

**SOUTH HOLLAND SCHOOL  
DISTRICT 150  
Student-Parent Handbook 2019 – 2020**



Greenwood Elementary School (708) 339-4433  
McKinley Elementary/Junior High School (708) 339-8500  
District Office (708) 339-4240

“Committing Ourselves to Unity, Trust, & Respect”



Pictured Left to Right: (Top Row) Della Mayes, Aronesius Cunningham, Lawrence Wilson, Felicia Houston (Bottom Row) Sherie Nunnally, Stacy Magee, Pamela Tucker

- Mrs. Sherie Nunnally..... President
- Mrs. Pamela Tucker.....Vice President
- Mrs. Stacy Magee..... Secretary
- Mrs. Aronesius Cunningham..... Member
- Mrs. Felicia Houston..... Member
- Ms. Della Mayes.....Member
- Mr. Lawrence Wilson..... Member

# INDEX

ABSENTEE ASSIGNMENTS  
ANIMALS ON SCHOOL PROPERTY  
ANNUAL PARENT MEETING  
ASSEMBLY RULES  
ATHLETIC RULES AND CODE OF CONDUCT  
ATTENDANCE  
BICYCLES  
BULLYING  
BUS CONDUCT  
CARE OF SCHOOL PROPERTY  
CPR/AED  
DEFINITIONS, PROCEDURES AND EXAMPLES  
DISTRICT BELIEFS  
DISTRICT MISSION STATEMENT  
DISTRICT VISION  
DRESS CODE  
ELECTRONIC NETWORK ACCESS AUTHORIZATION  
EMERGENCY SCHOOL CLOSING  
EQUAL OPPORTUNITY AND SEX EQUITY  
EXPULSION GUIDELINES FOR STUDENTS WITH DISABILITIES  
EXPULSION PROCEDURES  
FIELD TRIPS  
FINES, FEES AND FEE WAIVERS  
GRADING SCALE  
GRADUATION REQUIREMENTS  
GIFTED/HONORS IDENTIFICATION AND SERVICES  
HALLS AND STAIRS  
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT  
HEALTH EXAMINATIONS  
HOMEBOUND  
HOMELESS CHILD'S RIGHT TO EDUCATION  
HOMEWORK  
HONOR ROLL PROCEDURES  
IMPORTANT DATES  
INDOOR RECESS OR GYM EXCLUSIONS  
LETTER FROM THE SUPERINTENDENT  
LOCKS, LOCKERS AND DESKS  
LUNCHROOM RULES  
MANDATED REPORTERS  
PARKING REGULATIONS AT MCKINLEY  
PERSONAL PROPERTY  
PESTICIDE / LAWN CARE TREATMENT NOTICE  
PLAYGROUND SAFETY RULES

PROMOTION AND RETENTION  
RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE  
RESIDENCY  
REVIEW OF INSTRUCTIONAL MATERIALS  
SAFETY DRILLS PROCEDURES AND CONDUCT  
SCHOOL DISTRICT 150 GOALS  
SCHOOL MEALS  
SCHOOL SUPPLY LIST  
SEARCH AND SEIZURE  
SEX OFFENDER AND VIOLENT OFFENDER NOTIFICATION LAW  
SEXUAL HARASSMENT  
SHARED RESPONSIBILITIES  
SOCIAL/ACTIVITY RESTRICTION  
SPECIAL EDUCATION  
SPECTATOR CONDUCT AT SCHOOL EVENTS  
STUDENT ASSESSMENTS  
STUDENT BEHAVIOR  
STUDENT HEALTH EMERGENCIES  
STUDENT MEDICATION  
STUDENT RECORDS  
SUSPENSION GUIDELINES FOR STUDENTS W/ DISABILITIES  
SUSPENSION PROCEDURES  
TARDY PROCEDURES  
TEXTBOOKS  
VENDING  
VISITORS  
VOLUNTEER PROCEDURES  
VOLUNTEERS

## Foreword

This Student-Parent handbook was developed to answer many of the commonly asked questions that you, the student, and your parents may have during the course of a school year. This handbook contains important information for parents and students. It is the responsibility of all parents and students to become familiar with the contents of this handbook. Should you have any questions that are not addressed in this handbook, contact the main office of your school. This handbook supersedes all prior handbooks.

## Distribution Policy:

Copies of the Code of Student Conduct will be furnished to the parents/guardians of each student at the beginning of the school year or within fifteen (15) days after the school year begins, or within fifteen (15) days after a new student begins classes in District 150.

# **SOUTH HOLLAND SCHOOL DISTRICT 150**

## **Mission Statement**

The purpose of South Holland School District 150 is to educate all students to their maximum potential and to maintain high standards and expectations for academic performance and behavior.

## **Vision**

South Holland School District 150 is committed to creating a holistic, rigorous, and relevant and relationship based, educational environment that produce students that will thrive and be successful learners in any local or global high school setting.

## **SHARED RESPONSIBILITIES**

We ask students to assume responsibility for:

- Arriving at school well rested, fed, and ready to learn
- Following direction of teachers, administration, and staff
- Treating teachers, staff, peers, volunteers, and self with respect and dignity
- Respecting the rights and property of others
- Attending classes on time, being prepared, and participating actively in lessons
- Completing and turning in all class assignments and homework on time
- Letting the teacher know if you do not understand the lesson
- Asking for help with assignments when needed
- Striving toward academic excellence
- Behaving in a safe, responsible, and appropriate manner at all times
- Following the District Uniform Policy and use of proper hygiene
- Asking a teacher, staff member, or parent for help with a problem/conflict.
- Avoiding fighting and/or the use of violence/profanity to solve problems/conflicts
- Taking ownership of your behavior
- Taking care of books, supplies, and school property

We ask parents to assume responsibility for:

- Encouraging your child to have high expectations
- Sending your child to school daily, on time, well rested, fed, and ready to learn
- Stressing the importance of an education to your child and encouraging academic excellence
- Getting involved with your child's educational program and study skills

Parents are encouraged to monitor their child's academic development. This can be done by logging in to PowerSchool. If parents have questions or concerns regarding their child's academic performance, they can make an appointment to meet with their child's teacher and/or the principal, if needed.

- Attending Parent/Teacher Conferences and requested meetings by the teacher.

However, if the parent would like to request a conference with the teacher, then conferences may be held outside of school hours or during the teachers planning time.

- Assisting your child with homework

- Keeping the lines of communication open with the school
- Keeping the school up-to-date on telephone or address changes, medical problems, and/or social problems that may affect your child's school performance
- Encouraging your child to talk with a teacher or an administrator when a problem/conflict arises
- Supporting the school's disciplinary actions and assisting the school with discipline when needed
- Requiring your child to follow the District Uniform Policy
- Making sure your child has up-to-date immunizations and physical examinations
- Encouraging respectful communications with staff and peers and respect for individual differences
- Teaching your child to refrain from fighting and the use of profanity as a means to resolve conflict
- Being a positive role model for your child
- Treating your child and school personnel with respect and dignity

### **IMPORTANT DATES**

#### **END OF QUARTER DATES**

|                                 |                  |
|---------------------------------|------------------|
| 1 <sup>st</sup> Grading Quarter | October 25, 2019 |
| 2 <sup>nd</sup> Grading Quarter | January 17, 2020 |
| 3 <sup>rd</sup> Grading Quarter | March 26, 2020   |
| 4 <sup>th</sup> Grading Quarter | June 5, 2020     |

#### **PARENT/TEACHER CONFERENCE DATES**

|                  |                       |
|------------------|-----------------------|
| November 7, 2019 | Evening (1 pm – 8 pm) |
| April 8, 2020    | Evening (1 pm – 8 pm) |

## ATTENDANCE

South Holland School District 150 operates under the authority, policies and laws set forth in the Illinois School Code. Illinois law requires that any child between six (6) and seventeen (17) years of age attend school in the district in which he or she resides, during the entire time school is in session.

A child may not be absent from a public school without a valid cause for 5 percent or more of the previous 180 regular school attendance days, **OR** 9 days. Illinois Law prohibits a child from being absent from a public school for 10 percent or more of the previous 180 regular attendance days, or 18 days.

In the event of any absence, the student's parent or guardian is required to call the school office before 9:05 am to explain the reason for the absence. If a call has not been made to the school on the day of the student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required on the next day of attendance to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so will result in an unexcused absence. When a child has a total of **three** (3) or more unexcused absences, the building administrator will contact you to discuss his/her attendance. Chronic truancy could result in grade level retention. Individual school office numbers are listed below.

GREENWOOD (708) 339-4433  
MCKINLEY ELEMENTARY AND JUNIOR HIGH (708) 339-8500

Absences of three (3) or more days **due to illness** require a doctor's note that must be given to the Nurse upon the student's return to school. However, prearranged absences and early dismissals (medical appointments, etc.) must be requested in writing in advance of the date.

A doctor's note is required before a student may return to school for the following diseases:

- |  |  |
|--|--|
| 1. Confirmed strep throat and/or scarlet fever                     | 6. Diphtheria  |
| 2. Hepatitis   | 7. Polio   |
| 3. Mononucleosis   | 8. Typhoid fever   |
| 4. Whooping Cough  | 9. Any undiagnosed rash  |
| 5. Ringworm (on medication for 24 hours then may return to school) | 10. Pink Eye (Using medication 24 hours then may return to school) |
|  | No doctor's note required.   |

### STATE HEALTH DEPARTMENT REGULATION:

Certain communicable diseases require specific amounts of isolation days from school:

- |                      |                                       |
|----------------------|---------------------------------------|
| Chicken pox – 6 days | Mumps – 9 days                        |
| Measles – 7 days     | H1N1 (Swine Flu) Virus – 7 to 10 days |

For the safety of the student, only the parent/legal guardian or emergency contact as designated on the registration form will be permitted to remove a student from school. Individuals retrieving students

from school will be required to sign the student out, present a valid ID and be at least 18 years old. If all the above criteria are not met, the student will not be released.

### **ABSENTEE ASSIGNMENTS**

Requests for class assignments due to absences are to be made at the time the parent or legal guardian reports the absence to the School Office. Requests made after 9:00 am may not be available until the next school day. In the case of any absence, the student will be given an opportunity to make up the work missed that is equivalent to the number of days out. If requests are not made by the parent or legal guardian the student will be responsible for obtaining the missed assignments from his or her teachers.

### **RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE**

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least 5 calendar days before the student's anticipated absence(s). This notice shall satisfy the District's requirements for a written excuse when the student returns to school.

### **TARDY PROCEDURES**

*The Illinois School Code requires all schools to record students who arrive to school 20 minutes after school begins as a half day attendance. The same requirement applies to students who are signed out of school 20 minutes before school ends.*

All students who arrive to school after 8:38 a.m. must enter through the main entrance and report to the main office to obtain a tardy pass. The following procedures will be followed for students that are excessively tardy:

- Students who accumulate five (5) tardies will receive a letter from the school office.
- Students who accumulate eight (8) tardies will be issued a thirty-minute detention and a second letter will be sent home from the school office.
- **Parents of students who accumulate ten (10) or more tardies will be required to attend a face-to-face conference with school officials and truancy will be filed.**

### **EMERGENCY SCHOOL CLOSING**

It is sometimes necessary to close the schools due to severe weather or other local emergencies. In any case, listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced upon the Superintendent and School Boards' approval. If severe weather or other emergency occurs during the day, a Robo Call Announcement will



be sent out to all parents informing them of the change. For your child's safety, make certain your child knows ahead of time where to go in case of an emergency early dismissal. If we dismiss early for an emergency, all after-school activities are automatically cancelled. The official District Calendar may be extended to make up any days lost due to an emergency closing. School Closings are announced on:

|             |                  |                    |               |
|-------------|------------------|--------------------|---------------|
| WGN-AM 720  | WBBM-FM 96       | WBBM-AM 780        | WFYR-FM 103.5 |
| WMAQ-AM 680 | WGN-TV Channel 9 | WFLD-TV Channel 32 | WLS-AM 890    |

## **RESIDENCY OF STUDENTS**

### **Section I: Residency of Students**

#### **A. Residency of Students**

In order to attend District 150 schools on a tuition free basis, a student must be a legal resident of District 150. Only resident students of District 150 may attend District 150 schools without payment of the tuition required to be charged under Section 10-20.12a of the Illinois School Code. In determining residency, the residence of the person who has legal custody of a student is deemed to be the residence of the student. The residency of a homeless student or students for the purpose of determining what school the student will attend on a tuition free basis shall be determined in accordance with the "Education for Homeless Children Act." The residency of students eligible for special education and related services shall be determined consistent with Article 14 of the Illinois School Code.

#### **B. Proof of Legal Custody and Residency**

At the time of enrollment, the adult enrolling the child must establish that he/she has legal custody of the child and that he/she is a resident of District 150. The determination of legal custody and residency shall be made in accordance with Section II of this policy.

#### **C. Students Determined to be Nonresident**

If the Superintendent or designee determines that a student who is attending school in District 150 on a tuition free basis is a nonresident of District 150 for whom tuition is required to be charged, the Superintendent or designee shall notify the individual who enrolled the student of the amount of tuition due and owing. The individual may request a hearing to review the determination of the Superintendent or designee in accordance with Section III of this policy.

D. Nonresident Students

Resident parents/custodians of students who become non-residents of District 150 during a school term will not be charged a tuition fee for the remainder of the school term during which they become nonresidents. At the end of the school term, the nonresident(s) must be transferred out of the district.

E. New Residents

Parents/custodians who are purchasing or having residences constructed within the District 150 boundaries, but who are not officially residing in the home, shall pay tuition at the time they wish to enroll their child (children). Tuition shall be reimbursed to these parents/custodians if they close on the purchase of their residence and take occupancy within sixty (60) days of registering their child (children) in the District. Should their closing and occupancy occur sixty-one (61) days or more after registration of the child (children), no tuition payments shall be reimbursed. They shall, however, not make any further payments once they have closed and have taken occupancy of their home within the District's boundaries.

F. Fraudulent Enrollment

*It is against the law to enroll a pupil who is not a resident of the District:*

*A person who knowingly or willfully presents false information to a school district regarding the residency of a pupil for the purpose of enabling that pupil to attend any school in that district without the payment of a nonresident tuition charge or who knowingly enrolls or attempts to enroll in the schools on a tuition-free basis a pupil known by that person to be a non-resident is guilty of committing a Class C misdemeanor. (105 ILCS 5/10-20.12b(e)-(f))*

*State law also allows for perpetrators to also be sued for the current school year's tuition or 110% of the tuition charge per (105 ILCS 5/10.12b).*

**Section II: Procedure for Determining Residency of Students**

A. General Enrollment Procedures

A certified copy of the child's birth certificate must be furnished at the time of enrollment. The adult enrolling the student must also have established residency in School District 150 and legal custody of the student if the adult is not the parent or legal guardian.

## B. Establishment of Residency

Before a child can be enrolled, proof of residency must be established by presenting the required number of documents from each of the following categories:

| ALL PARENTS MUST HAVE THE FOLLOWING: |  |
|--------------------------------------|--|
| <input type="checkbox"/>             | Original Birth Certificate (only if new)   |
| <input type="checkbox"/>             | Guardianship Papers (where applicable)   |
| <input type="checkbox"/>             | Current 906 Placement Form from the Department of Children & Family Services (where applicable for children in care) |

| HOMEOWNERS  | RENTERS  |
|---|--|
| <input type="checkbox"/> Current Illinois State Driver's License with a valid address <b>within School District 150 boundaries.</b>   | <input type="checkbox"/> Current Illinois State Driver's License with a valid address <b>within School District 150 boundaries.</b>  |
| <input type="checkbox"/> Mortgage document such as a coupon book, payment statement, closing papers, trust documentation, deed, or real estate taxes.   | <input type="checkbox"/> Current lease showing the date of expiration, the name, address and telephone number of the landlord.<br><input type="checkbox"/> Notarized Renter's Residency Verification Form. |
| <input type="checkbox"/> Three (3) current utility bills (water, gas, electric) <i>Must have name, address, and current date. **No older than 60 days.</i>  | <input type="checkbox"/> Three (3) current utility bills (water, gas, electric) <i>Must have name, address, and current date. **No older than 60 days.</i>   |
| LIVING WITH A RESIDENT  |  |
| <input type="checkbox"/> <i>Living With Verification Form</i> Notarized (enrolling parent & property owner's signature) <b>Homeowner must be present at the time of registration.</b>   |  |
| <input type="checkbox"/> Current Illinois State Driver's License or State ID with a valid address within School District 150 boundaries. <b>Drivers License and State ID must have the same address.</b>                          |  |
| <input type="checkbox"/> <b>3</b> documents for new students or returning students: Income – pay stub or electronic deposit slip, Public Aid, SSI, most recent W-2, Unemployment Benefits Statement, voter registration card etc. |  |

Before a child can be enrolled, the following additional documents may also be required to be submitted to establish proof of residence.

Any agreements, judgments, decrees or other documents (e.g. joint purchasing agreements) awarding or giving custody of the student to any person may be used to establish residency.

The parent/guardian must also complete and sign the Proof of Residency Form.

### **C. Establishment of Legal Custody**

In determining the residency, the residence of the person who has legal custody of a student is deemed to be the residence of the student. In order to establish legal custody, the individual enrolling the student must present proof of one of the following:

1. Custody exercised by a natural or adoptive parent with whom the student resides.
2. Custody granted by order of a court of competent jurisdiction to a person with whom the student resides for reasons other than to have access to the educational programs of District 150.
3. Custody exercised under a statutory short-term guardianship, provided that within sixty (60) days of the student's enrollment a court order is entered to establish a permanent guardianship and grants custody to a person with whom the student resides for reasons other than to have access to the educational programs of District 150.
4. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code for the student who resides with that adult caretaker relative for purposes other than to have access to the educational programs of District 150.
5. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercised legal responsibility for the student and provides the student with a regular fixed night-time abode for purposes other than to have access to the educational programs of District 150.

### **Section III: Residency Determination Challenge Procedure**

If the Superintendent or designee determines that a student who is attending school in District 150 on a tuition free basis is a nonresident of District 150 for whom tuition is required to be charged, the following procedure will be implemented:

- A. The Superintendent or designee will notify the person who enrolled the student of the amount of the tuition charged that is due to District 150 for the nonresident student's attendance in District 150 schools. The notice shall be given by certified mail, return receipt requested.
- B. Within ten (10) days after receipt of the notice, the person who enrolled the student may request a hearing to review the determination of the Superintendent or designee. The request shall be sent by certified mail, return receipt requested must be sent to the Superintendent.
- C. If a hearing is requested, the student may, at the request of the person enrolling the student; continue attendance in District 150 schools pending a final decision of the Board following the hearing. However, attendance of the student in District 150 schools shall not relieve any person who enrolled the student of the obligation to pay the tuition charged for that attendance if the final decision of the Board is that the student is a nonresident of District 150.

- D. Within ten (10) days after receipt of the request for a hearing, the Board shall notify, by certified mail, return receipt requested, the person requesting the hearing of the time and place of the hearing. The hearing shall be held not less than ten (10) not more than twenty (20) days after the notice of hearing is given.
- E. The Board or a hearing officer designated by the Board shall conduct the hearing. The Board and the person who enrolled the student may be represented at the hearing by representatives of their choice. At the hearing, the person who enrolled the student shall have the burden of going forward with the evidence concerning the student's residency.
- F. If a hearing officer conducts the hearing, then within five (5) days after the conclusion of the hearing, he/she shall send a written report of his or her findings by certified mail, return receipt requested, to the Board and to the person who enrolled the student.
- G. The person who enrolled the student may, within five (5) days after receiving the findings, file written objections to the findings with the Board by sending the objections by certified mail, return receipt requested, addressed to the Superintendent of Schools of District 150.
- H. Whether the hearing is conducted by the Board of Education or a hearing officer, the Board shall within fifteen (15) days after the conclusion of the hearing, decide whether or not the student is a resident of District 150 and the amount of any tuition required to be charged as a result of the student's attendance in District 150 schools.

### **DRESS CODE**

School District 150 believes that classrooms are centers of learning and that good grooming and appropriate attire have a positive effect on student behavior that in turn contributes to a more productive educational environment. Personal dress habits for school directly impact the quality and extent of education that any student obtains. Each student is expected to observe basic standards of cleanliness, good grooming and appropriate dress for school. Each student should wear clothing and footwear that do not interfere with personal safety and the overall educational atmosphere. Certain conditions (Science, Physical Education, special events, etc.) may require additional dress restrictions. Clothing that interferes with or detracts from the learning process, or is not safe or healthy will not be permitted.

#### **Uniform Dress Code**

The uniform policy consists of the following:

- **Bottoms**: Students may wear navy blue, black or tan/khaki bottoms. Pants, skirts, jumpers, shorts and skorts (all of which must be knee length) and capri's are all permissible. **However**,

**yoga pants, athletic shorts, blue jeans and sweatpants are not permissible on regular uniform days.** All pants are to be worn on the waist.

- **Tops:** Students may wear a solid light blue, solid white, solid black or solid navy blue polo style shirt (long or short sleeve) or oxford style blouse with a collar. Boys are not required to tuck in their shirts; however, if the pants are hanging too low this requirement will no longer be optional.
- **Sweaters:** Solid light blue, solid black, solid navy blue, or solid white sweater, fleece, hoodies, or vest. No track jackets on regular uniform days. Tops/sweaters may not have writing/logos larger than a quarter and must be worn appropriately at all times.
- **Shoes:** Dress shoes or athletic shoes are permissible. However, no open toe shoes, flip flops, house slippers or “heelys” are permitted. Be advised any shoe type that is in question, the decision as to whether or not the shoe is appropriate will be determined by the school administration.
- **Tights/Leggings:** are permissible provided that they are worn under a skirt and are not see through (i.e. fishnet).
- **Undergarments:** Solid colored shirt or turtleneck. These shirts may not hang lower than the bottom half of the uniform shirt. To meet this requirement, the “undershirt” must be tucked in at the waist.
- **Jewelry:** Boys may not wear earrings at any time in school or at school sponsored functions. Girls are encouraged not to wear jewelry to PE for safety purposes. Students are discouraged from wearing expensive jewelry to school. The school and or its constituents will not be responsible for loss, damaged or stolen jewelry items.
- **Belts:** Belts are required for pants that have belt loops and do not fit properly at the waist. Girls choosing to wear belts must wear them appropriately (in the belt loops) and not on the waist.
- **Head Coverings:** Students are not permitted to wear hoods, hats, caps, bandannas, visors, head scarves or other types of head coverings while in school. **Headbands (sport) are permissible for boys and girls.**
- **Spirit Wear:** If a student is involved in a club/team or purchases spirit wear they will be allowed to wear it during the season and/or on a designated day of the week.

### **Out of Uniform Expectations:**

On special occasions when students are allowed to come out of uniform students must adhere to the following stipulations:

1. Each student must be covered from the neck to the top of the knees.
2. No tube, halter, spaghetti, one strap, strapless, off-the-shoulder, bareback tops.
3. Tank tops must have straps that are at least two inches wide. Boys are not permitted to wear sleeveless shirts.
4. No mesh, see-through, split, ripped or highly slit clothing that shows bare skin.

5. No shorts, skirts or dresses that rise above the top of the knee may be worn to school.
6. No tight, form fitting or stretch clothes (i.e. leggings, yoga pants).
7. No oversized, baggy clothing that begins below the waistline or drags on the floor.
8. No studded clothing or footwear, hanging chains, large rings or piece of jewelry, double finger rings, dog collars or noisy bracelets.
9. No clothing, shoes or accessories with pictures or messages that contain objectionable material: gang, alcohol, tobacco, drug, sexual or violent, profane, obscene, publicly inappropriate or generally distasteful (as determined by school personnel).
10. No hats, caps, sweatbands, athletic bands, bandanas, visors, scarves or other types of head coverings while in the school building.
11. No earrings, toothpicks, straws, strings or other piercing spacers (including adhesive bandages) on male students during school hours or at any school sponsored event.
12. No right or left signaling with single earrings, rolled up sleeves or pant legs, different color or missing shoelaces, or different shoes.
13. No display of permanent or temporary (writing on oneself) tattoos.
14. No visible body piercing with the exception of double pierced female ears.
15. No rubber banded or banded pant legs.
16. No bare feet. Shoes must be worn at all times for safety and hygiene reasons. (Refer to Uniform Dress Code p.19)
17. No outerwear (coats, jackets, hats, gloves, and scarves) should be worn in school. All outerwear should be stored in the hall or locker.
18. No pajama/lounge pants may be worn to school or at school sponsored events.
19. No book bags, purses, knapsacks, pouches may be carried during school hours. These items should be kept in the student's locker. Exceptions will be made for **SCHOOL PROVIDED** iPad cases **ONLY**.
20. No cell phones, cell phone clips, and cell phone cases are to be carried on the student while in the school building.

Whenever a student's religious beliefs or health needs are reasonably believed to require any deviation from the uniform requirements, the student's parents shall consult with the principal. The principal shall determine whether a genuine conflict exists between the uniform requirements and the student's religious beliefs or health needs and what accommodations, if any, should be made for the student in a manner least disruptive to the school. The principal may set aside special out-of-uniform days, with the approval of the School Superintendent.

Sanctions: All staff is authorized to enforce the school uniform dress code. Appropriate discipline action will be taken in accordance with the School District 150 Discipline Policy, under Item 15, Letter C: disruptive to the school environment.

### **Uniform Violation:**

Students who come to school in violation of school policy will be given a temporary uniform shirt or pants to wear during the school day and **will be allowed to call home**. The original clothing will be held in the office and returned to the student when the borrowed uniform attire is returned.

### **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review instructional material used as part of the educational curriculum. Any parent who wishes to review materials or observe instruction should contact the school principal. You may access a summary of your rights in this area at the following links:

[www.ed.gov/policy/gen/guid/fpco/pdf/modelnotification.pdf](http://www.ed.gov/policy/gen/guid/fpco/pdf/modelnotification.pdf)

[www.ed.gov/policy/gen/guid/fpco/pdf/ppraconsent.pdf](http://www.ed.gov/policy/gen/guid/fpco/pdf/ppraconsent.pdf)

### **GIFTED/HONORS IDENTIFICATION AND SERVICES**

Students are entitled to an education that will maximize their learning potential and stimulate growth intellectually, socially, emotionally, and physically. South Holland School District 150 is committed to educational programs that provide opportunities for all students to fully develop their learning capabilities.

In this effort, South Holland School District is committed to recognizing, challenging, and fostering high student ability, achievement, and task commitment with Gifted/Honors Identified students. South Holland School District 150 acknowledges that these students require intellectual stimulation and plan to provide differentiated instruction that is rigorous and challenging.

South Holland School District 150 does not offer a formal Gifted Instructional Program, but we do offer Academic Honor Classes taught by teachers who have been trained in Gifted Instruction in grades. The Academic Honors Program is available for students in grades 3-8. Greenwood Elementary and McKinley Elementary Honors Program follow a self-contained cohort group model, providing instruction in reading and math. McKinley Junior High Program follows a departmentalized model, providing instruction in reading and math in grades six through eight.

### **Identification Process**

Cognitive ability measures, standardized achievement tests, grades, and a teacher rating scale are instruments that will be used to determine eligibility. Students, who fall within the top 90<sup>th</sup> percentile on the local assessment in the areas of Reading and Math, will be assigned to honors classes.



Students will be evaluated based on the following:

- State Assessment – Exceeding in Reading and/or Math
- STAR Assessment - 90<sup>th</sup> Percentile in Reading and/or Math
- Teacher Recommendation
- Report Card Grades in Reading and Math and maintain a “B” Average or Above

## **Appeal**

Students must meet a set of criteria to be eligible to participate in the Academic Honors Program. In the event that a student does not meet the eligibility criteria, the parent may file an appeal, if he/she feels that their child can successfully complete the classes. The Building Principal will review the student/parent explanation of the extenuating circumstances before granting or denying the appeal.

## **Appeal Process**

- The parent contacts the building principal and has an informal conversation about the honors placement concern.
- If the parent feels his/her concern needs to be further addressed, the parent may prepare a written letter outlining the rationale for considering a change in the child’s placement.
- Upon receipt of the letter, the building principal will arrange a meeting with the parent to review data and discuss placement options.
- The building principal will send a written letter informing the parent of the placement outcome.

## **Honors Program Requirements**

It is the expectation that honors students maintain a “B” average or above each quarter. During the 1<sup>st</sup> and 2<sup>nd</sup> quarter if a student’s grade falls below a “C” average he/she will be reassigned, and placed in a regular academic class for the following quarter. Parents will be notified in writing by the Principal. Grades will be reviewed each quarter.

## **Acceleration Placement**

“Accelerated placement” is the placement of a student at the instructional level that best matches that student’s needs by allowing access to a curriculum that is usually reserved for children who are older or in higher grades than the student. Accelerated placement options must include, but need not be limited to, early entrance to kindergarten and first grade, individual subject acceleration, and whole grade acceleration. Accelerated placement is not limited to those students who have been identified as gifted and talented, but rather is open to all students who demonstrate high ability and who may benefit from accelerated placement. Eligibility for accelerated placement shall also be open to all students regardless of race, ethnicity, gender, religion, sexual orientation, disability, English language proficiency, or socioeconomic status.

1. "Early entrance to kindergarten" is the admission of a student to kindergarten who will not yet be five years old by September 1 of that school year.
2. "Early entrance to first grade" is the admission of a student to first grade who will not yet be six years old by September 1 of that school year and who has not completed kindergarten. Students who are younger than six upon starting first grade but who were admitted early to kindergarten do not need to be reevaluated prior to admission to first grade.
3. "Whole grade acceleration" is the practice of assigning a student to a higher grade level than is typical given the student's age on a full-time basis for the purpose of providing access to appropriately challenging learning opportunities.
4. "Individual subject acceleration" is the practice of assigning a student to specific content at a higher instructional level than is typical given the student's grade for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas.

**If you have questions regarding Acceleration Placement, feel free to contact the Office of Specialized Services, 708-339-8655.**

### **SPECIAL EDUCATION**

School District 150 is committed to providing a free, appropriate public education (FAPE) as defined under IDEA. These services are provided in a full continuum of offerings and are designed by those persons most familiar with the student's needs and are in compliance with Federal and State law. Our programs cover all disability areas and range from total inclusive placement to residential placement. Approximately, 95% of the students served receive special services in their neighborhood school.

All students receiving special education services are required to have an Individualized Education Plan (IEP) specifically outlining the extent, duration, and intensity of services. The IEP is written and reviewed at least annually. As special educators in District 150, we are aware of the need to provide our challenged students with an education that prepares them for a successful adult life. We provide opportunities for students to learn the necessary skills to pursue further education, or to obtain employment.

#### **Early Childhood**

South Holland School District 150 offers an integrated early childhood program at Greenwood Elementary School. A child-centered, multidisciplinary team approach is utilized in providing services for children, 3 - 5 years-of-age with disabilities and non-disabilities. A copy of a notice of procedural safeguards and parent rights is available to parents at the following links:

[http://www.isbe.net/spec-ed/pds/nc\\_proc\\_sfgrds\\_34-57j.pdf](http://www.isbe.net/spec-ed/pds/nc_proc_sfgrds_34-57j.pdf)  
<http://www.isbe.state.il.us/spec-ed/html/parents.htm>

## **Preschool Program**

The Preschool Program is designed for children who are at-risk, according to indicators established by the Illinois State Board of Education. Children who meet the criteria are given first preference for enrollment. If the program is full, the student may be placed on a waiting list, which does not guarantee placement. Parents interested in enrolling their child in the program is to contact the Office of Specialized Services.

## **English Language Services**

South Holland School District 150 provides services to students who are identified as Limited English Proficient. We want all English language learners to become competent in the understanding of, reading, listening, speaking, and writing of the English language through the development of literacy and academic skills in grade-level content areas. The program focuses on:

- Developing English skills while learning grade appropriate academic content.
- Developing academic English language proficiency to assist students in meeting Illinois Learning Standards as well as the Illinois English Language Proficiency Standards.

## **Section 504/American with Disabilities Act**

The Americans with Disabilities Act (ADA) and the federal Rehabilitation Act require the school district to ensure that no individual will be discriminated against based upon a disability. Under federal law, qualified students with disabilities may be entitled to certain services or accommodations related to their school programming.

## **Vision and Hearing Screenings**

Each student is given a hearing and vision screening during Pre-Kindergarten through first grade or upon initial enrollment in District 150. The vision and hearing screening is done by the school nurse.

Should you have questions regarding any of the above programs or services, feel free to contact the Office of Specialized Services, 708-339-8655.

## **GRADE SCALE**

The following point ranges and subsequent letter grades have been established to bring overall uniformity to our grading system across the district. The scale is applicable to all students in grades four through eight.

A = 100 – 93

B = 92 – 84

C = 83 – 74

D = 73 – 65

F = 64 –

## **HONOR ROLL**

We have three (3) honor roll levels: Distinguished Honor Roll, High Honor Roll and Honor Roll. The primary goal of an Honor Roll system is to recognize and encourage academic excellence in our students. We believe that positive reinforcement inspires all of our students to “exceed the limits.” Honor Roll recognition also supports any long range educational goals that students and their families may have established. Such recognition could lead to acceptance into national programs such as the National Junior Honor Society.

We will be adding value to the specials (non-core subjects) by making it a secondary part of the determination for honor roll. In order to be eligible for honor roll recognition, a student cannot earn a letter grade of “D” or “F” in any core subject or special. Each letter grade for core subjects and specials will be given the following point value:

“A” = 4 points; “B” = 3 points; “C” = 2 points; “D” = 1 point; “F” = 0 point.

### **Distinguished Honor Roll**

In order to qualify for the Distinguished Honor Roll, a student must earn a cumulative grade point average of 4.0 in the core subjects: Mathematics, Literature, Language Arts, Science, and Social Studies, and Physical Education. In addition, the student must also earn a cumulative grade point average of 4.0 in the specials. Any student not meeting the said above criteria will not be considered for Distinguished Honor Roll recognition.

### **High Honor Roll**

In order to qualify for the High Honor Roll, a student must earn a cumulative grade point average of 3.5 in the core subjects: Mathematics, Literature, Language Arts, Science, Physical Education and Social Studies. In addition, the student must also earn a cumulative grade point average of 3.5 in the specials. Any student not meeting the above criteria will not be considered for High Honor Roll recognition.

### **Honor Roll**

In order to qualify for the Honor Roll, a student must earn a cumulative grade point average of 3.0 in the core subjects: Mathematics, Literature, Language Arts, Science, Physical Education and Social Studies. In addition, the student must also earn a cumulative grade point average of 3.0 in the specials. Any student not meeting the above criteria will not be considered for Honor Roll recognition.

## **HOMEWORK**

Homework is an important part of the overall learning process. It helps to reinforce, enrich and extend the learning experiences begun in the classroom. District 150 staff members believe that homework is an important part of the educational process. For each student, homework serves three fundamental objectives:

1. Assists in learning through reinforcement, practice and enrichment;
2. Helps develop study skills and habits essential to academic learning and growth;

3. Contributes to the development and growth of responsibility, self-direction, organization and independent learning.

Each student is accountable for homework assignments. Teachers evaluate all assignments and assign credit in some manner. In some cases, a letter or numeric grade is given; in other instances, an assignment is recorded as completed through a check or other device. In every case, each teacher has an established method of grading and recording homework assignments. Thoroughness and accuracy as well as presentation are important aspects of the homework completion grade.

Important:

- Each student in grades 2 - 8 receives an Assignment Notebook.
- The replacement cost for an Assignment Notebook is \$5.00.
- Students are required to have their assignment notebooks daily.
- All homework must be completed and submitted to the classroom teacher by due date.
- In the event of a planned absence, homework is to be requested prior to the absence to prevent the student from falling behind the pace of his/her class.

### **HOMEWORK RESPONSIBILITIES**

Students Responsibilities:

1. To know that homework is part of the course requirements.
2. To ask for help from teachers and/or parents, if needed.
3. To attempt activities with maximum effort.
4. To return the homework to the teacher(s) when due.

Parent Responsibilities:

1. To understand that homework is essential to support learning.
2. To provide encouragement and support for homework efforts.
  3. To provide a comfortable, quiet, well-lit area for homework away from distractions.
  4. To provide the necessary school supplies.
  5. To communicate with teachers often or as needed.
  6. To monitor distractions such as electronic devices and any other activities that will hinder the completion of homework.

## **HOMEWORK STANDARDS AND PROCEDURES**

- Generally, homework will be accepted one day after the due date. (Teachers discretion may be used.)
- When a student is absent or suspended for any reason, he/she is to be given an equal number of days to make up homework or missing assignments.
- Parents requesting homework for an absent student may call or provide written notification (emails are accepted).
- Homework is worth 10% of the quarter grade.
- Homework that is one day late may be reduced by one letter grade or 10%.
- During a typical week, the recommended time for completion of homework assignments should be:

**Kindergarten** - an average of 30 minutes per day

**Grades 1-3** - an average of 40 minutes per day

**Grades 4-5** - an average of 1 hour per day

**Grades 6-8** - an average of 1.5 hours per day

## **PROMOTION/RETENTION PROCEDURES**

### **I. Proficiency Requirements for Grade Promotion – Elementary Students**

- A. Kindergarten – A preponderance of the ratings of student performance should demonstrate overall satisfactory/improving performance or better in: Behavioral/Social, Reading Readiness, Math, Language Arts and Motor Skills.
- B. Grades 1-5 – There are seven (7) courses each quarter, including five (5) core courses: Reading, Language Arts, Math, Science and Social Studies. Students must pass four (4) of the five (5) core courses with a cumulative grade average of “D” or better each quarter.

### **II. Procedures for Retention Consideration – Elementary Students**

- A. For each of the first three (3) quarters, parent/guardian(s) will be contacted by telephone and notified in writing no later than two (2) weeks after issuance of the report card when the student failed to demonstrate satisfactory performance in:
  - 1. Behavioral/Social, Reading Readiness, Language Arts and Math skills for Kindergarten.
  - 2. Two (2) of the five (5) core courses that include Reading, Language Arts, Math, Science and Social Studies in Grades 1-5.
- B. The Administrators Consultant Team (ACT) will meet at the end of each quarter (1-3 if required) to discuss the appropriateness of possible retention for identified students.
- C. Parent/guardian(s) of students who have not improved each quarter will be notified in writing of possible retention.
- D. Parent/guardian(s) will be officially notified by certified mail, by May 1<sup>st</sup> if retention will occur.
- E. If a student is retained, the ACT will write a formal Learning-for-Success Plan at the beginning of the next school year. The plan must be designed to meet the academic needs of the student and provide academic support.

### **III. Proficiency Requirements for Grade Promotion – Junior High Students**

- A. Grades 6 to 8 – There are seven (7) courses each quarter, including five (5) core courses-Reading, Language Arts, Math, Science and Social Studies. A student must pass four (4) of the five (5) listed core courses with a cumulative grade average of “D” or better each quarter.
- B. If a student has not passed the required four (4) core courses, he/she may participate in the District’s approved summer school program (if offered) in order for promotion to be considered. It is possible that participation in District’s approved summer school program may have no bearing on the promotion or retention of a student.
- C. A student who is retained may be re-evaluated for promotion if he/she successfully completes the approved summer program.

### **IV. Procedures for Retention Consideration – Junior High Students**

- A. Parent/guardian(s) of a student who receives two (2) grades of “F” in any given marking period will be immediately notified by telephone and in writing by an administrator.

- B. Parent/guardian(s) of students who have not improved must be notified in writing no later than May 1<sup>st</sup> if retention will occur.
- C. If a student is retained, the ACT will write a formal Learning-for-Success Plan not later than the beginning of the next school year. It will be designed to meet the academic needs of the student and provide support and learning services.

## **GRADUATION REQUIREMENTS**

Each McKinley Junior High School student must earn a diploma by meeting standards set forth by the State of Illinois, the Board of Education of South Holland District 150, and McKinley Junior High School administration and staff. A diploma is awarded to each student who have completed a regular course of study prescribed by the faculty and approved by the Board of Education:

When a student earns a diploma in accordance with the standards set forth by the State, District and School, it is his/her right to receive that document. **However, the Graduation Ceremony is a privilege reserved for those students who have earned an invitation through demonstrating good citizenship, cooperation, effort and determination to achieve, grow, develop and accept responsibility for their actions under the guidance of their teachers, staff and administration.**

The Graduation Ceremony is a formal and solemn event commemorating the hard work, diligence, perseverance and cooperation among student, staff and family; therefore, the following precautions will be taken to insure the dignity of the event:

- Students must wear dress attire to the ceremony. Inappropriate attire includes clothing items such as: jeans, sweat pants, shorts, gym shoes, flip flops, etc. Failure to dress appropriately may result in your child being excluded from the graduation ceremony. Any questions regarding appropriate attire contact the principal's office.
- Each graduate will receive a limited number of tickets to insure audience decorum and safety.
- Every guest must have a ticket – even babies and small children.
- No additional tickets will be printed. Non-ticketed guest will not be admitted.
- No gifts, balloons, flowers or other items will be permitted into the gymnasium prior to or during the Ceremony. There will be ample time for retrieving those items from cars while the graduates receive their diploma inserts.
- A camera and videotaping area will be established and enforced to permit recording of lifelong memories for some, and an unblocked view of the Ceremony for others.
- A handicapped-seating area will be provided only for those guests requiring special seating. All other guests will be seated in the general seating area.
- Audience decorum standards dictate that yelling, calling out, whistling, hooting, loud displays and other non-formal, outdoors behaviors disrespect the graduates, the Ceremony and the staff who helped them achieve their goals.



- Audience members who do not comply with formal decorum standards will be escorted from the Ceremony. They will not be readmitted.
- During, and at the end of the Ceremony, the audience will be provided with appropriate times to display their pride and vent their enthusiasm for the graduates.

The Graduate Roll Call requires absolute silence, so each family member may share the joyous moment when his/her graduate's name is announced. One family's outburst robs the next family of its joy.

### **ANNUAL PARENT MEETING**

Annually, South Holland School District 150 has a meeting for interested Parents/Guardians each school year to review and discuss the District Discipline Handbook. During this meeting Parents/Guardians will have an opportunity to ask questions, make suggestions, and learn more about the district's discipline program.

### **HOMELESS CHILD'S RIGHT TO EDUCATION**

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school in the attendance area in which the child or youth is actually living and is eligible to attend.

All questions pertaining to assistance and support for homeless families may be directed to the District Superintendent and Homeless Child Liaison, Dr. Denise Julius. You may reach Dr. Julius at 708-339-4240.

Additional information and a summary of the rights of homeless students can be accessed at the following ISBE link: [www.isbe.state.il.us/homeless/default.htm](http://www.isbe.state.il.us/homeless/default.htm)

### **EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact their building administrator.

### **PESTICIDE/LAWN CARE TREATMENT NOTICE**

The district is required by law to maintain a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides and or chemicals to school grounds. To be added to the list, contact your respective school office. However, written and telephone notification will be given to all parents/guardians prior to any pesticide application or chemical treatment whether or not you are on the list.

### **SAFETY DRILL PROCEDURES AND CONDUCT**

The staff of District 150 understands that a student cannot maximize his/her developmental potential when he/she is afraid. As a result, four (4) specific safety drills are conducted at various times during the school year. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. Classroom teachers review the policies, guidelines and procedures for establishing personal safety before, during and after each drill. The lessons learned during these drills will serve each child throughout his or her life. Since these drills are mock trials for genuine disasters, any student disrupting, ignoring or disregarding the seriousness of the drills will be subject to appropriate disciplinary consequences.

### **FINES, FEES, AND FEE WAIVERS**

The school establishes fees and charges to fund certain school activities. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent/guardian is unable to afford student fees may request a fee waiver (documentation is required). Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee for registration. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. If denied parents will have the option of being placed on an approved payment plan. Questions regarding the fee waiver application process will be addressed to the building principal.

A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Failure to pay fees/fines will result in automatic placement on non-academic social/activity restriction until all fees/fines have been paid.

## **MANDATED REPORTERS**

All school personnel, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

## **SEXUAL HARASSMENT**

Under Federal and State law, sexual harassment is against the law. Sexual harassment is making another person feel uncomfortable as a result of: words (comments, expressions), gestures or touches, facial expressions or sounds that are sexual in nature. There is no age minimum for sexual harassment consequences.

If a student feels sexually harassed, he/she should report the harassment to a parent, teacher or administrator. No alleged incident of sexual harassment will be overlooked or disregarded.

## **HOMEBOUND INSTRUCTION**

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home. For information on homebound instruction, contact the Department of Specialized Services.

## **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## **PERSONAL PROPERTY**

Students are discouraged from bringing large amounts of money, expensive jewelry, or other valuable items to school. Students are responsible for keeping track of their personal property that is brought to school. To avoid the risk of loss, no money or valuable items are to be left unattended, in an unsecured locker, desk or out in the open. Should a student forget and bring a valuable item to school, he/she can either carry it with him/her throughout the day, can ask the office to secure the item until the end of the day. The school is not responsible for investigating or compensating for the loss of personal or school issued properties.

## **STUDENT ASSESSMENTS**

Students in District 150 are administered a state assessment in grades 3 - 8 in the spring. In addition, all students are given local assessments in reading and math--one at the beginning of the year, one mid-year and another at the end of the year. Results are sent home along with information on how to interpret

the data. If you have any questions or concerns, do not hesitate to contact your child's teacher or building administrator(s).

### **SCHOOL MEALS**

The district participates in the federal National School Lunch and Breakfast program. Students may be eligible for free or reduced lunch. Application for eligibility is available in the school offices. A summary of the program requirements and eligibility criteria can be found at the following U.S. Department of Agriculture link:

[www.fns.usday.gov/end/Guidance/eligibility.pdf](http://www.fns.usday.gov/end/Guidance/eligibility.pdf)

Breakfast is served every school day from 8:00 am to 8:30 am. Lunch is served every school day, except when there is an 11:30 a.m. dismissal.

Breakfast and lunch in School District 150 are purchased on a monthly basis. Menus and order forms are sent home the first Friday of each month and should be returned to the school by the end of the following week. Payments **must be included** with the order. Orders submitted without payment will not be processed.

Each day those with money in their accounts will be given a meal card. Those who do not have money on an account, will not receive a breakfast or lunch. If your child has placed an order and is absent, he/she will not be charged and the amount will be carried over to the next month. Students who choose not to purchase a lunch may bring a lunch from home.

### **LUNCHROOM RULES**

Students are required to adhere to the Lunchroom Rules below and understand that consequences for misconduct will be handled accordingly.

- 1. All students are required to stay on school premises for lunch.**
- 2. Follow the directions of all lunchroom supervisors.**
- 3. Remain seated at assigned homeroom table, unless authorized to get your lunch or discard trash.**
- 4. Keep hands, feet and objects to yourself; do not straddle benches.**
- 5. All students are required to clean up their area--the table and the floor.**
- 6. Do not take food or drink outside of the lunchroom.**
- 7. Birthday treats are only allowed in grades K-5. Treats, are limited to store bought, baked goods, with the approval of the classroom teacher.**
- 8. The sharing of food is not permitted.**
- 9. Glass bottles or containers are prohibited.**
- 10. Food delivery services for students are not permitted. School District 150 will no longer accept food deliveries from any outlet for students. The delivery person will not be allowed in the building. (Rationale: School safety, strangers in our buildings and food consumed by these strangers causes major safety concerns).**

## **PLAYGROUND SAFETY RULES**

1. Unless participating in the breakfast program (8:00 a.m.), students are not to arrive at school before 8:20 a.m.
2. Upon arrival to school, always remain on the blacktop area or the playground equipment area.
3. Line up immediately and quietly when the bell rings.
4. During inclement weather (for example: rain, temperatures lower than 30 degrees, severe wind chills, or snow at the administrator's discretion), students will be allowed to enter the building at 8:20 a.m.
5. Climbing is acceptable only on climbing equipment.
6. Do not play under children who are on climbing equipment.
7. Only one student is permitted to slide at a time. Slide only when you are sitting feet to the front and moving forward.
8. Sliding backward, head first, or walking up the slide is not permitted.
9. Use jump ropes only for permissible jumping activities.
10. Picking up and/or throwing snow is not permitted.
11. Students may only return to the building during recess with the teacher's permission.
12. Any problems must be brought to the attention of the **teacher/monitor on duty**.
13. Fighting (play-fighting), wrestling, horseplay, and rough play are **not** permitted.

## **FIELD TRIPS**

Participating in field trips is a privilege for students. Students must abide by all school procedures, during transportation and field trip activities. Failure to abide by all rules, may result in disciplinary action.

All students who wish to attend a field trip must receive written permission from a parent/guardian. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to complete appropriate coursework;
2. Behavioral or safety concerns;
3. Unpaid fees;
4. Other reasons as determined by the administration.

## **HALLS AND STAIRS**

Halls and stairs allow each student to get from one area in the building to the next. They can also be areas where a student may be hurt. For safety purposes, each student must:

- Walk on the right side of the hallways and stairways at all times.
- Maintain a normal inside speaking voice.
- Have a PASS issued by a staff member to be in the hallway.

## **INDOOR RECESS OR GYM EXCLUSION**

If a student has been ill or injured, a parent may request in writing a maximum of a two-day exclusion from outdoor recess or physical education class. A request for an extended exclusion requires a note from the doctor.

## **LOCKS, LOCKERS and DESKS**

Each student is advised that all lockers and desks are the property of School District 150. Students are required to keep lockers and desks neat, clean, free from litter, old food, and prohibited items.

Each 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade student must be issued a hallway lock that must be kept in school and on the student's assigned locker at all times. Each 7<sup>th</sup> and 8<sup>th</sup> grade student will receive a district issued lock for Physical Education. No outside locks will be allowed. Any lost lock must be replaced for a fee of \$5.00. A student must not share his/her locker combination with any other student. It is also essential that each student carefully closes his/her locker, spins the dial, and tests the handle to be sure that the locker is securely closed and personal property is safe.

## **SEARCH AND SEIZURE**

In order to maintain order, safety and security in the schools, a school administrator or designee is authorized to conduct reasonable searches of school property and equipment, as well as, students and their personal effects. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

### **School Property and Equipment**

Any administrator or designee may inspect and search school property and equipment owned or controlled by the school, i.e. desks or lockers as well as personal effects left by a student. This can occur without notice to or getting consent from the student.

Administration may request the assistance of law enforcement to conduct student searches and inspections of lockers and desks for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students**

Administration may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, backpacks, lunch boxes, electronic devices, etc.) when there is reasonable grounds of suspicion of violation of the law or the school/district's rules or policies. The search will be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

## **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school/district's rules or policies, evidence may be seized and impounded by the administration; disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement.

### **Drop Off and Pick Up Procedures**

Safety in the school parking lot has become a serious concern. Take note of the new parking lot procedures. Parents/Guardians/Visitors that are driving must enter the McKinley School parking lot from 170th Street and exit on Cottage Grove Avenue. Parents may also drop off and pick up their child in the Holy Ghost parking lot. Students must use the crossing guard located at 170th and Cottage Grove, for drop off and pick up at Holy Ghost.

Remember, there are two "lanes" in McKinley's parking lot: a waiting lane and a drive-thru lane. Do not park and vacate your car in the waiting lane (the pick-up/drop-off) zone area. We must keep traffic moving.

Students are to be dropped off in the McKinley's parking lot before 8:35am. For the safety of our students, staff, parents and visitors, observe the following regulations:

1. All students must use marked street and/or stop light crossings.
2. Students may be picked up in the Holy Ghost parking lot across the street from McKinley Junior High School.
3. **DO NOT** drop off children on 170<sup>th</sup> and Cottage Grove.
4. **DO NOT** park in the traffic pattern area in the parking lot.
5. Parking is limited to school parking lot only. Other areas are designated playgrounds.
6. **DO NOT** use the driveway in front of McKinley Elementary School or District Office.
7. Students are not allowed to enter through the 170<sup>th</sup> Street circular drive.
8. Fourth and fifth grade students will no longer be allowed to enter through the 170<sup>th</sup> street elementary entrance.
9. Students arriving late to school must enter in McKinley's Junior High building.
10. Pick up children on side streets other than Greenwood Street.

### **ELECTRONIC NETWORK ACCESS AUTHORIZATION**

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. We strongly encourage you to read this document carefully before signing. Any and all reference herein referred to a district, School District, shall mean School District 150, South Holland, Illinois.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Authorization does not attempt

to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Electronic Networks Access will result in the loss of privileges, disciplinary action and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### **Acceptable Use**

Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the district, or (b) for a legitimate business use.

### **Privileges**

The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time, his or her decision is final.

### **Terms and Conditions**

### **Responsible Use Policy**

You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:

1. 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;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virus;
3. Downloading copyrighted material for other than personal use;
4. Wastefully using resources, such file space;
5. Gaining unauthorized access to resources or entities;
6. Invading the privacy of individuals;
7. Using another user's account or password;
8. Posting material authored or created by another without his/her consent;
9. Posting anonymous messages;
10. Using the network for commercial or private advertising;
11. Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
12. Using the network while access privileges are suspended or revoked.
13. Using electronic devices to make video/sound recordings or digital images of others without the consent of those being recorded is strictly prohibited. Restrictions against inappropriate language apply to all communication throughout the district network, including but not limited to public messages, private messages, and material posted on web pages. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.



## **Netiquette**

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite; do not become abusive in your message to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not reveal the personal information of other students, i.e., passwords, telephone numbers, or addresses.
4. Recognize that electronic mail (email) 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.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

## **Plagiarism**

Use of another individual's documents and files without proper attribution is prohibited.

## **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 electronic networks is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **Indemnification**

The user agrees to indemnify the district for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of any breach of this Authorization.

## **Network Security and Privacy (student data)**

Network security is a high priority. If you can identify a security problem on the electronic networks, you must notify the system administrator or building principal. Do not demonstrate the problem to others. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the electronic networks, as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be derived access to the network.

## **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 electronic networks, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

## **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.

## **Copyright and Ownership of Work**

Copyright law and District policy prohibit the republishing of tests or graphics on the web or on the District web sites or files servers without explicit written permission from the superintendent or her designee.

1. For each republication (on a web site or file server) of a graphic or a test file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students and staff engaged in producing web pages must provide the library media specialists with e-mail or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the web site displaying the material may not be considered a source of permission.
4. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and the student.

## **Use of Electronic Mail**

1. The District's electronic mail system and its constituent software, hardware, and data files are owned and controlled by the District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
2. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
3. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

4. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." The domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
5. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet based message is prohibited unless the user is certain of the message's authenticity and the nature of the file is so transmitted and requires written permission from system administrator.
6. Use of the District's electronic mail system constitutes consent to these regulations.
7. Compensation for Losses, Costs and/or Damages The student and his/her parents are responsible for compensating the Cape Elizabeth School District for any losses, costs or damages incurred by the school district for violations of Board policies/procedures and school rules while the student is using Computers and/or Computer Services, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by a student while using Computer and/or Computer Services. The student and his/her parents/guardians are similarly responsible if the student takes any action with a Computer that has the purpose or effect of voiding any warranty in effect covering such Computer or of providing students access to apps that are available other than at the app source authorized for use by the school.

### **System Security**

The security of the Computers and/or Computer Services is a high priority. Any student who identifies a security problem must notify his/her teacher, supervisor, or system administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

### **Filtering and Monitoring**

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by the Children's Online Privacy Protection Rule (COPPA) and the Children's Internet Protection Act (CIPA) when installing filtering/monitoring software devices on District equipment. The District does not supervise individual email accounts.

1. The District reserves the right to review any email sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in school policy.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and

students should contact the school immediately with any concerns related to the use of technology.

### **Internet Safety (privacy, inappropriate content, unwanted contact)**

#### **INTERNET SAFETY:**

Students must take steps to ensure their safety on the internet, including, but not limited to, the following rules:

- Students should never give out identifying information such as home address, school name, or telephone number to others on the Internet or by email, including in a public message such as chat room or newsgroups. If a person asks for such personal information, students must have approval of their parent or guardian before providing the information.
- Students should not post photographs of themselves on social media or websites that are available to the public.
- Students should not arrange a face-to-face meeting with someone they “meet” on the Internet or by email without parental/guardian permission. If a meeting is arranged, the meeting must be in a public place and the student’s parent/guardian must attend.
- Student Users should not respond to messages that are suggestive, obscene, belligerent, threatening, or make a student user feel uncomfortable. If a student receives such a message, he or she should provide a copy of the message to his or her parent or guardian immediately. If the message requires school action (e.g., bullying) the student’s parent should provide a copy to the school principal.

The District recommends that parents/guardians read and follow the U.S Department of Justice Guidelines for Parents/Guardians on Internet Safety located at:

<https://www.justice.gov/criminal-ceos/children-internet-safety>

### **Social Media Usage**

Students may not use social networking sites at school unless directed by a teacher. In addition, online chatting or video conferencing with classmates during class is dependent on teacher permission. Using Facetime or messages at home can be useful for working with your peers, but can also sidetrack you from being productive. Agree on guidelines with your parents about how you might use these tools at home.

### **Password Confidentiality**

Students are required to maintain password confidentiality by not sharing their passwords with others. Students may not use another person's school accounts.

## **Disciplinary Action**

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

Student(s), parent(s)/guardian(s), and teachers need only sign this Authorization for Electronic/Network Access, once while enrolled or employed by the School District.

## **ATHLETIC RULES AND CODE OF CONDUCT**

The Athletic Code applies to all students who want to participate in competitive sports and cheerleading. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

## **IESA**

Eligibility for most athletics is also governed by the rules of the Illinois High School Association [or] Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

## **Eligibility**

1. All contestants shall be in grades five through eight and shall not have exceeded eighth-grade eligibility requirements.
2. A student shall be passing with a letter grade of D or better in **all** school subjects
3. For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. Students must be passing each subject each week to be eligible. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity.
4. The eligibility check shall be the same day each week unless school is not in session; then it must be taken on the last day of student attendance that week.
5. Grades shall be cumulative for the school's grading period.

## **Requirements for Participation**

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
5. All fees must be paid before a student can participate in athletic programs.

## **Student Athlete Concussion and Head Injuries**

South Holland School District 150 will comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and its Return to Play Policy. These specifically require that:

- a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
- b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
- c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

## **CPR/AED**

The state law requires each school, to provide a CPR/AED video link on their school/district website for parents and students. For more information log on to [www.sd150.org](http://www.sd150.org), and click on the resources and forms tab at the top left.

## **Behavioral Conduct**

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

- a. Insubordination; or
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Exhibition of bad sportsmanship; or
- f. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

## **Drugs, Alcohol and Tobacco**

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

## **Rules in Effect**

The rules set forth in this Athletic Code are in effect twenty-four (24) hours a day throughout the school year, from the first try-out or practice session until the last day of that sport. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale.

## **Absence from School on Day of Activity**

An athlete who is absent from school on the day of an activity is ineligible for any activity on that day unless the absence has been pre-approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by the administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

### **Travel**

All athletes shall travel to athletic events and return home from athletic events with the team by use of school approved means of transportation. This rule may be waived provided the parent or guardian appears and accepts custody of the athlete.

### **SPECTATOR CONDUCT AT SCHOOL EVENTS**

Any individual, who behaves in an unsportsmanlike or disruptive manner during any school event or meeting, including Board meetings, may be ejected from the event or meeting and the individual is also subject to being denied admission to future school events or meetings for up to one calendar year. Examples of unsportsmanlike or disruptive conduct include, but are not limited to:

1. Using vulgar or obscene language
2. Possessing or being under the influence of alcohol or illegal substance
3. Possessing a weapon, or any object that can reasonably be considered a weapon
4. Possessing a look like weapon
5. Fighting / striking or threatening another person
6. Failing to obey the instructions of a District employee
7. Engaging in any activity that is illegal or disruptive

### **STUDENT BEHAVIOR 7:190**

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

### **When and Where Conduct Rules Apply**



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

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

### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine substance/materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is

prohibited.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
  - (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or
  - (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substance into the body; and (b) grow, process, store or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without authorization.
14. In absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening

to the safety and security of the threatened individual because of his or her duties or employment status or as a student inside the school.

20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident.

The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.

3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. Detention or Saturday detention provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
7. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/ guardian the choice.
8. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
9. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
10. Out-of-school suspension from school and all school activities in accordance with Board Policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board Policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and school activities.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs, (controlled substances), "look-alike," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is suspension or

expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

### **Weapons**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearms as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

### **Re-Engagement of Returning Students**

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a

period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### **Required Notices**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### **Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior. The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) school day for safety reasons.

### **Student Handbook**

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the student's parents/guardians within fifteen (15) days of the beginning of the school year or a student's enrollment.

## **SUSPENSION PROCEDURES 7:200**

### **In-School Suspension**

The Superintendent or designee has the option to establish and maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

### **Out-of-School Suspension**

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:



- i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
    - a) A threat to school safety, or
    - b) A disruption to other students' learning opportunities.
  - ii. For suspension of 4 or more school days, an explanation:
    - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
    - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
    - c) That the student's continuing presence in school would either:
      - i) Pose a threat to the safety of other students, staff, or members of the school community, or
      - ii) Substantially disrupt, impede, or interfere with the operation of the school.
  - iii. For a suspension of five (5) or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
  6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

#### **EXPULSION PROCEDURES 7:210**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested.

That request shall:

- a. Include the time, date, and place for the hearing.

- b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed two (2) calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and

disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the school.

- d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

5. Upon expulsion, the District may refer the student to appropriate and available support services.

### **SUSPENSION GUIDELINES FOR STUDENTS WITH DISABILITIES**

School officials may suspend students with disabilities and cease educational services for up to 10 consecutive or 10 cumulative school days in one school year without providing special education procedural safeguards.

When school officials anticipate a referral for expulsion or to an alternative school, or anticipate that suspensions may exceed ten (10) cumulative school days, the following apply:

Conduct a Manifestation Determination Meeting. Provide written notice to the parent/guardian or surrogate parent of the disciplinary action being considered and the date of the meeting that must be held within ten (10) days of the date of this misconduct.

- A. The Manifestation Meeting will help determine whether the misconduct is related to the student's disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observations of the student and the student's IEP and placement.
- B. The Manifestation Meeting will help determine whether the misconduct is related to the student's disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observations of the student and the student's IEP and placement.
- C. The team will review and revise, if necessary, the behavior intervention plan or, as necessary, conduct a functional behavior assessment and develop a behavior intervention plan to address the misconduct.
- D. Determine the appropriateness of an interim alternative educational setting, and as indicated, included in the IEP those services and modifications that will enable the student to continue to participate in the general curriculum and address the behavior so that it will not recur.

The behavior is not a manifestation of the student's disability if:

- 1. The student was given appropriate special education supplementary aids and intervention strategies; and
- 2. The disability does not impair the ability to control behavior.

If a student's behavior is not a manifestation of the disability, school officials may apply whatever disciplinary actions are in place for students without disabilities, taking into consideration the student's special education and disciplinary record.

### **EXPULSION GUIDELINES FOR STUDENTS WITH DISABILITIES**

Students with disabilities, even if expelled for more than ten (10) consecutive or cumulative school days in a school year, must be provided with an appropriate education in an alternative education setting. Building principals must contact the Assistant Superintendent of Specialized Services if considering a suspension in excess of 10 days per school year.

### **BUS CONDUCT 7:220**

All students must follow the District's *School Bus Safety Rules*.

#### **School Bus Safety Rules**

The School District 150 Discipline Code rules and regulations apply to students when they are being transported on school buses. Transportation on school buses is a privilege that is extended to students living 1.5 miles or more from the school. Your child's bus number and stop will be given to you at registration. Students are not permitted to ride a bus other than the bus to which they have been assigned. In the interest of safety and state compliance students are expected to observe the following rules:

1. Carry your bus pass at all times. (No guest riders will be allowed on school buses).
2. Wait in an orderly line and do not damage or destroy private property.
3. Board and disembark the school bus at the assigned location.
4. Proceed directly to their seat and avoid disturbing other passengers.
5. Depending upon the size, should sit two (2) – three (3) students per seat.
6. Greenwood students should sit three (3) students per seat.
7. Students who get off the bus last should take seats toward the rear of the bus.
8. Be courteous to fellow students, the bus driver, and the bus monitor.
9. Promptly obey requests from the bus driver and monitor
10. Do not extend arms and other parts of the body outside of the window.
11. Do not consume food, gum, or liquids while on the bus.
12. Do not throw any objects inside or outside of the bus.
13. Remain seated while the bus is in motion.
14. Speak at a reasonable volume to avoid distracting the driver.
15. Smoking on the bus is prohibited for everyone.
16. Refrain from the use of obscene language at any time.
17. Keep the aisle clear of clutter and body parts
18. Use the emergency door only in an emergency
19. Never tamper with, damage, or deface anything on the bus

We ask Bus Drivers and Monitors to assume responsibility for:

- Treating students with dignity and respect
- Keeping student's dignity and self-worth intact when a reprimand is necessary
- Creating a bus environment that promotes the safety and welfare of students
- Making sure that each student disembarks the bus at their assigned stop

### **School Bus Suspensions**

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in the Board policy, 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

### **Academic Credit for Missed Classes during School Bus Suspension**

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

### **Electronic Recording on School Buses**

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacements.

## **DEFINITIONS, PROCEDURES AND EXAMPLES**

Although this list is not all-inclusive, this information serves to further clarify rules and procedures regarding our Discipline Code that exists to provide for the safety of our students and the advancement of the educational environment.

### **Prohibited Conduct**

Examples of PROHIBITED CONDUCT include, but are not limited to:

- Participating or Instigating: fighting (with or without injuries), pushing, shoving, slapping, kicking, hitting, harassing, bullying, rough-housing, play-fighting, throwing objects, tripping, pulling out chairs, standing on/jumping off furniture, counters, etc.
- Disrespecting, causing fear or discomfort in other students by: using negative or threatening verbal comments or written words, racial or ethnic slurs, obscene or profane language, inappropriate or offensive comments or gestures, name calling, sexual harassment, general harassment
- Disrespecting the school staff (teachers, aides, bus drivers, custodians, visitors, or administration, etc., *(this includes all adults in the building)* by: refusing to follow directions, ignoring directions, disrupting class, talking back, defying reasonable requests
- Endangering safety, security or order by: initiating a false 911 call, issuing a bomb threat, loitering on school grounds, disrupting school sponsored events, disrupting to and from school, making violent verbal threats, starting/spreading rumors designed to frighten students or staff members use of electronic device for accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
- Destroying, damaging, defacing or stealing property belonging to: the school, other students, staff members or residents who reside along school bus/walking routes (graffiti, carving, fire damage, plant damage trampling, picking, breaking, and removing from ground)

### **Prohibited Items**

Problems can arise when a student brings an item to school that is hazardous, dangerous or causes concern to his/her own safety, the safety of others, property, or can disrupt the educational environment. Parents are urged to help each student understand the hazardous potential of such items.

Prohibited items include, but are not limited to:

- Knives or sharp bladed instruments
- Guns (B-B, dart, cap, CO2 cartridge, air rifles, etc.) or items that shoot projectiles

- Explosives (M80's (or higher caliber), firecrackers, stink bombs, caps, etc.)
- Cigarettes (E-cigarettes), cigars, tobacco or tobacco products
- Matches, lighters or incendiary (flammable) devices
- Hoverboards and/or motorized scooters/segway
- Laser pointers, shock pens or other harmful devices
- Harmful sprays, liquid or solid chemical mixtures
- Non-prescription inhalants (including the use of another student's prescription inhalant)

If a student is in possession of a prohibited item, the item will be confiscated and appropriate disciplinary action will be taken in accordance with the School District 150 Student Discipline Policy.

**Disruptive** items include (but are not limited to):

- Cameras (reusable, disposable, digital, etc.) (Violation of First Amendment Privacy Rights)
- Any food item thrown, flung or used as a projectile on school property
- Hard balls, water toys, footballs, fidget/hand spinners
- Skateboards (roller blades or shoes, roller or inline skates, scooters, pogo sticks, etc.) May not be used on school property.
- Electronic devices (walkie-talkies, two-way radios, recorders, CD/DVD/IPOD/MP3 players, noisemakers, Bluetooth speakers and cell phones **(from 8:35 am to 3:06 pm). Unless teacher directed.**
- Gambling tools (playing cards, dice, games, etc. unless used in a teacher directed educational activity)
- Pornographic or sexually objectionable material (pictures, music, recordings, etc.)
- Inappropriate clothing (See Student Dress Code in this Handbook)

Staff members are instructed to confiscate **disruptive** items. These items may be returned to a parent or guardian only after a face-to-face meeting. However, illegal items will not be returned. If a student is in possession of a disruptive item, the item will be confiscated and appropriate disciplinary action will be taken in accordance with the School District 150 Student Discipline Policy. Once confiscated, District 150 and its personnel assume no responsibility for any lost, damaged, or stolen disruptive item.

Note: IEP students may use electronic devices as specified in their programs. Non-IEP students, under some circumstances, may be permitted to bring or use an electronic device for educational purposes. The school administrator must approve the possession or use an electronic device for educational purposes prior to its use.

Be advised that the district policy and code is an attempt to generally identify expected or prohibited behaviors and possible consequences. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code and cannot be punished. The district cannot describe or list every possible behavior that may be engaged in by a student. Discipline may be appropriate for any gross misconduct or disobedience.

## **FIVE-MINUTE RULE**

If a student realizes that he/she has (unintentionally or accidentally) brought a PROHIBITED (Hazardous or Disruptive) item to school, he/she must **immediately** give the item to a District 150 staff member. **Immediately** is understood to mean within five (5) minutes of the student's discovery of the item. This rule is known as the **Five Minute Rule**. A student who follows the **Five Minute Rule**, depending upon the circumstances, may receive no or reduced disciplinary consequences. The **Five Minute Rule** does not apply if the student has shown the item to other students prior to surrendering it to a staff member.

### **An example of the Five Minute Rule:**

I was running late this morning. I couldn't find my jacket. I took my older brother's jacket instead. When I got to school, I realized that there was a cigarette and a lighter in the side pocket. I need to give this to a staff member right now.

### **Parent Responsibilities**

Parents/guardians are responsible for the actions of their children. Thus, the School Board of District 150 may require parents to meet with them in cases of severe or repeated offenses to rectify the problem(s).

## **VIDEO SURVEILLANCE ON SCHOOL GROUNDS**

To promote the health, safety and well-being of students and staff, the district reserves the right to video record public access and areas in and about the school buildings.

## **BULLYING**

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

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



touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with their classroom teacher or building administrator. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences as well.

### **ASSEMBLY RULES**

Students have the opportunity to attend various assemblies throughout the school year. Each student is expected to follow appropriate audience rules – quickly and quietly:

1. Walk to the assembly location with teacher.
2. File into assigned seating as directed.
3. Conduct themselves and respond to the presentation in an appropriate and courteous manner.
4. Remain seated until directed when and how to exit the assembly location.
5. Walk with teacher back to classroom.

Inappropriate assembly behavior reflects poorly on every student in the district. A student who demonstrates the inability to follow assembly rules will be removed and may lose future privileges.

### **BICYCLES**

Any student who rides a bicycle to school should dismount the bicycle once on school property and walk his/her bicycle to the designated area. The student is responsible for properly securing his/her bicycle with a sturdy lock to ensure its safety. District 150 is not responsible for damage or loss of a student bicycle.

### **SOCIAL/ACTIVITY RESTRICTION**

Students who exhibit frequent misbehavior are excluded from attending or participating in special school day, after school activities or events (dances, athletic events, non-curricular assemblies, etc.)

Social/activity restriction is the result of five or more demerits.

Five (5) demerits = 45 days of restriction.

All demerits are cumulative for the entire school year.

- 1 detention/evening school = 1 demerit
  - 1-3 days of out of school suspension = 1-3 demerits
  - 4-5 days of out of school suspension = 4-5 demerits
  - 6-10 days of out of school suspension = 6-10 demerits
- Each additional out of school suspension merits automatic placement on Restriction for 45 days. A minimum of 5 days will be added for each demerit received while on restriction.

## **PROCEDURES**

### **McKinley**

- The Administration will: 1) monitor demerits and restriction; 2) notify the student of restriction; and 3) notify the parent in writing of student restriction.
- Administration determines restriction and notifies the teacher/team and activity sponsor.
- A student who successfully completes restriction regains social privileges; the demerit policy begins at Zero.
- Placement on restriction can occur as often as demerits accumulate.
- Multiple detentions issued the same day will accumulate penalty demerits in excess of the detention single demerits (and be served on the date issued).
- An eighth grade student who is on restriction may forfeit end of the year Graduation activities and/or ceremonies.

### **Greenwood/McKinley**

- An administrator can place any student in Grades K-8 on restriction or restrict privileges on a case-by-case basis.
- Any student who is on restriction may forfeit attendance at any educational experience.

## **CARE OF SCHOOL PROPERTY**

It is the responsibility of each student and staff member to keep District 150 schools clean and free from litter, stray marks on walls or floors, and other types of graffiti and vandalism. A student should not mark school furniture, books, materials, walls, ceilings, floors, bulletin boards, windows, restrooms or equipment with pen, pencil, marker, paint or other instruments.

Any student discovered vandalizing any school property will be responsible for any and all custodial, maintenance and outside vendor bills incurred to reversing the damage from the vandalism. In the case of severe vandalism, the school will involve the South Holland Police Department.

The Board will seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts which cause damage to school property.

A student should NEVER tamper with any fire safety devices such as alarms or extinguishers. Each student is expected to contribute to the sense of respect and pride that is part of the history of District 150 schools.

## **STUDENT RECORDS**

Each student's record will be properly maintained by the school as confidential, subject to access as provided by law. The information in a student's record file will be available for review by the parents of a student or adult student.

### **Records**

Permanent records are maintained by the district at least 60 years. These records are those containing basic identifying information, including student's name, address, birth date, gender, names and addresses of student parents, academic information, attendance and medical records.

Temporary records are maintained by the district for no less than five years. These records consist of all other recorded information, by which a student can be personally identified, that is not a part of the permanent record. Examples include disciplinary information, special education records, test scores, psychological evaluations, honors, awards and family background.

### **Notification of Rights of Parents and Students**

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health records, record of the release of permanent information and other information. The permanent record shall be kept for 60 years after graduation or permanent withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records and disciplinary information. The temporary record will be reviewed every four years for destruction of out-of-date information and will be destroyed entirely upon graduation or permanent withdrawal.
3. Parents have the right to:
  - a. Inspect and copy any and all information contained in the student record. There may be a small charge for copies.
  - b. Challenge the contents of the records, by notifying the principal of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If not resolved, the parent may request to meet with the Superintendent.
  - c. Receive copies of records to be destroyed. The destruction schedule listed in 1 and 2 above will be followed.

4. Local, state and federal educational officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other person. All other releases of information require informed written consent of the parent or eligible student.
5. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

### Directory Information

This is also to notify parents and students that the district will make certain general information about students, for release without parent consent, absent parent objection. This limited information is known as “directory information.” The release of directory information is generally not considered harmful or an invasion of the student’s or family’s privacy. If you do not want the district to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by September 15 of the school year, or within fifteen (15) days of receipt of this Handbook by a transferring student.

The U.S. Department of Education has also created a model notification relative to the designation of directory information which can be accessed at the following link:

[www.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html)

### **VENDING**

No student, parent or other educational community member, other than authorized District 150 staff members or Board/Superintendent authorized vendors, may sell, exchange or barter goods and/or services at any time on District 150 property.

No student may sell any items including: candy, food, school supplies, electronics, toys, clothing, or any other items at any time on District 150 property. Any and all such property will be permanently confiscated and destroyed upon discovery. District 150 authorized fundraisers are exempt from this provision.

### **VISITORS**

School District 150 has an open door policy; however, for safety purposes, all visitors are required to report to the School Office upon entering the school building. All visitors for any reason must present a photo ID to receive a visitors pass. The visitor’s photo ID will remain in the office and returned to the visitor upon completion of the visit. Visitors are required to proceed immediately to their location in a quiet and unobtrusive manner. While in the building, the visitor’s pass must be worn and visible at all times. All visitors are expected to abide by all school rules. A visitor who conducts him/herself in a

manner that is not appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

If a parent/visitor does not have a photo ID, he/she must get permission from the administration to enter. No unauthorized visitors are permitted in the school building.

All staff members have been instructed to stop and question anyone in the building without a visible Visitor's Pass. If a staff member stops you in the building, remember that he/she has been directed to do so and is only concerned about the safety of the students in the building.

## **VOLUNTEERS**

The involvement of parents and citizens in education is encouraged and welcomed. All volunteers must report to the main office of the school upon entrance to the building. The Superintendent shall establish procedures for securing and screening resource persons and volunteers.

The Board encourages the use of volunteers to:

1. Increase student's educational attainment,
2. Provide enrichment experiences for students,
3. Increase the effective utilization of staff time and skills,
4. Give more individual attention to students, and
5. Promote greater community involvement.

Volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students,
2. As supervisors, chaperones, and/or sponsors for school-sponsored or non-academic school activities,
3. To assist with academic programs under a certificated teacher's immediate supervision,
4. As a guest lecturer or resource person under a certificated teacher's direction and with the administrator's approval; or

## **VOLUNTEER PROCEDURES**

1. Volunteers must come from all backgrounds and all age groups and may include any persons willing to give their time to help students and school staff.
2. Volunteers may be involved in virtually every facet of the operation of the District, working with students on a one-to-one basis or performing tasks not involving students may involve services to the libraries, classrooms, music programs, student programs at all grade levels, or assisting on field trips or Board approved class trips in and out of town.

3. School personnel will identify appropriate tasks for volunteers and will give training for them, if necessary, so they may become skilled in performing these tasks.
4. Volunteers may not evaluate any District employees.
5. Volunteers may not teach but may reinforce skills taught by the professional staff at the direction of a supervising teacher.
6. Volunteers may not provide transportation to students in their personal automobiles for any school-sponsored activities.
7. Volunteers will be screened at the local school level and must be acceptable to the building administrator.
8. The administrator or his/her designee will determine the assignment of volunteers.
9. Assignment of a volunteer will be directed by the administrator and acceptable to the designated teacher.
10. The acceptance and continuation of services of a volunteer will be at the building administrator and/or Superintendent's discretion.
11. Volunteers are bound by the same code of ethics as the staff.
12. Each volunteer is to acknowledge receipt of this policy
13. All volunteers are subject to a criminal background check.

### **SEX OFFENDER & VIOLENT OFFENDER NOTIFICATION LAW**

No person who is a "Child Sex Offender", as defined by the **Child Sex Offender and Murderer Community Notification Act** shall be used as volunteers. State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

## **Conduct on School Property and Related Off-Campus School Events**

In addition to prohibitions stated in other District policies no person on school property or while involved in a school-sponsored event off campus shall:

1. Injure or threaten to injure another person;
2. Damage another person's property or that of the School District;
3. Violate any provision of the criminal law of the U.S., the State of Illinois or municipal or county ordinance;
4. Smoke or otherwise use tobacco products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess dangerous weapons at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity;
7. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the School Board, or
8. Willfully violate other District rules and regulations.
9. "School Property" means within school buildings, in vehicle used for school purposes, or on school grounds.

As circumstances warrant, the District's administrators will take appropriate action.

## **Spectator Conduct and Sportsmanship for Athletic, Academic and Extracurricular Events**

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic, graduation or extra-curricular event, may be ejected from the event the person is attending and/or denied admission to school events for up to one (1) year after a Board hearing.

Examples of unacceptable conduct include:

1. Using vulgar or obscene language;
2. Possession or being under the influence of any alcoholic beverages or illegal substances;
3. Possessing a weapon or look-alike weapon;
4. Fighting or otherwise striking or threatening another person;
5. Failing to obey the instructions of an adult supervisor or District employee; and
6. Engaging in any activity that is illegal or disruptive.

## **Consequences of Unacceptable Conduct**

The Superintendent or designee may deny future admission/attendance to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, at least ten (10) days before the Board hearing date, containing:

1. The date, time, and place of the Board hearing;
2. A description of the unacceptable conduct;

3. The proposed time period that admission to school events will be denied;
4. Instructions on how to waive a hearing.

## **STUDENT HEALTH EMERGENCIES**

### **Health Needs**

Students with particular or unique health care needs should submit those needs, in writing and with proper documentation by a physician, to the principal's and nurse's office.

### **Injury and Illness**

If a student suffers an injury or accident at school, he/she should report it promptly to a teacher, the school nurse, or principal. If the injury is minor, the student will be treated and sent back to class. If medical attention is required, the office will follow the school emergency procedures.

A student who becomes sick during the day at school should ask for permission from the teacher to go to the nurse. The nurse will determine whether or not the student should remain in school or needs to go home. No student will be released from school without proper parental permission.

### **Emergency Medical Authorization**

All students must have an emergency medical authorization form completed and signed by his/her parent. Such form is also required in order to participate in any field trip or school related activity off school grounds.

## **HEALTH EXAMINATIONS**

All children are required to have a health examination and present proof of having been examined in accordance with the Illinois School Code (105 ILCS 5/27-8.1) and the rules and regulations pursuant thereto.

### **Immunizations**

Each student should have the immunization required by law or have an authorized waiver. Unless given a waiver students must have received those immunizations against preventable communicable diseases as required by the rules and regulations of the Illinois Department of Public Health. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse or building principal.

Examples of required immunizations:

1. DPT (Diphtheria, Pertussis, Tetanus) – 5 doses total (4 as infant and 1 booster on or after the 4<sup>th</sup> birth date.
2. TOPV (Trivalent Oral Polio Vaccine) – 4 doses total (3 as infant and 1 booster on or after the 4<sup>th</sup> birth date.



3. Measles – All students enrolled in Illinois schools Grade K-12 must show proof of having two (2) doses of measles vaccine prior to school entrance.
4. Mumps – Vaccine at 12 months or later. Usually given as MMR.
5. Rubella (German or 3 day measles) – Vaccine at 12 months or later. Usually given as MMR.
6. Hepatitis B – As of 1997 –98 required for all Pre-K and 5<sup>th</sup> grade students. Required 3 doses (1<sup>st</sup> and 2<sup>nd</sup> dose minimum of 4 weeks apart. Third dose minimum 2 months after 2<sup>nd</sup> dose.)
7. HIB (Haemophilus Influenza) required for entrance to Pre-K. Dosage according to pediatrician schedule.
8. Tuberculin Test – Highly recommended at Kindergarten, 5<sup>th</sup> and 9<sup>th</sup> grades.
9. Lead screening – Individual lead assessment by Dr. with testing based on history of child/family.
10. Meningococcal Vaccine – required for entry to 6<sup>th</sup> and 12<sup>th</sup> grades.

### **Dental Examinations**

All students in kindergarten and grades 2-6 are required by law to have an oral health examination. Each student is required to present proof of examination by a dentist prior to May 15 of the school year. The examination must have been completed within the 18 months prior to May 15<sup>th</sup> deadline. The proof of School Dental Examination form and the Dental Examination Waiver form, and related information about these requirements, can be obtained at the following IDPH or ISBE links:

[www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof10.pdf](http://www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof10.pdf)

[www.isbe.state.il.us/research/pdfs/dental\\_information.pdf](http://www.isbe.state.il.us/research/pdfs/dental_information.pdf)

[www.isds.org/newsroo/articles/QADentalExam.pdf](http://www.isds.org/newsroo/articles/QADentalExam.pdf)

### **Eye Examinations**

Students enrolling in kindergarten or for the first time in an Illinois school are required by Illinois law to have any eye examination performed by an optometrist or ophthalmologist by October 15 of the school year. The required eye examination must be completed within 1 year prior to the first day of the school year in which the child enters kindergarten, or enters the Illinois school system for the first time. The school Eye Examination Report Form, Eye Examination Waiver Form and related information about these requirements, can be obtained at the following IDPH or ISBE links:

[www.idph.state.il.us/HealthWellness/EyeExamReport.pdf](http://www.idph.state.il.us/HealthWellness/EyeExamReport.pdf)

[www.isbe.state.il.us/research/pdfs/eye\\_examinations.pdf](http://www.isbe.state.il.us/research/pdfs/eye_examinations.pdf)

### **Communicable/Infectious Disease and Pests**

School personnel are among the person mandated to make reports to the local health authorities when they become aware of a reportable disease or condition. Children suspected of being infected with a reportable infectious disease for which isolation is required shall be refused admittance to school while the acute symptoms are present. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Schools are to handle contacts of infectious disease cases in the manner prescribed

by the IDPH regulations, or as recommended by the local health authority. Further, because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by proper professionals, including the local health department, to ensure that the rights of the person affected and those in contact with that person are adequately protected. The school will seek to maintain students in school unless there is sufficient evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the Department of Health.

### **Blood-borne Pathogens**

The district is subject to Federal and State regulations to restrict the spread of Hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the School environment.

Part of the mandated procedures includes a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

### **Head Lice**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits).
5. Infested children are prohibited from riding the bus to school to be checked for head lice.

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**

Under this federal Act, the district is required to provide notice of its privacy procedures and policies. Copies of those policies can be obtained by contacting the district office. A summary of the federal requirements under the act can be found at:

[www.hhs.gov/ocr/privacysummary.pdf](http://www.hhs.gov/ocr/privacysummary.pdf)

### **Voluntary Student Accident Medical Insurance Program**

Parents of all students enrolled in Pre-K – 8<sup>th</sup> grade can purchase student accident medical insurance offered through Gerber Life Insurance Company. Coverage offered: Optional School-Time Accident Coverage; Optional 24-Hour Accident Coverage; Optional Interscholastic Football Coverage; Optional 24-Hour accident Dental Coverage. Further information can be obtained by contacting the district office at (708) 339-4240.

### **STUDENT MEDICATION**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Medication during School Hours Form." A copy of the form is included at the end of this handbook.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed Medication during School Hours Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

All medication will be administered by the School Nurse or authorized School Office personnel in accordance with the doctor's order. The medication(s) will be stored in a locked area designated by the School Nurse. Prescribed and non-prescribed (over-the-counter) medication must be brought to the

School Nurse or Office in the original packaging or a legally labeled container with the students name affixed to the container. Any medication left unclaimed on the last day of school will be destroyed.

### **TEXTBOOKS**

Textbooks are an essential component of each student's educational program. Textbooks are very costly and must be reissued for several school years. Each student is responsible for returning all textbooks, library and other materials issued to him/her in the condition they were received. If textbooks, library and other materials issued to a student are lost or damaged, appropriate replacement and/or repair fines will be assessed. All fines must be paid prior to the end of the school year. For returning students, any carry-over fines must be paid prior to registration for the following school year. Contact the principal's office for the cost of replacing any lost or damaged books.

Each student in School District 150 will receive an assignment notebook. The notebook must be with the student at all times. The purpose of the notebook is to assist with organizational skills. Each student can learn to organize his/her time schedule by recording assignments and reminders in the notebook. The replacement cost for a lost assignment notebook is \$5.00.

**2019-2020 BASIC SCHOOL SUPPLY LIST  
GREENWOOD ELEMENTARY SCHOOL**

**KINDERGARTEN**

**GRADE 2**

2 boxes of Crayola crayons  
2 boxes of Crayola washable markers  
12 **JUMBO** glue sticks  
1 pair Fiskar metal scissors (rounded tip)  
1 **LARGE** pink erasers  
1 composition books (**NO SPIRAL NOTEBOOKS**)  
1 Mead K-2 **PRIMARY** journal  
1 plastic snap closure school box  
1 pack of Expo **BLACK** dry erase markers  
1 **LARGE** boxes of Kleenex  
1 **LARGE** container of disinfecting wipes  
1 large backpack  
2 two-pocket **PLASTIC** folders (red, blue)  
1 roll of paper towels  
1 24pk. of **SHARPENED** pencils  
Headphones with a straight connector  
**NO EARBUDS**  
**GIRLS:** 1 box of gallon size Ziplock bags  
**BOYS:** 1 box of quart size Ziplock bags

**GRADE 1**

4 boxes of 24 Crayola crayons  
2 packs of **BLACK** dry erase markers  
3 packs of yellow #2 pencils 20 count or more  
4 standard pink erasers  
1 roll of paper towels  
12 glue sticks  
4 wide-ruled spiral notebooks  
4 **PLASTIC** two-pocket folders (yellow, green, red, blue)  
1 clipboard  
2 pair Fiskar metal scissors (rounded tip)  
3 **LARGE** boxes of Kleenex  
1 school box with snap closure  
1 package of Wet Wipes  
**BOYS** 1 box of quart Ziploc bags (24 CT.)  
**GIRLS** 1 box of gallon Ziplock bags (24 CT.)  
1 coloring book  
1 box of Clorox Wipes  
1 pair of gym shoes (to be left at school)  
1 straight jack headphones - **NO EARBUDS!**  
**PLEASE LABEL EVERYTHING!**  
**NO HAND HELD PENCIL SHARPENERS!**  
**DO NOT SEND MARKERS, PENS OR RULERS**

10 packs of #2 pencils  
10 **Black** dry erase markers  
4 big pink erasers  
2 packs of pencil cap erasers  
4 boxes of 24 count crayons  
1 plastic ruler (centimeter & inch)  
5 wide ruled spiral notebooks  
4 **PLASTIC** two-pocket plain folders (red, blue, yellow, green) no prongs  
1 composition book  
1 dry erase eraser  
8 glue sticks  
1 pack of markers  
1 cloth zipper pouch for supplies (no boxes)  
1 pair of metal rounded edge scissors  
1 clipboard  
1 educational activity book (no coloring books)  
1 roll of paper towels  
3 **LARGE** boxes of Kleenex  
1 package of assorted color highlighters  
2 pkg. wide-ruled loose leaf paper  
1 pair straight jack earbud headphones  
1 **Large** clorox wipes  
**GIRLS:** 1 box of gallon Ziploc bags  
**BOYS:** 1 box of quart Ziploc bags

**GRADE 3**

10 packs of Ticonderoga pencils - **sharpened**  
1 ruler (metric & inches)  
2 boxes of 24 count crayons  
1 package of markers  
2 packs of Expo **BLACK ONLY – fine tip**  
1 dry erase eraser  
1 pack of pink erasers (not novelty)  
4 wide-ruled spiral notebooks (green, blue, red, yellow)  
2 composition notebooks  
1 pair of Fiskar scissors  
6 two-pocket **PLASTIC** folders (red, green, blue, orange, purple, yellow)  
**CONTINUED ON NEXT PAGE**  
1 **LARGE** container of Clorox wipes  
3 **LARGE** boxes of Kleenex  
**GIRLS:** 1 box of quart size Ziploc bags  
**BOYS:** 1 box of gallon size Ziploc bag

**2019-20 BASIC SCHOOL SUPPLY LIST  
MCKINLEY ELEMENTARY SCHOOL**

**GRADE 4**

2 dozen #2 pencils  
1 ruler (metric & inches)  
1 package red marking pens  
1 box of markers  
2 highlighters  
1 big pink eraser  
1 package of 8-16 colored pencils  
1 box of 24 crayons  
1 bottle of Elmer's glue  
4 **LARGE** glue sticks  
2 packages of Expo dry erase markers  
2 spiral notebooks  
1 package of wide-ruled notebook paper  
1 pair of scissors  
3 **PLAIN PLASTIC** pocket folders (red, green, purple, blue)  
1 soft pencil pouch or box to hold supplies  
3 **LARGE** boxes of Kleenex  
1 container of Clorox wipes - NO BABY WIPES!  
1 roll of paper towels  
1 package of blue or black pens  
1 package of 3x3 post-its  
2 composition books  
1 pair of wired earbuds (**NO BLUETOOTH**)  
**GIRLS:** 1 box of gallon size Ziploc bags  
**BOYS:** 1 box of snack size Ziploc bags  
\*\*Please buy extra supplies while they are on sale and keep the extras at home for homework and to replenish supplies throughout the school year.

**DO NOT SEND WHITE OUT, TRAPPER  
KEEPERS OR PERMANENT MARKERS**

**GRADE 5**

5 dozen #2 pencils  
3 pens, blue or black  
1 box of markers  
1 box of colored pencils  
4 highlighters various colors  
1 **pkg.** red correcting pens  
1 box of 24 crayons  
1 pink eraser  
1 ruler (inches & centimeters)  
3 **GIANT** glue sticks  
1 pair of scissors  
2 packages of notebook paper  
4 spiral notebooks  
6 **PLAIN** pocket folders  
2 packages of Expo markers  
4 packs of ruled index cards  
1 small soft pencil pouch (no boxes)  
1 roll of paper towels  
1 11/2-inch 3-ring binder  
1 containers of Clorox wipes (no baby wipes)  
3 **LARGE** boxes of Kleenex  
1 pair of wired earbuds (**NO BLUETOOTH**)  
**Novel: "Loser"** by Jerry Spinelli  
**Novel: "Watson's go to Birmingham"** by Christopher Paul Curtis  
**GIRLS:** 1 box of quart size Ziploc bags  
**BOYS:** 1 box of gallon size Ziploc bags

**PLEASE buy extra supplies while they're on sale and keep extras at home to replenish supplies throughout the year.**

**DO NOT SEND WHITE OUT, TRAPPER  
KEEPERS OR PERMANENT MARKERS**

**2019-20 BASIC SCHOOL SUPPLY LIST  
MCKINLEY JR. HIGH SCHOOL**

**GRADE 6**

3 packs of #2 pencils/mechanical pencils  
3 packs of blue or black pens  
1 pack of red marking pens  
2 packs white wide-ruled notebook paper  
2 glue sticks  
2 soft zippered pencil pouch  
2 covered pencil sharpener  
4 two-pocket folders  
1 sturdy accordion folder or 1 zipper binder with accordion files  
1 pack of Expo markers  
1 USB portable drive – 1 GB or larger  
3 subject wide-ruled spiral notebook  
1 4 pack of multi-colored highlighters  
1 box of markers – no permanent/sharpiers  
1 box of colored pencils  
3 **LARGE** boxes of Kleenex  
1 **LARGE** container of Clorox wipes  
1 TI-30XIIS calculator  
1 book bag  
Novel: Double Dutch by Sharon Draper  
Honors Only: Make Lemonade by Virginia Euwer

**DO NOT SEND: WHITE OUT, PLASTIC PENCIL CASES, SHARPIES/PERMANENT MARKERS, GEL PENS, CRAYONS, ROLLING BOOK BAGS, COMBINATION LOCKS, FIDGET SPINNERS, SLIME, OR ANY MATERIALS/TOYS THAT ARE NOT ON THE SUPPLY LIST!**

**GRADE 7**

24 #2 pencils (12 for math, 12 for other classes)  
24 blue or black pens  
1 package of 12 colored pencils  
1 package of wide tip washable markers  
1 pack of marking pens  
1 small soft pencil case  
1 covered pencil sharpener  
1 accordion folder  
1 metric ruler with standard measure  
2 packages of index cards  
5 spiral notebooks  
1 TI-30XIIS Calculator

2 composition books  
1 pair of student scissors  
1 package of glue sticks or Elmer's glue  
1 USB flash drive  
3 **LARGE** container of Clorox wipes  
Loose leaf notebook paper  
Highlighters  
1 2 inch 3 ring binder  
1 **pkg.** binder dividers (5-7 in pkg.) for ELA  
2 **pkg.** ruled index cards  
1 5-subject spiral notebook for math  
6 boxes of Kleenex  
2 rolls of paper towels  
Novel: So B. It by Sarah Weeks  
Honors Only Novel: Copper Sun by Sharon Draper

**GRADE 8**

3 pkg. blue or black pens  
1 - 2" 3 ring binder (ELA ONLY)  
1 pkg. binder dividers (5-7 in pkg.) for ELA  
24 #2 pencils  
1 pkg. Highlighters  
1 Flash Drive  
1 pkg. Expo Markers  
1 box of markers  
5 – 1 subject spiral notebooks  
1 package of colored pencils  
8 two-pocket folders  
5 boxes of Kleenex  
2 **LARGE** containers Clorox wipes  
Red marking pens  
Loose leaf notebook paper  
4 **pkg.** Index cards  
Novel – The Giver by Lois Lowry  
**MATH** (to be left in math class)  
12 #2 pencils  
1 pink eraser  
2 spiral notebooks  
1 Texas Instruments TI-30XIIS – for homework use  
4 glue sticks  
1 pair of scissors  
1 set of earbuds – **NOT** headphones or Beats-like headphones allowed



## Parent/Guardian Handbook ACKNOWLEDGEMENT & RECEIPT

I understand that upon enrolling my student with School District #150, it is my responsibility to be familiar with all the Policies and Procedures. I understand the Student/Parent Handbook can also be found on the website at [www.sd150.org](http://www.sd150.org).

My child \_\_\_\_\_  
(Print Student Name)

in Grade: \_\_\_\_\_ I/we \_\_\_\_\_  
(Print Parent/Guardian Name)

have received the South Holland School District #150 Student-Parent Handbook.

Student Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\*\*Your signature does not imply that you have received a copy of the 2018-2019 Student/Parent Handbook; however, for your student's safety and academic success, it is hoped that you will support these policies, rules and regulations.*

-----  
\*\*\* SD150 Staff receipt below this line \*\*\*

Date: \_\_\_\_\_ Received by: \_\_\_\_\_



# **South Holland School District 150**

## **Board of Education**

Mrs. Sherie Nunnally, President  
Mrs. Pamela Tucker, Vice President  
Mrs. Stacy Magee, Secretary  
Mrs. Aronesius Cunningham, Member  
Mrs. Felicia Houston, Member  
Ms. Della Mayes, Member  
Mr. Lawrence Wilson, Member

## **Administration**

Dr. Denise Julius, Superintendent of Schools  
Ms. Tiffany Webb, Assistant Superintendent of Curriculum  
Mrs. Camille Robinson, Director of Specialized Services  
Ms. Myra Lolkema, Director of Technology

## **Greenwood Elementary School**

Mrs. Carla Cunningham, Principal  
Mr. Richard Brown, Assistant Principal

## **McKinley Elementary & McKinley Jr. High School**

Dr. Jerome Ferrell, Principal  
Mr. Joseph Ingram, Assistant Principal  
Ms. Ayanna Perkins, Assistant Principal