

# E.H. Franzen Intermediate School

## Home of the Falcons



### **School Events, Extra-Curricular, & Field Trip Supplementary Handbook**

Be Respectful

Be Responsible

Be Safe

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## **Philosophy and Objectives**

Extra-curricular activities, school events and field trips at Franzen Intermediate School are considered an important supplement to the district's total educational program. As such, coaches, sponsors and volunteers in the various activities are considered teachers in their respective areas and will conduct themselves in a professional and ethical manner at all times. Participation in extra-curricular activities, school events, and field trips is a privilege. Students are representatives of Franzen Intermediate School and will conduct themselves in a positive fashion at all times. Recognizing the importance of extra-curricular participation to the development of the student, School District 10 supports as broad a program as possible for its students.

### **The general objectives of the extra-curricular programs in Franzen Intermediate are:**

1. Provide an enriching experience grounded in sound educational practice.
2. Assist in the healthy development of the body and mind of the student and help promote healthy living and lifelong wellness.
3. Provide academic support to ensure student success.
4. Create an enjoyable experience for the participants, student body, fans and community by promoting wellness, sportsmanship, morale and school spirit.
5. Instill qualities such as teamwork, pride, work ethic, personal responsibility, self-sacrifice and discipline in its participants.

Students are encouraged to participate in the following activities. This list may not reflect all offered at Franzen Intermediate School.

Talent Show	Band	IMSA Fusion
Chorus	Battle of the Books	Education Fair
Assemblies	Field Trips	Field Day
Service Workers		
IPTO sponsored dances/events		
Audience member or spectator at any District 10 event		

## **School Attendance and Tardiness**

<b>Half Day for Eligibility</b>	<ul style="list-style-type: none"><li>• Must be in attendance for at least half a day to participate in after-school extra-curricular activities such as clubs, band/choral performances, field trips, dances, etc.</li></ul>
<b>Leaving ill or sick from school</b>	<ul style="list-style-type: none"><li>• The student becomes ineligible for participation in any after-school extra-curricular activities that day.</li><li>• Exceptions are made due to a funeral of a family member.</li><li>• If a child leaves school early due to injury the student will not be able to participate in the after school event without a doctor's note releasing them to engage in the activity.</li></ul>
<b>Excused absences</b>	<ul style="list-style-type: none"><li>• This includes absence for illness, observance of a religious holiday, and death in the immediate family.</li></ul>
<b>95% or higher attendance rate</b>	<ul style="list-style-type: none"><li>• Overall attendance (excused or unexcused) is expected to be at 95% or higher to participate in field trips, school events, and after school activities.</li><li>• Excused absences that exceed the 95% threshold may require documentation explaining the reason for the child's absence.</li><li>• Routine tardiness to school also may impact participation and eligibility for field trips, school events and after school activities.</li><li>• Students and parents will receive communication and the request of an in-person meeting if</li></ul>

	attendance and tardiness are areas of concern.
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## **Academic Eligibility**

Students are expected to have their assignments completed on time. Late assignment and work completion will impact eligibility. *All individual learning needs will be taken into consideration.* **Ineligible means that the student may be required to attend quiet lunch with academic supports or miss an in-school event until the work is completed. Support will be offered to students who are ineligible.** If a student is deemed ineligible, parents will be notified one week prior to the event and students will be offered academic supports to resolve the eligibility prior to the activity

## **Classroom Behavior**

Classroom expectations of **Be Respectful, Be Responsible, Be Safe** are explicitly taught to all students at the start of the school year and reinforced as the year progresses. Appropriate school behavior is expected for all students and critical for engagement in school events, field learning opportunities, and extracurricular activities where there could be less adult supervision. Information on student conduct and supports can be found in the [Franzen Intermediate School Student Handbook](#).

## **Behavioral Eligibility**

Participation in school activities is a privilege, not an entitlement. Students earn the privilege to participate by adhering to high standards of academic performance, personal conduct, and ethical behavior.

**In the event a major behavior incident occurs:**

- The student will not be eligible for school activities
- A meeting MAY be held to determine the student's eligibility. The student's actions and behaviors will be assessed to determine if the student is likely to engage in similar behavior in the future.

**Behaviors that will impact eligibility for participation include but are not limited to:**

- Stealing, name-calling, teasing, foul language, physical contact, fighting, and/or harassment of students in person or on online platforms as indicated by school and/or police investigation. *This includes bullying and/or teasing on social media outside of school networks and outside of school time.*
- Encouraging others to fight and/or harass students and/or staff.
- Taking pictures or recording students and staff. It is illegal to record staff and students in a school. It is also illegal for students to post recordings and pictures of students and/or staff in a school.
- Harassment and bullying posts in text threads, Snapchat and other social media platforms outside of school.
- Attendance under 95% due to unexcused absences and/or excessive tardiness to school.
- Harm to self and/or threats to hurt oneself.
- **School infractions, including repeated infractions, that disrupt the educational environment** infringe upon the rights/safety of others, and may include illegal behavior.

In addition to usage of the school discipline code, several of these actions may require making a report to the Itasca Police Department for further investigation and possible action. A Safety Plan and additional social and emotional support will be provided to students that have threatened self-harm. However, Safety Plans may impact eligibility and limit participation in afterschool activities, school events and field trips till consistent safe conduct at school has been demonstrated.

### **Students with special education services**

The Code of Conduct in District 10 applies to all students, even those with Individualized Education Programs (IEPs) or Section 504 Plans (540s). Students with disabilities are expected to adhere to the Code of Conduct set forth in the District

Policy Handbook. However, the District shall comply with the Individuals with Disabilities Education Act, Action 504 of the Rehabilitation Act of 1973, and the Illinois School School Code when disciplining special education students.

For disciplinary removals totaling ten (10) or more cumulative school days in a school year or disciplinary removals constituting a change of placement, the District will convene a Manifestation Determination Review to determine whether a student's conduct was a result of their disability.

For more information regarding the disciplinary procedures for students with disabilities, please consult your Procedural Safeguards or Parent Rights in Brief, which have been provided to all parents of students with disabilities.

## **Recess Behavior**

Students are expected to follow the Franzen Intermediate School Discipline Code when socializing and playing outside.

- No personal technology and phone usage is allowed.
- Inappropriate physical contact, language, or use of playground equipment are not allowed.

## **Phone Access and Usage**

Phones, earbuds and smart watches (that may receive texts) are not to be used anytime at school, nor should be seen. Personal technology must be silenced or powered off and kept in students' lockers. Texting and phone usage is not allowed during school time including before school, after school, recess, lunch and on the bus. Students are encouraged to invest that time in building strong peer relationships in-person, not through a screen, and in investing their attention fully in the educational program. Students may request phone usage from an adult staff member and if granted will be directed to the main office, for instance if they need to call home. Parents may always call the Main Office if they need to contact a child, but should not call or text their child during school time as this interrupts instruction and normal school procedures.

- Phone infractions where students are observed using their phone, smart watch and/or earbuds will result in a warning and direction to place the item(s) in their backpack or locker.
- Repeated infractions will result in the device being turned into the main office, where it may be retrieved at the end of the school day. Parents will be notified if this occurs.
- Inappropriate phone usage, such as recording or posting will result in technology restrictions during school time and may result in a Itasca Police report.
- Further ongoing problems will result in a meeting between student, family and administration and may impact eligibility for school events, field trips and other activities in addition to restrictions of personal technology at school.

## **Bus Safety**

Students should display safe and appropriate behavior on the bus at all times. This starts with lining up to enter the bus. This helps the bus driver to drive safely and attend to traffic. The following behaviors impact student safety and are not allowed:

- Opening windows, throwing items out or waving hands outside of the bus
- Leaving your assigned seat
- Shouting and loud communications
- Open food or drink
- Phone usage
- Fighting, pushing, teasing or harassing other students

## **Field Trip Learning**

Field trips are important, integrative learning experiences from which we want all students to benefit. In order for students to participate in these experiences, they must:

- Meet all behavioral requirements
- Strong attendance (95% or better for the trimester)
- Tardiness will be addressed when thresholds are not met on a case-by-case basis
- Students who are academically **ineligible** will be provided with an alternative learning experience. Families will be notified when applicable.

### **Acceptance of Student School Events, Extracurricular & Field Trip Handbook**

*To be reviewed and signed by the parent/guardian and student participant:*

My signature signifies that my child and I agree to abide by the **School Events, Extracurricular, and Field Trip Handbook**.

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Parent/Guardian Signature

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Date

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Student Signature

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Date

***Please sign and return ONLY this page to the classroom teacher.***