

**Student Handbook**

# **Old Orchard Junior High**



**2023-2024**

## Table of Contents

Introduction .....	3
General School Information.....	3
Academic Eligibility for Sports/Activities.....	3-4
Honesty Policy.....	4
Honors and Awards .....	4
Standard Based Grading.....	4-5
The Bulldog Brand: Behavior Expectations.....	6-9
Expectations by Location (brief chart).....	7-9
Common Phrases for Correcting Misbehavior.....	9
Video Examples of Correct Behavior.....	9
Arrival Procedure.....	9-10
Dismissal Procedure.....	10
Sports Spectator Conduct.....	10
Old Orchard School Rules.....	11-13
Attendance .....	11
Tardiness to School.....	11
Tardiness to Class.....	11
Cell Phone Policy.....	11
Drug Policy.....	11
Prohibited Behaviors.....	11-12
Prohibited Items.....	12
Student Dress Code.....	12-13
Reporting Bullying.....	13
LMC .....	13
Technology .....	13
Textbook and Materials .....	13

## Introduction

This handbook is designed to acquaint students with the rules, procedures, and other relevant information necessary for the orderly functioning of our school. This handbook is not all inclusive, therefore additional rules and procedures may not appear in this book.

## General School Information

### **School Hours**

School is in session from 8:00 a.m. until 3:00 p.m. Tuesday through Friday, and from 8:00 a.m. until 2:05 on Monday. Unless participating in a before school activity or attending breakfast, students are not expected to arrive at school before 7:45 a.m.

### **After School Activities**

After school activities begin at 3:05 p.m. If a student is attending after school activities, they are expected to be at that location by 3:05 p.m. when that bell sounds. When attending an after school activity, students can get a bus pass to ride the activity bus home. Activities end at 3:55 p.m. and the buses leave to start taking the students home at 4:00. If a student does not attend an after school activity, they can not ride the activity bus home.

### **After School Activity Bus**

An after school activity bus is available and departs at 4:00 p.m. for those students participating in an after school activity. All students may use this service without charge by obtaining an activity bus pass from the activity sponsor, which is good only on the date issued. There is no after school bus on Mondays.

### **I.D. Cards**

Students must have their I.D. cards in their possession at all times. Students will use their I.D. to purchase food and check out library books. Students may not deface their I.D. cards. If an I.D. card is lost or damaged, a new one must be purchased for \$5.00.

## Academics: Academic Eligibility for Sports/Activities

### **Tryouts/Auditions**

Student athletes are required to get a score of 3 or 4 in *learner qualities* in order to be eligible to play for the Interscholastic Sports Team. Students may not have any Unable to Assess (UA) grades. Students must demonstrate a 3 or 4 in all *learner qualities*, in all classes to be eligible to try out for interscholastic athletics and extracurricular activities.

**4 Meeting (Eligible)**

**3 Approaching (Eligible)**

**2 Emerging (Not Eligible)**

**1 Beginning (Not Eligible)**

4	Meeting <i>Student understands the concept or skill and can do it on their own.</i>
3	Approaching <i>Student understands most of the concept or skill on their own with occasional support.</i>
2	Emerging <i>Student understands some of the concept or skill with support.</i>
1	Beginning <i>Student is just getting started with understanding this concept or skill.</i>
UA	Unable to assess <i>Not enough work was submitted to be assessed and receive a grade.</i>
X	Not assessed this trimester.

\*If a student has an in school suspension or out of school suspension on the day of tryouts, that student may not participate in tryouts.

### **Game/Performance**

Students are expected to be in school and have good standing attendance (no attendance or tardy behavior referrals) in order to participate in any game or performance.

Once a student is on an interscholastic team, the coach will check academic and learner quality status, in all classes, on a weekly basis to determine eligibility for game play.

- Students must maintain an academic grade of Meeting, Approaching, or Emerging in classes to participate in games/performances.
- The student must also maintain a 3 or 4 in all classes, in all learner qualities.
- If a student has an in school suspension, that student may not participate in the game/performance but may attend the game/performance if they are already an active member of the team.
- If a student has an out of school suspension on the day of a game, that student may not attend or participate in the game/performance.
- Students may not have any Unable to Assess (UA) classwork grades related to lack of effort.
- If a student receives a UA or 1 on an assignment, the student has opportunities to improve their score for that class after a game/performance is missed.

### **Sportsmanship**

Student Athletes are expected to demonstrate positive sportsmanship by showing respect to all student athletes, coaches, spectators, and officials. If a student demonstrates unsportsmanlike behavior they may be suspended from game play at the discretion of the coach and Assistant Principal.

\*\*Students may appeal to the Assistant Principal for an athletic waiver for consideration of extenuating circumstances.

### **Honesty Policy**

OOJH students are expected to uphold the Honesty Policy by being responsible for their own work and learning, as well as being honest in their interactions with others. Students who attempt to submit work that is not their own have violated the Honesty Policy by cheating. Specific actions that constitute cheating include, but are not limited to:

- Taking a test and receiving help of any kind from others or from hidden answer sheets, notes, or devices (electronic). This includes copying or receiving answers from others, seeing a copy of the test beforehand, checking answers from another student, or giving help to another person.
- Lending or borrowing homework or class work, unless the teacher has specifically instructed students to work together, plagiarizing work, including copying out of books, the Internet, or other sources without proper citation.
- Intentionally misgrading either your work or another's work.
- Representing homework or a project as your own when a member of your family or another person actually did the work.
- During a quiz, talking to yourself or anyone other than the teacher. This includes any form of communication with another student.
- Forging a guardian(s) signature.

The consequences of violating the Honesty Policy or cheating include receiving an "UA" on the assignment with no chance for makeup, and notification to guardians. If cheating persists, consequences may include detention or suspension.

### **Honors and Awards**

The traditional concept of an Honor Roll does not match the intent of Standards-Based Grading (SBG). However, we will still acknowledge and celebrate students. It is important to understand that since learning the standards is an ongoing process throughout the year and students are encouraged to stretch themselves, fall down and get back up again, we will focus on recognizing achievement and advancement at the end of the school year.

#### **Trimester 3 Awards**

- Academic Achievement Award (student meets in all strands)
- Academic Advancement Award (student demonstrates academic growth)

#### **Trimester Awards**

- The Bulldog Brand Award (4s in Quality of Work, Prep for Class, Participates in Learning)
- The Bulldog Brand Award (4s in Follows Expectations, Communicates Respectfully)
- Top Dog Award (Given in each P.E. class for students who earn 3s and 4s in *learner qualities*)
- Extra-Curricular Activity Participation

## Standards Based Grading

Standards-Based Grading (SBG) is a set of teaching and reporting practices that communicate a student's performance against a predetermined set of learning standards. Utilizing SBG helps to ensure students reach their fullest potential while providing structure, expectations, and feedback about the process of learning to students and families. Standards-Based grading practices:

- Strengthen communication between home and school
- Report what students know and are able to do
- Promote student reflection and engagement in the learning process
- Separate academic achievement from learner qualities or behavior
- Provide students multiple opportunities to demonstrate learning

### **Specific Standards-Based Grading Practices**

In an SBG system, students do not receive percentages of credit or letter grades. Instead, students receive specific feedback on their level of performance toward mastery of a standard. Accordingly, students will not receive zeros (F grade) nor will they receive one-hundreds (A+ grade) or any letter grade. Instead, students will receive an academic grade in most classes according to four performance levels of **“Beginning,” “Emerging,” “Approaching,” or “Meeting”** for the standards and skills that are assessed.

Students will be graded on behavioral-based learner qualities separate from academic standards. The learner qualities will be graded on four proficiency levels of “rarely,” “sometimes,” “often,” or “always/ consistently” according to how regularly a student demonstrates specific learner qualities.

In an SBG system, extra credit points are not given to students. The goal of SBG is to provide an accurate picture of student learning aligned with the Illinois learning standards. Attaining a high level of points is not a goal that applies to student learning in an SBG system. Effort and achievement beyond standards is something that can be captured within learner qualities or in other forms of feedback.

Students often work in groups on classroom assignments and projects. In an SBG system students will receive an individual grade based on their own learning when they participate in group work.

Providing students with opportunities to retake assessments and redo activities is sound educational practice. We recognize that all students learn at different rates and should be granted multiple opportunities to demonstrate learning. Each teacher will clearly communicate to students and parents their retake procedures.

In an SBG environment, homework might be used to practice a skill, to prepare students for upcoming learning, or to reinforce and extend learning, but never to learn material for the first time. Homework should not have an impact on a student’s academic grade within an SBG system because it is a practice aimed at increasing the student’s capacity to meet a standard.


### **Performance Levels\*\***

UA	1. Beginning	2. Emerging	3. Approaching	4. Meeting
Not enough work was submitted to receive a grade and be assessed.	Student is just getting started with this concept.	Student understands some of the concept but not completely on their own and still needs help.	Student understands most of the concept on their own but needs more practice.	Student understands the concept and can do it on their own and/or teach others.


### **Scale for Learner Qualities K-8**




1	2	3	4
Rarely	Sometimes	Often	Always/Consistently

The Bulldog Brand: Behavior Expectations & Expectations By Location



# The Bulldog Brand



 Be **Safe** so everyone can learn  
 Be **Cooperative** so we're learning together  
 Be **Productive** because learning matters

Location	BE SAFE	BE COOPERATIVE	BE PRODUCTIVE
<b>Daily School Wide Expectations</b>	<ul style="list-style-type: none"> <li>● Use appropriate language and tone of voice</li> <li>● Keep hands, feet, and objects to yourself</li> <li>● Display good sportsmanship</li> <li>● Listen and respond politely to your peers</li> <li>● Dress appropriately</li> <li>● Listen and respond politely to adult directions</li> <li>● Use equipment appropriately</li> <li>● Immediately report any suspicious or dangerous behavior to an adult.</li> </ul>	<ul style="list-style-type: none"> <li>● Always share with other students (everyone gets a turn)</li> <li>● Work together as a team</li> <li>● Always help others</li> <li>● Always do you share of the work</li> </ul>	<ul style="list-style-type: none"> <li>● Have correct passes</li> <li>● Arrive and leave on time</li> <li>● Bring &amp; leave w/ necessary materials</li> <li>● Complete all required task</li> <li>● Ask questions if you do not understand something</li> </ul>
<b>Assembly/ Field Trips</b>	<ul style="list-style-type: none"> <li>● Enter/exit building quietly</li> <li>● Listen for directions</li> <li>● Applaud appropriately</li> <li>● Be a polite audience member</li> <li>● Keep hands, feet, and objects to yourself</li> <li>● Use appropriate language, volume and tone of voice</li> <li>● Keep all cell phones silenced and out of sight</li> <li>● No talking during performance or presentation</li> <li>● Immediately report any suspicious or dangerous behavior to an adult.</li> </ul>	<ul style="list-style-type: none"> <li>● Follow guidelines of forum/gym or the place you are visiting</li> <li>● Remain with assigned group</li> <li>● Listen and respond politely to adult directions</li> <li>● Always be a good helper</li> </ul>	<ul style="list-style-type: none"> <li>● Be on time</li> <li>● Bring necessary supplies</li> <li>● Dress appropriately</li> <li>● Use washroom prior to start of trip</li> <li>● Always identify the objective or main idea of the assembly or field trip</li> <li>● Always complete any assignments that might me associated with the assembly or field trip</li> </ul>

<b>Location</b>	<b>BE SAFE</b>	<b>BE COOPERATIVE</b>	<b>BE PRODUCTIVE</b>
<b>Arrival/ Dismissal</b>	<ul style="list-style-type: none"> <li>● Enter/exit in a safe and orderly manner</li> <li>● Use appropriate language, volume and tone of voice</li> <li>● Keep hands, feet, and objects to yourself</li> <li>● Listen and respond politely to your peers</li> <li>● Remain on school grounds once arrived</li> <li>● Monitor personal belongings</li> <li>● Listen and respond politely to adult directions</li> </ul>	<ul style="list-style-type: none"> <li>● Always be a good helper to schoolmates</li> <li>● Always be kind and courteous to everyone</li> <li>● Always be a good friend</li> </ul>	<ul style="list-style-type: none"> <li>● If you are staying for supervised activity arrive on time</li> <li>● Arrive to supervised activity prepared to work</li> <li>● Have a communication plan established with home for pick up</li> <li>● Dress appropriately for the weather</li> </ul>
<b>Bathrooms/ Locker Rooms</b>	<ul style="list-style-type: none"> <li>● Be considerate of others' privacy</li> <li>● Be considerate of school property and property of others</li> <li>● Return to class in a timely manner</li> <li>● Use appropriate language, volume and tone of voice</li> <li>● Keep hands, feet, and objects to yourself</li> <li>● Immediately report any hazardous conditions to an adult</li> <li>● Always check in and out with teacher before you leave the classroom</li> <li>● Monitor personal belongings</li> </ul>	<ul style="list-style-type: none"> <li>● Dispose of trash appropriately</li> <li>● Flush</li> <li>● Wash hands with soap</li> <li>● Return to class as quickly as possible so that someone else may go</li> </ul>	<ul style="list-style-type: none"> <li>● Bring necessary materials and supplies</li> <li>● Store away personal belongings appropriately</li> <li>● Return to class as quickly as possible, so that you do not miss the lesson for the day.</li> </ul>
<b>Before and After School Activities</b>	<ul style="list-style-type: none"> <li>● Use appropriate language and tone of voice</li> <li>● Keep hands, feet, and objects to yourself</li> <li>● Display good sportsmanship</li> <li>● Remain in a supervised environment at all times</li> </ul>	<ul style="list-style-type: none"> <li>● Listen and respond politely to adult directions</li> <li>● Inform parents/guardians of plans</li> <li>● Communicate with home in advance pick up and drop off expectations</li> </ul>	<ul style="list-style-type: none"> <li>● Have necessary materials and supplies</li> <li>● Follow extracurricular code: <ul style="list-style-type: none"> <li>○ Be on task</li> <li>○ Actively participate</li> </ul> </li> </ul>

<b>Location</b>	<b>BE SAFE</b>	<b>BE COOPERATIVE</b>	<b>BE PRODUCTIVE</b>
<b>BBC</b>	<ul style="list-style-type: none"> <li>● Use all the materials appropriately (tools for learning-not toys to trash)</li> <li>● Be courteous and polite</li> <li>● Use appropriate language and tone of voice</li> <li>● Keep hands, feet, and objects to yourself</li> <li>● No food or drink</li> <li>● Leave lights on and doors open in small rooms unless otherwise needed for technology</li> </ul>	<ul style="list-style-type: none"> <li>● Listen and respond politely to your peers and adults</li> <li>● Always be courteous to your classmates</li> <li>● Always be fair</li> <li>● Wait patiently when requiring assistance</li> <li>● Wait patiently and share materials and space</li> </ul>	<ul style="list-style-type: none"> <li>● Know the purpose of your visit</li> <li>● Bring necessary supplies</li> <li>● Return all materials that can be reused in their appropriate places</li> <li>● Follow all technology rules</li> <li>● Do your own work</li> <li>● Manage time wisely</li> <li>● Ask questions for clarification</li> <li>● No cell phones (even before or after school)</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>● Be considerate of school property and property of others</li> <li>● Enter/exit in an orderly fashion at your stop only</li> <li>● Use appropriate language, volume and tone of voice</li> <li>● Keep hands, feet, and objects to yourself</li> <li>● Remain seated</li> <li>● Keep aisles clear</li> <li>● Wear your seatbelt</li> <li>● Listen and respond politely to adult directions</li> </ul>	<ul style="list-style-type: none"> <li>● Follow bus guidelines</li> <li>● Make room for a friend to sit next you</li> <li>● Only one or two people per row</li> <li>● Turn in any found items to the bus driver</li> </ul>	<ul style="list-style-type: none"> <li>● Have your bus identification card ready</li> <li>● Check around you before exiting the bus for personal items</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>● Use appropriate language, volume and tone of voice</li> <li>● Be polite</li> <li>● Wait patiently in line</li> <li>● Keep hands, feet, and objects to yourself</li> <li>● Listen and respond politely to your peers</li> </ul>	<ul style="list-style-type: none"> <li>● Remain seated at table</li> <li>● Keep area clean</li> <li>● Listen and respond politely to adult directions</li> <li>● Purchase and eat own food</li> <li>● Keep all food and drink in cafeteria</li> <li>● Always throw away trash</li> </ul>	<ul style="list-style-type: none"> <li>● Be prepared with lunch money and/or order</li> <li>● Arrive and leave on time</li> <li>● Be ready to invite someone new to your table</li> </ul>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>● Listen attentively</li> <li>● Wait to be acknowledged</li> <li>● Honor the differences of others</li> <li>● Use appropriate language, volume and tone of voice</li> <li>● Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Be on task</li> <li>● Ask for help when necessary</li> <li>● Actively participate</li> <li>● Listen and respond politely to adult directions</li> <li>● Do your own work</li> <li>● Give your best effort</li> </ul>	<ul style="list-style-type: none"> <li>● Bring necessary materials and supplies</li> <li>● Complete all assignments on time</li> <li>● Be in seat when bell rings</li> <li>● Have assignment notebook</li> </ul>



Location	BE SAFE	BE COOPERATIVE	BE PRODUCTIVE
<b>Hallways/ Lockers/Stairs</b>	<ul style="list-style-type: none"> <li>● Walk on the right</li> <li>● Be courteous and polite</li> <li>● Be mindful of other people moving through the halls</li> <li>● Keep moving and avoid causing a traffic jam</li> <li>● Speak at a conversation level</li> <li>● All devices should be put away so you can see where you are going</li> <li>● Only one earbud</li> <li>● Keep hands, feet, and objects to yourself</li> <li>● Listen and respond politely to your peers</li> <li>● Stay to your right</li> <li>● Remember to dispose of trash properly</li> </ul>	<ul style="list-style-type: none"> <li>● Care for school property and property of others</li> <li>● Continue moving to your assigned destination</li> <li>● Keep all food in sealed containers</li> <li>● Use only your own locker</li> <li>● Lock your locker</li> <li>● Keep locker neat</li> <li>● Have a pass except during passing periods</li> <li>● Listen and respond politely to adult directions</li> <li>● No screens should be seen</li> </ul>	<ul style="list-style-type: none"> <li>● Arrive and leave on time</li> </ul>
<b>LMC</b>	<ul style="list-style-type: none"> <li>● Use materials and equipment appropriately</li> <li>● Be courteous and polite</li> <li>● Use appropriate language, volume and tone of voice</li> <li>● Keep hands, feet, and objects to yourself</li> <li>● Listen and respond politely to your peers</li> </ul>	<ul style="list-style-type: none"> <li>● Keep area clean</li> <li>● Return all materials to appropriate place</li> <li>● Follow all computer rules</li> <li>● Listen and respond politely to adult directions</li> <li>● Do your own work</li> <li>● Manage time wisely</li> <li>● No cell phones (even before or after school)</li> </ul>	<ul style="list-style-type: none"> <li>● Know why you are there</li> <li>● Bring necessary supplies</li> </ul>
<b>Main Office/ Health Office</b>	<ul style="list-style-type: none"> <li>● Enter/exit quietly</li> <li>● Wait patiently</li> <li>● Be polite</li> <li>● Use appropriate language, volume and tone of voice</li> <li>● Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Listen and respond politely to adult directions</li> <li>● Arrive with a pass from an adult</li> </ul>	<ul style="list-style-type: none"> <li>● Know why you are there</li> </ul>

### Common Phrases for Productive Behavior

The following phrases are commonly used by peers and adults across the school.

- “Respect the bubble” – Hands to yourself
- “One ear please”-- Take off one headphone or one earbud
- “Phones away”-- No phones visible, or it will be taken
- “Stay to the right”-- Walk on the right side of the hallway
- “Walk and Talk” -- Walk towards your destination to clear the hallway

### Arrival Procedure

Doors open at 7:45 a.m. Only students who are eating breakfast will be allowed to enter the cafeteria in the morning. All other students will enter the school at 7:55 a.m. Here is the Bulldog Pride presentation for your convenience: [LINK HERE](#)

### **Expectations for the Cafeteria in the Morning:**

- Speak at a conversation voice level

- Clean up after yourself and friends
- Cafeteria stops serving breakfast at 7:55

**Expectations for the Hallways in the Morning (only due to inclement weather):**

- 6th grade: Forum, 7th grade: Cafeteria, and 8th grade: GTT hallway (8th grade hallway)
- Do not leave the designated area.
- Speak at a conversational level
- Follow adult directions.
- Hands, feet and objects to self.
- No food or drink (water only).
- iPads and earbuds (1 ear only) are allowed.

**Dismissal Procedure**

At 2:05 p.m. (on Monday) and 3:00 p.m. (Tuesday through Friday) school ends. Students are expected to leave school grounds immediately after school. Those students who ride the bus must report to their bus by 3:05 p.m. in order to make the bus on time.

Be Safe:

- Walk through the hallways to get to bus
- Know where you are supposed to be going and go there safely!

Be Cooperative:

- LEAVE THE BUILDING AND PROPERTY
- Meet outside: Clumps and clusters in the hallways slow others on their way out, additionally this could cause a safety hazard as students exit the building
- Listen and respond immediately to redirection from adults
- Help keep the hallway clean

Be Productive:

- Organize your materials and head out
  - Stay to the right
  - Walk and talk
- Be away of how your movement impacts others
- Go directly to after school activities if you joined one
- Make sure your locker is locked

**Activity Bus**

Any student involved in after school activities will receive a pass from the adult leading that activity. The Activity Bus leaves promptly at 4 p.m. every day on Tuesday through Friday. Students who do not participate in an after school activity *may not* ride the Activity Bus.

**Sports Spectator Conduct**

Games are an extension of the school environment, therefore general school expectations are consistent during games as well. Due to the fact that attending games is a privilege, if students do not respond to initial redirection/reminders, students may be asked to exit the game. Students may be asked to leave the game due to their behavior and may not be allowed back at games for the duration of the season.

Please review this presentation for [sports spectator expectations](#).

- Students are not allowed to bring any food or drink (water is okay) into the gyms
- At games in the gyms, students must enter the gym right after school and stay there. They are not allowed to leave school grounds and come back
- Once the ball has been handed over during a free throw or the whistle has been blown for a volleyball serve nothing should be screamed out
- Students are not allowed to enter and leave the gym without permission. Students may enter at 4:20 when the other after-school activities let out
- If a student needs to exit during the game, they must use the doors at the northeast corner of the gym
- Students can use the restroom one at a time
- Students can get a bus pass to take the 3:55 activity bus from the supervisor
- Students are expected to communicate with their rides to be picked up immediately at the end of the activity. If there is an excessive wait to be picked up and/or it becomes common for a student, they may not be allowed to attend after school sporting events or be required to take the bus home
- Students are prohibited from visiting an opposing school for a game unless they are with a responsible parent/guardian

## Old Orchard School Rules

### Attendance

Regular attendance and promptness are essential for good performance. The Assistant Principal monitors absences. Excessive absences may result in conferences with social work, the Assistant Principal, the team of teachers and possibly with the Skokie Police Department and/or Cook County Truancy Officer.

The following procedures are expected to be followed for the safety of the student body:

- If a student is absent on a regular school day, they are disqualified from participating in any school related activities or events that day.
- Students must make up for any missed work.
- Students should check Canvas for what they are missing. Teachers will work with the student to provide sufficient time to complete assignments.

### Tardiness to School

The first class of the school day begins at 8:00 a.m. Any student who arrives after 8:00 a.m. will be considered tardy to school. If the student is entering the school after 8:00, they will need a pass from the front office to enter the school. Tardiness to school is monitored by the Assistant Principal and the support staff. Excessive tardies may result in conferences with social work, the Assistant Principal, and/or the team of teachers. This conference may lead to meetings with parents/guardians or loss of school privileges.

### Tardiness to Class

Prompt arrival to all classes is essential for good performance. Students are expected to arrive in their classrooms before the bell rings each period. Students who demonstrate a pattern of tardiness will be referred to the Assistant Principals' office for corrective consequences.

### Cell Phone Policy

Our school is a place of learning, and we want to minimize distractions in the building. In addition, we want to promote a safe environment where the privacy of all persons is respected. Therefore, students are not allowed to carry their cell phones with them during the school day. The school assumes no responsibility for the security of these items. If students and parents/guardians need to communicate during the school day, they should do so through the Main Office. The number is (847) 568-7501.

- Cell phones should be turned off and locked in students' lockers before the school day begins at 8:00 a.m. through the end of the school day (Mondays 2:05 p.m. and Tuesdays-Fridays 3:00 p.m.)
- Students may use their cell phones after 3:00 p.m.
- Cell phones may not be used at after school activities and clubs from 3:05 p.m.-3:55 p.m.
- Cell phones may be used at athletic events
- A smartwatch may not be used for communicating with others during the school day
- Students may not use their cell phones during the school day for any reason, including calling a family member or guardian

### **Consequences for Violating the Cell Phone Policy**

Offenses are cumulative throughout the school year. Consequences are given based on offenses throughout all classrooms, not given in one specific classroom.

- **1st Occurrence:** Student's phone will be confiscated and turned in to the office until the end of the day. It is the student's responsibility to pick up their phone at dismissal.
- **2nd Occurrence:** Student's phone will be held until the end of the day and a member of the office staff will contact the student's guardian to inform them about the 3rd occurrence policy.
- **3rd Occurrence:** Student's phone will be kept in the office. A member of the office staff will communicate with the guardian and will notify them that they must pick up the phone from the school. We will create a plan with the student to turn in their phone at the beginning of the day and pick up their phone at the end of the day for an extended period of time (1 to 2 weeks). We will teach students to use the phone in the nurse's office when they do not have possession of their cell phone.

### Drug Policy

Alcohol, tobacco, vape, and other drug use are illegal and interfere with learning and health. Students are prohibited from possessing, transferring or using any drug. Students violating this rule will be subject to suspension and/or expulsion. Police will be notified and referral for a ticket will be initiated when deemed necessary by building administration. **Prohibited Behaviors**

- Possession or use of illegal substances is prohibited and will be referred to local police
- Fighting, "play" fighting, and public displays of affection are prohibited. OOJH has a "hands off" policy and students are reminded to keep their hands to themselves at all times while on school grounds or riding the bus
- Intimidation or threat of violence against any student, district staff member, and/or district property is not tolerated. Joking about engaging in violent acts against others that can reasonably be interpreted by others as a threat is also prohibited. Students violating this will be subject to discipline up to and including suspension and expulsion. Additionally, cases may be referred to the police for prosecution
- Bullying, Hazing, Harassment or Cyberbullying of other students or district personnel

- Theft of any kind: personal property, school property, or school work
- Intentional damage to, destruction of, or any other attempt to damage or destroy property of other students or school personnel
- Profanity and verbal abuse of any kind, written or verbal
- Forgery of a parent/guardian signature
- Insubordination to school personnel
- Gambling
- Selling items at school for personal profit or trade
- Meals must be consumed in the cafeteria
- No snacks are allowed in the classroom
- Cologne, perfume, and other fragrant spray products must not be used in school

### **Prohibited Items**

- Personal entertainment devices, including but not limited to: video players, laser pointers, video game units, digital cameras, etc.
- Items considered by staff or administrators to present clear hazards to staff or students, including but not limited to: matches, lighters, weapons, look-alike weapons, fireworks, spiked bands, heavy chains, and smoke bombs
- Tobacco, alcohol, drugs, vape, placebos, drug paraphernalia, inhalants, or look-alike items
- Clothing or jewelry with reference to drugs, alcohol, sex, obscenities, violence, ethnic slurs, or gangs
- Any item that would interrupt, distract from, or interfere with the educational process

### **Student Dress Code**

#### **Dress Code Rationale**

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression
- Reasons for conflict and inconsistent discipline should be minimized whenever possible
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style

#### **The following dress code guidelines must be observed:**

##### **Students Must Wear:**

- Shirt
- Bottoms
- Shoes (activity-specific shoe requirements are permitted. For example: for PE, science labs)
- Fabric covering genitals, buttocks, breasts and nipples must be opaque

##### **Students May Wear (as long as the “Must Wear” category is still followed):**

- Midriff baring tops (crop tops)
- Tank tops (including strapless, spaghetti strap, halter tops, basketball jersey)
- Shorts, dresses, and skirts
- Fitted pants, including leggings, yoga pants, skinny jeans, ripped jeans
- Hats and other headwear must allow the face to be visible, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible.
  - **\*\*Exceptions to this are based on religious practices and/or individual exemptions given by administration for special circumstances.**

##### **Students Cannot Wear:**

- Anything considered an undergarment can not be used as sole clothing (sports bra, boxer shorts, bathing suit, etc)
- Clothing or accessories that display or refer to undesirable and/or unhealthy images (such as, but not limited to, alcohol, drugs, cigarettes, violence, or gang-related symbol, vulgar actions or language)
- Hate speech, or any images or language that creates a hostile or intimidating environment based on any protected class.
- Any clothing choices relating to current gang affiliation will not be allowed
- Winter coats can not be worn during the school day and must remain in lockers
- Wearable bags (bookbags, purses, fanny packs, drawstring bags, etc.) cannot be carried or worn during the school day and must remain in lockers
- Students can not wear their PE uniforms during the school day due to hygiene concerns

**\*\*Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards or conditions exist. Specialized courses may require specialized attire, such as sports uniforms, closed-toed shoes, safety gear, or no hoods/headwear.**

### **Enforcement of the Dress Code**

- If a faculty member notices a student is out of dress code, the faculty member may:
  - Speak to the child privately
  - Ask the student if they have anything of their own at school to put over the item of clothing in question
  - If the student does not have anything to put on over, the student will have the option to turn the clothing inside out (if that would solve it), or the office can give the student an extra school shirt

### **Reporting Bullying and Gross Misconduct of Classmates**

“**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;
4. or 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 may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is illustrative and non-exhaustive.

### **How to Report Bullying, Intimidation, and Inappropriate Actions**

Gross misconduct of students should be reported to administration. Examples of gross misconduct are: bullying, threatening, intimidating, vaping/drugs, vandalism, theft, etc. There are two ways to report this to the administration.

1. Come to the office to report what was witnessed.
2. Use the “I am an Upstander” icon on the student iPad. This is an anonymous reporting system that immediately gets sent to the Assistant Principals office and the social workers to address the concern. Students have the option to put their name if they do not want to remain anonymous.

### **LMC**

Each student receives a plastic ID card, which is used to check out materials. All materials and books have a circulation period of 3 weeks, except reserve and overnight books, which are checked out at the end of the day and are due before school the following school day. Students are expected to present their Student ID card when requesting to check out materials. Students are held financially responsible for any materials checked out on their account and will be required to pay a replacement fee for any lost items. Guardians will be contacted only if the accumulating fines have reached the amount of \$2.00 or greater.

### **Technology**

The iPads assigned to students each year are the property of District 68. If a student forgets their iPad, it is in for repair, or it is not charged, the student can check out an iPad for use during the school day. The ability to check out an iPad could be taken away if it becomes a habit or excessive. If the iPad is damaged or lost due to neglect or abuse, repair costs are billed to the student account if the student has already exhausted the two allocated accidental breakages per school year. As a reminder, a Student and Parent Agreement for iPad use was signed that stated the rules for technology use. These rules, include, but are not limited to the following:

- Taking full responsibility for my assigned iPad.
- Using the iPad as a learning tool.
- Never leaving my iPad unattended.
- Charging the iPad battery daily.
- Keeping food and beverages away from my iPad.
- Not disassembling any part of my iPad or attempting any repairs myself.
- Keeping the iPad in its case at all times.

### **Textbooks**

District 68 loans textbooks and other instructional materials to students. Students are expected to take care of these materials at all times. Books are returned to teachers at the end of the school year. If books are lost or damaged, a fine is assessed up to the cost of replacing the book. Student report cards, records, diplomas, and yearbooks are held until all obligations are paid.