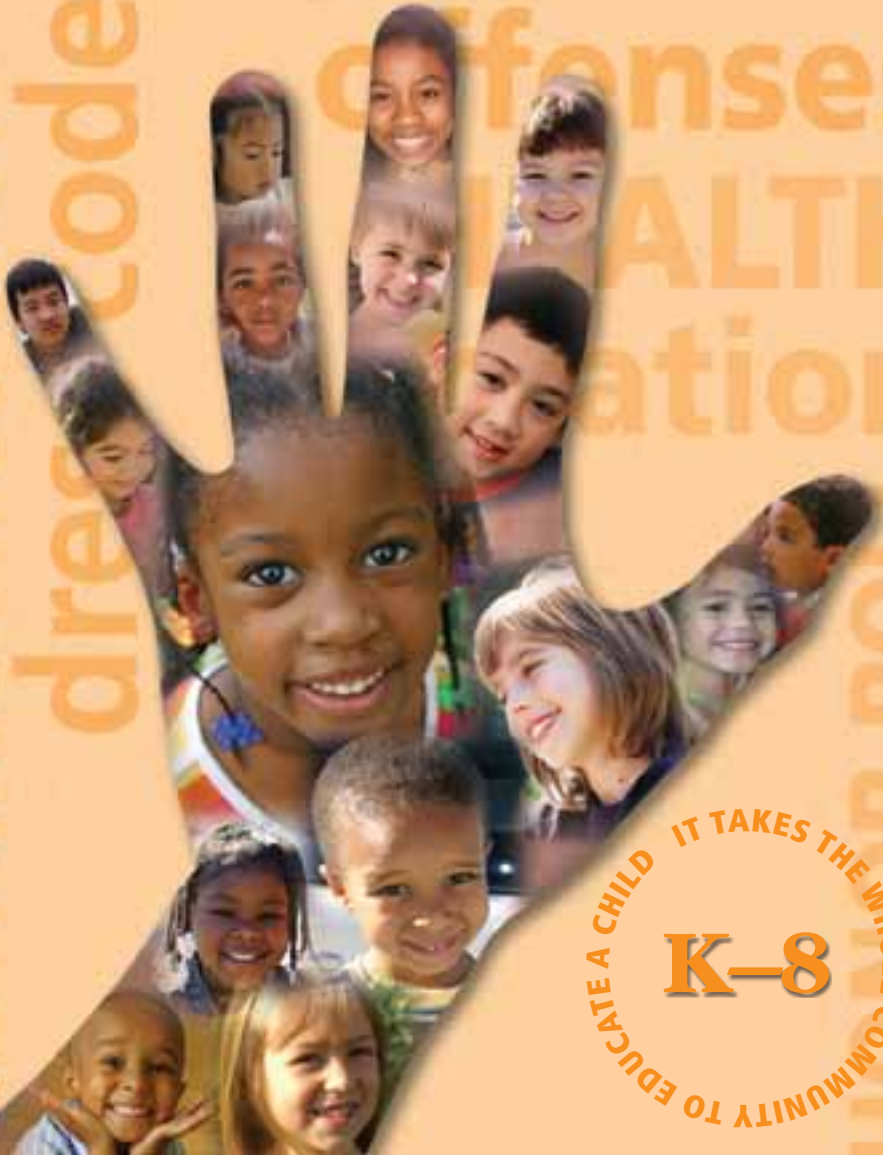


POLICY
VISION
MISSION
RULES

COMMUNITY CONSOLIDATED SCHOOLS DISTRICT 168

2011-12 Student Handbook



IT TAKES THE WHOLE COMMUNITY TO EDUCATE A CHILD

K-8

Note to Limited English Proficient Parents

If you have difficulty communicating in English or understanding the contents of this handbook, you may contact the School Principal regarding how you can obtain school-related information in your primary language.

Aviso para padres con conocimiento limitado de inglés

Si tiene dificultad comunicandose en inglés o entendiendo el contenido de este manual, puede comunicarse con el director de la escuela para averiguar como puede recibir información relacionada a la escuela en su idioma materno.



SUPERINTENDENT MESSAGE

“Every Child—Every Day” is our motto at Community Consolidated School District #168. The bottom line to our policies in this handbook, as well as everything we do, is to meet the needs of our students. From our administrative team to our teachers and our support staff, we are working to improve in every aspect of the educational process. Communication is part of the picture as we are fully aware that we need the help of you, the parents, if we are to see students reach their full potential in achievement.

We at School District #168 are very excited as we go forward together for another great year for “Every Child—Every Day.”

*-Al Travagali, Superintendent,
Community Consolidated School District #168*

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DISTRICT 168

Community Consolidated Schools District 168 Administration Center

21899 S. Torrence Ave., Sauk Village, IL 60411

Phone: 708-758-1610

Fax: 708-758-5929

Office hours: 8 a.m.–4 p.m., Monday–Friday

Website: www.d168.org

BOARD OF EDUCATION

Board of Education

Suzanne Arnold	President
Mary E. Howard	Vice-President
Sharon Archie-Davenport	Secretary
Angela R. Cox	Board Member
Tammy Jones	Board Member
Jimo A. Kasali	Board Member
Maxine Towers	Board Member

MISSION

Mission Statement

The Mission of Community Consolidated Schools District 168 is to provide the educational foundation that will enhance our children's future academic success in the 21st century and encourage productive citizenship through the cooperative efforts of our community, families and staff.

VISION

Vision Statement

The Vision of District 168 is that all students have sufficient skills, understandings and personal characteristics for learning, working and living fully, including:

- Valuing learning and understanding the learning process.
- The ability to apply problem-solving strategies to a variety of decision-making situations.
- Respect for self, others and the environment.
- Communication competency.
- The ability to use technology for learning and living.
- An understanding and appreciation of the arts as a means of expression and communication.

GOALS

Districtwide Goals

- Ensure academic growth and achievement and appropriate challenge for all students, to ensure all students achieve academic growth on a yearly basis.
- Utilize the advancement of technology as a tool for learning and communication to support the educational goals of the District.
- The budget will be aligned with the District's goals, and the District will remain fiscally sound.
- Promote a safe learning environment by focusing on nonviolence, mutual respect and self-responsibility in our schools, homes and community.
- Ensure that schools and the District encourage parent and community involvement.

RESOURCES

Community Resources for Students, Parents and Families

Ingalls Behavioral Health Services 800-543-6543

Services for addressing all adolescent and adult emotional issues;
central intake counselors are available 24 hours a day

Bloom Township 708-754-9400

Ask for youth services—serves children and adults individually, group
and family

Fee: sliding scale to Bloom Township residents

South Suburban Counseling 708-647-3375

Provides services to adolescents 12–18 years of age

Governors State University 708-235-2113

Counseling services are individual therapy and couples therapy

Counseling Professionals (Calumet City). 708-832-1002

Psychiatric and counseling services (accepts medical card)

Sadie Waterford Manor Assessment

& Therapy Center 708-339-0040

Counseling services

Success Center (Calumet City) 708-474-7601

Bremen Youth Services 708-687-9200

Services (group, individual and family counseling) for young people
7 years old through high school age

Fee: sliding scale

Psychological Fitness Center (Flossmoor). 708-754-8815

Or any other agency approved by the Administration

CHARACTERISTICS

Six Characteristics of an Effective School

1. Strong administrative leadership
2. A school climate that is conducive to learning
3. A schoolwide emphasis on basic skills
4. High teacher expectations for student achievement
5. Systematic monitoring of pupil performance
6. Interested, involved parents helping to develop successful students

POLICIES

Residency Concerns

Procedures

1. The Superintendent of Schools/designee will be notified of any discrepancy regarding residency.
2. The Superintendent/designee will review the discrepancy and determine its validity. *This review may include unannounced visits to the child's home by an investigator to verify if a discrepancy exists.*
3. The Superintendent/designee will notify the parents/guardians of the child(ren) in writing of the discrepancy in the documentation provided and the possibility that the child(ren) may be removed from District 168 schools unless residency can be verified. The Superintendent/designee will offer the parents/guardians an opportunity to provide a satisfactory explanation of the discrepancy within a reasonable time period.
4. If the parents/guardians do not offer a satisfactory explanation, the Superintendent/designee will assign the complaint to be investigated.
5. The Superintendent/designee will visit the home in question on three (3) occasions to verify residency. The designee will submit a report to the Superintendent listing occupants' name, address, number of school-age children in the home, and date and time of visit.
6. The designee will submit all investigative reports regarding residency to the Superintendent, with a summary and recommendation regarding the facts uncovered.
7. The Superintendent/designee will notify the Building

Principal(s) of his/her decision based upon facts to retain or remove the child(ren) in question from District 168 schools. A letter will be sent to the parents/guardians of the child(ren) to notify them of any negative consequences.

8. Any parent/guardian who disagrees with the Superintendent's decision, can schedule a meeting with the Superintendent to review and discuss the officers'/designees' findings.

Promotion and Retention

The purpose of retention is to offer children a renewed opportunity for success and achievement commensurate with their educational potential. A child will be placed each year at the grade level that is most appropriate to the level of his/her academic skill. Consideration will be given to the child's age, ability to work appropriately at a given grade level and other factors that affect their educational progress. The final decision to retain a student shall be made by the Building Principal, in consultation with appropriate staff members. The Superintendent of Schools shall establish Districtwide procedures to implement this policy that are to be followed by teachers when retention of a student is considered.

Emergency School Closing

In the event that school is canceled for the day due to bad weather or natural disasters, news pertaining to school closure will be announced by the Superintendent or designee over the following stations:

WMAQ 670	WCGO 1600	Channel 5
WGN 720	WJOB 1230	

You also may check Emergency Closing Center on the District website.

Please do not call the Administration Office or your school.

Civility Policy

Employees of Community Consolidated Schools District 168 will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school property.

This policy promotes mutual respect, civility and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as the community, District 168 encourages positive communication and discourages volatile, hostile or aggressive actions. The District seeks public cooperation with this endeavor and has zero tolerance for inappropriate violent behavior.

Disruptions

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language that could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on School District property, will be directed to leave school or School District property by the Superintendent of Schools, Building Principal or designee.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the Administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will orally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on school premises, the offending person will be directed to leave promptly.
3. When an individual is directed to leave under such paragraph 1 or 2 circumstances, the Superintendent, Building Principal or designee will notify law enforcement officials. An Incident and/or Arrest Report should be completed for the situations as set forth in paragraphs 1 and 2.

INSTRUCTION POLICY 6:235 Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation and communication. The

Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Staff may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff have no expectation of privacy in any material that is stored, transmitted or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's "Authorization for Electronic Network Access" contains the appropriate uses, ethics and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. The Superintendent or designee shall include

measures in this policy’s implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials.
2. Student safety and security when using electronic communications.
3. Limiting unauthorized access, including “hacking” and other unlawful activities.
4. Limiting unauthorized disclosure, use and dissemination of personal identification information.

Authorization for Electronic Network Access

Each staff member must sign the District’s “Authorization for Electronic Network Access” as a condition for using the District’s electronic network. Each student and his or her parent(s)/guardian(s) must sign the “Authorization” before being granted unsupervised use.

All users of the District’s computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential information is loaded onto the network.

The failure of any student or staff member to follow the terms of the “Authorization for Electronic Network Access” or this policy will result in the loss of privileges, disciplinary action and/or appropriate legal action.

Legal ref. No Child Left Behind Act, 20 U.S.C. §6777
Children’s Internet Protection Act, 47 U.S.C. §254(h) and (l)
Enhances Education through Technology, 20 U.S.C. §6751 *et seq.*
720 ILCS 135/0.01

Cross ref. 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:210 (Instructional Materials), 6:230 (Media Center), 6:260 (Complaint about Curriculum, Instructional Materials and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Publications)

Adopted: November 21, 2007

Administering Medicines to Students

Students should not take medications during school hours or during school-related activities unless it is necessary for a student’s health and well-being. When a student’s licensed healthcare 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 and

otherwise follow the District's procedures on dispensing medication. No School District employee shall 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 shall 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 policy and its implementing procedures.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School 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 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 medication or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Legal ref.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30

Adopted: November 21, 2007

Legal ref.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 *et seq.*

Family Educational Rights and Privacy Act, 20 U.S.C. §1232

Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. §1101.

20 U.S.C. §1400 *et seq.*

42 U.S.C. §12101 *et seq.*

105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 5/27-8.1, and 10/8.1.

325 ILCS 55/1 *et seq.* and 50/1 *et seq.*

23 Ill.Admin.Code §375 *et seq.*

Cross Ref.: 6:110 (Programs for Students at Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program), 6:140 (Education of Homeless Children), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health and Dental Examinations, Immunizations, and Exclusion of Students), 7:340 (Student Records)

Adopted: November 21, 2007

POLICY 7:70 Attendance and Truancy

Compulsory School Attendance

Whoever has custody or control of a child between 7 and 17 years of age (unless the child has graduated from high school) must cause the child to attend the District school wherein the child is assigned, except as provided herein or by state law. Subject to specific requirements in state law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his/her religion forbids secular activity on a particular day and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with *The School Code* and Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A process to telephone, within two hours after the first class, the parents/guardians of students in Grade 8 or below who are absent without prior parent/guardian notification.
3. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in *The School Code*, Section 26-2a.

4. Methods for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his/her parent(s)/guardian(s), and staff members or other people who may have information.
5. The identification of supportive services that may be offered to truant or chronically truant students, including parent/teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, "Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program."
6. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, "Students School Admissions and Student Transfers to and from Non-District Schools."
7. A process to request the assistance and resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
8. A protocol for cooperating with non-District agencies, including County or Municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board and a comprehensive community-based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, "Student Records," as well as with state and federal law concerning school student records.
9. An acknowledgment that no punitive action—including Out-of-School Suspensions, expulsions or court action—shall be taken against a chronic truant for his/her truancy unless available supportive services and other school resources have been provided to the student.
10. A protocol for making the notifications required by *The School Code*, Section 26-3a, concerning students who were removed from the regular attendance roll, exclusive of transferees, because they were expelled, had withdrawn, left school, withdrew due to extraordinary circumstances, have re-enrolled

in school since their names were removed from the attendance rolls, were certified to be chronic or habitual truants, or were previously certified as chronic or habitual truants who have resumed regular school attendance. The status of a driver's license or instructional permit will be jeopardized for a student who is the subject of this notification because of non-attendance unless the non-attendance is due to extraordinary circumstances as determined by the criteria established below.

11. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
12. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards, according to provisions in *The School Code*, Section 26(c). A parent/guardian has the right to appeal a decision to exclude a student; the Illinois State Board of Education's rule will control the appeal process—23 Ill.Admin.Code §1.242.

Legal Ref.: 105 ILCS 5/26-1 Through 16

705 ILCS 405/3-33.5

23 Ill.Admin.Code §§1.242 and 1.290

Cross Ref.: 6:110 (Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers to and from Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Discipline), 7:340 (Student Records)

Adopted: November 21, 2007

POLICY 8:110 Community Relations: Public Suggestions and Complaints

The Board of Education is interested in receiving complaints and suggestions from members of the community. Any individual may make a suggestion or express a complaint at any District or School Office. All suggestions and/or complaints will be referred to the appropriate-level staff member or District Administrator who is best able to respond in a timely manner. Each complaint or suggestion shall be considered on its merits.

An individual who is not satisfied after following the channels of authority may file a grievance under the Uniform Grievance Procedure. This policy shall not be construed to create an independent right to a hearing before the Board.

Cross Ref.: 2:140 (Communications to and from the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:260 (Complaints about Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

Adopted: November 21, 2007

POLICY 7:130 Students' Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois constitutions, is not sponsored, promoted or endorsed in any manner by the school or any school employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Legal Ref.: 20 U.S.C. §7904

105 ILCS 20/5

Tinker v. Des Moines Independent School District, 89 S. Ct. 733 (1969)

Cross Ref.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Discipline)

Adopted: November 21, 2007

POLICY 7:340 Student Records

School student records are confidential, and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member are destroyed not later than the student's graduation or permanent withdrawal and are not accessible or revealed to any other person except a temporary substitute teacher and (2) records kept by law enforcement officials working in the school.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District

may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his/her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a *records custodian* who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parents/guardians of it, as well as their rights regarding student school records.

Legal Ref.: Chicago Tribune Co. v. Chicago Bd. of Ed., 773 N.E.2d 674 (Ill.App.1, 2002)
Owasso I.S.D. No. I-011 v. Falvo, 122 S.Ct. 934 (2002)
Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99
Children's Privacy Protection and Parental Empowerment Act, P.A. 93-462
105 ILCS 5/10-20.37, 5/14-1.01 *et seq.*, and 10/1 *et seq.*
50 ILCS 205/7
23 Ill.Admin.Code §§226 and 375

Cross Ref.: 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights)

Adopted: November 21, 2007

Board of Education: Communication Chain of Command

A parent/guardian having a problem or concern should first contact the child's teacher. Usually the problem is solved most quickly at this level. After speaking with the teacher, the parent/guardian may wish to contact the Building Principal. If the problem is not resolved, the Superintendent would be contacted next. Concerns are best handled at the building level with those personnel familiar with the situation.

Students' Rights and Responsibilities: Search and Seizure

The Board of Education recognizes its responsibility to maintain order and security in the school and on the school grounds. Accordingly, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of the District, in accordance with this policy.

School authorities (certified employees and School Administrators) may search a student and/or his/her personal effects (e.g., purses, wallets, knapsacks, book bags, boxes, etc.) when there are reasonable

grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner that is reasonably related to the objectives of the search and not excessively intrusive in light of the age/sex of the student and nature of the infraction. When feasible, the search should be conducted as follows:

- Outside the view of others, including students.
- In the presence of a School Administrator or adult witness.
- By a certified employee/Administrator of the same gender.

Immediately following the search of a student, his/her locker or his/her personal effects where there is confiscation of items not permitted, the school authority who conducted the search shall make a written report. The written report shall be submitted to the Building Principal and, where appropriate, forwarded to the Superintendent. The parents/guardians of a student searched in accordance with this policy shall be notified of the search as soon as possible.

Warning: If a student should come into possession of any weapons or look-alike weapons on his/her way to school, he/she *must* immediately turn them in to the staff or Administration.

Gang Activities and Electronic Pagers

The Board of Education finds that the presence of gangs and gang activities can cause substantial disruptions of or material interferences with school and educational activities. A “gang” as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts.

This Board of Education further finds that the unrestricted and unregulated use by students of pocket pagers and similar electronic paging devices on school grounds or in school buildings adversely affects the educational environment, welfare and safety of students in that pocket pagers and similar electronic paging devices are being regularly used for the conduct of unlawful activities during school hours and on school property, including activities directly related to the unlawful possession, sale, delivery or other trafficking in drugs or other controlled substances.

By this policy, the Board of Education acts to prevent disruption and to prohibit gang activities by restricting the actions that foster such activities or which, because they may be performed in relation to gang activities, endanger even those students who do not intend to show gang membership or affiliation.

No student on school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things that may be viewed as evidence of membership or affiliation in any gang.
2. Shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, drawings, graffiti, etc.), showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 - Soliciting others for membership in any gangs.
 - Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - Committing any other illegal act or other violation of District policies.
 - Inciting other students to act with physical violence upon any other person.
4. Shall use or have in his/her possession any pocket pager or similar electronic paging/cellular/telecommunication device while in any school building or on any school property during regular school hours or at any other time, unless the use or possession of such device by such student has first been expressly permitted by the Principal of his/her school. Principals shall grant such permission only for limited periods to individual students who demonstrate to the Principal a legitimate, specific need for such device, such as a family emergency or school-related project. In granting such permission, a Principal may impose conditions upon the use of the device as will limit the disruption caused by the use of the device.

Penalties for violations of this policy are as follows:

- A. Any students who are first suspected of violating paragraphs 1, 2 or 4 of the policy may be required, after being informed of

the reasons why they are suspected of a violation and receiving an opportunity to state their version of events, to surrender any material or thing alleged to violate the policy to school officials and attend a parent conference. At the parent conference, any material or thing surrendered by the student may be returned to the parent upon request.

- B. Any students alleged to have violated paragraphs 1, 2 or 4 of the policy after a previous violation or to have violated paragraph 3 of the policy shall, upon a finding of such violation in accordance with the hearing requirements of Section 10.22.6 of *The School Code*, be subject to suspension and expulsion for a period not to exceed two (2) full years.

Drawings and Graffiti

Booklets containing gang graffiti and signs will be available for review upon written request and scheduling of an appointment with the Principal.

Treats

Any food brought to school as a birthday treat to be distributed to students must be commercially prepared and individually wrapped. No homemade food or containers of individual cupcakes are permitted. Before bringing in treats, students must make arrangements with their teacher.

Materials Fee

Each student will be issued textbooks and workbooks that will remain the property of the School District. These textbooks and workbooks are to be returned at the close of the school year or upon transfer. It is understood that normal wear and tear will occur in the use of a textbook, but when books are lost or become useless through damage, the cost of replacement will be assessed to the student. The materials fee for the school year is \$25 if paid at registration. Unpaid fees will be turned over to a collection agency. Fee-waiver forms are available in the School Office.

Transferring to New School

When transferring a child from any District 168 school, parents/guardians should come to the Office as soon as they know they're going to move.

The Office must know the name of the new school, the school's address, the parents' new address and the exact date the child will be leaving.

A parent/guardian signature is required by law on a release for the student's records. Parents will receive a transfer card to be taken to the new school. The academic records are sent upon written request from the new school.

Health and Safety

The school will make every effort to inform the parents of any accident or illness occurring at school. If a student becomes ill in school, he/she should report to the Office. No student will be sent home or may leave the building without a parent or parent-designated adult coming to pick them up. The person signing out your child must be 18 years old or older. In the event of illness or accident, school personnel will give emergency care only. Parents are responsible for any additional care needed. Parents must come to the School Office to sign out their child(ren) for a doctor or dental appointment.

Students with special health problems are to report to the School Office at the beginning of the school year or when such a problem arises. Special problems include, for example, vision/hearing impairment, diabetes, epilepsy, recent surgery, medication or anything that might limit the student's participation in school.

Character Counts!

Community Consolidated Schools District 168 has officially embraced the *Character Counts!* character development strategy. This includes the Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring and citizenship.

It is essential for everyone (teachers, school staff, parents and students) to teach, enforce, advocate and model each of the Six Pillars of Character all year long. This team approach will enhance the focus and overall structure of character development with our youth.

Character Counts! works. Character Counts! is the nation's most widely implemented approach to character education and has been extremely effective.

- Some middle schools using Character Counts! have noted that violent incidents have declined by as much as 71 percent.
- One school in Dallas saw discipline referrals drop from more than 1,500 to fewer than 100 in one year.
- Cheating in another school dropped by 20 percent.
- Defaced or vandalized property in one community dropped by 33 percent in one year.

National Character Counts! week will be celebrated during the month of October. Last year, more than five million students in 51 countries celebrated the Six Pillars of Character. No matter what your political or religious affiliation, Character Counts! Six Pillars of Character will focus on the universal values that we as human beings share.

Parents Right-to-Know

In accordance with ESEA Section 1111(h)(6) Parents Right-to-Know, Community Consolidated Schools District 168 is hereby notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher.

This information may include, at a minimum:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you have question, please feel free to contact the Director of Instructional Services at (708) 758-1610.



It Takes the Whole Community to Educate a Child

A circular logo featuring school supplies: a pencil, an eraser, and an apple. Below these items is a horizontal bar with the word 'LEARN' written in capital letters. The entire logo is set against a background of a stylized city skyline.

LEARN



Wagoner Elementary School

1831 E. 215th Place
Sauk Village, IL 60411
708-758-3322

Office Hours: 8 a.m.–3:30 p.m.

Bicycles

Students are not allowed to ride their bicycles to school, or to rollerblade or skateboard on school property.

Supplies

Parents are expected to furnish their child's consumable classroom supplies, such as pencils, crayons, glue and scissors. These items should be kept at school and will need to be replaced throughout the year. **Book bags with wheels are not allowed at Wagoner School.**

Telephone Calls

Students are permitted to use the Office telephone only in cases of emergency. It is the students' responsibility to see that they bring their homework, books, gym shoes, lunch and other supplies to school with them.

Scholar's Lunch

Following each report card, one or more students from each classroom are recognized for academic excellence. These students have lunch with the Principal and receive a special dessert.

Lost and Found

The Lost and Found is located in the hallway outside of the Office. Parents/guardians should mark all clothing (hats, mittens, scarves, coats, etc.), lunch boxes, bags, books and other items that belong to your child. Unclaimed items are disposed of at the end of the quarter.

Visitors

Visitors are always welcome at Wagoner School. If you wish to speak with your child's teacher, we request that you make an appointment **at least 24 hours in advance.** You may call the School Office, 758-3322, or write a note directly to the teacher. **For the safety of your children, all visitors must report to the Office, sign in and display a visitor's pass. Visitors will be requested to show a proof of identification that will be held by the office while the visitor is in the building.**

Homework

The Board of Education, Administration and Faculty believe that homework is an essential part of the student's education. We believe that (a) homework is vital to building better understanding of the classroom material, (b) homework is not used as a punishment and (c) parents/guardians should involve themselves with their children's homework. General times for assigned homework or related learning activities are:

- Kindergarten15 minutes
- First grade15–20 minutes
- Second grade25–30 minutes

Breakfast/Lunch

Children may bring their own bag lunch or purchase a lunch ticket by the week. Tickets for the week are sold in homerooms on Monday mornings **only**. Lunches are ordered two weeks in advance. Checks will be accepted until April 1. No lunches will be sold during the week on an individual basis. Milk is available daily. Please make sure your child comes with a bag lunch or exact money for the week. The school will not make change.

Rules for Lunch Period at Wagoner School

Due to the very large number of students who eat lunch at school, it has become necessary to establish standard rules of conduct during lunchtime. They are as follows:

1. Students will remain seated in the classroom unless given permission to get up.
2. Students are to behave properly and safely at all times.
 - a. There is to be no pushing, shoving, tripping or fighting while lining up.
 - b. Throwing food or food containers on the floor, at the waste can or at other children will not be allowed.
 - c. Spitting food or drink at other children or on the floor is strictly forbidden.
3. Students must follow instructions from the teachers in charge without talking back or arguing.
4. Before leaving his/her seat, everyone must throw out all garbage. Garbage that has fallen on the floor must be picked up.
5. No food or garbage is to be carried out to the playground.

Recess

Students have a 10- to 15-minute activity period during the day, depending on the teacher. Normally children will go outside for recess. We go outside whenever the weather is above 20 degrees (and sometimes between 10 and 20 degrees, depending on the wind chill). Below 10 degrees, during rain or snow, there will be indoor recess. Please be sure your child is dressed properly for outdoor recess with clothing appropriate for the weather. Children returning to school after an illness will be allowed to stay indoors for recess for one day only, when the parent makes a written request.

Electronic Equipment

Electronic equipment of any kind (including radios, earphones, hand-held games, beepers, phones, recording devices) is prohibited on school grounds. The use of cell phones on school property is strictly prohibited. Items may be confiscated and returned only to parent/guardian as late as the last day of school.

Field Trips

In case of special circumstances, a meeting will be conducted with the parent/guardian to discuss necessary accommodations. (For special circumstances, refer to Board Policy/Medical.)

Reasons for exclusion from a field trip might include:

- Excessive absences and tardies
- Discipline
- Medical
- Grades

Lockers

Lockers are the property of the School District and are to be used as storage areas for books, school supplies and outdoor garments. School authorities reserve the right to periodically inspect lockers to ensure the health, safety and general welfare of students, faculty and school property. School officials may conduct searches at any time with or without advance notice. No locks may be put on the lockers.

Classroom Events Policy

The Board of Education has approved a policy to allow three classroom events per year:

1. A fall event (October)
2. A winter event (December)
3. A spring event (February)

All “treats” for these events will be provided by the School District for the children. Children will not be allowed to wear costumes or any type of makeup on any of the event days. Parents/room mothers will not be allowed to distribute any additional treats/prizes to the children.

Parent Volunteer Program

Wagoner School’s parent volunteer program offers the opportunity for parents to work within the school in a number of different ways. We match parent skills and interests with the needs of the school, and parents become a more integral part of the school community. Parents may choose to volunteer their time one time a week or every day. **NOTE:** All volunteers will be required to have a criminal-history background-information check.

Dress Code

We expect the students to maintain the type of appearance that is not distracting to the educational process. Boys wearing earrings have been repeatedly tied to gang affiliation; earrings on boys, therefore, are not acceptable. Please time the insertion of an earring so as not to interfere with the school calendar. Also, students will not be allowed to wear tape to cover newly pierced ears. Tattoos are not permitted. Carving of words/symbols into one’s hair is not permitted. Uniform shorts of fingertip length are permissible until September 30 and after May 1.

Boys: Navy blue dress slacks, light blue button-down or pullover shirt with no logos or decorative designs (short or long sleeves, with collar), navy blue sweaters **only**. Socks must be worn at all times. Blue, black or white socks only must be worn. It is preferred that elementary students wear dress shoes other than for gym; however, gym shoes are acceptable throughout the school day. These gym shoes must have shoelaces that are dark blue, black or white. No shoe can make noise or have any blinking lights on them.

Girls: Navy blue split skirt (at least fingertip length) or regular navy blue skirt/jumper or dress slacks, light blue blouse or pullover shirt with no logos or decorative designs (short or long sleeves with collar), navy blue sweaters **only**. All girls should wear a pair of shorts under their uniform skirt or jumper. Socks must be worn at all times. Blue, black or white socks/nylons/tights (tights may be worn only under skirts/pants). It is preferred that elementary students wear dress shoes other than for gym; however, gym shoes are acceptable throughout the day. These gym shoes must have shoelaces that are dark blue, black or white. No shoe can make noises or have any blinking lights on them.

Both:

- When sweaters are worn, there **must be** a light blue color shirt or blouse **underneath**. Solid navy-blue crew neck sweatshirts (without hoods or zippers) may be worn over the uniform shirt.
- Jewelry worn around the neck must not be displayed.
- Anything that displays body piercing is not allowed.
- A light blue turtleneck may be worn **underneath** the regulation uniform shirt or blouse.
- No high-top army-style boots or snow boots, etc. (If boots are worn to school because of the weather, students must bring the appropriate shoes and change them at school.)
- For safety purposes all shoes must have a back or a strap.
- Navy uniform shorts (boys and girls) may be worn during designated times, as per School Handbook.
- Multiple earrings are not allowed. Girls will be allowed to wear only two matching pairs of earrings and only in the lobes.
- Haircuts and head carvings that display signs, symbols, letters, artistic designs or names are prohibited. No hair coloring or colored hair extension. No wristbands, do-rags or bandannas may be worn.
- All girls should wear a pair of shorts under their uniform skirt or jumper.
- **All shirts (boys and girls) must be tucked in pants/skirts at all times.**
- T-shirts/undershirts worn beneath shirts **must be** solid white and not distract from the uniform.

All of the above items may be purchased at the store of the parents'/guardians' choice.

The following consequences will be implemented when any elementary student does not conform to the Board-approved Dress Code:

- 1st offense: Warning and a note home by the teacher about the proper uniform policy.
- 2nd offense: Call home for change of clothing and a silent lunch at the Principal's discretion.
- 3rd offense: Detention after school at the Principal's discretion.
- 4th offense: Further insubordination will result in Out-of-School Suspension.

Discipline Policy

A wholesome teaching/learning environment is one in which the teacher maintains a non-threatening classroom respectful of each individual as a human being.

A climate for effective teaching and learning within a school can best be achieved through the improvement of individual and group behavior. Actions that prevent disruption of that climate and promote respect for the worth and dignity of each person as a unique individual are mentally healthy and generate a positive student self-image and self-concept.

Wagoner School Rules

- A student follows the directions given by the adult in charge. He/she will display respect to the adult in charge.
- A student does not start fights. He/she will not kick or shove other students.
- A student does not use bad words or name call.
- A student respects school property and the property of other students.
- A student does not throw objects in the school building or school grounds.

Wagoner School Hours

Students should not arrive prior to **8:10** a.m. Teacher supervision begins at **8:10** a.m. The school can assume no responsibility for supervision before and after school hours or on weekends except at

regularly scheduled and supervised school activities. School hours are from **8:20 a.m. to 2:10 p.m.** **Early dismissal time is 1:20 p.m., and half-day dismissal is 11:20 a.m.**

Attendance

If Your Child Is Absent

On the morning of your child's absence from school, you **must** call the School Office between 8 and 9 a.m. If your child will be absent for more than one day, please report this fact to the school secretary, otherwise, please call the following day as well. If you have not called the Office to report your child's absence by 9 a.m., you will be contacted at home or at work to confirm your child's absence.

When your child returns to school he/she must bring a written note explaining the absence even if you have called the Office. It should be dated and signed by you.

If your child will be absent for an extended period of time, you may contact the Office for a list of makeup work. Please give us 24 hours notice so teachers will have time to properly complete the list of makeup work.

Tardiness

Children are expected to be on time. The tardy bell is at **8:25 a.m.** If your child is going to be tardy, a note of excuse to the School Office will be expected. Tardy notes *will not* be accepted for any tardy over three. The only excused tardies over three will be if the child had a doctor or dentist appointment and a signed note from the doctor or dentist regarding the appointment is brought in. Children who are tardy often miss important directions for the day. Students with excessive tardiness (see Consequence Plan below) **will receive a silent lunch.**

Consequence Plan for Absenteeism and Tardiness

Absent: A student should be in attendance every day of the school year unless prevented by illness. Parents should notify the School Office if the student is ill.

Tardy: Once the student has had **excessive tardies** in a nine-week grading period the **student will serve a one-day detention during lunch.**

Absences and tardies will be considered a separate consequence plan. A new plan will begin for each student on the first day of each grading period. (On inclement weather days the Principal will make an announcement regarding excused tardies due to severe weather.)

Elementary School Consequence Plan

These consequences would include any or all violations of Wagoner School Rules **for a period of nine weeks or one grading period**. On the first day of each new grading period a new plan will begin for each student.

- 1st time: Serve a one-day silent lunch, plus a letter and/or a phone call home.
- 2nd time: Serve a three-day silent lunch, plus a letter and/or a phone call home.
- 3rd time: Serve a one-day after-school or before-school detention for 30 minutes, plus a letter and/or a phone call home.
- 4th time: In-School or Out-of-School Suspension for one to five days at the Principal's discretion, plus a letter and/or a phone call home.

If violations are serious enough to constitute gross disobedience and/or misconduct, the result may be immediate suspension and possible expulsion.

Consequence Plan for Continuing Classroom Disruptions

The student who is a constant disruption in his/her classroom prevents other students from learning. After a student has failed to conform to the classroom rules and consequence plan of the classroom teacher, the following actions will occur:

- 1st time: A letter or a call home will be made by the classroom teacher to notify the parent of such behavior and to advise the parent of the next step.
- 2nd time: The behavior of this child will be brought to the attention of the Principal and the discipline committee by the classroom teacher so that an individual discipline plan may be developed by the teacher, Principal and discipline committee.

District 168 does not administer corporal punishment.

Severe Disruptions

The following consequences apply in serious cases (under the domain of Wagoner School—classroom, building, grounds, bus, etc.). Specific examples of severe disruptions, which may result in a suspension or expulsion, include but are not limited to the following:

- Gross disrespect to an adult, which includes obscene verbal and non-verbal gestures/language.
- Theft.
- Vandalism.
- Sexual harassment.
- Assault.
- Gross misconduct, which includes biting, spitting, clawing and drawing blood. (See Definitions of Misconduct on page 38.)
- Fighting as determined by the Principal will result in an automatic five-day Out-of-School Suspension.
- Falsifying records.

One to 10 days Out-of-School Suspension, at the Principal's discretion.

The Principal has the right to increase or decrease the number of days for suspension and to skip steps relevant to the severity or nature of the offense.

If misconduct is sufficiently severe, a student may be suspended and expelled.

When a student is suspended for three days for any offense other than fighting, the student has the following options at the discretion of the Administrator:

- a) Serve three days Out-of-School Suspension.
- or**
- b) Serve two days Out-of-School Suspension and one day in class accompanied by a parent/guardian for the full day. If this option is chosen, the records will show only two days of suspension.

This is a one-time-suspension option.

Expulsion Offenses

Specific examples of offenses, which may result in expulsion, include but are **not limited to** the following:

Battery to faculty/staff, gang-related activity, weapons or look-alike weapons (use and/or possession), false fire alarm, arson, bomb threat,

fireworks (or any explosive items, including ammunition of any kind), substance abuse (possession/use/sale/delivery, including look-alike substances).

Discipline: Ten days Out-of-School Suspension and recommendation to School Board for Expulsion.

For more details on suspensions and expulsions, see Board Policy: 715.04, 715.05, 715.06

Dangerous Weapons

Any miniature or full-size pocket knives, Swiss army knives, nail files, nail clippers, ammunition or bullets, bottle openers, blades, X-Acto knives, X-Acto blades, letter openers, BB guns, any type of squirt guns or look-alike weapons of **any** kind, or any apparatus capable of projecting an object including any liquid **are not** allowed in or near the school. Laser objects or any object with a radiation warning will be considered a dangerous weapon.

Any student possessing and/or using any of the above items will be suspended for 10 days with recommendation for expulsion (exception: squirt gun, only K-2).

1st offense: Meeting with parents/guardians and child. May receive up to a five-day suspension. (The Principal or Superintendent may supersede this section of the policy, depending on the circumstances, at any time.)

2nd offense: Ten-day suspension with recommendation for expulsion.

Weapons or dangerous objects found on the way to school must be handed in immediately to the teacher on duty—or brought in to the Office before school starts in order to avoid serious consequences.

Cumulative Suspensions Leading to Expulsion

1. Students who accumulate approximately 10 days of Out-of-School Suspension will be required to attend a conference with parents/guardians and the Principal. Parent/guardian and student attendance will be mandatory prior to student re-entry.
2. At this conference, a contract will be written and signed by all

parties designating acceptable behavior and the consequences of unacceptable behavior.

3. The parents/guardians and students will be made aware of the fact that the three additional days of suspensions for unacceptable behavior may result in a recommendation for expulsion from school for the remainder of the school term.
4. A student who exhibits gross disobedience or misconduct may be subject to immediate suspension for up to 10 days and possible expulsion.

Hearing Officer for Suspensions—Impartial hearing officer

Hearing Officer for Expulsions—Impartial hearing officer

NOTE

Misbehaving in detention, as well as skipping detentions, may result in extra days or Out-of-School Suspension.

Students are to sit quietly, either with their heads down on the desks or to look at a book that they brought. They should not be looking around. If, while looking at a book, they cannot keep their eyes on the book, they are to put their heads down. They may not get a book from the teacher or another student. No homework is allowed.

Excessive accumulations of detention time may result in more serious disciplinary steps. Saturday Detention days may be an option at the Principal's discretion.

Any time a child is suspended, a parental contact by telephone or in person will be made. If there is a recurrence, a parent conference is mandatory.

The school has the right to enforce disciplinary actions and to impose detention or suspension.

Transportation is the responsibility of the parent/guardian.

Definitions of Misconduct

General rules governing all conduct under the domain of Wagoner School (buildings, grounds, bus, etc.).

1. **Physical Assault**

Any physical or verbal assault that may provoke a fight, any poking or pushing, or harassing in an aggressive manner will not be tolerated. (Basic “hands off” is our intent.)

2. **Excessively Rough Play/Aggressive Horseplay**

Any playground activities or in-school activities that in the judgment of the supervisors/teachers are thought to be excessively aggressive will not be allowed. Aggressive behavior is interpreted as having physical contact—such as pushing, shoving, pulling, grabbing, tripping, tackling, etc.—which may result in a fight. Play fighting and other aggressive games are not allowed.

3. **Disrespect**

Any rudeness, lack of proper respect, failure to follow teachers’ or adults’ instructions or direct orders, or other form of defiance is not allowed.

4. **Intimidation/Bullying**

Any attempt to frighten or threaten another student in any manner, including cyber-bullying, is not allowed and will be treated as a severe act. A person is being bullied when he/she is exposed to negative actions on the part of one or more persons.

5. **Controlled Substance**

Any controlled substances—such as drugs, cigarettes or alcohol—are not permitted.

6. **Theft**

Taking items belonging to the school, other students, staff members or parent volunteers without knowledge or permission of the owner will not be tolerated. (Restitution and notification to the police and the parent/guardian.)

7. **Property Damage**

Intentional damage or destruction of school property including writing on desks and walls will not be tolerated. (Restitution and/or cleanup will be made. Notification to the police and parents/guardians.)

8. **Throwing Objects—Stones, Papers, Snowballs, Etc.**

Students throwing, kicking or putting snow, ice or stones on

others, in any manner, is not allowed. Throwing objects at walls of the building or other targets is also not allowed.

9. **Weapons and Objects Used as Weapons**

Any item that could be used to injure another person is not allowed (notification to the police).

10. **Toys**

Toys, money and other valuable items should not be brought to school except by special arrangements with the teacher.

11. **Truancy**

Absent from school without just cause. Leaving school without permission. Absent from class without permission.

In-School Suspension Policy

1. Misbehaving during In-School Suspension may result in extra days or Out-of-School Suspension.
2. A student serving an In-School Suspension will miss all “Specials,” assemblies, recess, and any other extracurricular activities (unless prior consideration was agreed upon by the Principal, the homeroom teacher and the In-School Suspension room teacher).

Out-of-School Suspension Policy

Students on Out-of-School Suspension will be provided with the work they missed, but no academic grades will be given or made up.

Bus Transportation

Students who ride the bus to and from school are expected to show appropriate behavior on the bus as they do in school. If your child is a bus rider, it is assumed that he/she will be riding the bus every day. Whenever a child is not riding the bus a note must be sent to the Office. The Office will notify the teacher “not to put the student on the bus.”

Students causing a disruption on the bus will lose their privilege to ride the bus. The Principal handles suspension from the bus as a result of inappropriate behavior. If a student is suspended from the bus, it is the parents’ responsibility to see that their child is in attendance at school.

Student Bus Rules

The following is what is expected of each student riding buses. Every student will receive and *be held accountable for knowing this information*.

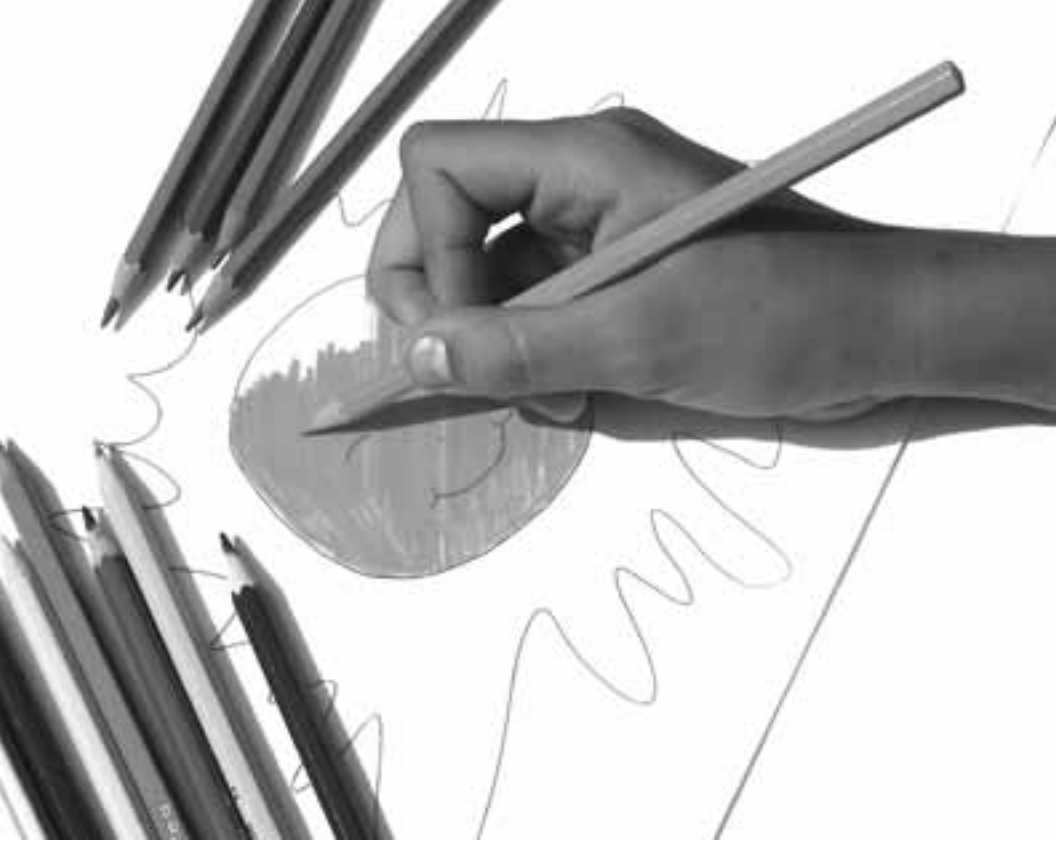
1. Students *must cooperate with the bus driver* at all times.
2. Every student should be waiting at his/her boarding station when the school bus arrives.
3. No one should enter or leave the bus until it *has come to a full stop and the doors have been opened by the driver*.
4. No student shall *stand or move* from place to place during the trip.
5. The bus driver must grant permission before windows or doors may be opened or closed. *Students must keep head, hands and arms inside the bus*.
6. Students let off buses on the opposite side of the road from their homes *must cross the road in front of the bus*.
7. Bus riders shall not litter the bus with food or other debris.
8. Damage to the school bus shall be *paid for by the student* causing the damage.
9. Buses are loaded to near capacity; therefore, it is not possible to grant permission for individuals or groups to ride buses other than their own.
10. The following behavior is unacceptable:
 - a. Scuffling and fighting.
 - b. Loud, boisterous or profane/vulgar language or indecent conduct.
 - c. Teasing, tripping, holding, hitting, objectionable use of hands or feet, spitting and smoking.
 - d. Standing in seats or aisle and moving from place to place while bus is in motion (in other words—students will remain seated).
 - e. Throwing objects from the windows.
11. Continuous unacceptable behavior will result in offenders not being transported. The bus driver defines “continuous” as three formal signed complaints within a 45-day period. **Periodically there may be video cameras on the bus to record behavior.**
12. Use the bus stop nearest to your home, and ride your assigned bus only.
13. Students will conduct themselves in an orderly manner while waiting for the bus.
14. Move directly to an open seat and remain seated during the trip.

Consequence Plan for Bus Violations

Violations of bus regulations will be dealt with as follows:

- 1st violation: The rules will be reviewed during a conference between the Assistant Principal and the child. Parents may be notified of a violation by a form letter and telephone call. A written record will be kept of this and any succeeding violations. Disciplinary action to be taken is at the discretion of the Assistant Principal.
- 2nd violation: The child may be suspended from riding the bus for a period to be determined by the nature of the violation. Parents will be notified accordingly. Suspensions will be a minimum of two days and a maximum of five days.
- 3rd violation: The case will be reviewed by the Administration with the possible results of suspension from riding the bus for a period of “up to one month.” Parents will be notified accordingly.





Strassburg Elementary School

2002 E. 223rd St.
Sauk Village, IL 60411
708-758-4754

Office Hours: 8 a.m.–3:30 p.m.

Breakfast/Lunch

Children may bring their own bag lunch or purchase a school lunch. Lunches are ordered and paid for in advance. Monthly menus are sent home with each child. No lunches will be sold during the week on an individual basis. Lunches may be paid for by check or with the exact amount of cash. Checks will be accepted until April 1. The school is **unable to make change**. Milk is sold daily at lunchtime.

If a student does not have a lunch, he/she may call home for one **up to 15 minutes before lunchtime**. If a student is given a lunch a notice of payment due for the lunch will be sent home with the student. The school will **only do this for a student three times a year**.

Telephone Calls

Students are permitted to use the Office telephone only in cases of emergency. It is the students' responsibility to see that they bring their homework, books, gym shoes, lunch and other supplies to school with them.

Field Trips

In case of special circumstances, a meeting will be conducted with the parent/guardian, Principal and teacher to discuss necessary accommodations. (For special circumstances, refer to Board Policy/Medical.)

Reasons for exclusion from a field trip might include:

- Excessive absences and tardies
- Discipline
- Medical
- Grades

Homework

The Board of Education, Administration and Faculty believe that homework is an essential part of the student's education. We believe that (a) homework is vital to building better understanding of the classroom material, (b) homework is not used as a punishment, and (c) parents/guardians should involve themselves with their children's

homework. General times for assigned homework or related learning activities are:

- Third grade30–45 minutes
- Fourth and fifth grades30–60 minutes

Honor Roll

Our school has an Honor Roll for third, fourth and fifth grades on a quarterly basis. To achieve Honor Roll status a student must maintain a “B” average in all academic subjects and receive a grade no lower than a “C” in all other areas including conduct. The Honor Roll is one way to recognize children who achieve academic excellence.

Star Recognition

Each week students are recognized for their exemplary academic performance and/or good citizenship through the Principal’s Star Award program. Students earning this award receive an award certificate and have their picture taken with the Principal. A picture of the STAR student is also posted on the STAR bulletin board.

Lost and Found

The Lost and Found is located in the hallway outside of the Office. Parents/guardians should mark all clothing (hats, mittens, scarves, coats, etc.), lunch boxes, bags, books and other items that belong to your child. Unclaimed items are disposed of at the end of the quarter.

Electronic Equipment

Electronic equipment of any kind (including radios, earphones, handheld games, beepers, phones, recording devices, CD players, pagers) is not permitted in school. Cell phone use on school property is prohibited. Items may be confiscated and returned only to parent/guardian as late as the last day of school.

Bicycles

Students are permitted to ride their bicycles to school, but bikes are to be walked once on school property. A bike rack is provided where

students should lock and chain their bikes (one bike per lock). The school cannot assume responsibility for bikes that are damaged or stolen while on school property. Parents/guardians should exercise their own judgment in allowing their children to ride their bikes to school when poor road conditions exist. Parents should be sure their children know proper rules of bicycle safety before allowing them to ride their bikes to school. Skateboards and scooters are not permitted.

Supplies

Parents are expected to furnish their child's consumable classroom supplies, such as pencils, crayons, glue and scissors. Notebook paper must be supplied by students in the third, fourth and fifth grades.

Visitors

Visitors are always welcome. If you wish to speak with your child's teacher, we request that you make an appointment. You may call the School Office, 758-4754, or write a note directly to the teacher. For the safety of your children, all visitors **must** report to the Office, sign in and display a visitor's pass.

Events Policy

The Board of Education has approved a policy to allow three classroom events per year:

1. A fall event (October)
2. A winter event (December)
3. A spring event (February)

All "treats" for these events will be provided by the School District for the children. Children will not be allowed to wear costumes or any type of make-up on any of the event days. Parents/room mothers will not be allowed to distribute any additional treats/prizes to the children.

Any food brought to school as a birthday or special occasion treat must be commercially prepared and individually wrapped. No homemade food or containers of individual cupcakes will be allowed. It would be a good idea to call the classroom teacher before purchasing treats.

Dress Code

We expect students to maintain the type of appearance that is not distracting to the educational process. Boys wearing earrings have been repeatedly tied to gang affiliation and are not acceptable. Please time the insertion of an earring so as not to interfere with the school calendar. Also, students will not be allowed to wear tape to cover newly pierced ears. Ornamentation worn as the result of body piercing is considered unsafe and, therefore, not allowed in school. Multiple earrings are not acceptable. Girls will be allowed to wear only two matching pairs of earrings and in the lobes only. Tattoos are not permitted. Carving of words/symbols into one's hair is not permitted. Lipstick and makeup are not appropriate for elementary students.

Uniform shorts of fingertip length are permissible until September 30 and after May 1.

Boys: Navy blue dress slacks, light blue button-down or pullover shirt with no logos (short or long sleeves, with collar), navy or light blue sweaters **only**. Solid blue, white, brown or black socks and black or dark brown/navy blue loafers or dress shoes. It is preferred that elementary students wear dress shoes other than for gym; however, gym shoes are acceptable throughout the school day. These gym shoes must be white, black or navy **only** and must have shoe laces that are dark blue, black or white. No shoe can make noises or have any blinking lights on them. Black belts must be worn on pants with loops.

Girls: Navy blue split skirt (at least fingertip length) or regular navy blue skirt/jumper or dress slacks, light blue blouse or pullover shirt with no logos (short or long sleeves with collar), navy or light blue sweaters **only**. Solid blue, white, brown or black socks/nylons/tights (tights may be worn only under skirts/pants), black/dark brown/navy blue loafers or no higher than mid-heel dress shoes. It is preferred that elementary students wear dress shoes other than for gym; however, gym shoes are acceptable throughout the school day. These gym shoes must be white, black or navy **only** and have shoe laces that are dark blue, black or white. No shoe can make noises or have any blinking lights on them.

Both:

- No hair picks, neckties, wristbands, do-rags, bandannas or sweatbands may be worn.

- No hair coloring and no color extensions.
- Plain navy blue sweatshirts without hoods are allowed in cold weather. The uniform shirt collar should be showing.
- When sweaters are worn, there **must be** a light blue color shirt or blouse underneath.
- A light blue turtleneck may be worn **underneath** the regulation uniform shirt or blouse.
- No high-top army style boots or snow boots, etc. (If boots are worn to school because of the weather, students must bring the appropriate shoes and change them at school.).
- Navy uniform shorts (boys and girls) may be worn during designated times, as per this Handbook.
- Anything that displays body piercing is not allowed.

All shirts (boys and girls) must be tucked in pants/skirts at all times. T-shirts/undershirts worn beneath shirts **must be** solid white. *All of the above items can be purchased at the store of the parents'/guardians' choice.*

The following consequences will be implemented when any elementary student does not conform to the Board-approved Dress Code:

- 1st offense: Call home for change of clothes or one-day detention if clothes are not changed.
- 2nd offense: Call home for change of clothing and 3–5 days detention at the Principal's discretion.
- 3rd offense: Further insubordination will result in Out-of-School Suspension.

Discipline Policy

A wholesome teaching/learning environment is one in which the teacher maintains a non-threatening classroom respectful of each individual as a human being.

A climate for effective teaching and learning within a school can best be achieved through the improvement of individual and group behavior. Actions preventing disruption of that climate and promoting respect for the worth and dignity of each person as a unique individual are mentally healthy and generate a positive student self-image and self-concept.

Elementary School Consequence Plan

- 1st time: Silent lunch two days plus a letter or call home.
- 2nd time: Stay after school for two days for 30 minutes plus a letter and/or call home.
- 3rd time: Stay after school for three days for 45 minutes plus a letter and/or call home.
- 4th time: Stay after school for five days for 60 minutes plus a letter and/or call home.
- 5th time: **At the Administration's discretion, a Saturday School may be assigned in lieu of a suspension. If the assigned Saturday School is not attended, the student will be suspended.**
- 6th time: Out-of-School Suspension for one to five days, at the Administrator's discretion.

At the end of each grading period, the consequences start over. Students will start back with the consequence for the first offense.

If violations are serious enough to constitute gross disobedience and/or misconduct, the result may be immediate suspension and possible expulsion.

The school has the right to enforce disciplinary action and to impose detention. Transportation is the responsibility of the parent.

Saturday School Rules and Guidelines

Saturday detentions will be served on Saturday mornings from 8:05 a.m. to 12:05 p.m. Parents/guardians and students are responsible for arranging transportation to and from Saturday Detention.

Saturday Detention Guidelines

- Students must be present no later than 8:05 a.m. Students who arrive after 8:05 a.m. will be assigned additional consequences, including, but not limited to, an additional Saturday Detention and/or suspension from school.
- Absolute silence will be enforced.
- Students will remain attentive with feet on the floor; sleeping will not be allowed.

- Students will not be allowed to bring food, drinks, gum or candy under any circumstances.
- All appropriate school rules and policies including the Dress Code apply during Saturday School.
- Skipping a Saturday School will result in Out-of-School Suspension.

Severe Disruptions

The following consequences apply in serious cases (under the domain of Strassburg School—classroom, building, grounds, bus, etc.). Specific examples of severe disruptions which may result in a suspension or expulsion include but are not limited to the following:

- A. Gross disrespect to an adult, which includes obscene verbal and non-verbal gestures/language.
- B. Theft.
- C. Vandalism.
- D. Sexual harassment, which includes obscene and/or offensive verbal and non-verbal gestures/language.
- E. Assault.
- F. Excessive, aggressive horseplay.
- G. Gross misconduct, which includes biting, clawing and drawing blood. (See Misconduct Definition.)
- H. Severe classroom disruption.
- I. Fighting, as determined by the Principal, will result in an automatic five-day Out-of-School Suspension.
- J. Intimidation/bullying, cyber-bullying including social media/networking.

One to 10 days Out-of-School Suspension at the discretion of the Principal.

The Principal has the right to increase or decrease the number of days for suspension and to skip steps relevant to the severity or nature of the offense.

If misconduct is sufficiently severe, a student may be suspended and expelled.

When a student is suspended for three days for any offense other than fighting, the student has the following options at the discretion of the Administrators:

- a) Serve three days Out-of-School Suspension
- or**

- b) Serve two days Out-of-School Suspension and one day in class accompanied by his/her parent/guardian for the full day. If this option is chosen, the records will show only two days of suspension.

This is a one-time-suspension option.

Expulsion Offenses

Specific examples of offenses that may result in an expulsion include but are not limited to the following:

Battery to faculty/staff, gang-related activity, weapons or look-alike weapons (use and/or possession), false fire alarm, arson, bomb threat, fireworks (or any explosive items, including ammunition of any kind), substance abuse (possession/use/sale/delivery, including look-alike substances).

Discipline: Ten days Out-of-School Suspension and recommendation to School Board for Expulsion.

For more details on suspension and expulsion, see Board Policies 715.04, 715.05, 715.06.

Dangerous Weapons

Any ammunition, bullets, miniature or full-size pocketknives, Swiss army knives, nail files, nail clippers, bottle openers, blades, X-Acto knives, X-Acto blades, letter openers, BB guns, any type of squirt guns or look-alike weapons of **any** kind, or any apparatus capable of projecting an object including any liquid **are not** allowed in or near the school. Laser objects will be considered dangerous weapons.

If a student is determined to have brought any weapon or look-alike weapon to school or a school function, the student will be suspended for 10 days with recommendation for expulsion, except that the Superintendent or Board of Education may modify the discipline on a case-by-case basis. Weapons or dangerous objects found on the way to school **must** be handed in immediately to the teacher on duty or brought into the Office **before school starts** in order to avoid serious consequences.

Cumulative Suspensions Leading to Expulsion

1. Students who accumulate approximately 10 days of Out-of-School Suspension will be required to attend a conference with parents/guardians and the Principal.
2. At this required conference, a contract will be reviewed and signed by all parties designating acceptable behavior and the consequences of unacceptable behavior.
3. The parents and students will be advised of the fact that three additional days of suspensions for unacceptable behavior may result in a recommendation for expulsion from school.

Hearing Officer for Suspensions—Impartial hearing officer

Hearing Officer for Expulsions—Impartial hearing officer

Counseling Option

At the Administration’s discretion, we will offer the opportunity for counseling, **at the parents’/guardians’ expense**, in order to reduce a student’s Out-of-School Suspension days. This can be done at any of the agencies listed in this handbook under **Community Resources**.

This is a one-time-per-school-year opportunity only. A receipt or letter from the agency stating that counseling sessions have been attended and completed by the student and parents must be given to the Administration within five school days of the first day of Out-of-School Suspension. If this counseling option is not completed, the student will serve the remainder of the suspension.

School Offenses and Consequences

I. Violations Against Persons

- A. Threat(s), intimidation, verbal abuse, indecent gestures, vulgar behavior, sexual harassment, forgery
 - 1st offense: same as elementary school plan (above)
 - 2nd offense: same as elementary school plan (above)
 - 3rd offense: same as elementary school plan (above)
 - 4th offense: same as elementary school plan (above)
- B. Extortion
 - 1st offense: OSS for 1–3 days with restitution
 - 2nd offense: OSS for 3–5 days with restitution
 - 3rd offense: OSS for 5–10 days with restitution
 - 4th offense: Recommended for expulsion with restitution

- C. Assault and/or battery of teacher or staff
 - 1st offense: OSS and/or recommendation for expulsion

- D. Battery and/or assault (other students)
 - 1st offense: 1–3 days OSS
 - 2nd offense: 3–5 days OSS (expulsion contract signed)
 - 3rd offense: 5–10 days OSS
 - 4th offense: Recommended for expulsion

- E. Insubordination
 - 1st offense: OSS for 1–5 days
 - 2nd offense: OSS for 5–10 days
 - 3rd offense: Recommended for expulsion

II. Violations Against Property

- A. Theft
 - 1st offense: Restitution, 1–5 days after school, and notification to police and parents
 - 2nd offense: Restitution, OSS for 5–10 days, and notification to police and parents

- B. Vandalism
 - 1st offense: Restitution and/or cleanup, OSS for 1–5 days, notification to parents
 - 2nd offense: Restitution and/or cleanup, OSS for 5–10 days, notification to parents
 - 3rd offense: Recommendation for expulsion

III. Violations Against Other School Administration Policies

- A. Altering school documents/falsifying records
 - 1st offense: 5 days of detention after school
 - 2nd offense: 1–2 days OSS

Glossary

Assault

Physical or verbal attack.

Battery

Use of force upon another.

Dangerous weapons

Any object or look-alike weapon whose appearance or use would cause injury to others or self or cause fear/apprehension.

Extortion

Obtaining money or property by threat of force or illegal use of authority.

Fighting

Mutual combat in which both parties contribute to the situation by physical action.

Insubordination

The refusal to comply with reasonable requests made by professional staff or support personnel. Additionally, multiple or severe infractions of any school regulations will be considered insubordination.

Intimidation/bullying

Any attempt to frighten or threaten another student in any manner, including cyber-bullying, is not allowed and will be treated as a severe act. A person is being bullied when he/she is exposed to negative actions on the part of one or more persons.

Theft

Taking the property belonging to one person by another. Petty Theft constitutes values up to \$99 and Grand Theft covers losses of \$100 or more.

Threat(s), intimidation, verbal abuse, indecent sexual harassment, gestures, vulgar behavior, vulgar items of clothing

Use of disrespectful and/or profane language, gestures or actions to threaten, harass or intimidate another person. Intentionally causing injury to another.

Truancy

Absent from school without just cause, leaving school without permission, absent from class without permission.

Vandalism

Willful or ignorant destruction or damage to property.

Out-of-School Suspension Policy

Students on Out-of-School Suspension will be provided with the work they missed, but no academic grades will be given or made up, except that the Principal, Superintendent or Board of Education may decide otherwise on a case-by-case basis.

Students' Rights and Responsibilities: Search and Seizure

The Board recognizes its responsibility to maintain order and security in the schools. Accordingly, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of the District in accordance with this policy. School authorities (certified employees and School Administrators) may search a student and/or his/her personal effects (e.g., purses, wallets, knapsacks, book bags, boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner that is reasonably related to the objectives of the search and not excessively intrusive in light of the age/sex of the student and the nature of the infraction. When feasible, the search should be conducted as follows:

- Outside the view of others, including students.
- In the presence of a School Administrator or adult witness.
- By a certified employee or Administrator of the same gender.

Immediately following the search of a student, a written report shall be made by the School Authority who conducted the search. The written report shall be submitted to the Building Principal and, where appropriate, forwarded to the Superintendent. The parents/guardians of a student searched in accordance with this policy shall be notified of the search as soon as possible.

Attendance

If Your Child Is Absent

On the morning of your child's absence from school, you **must** call the Office, 758-4754, between 7:30 a.m. and 9 a.m. If your child will be absent for more than one day, please report this fact to the school

secretary; otherwise, please call the following day as well. If you have not called the Office to report your child's absence by 9 a.m., you will be contacted at home or at work to confirm your child's absence. A postcard will be sent if you cannot be reached.

When your child returns to school he/she must bring a written note explaining the absence even if you have called the Office. It should be dated and signed by you.

If your child will be absent for an extended period of time, you may contact the Office for a list of makeup work. Please give us 24 hours notice so teachers will have time to properly complete the list of makeup work.

Chronic Tardiness (on fourth tardy)

The **entry bell** rings at **8:20 a.m.** The **tardy bell** rings at **8:25 a.m.** The only excused tardies will be if the child had a doctor or dentist appointment and brings a note from the doctor/dentist regarding the appointments. Chronic tardies may result in a silent-lunch consequence.

Absences and Tardies

This will be considered a separate consequence plan. A new plan will begin for each student on the first day of each grading period.

Excessive tardies will count toward an *unexcused* absence, and may affect perfect-attendance status.

Students' Rights and Responsibilities: Gang Activities and Electronic Pagers

The Board of Education finds that the presence of gangs and gang activities can cause a substantial disruption of or material interferences with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts.

This Board of Education further finds that the unrestricted and unregulated use by students of pocket pagers and similar electronic paging devices on school grounds or in school buildings adversely affects the educational environment, welfare and safety of students

in that pocket pagers and similar electronic paging devices are being regularly used for the conduct of unlawful activities during school hours and on school property, including activities directly related to the unlawful possession, sale, delivery, or other trafficking in drugs or other controlled substances.

By this policy, the Board of Education acts to prevent disruption and to prohibit gang activities by restricting the actions that foster such activities or which, because they may be performed in relation to gang activities, endanger even those students who do not intend to show gang membership or affiliation.

No student on school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which may be viewed as evidence of membership or affiliation in any gang;
2. Shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, *drawings and graffiti*, etc.) showing membership or affiliation in a gang; or
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 - Soliciting others for membership in any gangs.
 - Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - Committing any other illegal act or other violation of District policies.
 - Inciting other students to act with physical violence upon any other person.
4. Shall use or have in their possession any pocket pager or similar electronic paging/cellular/telecommunication device while in any school building or on any school property during regular school hours or at any other time, unless the use or possession of such device by such student has first been expressly permitted by the Principal of their school. Principals shall grant such permission only for limited periods to individual students who demonstrate to the Principal a legitimate, specific need for such device, such as a family emergency or school-related project. In granting such permission, a Principal may

impose conditions upon the use of the device as will limit the disruption caused by the use of the device.

Penalties for Violations of This Policy

- A. Any student who is first suspected of violating paragraphs 1, 2 or 4 of the policy may be required, after being informed of the reasons why they are suspected of a violation and receiving an opportunity to state their version of events, to surrender to school officials any material or thing alleged to violate the policy and to attend a parent conference. At the parent conference, any material or thing surrendered by the student may be returned to the parent upon request.
- B. Any student alleged to have violated paragraphs 1, 2 or 4 of the policy after a previous violation or to have violated paragraph 3 of the policy shall, upon a finding of such violation in accordance with the hearing requirements of Section 10.22.6 of *The School Code*, be subject to suspension and expulsion for a period not to exceed two (2) full years.

Booklets containing gang graffiti and signs will be available for review upon written request and appointment. Contact your Building Principal.

Bus Transportation

Students who ride the bus to and from school are expected to show appropriate behavior on the bus, just as they do in school. If your child will **not** be taking the bus on a certain day, please send a note to the teacher.

Students causing a disruption on the bus will lose their privilege to ride the bus. Suspension from the bus as a result of inappropriate behavior is handled by the Assistant Principal. If a student is suspended from the bus, it is the parents'/guardians' responsibility to see that their child is in attendance at school.

Student Bus Rules

The following is what is expected of each student riding buses. Every student will receive and *be held accountable for knowing this information.*

1. Students *must cooperate with the bus driver* at all times.

2. Every student should be waiting at his/her boarding station when the school bus arrives.
3. No one should enter or leave the bus until it *has come to a full stop and the doors have been opened by the driver.*
4. No student shall *stand or move* from place to place during the trip.
5. The bus driver must grant permission before windows or doors may be opened or closed. *Students must keep head, hands and arms inside the bus.*
6. Students let off buses on the opposite side of the road from their homes *must cross the road in front of the bus.*
7. Bus riders shall not litter the bus with food or other debris.
8. Damage to the school bus shall be *paid for by the student* causing the damage.
9. Buses are loaded to near capacity; therefore, it is not possible to grant permission for individuals or groups to ride buses other than their own.
10. The following behavior is unacceptable:
 - a. Scuffling and fighting.
 - b. Loud, boisterous or profane/vulgar language or indecent conduct.
 - c. Teasing, tripping, holding, hitting, objectionable use of hands or feet, spitting and smoking.
 - d. Standing in seats or aisle and moving from place to place while bus is in motion (in other words—students will remain seated).
 - e. Throwing objects from the windows.
11. Continuous unacceptable behavior will result in offenders not being transported. The bus driver defines “continuous” as three formal signed complaints within a 45-day period. **Periodically there may be video cameras on the bus to record behavior.**
12. Use the bus stop nearest to your home, and ride your assigned bus only.
13. Students will conduct themselves in an orderly manner while waiting for the bus.
14. Move directly to an open seat and remain seated during the trip.

Consequence Plan for Bus Violations

1st violation: The rules will be reviewed during a conference between the Principal and the child. Parents/guardians may be notified of a violation by a form letter or telephone call.

2nd violation: A written record will be kept of this and any succeeding violations. Disciplinary action to be taken is at the discretion of the School Principal. The child may be suspended from riding the bus for a period to be determined by the nature of the violation. Parents will be notified accordingly.

3rd violation: The case will be reviewed by the Administration with the possible results of suspension from riding the bus. Parents will be notified accordingly. (See Bus Transportation pamphlet for Student Bus Rules.)

Continuous unacceptable behavior will result in offenders not being transported. "Continuous" is defined as three formal signed complaints by the bus driver within a 45-day period.





Rickover Junior High School

22151 S. Torrence Ave.
Sauk Village IL 60411
708-758-1900

Office Hours: 8 a.m.–3:30 p.m.

Honor Roll

At Rickover Junior High School we maintain Honor Roll listings based on a grading scale of 4.0 with the High Honor Roll represented by students achieving a grade point average (GPA) between 4.0 and 3.7, an Honor Roll with a GPA between 3.69 and 3.0, and Honorable Mention with a GPA of 2.99 to 2.8. Honors assemblies are conducted for the student body at the end of each quarter. We also sponsor a chapter of the National Junior Honor Society.

Multi-Media Lab

With the guidance of their teachers, students will be able to utilize Rickover's Multi-Media Lab to access the Internet and be exposed to a world of information related to their class studies. Every student must have a permission slip signed by his/her parent/legal guardian in order to use the Internet.

Physical Education

The Physical Education program strives to provide healthy, stimulating and socially sound activities in which an individual or group may participate under the leadership of our Physical Education teachers. Physical Education is required by state law unless excused by the family physician. **Students are issued a school combination lock through their P.E. teacher for use during Physical Education class. Students are required to wear plain gray or dark blue T-shirts and dark blue shorts.** Students may purchase Rickover T-shirts and shorts in the School Office. Students should write their names on their gym shorts and shirts.

Consequences will be given to students who are required to dress for P.E. activities but do not. *Students with repeated non-dressing offenses could receive an Out-of-School Suspension or Saturday School.*

Health Education

Using the QUEST curriculum as its base, the Health Education program aims to impart knowledge to develop ideals, habits and attitudes that will be conducive to healthful living, including AIDS education. Physical and Health Education contribute to the acquisition

of the knowledge and training basic to the growth and maintenance of sound physical and mental health.

Student Attendance

Parents/guardians are requested to call the school, 758-1900, in the morning when their child will be absent. Parents will be called at home if they do not call the Office by 9 a.m.

When a student returns to school after being absent, he/she must bring a note from home to present to all of his/her teachers in order to obtain missed work. Any student who has been under the care of a licensed physician must bring the note directly to the Office. The Office will excuse only the dates stated on the physician's excuse. Students are responsible to make up all work missed during an absence. Planned absences must be arranged with the School Office in advance.

Tardies

Students who are late to school are to report to the library for an admit. Tardiness may be excused by School Administrators for doctors' appointments, in cases of severe weather conditions, in extreme emergencies or if a student is excused by a parent via note or phone call the day of the tardy. Detention will be assigned for those tardies unexcused by School Administrators. Tardies between classes are the province of the teacher. Excessive tardies/absences will be considered in determining whether or not a student will participate in any extracurricular activity. The following consequences regarding tardies apply to all students (students are expected to serve their detentions on their assigned day):

1. Four unexcused tardies in one grading period results in a 30-minute Office detention and notification of the parent/guardian.
2. Five unexcused tardies in one grading period results in a 60-minute Office detention and a phone call or letter home.
3. Six or more unexcused tardies in one grading period results in a Saturday School.
4. Excessive tardies can result in an Out-of-School Suspension and the loss of privileges.

School Crossings

A crossing guard is on duty at the bottom of the hill on Torrence Avenue.

Students are not to cross Torrence Avenue at the top of the hill but should stay within the double yellow lines on the lot. Violations of this rule are subject to discipline consequences. Parents/guardians picking up a student after school are welcome into the parking lot only after the buses depart at 2:40 p.m. In the morning, students should line up by homeroom at their designated place on the parking lot.

Bicycles

Students are welcome to ride their bicycles to school, but bikes are to be walked once on school property and locked in the bike racks provided. The school is not responsible for bicycle damage/theft. Students riding bikes are reminded to follow the “rules of the road” and to wear a helmet for safety. Skateboards or skates of any nature are not permitted on campus. Students are cautioned not to share bike locks.

Lockers

Each student will be assigned a locker by his/her homeroom teacher. Use only the locker assigned to you, and keep it locked and clean at all times. **Do not give your combination to anyone!** Students are responsible for their own valuables, which we suggest stay at home! Because of cleanup difficulties, we ask students **not** to put stickers on or in their lockers. Students are allowed to go to their locker at the beginning of the day, before and after “specials” (P.E., Health, Computers, Art), before lunch and after seventh-period class at the end of the day. (Also, regarding lockers, please see Search and Seizure, page 18.)

School Property

School property, including but not limited to desks and lockers, is owned and controlled by the District, and the District may make reasonable guidelines regarding its use. School authorities may conduct general administrative inspections of school property without a search warrant at any time as a means of protecting health, safety or welfare of the students.

If a search conducted with this policy produces evidence that the student has violated or is violating the law or the District's rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Electronic Equipment

Electronic equipment of any kind (including earphones, handheld games, communication devices, recording devices, cameras and the like) is prohibited on school grounds. The use of cell phones on school property is strictly prohibited. Items may be confiscated and returned only to a parent/legal guardian by the last day of school.

Hallways

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized member of the staff. After dismissal at the end of the day, students must be accompanied by a faculty member to be in the halls.

Homework/Tutoring

The Board of Education, Administration and Faculty believe that homework is an essential part of the student's education. We believe that: (a) homework is vital to building a better understanding of the classroom material, (b) parents/guardians should involve themselves with their children's homework, (c) homework is not used as a punishment and (d) homework may be adjusted to the individual needs of the students. Tutoring is a teacher-supervised time in the classroom after school on Tuesdays through Fridays. A permission slip, signed by both student and parent, is necessary for admittance to Tutoring.

Breakfast/Lunch

Rickover has a closed campus for lunch. Students may bring a bag lunch or purchase milk or a complete lunch. Lunch tickets are purchased on Thursday and Friday through their homeroom teacher for the specified week. Checks will be accepted until April 1.

Exact change is required when paying cash. No change will be given from the food service.

No lunches are sold on an individual, daily basis. Each day students *must* notify their homeroom teachers if they will be using their lunch tickets on that day.

Selling Personal Goods

There will be *no* selling of personal items or goods during school hours on school property unless approved by the School Administration.

Fire Drill

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students will immediately stand and form a line as they leave the room. No one is to pass another or break the line. Running is not permitted. *Students are not permitted to talk during a fire drill* and are to remain at least 50 feet away from the building until the signal is given by an Administrator to re-enter.

Tornado Drill

A tornado evacuation plan is posted in each room. Students are encouraged to study it. When the alarm sounds, students form a line and go to the designated hall area. Students are to sit with backs to the wall and cover their heads. Students return to class when a signal is given by an Administrator.

Textbooks

All students are expected to cover their textbooks and to replace any book covers if they become worn during the school year. Graffiti is not allowed on these book covers. All students will evaluate their textbooks for damage at the beginning of the school year. After this evaluation and throughout the school year, any new damage or misuse to a textbook will result in a fine; and if a textbook is lost, it is to be paid for according to a depreciation schedule. Since replacing each textbook costs between \$40 and \$60, we advise each student to take special care of his/her books.

Student Activities

National Junior Honor Society

Rickover Junior High School proudly sponsors a chapter of the National Junior Honor Society for academically eligible students.

Eligibility for Special Activities and Field Trips

A **good academic attitude and good behavior** are required for student participation in field trips, after-school activities and any other school function. Consideration will be given to those students who have improved their behavior significantly.

In order to qualify for participation in any school activity, students must maintain minimal academic standards.

- No student will be allowed to participate who has an “F” on the current and/or previous quarter report card.
- Students who are suspended from school for two or more days during the current and/or previous quarter will not be allowed to participate.
- Students who have accumulated more than four unexcused tardies and/or absences per quarter also will not be able to participate.

Dress Code

We expect students to maintain the type of appearance that is not distracting to the educational process. The wearing of earrings by boys has been repeatedly tied to gang affiliation and therefore is not allowed. Please, time the insertion of an earring so as not to interfere with the school calendar. Also, students will not be allowed to wear tape to cover newly pierced ears. Carving of symbols or artistic designs into one’s hair or eyebrows is not permitted, and graffiti or tattoos on any visible portion of a student’s body also is not permitted. Short pants and capris of fingertip length, which conform to the uniform Dress Code below, are permissible until September 30 or after May 1.

Students’ Rights and Responsibilities: Student Appearance

The responsibility for the appearance of the students of School District 168 rests with the parents and the students themselves. They have

the right to determine such student's dress providing it complies with Districtwide student school uniform policy. The policy will be implemented as follows:

Boys: Navy blue slacks, light blue button-down or pullover shirt with **no** logos (short or long sleeves, with collar), socks worn should be solid brown, black, white, or blue, solid black or solid navy blue shoes (no multi-color shoes), **only** navy blue or light blue sweaters may be worn over dress shirt.

Girls: Navy blue split skirt/skorts (at least fingertip length) or slacks, light blue blouse or pullover shirt with **no** logos (short or long sleeves with collar), black or blue or white socks/nylons, solid black or solid navy blue shoes (**no** multi-color shoes); **only** navy blue or light blue sweaters may be worn over dress shirt.

Both: When sweaters are worn, there must be a light blue color shirt or blouse *underneath* tucked in.

- Slacks for boys or girls cannot be a “jean” type containing metal rivets or made of a denim material or sweatpant style or material.
- No “slouched” pants or pants with rubber bands. Belts and pants *must* be worn at waist level.
- Belts *must* be worn on pants with loops; belt loops cannot be cut off to comply with this rule.
- Belts must be one solid color with *no metal, except for the buckle*.
- Shirts/blouses must be buttoned.
- No “faded” shirts or denim type shirts.
- All shirts/blouses *must* be tucked in at the waist (not bloused) avoiding a slouched, sloppy look. (Belts must be visible.)
- T-shirts/undershirts, worn beneath shirts *must* be white (*no* printing).
- *All black or navy* shoes; no other color can be on the shoe (both boys and girls).
- Shoelaces are required and must be black.
- Shoelaces must be laced up so they cannot touch the ground.
- Shoes must be kept clean at all times.
- No clogs or sandals.
- No shoes should be extended on or above the ankle.
- No hair picks, neckties, wristbands, do-rags or bandannas may be worn on campus.

- No symbolic pins or jewelry, which includes but is not limited to necklaces, earrings, rings and belt buckles.
- Jewelry worn around the neck must not be displayed.
- No purse and/or book bag of any type may be carried between classes.
- Girls will be allowed to wear only two matching pairs of earrings and only in the lobes.
- Students will not be allowed to insert thread, string, floss, pix, etc., in newly pierced ears during school hours. Anything that displays body piercing is not allowed.
- No turtlenecks.
- Plain navy blue pullover or zippered or button-down sweatshirts without hoods are allowed in cold weather. *No logos.*
- Hair: Haircuts/head carvings which display patterns, signs, symbols, letters, artistic designs or names are prohibited.
- No hair coloring and no colored hair extensions.
- Hairpieces, braids and/or beads must all be one solid color.
- Navy uniform shorts or capris may be worn during designated times, as per this Handbook. No *oversized* vests/sleeveless sweaters allowed.
- Prior to official school hours, any student inappropriately dressed will be sent home. If the infraction is observed after school begins, parents/guardians will be contacted to pick up their child in order to correct the infraction. The student will then be readmitted to classes without any consequences.
- No gum chewing anytime, anywhere in school.

The following consequences will be implemented when any student does not conform to the Board-approved Dress Code:

- 1st offense: Call home for change of clothes or warning.
- 2nd offense: Call home for change of clothes or receive an hour detention after school.
- 3rd offense: Call home for a change of clothes or receive a Wednesday detention after school.
- 4th offense: Further insubordination will result in Saturday School. Further offenses may result in additional consequences which will be given at the administrator's discretion.

Discipline Guidelines

A wholesome teaching environment is one in which the teacher maintains a non-threatening classroom respectful of each individual as a human being. A climate for effective teaching and learning within a school can best be achieved through the improvement of individual and group behavior. Actions that prevent disruption of that climate and promote respect for the worth and dignity of each person as a unique individual are mentally healthy and generate positive student self-image and self-concept. **All school rules are considered in effect at all school activities, whether on or off campus and on buses.**

The classroom teacher is the focal point of school discipline. Only after the teacher has exhausted his/her options for modifying behavior or attitude or the student demonstrates persistent disobedience will the teacher refer the student to the Administration for further review.

Our primary disciplinary concern is the safety and well-being of all our students! For sufficient cause students may be suspended and/or expelled from school. "Suspension" is the temporary removal of a student from school and all extracurricular activities for a period of 10 days or less. An "Expulsion" is a permanent removal of a student from school. The Board of Education may expel for up to two (2) years, depending upon the seriousness of the offense. This action may be imposed only by the Board of Education. In all such actions students and parents are afforded due process of law, which includes official notification of parents and the right to a hearing. Additionally, any offenses that constitute a violation of civil law may be reported to the police, and charges may be filed.

A Supreme Court opinion has held that prior to the imposition of suspension the following procedures shall be observed: (1) The suspending school official shall give the student oral or written notice of the charges and evidence to support the charges and (2) if the student denies the charges, an opportunity shall be given the student to present an explanation in a conference with the suspending school official. The school official shall then inform the student whether or not the suspension is to be imposed.

The court also stated that students, whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, may be immediately removed from

school. In such cases, the requirements of notice and hearing shall follow as soon as practicable.

The following brief outline represents the “normal,” “typical” disciplinary steps and procedures:

1. Reprimand/warning.
2. Detention with teacher or silent lunch and call/note from the teacher to the parent/guardian.
3. Upon request, conference with parent/guardian, teacher(s), Administrator and/or the social worker.
4. Administrative detention or Wednesday Detention (students “cutting” or disrupting this detention will earn an Out-of-School Suspension).
5. One to ten days of Out-of-School Suspension (the number of days of the suspension is an administrative decision based on the teacher’s report and the severity of the offense). Students on suspension have the options of completing missed assignments, or forfeiting their academic grades for the days suspended. (All completed homework will be graded and accepted by teachers). Assignments will be available through the office upon parent/guardian request so the students may study on their own.
6. **At the Administration’s discretion, a Saturday School may be assigned in lieu of a suspension. If the assigned Saturday School is not attended, the student will be suspended.**

Detention: After-School Detention is conducted daily anywhere from 30 minutes to 1½ hours. While *teachers* will make every effort to call home/work to contact parents, it is ultimately the student’s responsibility to notify parents of days and times of detention. Excessive, accumulated detention time will result in more serious disciplinary steps. ***Chronic, serious behavior problems may result in 10 days Out-of-School Suspension with recommendation to the School Board for expulsion.***

Consequences

Category A: Gross insubordination/disrespect, “horseplay” (aggressive activity), altering school documents, fraud, forgery, bullying (including cyber-bullying via social media/networking), extortion, intimidation, instigation, “facing off,” excessive discipline referrals and cutting an Administrator’s detention

Discipline: 1–5 days OSS (Out-of-School Suspension)

Category B: Vulgarity/profanity (this includes racial slurs), sexual harassment to staff/students (which includes touching, obscene and/or offensive verbal and non-verbal gestures or language), tobacco products (use/possession), matches, lighters, and laser pointers
Discipline: 3–5 days OSS

Category C: Fighting and battery to another student as determined by the Administrative Staff

Discipline: An automatic 5–10 days OSS and a possible recommendation for expulsion

Category D: Vandalism, theft, inappropriate Internet usage

Discipline: 5–10 days OSS

Category E: Assault and/or battery to faculty/staff, false fire alarm, arson, bomb threat, fireworks, alcohol, substance abuse (possession, use, sale, delivery including “look-alike” substances) and other prohibited items; possession and/or use of weapons (this includes “look-alike” weapons or any apparatus capable of projecting an object or a liquid)

Discipline: 10 days OSS and recommendation to School Board for expulsion

Category F: Knowingly making a false statement or claim that incites panic or presents a public endangerment to the student body

Discipline: 5 days OSS or a more severe penalty as determined by the Administrative Staff

Parental Involvement Option

At the Administration’s discretion, in order to eliminate *one* of your child’s Out-of-School Suspension days, you may choose to attend a full school day (including lunch) with your child. This is *not* an option for parents of students caught fighting. This is a one-time opportunity only.

Counseling Option

At the Administration’s discretion, we will offer the opportunity for counseling, at the parent’s/guardian’s expense, in order to reduce a student’s Out-of-School Suspension days. This can be done at any of the agencies listed in this Handbook under Community Resources. This is a one-time per school year opportunity only. A receipt or letter

from the agency stating that counseling sessions have been attended and completed by the student and parents/guardians must be given to the Administration within five (5) school days of the first day of Out-of-School Suspension. If this counseling option is not completed, the student will serve the remainder of the suspension.

For more specific information regarding suspensions and expulsions, see School Board Policy 715.04, 715.05, 715.06 and 710.31.

Cumulative Suspension Leading to Expulsion

Students who accumulate approximately 10 days of Out-of-School Suspension will be required to attend a mandatory conference with parents/legal guardians and a School Administrator prior to the student's readmittance to school. At this conference, a contract will be written and signed by all parties designating acceptable behavior and the consequences of unacceptable behavior.

The parents/legal guardians and student will be made aware of the fact that three (3) additional days of suspension for unacceptable behavior may result in a recommendation for expulsion from school. An expulsion will be for one (1) year from the date the Board expels the students. The Board of Education may expel for up to two (2) years, depending on the seriousness of the offense.

A second conference will be conducted with every student if and when he/she receives approximately 13 days of Out-of-School Suspensions in any school year. This conference will have in attendance the student, parents/legal guardians, and a School Administrator to discuss any reason(s) why the student should not be continued on suspension until an expulsion hearing takes place.

Suspension and Expulsion Hearing Officers

If and when a hearing is requested by the parent/legal guardian, a District designee will act as the hearing officer for suspensions, and an impartial hearing officer will conduct expulsion hearings.

A word about all of this ... **Think!** We have more than 600 people in this building, and we must maintain the safety and security of all of us. We must work *together* to make Rickover Junior High a better place for all of us. It is totally impractical to list all possible

offenses and punishments. Common sense will prevail. Any conduct that violates the law, disrupts the educational process, threatens the health and/or safety of students or staff or otherwise disrupts Rickover Junior High is subject to disciplinary action. This action may include suspension if appropriate. *Should an infraction pose a particularly serious safety or disciplinary problem, the Administration may impose a more severe penalty than normally carried out.*

Positive Behavior Examples

Start and remain on task:

- Arrive on time.
- Be in your correct seat upon entering room.
- Have all necessary materials out.
- Wait quietly for instructions.
- Begin working on assignment when instructed.
- Remain on assigned task.
- Follow directions the first time they are given.
- Complete all assigned tasks.

Be respectful to peers, self, staff and property:

- No touching of other people or their property.
- Respect the personal space of others.
- Keep feet, hands, body and objects to yourself.
- No name-calling or unkind words.
- Maintain personal hygiene.
- Use appropriate tone of voice (6-inch voice/12-inch voice)

Use appropriate language:

- No gossiping, arguing or swearing.
- Mind your own business.
- Speak politely and properly.

Keep our school environment safe:

- No harassment or threats.
- No prohibited items.
- Take directions from adults only.
- No gang affiliation.

Dress appropriately:

- See Dress Code section of Handbook (page 70).

Bus Transportation

*Riding the bus is a privilege for students who qualify. The safety of all students is our main concern. Students who disrupt this maintenance of safety may be suspended from riding the bus; the consequences being 5, 10, then 30 days off the bus for first, second and third offenses respectively. The Administration retains the right to determine extended suspensions for gross violations of bus rules. If a student is suspended from the bus, it is the parents' responsibility to see that their child is in attendance at school. If a student "loses" his/her bus pass, the first reissue will be a charge of \$2.50; each subsequent pass will be at \$5.00. Please, be aware that behavior at the bus stops is *not* the domain of the school and that video monitors and equipment may be utilized on the bus.*

In view of the fact that a school bus is an extension of the classroom, the School District shall require students to conduct themselves in a manner that is consistent with established behavior standards while riding the bus.

Students who have become serious disciplinary problems will have their riding privileges revoked, and possibly face suspension or expulsion. In such cases, the parents become responsible for providing transportation for their child.

Student Behavior

- Students will conduct themselves in an orderly manner while waiting for the bus.
- Respect homeowners; do not go on private property without permission.
- Students should be waiting at the bus stop when the bus arrives.
- No one should attempt to enter or leave the bus until it has come to a complete stop.
- Move directly to an open seat and remain seated during the trip.
- The driver must give permission before windows may be opened.
- Keep hands, arms and head inside the bus.
- The emergency door must be used exclusively for emergencies.
- Students exiting buses on the opposite side of the road from

their homes must cross the road in front of the bus.

- Bus riders shall not litter the bus with food or other debris.
- Use the bus stop nearest your home and ride your assigned bus only.

The following behavior is unacceptable and will not be tolerated:

- Loud, boisterous or profane language.
- Throwing objects from windows.
- Scuffling, fighting, hitting and smoking.
- Teasing, tripping, or objectionable use of hands or feet.
- Fraudulent use of bus pass.

Continuous unacceptable behavior will result in revocation of bus privileges. **Periodically there may be video cameras on the bus to record behavior.**

Consequences

- 1st violation: Oral warning and conference between the Assistant Principal and the student. Telephone call to parent and/or a parent conference.
- 2nd violation: Temporary suspension of bus privileges (5–30 days). Letter sent to parents.
- 3rd violation: Case will be reviewed by Administration with the possible result of permanent withdrawal of transportation privileges.

The normal sequence of consequences will be bypassed in cases of serious violations resulting in immediate removal from bus service.

Graduation and Other Privileges

Graduation is an honor and a privilege bestowed on those students who have successfully completed the eighth grade and who have met the academic and behavioral standards set by the school. Students who have not maintained a cumulative *GPA of 2.0* for the academic year, have an *excessive number of suspension days*, and more than four unexcused absences and/or tardies per quarter *will not be permitted to participate in the Graduation Ceremony*. This evaluation (based on academic grades, effort, conduct, accumulated detention time, number of suspensions and progress reports) will be made by the faculty with the final decision resting with the Administration.

All other trips and functions will follow the guidelines listed in the “Eligibility for Special Activities and Trips” section of this handbook.

Saturday School Rules and Guidelines

Saturday Detentions will be served on Saturday mornings from 8:05 a.m. to 12:05 p.m. Parents and students are responsible for arranging transportation to and from Saturday Detention.

Saturday Detention Guidelines

- Students must be present no later than 8:05 a.m. Students who arrive after 8:05 a.m. will be assigned additional consequences, including, but not limited to an additional Saturday Detention and/or suspension from school.
- Absolute silence will be enforced.
- Students will remain attentive with feet on the floor; sleeping will not be allowed.
- Students will not be allowed to bring food, drinks, gum or candy under any circumstances.
- All appropriate school rules and policies including the Dress Code apply during Saturday School.

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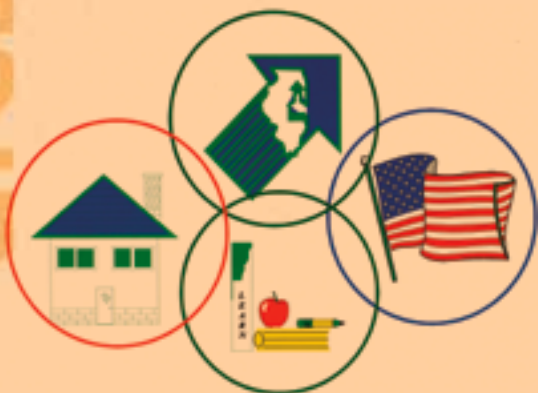
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HONOR ROLL



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