



## Hadley Junior High

Student Handbook  
2021-2022  
240 Hawthorne Blvd  
Glen Ellyn, IL 60127  
630-790-6450 Main Line  
630-790-6469 Fax Line



Mr. Steve Diveley	Principal	Ms. Jessica Johnston	Counselor (6th)
Mr. Bob Guzzetti	Asst. Principal	Mr. Kyle Sieck	Counselor (7th)
Mrs. Amanda Connell	Asst. Principal	Ms. Emmah Welsh	Counselor (8th)

### Hadley Mission Statement

The purpose of Hadley Junior High School is to prepare our students intellectually and emotionally for their high school years and the future by providing a safe and supportive learning environment that meets the unique needs of our adolescent learners, while developing respectful relationships among students, staff, families and community.

### Hadley Belief Statements

- We believe and understand that middle level learners display wide ranges of physical, cognitive, emotional, and social development, and as a middle level school, we respond by providing developmentally-appropriate learning opportunities, strategies, and activities.
- We believe and understand middle level learners need healthy relationships with peers, staff, family, and community as they strive for independence, and as a middle level school, we respond by creating a welcoming and encouraging learning environment, which enhances and broadens meaningful student/adult interactions.
- We believe and understand middle level learners need opportunities that are academically challenging and personally meaningful and relevant, and as a middle level school, we respond by providing a standards-based curriculum with flexibility in our instructional approaches and our organization of the school and the school day.
- We believe and understand that middle level learners need to explore individual interests, and as a middle level school, we respond by encouraging and supporting students in embracing change, taking academic risks, pursuing new skills, assuming new roles, and expressing creativity.

This book belongs to: \_\_\_\_\_ Team: \_\_\_\_\_

## TABLE OF CONTENTS

### SECTION 1: GENERAL INFORMATION

<a href="#"><u>ARRIVAL AND DISMISSAL</u></a>	<a href="#"><u>LOST AND FOUND</u></a>
<a href="#"><u>ATTENDANCE</u></a>	<a href="#"><u>OFFICE HOURS AND SCHOOL HOURS</u></a>
<a href="#"><u>EMERGENCY CLOSINGS</u></a>	<a href="#"><u>SKYWARD FAMILY ACCESS</u></a>
<a href="#"><u>EMERGENCY/SAFETY PROCEDURES</u></a>	<a href="#"><u>STANDARDS BASED GRADE REPORTING</u></a>
<a href="#"><u>FOOD SERVICES</u></a>	<a href="#"><u>STUDENT IDENTIFICATION CARD (ID)</u></a>
<a href="#"><u>HEALTH SERVICES</u></a>	<a href="#"><u>TRANSPORTATION</u></a>
<a href="#"><u>LOCKS AND LOCKERS</u></a>	<a href="#"><u>DISTRICT 41 WORK HABITS RUBRIC with PERFORMANCE DESCRIPTORS</u></a>

### SECTION 2: STUDENT CONDUCT

<a href="#"><u>RESPONSIBILITIES OF STUDENTS</u></a>	<a href="#"><u>LOSS AND/OR DAMAGE of SCHOOL PROPERTY</u></a>
<a href="#"><u>ACCEPTABLE USE AGREEMENT</u></a>	<a href="#"><u>PROHIBITED ITEMS</u></a>
<a href="#"><u>STUDENT BEHAVIOR EXPECTATIONS</u></a>	<a href="#"><u>SEARCH AND SEIZURE</u></a>
<a href="#"><u>CELL PHONES &amp; WEARABLES</u></a>	<a href="#"><u>SEXUAL HARASSMENT AND TEEN DATING VIOLENCE</u></a>
<a href="#"><u>CHROMEBOOKS</u></a>	<a href="#"><u>STUDENT BEHAVIOR</u></a>
<a href="#"><u>CULTURE OF CARE: PREVENTION OF, AND RESPONSE TO, BULLYING INTIMIDATION AND HARASSMENT</u></a>	<a href="#"><u>STUDENT DRESS</u></a>

### SECTION 3: ATHLETICS/EXTRACURRICULARS/PHYSICAL EDUCATION

<a href="#"><u>ATHLETIC CODE OF CONDUCT</u></a>	<a href="#"><u>EXTRACURRICULAR ACTIVITIES</u></a>
<a href="#"><u>CONCUSSION POLICY</u></a>	<a href="#"><u>PHYSICAL EDUCATION AND PE UNIFORMS</u></a>

**SECTION 1: GENERAL INFORMATION**

**ARRIVAL AND DISMISSAL**

Students will load and unload from school buses in the bus lane immediately west of the school. Student drop-off and pickup occurs at the designated drop-off zone in the front of the building - Door #1. Vehicles should form a single file line and pull as far forward in the drop-off zone as possible when dropping off one or more students. Vehicles should NOT stop at the main entrance or block the handicapped spots. Driving and parking is prohibited at all times in the bus lane located in the front of the school.

Students will not be allowed to enter the building until 8:15am, unless they are involved in a scheduled school activity, or have a pass to see a teacher. Classes are in session from 8:30am - 3:30pm. All students need to enter the building at their designated student entrance. Only students who need to visit the office should enter through the main doors. Students not attending an after school event are expected to leave school grounds immediately. All students should exit the building at a door that feeds onto a sidewalk. Buses depart at approximately 3:45 pm daily.

**Student Entrances**

- 6<sup>th</sup> Grade – Door 9 by the gymnasium
- 7<sup>th</sup> Grade – Door 24 Northwest corner of the school by the bus lane
- 8<sup>th</sup> Grade – Door 26 by the bus lane

**Pick Up from Extra-Curricular Activities**

Students not taking the late bus home are expected to be picked up at an activity’s end time.

**Parking**

A parent/legal guardian visiting school during school hours, including when dropping off an item or picking up a student, parks in a designated parking spot. Parking directly in front of the school’s main office is prohibited as this is a school fire zone. Unauthorized vehicles are subject to a ticket by local authorities.

**ATTENDANCE**

Students are required by law to be in school each day, with some exceptions. When a student’s absences exceed 5% of the previous 180 school attendance days, without valid cause, the student is considered TRUANT according to IL School Code 105 ILCS 5/26-1. Families will receive written notification from the school if their child’s absences are considered truant. A referral may be made to the DuPage County Truancy Office for continued absences.

**Excused vs Unexcused Absences & Tardies**

- Excused Absences - Examples include: a student’s personal illness, doctor’s appointment, observance of religious holidays, serious illness and/or death of a family member, family emergencies, situations beyond a student’s control as determined by the principal, and other circumstances that cause reasonable concern to the parent/legal guardian for a student’s safety and health.
- Unexcused Absences & Tardies - Examples include: family vacations, cutting class, missing the bus, over sleeping, and/or car trouble.

**Absences and School Activities**

A student’s absence of more than 50% of the school day makes the student ineligible from participating in extracurricular activities that day, including before and after school events.

## **Tardy**

Tardy to class is defined as a student not being present at the start of class. Tardy to school is defined as a student arriving after the 8:30am start time. **Students who are tardy to school must check in at the main office to obtain a pass to class.** Students must either be called in if they are tardy or accompanied into the office by a parent/legal guardian. Students who consistently arrive late to school are considered truant and Illinois truancy laws will be followed.

## **School Day Appointments**

Appointments that result in a student's late arrival to school, or the need for early dismissal from school, must be requested in writing by a parent/legal guardian. Medical and dental appointments will be excused if a doctor's note is provided upon the student's return to school. A parent/legal guardian is required to sign out a student in the main office when leaving for an appointment. A parent/legal guardian should send the student to school with a signed note, indicating the time the student will be picked up from school. The student should bring the written request to the main office for approval. The signed note from the parent/legal guardian serves as the student's pass to leave class early. It is the student's responsibility to report to the office at the time of his/her appointment. Students will be dismissed from class at the passing period closest to the appointment time. The office will not disrupt class to call a student to the office when a parent/legal guardian arrives.

## **Reporting an Absence**

Each day a student is absent from school, a parent/legal guardian must call his or her student's school attendance office before 8:30am to report the absence. The school is required to make verbal contact with a parent/legal guardian when a student is absent. If a parent/legal guardian cannot be reached, the absence will be unexcused.

**Attendance Line: 630-534-7201 (calls are accepted twenty-four hours a day)**

## **Vacation and Academic Work**

Vacations are considered an unexcused absence from school. We strongly discourage students from taking vacation when school is in session, and we request prior notice. We stress the importance of being in class. Instruction and student-teacher interaction can never be duplicated; missing these elements affects learning and grades. Due to the variable nature of the learning process, and because it is not always possible to give work prior to a vacation, we do not issue make-up work until the student returns from the trip.

## **Make-Up Work**

Students who are absent *are responsible for seeing their teachers to get make-up work upon their return to school.* Make-up work must be completed and turned in within the timeframe equal to the length of the absence.

## **EMERGENCY CLOSINGS**

At times during the school year, weather conditions may necessitate the closing of school due to hazardous conditions for students and staff. When such conditions occur, every effort will be made to inform a parent/legal guardian by the emergency automated telephone message system, through the media, and on our website ([www.d41.org](http://www.d41.org)). Days missed due to emergency closings are made up at the end of the school year. Please keep this in mind with planning end of the year family trips.

## **EMERGENCY/SAFETY PROCEDURES**

The safety and protection of the Hadley school community is a top priority. Regular practice of emergency management drills including evacuations (fire), shelter (tornado) and "Run, Hide, Fight" drills occur throughout the school year. Per state laws, drills are both announced and unannounced annually. Notification to a parent/legal guardian of an unannounced lockdown procedure will take place at the conclusion of the event via the school phone/email messaging system.

## FOOD SERVICES

Breakfast and lunch items are offered for all students on full student attendance days. Breakfast items are available as a “grab-and-go” option. Students should buy and finish breakfast items prior to the 8:30am bell but can take items to their first period class to finish eating. Lunch items range from hot to cold food options. Ala carte items may be purchased in the snack line during lunch periods. Lunch periods are 30 minutes daily. In order to promote cleanliness, safety, and efficient food service, students are to observe rules outlined by supervisors.

### Payment Information

The school cafeteria is managed on a cashless system. A school-issued ID number is required to purchase food items. A parent/legal guardian should visit the Hadley website and click the **Resources, Meal Information** link for directions on how to add money to a student’s food account. Funds can be added at any time using Skyward Family Access. A parent/legal guardian may deposit any dollar amount. Payments may also be dropped off by students in the cafeteria prior to the start of the school day for same day lunch use. Payments should not be dropped off in the main office. Payments made in person can be made via cash or check made payable to Hadley Junior High or District 41. Skyward Family Access will keep track of how students spend their deposited funds. Parent/legal guardians can monitor their student’s spending via Skyward Family Access. Current menu and pricing are available through the *Meal Information* link.

### Item Drop Off

All forgotten items should be dropped off by a parent/legal guardian to the main office. A student’s lunch needs to be dropped off in the main office by 10:30am. Forgotten lunches are sent up to the lunchroom, and students are called during lunch times. A student will be responsible for picking up any item other than his/her lunch. The office will not interrupt a class to call a student to the office.

Students are unable to host, plan, participate in, or provide food or drink for community lunch parties. Items brought for community use will be returned to a student at the end of the day. Students are not allowed to order food for delivery during the school day. If a parent/legal guardian drops off a “special occasion” lunch for their student, it must be eaten outside of the cafeteria in an alternate location.

## HEALTH SERVICES

### School Nurse

Two registered nurses are assigned to Hadley for the safety of the students. Both nurses will administer first aid to all students in need and will provide immediate care for students if they become ill or injured at school. A parent/legal guardian will be notified of conditions that warrant a student being sent home sick or injured. Efforts should be made to pick up an ill or injured student in a timely manner. The school nurse is not allowed to diagnose injuries or conditions that occurred away from school property.

### Student Illness Guidelines

Students with a temperature of 100°F or higher are to be **fever-free, without the use of fever-reducing medications, for 24 hours before returning to school.**

A student with a contagious illness that is required to be treated with antibiotics, such as strep throat or pink eye, **must take the antibiotics for a full 24 hours before returning to school.**

**Students should not use their cell phones to call or text home to pick them up because they do not feel well.** If a student feels ill, he/she should report to the school nurse for medical attention.

## Physical Examinations and Immunizations

Physical examinations are required by the Illinois Department of Public Health for all students attending 6th grade in a public school. In addition to a health examination, the following vaccinations are required: Tdap, 2 doses of MMR, 2 doses of the Chickenpox vaccine, Hepatitis-B series, Polio series, DTap series, and meningococcal. Additional health requirements include:

- 6<sup>th</sup> grade students - dental exam by May 15, 2022.
- Interscholastic athletes - require an annual sports physical to be on file in the nurse's office. Sports physicals are valid for 395 days from the exam date.

Copies of required medical forms can be found by accessing the **Health Services** link under the *Resources* tab on the Hadley website.

**Failure to comply with the requirements above by the first day of school will result in exclusion from school.**

## Medication Authorization Form

The school nurse is unable to administer any medication, including over-the-counter medications, without a written note from a doctor that includes a signature. A parent/legal guardian needs to complete a *Student Medication Authorization Form*, which is available via the school nurse or school website, in order for medications to be administered at school. Completed forms may be submitted to the school's health office.

## Elevator Usage

Students may **only** use the elevator if they have a physical limitation or medical need that limits their use of the stairs and a physician's note on file indicating the medical need or limitation. Students will be issued an elevator pass which serves as their access to use the elevator. The elevator pass includes emergency management procedures in the event of an emergency situation.

## Mobility Supports

Students using mobility supports, such as crutches or a wheelchair, must have a physician's note indicating the use and need of the mobility aide in addition to the diagnosis requiring the mobility aide and any specific restrictions and allowed activities for the student.

## LOCKS AND LOCKERS

Each student is assigned two lockers: one hall locker and one PE locker. Hall lockers are used to store coats, backpacks, school supplies, lunches, class materials, and personal items. PE lockers store PE shoes, PE uniform, and personal hygiene items. **It is the student's responsibility to see that the locker is kept locked and in order at all times. This is extremely important as reports of lost or missing items are almost exclusively the result of lockers (especially PE lockers) being left *unlocked* by students.** Under no circumstances should a student give his/her lock combination to another student. Students are allowed to go to their lockers during each passing period, so long as students arrive on time to class. For access to lockers during class time, passes will be required. Permanent locker decorations such as stickers, permanent markers, or items secured with glue are prohibited.

## LOST AND FOUND

General items found around the school will be turned in to the lost and found located in the hallway by the front office. Valuable items will be turned in to the office. Unclaimed articles are periodically donated to charity. Students are responsible for their own personal property. It is recommended that students label personal items with their name.

## OFFICE HOURS AND SCHOOL HOURS

The school day for students is 8:30am–3:30pm. The main office is open on student attendance days from 8:00am–4:30pm. Unsupervised students are not allowed in the building or on school grounds at any time. Students violating this policy are subject to school discipline.

## SKYWARD FAMILY ACCESS

1. Click on the link found on the Hadley homepage or type in the URL:  
<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduglenellynil/seplog01.w>
2. Enter in your login information. If you forgot either, click on the hyperlink below the Sign-In button where it will take you to a new screen to reset your password.
3. The main log-in page will include information for all D41 students in the family. Use the down arrow at the top to go to a specific student.
4. Any messages or announcements from teachers will be on the main page.
5. You can translate the page into another language with the menu bar in the top right corner.

A student's calendar, attendance, information (health, discipline & busing), lunch account, test scores, and fees can all be accessed through Skyward Family Access.

## STANDARDS BASED GRADE REPORTING

**Academic** grades are earned for each class based on skill performance levels as defined by Common Core State Standards and District 41. **Work habits** grades are earned for each class based on student performance in four areas: accountability for learning, preparation and organization for academic work, assignments, and behavior. Students who demonstrate achievement in the area of work habits will be recognized throughout the school year.

The school year is divided into four quarters. Grade reports are finalized at the end of each quarter. Skyward Family Access allows a parent/legal guardian and student to view current performance levels on assignments and assessments. It requires a username and password provided by the district.

### Separating Work Habits from Achievement

Teachers at Hadley strive to make sure students' grades are: consistent, accurate, meaningful, and supportive of learning. Student assessment occurs at two levels: Assessments **FOR** Learning and Assessments **OF** Learning.

**Assessments FOR Learning (Formative Assessments):** (1) are assessments designed to provide direction for improvement and/or adjustment to a program for individual students or for a whole class. (2) could include quizzes, initial drafts/attempts, **homework**, and questions during instruction. (3) are meant to be risk-free. (4) should not be calculated into the final academic grade.

**Assessments OF Learning (Summative Assessments):** (1) are assessments designed to provide information about a student's achievement by the end of a period of instruction. (2) could include tests, projects, performances, etc. (3) provide scores, which are calculated into the final academic grade.

It is important that students are graded academically on the assessment **OF** learning pieces only, as they reflect what is ultimately learned by the **end** of the unit/quarter. Students should not be penalized for practice during the unit/quarter.

### Homework

An assessment **FOR** learning example would include homework. The purpose of **homework** includes:

**Extension:** Ask students to apply skills they already have in new situations.

**Integration:** Requires students to apply many different skills to a large task, such as a project.

**Practice:** To reinforce learning and help students master specific skills.

**Preparation:** Introduces material presented in future lessons; aim is to help students learn new material when it is covered in class.

Students have homework every night. Homework is a blend of written work, reading and studying. **Students should generally spend 60-90 minutes per night on homework/study and read independently for 30 minutes per night.** Students often wait to study until they know a test is coming. They should instead review each night what took place in class that day. Even if students complete all their written work at school, they will always have independent reading goals and class material to review. Creating the routine that there is homework every night is a successful work habit. If your child comes home regularly and says s/he has no homework, either require the above mentioned studying or contact the teachers.

As a district, we do **NOT include homework as an academic grade.** Assignments, including homework, are the evidence of a student's commitment to learning and excellence. Homework is required practice by which a student not only deepens understanding, but indicates progression towards an objective. Therefore, homework is assessed through student work habits grade reporting.

### **Extra Credit**

Extra credit is **NOT** issued by any department because it inflates the achievement grade and does not provide a true picture of what was learned and mastered by the student. Students cannot fall back on extra credit for missed work, incomplete work, lack of effort throughout the trimester, etc.

## **STUDENT IDENTIFICATION CARD (ID)**

All Hadley students are issued a current school issued ID.. This ID is used for the following: student identification, bus pass for eligible riders, library card & media privileges, and to purchase food items in the cafeteria. Replacement IDs may be purchased in the main office for a \$5.00 fee. Students who consistently violate school ID policies such as not having their ID to board the bus, are subject to disciplinary consequences.

Temporary IDs can be issued to students for only two reasons: (1) a misplaced ID and (2) for an emergency bus ride. Students are expected to recover their ID as quickly as possible or purchase a replacement ID in the office. **If a student has a parent or guardian written request to take another bus home in an emergency situation, they must get administrative approval before school or at lunch.**

## **TRANSPORTATION**

Students who are eligible for bus transportation are required to ride their assigned bus route to and from school. Bus routes and bus stops are established by District 41 in conjunction with the bus company and are subject to change. **Due to insurance policies and legal bus capacities, students may only ride their assigned bus.** Notification of bus routes occurs through Skyward Family Access. The school's obligation to students who ride the bus is to transport them to and from home and school, not to transport them to other activities such as music lessons or social engagements. **Students who are not eligible for bus transportation may not ride the bus; a student going to the home of a student who rides the bus after school must make other arrangements to get there.**

**A student's current school ID or a temporary ID is required to ride the bus.** Students are expected to present their ID to the driver when getting on the bus. Failure to produce a valid ID deems a student ineligible to ride the bus after school. Students will be able to call home for a ride.

**Late Bus:** District 41 provides north and south late buses Monday through Thursday on student school attendance days for students who are eligible bus riders involved in school-sponsored activities. The late buses depart Hadley at 4:45pm. A student's ID is required to ride the bus. Late bus route information can be found on Hadley's website. Riding the late bus is a privilege and may be revoked due to disciplinary situations that occur.



**Alternative Modes of Transportation – Wheels**

Students are able to walk, ride a bike, or use other wheel based modes such as skateboards, scooters, or in-line skates to get to and from school. Alternative modes of transportation are not allowed to be used on school grounds. Bicycles must be locked in designated bike racks. Bike locks are not provided by the school. The school is not responsible for lost, stolen, or damaged modes of transportation. Alternative modes of transportation, with the exemption of a bicycle, should be kept in a student's locker during the school day. The use of alternative modes of transportation on school grounds will result in the transportation item being confiscated and held for parent/legal guardian pickup. Repeated violations in the inappropriate use of modes of transportation may result in disciplinary action. The use of skateboards, scooters, and in-line skates is not recommended.

## DISTRICT 41 WORK HABITS RUBRIC with PERFORMANCE DESCRIPTORS

	5	4	3	2	1
<i>By fostering strong work habits, District 41 students will be prepared to embrace change, to bring compassion and optimism to all their endeavors, and to nurture a lifelong pursuit of knowledge.</i>	<b>A student who merits a 5 is one who exemplifies this work habit without exception.</b>	<b>A student who merits a 4 is one who self-manages and demonstrates a proficient application of this work habit by exhibiting the behaviors listed below.</b>	<b>A student who merits a 3 is one who, with guidance and support, demonstrates a satisfactory application of this work habit by exhibiting the behaviors listed below.</b>	<b>A student who merits a 2 is one who demonstrates inconsistent application of this work habit by exhibiting some of the behaviors listed below.</b>	<b>A student who merits a 1 is one who has not yet demonstrated this work habit consistently and exhibits the behaviors listed below.</b>
<b>ASSIGNMENTS</b> <i>Assignments are the evidence of the student's commitment to learning and excellence. They are the required practice by which a student not only deepens understanding, but also indicates progression toward an objective.</i>	Submits excellent, quality work that conveys an intrinsic motivation, an inquisitive enthusiasm, and an inherent respect for the learning process.	Accepts responsibility for learning, solves complex problems, submits quality assignments (accurate, precise, neat, legible, attends to requirements) on time, and makes up work in a timely manner.	Submits assignments (accurate, precise, neat, legible, attends to requirements) on time, and completes make-up work.	Sometimes submits assignments on time, and/or completes some assignments with inconsistencies in quality (accuracy, precision, neatness, legibility, attends to requirements).	Frequently does not complete quality assignments (accurate, precise, neat, legible, attends to requirements). Has missing, late, or incomplete assignments regularly.
<b>BEHAVIOR</b> <i>Behavior is the code of conduct by which the student uses social-awareness and interpersonal skills to establish and maintain collaborative, positive relationships in order to achieve school and life success.</i>	Respects the classroom as a place for diverse points of view and experiences; appreciates the value of classmates in achieving shared success; and models resilient, adaptive, and cooperative behaviors that enhance the learning environment.	Follows classroom rules, focuses on teacher and/or task, exhibits self-control, accepts responsibility for behavior, respects others and the learning environment, and collaborates positively with teachers and peers by listening empathetically and with understanding.	Follows classroom rules, is cooperative with class members, collaborates to achieve shared success, and displays appropriate behavior.	Sometimes follows classroom rules, but can be uncooperative with class members, disregards the needs and feelings of the group, and/or exhibits disruptive behavior.	Frequently ignores classroom rules, is uncooperative with class members, lacks awareness of collaborative conduct, and/or exhibits disruptive behavior.
<b>PREPARATION and ORGANIZATION for ACADEMIC WORK</b> <i>Preparation and organization are essential traits necessary for the student's daily success.</i>	Anticipates future needs and manages impending hurdles, i.e., retakes, absences, appointments, homework conflicts, etc., proactively and independently.	<u>Considers</u> the day and <u>arrives</u> to class completely prepared, <u>locates</u> materials readily, <u>takes</u> notes, <u>utilizes</u> an effective organizational system to enhance learning, <u>draws</u> on academic resources, <u>uses</u> class time effectively, and <u>seeks</u> extra help when needed.	Comes to class with materials, uses class time and available supports appropriately.	Sometimes comes to class with materials, occasionally uses class time and available support, and/or may be unable to locate work or resources.	Frequently comes to class without needed materials and is unable to locate needed work or resources. Class time and/or additional support are not utilized regularly.
<b>ACCOUNTABILITY for LEARNING</b> <i>Accountability for learning reflects the student's decision-making skills and responsible behaviors in personal, school, and community context.</i>	<i>Utilizes connections between present and future opportunities to shape behavior, thinks critically and reflectively to guide decision-making, and advocates for oneself and others to lead responsibly and responsively.</i>	Attends class regularly, participates in class discussions and activities, sets and monitors goals, and when necessary, seeks out <u>teacher</u> or other support independently.	Recognizes what needs to be done: how and when; attends to make-up work, participates in class discussions and activities, sets goals.	Sometimes <u>attends</u> to make-up work without frequent reminders, participates to some extent in class discussions and activities, somewhat sets and monitors goals, and/or is beginning to take an active role in his/her learning.	Frequently absent without attention to make-up work, must be repeatedly reminded to do assigned work, fails to participate in discussions and activities, does not monitor goals, and/or does not take an active role in his/her learning.

## SECTION 2: STUDENT CONDUCT

### RESPONSIBILITIES OF STUDENTS

Hadley is a school community where our students have responsibilities. They are as follows:

1. To attend, be on time, and be prepared for classes.
2. To complete schoolwork.
3. To bring to school only those items which are necessary and not to bring items which are disruptive and/or dangerous to the educational process.
4. To respect the rights, property, and safety of others.
5. To respect teachers, administrators, staff, and visitors.
6. To follow all rules, whether on school property, on a school bus, or at a school sponsored event or whenever the conduct or activity bears a reasonable relationship to school.
7. To work to ensure that the educational process is not interrupted for others.
8. To inform a school staff member of any violation or potential violations of school rules.

### STUDENT BEHAVIOR EXPECTATIONS

District 41 is a PBIS (Positive Behavioral Interventions and Supports) district. PBIS is a prevention-oriented multi-tiered framework which maximizes academic and social/behavioral outcomes for all students and is grounded in targeted social skills instruction to meet individual student needs. The Hadley PBIS Matrix is used to reinforce the three B's: *Be Respectful, Be Responsible, Be Safe* along with the expected, appropriate behavior in different settings.

Hadley staff utilizes the PBIS Rewards program to acknowledge and reward students for following the *Wildcat Way*. Students are able to purchase items with the points they earn from the public Hadley school store, or from teacher created stores.

### CELL PHONES & WEARABLES

If a student brings a cell phone, wearable (airpods, headphones, earbuds, and/or Smartwatches) or other electronic devices to school, the following expectations will be strictly enforced.

1. Cell phones are to be out-of-sight and silenced by 8:30am. They can be turned back on at 3:30pm.
2. A student is not permitted to use a cellphone or wearable to call or text any individual during the school day.
3. Staff members are allowed to confiscate cell phones or wearables if they are taken out and used; students can pick them up at the end of the day.
4. Airpods, headphones or earbuds may be used within a classroom (at a teacher's discretion) but are to be put away while in hallways and lunch locations.
5. The district is not responsible for the loss or theft of any cell phones, wearables, and/or electronic devices that are brought to school.

**If cell phones, wearables, or other technology are used to take pictures or video of students or staff without their permission or knowledge, the item(s) will: (1) be confiscated, (2) brought to the office, (3) parents will be called in to pick up the item(s) and (4) an office referral with administrative disciplinary action will be made.**

*Student social media usage and consumption can cause a negative impact on the learning environment. A partnership between home and school should be fostered and parent monitoring of cell phones and social media accounts is strongly encouraged.*

### HADLEY PBIS MATRIX (UPDATED 2021)

	Be Respectful	Be Responsible	Be Safe
All Settings	<ul style="list-style-type: none"> <li>Follow all school directions and expectations</li> <li>Respect, listen and respond appropriately to everyone</li> <li>Treat everyone with respect and kindness</li> <li>Use school appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Have materials, be ready, listen, and participate in all settings</li> <li>Dress appropriately</li> <li>Arrive on time for all school activities</li> <li>Have your Hadley ID visible</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>Use equipment and materials safely</li> <li>Patiently wait your turn</li> <li>Be aware of your surroundings</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>Follow directions and classroom expectations</li> <li>Stay focused and on task</li> <li>Respect, listen and respond appropriately to the teacher</li> <li>Use school appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Have all necessary supplies</li> <li>Arrive to class on time</li> <li>Complete all assignments</li> <li>Listen and participate</li> <li>Wear masks appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>Use equipment and materials in a safe manner</li> <li>Wear masks appropriately.</li> <li>Maintain the appropriate amount of social distancing.</li> </ul>
Hallways & Lockers	<ul style="list-style-type: none"> <li>Maintain a conversational tone and volume.</li> <li>Use school appropriate language</li> <li>Treat all property with care, yours and others</li> <li>Close and lock lockers quietly</li> <li>Respect, listen and respond appropriately to hallway supervisors</li> </ul>	<ul style="list-style-type: none"> <li>Arrive to class on time</li> <li>Move steadily and quietly</li> <li>Use lockers only at designated times</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>Stay to the right</li> <li>Use appropriate stairs</li> <li>Keep lockers and hallways clean</li> <li>Walk at all times</li> <li>Maintain the appropriate amount of social distancing.</li> </ul>
Lunch Locations	<ul style="list-style-type: none"> <li>Respect all staff.</li> <li>Use classroom voices.</li> <li>Quiet down for announcements.</li> <li>Use school appropriate language</li> <li>Raise your hand and wait for permission to leave your seat</li> <li>Wait patiently in line and allow space between those in front of and behind you.</li> </ul>	<ul style="list-style-type: none"> <li>Sit at your assigned seats.</li> <li>Stay seated until given permission to leave your seat.</li> <li>If you touch a food item, you are expected to purchase that item.</li> <li>Dispose of your trash.</li> <li>If you spill something or make a mess, clean up after yourself.</li> <li>Use bathroom before lunch time ends</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>Patiently wait your turn in line</li> <li>Clean up eating area before leaving</li> <li>Report accidents immediately to staff</li> <li>Walk at all times</li> <li>Put your mask back on after eating.</li> </ul>

	Be Respectful	Be Responsible	Be Safe
Bus	<ul style="list-style-type: none"> <li>Wait on sidewalks or parkways; not on neighbor's property.</li> <li>Respect one another while waiting for and riding the bus.</li> <li>Use school appropriate language</li> <li>Respect, listen and respond appropriately to the bus driver.</li> </ul>	<ul style="list-style-type: none"> <li>Arrive at your bus stop <b>no more</b> than ten-minutes before scheduled time.</li> <li>Have your Hadley ID visible</li> <li>Ride your assigned bus</li> <li>Keep the bus clean.</li> </ul>	<ul style="list-style-type: none"> <li>Stand in line patiently and board without pushing or shoving.</li> <li>Keep hands, feet, and objects to yourself</li> <li>Stay seated at all times</li> <li>Talk in a low voice.</li> <li>Keep your mask on while riding the bus.</li> </ul>
Arrivals/Dismissals	<ul style="list-style-type: none"> <li>Talk in a low voice</li> <li>Follow all school directions and expectations</li> <li>Respect, listen and respond appropriately to everyone</li> <li>Treat everyone with respect and kindness</li> <li>Use school appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Enter/Exit the building using the appropriate door</li> <li>Immediately report to the designated waiting area (in morning only)</li> <li>Wear your Hadley lanyard and student ID properly</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>Turn off all electronic devices and store properly until dismissal</li> <li>Walk patiently to your locker</li> <li>Be aware of your surroundings</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>Flush toilet after use</li> <li>Treat school property with care</li> <li>Respect the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands</li> <li>Quickly return to class</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>Keep bathroom clean</li> <li>Report damaged property or accidents to a staff member</li> </ul>
Technology	<ul style="list-style-type: none"> <li>Use your Chromebook in the classroom only when the teacher has given you permission.</li> <li>Use school resources in a professional manner.</li> <li>Communicate with good purpose.</li> </ul>	<ul style="list-style-type: none"> <li>Charge your Chromebook each night</li> <li>Keep your Chromebook in its case</li> <li>Use Chromebook for academic work only</li> <li>Represent yourself positively.</li> <li>Cell-phones are out of sight from 8:30 A.M. until 3:30 P.M.</li> </ul>	<ul style="list-style-type: none"> <li>Remember that everything you do online helps to create your digital footprint.</li> <li>Keep passwords private</li> <li>Taking pictures or video of any student or staff members is <b>strictly prohibited</b>.</li> </ul>

## ACCEPTABLE USE AGREEMENT

Hadley Junior High values the positive impact that technology has on enhancing the educational experience of our students. The student and his/her parent/legal guardian must sign an acceptable use agreement form before students are allowed to use the Internet at school. **The use of the Internet is a privilege and may be revoked for inappropriate use or violations of the acceptable use agreement.** Students are subject to disciplinary action for technology violations.

The district respects a student's right to freedom of expression under the First Amendment; however, students may be disciplined for visiting or searching websites that: (a) materially and substantially disrupt the education process, (b) interfere with the rights of other students or staff members, and/or (c) constitute threats which endanger the health, safety, and well-being of district students or staff members.

## CHROMEBOOKS

Students are provided a district-issued chromebook for educational use. Each student and his/her parent/legal guardian must sign an acceptable use guidelines contract before a student is issued a chromebook device. The use of the chromebook is a privilege and may be revoked for inappropriate use or violations of the acceptable use contract. Students are subject to disciplinary action for chromebook violations, including any intentional misuse/damage to the device. Students are expected to use the district provided chromebook bag at all times in order to support appropriate care and maintenance. Students may not bring a personal laptop or tablet to school.

## CULTURE OF CARE: PREVENTION OF, AND RESPONSE TO, BULLYING INTIMIDATION AND HARASSMENT

District 41 schools strive to be bully-free so that all students know they are safe and respected. Learning occurs best in a community where everyone is respected, accepted, and safe. We are all responsible for building this community by working with others and helping them to be aware that each of our actions contributes to a culture of care.

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Bullying on the basis of actual or perceived race, color, national origin, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, homelessness status, or any other distinguishing characteristics is prohibited in each of the following situations:

1. During any school-sponsored educational program or activity
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops, or at school-sponsored or school sanctioned events or activities
3. Through the transmission of information from a school computer, a school computer network, or other electronic school equipment
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school

Bullying includes cyberbullying, defined as bullying through the use of technology or any electronic communication, and means any severe or pervasive physical or verbal act of 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. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by the school

**Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.**

Students are encouraged to immediately report bullying to a trusted school employee either orally or in writing. A parent/legal guardian should report an act of bullying to the student’s grade level counselor. A student will not be punished for reporting bullying or supplying information. Knowingly making a false accusation or providing knowingly false information will be treated as bullying for the purpose of determining any consequence or other appropriate remedial actions.

Retaliation against any person who reports an act of bullying is prohibited. A student’s act of retaliation will be treated as an act of bullying when determining consequences or other appropriate remedial actions.

**LOSS AND/OR DAMAGE of SCHOOL PROPERTY**

Students are responsible for the care of school-issued materials. It is expected that school-issued materials are returned to the school in the condition in which they were issued. In the event that any materials are lost, stolen or damaged, the student must pay for the replacement or repair of the materials. Outstanding fees at the conclusion of the school year result in the student’s diploma or report card being held until all balances are paid in full.

**PROHIBITED ITEMS**

Items that cause a disruption to the learning environment, create a hazard, or are not related to the learning process are considered prohibited items and should not be brought to school. Examples of prohibited items include:

- |                                |   |
|--------------------------------|---|
| Alcohol and/or drugs           | Knives or cutting tools                       |
| Gambling materials             | Matches or lighters                           |
| Guns                           | Laser pens or pointers                        |
| Items for shooting projectiles | Pornographic materials                        |
| Large amounts of money         | Tobacco products including e-cigarettes/vapes |

Students found in possession of a prohibited item(s) will have the item(s) confiscated. Students are subject to disciplinary consequences which may include a referral to local law enforcement.

**SEARCH AND SEIZURE**

**Student Personal Property**

School authorities, including counselors, school administrators, and/or local law enforcement, may search a student and/or the student’s personal property (purse, wallet, backpack, book bag, drawstring bag, lunch box, cell phone, or other electronic device) when there are reasonable grounds for suspecting the search will produce evidence the student has violated or is violating either the law or the rules of the school. The search itself must be conducted in a manner that is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and nature of the infraction. Any search will be conducted outside the view of others, in the presence of a school administrator or adult witness, and by a certified employee or administrator of the same sex.

**School Property**

School property, including technology, desks, and lockers, is owned and controlled by the district, and the district may make reasonable regulations regarding its use. School authorities are authorized to conduct area-wide, general administrative inspections school property (searches of all technology, student lockers or desks) as a means of protecting the health, safety, or welfare of the district, its employees and students, without notice to or consent of the student and without a search warrant. In all other cases, school authorities may search such school property when there are reasonable grounds to suspect the search will produce evidence the student has violated either the law or district rules.

## Seizure of Property

If a search conducted in accordance with this policy produces evidence the student has violated or is violating the law or district rules, such evidence may be seized by school authorities and disciplinary actions may be taken. When appropriate, such evidence will be transferred to local law enforcement.

## SEXUAL HARASSMENT AND TEEN DATING VIOLENCE

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, or a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
2. Has the purpose or effect of:
  - a. substantially interfering with a student's educational environment.
  - b. creating an intimidating, hostile, or offensive educational environment.
  - c. depriving a student of educational aid, benefits, services, or treatment.
  - d. making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to: rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### Teen Dating Violence Prohibited

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

### Making a Complaint – Enforcement

Students are encouraged to report claims of incidents of sexual harassment, teen dating violence or any other prohibited conduct to building administration or a trusted adult. Complaints will be kept confidential to the extent possible, given the need to investigate. Students who make good faith complaints will not be disciplined. Students who knowingly report false claims are subject to school discipline.

## STUDENT BEHAVIOR

### Board Policy 7:190 Students

#### When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct* whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during or after school hours or at any time.
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff or school property.

Students are expected to behave in an orderly and appropriate manner with respect for the rules and regulations of District 41 and Hadley Junior High.

**General behavior(s) that cause disruption to the learning environment and reflect noncompliant behaviors are often best handled at the classroom level unless the behaviors become more serious or persistent.**

In the event general disruptive behavior(s) appropriately warrant administrative level of intervention, decision making occurs on an *individual student basis* and will be handled to best meet the needs of the individual student and learning environment.

Hadley utilizes progressive discipline as a form of corrective action. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s)
2. Disciplinary conference.
3. Confiscation and temporary retention of personal property that was used to violate school rules.
4. Withholding of privileges.
5. Lunch or after-school detentions
6. Temporary removal from the classroom.
7. Return of property or consideration of restitution of lost, stolen or damaged property.
8. School or community service.
9. In-School Suspension
10. Out-of-School Suspension
11. Expulsion

**Lunch Location Consequences-** Students that do not follow the lunchroom location expectations will be subject to consequences, such as: assisting with clean-up, movement of assigned seat, and/or lunch detention. An office referral may also be written, leading to additional disciplinary actions.

**Transportation Consequences-** Students are subject to school discipline for acts that jeopardize the safety and well-being of persons on or around the bus. Discipline may include a suspension from the bus. During the suspension period, a parent/legal guardian is responsible for providing the student's transportation to and from school.

**In-School Suspension** – Student reports to school, and is excluded from classes and activities for the duration of the in-school suspension. Student school work must be completed during the suspension time and is due upon the student's return to class.

**Out-of-School Suspension** – The exclusion from school, and school related activities both on and off school campus, for a period not to exceed 10 school days in accordance with the Illinois School Code. It is the student's responsibility when suspended to contact his/her teachers for make-up work. Work must be completed and turned in within the time frame equal to the length of the suspension. Suspended students are not allowed to be on school property or at school functions during their suspension.



## STUDENT DRESS

### Board Policy 7:160 Students

#### Student Appearance

Student dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

**DRESS FOR SUCCESS:** A student's personal appearance, cleanliness, as well as behavior, demonstrate sensitivity to and respect for the learning environment.

- Students must wear: a shirt (with fabric on all sides and under arms), pants or equivalent (jeans, skirt, sweatpants, leggings, dresses or shorts) and shoes. A shirt must touch pants (or the equivalent) all the way around.
- All undergarments must be covered by outer attire.
- Students are not allowed to wear caps, hats, or head coverings (**religious head coverings are exempt**) in the building during the school day. This includes hats, baseball caps, knit caps, and hoods. Students can store these items in the student lockers.
- Students may not wear coats during the school day unless they are given permission by their teacher for special circumstances.
- Student footwear must not damage the floors or create a safety hazard to the student or others. Not allowed: cleats, slippers, and shoes with wheels.
- Students may not wear anything that includes hate speech, pornography, images or language that creates a hostile or intimidating environment (based on any protected class or consistently marginalized groups).
- Attire or accessories that directly, by innuendo, or look-alike promote alcohol, drugs, sex, profanity, violence, gangs, may not be worn at school.
- Students may not wear spiked or dangerous jewelry (such as handcuffs, chains, etc.).
- Students may not wear clothing or accessories with alcohol, tobacco, or controlled substances decoration or references.
- Students may not wear masks, headgear, or make-up which obscure identity or create a safety concern, costume paraphernalia.
- Students may not wear pajamas or beachwear to school.

**ENFORCEMENT:** To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the procedures below. To minimize classroom disruption, staff may send the student down to the main office or Student Resource Center (SRC).

Students will be asked to put on their own alternative clothing (if available), be provided with temporary school clothing, or have their parents bring in alternative clothing. **Students who have been requested to change their clothing, must keep it changed throughout the school day.**

## SECTION 3: ATHLETICS/EXTRACURRICULARS/PHYSICAL EDUCATION

### ATHLETIC CODE OF CONDUCT

Students who participate in an interscholastic sport are subject to athletic codes of conduct. In order to be eligible for participation in extracurricular activities, students must observe the standards of behavior set forth in the District's Student Behavior policy. In addition, students must maintain grades (both academic and work habits) which are in accordance with their ability. Students who are issued a disciplinary consequence may be ineligible to participate in any extracurricular activity on the day the discipline consequence is served. The complete Athletic Code of Conduct can be found on Hadley's website. Click *Resources, Athletics*.

### CONCUSSION POLICY

All students who participate in an interscholastic sport are required by law to participate in concussion awareness prior to the first game of the competitive season. A parent/legal guardian is required to sign a concussion consent and acknowledgement form before a student is allowed to participate in a sport. This form will be provided by individual team coaches.

### EXTRACURRICULAR ACTIVITIES

Hadley Junior High offers a variety of extracurricular activities, including interscholastic athletic teams. Notification of extracurricular activities is communicated to students through daily announcements and posted on the Hadley homepage. An activity fee is required for student participation. Activity fee information can be found on Hadley's website. Click *Resources, Athletics*. Students who participate in extracurricular activities are expected to follow Hadley's code of conduct. Failure to maintain standards of conduct may result in removal or exclusion from the extracurricular activity.

Students who are not participating in daily P.E. class due to a medical excuse (doctor's note) or parent note are **NOT ELIGIBLE** to participate in interscholastic and intramural sports during the duration of their medical excuse.

### PHYSICAL EDUCATION AND PE UNIFORMS

All students are required to wear a Hadley designated PE t-shirt, gym shoes, and socks. Students must be prepared for physical activity to be successful. Slippers, boots, flip flops or other slide based/open-toed shoes are not appropriate footwear. Physical education shirts are available for purchase at Squeegie Bros store (945 W. Geneva Road, Wheaton, IL). Uniforms must be marked with a student's name. Damaged, torn, or shredded PE clothing will need to be replaced at the cost of the parent/legal guardian.

Hadley PE teachers ask that all students participate in Physical Education class regardless of temporary limitations. If your child is or injured, we would like for them to participate as able. Modifications will be made to the daily activity in order to keep the student somewhat active. If they are unable to participate physically, your child could be assigned to keep score, coach, or grade that day. A note from a parent or doctor that states "NO PE" does not allow for participation in any way.

Temporary injuries or illnesses that deem a student unable to participate in the general education setting are allowed for up to 3 consecutive days with a written note from a parent/legal guardian. Physical education exemptions exceeding 3 consecutive days require a doctor's note for PE excusal. All doctor notes and/or parent/legal guardian notes should be turned in to the nurse. The nurse will notify teachers of information, if necessary.

In the event a student is entirely excused from PE, instead of remaining with their class, they will be assigned and graded on work related to the activity in which they are unable to perform. The work will be done in the Student Resource Center. Assignments will vary in scope and length depending on the amount of time the student must be excused. **Students who are not participating in daily PE class due to a medical excuse (doctors note) or parent note are not eligible to participate in interscholastic and intramural sports while they are excused from PE.**

