

## Welcome

*On behalf of the entire staff at Auburn Middle School, I would like to extend to you a warm welcome and best wishes for a very successful school year. I'm looking forward to working with you as we support each child in reaching their full potential.*

*Communication is essential for the success of our students. Throughout the school year we will be posting events on the web page, sending newsletters home, putting events in the paper, and using the School Reach Phone System to allow you to stay informed of school events. We encourage you to be actively involved in your child's education this year!*

*We believe that a successful partnership between staff, students, and parents will have a direct impact on the achievements of all our students.*

## Students

*Your responsibility as a student has become greater since the time you entered elementary school. You will now take on responsibilities such as: having a locker, remembering a combination and more independence. These responsibilities will require you to be more organized to manage your time wisely.*

*We ask that all students follow these three (3) basic expectations for a successful school year: Respect, Responsibility, and Safety. Before you make any decisions this school year, ask yourself if it will have a positive outcome in these three (3) areas. If so, you have made the right decision!*

*If you are having difficulties in any areas of your school experiences, please ask a staff member for assistance. We are here to make your middle school experience the best it can be.*

*Educationally yours,*

*Matt Grimm, Principal*

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**2014-2015**

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

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

## **AUBURN MIDDLE SCHOOL MISSION STATEMENT**

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

## **AUBURN COMMUNITY UNIT DISTRICT #10**

The Auburn Community Unit School District #10 encompasses approximately forty-nine square miles. The district is comprised of five schools: Auburn High School (9-12); Auburn Junior High at Divernon (6-8); Auburn Middle School (3-5); and Auburn Elementary (K-2).

## **HANDBOOK PURPOSE**

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

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

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

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

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

Patrons of this school are cordially invited to visit our schools at any time. We ask that visitors report to the office so that your presence is known, and so that a visitor's pass can be issued to you. Classroom visits during school hours are with Administrator approval.

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

We, at Auburn Middle School, believe . . . . .

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

**SEXUAL HARASSMENT POLICY**

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

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

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

**SEX EQUITY POLICY**

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

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

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

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

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

Superintendent of Schools  
606 North Street  
Auburn, IL 62615

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

### **STUDENT RELATIONSHIP WITH EMPLOYEES**

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

### **TRANSFER STUDENT-- GOOD STANDING POLICY**

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

### **VISITORS**

Parents/guardians and other visitors are always welcome to Auburn Middle School. Student visitors from other schools must make prior arrangements and get Principal approval before their visit. We ask that when you arrive that you report to the office through the main entrance and sign in. We ask that you wear a visitors badge for identification purposes. Once the visit is over we ask that you return to the office to sign-out. If a student is needed, office personnel will locate the student and request the release from the teacher. The student will report to the office to sign-out. Students will not be released to anyone without office notification.

## **ABSENCE/ATTENDANCE POLICY**

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

### **SCHOOL OPENING AND CLOSING**

The school doors open at 7:45 A.M. Upon entering the building or grounds, students must remain in the cafeteria, playground, or other designated areas as directed until the 8:10 A.M. bell at which time they may enter the classroom areas. Class starts at 8:15 A.M. Anyone who has made arrangements to see a teacher before 8:10 A.M. should report to a hall supervisor before going to the classroom area. Any student arriving after the 8:15 A.M. bell must report to the office.

School ends at 3:15 P.M. Unless you have a scheduled practice or scheduled appointment with a staff member, you must leave the building and school grounds by 3:25 P.M. All students who are riding the bus should remain in the classroom until your bus number is called. Once your bus number is called you should exit through the east doors in the 3<sup>rd</sup> grade wing. All other students may exit through the south door of the 4<sup>th</sup> grade wing, main office doors, or the west door of the 5<sup>th</sup> grade wing. Students should not exit through the high school.

### **TAKING ATTENDANCE**

Students will be escorted by their teacher to their lockers at 8:10 A.M. The tardy bell will ring at 8:15 and attendance and lunch count will be taken. Announcements will be read at this time. Students entering homeroom after 8:15 must report to the office. Attendance will be taken during the day to monitor student attendance

### **EXCUSED ABSENCES**

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

1. Illness of a student or critical illness of near relative (parent/guardian, sibling, grandparent.)
2. Attendance at a funeral of a relative or a close friend of the family or attendance at a religious service.
3. Doctor or dental appointment which has been approved in advance by the principal. (The student must present a written statement from the parent/guardian, or the parent/guardian must call requesting early dismissal to the principal for approval before leaving for any appointment.)
4. Required appearance in court as evidence by a court summons or court order/attorney request.
5. Participation in a school sponsored/approved event.
6. Once a student has accumulated nine (9) absences for the year they must have a written doctor's note for any additional absences or the absence will be declared unexcused. Extenuating circumstances should be discussed with the principal.



## **EXCUSED ABSENCES/TELEPHONE CALLS**

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

1. A parent or guardian must call the Middle School office (438-6919) to report the absence before 10:00 A.M. The office telephone will be answered beginning at 7:45 A.M. or a message may be left at any time on voicemail stating students name, grade, day, time, reason for absence, and if homework is to be picked up or sent home with sibling or another student. Homework assignments will be prepared by 3:15 P.M. to be picked up in the main office.
2. No phone call excusing an absence will be accepted more than thirty-six (36) hours (1 1/2 days) after the absence begins. After that time all absences will be unexcused.
3. If the telephone explanation falls within the guidelines for which tardiness or absences (T/A) are excused, the T/A will be an "excused" one. If it does not fall within guidelines or if the proper procedure is not followed, the T/A will be "unexcused".

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

4. For a student whose family does not have a phone, special arrangements will be made. If you don't have a phone, please see the principal.
5. For a student to be excused from a single class period after being in school, their name must be on the sign-out sheet in the office or on a properly authorized school trip list. If a student misses a class without following proper procedure, the proper discipline shall be issued according to the handbook. The student will receive I's (Incompletes) on their grade reports until the make-up time is completed.
6. The student will be allowed to make up work missed for excused absences. The teacher will designate the make up work for which the student will be given a grade which will be averaged in for the nine week's grade. (Also see "Make-up Work" on page 10.)
7. Once a student arrives at school or school grounds, the student may not leave without proper clearance from the office. This also applies before the 1st bell rings in the morning.

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

In case of emergency closing, delayed starting time, or early release of students because of bad weather, water problems, furnace problems, etc., announcements will be made as soon as a decision has been made on several Springfield radio stations, as well as our School Reach Phone System. Announcements for early school closings for seminars, faculty meetings, institutes, in-service meetings for teachers, etc. will be made usually several days in advance of the meeting via daily bulletins or notes to students.

## **UNEXCUSED ABSENCES**

Any absence from school not classified by the principal under the excused absence statement will be an unexcused absence. In case of continued unexcused absences, the principal shall take whatever action necessary to reduce the problem.

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

A student absent from school for any part of the day that does not apply within the "excused" absence statements above will be considered truant. A student will be allowed nine (9) excused absences per school year without a doctor's note. After nine (9) days, **ALL** absences without a doctor's excuse are considered unexcused. Doctor's notes must state the student was seen specific on date absent and can return on specific date. Nine (9) days of unexcused absence is considered chronic truancy (105ILCS5/26-2a) and may result in court action (705ILCS405/3-33).

### **TARDINESS**

In order to maximize the educational opportunities, classes need to begin promptly. Students should be in their classrooms when the bell rings (8:15 A.M.) Students not in their classrooms will be marked tardy. Chronic tardiness will be addressed by administration. Students arriving late to school must report to the school office before going to class. The principal will make the determination per the handbook of tardy or not and give the student a pass to enter class.

### **MAKE-UP WORK**

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

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

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

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

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

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

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

If a family is leaving on vacation during a time when school is in session, and the parents require that their son/daughter go with them, special arrangements must be made with the principal at least 5 school days in advance of the date the student will be leaving in order that the student's absences will not be unexcused. The student must get the assignments from teachers prior to

leaving, and must turn in all assignments no later than the 2nd school day after returning. A pre-arranged absence (3 or more days) will be available in the office and district web page.

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

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

All parents/guardians are required to fill out a personal information card when they register for school. All change of address and telephone numbers throughout the year must be reported to the office or parents may change through family access.

### **GUIDANCE SERVICES**

The area of guidance is broad and comprehensive. It consists of the assistance that teachers, administrators, and guidance personnel give to students in order that they may best help themselves. Students should always remember that all school personnel are here to help in the entire educational process, and therefore, students should feel free at all times to ask for assistance. Any student wishing to see the school social worker should request so through the office.

### **NURSE**

The school nurse will be on duty for High School/Middle School students during a portion of each day. The exact time will be announced at the beginning of the school year for each building.

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

### **ILLNESS AT SCHOOL**

Students who become ill at school will report to the office. The office personnel will send the student to the nurse if necessary. If the nurse feels the student should be sent home she will make every attempt to contact a parent/guardian and sign the student out of the office after informing the parents. Students will be sent home only if the nurse feels it is in the best interest of the student and the rest of the student body. If we cannot contact the parents, as a general rule we cannot send the students home. If your child is running a fever (100 or above), vomiting, or has diarrhea, they will need to be free of symptoms for **24 Hours** before returning to school.

### **MEDICATION**

The purpose of administering medication in school is to help students maintain an optimal state of health to enhance his/her education. The administration of medication to students should be discouraged unless absolutely necessary for the student's health as per the Illinois School Code describes 105 ILCS 5/10-22.21b. The intent of these guidelines is to assure safe administration of medications for those students who require them.

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

All medications given at school, including all prescription and all non-prescription drugs such as Tylenol (Acetaminophen), Advil (Ibuprofen), cough medication, or any other over-the-counter medication will no longer be administered to students unless all of the following criteria are met:

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

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

### **INJURY/SICKNESS PROCEDURE**

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

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

### **NIT-FREE GUIDELINE**

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

### **HEALTH CARDS AND HEALTH/DENTAL EXAMS**

Students in Kindergarten, 6th grade and 9th grade should bring a completed physical exam form and dental form when you register and pay fees, or an appointment card showing that you have an appointment for your physical exam prior to October 15 and dental exam prior to May 15. (Students who do not have a completed exam form or an appointment for a physical exam cannot stay in school.) If the appointment day passes and the physical is not completed, the student may not attend school until the physical is completed.

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

### **SELF-ADMINISTRATION OF ASTHMA MEDICATION**

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

### **INSURANCE (ACCIDENT)**

School time accident insurance or twenty-four hour coverage is available in the event of injury, a form is to be filled out by the student as soon as possible after the accident. No student is permitted to practice sports (including cheerleading) unless they are covered by the school insurance or have a signed release form completed and on file in the office.

### **CLASSROOM TEACHER REQUESTS**

Class assignments are made in April and May for the following school year. Teachers consider the personality of the child, other children in the room, and the teacher, as well as, the individual needs of each child when making class assignments. Parents should not request specific teachers but are encouraged to share information about the needs of their child for teachers to consider in making classroom assignments. The decision of the school will be final in all class assignments.

### **LOCKERS**

A hall locker is assigned to all students. The students are responsible to see that their lockers remain orderly and free of perishable or other items that could cause unpleasant odors. No tape or decals are allowed on the outside or inside of the lockers. A student may use only the locker assigned to him/her and must keep it locked. No object may be used to interfere with the locking mechanism. Disciplinary action may be taken if this occurs. In the event of theft from a hall locker, the Auburn School District assumes no responsibility for personal items which may be stolen. The lockers are the property of the school and must be used for their intended purpose, which is storage of school supplies and wearing apparel. If there is a reasonable suspicion that the locker contains illegal items, dangerous materials, or stolen items, it may be searched with or without the students' knowledge or consent.

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

### **BICYCLES**

Bicycles are to be parked, properly secured to prevent theft, and placed in the bike rack immediately upon arrival at school and left parked until school is over. Bike racks are available at the south entrance by the 4<sup>th</sup> grade wing or the main Middle School entrance.

## **LUNCH/LUNCH RECESS PROCEDURE**

Students will be escorted by their teacher to the lunch room. Students will proceed through the line getting food and drinks and proceed to a table. Students are not permitted to get up unless they raise their hand and are dismissed by a supervisor.

During lunch recess, Middle School students are to remain on the east blacktop or on the north side playground when weather permits; otherwise the students will remain in the cafeteria. Students are not permitted in the high school. Playground rules will be explained by your teacher at the beginning of school. All students must remain on school grounds and may not go home for lunch.

## **LUNCH AND BREAKFAST PROGRAM**

A good, well-balanced lunch and breakfast program is provided for our students. Each student will have an account and money may be deposited before school. Since this procedure was never intended to provide credit, the school will not allow a negative balance to exceed \$5.00. When a \$5.00 indebtedness is reached, the account will be frozen and no additional charges will be allowed. Children will not be allowed to eat breakfast or a Type A lunch at that point. At lunch time, they will be given a cheese sandwich and a carton of milk until the indebtedness is cleared. May 1<sup>st</sup> of every school year we ask that all students negative lunch balances be taken care of and kept in the positive. Lunch balances can be paid online through skyward access or by check/cash in the main office. If you have any question about your child's account, you should call the school. All parents will be given information regarding free and reduced meals. Any money left in the students account at the end of the school year will roll over to the following years account.

Students who bring their own lunches must eat in the lunch room.

All food and drink are to be eaten in the cafeteria and not taken into the hallways or onto the playground.

## **DISCIPLINE**

### **AUBURN MIDDLE SCHOOL TROJAN TRAIT EXPECTATIONS**

At Auburn Middle School, we teach and reinforce school-wide expectations for all students. Please review the rules and expectations for student behavior in the office, halls, restrooms, cafeteria, playground, and bus. The same three rules are used in classrooms, with teachers and students establishing classroom expectations.

#### **School Rules**

- Respect yourself, others, learning, and property
- Responsible
- Safe

#### **Office Rules and Expectations**

- Respect
  - Wait patiently for secretary to help you
  - Use manners- excuse me, please, thank you
- Responsible
  - Communicate with secretary in a soft voice
  - Deliver necessary materials to secretary
- Safe
  - Keep hands to yourself
  - Never open the outside doors for visitors

**Hallway Rules and Expectations**

Respect

- Walk on the right side of the hallway
- Stay 1 tile out from the wall
- Be kind to others

Responsible

- Put all belongings not needed in locker
- Use the quiet signal to help others

Safe

- Keep hands, feet, objects, and unkind words to yourself
- Use school equipment properly
- Use good manners

**Restroom Rules and Expectations**

Respect

- Wait your turn patiently
- Respect privacy
- Use a quiet voice

Responsible

- Wash hands with soap and water
- Flush when finished
- Put all paper in trash can

Safe

- Use good manners

**Cafeteria Rules and Expectations**

Respect

- Use inside voices*
- Wait patiently in line*
- Use manners*

Responsible

- Raise your hand to be excused or if you need help*
- Keep your area clean*
- Bring all necessary items to cafeteria*

Safe

- Stay in seat*
- Taking others' food is not allowed*
- Use school equipment properly*

**Playground Rules and Expectations**

Respect

- Respect the personal space and differences of others
- Wait patiently for your turn
- Use kind words and actions when speaking to classmates, adults and visitors

Responsible

- Be honest
- Use playground equipment properly
- Line up quietly when the bell rings

Safe

- Keep hands, feet, and other objects to yourself
- Use school equipment properly
- Report all problems or injuries to supervisors immediately

**Bus Rules and Expectations**

Respect

- Follow bus driver's rules
- Use quiet voices while bus is moving
- Use kind words

Responsible

- Keep all belongings in your seat

Stay in your seat  
Safe  
Be silent at railroad tracks

### **DISCIPLINE POLICY**

All students are expected to abide by the Trojan Trait Rules and Expectations. If students choose to break a rule or fail to abide by expectations, the following will occur.

Students will start off each day on green. If a student chooses to break a rule or expectation they will be asked to change their color accordingly. The colors will be green (excellent), yellow (warning), orange (detention, lunch or after school), red (Principal consequences vary).

There will be incentives throughout the year by that the students will be able to take part in if they are on green. There will also be a principal's reward for the whole school at the end of each quarter for students who do not receive an office referral for that quarter. Students will be able to earn Caught Being Good\_cards for following appropriate school rules, or for going above and beyond these rules and expectations. Staff members will distribute these as they see fit. Students or teachers will fill out and place these cards into the Caught Being Good Box in the office for drawings that are held at the end of each month throughout the school year and the grand prize drawings at the end of the school year.

The following is a list of infractions that may warrant consequences. The administration reserves the right to make additions to the list as they occur. Discipline is on a continuum and may move from Level to Level based on severity.

#### **Level I Infractions- Acts of Misconduct**

- Running
- Bringing prohibited articles to class/school
- Academic dishonesty/plagiarism
- Forgery/misrepresentation/lying
- Disruptive behavior
- Unprepared for class
- Gum chewing
- Tardiness
- Public display of affection
- Refusal to follow staff direction
- Inappropriate attire
- Invasion of personal space
- Horseplay
- Littering
- Loitering
- Disrespect of property
- Bus behavior

The consequences for these violations could range from warnings to detentions and changing of card color for the day. The teachers will fill out a referral on-line, which will be sent to the office and print a copy to give the student. The teacher, student, parent, and administration will all receive copies of this form.

#### **Level II Infractions- Acts of Gross Misconduct**

- Disrespect of staff, student, others
- Dishonesty
- Offensive/abusive language/gestures written or verbal



- Leaving assigned class without permission
- Leaving school without permission
- Failure to participate in class activities
- Repeated rules violation
- Computer/internet misuse
- Initiation
- Extortion/use of force or threatening the use of force
- False identification
- Harassment
- Fighting/provoking a fight
- Unlawful assembly
- Theft/possession/transfer of stolen property
- Unauthorized possession or use of school property
- Smoking or possession of tobacco/related products
- Trespassing on school property without permission
- Continuation of unmodified Level I acts of misconduct

Consequences for these violations could result in change in card color, detentions, or suspensions. Teachers must fill out a referral form on-line and send student to office. The student, parent, and administration will all receive copies of this form.

**Level III Infractions- Severe Acts of Gross Misconduct**

- Continuation, unmodified Level II acts of gross misconduct
- Threats and or intimidation to students
- Bullying
- Gross insubordination
- Vandalism
- Smoking or possession of tobacco/related products
- Furnishing/selling/purchasing/ or possession of controlled substances, look alike, drug paraphernalia, unauthorized use of over-the-counter drugs, weapons, or alcohol
- Soliciting for narcotics/alcoholic beverages/ sexual services or any alleged illegal activities
- Criminal damage to property or acts of misconduct that results in serious damage to or destruction of school property of staff or students
- Engaging in activities, on or off campus, that (a) poses a threat or danger to the safety of other students, staff, or school property (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment
- Physical or attempted threat or attack on a staff member
- Assault/battery
- Hazing
- Possession, use, distribution, purchase, sale of, or being under the influence of a controlled substance or alcohol
- Possession/ use/ distribution/ purchasing/sale of weapons or dangerous objects
- Possession/use/distribution/purchasing or sale of unauthorized prescription drugs, anabolic steroids, illegal drugs, controlled substances, cannabis, or drug paraphernalia
- False fire alarm
- Arson/ setting or attempting/planning to set fires
- Bomb threats
- Gambling

Consequences for these violations could result in change in card color, detentions, or suspensions. Teachers must fill out a referral form on-line and send student to office. The student, parent, and administration will all receive copies of this form.

## **CLASS MANAGEMENT PLAN**

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

## **DISCIPLINE – AGGRESSIVE BEHAVIOR**

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

Aggressive behavior is defined as:

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

The main types of aggressive behavior are:

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

Verbal- (name calling, racist remarks, etc.)

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

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

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

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

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

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

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

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

## **DISCIPLINARY PROCEDURES**

Each discipline problem shall be considered on an individual basis. It is the responsibility of each classroom teacher to handle all routine problems. When a student's conduct interferes with the learning opportunities of others, the student will be referred to the Principal or Assistant Principal. It will then be the responsibility of the Principal or Assistant Principal to make a judgment according to the nature of the infraction and according to school policies.

## **DETENTIONS**

Detention may result from failure to follow the rules and expectations. A detention may be served during the lunch period or after school for a half hour. Lunch detentions can be served the day of the infraction if it happened before lunch. The student will be given notification the day before the student is to serve the detention so the student can make transportation arrangements unless the parent/guardian is called and gives permission for the detention to be served the same day. Transportation is the responsibility of the parent/guardian.

Detentions take priority over all school extracurricular activities. After school detentions will be held in a specific room and on specific days during the week. The room and days during the week will be determined and communicated to students and parents.

## **SUSPENSIONS**

### In-school

In-school suspension is a disciplinary action whereby the student remains in the school, but is removed from their peers. They are to complete all school work assigned by the teachers and principal and turn in at the end of each day. Students will get full credit for work completed.

### Out-of-school

Suspension is a disciplinary measure whereby the student is to be kept at home with the parents/guardian for a period of time up to ten days and students must complete the work assigned by the teachers. Students receive full credit for the completed work.

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

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

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

## **EXPULSION**

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

## **CELL PHONE/ ELECTRIC DEVICES**

Cellular phones may be brought to school by students pursuant to this policy. Phones should remain concealed and turned off unless in use pursuant to this policy. Such phones may be used before/after school or during lunch in designated areas (the office, classroom or lunchroom, with permission) where they will be used in a non-disruptive, harmless and inoffensive manner. No other electronic communication devices are allowed at the school at any time.

Gaming systems and listening devices may be used before school, during lunch, and after school. These devices must remain in lockers during class periods. Auburn CUSD 10 is not responsible for lost or stolen devices.

Consequences for these violations could result in warnings, taking of device, detentions, or suspensions.

## **PORNOGRAPHY**

Possession, distribution, and/or the attempt to obtain pornography is prohibited.

## **SKATEBOARDS/ROLLERBLADES/SCOOTERS/HEELIES**

Skateboards, rollerblades, scooters, and heeies are not allowed in the school or on school grounds during the school day or when school activities are taking place.

## **WEAPONS**

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

## **FIREWORKS**

Possession of fireworks or the discharge of fireworks in any form in the school is prohibited. This regulation shall include school grounds, buses, and any school sponsored event or activity. Students who participate in this act shall be subject to discipline according to the handbook.

## **HAZING/INITIATION**

Unauthorized initiation or hazing is prohibited by state statute and is not to be done on a bus, going to or from school, or in the school at any time. This includes at any school sponsored event or activity. Students who participate in this act shall be subject to discipline according to the handbook.

## **BULLYING**

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

How to Report Bullying-

1. Report to teacher, counselor, or Principal
2. Fill out Report of Bullying Form located in office or can be found on District Web site and turn into office.
3. Call the Bully-Free Hotline (626-921-6571), Text the Bully-Free Hotline, or send an e-mail to the Bully-Free e-mail address (stopbullyingams@gmail.com).

## **GAMBLING AT SCHOOL**

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

## **GANGS/UNAPPROVED ORGANIZATIONS**

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

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

## **RESTRICTED AREAS**

The high school building and schoolyard is off limits to Middle School students unless they are passing to and from a class. Students are not to be in the parking lots or bicycle area at any time during the school day. Students may not use the high school cafeteria or snack machines before, during, or after school.

Students are not allowed in the grade school without first reporting to the office. The grade school grounds are off limits to students as well.

## **DAMAGE TO SCHOOL PROPERTY**

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

## **DRESS CODE AND APPEARANCE**

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

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

A student whose attire violates the school rules, creates a health hazard, or disrupts the educational process will be asked to have a change of clothing brought from home, or wear clothing provided by school. Continued violation will result in discipline.

## **INTERNET - ACCEPTABLE USE**

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

### Terms and conditions

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

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

### **ATHLETIC CONTEST BEHAVIOR**

Below are listed some rules for Auburn Middle School students and all fans about behavior and requirements while in attendance at basketball/volleyball games in the Auburn gym.

1. Do not stomp on the bleachers. Cheerleaders, we need your help in enforcing this rule with our own fans as well as informing the opponents' cheerleaders prior to the game.
2. Students must remain in the gym and in the bleachers during the game. Only concession workers and band members may leave early to go to their work assignments, if necessary. The concession stand is not open to students when the game is going on.
3. When concessions are sold in the cafeteria, no drinks are allowed out of the cafeteria. (NOT EVEN IN THE HALLS.) When concessions are sold in the lobby area, no drinks are allowed in the gym.



4. NO WHISTLING - This is confusing to the players and the referees and is very upsetting to the fans around you.
5. Running, sliding, and horseplay in halls cannot be tolerated at any time when you are in the building.
6. If you leave the building during a school activity, you cannot return. If you have an emergency, talk to the person in charge of supervision for that activity to explain your problem.

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

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

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

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

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

### **SUBSTANCE ABUSE POLICY**

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

No person shall bring to nor upon the school premises or premises under school jurisdiction, or have in his or her possession upon the school premises under school jurisdiction, or drink, regardless of quantity, any intoxicating liquor of any kind, or be under the influence of intoxicating liquor while in or upon the school premises under school jurisdiction. The violation of this policy may bring suspensions or expulsions according to the handbook.

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

Any violation of this rule by non-school personnel shall be sufficient cause for calling the police for the immediate removal of such person from the school premises or premises under the

jurisdiction of the school. Any violation of this rule by a student shall be sufficient cause for school action which could result in suspension, expulsion or both, and removal from positions of leadership. See "Athletic Handbook" for related information.

Procedures to be followed:

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

### **STUDENT DISRUPTIONS**

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

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

No gum or candy is allowed during the school day except on special occasions as designated by teachers for their rooms only.

**GIFTS AT SCHOOL-** If students are sent gifts (balloons, flowers, toys, ect.) that are deemed a distraction to the classroom by the Principal will remain in the office until the end of the day. These items can be picked up by students/parents/guardians but are not allowed on the bus as they could become a distraction for the driver as well.

### **BOY-GIRL RELATIONSHIPS**

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

### **STAFF LOUNGE/WORKROOM AND STUDENTS**

Students are not to enter the faculty lounge unless they are invited to come in by a faculty member. Faculty shall not send students to the lounge unless they accompany them or are already present in the lounge. Students are not allowed use the copy machine for any reason.

**ANIMALS IN BUILDING-** Animals of any kind are not allowed into the building without prior approval from Principal

### **TELEPHONE USE**

Students may not use the telephone during school time unless an emergency exists and then only with staff approval. Students are not to be dismissed from class to use the phone. No long distance calls are to be made by students unless approved by administration.

### **PASSES FROM CLASS**

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

You must have a written pass from a teacher or the office if you are in the hall area while class is in session.

### **LIBRARY POLICY**

A regular weekly time for library use will be scheduled for each class

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

## **COURSES OFFERED TO AUBURN MIDDLE SCHOOL STUDENTS**

<u>3rd Grade</u>	<u>4<sup>th</sup> Grade</u>	<u>5<sup>th</sup> Grade</u>
Math	Math	Math
Science	Science	Science
Social Studies	Social Studies	Social Studies
Reading	Reading	Reading
Spelling	Spelling	Spelling
Writing	Writing	Writing
Language Arts	Language Arts	Language Arts
PE	PE	PE
General Music	General Music	Band/ Chorus (optional)
Art	Art	Art

## **CARE OF TEXTBOOKS**

Students are responsible for the proper care of their books and if damaged will be assessed a fine by the teacher as determined to be fair and equitable. Teachers assess any book damage annually and record such information so as to properly assess a student each year. Students will be charged replacement cost for a lost or damaged book.

If a book is lost or damaged, the following amounts will be charged:

New this year	Replacement cost
Used	Replacement cost

## **BOOK RENTAL**

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

## **LOST AND FOUND**

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

## **PARENT/TEACHER CONFERENCES**

A special invitation is extended to the parents/guardians of Auburn students to visit the schools and teachers during or shortly after the first grading period. The times are published in the newspaper, on the web site, classroom newsletters, and the students are asked to inform their parents. Appointments are scheduled for parents during the designated conference days. Parents/guardians are encouraged to meet with teachers during the school year if there are concerns with student performance, behavior, organization, ect.

## **GRADING POLICY/PHILOSOPHY**

- A. The grading philosophy of Auburn Middle School is based on the premise that all students are capable of achieving and succeeding in school. Students have a wide range of achievement capabilities and individual differences and based on this understanding, each individual will be challenged to work up to their highest level of achievement. Grades are intended as a "positive measuring stick" of achievement, to

reflect one's success of mastering learning and will encourage students to maintain consistent efforts. Students are expected to complete minimum standards in each class. Grades will be objective using criteria understandable to students (e.g., assignments, tests, projects, performance checklist, etc.).

- B. **All assignments must be completed in a satisfactory manner by students.** Not completing homework is unacceptable for any student.
- C. A student receiving an "incomplete" for a grading period due to extenuating circumstances must complete the necessary requirements within a reasonable time period as prescribed by the teacher to have the "incomplete" converted to an earned grade.
- D. All students must clear up any "incompletes" before receiving a report card.
- E. A student who is transferring to another school will receive the grade as of their last attendance day for transfer purposes.

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

Students will not be allowed to participate in the competition if they are failing any subject the week prior to the competition.

**GRADING SCALE**

Auburn Middle School Grading Scale:  
 93 - 100 A; 85 - 92 B; 77 - 84 C; 69 - 76 D; 68 and below F

**HONOR ROLL**

The honor roll will be computed at the end of each nine weeks. To qualify, a student must have a B average (3.0 on a 4.0 scale) and no D's or F's. Letter grades are given the following point values: A = 4 points, B = 3 points, C = 2 points

**YEARLY AVERAGES**

At the end of each school year, the Middle School students will be given a yearly grade for each subject matter course in which they are enrolled. All nine (9) weeks grades, including those with + and - are assigned numerical equivalents.

F	D-	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
0	1	2	3	4	5	6	7	8	9	10	11	12

The numerical value for the nine (9) weeks grades will be added together and then divided by four.

If the yearly average grade equivalent includes a fraction under 1/2, it will be rounded down to the lesser whole number. If the fraction is 1/2 or higher, it will be rounded up to the next highest whole number with the following exceptions:

When the grades are evenly split between two pair of letter grades (2 A's and 2 B's, etc.) and the numerical average includes a fraction of 1/2, then the 4th nine weeks grade will be the determining factor. The final nine weeks grade must be the higher grade, thus showing progress or improvement, in order to receive the higher yearly grade average.

Examples: D 2 C 5 D 2 C = 3.5 C 5 D 2 C 5 D 2 = D+

When the combination of the four nine weeks grades show three of one kind which result in a numerical equivalent of a whole number and exactly 1/2, the question of rounding up or down is determined by whether the last grade is the highest of the four.

If the yearly average grade equivalent includes a fraction under 1/2, it will be rounded down to the lesser whole number. If the fraction is 1/2 or higher, it will be rounded up to the next highest whole number with the following exceptions:

When the grades are evenly split between two pair of letter grades (2 A's and 2 B's, etc.) and the numerical average includes a fraction of 1/2, then the 4th nine weeks grade will be the determining factor. The final nine weeks grade must be the higher grade, thus showing progress or improvement, in order to receive the higher yearly grade average.

Examples: D    C    D    C = C-    C    D    C    D    = D+  
                   2    5    2    5    3.5    5    2    5    2    3.5

When the combination of the four nine weeks grades show three of one kind which result in a numerical equivalent of a whole number and exactly 1/2, the question of rounding up or down is determined by whether the last grade is the highest of the four.

For example:

C    C    C    A    =    B-            C    C    A    C    =    C+  
 5    5    5    11            6.5            5    5    11    5            6.5

D    D    D    B    =    C-            D    D    B    D    =    D+  
 2    2    2    8            3.5            2    2    8    2            3.5

**PROGRESS REPORTS**

Progress reports can be viewed through Family Access at the end of the fifth week of any grading period. This allows all parents/students to know the grades they are earning so proper adjustments may be made for improvement if necessary. Family Access accounts can be set up by contacting the AMS Office. Reports can be sent home upon written request.

**REPORT CARD DISTRIBUTION**

Report cards are issued each nine weeks on Friday (usually) following the close of the nine week period. Report Cards can be viewed by Skyward Family Access, e-mail, Picked up by parent or guardian in the office, or send a written request to Principal to have it mailed. Any problems concerning grades on report cards by either student or parent should first be brought to the attention of the teacher. If a problem still exists, then contact the principal. Parents/students should not contact board members or the Superintendent concerning grades. If the problem cannot be resolved with the teacher or principal, the parent/student may request to be placed on the board agenda for the next board meeting. Requests should be made through the principal's office.

**RETENTION POLICY**

- A. A student must receive a passing grade in four of the five core subjects as follows in order to be promoted to the next grade: Literature, Grammar/Composition, Science, Math, and Social Studies.

- B. A student who does not meet the criteria of letter A above must successfully complete an Auburn district operated summer school program or, if not available, an out-of-district program approved by the Principal in order to be placed in the next grade. The summer school program would also be available to any student who may have failed a single subject.

### **TESTING**

An achievement test, the Illinois Standards Achievement Test (ISAT), is given according to times established by the State each year. Students are notified in advance when the tests will be administered. These tests do not influence report card grades. Parents receive a copy of the test scores.

### **BAND AND CHORUS POLICY**

1. Fifth grade band is open to all fifth grade students. Students will be given a grade for band so that parents will know how their child is doing in band; however, these grades will not be used when computing the honor roll.
2. Attendance at all regular scheduled concerts is mandatory for Middle School band and chorus students. Excused absences will only be allowed for illness. Special circumstances may arise, but these will be judged on a case by case basis. Appropriate disciplinary action will be taken for unexcused absences.
3. Each student is responsible for their own equipment. If a student is playing a school instrument, they will be held responsible for any damage that occurs to the instrument beyond normal usage.
4. A student will be allowed five (5) school days at the beginning of each 9-week grading period in which to drop Band or Chorus. This must be done by a letter from the parent signed by the teacher and turned in to the principal during this time frame. After this time a student must remain in the class or receive an "F" if they drop during the remainder of the grading period.
5. Participation in band and chorus is a privilege. Continuous behavior problems may lead to being dropped from the class.

#### **Grading Policy for Band and Chorus**

Students' grades will be broken down into two (2) areas:

- Daily Grade
- Performance Grade

### **AWARDS AND HONORS**

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

## **P.E. EXCUSES**

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

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

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

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

## **FIRE DRILL**

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

## **DISASTER DRILL**

The Disaster Drill is designated by 4 long rings of the school bell. Students are to face the lockers, kneel, bend your head to your knees, being sure to avoid doors which open to the outside. Teachers will instruct students the proper procedures for their particular classroom at the beginning of school.

## **ASSEMBLIES**

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

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

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

## **FUND RAISING**

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



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

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

## **VOLUNTEERS**

Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. Volunteers are to check in at the office to receive their visitor badge before going to the classroom or library.

## **PESTICIDE APPLICATION**

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

## **PLEDGE OF ALLEGIANCE**

Each school day shall begin with the Pledge of Allegiance to the flag. It shall be recited in each classroom immediately after the announcements.

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

### **REGULAR BUS SERVICE**

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

### **NON-RIDER STUDENT REQUESTS**

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

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

### **STUDENT CONDUCT**

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

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

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

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

1. Stay off the road while waiting for the bus.
2. Be on time at the designated school bus stop.
3. When waiting to load on the bus, stay back 10 feet until the bus has made a complete stop.
4. Do not leave your seat while the bus is moving. Do not switch seats or run on the bus.
5. Remain on the bus in the event of a road emergency until instructions are given by the driver.
6. Keep head and hands inside the bus at all times.
7. Do not throw anything out of the bus windows.
8. Help the bus housekeeping; do not throw trash or other materials on the floor.
9. Avoid loud talking and shouting or unnecessary confusion.
10. Riders must be absolutely quiet when approaching a railroad crossing stop.
11. Use of drugs in any form is not allowed on the bus, and the drug policy as described in this handbook applies.
12. No eating on the bus.
13. No animals are allowed on the bus.
14. Keep all articles out of the aisles.
15. Care for the safety of smaller children and those who may be ill.
16. Never tamper with the bus or any of its equipment.
17. Do not ask the driver to stop at places other than the regular bus stop.
18. Where it is necessary for a student to cross the highway, proceed to the front of the bus on the right shoulder of the highway where oncoming traffic can be seen in both directions. Then, wait for a signal from bus driver permitting you to cross. He/she too, is watching for your safety.
19. Observe the same rules on other trips under school sponsorship.
20. Do not harass, push, or shove other students.
21. Swearing and vulgar language will not be tolerated.
22. The emergency door must be used for emergencies only.
23. All directions given by the bus driver are to be followed.
24. If a student is riding a different bus, the student must bring a note signed by the parents to the principal for approval.

#### **PROCEDURE FOR BUS DISCIPLINE**

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

### **EXTRA-CURRICULAR - SPORTS BUS TRIPS CONDUCT**

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

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

### **FAN BUS/STUDENT SPECTATOR BUS TRIPS**

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

The following procedures must be followed:

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

Middle School students shall not sign up for High School trips nor High School students for Middle School trips. In rare instances, the principal may make exceptions to this rule and an announcement will be made when this occurs.

### **OTHER SPECIAL USES OF BUSES**

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

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

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

### **FIELD TRIPS**

#### **Educational**

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

Administrative regulations shall be set up to assure:

1. The educational value of the trip or excursion and its direct relationship to on-going classroom instruction. The sponsor must submit request for field trip on school district form.
2. The safety of the students and their adequate supervision.
3. That all participants have parental permission. Signed parental permission slips shall be in the hands of the faculty sponsor before permitting students to participate in a field trip.
4. That all trips and arrangements for them have two (2) weeks advance approval of the school principal.
5. The uniform request procedures are followed.

6. That no school field trips or excursions be of an overnight nature. Exceptions can be approved in case of necessary involvement of our students in curricular, extra-curricular, or organizational activities.
7. That the field trip does not interfere with the regularly scheduled transportation of pupils to and from school.
8. That the field trip will not force extreme problems in the total educational program of their building.
9. That transportation shall be restricted to school vehicles or vehicles approved by the superintendent, principal, or school board.
10. Students absent from school due to a field trip, athletic contest, etc., are responsible for homework, tests, and quizzes as assigned. It is the responsibility of the student to make arrangements for such make-up prior to departure when possible.
11. All trips away from the school must be under supervision of a teacher and in addition there shall be an adequate number of adult supervisors as determined by the principal.
12. Any field trip not meeting the rules and regulations hereby set forth must have the direct and previous approval of the Board of Education.

#### Non-Educational

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

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

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

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

## **TOURS**

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

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

## **STUDENT RECORDS**

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

Auburn Middle School maintains records of the following types:

1. Permanent
2. Temporary
3. Directory Information

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

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

May also consist of:

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

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

- Family background information;
- Intelligence test scores, group and individual;
- Aptitude test scores;
- Reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews;
- Elementary and secondary achievement level test results;
- Participation in extracurricular activities including any offices held in school sponsored clubs or organizations;
- Honors and awards received;
- Disciplinary information;
- Special education files including the report of the multidisciplinary staffing on which placement was based, and all records and tape records relating to special education placement hearings and appeals;
- Any verified reports or information from non-educational persons, agencies or organizations; and

- Other verified information of clear relevance to the education of the student.

### 3. "DIRECTORY INFORMATION"

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

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

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

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

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

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

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

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

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

#### "Pursuant to a court order"

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

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

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

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

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



4. The school shall be responsible for implementing the decision of the Superintendent of the Educational Service Region.

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

According to Illinois School Student Records Act, no person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Act.

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

### **SPECIAL EDUCATION**

PROCEDURES for PARENT REQUEST FOR SPECIAL EDUCATION EVALUATIONS from JUNE 10 – AUG. 10

(These have become law.)

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

Principal and Service Area Administrator will determine procedures to follow such as: parental contact, scheduling of pre-meeting, scheduling of IEP prior to the first day of school, when school resumes in August. All 504 and IEP information can be found on the district web page under parent information.