**NOTES**

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**Monday, April 11**

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**Tuesday, April 12**

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**Wednesday, April 13**

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MARCH 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2016						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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**Thursday, April 14**

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**Friday, April 15**

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**Saturday, April 16**

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**Sunday, April 17**

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**NOTES**

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**Monday, April 18**

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**Tuesday, April 19**

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**Wednesday, April 20**

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MARCH 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2016						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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### Thursday, April 21

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### Friday, April 22

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### Saturday, April 23

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### Sunday, April 24

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MARCH 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2016						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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### Thursday, April 28

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### Friday, April 29

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### Saturday, April 30

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### Sunday, May 1

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## NOTES

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**Monday, May 2**

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**Tuesday, May 3**

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**Wednesday, May 4**

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**APRIL 2016**

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**MAY 2016**

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**JUNE 2016**

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**Thursday, May 5**

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**Friday, May 6**

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**Saturday, May 7**

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**Sunday, May 8**

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**Monday, May 9**

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**Tuesday, May 10**

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**Wednesday, May 11**

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APRIL 2016						
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MAY 2016						
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JUNE 2016						
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**Thursday, May 12**

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**Friday, May 13**

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**Saturday, May 14**

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**Sunday, May 15**

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**NOTES**

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**Monday, May 16**

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**Tuesday, May 17**

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**Wednesday, May 18**

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APRIL 2016						
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MAY 2016						
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JUNE 2016						
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**Thursday, May 19**

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**Friday, May 20**

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**Saturday, May 21**

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**Sunday, May 22**

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## NOTES

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**Monday, May 23**

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**Tuesday, May 24**

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**Wednesday, May 25**

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MAY 2016						
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JUNE 2016						
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### Thursday, May 26

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### Friday, May 27

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### Saturday, May 28

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### Sunday, May 29

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**NOTES**

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**Monday, May 30**

Memorial Day

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**Tuesday, May 31**

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**Wednesday, June 1**

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MAY 2016						
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JULY 2016						
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## Thursday, June 2

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## Friday, June 3

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## Saturday, June 4

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## Sunday, June 5

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# MLA Writing and Research Style Guide Grades 6 – 12

## Preface

In this time of technology and easy accessibility to the Internet, we are constantly bombarded by information of all kinds. We must be careful because some of the information we encounter may be inaccurate. Becoming literate about how to use information is an essential life skill. The abilities to persuade, debate, contribute, and negotiate by using facts, logical arguments, and reliable information are critical to participating in a democratic society. Information literacy provides people with strategies for learning that are transferable across all subjects and from academic settings to real life.

When a person is faced with an information problem, there are certain steps that the person can take to help solve the problem. Furthermore, there are specific ways to give credit and use information in a responsible way. This Style Guide shows ways to solve information problems and also gives guidance in responsibility documenting information that is used.

## Statement of Styles

There are several methods (or styles) one can use to document information. These styles provide guidelines on how to document the use of research within the body of a paper and how to write a Works Cited or Reference page for a variety of types of sources. Remember, it is important to give credit to all information that is not taken from experience. Two of the most commonly used styles for documenting information are MLA (for Modern Language Association) and APA (for American Psychological Association). MLA style is normally used for research projects involving the humanities, such as English, history, and art. APA style is generally used for research dealing with the sciences. This style guide shows both MLA and APA styles.

Teachers in both secondary schools and colleges may specify the use of one of these styles or even a different one. Some may even give a choice of using any style. Students should use whatever style has been assigned.

## THE GOLDEN RULE OF DOCUMENTING RESEARCH:

**Any use of style must be consistent throughout the research project.**

## Plagiarism

Plagiarism is the act of using someone else's words or ideas as if they were one's own. It is also plagiarism to change a few words and give no credit to the author. Plagiarism is a serious offense. While the student should be gathering ideas from multiple sources, those sources must be given credit in accordance with the following guidelines:

1. If the exact words of an author are used, whether they are sentences or phrased, quotations marks must be used and the source documented.
2. If an original idea of an author is used, even if it is not copied word for word, that idea must be documented.

Plagiarism is essentially theft – the stealing of someone else’s intellectual property. Basically, student writers should understand that, unless they were born with the information (a feat worthy of the *Guinness Book*) or could have come to understand that information through their own experience (for example, how to play soccer), they need to cite their sources.

In writing your research paper, then, you must document everything that you borrow—not only direct quotations and paraphrases but also information and ideas. Of course, common sense as well as ethics should determine what you document. For example, you rarely need to give sources for familiar proverbs (‘You can’t judge a book by its cover’), well-known quotations (‘We shall overcome’), or common knowledge (‘George Washington was the first president of the United States’). But you must indicate the source of any appropriated material that readers might otherwise mistake for your own. If you have any doubt about whether or not you are committing plagiarism, cite your source or sources. (Gibaldi 29).

The APA Style Guide adds: “The key element of this principle is that an author does not present the work of another as if it were his or her own work. This can extend to ideas as well as written words.” (APA 5).

Consequently, if evidence of plagiarism exists, a penalty will be imposed at the teacher’s discretion and may range from grade reduction to no credit for the paper. Students should be prepared to prove that their papers are properly documented by providing notes in the form of notecards, notebook paper, types notes, photocopies, or downloads. (See samples.)

Plagiarism can be avoided by using the following methods of source citation:

1. Direct Quotation – the use of a source’s exact words, for example:

“On Saturday, October 27, 1962, at the height of the Cuban missile crisis, Nikita Krushchev’s personal assistant and a Central Committee colleague moved their families out of Moscow...”  
(McNamara 47).

2. Paraphrase – the restating of the material in the student’s own words, for example:

During the final hours of the Cuban missile crisis, Russia’s leader thought nuclear war was possible and some acted to save their families (McNamara 47).

3. The student may also give credit to the source within the text, for example:

According to Secretary of Defense Robert McNamara, Russian leaders acted to save their families from possible nuclear war (47).

## **Formatting with Modern Language Association (MLA) Guidelines**

Although there are many acceptable ways to format a report, the following guidelines are the most common and are recognized by District 204 as the standard for all classes. Some teachers may have slightly different requirements. Begin with these guidelines as a rule of thumb, but be sure to take into account what the instructor has required. Most importantly, be consistent.

In a technologically-driven society, we encourage students to type their rough drafts on a word processor to speed up and simplify the revision process. Included in the guidelines are basic word processing tips that can be applied to any word processing program.

**Fonts**

Fonts should be dark, simple, and easy to read. Whichever font is selected, consistency is the key from the title page to the Works Cited page and everywhere in between.

Word Processing Tip: Do not select fonts which automatically print all characters in special styles such as cursive, bold, or italic. Examples of fonts to avoid include Bazooka, Script MT Bold, Scribble, and Paramount Italic. The default font is usually an appropriate choice.

**Size**

The standard size for typing reports is 12 point.

**Styles**

Plain text should be used throughout a report.

Word Processing Tip: Although a word processor offers many ways to highlight different areas of text, such as bold and italic, none of these styles should be used in the report.

**Spacing**

All lines of the report should be double spaced. This includes quotations and the Works Cited page.

Word Processing Tip: Double spacing is sometimes referred to as line spacing 2. Keep in mind that if lines spacing is set at 2, one return is equal to a double space.

**Margins**

Use a uniform, 1-inch margin at the top, bottom, right, and left of every page.

Word Processing Tip: A 1-inch margin is typically the default setting on most programs. On some programs, setting top margin to ½ inch is necessary to accommodate the page header. Take note of the program and set margins to leave ½ inch above the header and 1 full inch between the top of the paper and the first line of text.

**Alignment**

The complete paper should be aligned flush with the left margin with a ragged or uneven right margin.

Word Processing Tip: This is often referred to as left aligned or left justified. It is typically the default setting on a word processor.

**Titles**

Page titles should be centered between the margins using 12 point, plain text. Use a colon followed by a space to separate titles from subtitles when needed. Titles of books included with the text or Works Cited should be italicized.

**Page header**

The report should have a running header on all pages except the title page, if required. The header should be typed in the top right corner of each page and should include the last name of the writer followed by one space and the page number. A correct example would be: Smith 2 (do not include "p." or any other symbol before the page number). Double space after the page header before the text. Pages should be numbered continuously throughout the report including the outline, if required, and the Works Cited.

Word Processing Tip: Be sure to utilize the page header and page numbering features of the word processor which will instruct the computer to carry out these tasks automatically. Under no circumstances should the running page header be manually typed on each sheet. Set the header up to be right aligned, 12pt. and plain text.

### **Capitalization**

Use upper and lower case letters (capitalize the first letter of the first word, the last word, and all important words) for titles. Within the text, follow traditional grammar rules of capitalization.

### **Punctuation**

Space once after all commas, colons, semi-colons, punctuation at the end of a sentence, periods that separate the parts of a works cited entry, and periods that follow an initial in personal names. Do space before and after slashes but not before or after hyphens.

**Note: Although in the past, many people were taught to space twice after all periods, colons, and punctuation at the end of the sentence, the use of word processors and proportional spacing has eliminated the need for the second space.**

Placement of punctuation with parentheses depends on the context. If the context requires a comma (as this sentence does), the comma following the closing parenthesis. If a complete sentence ends with a parenthesis, the period follows the closing parenthesis (as in this sentence). (If a complete sentence, like this one, is enclosed in parentheses, the period is placed inside the closing parenthesis.)

### **Quotations**

See Plagiarism section in Preface for general documentation guidelines.

**Short quotations-** ≤4 lines of your types prose or ≤3 lines of actual poetry text – should be incorporated into the text and enclosed by quotation marks.

- End punctuation goes **after** the parenthetical documentation.
- If the quotation ends in a question mark or exclamation point, that punctuation should precede the closing quotation marks. No other punctuation should precede the closing quotation marks.
- When quoting dialogue, single quotation marks enclose the speaker's words.
- Slashes are used to indicate line breaks when quoting poetry.

### **Example: Prose**

“What about Uncle Jimmy’ asked Jem. ‘Is he comin’, too?’” (Lee 130).

### **Example: Poetry**

In “Warning,” Jenny Jacobs explains to the reader, “When I am an old woman I shall wear purple / With a red hat which doesn’t go ...” (1-2).

**Long quotations-** >4 of your types lines of prose or >3 lines of actual poetry text – should be set off from the text in a block by beginning on a new line.

- The whole block should be indented 1 inch from the left margin, double spaced, without quotation marks or the usual first line indent. Note that this is ½” further in than a paragraph indent.
- The right margin does not change.
- If the quotation is more than one paragraph, the first line of the second and additional paragraphs are indented five spaces from the new margin.
- A colon may introduce a quotation displayed in this way.



- Formatting a citation in a block is equivalent to taking away the need for one set of quotation marks. If quoting dialogue, the block should be enclosed in double quotes, not the single inside the double.
- The end punctuation goes before the parenthetical documentation on the last line of the block. There is no punctuation after such documentation.
- In block quotations of poetry, the lines must appear as they do in the original text.
- Quoting two or more speakers in a play also require a block.

**Example: Prose**

Nick’s final introspection characterizes his understanding of Gatsby’s dream:

And as I sat there, brooding on the old unknown world, I thought of Gatsby’s wonder when he first picked out the green light at the end of Daisy’s dock. He had come a long way to this blue lawn and his dream must have seemed so close that he could hardly fail to grasp it. He did not know that it was already behind him, somewhere back in that vast obscurity beyond the city, where the dark field of the republic rolled on.... (Fitzgerald 189)

**Example: Poetry**

Elizabeth Bishop’s “In the Waiting Room” is rich in evocative detail:

In Worcester, Massachusetts,  
I went with Aunt Consuelo  
To keep her dentist’s appointment  
.....  
It was winter. It got  
Dark early. (1-3, 6-7)

**Example: Two or more speakers in a play**

A short time later Lear loses the final symbol of his former power, the soldiers who make up his train:

GONERIL.                      Hear me, my lord  
What need you five-and-twenty, ten or five  
To follow in a house where twice so  
many Have a command to tend you?  
REGAN.                      What need one?  
LEAR. O, reason not the need! (Shakespeare 2.4.254-58)

\*Note: The dialogue should start after capitalized names and subsequent lines of that same character's dialogue should be indented to line up under the second letter of the character's name.

\*\*Note: Shakespearean drama is usually written in blank verse, a form of poetry, so this example follows the guidelines for formatting a poetry block in terms of where the typed lines end. A block of prose drama does not have that second set of special requirements, so the line typing continues to the right margin.

## **Title Page**

MLA does NOT require a title page and includes student name, etc. on the first page of the report. Should the teacher require a title page, it is to be double spaced and include two parts. The first part should be centered between the left and right margins. On three separate lines, include the title of the paper, the word "by" (use lower case, no punctuation) and the writer's name. The second part should begin at the horizontal midpoint of the paper. On a separate line, type the following items double-spaced: class name and period separated by a comma and a space, teacher's name, and due date of the paper.

Margins for the title page should be 5 inches at the top and 1 inch at the left, right, and bottom.

Word Processing Tip: To do the second part of the title page, use left alignment and set a left tab at 4 ¼ inches.

## **Page 1 Heading**

If not using a title page, the page 1 heading should be typed on the first sheet of the report text or outline. Begin with the page header and page number flush with the right margin ½ inch down from the top with a double space after it. **At the left margin on separate double-spaced lines - type the writer's name, instructor's name, class name and period, and due date of the paper.** Date is typed in this order: number of the day, month, year. All months are abbreviated except May, June, and July.

Example: 28 Aug. 2010

Double space again and center the title of the paper in upper and lower case letters. Double space once more, return to the left margin and begin the text.

## **Outline**

When an outline is required, it should be typed in double-spaced format from top to bottom. Margins should be set at 1-inch on all sides. If the outline is to be the first sheet of the paper, the page 1 heading should be included on this page. Each level of the outline should be indented to line up with first letter of the previous level.

Word Processing Tip: Many word processors now include automatic outline components which simplify the formatting process. Explore this option, and make sure it is acceptable with the teacher.

## **Report text**

Begin the report text with the page header and the page on heading as described in this guide. The paragraphs of the report should be typed in double-spaced format flush with the left margin. Be sure to indent paragraphs ½ inch. Do not skip to a new page at the beginning of a new section.

## **Works Cited/References**

A list of sources used in research can have many names. MLA style refers to it as Works Cited; whereas, APA refers to it as References.

As the heading Works Cited indicates, this list contains all the works that you will cite in your text... Other names for such a listing are Bibliography (literally, "description of books") and Literature Cited. Usually, however, the broader title Works Cited is most appropriate, since research papers often draw on not only books and articles, but also films, recordings, television programs, websites, and other nonprint sources.... Titles used

for other kinds of source lists include Annotated Bibliography, Works Consulted, and Selected Bibliography. The title Works Consulted indicates that the list is not confined to works cited in the paper. (MLA 24)

Teachers who wish to have their students indicate all the sources they read might wish to use the term Works Consulted.

Follow teacher preferences. The Works Cited or References page should be typed on a new sheet and placed at the end of the paper. Works Cited or References should be centered in upper and lower case letters after the page header.

Double space all lines of the page both within and between the entries. **Type the first line of each entry flush with the left margin indenting all other lines of that source ½ inch from the left margin.** Titles of books should be italicized. Entries should be alphabetized by author's last name or first key word of entry. For more details on specific content and placement of parts refer to the sections in this guide for the appropriate style (MLA or APA).

Word Processing Tip: Be sure to utilize the hanging indent feature of the word processor when indenting the additional lines of an entry. The hanging indent feature will cause the program to wrap the line around and indent at the same time.

**Final Note:** in all parts of the paper, consistency is the most important rule to follow.

## Documenting with Modern Language Association (MLA) Guidelines

### Documenting Guidelines Within the Research Paper or Project

**When the author's name is not mentioned in the sentence, indicate the author's last name and page number in the parentheses.**

Example:

One researcher has found that dreams move backward in time as the night progresses  
(Dement 71).

**When the author's name is mentioned in the sentence, indicate the page number in the parentheses.**

Example:

Dement has found that dreams move backward in time as the night progresses (71).

**When more than one work by the same author is used, indicate the author's last name, a short form of the title, and the page number in parentheses.**

Example:

One current theory emphasizes the principle that dreams express "profound aspects of personality" (Foulkes, "Sleep" 184). But investigation shows that young children's dreams are "rather simple and unemotional" (Foulkes, "Dreams" 78).

**When the work has two or three authors, give all authors' names in the parentheses.**

Example:

Psychologists hold that no two children are alike (Gesell and Ilg 68).

**When the work has no author's name, begin with the word by which the title is alphabetized in the Works Cited.**

Example:

Random testing for use of steroids by athletes is facing strong opposition by owners of several of these teams (Steroids 22).

## Ways to Document Literary Works

Use the author's last name and page (prose), the line (poetry), or the act/scene/line (drama) references immediately following the quoted material. For detailed information on formatting quotations and block quotations, see the next section.

Examples:

### Prose:

At the climax of the story when Doodle's brother says, "I began to weep, and the tear-blurred vision in red before me looked familiar. 'Doodle,' I screamed above the pounding storm and threw my body to earth above his" (Hurst 58), he realizes he has pushed his brother too hard.

### Poetry:

In "Warning," Jenny Jacobs explains to the reader, "When I am an old woman I shall wear purple / With a red hat which doesn't go ..." (1-2).

Note: Verse quotations of more than three lines of the poem's text should begin on a new line. See Long Quotations in Formatting section of this guide.

### Drama:

In *Romeo and Juliet*, Romeo's soliloquy before going to the Capulets' party foreshadows the tragic end of the play when he says, "For my mind misgives / Some consequence yet hanging in the stars ..." (Shakespeare 1.4.85-86).

## Preparing a List of Works Cited

**This is an abridged version of the complete MLA guidelines for works cited information. While it includes many of the types of sources you will be using for your classes, not everything can be included here. Any special circumstances or examples not listed in this section should be referenced in the current edition of the MLA Handbook for Writers of Research Papers.**

- Works Cited page lists entries alphabetically by author's last name or first key word in the title if no author appears.
- When a work has more than three authors, the entry should list the first author followed by a comma and then et. al ("and others").
- Names of months are abbreviated except May, June, and July.
- The original publication date of a republished work should be listed after the title followed by a period. Current publication information is listed next.
- The following examples illustrate correctly punctuated entries.

**Entries in a works-cited list for print sources contain as many items from the list below as are relevant and available.**

1. Author's name
2. Title of a part of the book being cited (if a work in an anthology)
3. Translator of the part of the book if a work in an anthology
4. Title of the book or anthology
5. Name and editor, compiler, or translator preceded by the appropriate abbreviation (Ed., Comp., Trans.)
6. Edition
7. Number(s) of the volume(s)
8. Year of original publication (for republished book)
9. Place of publication, name of publisher, and date of publication
10. Page numbers
11. Medium
12. Name of Series.

Use the following abbreviations for information you cannot supply:

n.p.	No place of publication given
n.p.	No publisher given
n.d.	No date of publication given
n.pag.	No pagination given

NO PLACE:

N.p.: U of Gotham Press, 2008.

NO DATE:

New York: U of Gotham Press, n.d.

NO PUBLISHER:

New York, n.p., 2008.

NO PAGINATION:

New York: U of Gotham Press, 2008. N. pag.

**Separate information applies to electronic sources. Refer to the list that begins the electronic examples.**

## Brief Citation Guide MLA

### Book with one author

Author's Last Name, First Name. *Title of Book*. City of Publication: Publisher, Year. Print.

Dixon, Malcolm. *Forces and Movement*. Mankato, MI: Smart Apple Media, 1999. Print.

### Book with two or more authors

Last Name, First Name of first author listed on title page and First and Last Name of next author(s) on title page. *Title of Book*. City of Publication: Publisher, Year. Print.

Eggs, Suzanne and Diane Slade. *Analyzing Casual Conversation*. London: Cassel, 1997. Print.

### Book with editor

Editor's Last Name, First Name, ed. *Title of Book*. City of Publication: Publisher, Year. Print.

Gallo, Donald. R., ed. *No Easy Answers: Short Stories About Teenagers Making Tough Choices*. New York: Laurel Leaf, 1999. Print.

### Book, no author or editor given

*Title of Book*. City of Publication: Publisher, Year. Print

*The Complete Garden Flower Book*. London: Murdoch, 2001. Print.

### Work from anthology or compilation (poetry collections, *Opposing Viewpoints*, *Current Controversies*, etc.) or chapter citation

Last Name of author whose work you are citing, First Name. "Title of the Part of the Book Being Cited." *Book Title*. Ed. Editor's First Name Last Name. City of Publication: Publisher, Year. Page numbers. Print.

Morell, Virginia. "Cloning Monkeys: Are Humans Next?" *Cloning*. Ed. Lisa Yount. San Diego, CA: Greenhaven, 2001. 19-21. Print.

### Entry in a multi-volume work (*Concise Dictionary of American Literary Biography*, *Something About the Author*, *Human Diseases and Conditions*, etc.)

Last Name of author of article or chapter (if given), First Name. "Title of Article or Chapter." *Book Title*. Ed. Editor's First Name Last Name (if given). Vol. number. City of Publication: Publisher, Year. Print.

Myers, Thomas. "Tim O'Brien." *Concise Dictionary of American Literary Biography*

**CLC, NCLC, TCLC Entry**

Last Name of author of criticism, First Name. "Name of Author being critiqued." *Book Title*. Vol. number. City of publication: Publisher, Year. Print.

Smith, John. "John Steinbeck." *CLC*. Vol. 13. Detroit: Gale, 1983. Print.

**Introduction, Preface, Foreword, Afterword**

Last Name, First Name of author of Introduction. Introduction (or Preface, Foreword, or Afterword). *Book Title*. By First Name Last Name of Author of Book. City of Publication: Publisher, year. Print.

Hardy, Barbara. Introduction. *Bleak House*. By Charles Dickens. New York: Everyman's Library, 1991. Print.

**General Encyclopedia or Subject Encyclopedia** (*World Book, Britannica, Encyclopedia of World Biography, Gale Encyclopedia of Medicine, etc.*)

Last Name of author of entry, First Name (if article is signed). "Article or Entry Title." *Encyclopedia Title*. Edition (if given). Year of Publication. Print.

**If encyclopedia has a single author or editor and individual entries are not signed, begin citation with the author or editor's last name.**

Cloos, Mark. "Plate Tectonics." *The World Book Encyclopedia*. 2001 ed. Print.

Ergas, G. Aimee. "Pieter Bruegel." *Artists: from Michelangelo to Maya Lin*. New York: UXL, 1995. Print.

**Dictionary**

"Word you looked up." *Title of Dictionary*. Edition number (if given). Year of publication. Print.

"Friction." *Merriam-Webster's Collegiate Dictionary*. 10<sup>th</sup> ed. 1993. Print.

**Magazine Article** (*from print magazine*)

Author's Last Name, First Name (if given). "Title of Article." *Magazine Title* Day Month Year: Page numbers. Print.

**If no author's name is available, begin citation with "Title of Article."**

Cloud, John. "Should SATs Matter?" *Time* 12 Mar. 2001: 62-70. Print.

**Newspaper** (*from print newspaper*)

Author's Last Name, First Name (if given). "Title of Article." *Newspaper Name* Day Month Year, section:page numbers. Print.

**If no author's name is available, begin citation with "Title of Article."**

Leckey, Andrew. "Sara Lee Mixing a New Recipe." *Chicago Tribune* 17 Apr. 2001, sec. 3:1. Print.



**Book Review** *(from print resource)*

Reviewer's Last Name, First Name. "Title of Review (if any)." Rev. of *Title of Work Reviewed*, by First Name Last Name of author of work reviewed. *Name of Work in Which Review is Published* Day Month Year: page numbers. Print.

**CultureGrams**

"Article Title." *CultureGrams Edition*. City of publication: Publisher, Year. Print.

Rochman, Hazel. Rev. of *Racing the Past*, by Sis Deans. *Booklist* 1 June 2001:1880. Print.

"Commonwealth of Australia." *CultureGrams 2003 World Edition*. Lindon, UT: Axiom, 2003. Print.

**Brochure or Pamphlet** Cite as you would cite a book.

Author's Last Name, First Name (if available). *Title*. City of Publication: Publisher, date. Print.

*Washington, DC*. New York: Trip Builder, 2000. Print.

**Photograph of an Artwork from a Printed Source**

Artist's Last Name, First Name (if available). *Title*. Date of composition. Medium of composition. The Owner, Collection, or Institution (Museum) that houses the work, City. *Title of Print Source*. By Author or Editor. City of Publication: Publisher, Date. Page number. Print.

Dove, Arthur G. *Sunrise I*. 1924. Oil on canvas. Museum of Fine Arts, Boston. *The American Art Book*. By Jay Tobler, Ed. London: Phaidon, 1999. 124. Print.

**Electronic Resources**

**MLA Handbook for Writers of Research Papers, 7<sup>th</sup> Edition, does not require that URLs be included in Works Cited. If your teacher requires URLs in your citations list, it should follow the retrieval date, a period, and a space, in the following format:**

<<http://www.ipsd.org>>.

**Online Encyclopedia** *(World Book Online)*

Last Name, First Name (if given) of author of entry. "Article Title." *Title of Encyclopedia*. Publisher, Publication Date. Web. Day Month Year of access. <URL>.

Beasley, Maurine H. "Eleanor Roosevelt." World Book Online Reference Center. World Book, 2009. Web. 28 Aug. 2009. <<http://www.worldbookonline.com/>>.

**Magazine article from electronic database** (*proquest, SIRS, etc.*)

Last Name, First Name of author of article (if given). "Title of Article." *Magazine Title* Date: Page numbers (if given). *Name of Database*. Publisher. Web. Date of retrieval Day Month Year. <URL>.

Wilson, Jim. "Free Electricity from the Sky." *Popular Mechanics* 1 Mar. 2001:33. *Proquest Platinum Periodicals*. Proquest. Web. 28 Aug. 2009. <<http://proquest.umi.com/>>.

**Newspaper article from electronic database** (*Proquest, SIRS, etc.*)

Last Name, First Name of author of article (if given). "Title of Article." *Title of Newspaper* Date, Edition, Section: Page Numbers (if given). *Name of Database*. Publisher. Web. Day Month Year of retrieval. <URL>.

Main, Frank. "County Jail Runs Out of Beds." *Chicago Sun-Times* 11 Apr. 2001, sec. News: 7. *Platinum Periodicals*. Proquest. Web. 28 Aug. 2009. <<http://proquest.umi.com/>>.

**Website**

Author's Last Name, First Name (if given). "Title of Section of Website." (if applicable) *Title of Website*. Web page date or date of last update (if available). Sponsoring organization (if any). Web. Date when researcher accessed site Day Month Year. <URL>.

**If no author's name is available, begin citation with "Title of Article (or section of Website)" or Title of Website.**

Robertson, Kenneth R. "What Is a Prairie?" *The Tallgrass Prairie in Illinois*. 13 January 2002. Web. 28 Aug. 2009. <<http://www.inhs.uiuc.edu/~kenr/prairiewhatis.html>>.

**Review (of book, film, etc.) Online**

Last Name, First Name of author of review. "Title of Review (if any)." Rev. of *Title of Work Being Reviewed* by (for book) or Dir. (for film). First Name Last Name of author of work being reviewed. *Title of Online Publication or Website where review was found*. Day Month Year of review. Web. Day Month Year of access. <URL>.

Ebert, Roger. Rev. of *The Truman Show*. Dir. Peter Weir. *Chicago Sun-Times Online*. 5 June 1998. Web. 28 Aug. 2009. <<http://www.suntimes.com/output/ebert1/05show.htm>>.

**Book Review Accessed via Periodical Database** (*Proquest, SIRS, etc.*)

Last Name, First Name of author of review. "Title of Review (if any)." Rev. of *Title of Work Being Reviewed* by First Name Last Name of author of work being reviewed. *Title of Publication in which review was published* Day Month Year: page numbers (if given). *Name of Database*. Publisher. Web. Date of retrieval Day Month Year. <URL>.

Cobb, Gerald T. "Adolescent Mariner." Rev. of *Life of Pi* by Yann Martel. *America* 14 Apr. 2003: 22. *Platinum Periodicals*. Proquest. Web. 28 Aug. 2009. <<http://proquest.umi.com/>>.

**Online Image**

Last Name, First Name of artist (if available). *Title of Image*. Date of image (if available). (type n.d. if no date is available). If image is from a museum or collection, Name of Museum or Collection, City. *Title of Website or Name of Database*. Web. Day Month Year of online access. <URL>.

Gogh, Vincent van. *The Starry Night*. June 1889. The Museum of Modern Art, New York. *MOMA*.

Web. 22 July 2009. <<http://www.moma.org>>.

Photograph of a flock of sheep. n.d. *Medline Plus: Cloning*. Web. 22 July 2009.

<<http://www.nlm.nih.gov/medlineplus/cloning.html>>.

**Other Resources****Interviews**

Last Name, First Name of person interviewed. "Title of Interview (if any)." (or brief description of interview if untitled). *Publication*. Place. Date. Medium.

Nader, Ralph. Interview with Ray Suarez. *Talk of the Nation*. Nat'l Public Radio. WBUR, Boston.

16 Apr. 1998. Radio.

**Photograph, Painting, or Sculpture**

Artist's Last Name, First Name (if available). *Title*. Date of composition. Medium of composition. Institution (museum) that houses the work, City.

Picasso, Pablo. *Mother and Child*. 1921. Oil on canvas. The Art Institute of Chicago.

## LMC Facts and Information

**Library Media Center Hours** are 7:00 a.m. to 3:00 p.m. Monday through Friday when school is in session.

### LMC EXPECTATIONS

- ✓ Work quietly
- ✓ Four students per a table
- ✓ Keep food and drink put away
- ✓ Respect fellow students and Staff
- ✓ Use computers for academic purposes
- ✓ Use time productively, see the LMC Staff for questions

### CIRCULATION POLICY

Student ID is required to check out library materials. Students may check out up to five items for a three-week time period, no more than two items per topic. Students may renew books for one additional three-week period.

Material	Checkout period	Fine/day
Books	3 weeks	10¢
Reference	Overnight	25¢
Playaway/ Audiobooks	2 weeks	25¢

**Ebook circulation:** District 204 subscribes to **Overdrive** (Add the Indian Prairie School District Library and your school to your account libraries) and **FollettShelf** with a 2 week check out with renewal options. Access log in = computer log in

### ADDITIONAL SERVICES

Student copy machine - \$0.10 per copy, per side

LMC Store – Students may purchase school supplies such as pens, pencils, note cards, and poster boards.

## LMC Resources: Databases and eBooks

District 204 High Schools subscribe to several credible and reliable databases as well as eBooks to assist students with their research. Access from home is available through the school website homepage or from <https://destiny.ipeds.org> to select your school. Subscription databases are password protected, and each school has their own unique password. Listed are database providers and resources that can be accessed from school or from home.

### ABC-CLIO SOCIAL STUDIES RESOURCES

Suite of databases about history, geography, government and controversial issues provides multiple perspectives and analysis for research.

American History, Pop Culture Universe, Modern Genocide, World at War, World History:  
Ancient and Medieval Eras, World History: The Modern Era

User name: \_\_\_\_\_  
Password: \_\_\_\_\_

### GALE PRODUCTS

**Artemis Literary Sources** Find up-to-date biographical information, overviews, full-text literary criticism and reviews on more than 130,000 writers in all disciplines, from all time periods and from around the world. As you analyze literature, use the Topic Finder or Term Frequency features.

**Biography in Context** integrates full-text articles from hundreds of magazines and newspapers, as well as tens of thousands of images and links to vetted websites. Search for people---both current and historic from all eras and fields of endeavor---based on name, occupation, nationality, ethnicity, birth/death dates and places, or gender, as well as keyword and full text.

**Literature Criticism Online** Digital "brown books" that provide literary commentary of literature, history and culture. Access to centuries of analysis through scholarly and popular commentary from broadsheets, pamphlets, encyclopedias, books and periodicals.  
Only available at MVHS.

**Science in Context** is an engaging online resource providing contextual information on hundreds of today's most significant science topics. Reference content is merged with full-text magazine, academic journal, and news articles; experiments, images, videos, audio files, and links to vetted websites.

**U.S. History in Context** provides integrated access to over 4,000 historical (primary) documents, articles from more than 30 reference titles, and over 110 full-text journal covering themes, events, individuals and periods in U.S. history from pre-Colonial times to the present.

### Gale Virtual Reference Library = eBooks

A database of digital Reference material, including encyclopedias and specialized reference sources for multidisciplinary research.

\*\*Free *AccessMyLibrary* app available at <http://www.gale.com/apps>  
<http://galenet.galegroup.com>

Password: \_\_\_\_\_

## NOODLE TOOLS

Create your personal account to access research tools for **note-taking, outlining, citation, annotation, and collaborative research and writing.**

<http://www.noodletools.com>

## PROQUEST PRODUCTS

**CultureGrams** is a concise, reliable and up to date country reports on cultures of the world. Includes a Photo Gallery, Famous People, and Recipe Collection from around the world.

**ProQuest Platinum** provides access to articles from newspapers, magazines, and scholarly journals including back files of over 2,000 periodicals.

**SIRS Knowledge Source** A wide range of information published by departments of the U.S. government (Government Reporter) and 1500 sources gleaned for articles on social, scientific, historic, economic, political, and global **Pro vs. Con** issues (Researcher).

User name: \_\_\_\_\_

Password: \_\_\_\_\_

## SALEM PRESS

Salem Press provides eBook access to several Salem Press reference books. *The Magill's Medical Guide 6th Edition* as a resource for Health and Science classes. For Social Studies and decade research, the following titles are available: *The 1920s in America, The 1930s in America, The 1940s in America, The 1950s in America, The 1970s in America, The 1980s in America, The 1990s in America, and The 2000s in America.* Multi-volume reference books: *Great Lives in History, Great Events in History, Encyclopedia of American Immigration, and Weapons and Warfare.*

<http://online.salempress.com/home.do>

Password: \_\_\_\_\_

## WORLD BOOK ADVANCED

More than just the online version of the print encyclopedia. Access and download over 5,000 ebooks, access an extensive database of primary sources, and websites related to your search.

<http://www.worldbookonline.com>

User name: ipsd204

Password: schools

## FREE GOVERNMENT DATABASES

**American Memory** is a Library of Congress site containing original source documents, movies, photos, and more.

<http://memory.loc.gov/ammem/amhome.html>

**CIA Factbook- The World Factbook** provides information on the history, people, government, economy, geography, communications, transportation, military, and transnational issues for 266 world entities.

<https://www.cia.gov/library/publications/the-world-factbook/index.html>

## Computer Use Expectations

- Students using computers must be in an area under supervision of a staff member.
- Ensure food and beverages are removed from computer areas, including computer labs.
- Passwords are provided for computer access beginning each school year and on class schedules. Remember to keep it private.
- The district provides a limited quota server space to each student for the convenience of the student for storage of course related documents and files. To access the server space, or h:drive, the student must be logged on to a computer using their student ID number and password. The h:drive will be labeled with the student ID number.
- The district also provides access and storage to Google Drive and Google Classroom.
- Student server space is the property of Indian Prairie School District #204. The student h:drive can be monitored and will be accessed when deemed appropriate by administration.
- Computers are the property of Indian Prairie School District #204 and are available for academic purposes. Non-academic use, such as online games and social networking will result in a consequence. Remember to practice positive digital citizenship when using any electronic device.
- Use of proxy websites or other means to circumvent the district filter is prohibited. Failure to comply will result in consequences resulting in the loss of computer access. Consequences are found under the Discipline Policy and Rules.
- Please refer to the Internet Access Policy and BYOT policies for Indian Prairie School District 204 #645 for information about Internet Safety and use found under “General Information” in this handbook.

**You may find the following web sites helpful. They can be accessed from school or home.**

District #204 webpage <http://www.ipspd.org>

Metea Valley webpage <http://mvhs.ipspd.org> <http://meteamedia.org/>

Neuqua Valley webpage <http://nvhs.ipspd.org/> <http://neuquamedia.org/>

Waubonise Valley webpage <http://wvhs.ipspd.org/> <http://www.waubonsiemediacom/>

