

MOKENA PUBLIC SCHOOLS

DISTRICT 159



"Where Children Are The First Priority"

PARENT/STUDENT HANDBOOK

2006-2007

www.mokena159.com

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Pest Control

Dear Parent,

Recent Illinois legislature has impacted the manner in which schools handle pest control. SB #527 and SB #529 were amendments to the Structural Pest Control Act and the Illinois Pesticide Act that affect how bugs, mice, ants, etc. are controlled in schools. SB0527 (Public Act 91-0099) requires schools to notify parents and guardians two business days prior to pesticide applications outdoors. Since Mokena School District 159 does not normally use pesticides outdoors, this amendment did not really have an effect on our schools.

SB #529 (Public Act 91-0525), however, requires schools to adopt an Integrated Pest Management (IPM) program. IPM emphasizes preventive maintenance and inspections. Regular spraying is not part of the program. Applications of pest control products are made only when necessary to eliminate a pest problem. Material Safety Data Sheets (MSDS) are reviewed and the least offensive products are used.

Prevention is the major approach taken with an IPM program, with the use of traps and/or baits when pests are suspected or known to be present. If it becomes necessary to use any pest control products other than traps, baits, bleach, boric acid, approved crack & crevice products, or diatomaceous materials, notice will be posted two business days prior to the application. The only exception to the two-day notice would be if there is an immediate threat to health or property.

If you would like to receive written notification prior to the application of any pest control materials not listed in the above paragraph, please complete the enclosed form and return it to the school.

If you have any questions, please contact the District office at 342-4900.

I would like to be notified two days before the use of any pest control products other than traps, baits, bleach, boric acid, or diatomaceous materials. I understand that if there is an immediate threat to health or property that requires treatment before notification can be sent out, I will be notified as soon as possible.

Parent/Guardian Signature _____ Date _____

Printed Name of Signatory _____

Student's Name _____ Grade _____

Address _____ Telephone _____

MISSION STATEMENT

The mission of Mokena Elementary School District 159 is to prepare students to be confident, lifelong learners and productive citizens by challenging them to reach their fullest potential and by providing a quality educational environment.

STATEMENT OF BELIEFS

We believe that . . .

- schools should provide students with the basic skills necessary to become productive citizens in an ever-changing world;
- education should meet the needs of students with varied learning abilities;
- every child can learn;
- all students are entitled to the opportunity to obtain a quality education;
- self-esteem is fundamental to success;
- students have the responsibility to be actively engaged in the learning process;
- the primary function of education is to teach children how to learn;
- all people have value;
- schools should teach students to be responsible citizens;
- schools should prepare students to live in a multi-cultural global society; and
- access to education is a fundamental right.

PREFACE

All of the procedures that follow have been prepared to help ensure the safety and well being of Mokena Public School students. Questions pertaining to any of the items covered in this handbook should be addressed to the building principal. The Board of Education recognizes the need for administrators to implement additional rules and procedures as needed.

AMBULATORY CONDITION

When a student comes to school and, as a result of a medical condition, must use a wheelchair, walker, cane and/or crutches, the student will need a note from the attending physician stating that the student is able to return to school with the aid of such devices.

ASBESTOS

Asbestos is present in the school buildings of District 159; however, all asbestos is encapsulated and is not harmful in any way to students, staff or parents.

ASSEMBLIES AND SCHOOL-RELATED ACTIVITIES

Students should go to and return from assemblies in an orderly manner. The privilege of attending assemblies or school-related activities may be denied to individuals who do not conduct themselves properly.

ATTENDANCE POLICIES

The School Code of Illinois contains the following statement: "Whoever has custody or control of any child between the ages of 7 and 16 years, shall cause such child to attend school in the district in which they reside, during the entire time it is in session during the regular school term."

This statement places the responsibility for daily school attendance with the parent(s) or guardian(s) of the student. The Mokena faculty recognizes the importance of daily attendance. Students who are frequently absent from school may encounter difficulty keeping pace with their classmates.

Students should keep in mind that there is a direct relationship between attendance and progress in school. Being absent too many times tends to inhibit a student's opportunity to learn. **Upon returning from an absence, it is the student's responsibility to acquire and complete all make-up work. When a student is absent from school more than two days, parents may obtain assignments, which can be completed at home.** For homework requests, please call the school office before 9:30 a.m. Necessary materials will then be available for pick-up in the office that day after 2:30 p.m. Requests made after 9:30 a.m. will be honored the following day. It is difficult to predict assignments for children taking extended vacations. Some homework may be provided; however, it is likely that much of the work will need to be made up after the student returns to school. In grades 1-8, the student will make up all missed assignments and exams within a time period equal to the number of days absent from school plus one (1).

In case of chronic truancy (ten percent or more of the last 180 student attendance days), the truant officer will be notified. The officer shall investigate all cases of truancy or non-attendance at school, and, unless the student is exempt from attending under the compulsory attendance law, the truant officer may proceed with filing a Class C misdemeanor for noncompliance against the parent(s) or guardian(s) of the student.

To be marked present for one-half day, a student must be in school for one hundred fifty (150) minutes.

I. Excused Absences

Excused absences may be classified as "documented" or "undocumented" based upon the information provided by the parent explaining the reason for the absence.

When a student returns to school following an absence, (s)he must follow these procedures:

Bring a note signed by his/her parent or guardian stating the dates of and reason for absence **ONLY** if the parent/guardian has **NOT** contacted or been contacted by the school to report the reason for absence. Present the note to the principal's office on the day of return. A note from the attending physician stating that the student is able to return to school will be required following any hospitalization. The physician should indicate any restrictions placed on the student.

NOTE: Failure on the part of a parent/guardian to explain an absence -- either by telephone or by note -- will result in the absence being **UNEXCUSED**.

II. Procedures for Reporting Student Absence and Tardiness

The safety of children is always a high priority and we continue to be concerned about the rising incidence across the nation of child abduction while en route to school. The following procedures will provide an extra measure of security for our children and help ensure a prompt response to situations that may arise.

Please call your child's school the prior evening or before the start of school on the day (s)he will be absent or tardy. If you have more than one child to report absent or tardy, please contact the individual school which each child attends.

For your convenience, a telephone answering service has been installed to receive your call.

Mokena Elementary
(Grades pre-K-3)
478-4212

Mokena Intermediate School
(Grades 4 & 5)
479-9471

Mokena Junior High
(Grades 6, 7 & 8)
478-4210

When you dial any of the above numbers you will hear a brief recorded message which will request your name, the name of your child, and the reason and length of absence or tardiness. At the end of the message you will hear a "beep" after which your message will be recorded. The following message format is suggested:

"THIS IS MRS./MR. _____ MY SON/DAUGHTER _____,
(parent/guardian) (child's name)

WILL BE ABSENT/TARDY FROM SCHOOL BECAUSE _____
(reason for absence/tardiness)

FOR _____.
(length of absence/tardiness)

III. Withdrawals and Extended Absences

If possible, parent(s) or guardian(s) should notify the school at least two weeks prior to a student's withdrawal from the school district.

Parents should also notify the school prior to an extended absence (travel, for example).

If a child must be absent from school for an extended period of time due to illness, parents should also notify the school. This is particularly important in the case of communicable disease, as the Will County Health Department requires the school district to record such data.

IV. Tardiness

Students who arrive at school after the start of school will be considered tardy. When students are tardy, they should report to the principal's office for a tardy slip. Parents will be notified about excessive tardiness.

V. Permission to Leave School Grounds

All students are to remain on school grounds unless the principal's office is notified and a permission slip is granted. Written statements from a parent or guardian requesting a student to leave school for medical or dental appointments, personal reasons, transportation changes for the day, or other reasons, must be presented at the principal's office for a permission slip or approval.

Leaving school without permission or approval is classified as truancy. Parents, guardians or persons designated by a parent or guardian must sign out the student at the school office prior to the students leaving the school grounds. Students will not be released from class until a parent or guardian arrives.

VI. Physical Education/Recess: Excuse from Participation

Students may be excused from participation in physical education/recess for up to three (3) consecutive school days with a note from the parent. Non-participation beyond three (3) days will require a note from a physician. Returning to participation earlier than prescribed will require written consent from the person who originally issued the note of excuse. Students may be expected to go outdoors for physical education/recess and should be prepared with appropriate clothing. A physician's note restricting physical education may result in a student's inability to participate in athletic extra-curricular activities for the duration of the written excuse. A student who is present at school with a cast on his/her arm, foot or leg or with a prescribed brace, may not participate in physical education class and/or recess.

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

The State of Illinois has passed a law requiring school districts to have an emergency plan in place. This law is Public Act 93-1910 (the "Colleen O'Sullivan Law") and is known as the Physical Fitness Facility Medical Emergency Preparedness Act. As a result of this law, the district's emergency plan must address the procedures in place for the use of an AED (Automatic External Defibrillator). The plan must also comply with rules and regulations established by the Illinois Department of Public Health.

By law, Mokena School District 159 must have at least one AED on the facility premises and a trained AED user on staff. In compliance with this new legislation, each group who uses any of the District's "Physical Fitness Facilities" will need to have a trained AED user on the premises for the duration of any scheduled fitness activity.

"Physical Fitness Facility" means any indoor facilities that is owned or operated by a public elementary or secondary school supervised by one or more persons, other than maintenance or security personnel, employed by the school for the purpose of directly supervising the physical fitness activities taking place at any indoor facilities. Any other indoor establishment, whether public or private, that provides services or facilities focusing primarily on

cardiovascular exertion.

Mokena School District 159 facilities qualify as “Physical Fitness Facilities.”

BICYCLES, SKATEBOARDS AND IN-LINE SKATES

Students are permitted to ride bicycles to and from school. However, in order to avoid injury to students on foot, children are asked to walk their bicycles while on school grounds. Upon arrival, students must lock their bicycles into the bicycle racks in keeping with the design of the rack. Failure to abide by the above-stated rules may cause a student to lose his/her bicycle privileges.

Skateboarding, in-line skating, and use of scooters (non-motorized or motorized) is not allowed on school property.

CARE OF SCHOOL PROPERTY

Mokena students are expected to share in the task of maintaining the quality condition of the buildings and grounds. Students will be required to reimburse the school district for any damage to facilities or equipment resulting from careless use or willful destruction /defacement.

Students are asked to wear shoes that do not mark the school floors. When using the gym facilities, students are to wear only gym shoes that have been approved by the physical education instructors.

DISCIPLINE

Proper school conduct is essential in providing a pleasant learning environment and maintaining order and control within the school system. The policies outlined below are designed to foster both the development of responsible and socially approved conduct and respect for other persons and property. Toward this end, parents/guardians will receive a copy of the student rules and regulations within fifteen (15) days of the opening of school or at the time a student enrolls. Furthermore, every effort will be made to assure that student discipline procedures are uniformly applied throughout the district and that adequate safeguards are present to protect the special needs of individual students.

In regard to identified special education students (those having an individual educational plan/IEP), District 159 follows disciplinary procedures prescribed by the Illinois State Board of Education.

The first step in correction of any behavior problem is counseling of the student by the teacher. If a student continues to be uncooperative, parents shall be consulted and requested to help correct undesirable behavior. The teacher may also issue a detention(s). When a student's conduct in the classroom or about the school premises becomes disruptive or otherwise unacceptable, his/her teacher may use reasonable force, as needed, to maintain safety for the other students and may remove him/her from the classroom or immediate premises, or send him/her to the office. The school administrators may exercise one or more of several options in

dealing with the student: counseling, telephoning parents, assigning detentions, placing the student on the "No-Privilege List," prescribing a period of in-school disciplinary supervision, sending the student home for the remainder of the school day, or, in the case of repeated or severe misconduct, suspending or expelling the student from school in accordance with The School Code of Illinois and existing statutes.

I. Detentions

Students are assigned detentions for violating school rules. The parent/guardian will be notified by phone call or detention slip as to the offense warranting the detention and the date the detention will be served. Transportation arrangements are to be made by the parent/guardian. Students are encouraged to present the parent/guardian signed detention slip to the person in charge on the day of the detention.

Detentions will be served at the prescribed time and **will take precedence over any extracurricular activity**. Failure to serve a detention will result in further disciplinary action, which may include additional detention(s), in-school disciplinary supervision, and/or out-of-school suspension.

Prior to assigning a detention, the teacher or administrator shall ascertain whether the student is an identified special education student. If so, disciplinary procedures shall be as set forth in the Parent/Student Handbook of the Lincoln-Way Special Education Cooperative District #843.

A. Teacher-Administered Detentions Grades K-5

Teacher detentions are defined as the holding of students after school by a teacher.

The teacher assigning a student such a detention for a classroom offense shall be responsible for the supervision of the student during the detention period.

Teachers will outline classroom procedures at the beginning of each course of study and discuss with the students rules regarding grades, homework, daily assignments, operating procedures, emergency information (i.e., fire and take-cover drills), and class discipline. If a student disregards any of the above, (s)he may be required to remain after school for a period not to exceed ninety (90) minutes.

Examples of such offenses would include, but not be limited to, the following:

1. disturbing classroom procedures by
 - a. speaking without permission;
 - b. being disrespectful toward a teacher;
 - c. standing or walking around without permission; or
 - d. leaving class without permission.
2. writing or marking on walls, furniture or equipment.
3. coming to class unprepared by

- a. having late, incomplete or missing assignments; or
 - b. failing to have appropriate books, materials and supplies.
4. disobeying pertinent classroom rules as delineated by individual teachers.

B. Administrative Detentions Grades K-5

An administrative detention is defined as detaining a student after school for an offense most appropriately handled by the administration. The administrative detention may be assigned any day or days of the week for a period of time not to exceed ninety (90) minutes.

C. Teacher-Administered Detentions Grades 6-8

Teachers will outline classroom procedures at the beginning of each course of study and discuss with the students rules regarding grades, homework, daily assignments, operating procedures, emergency information (i.e., fire and take-cover drills) and class discipline.

1. Student Responsibility-Related Detention
(blue in color)

A student responsibility-related detention is defined as detaining a student after school, for a period of time not to exceed ninety (90) minutes, due to behavior which shows a lack of responsibility.

Examples of such offenses would include, but not be limited to, the following:

- a. coming to class unprepared by
 1. having late, incomplete or missing assignments;
 2. failing to bring or have appropriate books, materials and supplies.
- b. having an untidy hall locker.
- b. failing to return to school on time parent-signed forms, such as permission slips, report card envelopes, picture orders, etc.

The teacher or administrator who assigns a student such a detention shall be responsible for direct supervision of the student during the detention period.

2. Student Behavior-Related Detention
(pink in color)

A student behavior-related detention is defined as a period of time after school during which a student will be detained due to misconduct. This type of detention will be served each Thursday, unless otherwise notified, for a period not to exceed ninety (90) minutes in a room designated by the principal. (At the discretion of the

principal, the day of a behavior-related detention may be changed to better accommodate the school calendar.)

Offenses which warrant a student behavior-related detention include, but are not limited to, the following:

- a. being disrespectful toward a staff member;
- b. disrupting class;
- c. running in the hallways;
- d. chewing gum or eating candy; or
- e. being late to class.

D. Administrative Detentions Grades 6-8
(goldenrod in color)

An administrative detention is defined as detaining a student after school for an offense most appropriately handled by the administration. The administrative detention may be assigned any day or days of the week for a period of time not to exceed two (2) hours.

Examples of such offenses would include, but not be limited to, the following:

1. misbehaving for substitute teacher;
2. defacing school property;
3. physical display of affection or intimacy, which is inappropriate to the school setting;
4. being tardy to school; or
5. misbehaving on school bus.

A student should expect disciplinary action beyond a detention, if (s)he receives ten (10) detention points within one grading period. Detention points are calculated as follows: Each Student Responsibility-Related Detention is counted as one (1) detention point, while each Student Behavior-Related or Administrative Detention is counted as two (2) detention points.

Depending upon the offenses which have given rise to the detentions and the frequency of offenses, the "disciplinary action beyond a detention," as mentioned in the previous paragraph, may include, but not be limited to, corrective measures such as a formal student, parent, teacher and administrator conference, a period of in-school disciplinary supervision, and/or an outside-of-school suspension.

II. Disciplinary Procedures Beyond Detentions

A. Corporal Punishment

Mokena Public School District #159 does not subscribe to corporal punishment as a means to discipline students.

B. No-privilege List

One of the fundamental objectives of District 159's educational program is to teach good citizenship and respect for necessary rules and regulations. Students who violate the established rules and procedures and are not willing to cooperate with the faculty and sponsors should not expect to participate in extracurricular activities. When students violate school rules, they may be placed on the "No-Privilege List." Students who have been placed on the "No-Privilege List," due to misbehavior at a particular extracurricular activity, will not be able to attend or participate in future extracurricular activities of the same nature for the remainder of the school year.

C. In-school Disciplinary Supervision

Within a progression student discipline system, in-school disciplinary supervision is defined as an intermediate step. Such action would be appropriate when a student continues to behave irresponsibly after a number of detentions have been assigned and served, and communication between the school and parent has yielded limited-to-no improvement in the student's conduct at school, but before an outside-of-school suspension is pursued. During a prescribed period of in-school disciplinary supervision, the student is detained in an appropriate study area. Teachers are requested to forward assignments to the student so that his/her time may be used productively.

D. Suspensions

Suspensions are defined as a period of time during which a student is barred from attending school, from attending a school activity (i.e. games, dances, etc.) or from being on school property. Students suspended WILL NOT RECEIVE CREDIT for schoolwork and/or tests given during the suspension. However, the policy that is contained on page six of this handbook regarding the obtaining of assignments for students who are absent from school for **more than two days** applies.

1. Pre-suspension Procedure - Due Process

- a. The superintendent, principal, or assistant principal shall confer with the student facing possible suspension, advising the student of the reasons for the pending suspension, and asking the student for his/her story of the incident in question. Prior to or during a pre-suspension conference, the authorized administrator shall ascertain whether the student is an identified special education student or may be eligible to be referred for special education services. If so, the authorized administrator shall follow the procedures for discipline set out in the Parent/Student Handbook of the Lincoln-Way Special Education Cooperative District #843.
- b. The student shall be told the basis of the accusation of misconduct and shall be given an opportunity to respond to

the evidence.

- c. In some instances the conference will result in dropping the charges; in others, the regular suspension procedure should be followed.
- d. The superintendent, principal or assistant principal should make notations of the conference so as to document that an "informal hearing" was conducted.

2. Authority for Suspension

- a. Following the pre-suspension procedure outlined above, the student may be suspended by the Board of Education, or by the superintendent, principal or assistant principal for a period not to exceed ten (10) school days.
- b. For safety reasons, the Board of Education may suspend the student in excess of ten (10) school days for gross disobedience or misconduct on a school bus.

3. Notification

- a. The suspended student and his/her parent(s) or guardian(s) shall be advised of such suspension by certified mail, return receipt requested, within twenty-four (24) hours after such suspension has been made.
 - i. The notice shall state the duration of the suspension and the reasons therefore.
 - ii. The notice shall apprise the parent(s) or guardian(s) of the student that they may request a review of such suspension, and that their failure to request such a review within five (5) days after receipt of the notice shall constitute a waiver of the right to such review.
 - iii. The request for review shall be oral or in writing, directed to the superintendent, principal or assistant principal. In the event of oral notification, the superintendent, principal, assistant principal shall immediately confirm the oral request by sending a letter to the parents or guardians.
- b. Where the suspension is ordered by a principal or assistant principal, a copy of the notice to the parents or guardian shall be concurrently given to the superintendent.

4. Procedures for Review of Suspension

- a. If, after there has been a suspension, the student's parent(s) or guardian(s) request a review, the Board of Education or a hearing officer appointed by the Board of Education must review the suspension in a hearing similar to a pre-expulsion hearing.
- b. See procedure for expulsion below.

5. Suspendable Offenses

Offenses constituting gross disobedience or misconduct and which may result in suspensions include, but are not limited to, the following:

- a. consistent, excessive disruption of classroom procedures;
- b. smoking or possession of cigarettes;
- c. fighting;
- d. use of obscene/profane/vulgar language or racial, religious or ethnic slurs-- written, verbal or gestured;
- e. continued disrespectful and/or uncooperative behavior toward teachers or other school personnel; (see p. 19 Harassment)
- f. consistent violations of the school dress code;
- g. stealing;
- h. threatening another student or staff member with physical or psychological harm; (see p.19 Harassment)
- i. damage or destruction of school property (Students are also responsible for paying for damaged or destroyed property).
- j. having possession of, or being under the influence of, any harmful drug or alcoholic beverage;
- k. falsely activating a fire alarm; or
- l. use, trafficking in, or possession of any firework-related materials.

In addition to the student suspension, appropriate law-enforcement authorities may be notified.

E. Expulsion

Expulsion is defined as the barring of a student from classes for a period of time as determined by the Board of Education.

Procedure for Expulsion

Prior to any expulsion recommendation, the authorized administrator shall ascertain whether the student involved is an identified special education

student or may be eligible to be referred for special education services. If so, the authorized administrator shall follow the procedures for discipline set out in the Parent/Student Handbook of the Lincoln-Way Special Education Cooperative District #843.

- a. After receiving a recommendation that a student be expelled, the superintendent shall, if (s)he concurs with the recommendation, send a letter by certified mail, return receipt requested, to the parent(s) or guardian(s) of the student notifying them of the proposed expulsion, the reasons for the proposed expulsion, and the time and place of the expulsion hearing.
- b. The superintendent may elect, after a suspension is initiated, to move to expel, in which event the suspension review may be combined with the expulsion hearing. In such a case, all expulsion procedures must be followed.
- c. Expulsion hearings shall be conducted by a hearing officer selected by the Board of Education or by a Board of Education committee acting as a hearing committee or by the Board of Education as a whole.
 - i. The hearing may be held in executive session. Strict rules of evidence will not be required.
 - ii. The student may be represented at the hearing by his/her parent(s)/guardian(s) and/or an attorney.
 - iii. The student may present evidence to refute the charges and be afforded an examination of the evidence presented by the Board of Education.
 - iv. Evidence shall be received as pertinent without regard to the rules of evidence in such fashion as is appropriate to the circumstances.
 - v. If the hearing is conducted by a hearing officer or a Board of Education committee, a written summary of the evidence shall be prepared for the Board of Education.
 - vi. The hearing shall be recorded on tape. If the student is represented by an attorney, the school may engage a court reporter to record testimony. The student shall be offered an opportunity to purchase a copy of the tape recording or the transcript, as the case may be.

- vii. Counsel or the parties may make a short opening statement as to their position on the issues and the witnesses to be called.
 - viii. There may be short closing arguments.
 - ix. The student's disciplinary/scholastic record, unrelated to the incident leading to the expulsion charge, is not admissible at the hearing. This record may be made available to the Board, once guilt has been established, for use in deliberations as to the penalty to be imposed.
 - x. Only the following persons may be present at the expulsion hearing: the student, the student's parent(s) or guardian(s) or their legal representative, Board of Education members, witnesses (subject to appropriate exclusion procedures to ensure the independence of witnesses' testimony), the superintendent, attorneys for the student and for the school district, and a member of the Department of Mental Health, when required by law.
- d. The determination of the Board of Education as to whether a student shall be expelled shall be made after discussing the evidence in executive session. The Board of Education shall determine and make findings on the following two issues at the hearing:
- i. the validity of the charges of gross disobedience or misconduct; and
 - ii. the appropriate disciplinary measure, if the charges are to be upheld.

Final action on the expulsion shall be taken in public session.

- e. The penalty shall be imposed by the Board of Education.
- f. The parents or guardians shall be notified in writing of any action taken by the Board of Education.

Offenses constituting gross disobedience or misconduct which are punishable by expulsion include, but are not limited to, those listed under suspension in Article II D, 5, Suspensions.

III. Specific Disciplinary Issues

A. Cheating

Each teacher sets standards for classroom behavior, and students are expected to understand the standards and procedures for each of their classes. Cheating on tests, plagiarism, or any other type of deception to earn credit without effort is universally recognized as improper conduct. This type of violation of classroom standards will be dealt with by the classroom teacher and/or school administration. Students who engage in cheating or other deceitful practices should expect to find their conduct reflected in their grades.

B. Fighting

Students involved in fighting may be suspended from school.

C. Fireworks

Fireworks in any form are prohibited. Any student who is found to be using, trafficking in, or in possession of firecrackers, smoke bombs, and other related fireworks materials, may be suspended from school. This is also a violation of civil law. The school administration may notify law-enforcement officials.

D. Gambling

Games of chance may not be played on the school premises unless directed by school-connected groups that schedule fund-raising activities or events for the sole purpose of raising money for the school district and its students. All such activities must have prior written approval from a school administrator. Playing cards, dice or other types of gambling devices may not be used on school property.

E. Gangs and Gang Activities

Students, on or about school property or at any school activity, shall not wear, possess, use, distribute or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang. Furthermore, students shall not commit any act or omission, or use any speech (verbal or nonverbal) showing membership or affiliation in a gang. This includes, but is not limited to, soliciting others for gang membership, intimidating or requesting another person to pay protection, or inciting other students to act with physical violence upon any other person. Violation of this policy shall result in suspension or expulsion for a period not to exceed one full year.

F. Gum Chewing

Gum chewing contributes to higher custodial costs, creates unsanitary situations, and may have a negative effect on classroom decorum. For these reasons, gum chewing is not allowed in school buildings or on school buses. Detentions will be assigned to students who violate this rule.

In many instances, eating candy or other food in areas not designated for this purpose has the same negative effect as gum chewing. Eating is allowed in the lunchroom area during a student's lunch period, unless permitted at another time/place by the teacher/building principal. Any deviation may result in detention(s).

G. Harassment

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. Further, the District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

H. Insubordination

Students who are unwilling to obey school personnel will be disciplined. Since, during the school day, the school staff stands in place of the parent, due respect is required. In keeping with this ideal, students should be aware that cases of insubordination will not be tolerated and are subject to disciplinary action.

I. Note-writing

Writing, passing, reading or possessing personal notes is inappropriate behavior and may be treated as a disciplinary matter.

J. Obscenity

Obscene, profane, or vulgar language, written, verbal, or expressed by gestures, will not be tolerated. A student who demonstrates any of the above may be suspended.

K. Smoking

Smoking or possession of cigarettes is not permitted by students on school property or at any school-sponsored activity. This rule applies when our students are guests at another school, as well. Students with cigarettes on their person or in their lockers may be given a minimum penalty of in-school disciplinary supervision. Students participating in smoking may be suspended for at least three (3) days. A second smoking offense may result in a maximum suspension.

L. Social Conduct

Before school, between classes, after school, and at all activities, student conduct should reflect concern for others. Loud, boisterous conversation or other attention-seeking behavior is unacceptable.

The physical display of affection or intimacy while at school is inappropriate behavior and may be treated as a disciplinary matter.

M. Stealing

Stealing is a violation of Illinois law. A student who becomes involved in a theft in the school may be suspended and may be referred to the Board of Education for an expulsion hearing. Also, the appropriate law-enforcement officials may be notified.

N. Vandalism

Anyone involved in vandalism or malicious mischief either against school property or the property of Mokena Public School employees may be prosecuted.

In addition, the student may be suspended and may be referred to the Board of Education for an expulsion hearing.

O. Weapons/Incendiaries

Students who possess at school or carry any type of article used or intended to cause bodily harm may be suspended and may be referred to the Board of Education for an expulsion hearing. All types of firearms, knives, lighters, matches, laser pointers and other dangerous items or their facsimiles must be kept off school premises.

DISSECTION OF ANIMALS

Students who have moral objections to dissecting animals will be excused from classroom attendance without penalty during times when such activities are taking place. Alternative instructional programs and classroom attendance shall be arranged for the students by the classroom teacher with the building principal's approval.

DRESS CODE

School officials may regulate dress and hair styles when such styles present a health or safety hazard to students or others, or substantially disrupt the educational process. This dress code pertains to all school-related activities, including School Spirit Days, school pictures, and holiday costumes (e.g., Halloween).

1. Clothing must be free of provocative, vulgar and profane statements, as well as drug, alcohol, or cigarette-related advertisements.
2. Students may wear shorts to school. However, in the interest of a consistent standard and good taste, shorts, skirts and dresses for students in grades four through eight must reach at least to the student's fingertips when the student is standing with arms at sides of body.
3. Tank tops, bare midriff shirts, as well as distressed, unusually tight-fitting or revealing clothing are considered inappropriate dress. In the interest of a consistent standard, straps on all tops must be at least 1 inch wide at their narrowest point in grades four through eight. Undergarments may not be visible. Students will be excluded from classes until arrangements for acceptable attire can be made.
4. Hats and other head coverings are not to be worn in the school buildings unless there is a medical or religious reason for doing so.

Common sense and concern for the standards of others should prevail in all questions pertaining to dress and appearance. Parental cooperation will be greatly appreciated in this matter.

DRUG/ALCOHOL USE

The unlawful manufacture, distribution, dispensation, possession or use of alcohol, drugs, look-alike drugs or drug paraphernalia is not permitted on school buses, in school buildings or on school grounds at any time. This extends to all school-sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school, evenings or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. Any student who is under such influence while at school shall be treated as though (s)he had drugs in his/her possession.

If a student is found to be illicitly using, possessing, or distributing drugs or look-alike drugs and drug paraphernalia in violation of this policy, the police will be called. The student shall also be subject to disciplinary action up to and including expulsion.

It is more desirable for medication to be administered in the home, rather than at school. However, students who are under a doctor's care and need to take prescribed medicine during the school day should follow the Board of Education's Medication Policy. For further information, see Medication Policy and Procedure in this handbook.

ELECTRONIC COMMUNICATIONS/PAGING DEVICES

No student enrolled in Mokena Public Schools may use a pager or similar electronic signaling device and/or any cell phone device while in any school building or on school grounds, unless the use or possession of such a device has been expressly approved by the Board of Education, school principal or other authorized school official. The District is not responsible

for lost, stolen, or damaged property.

If a student violates this policy, the following disciplinary action may be taken:

The building principal or his/her designee may take the electronic signaling device or cell phone from the student and hold it at the school until the parent/guardian of the student comes in for a conference and to claim the device.

ELECTRONIC SOUND OR VIDEO/CAMERA EQUIPMENT

Students are not allowed to have radios/other electronic sound equipment, electronic games or video/regular cameras while on the school premises during the regular school day or at times when school activities are being conducted unless special permission has been granted by the building principal. Students involved in meetings and practices after school hours must have permission from their sponsor(s) to use any such equipment. The District is not responsible for lost, stolen, or damaged property

EMERGENCIES - HAZARDOUS ROAD CONDITIONS, TORNADOES

School buses sometimes are delayed during the winter months when road conditions prevent ideal service.

An alternate schedule will be used in certain emergency situations such as early fog, hazardous ice or snow conditions. When the alternate plan is required, the starting time for school will be delayed.

Should inclement weather necessitate school closings or schedule changes, this information will be placed on the District website, www.mokena159.com, Dial-to-Education, 478-4242, and also reported on radio stations WJOL (1340 AM), WGN (720 AM) and Channel 9 television between 6:30 a.m. and 8:00 a.m.

In case of an impending storm during the day, students may be sent home early.

It is also important to note that a portion of the Civil Defense Disaster Plan adopted by the Board of Education of School District 159 reads as follows concerning tornadoes.

"Section C. Watch, warning or threatening weather at dismissal time:

1. Students will be kept at school until weather permits them to leave.
2. Students may be released to parents who come to school in person for their children, or to other designated adults if the parent request is sent to the school in writing."

EMERGENCY PROCEDURE - NOTIFICATION OF PARENTS

It is very important to have student emergency procedure information on file in the

school office. In case of an emergency, school personnel will follow the desired course of action as provided by the parent/guardian during the registration of his/her child(ren). This information should be kept up to date! If there are any changes during the school year, it is the responsibility of the parent/guardian to notify the school office immediately.

School policy is to call the Mokena Fire Department Rescue Unit in the event of serious accident, injury, or illness. While providing student emergency procedure information during registration, the parent/guardian is asked to indicate approval of this procedure. If emergency transportation is provided for a student, the cost of that transportation remains the responsibility of the parent/guardian.

ENRICHMENT PROGRAM

Students are selected for the enrichment program using a matrix which incorporates the following criteria:

1. a test of general intelligence;
2. national percentile for the composite of all standardized achievement test scores; and
3. national percentile on the total math, reading, science and/or social studies section(s) of a standardized achievement test.

EXTRACURRICULAR ACTIVITIES

1. **Attendance:** Students must be in attendance at least one-half day (one hundred fifty minutes) on the day of extracurricular activity in order to participate in or attend the extracurricular activity.
2. **Physical Examination:** In order for students to participate in any of the interscholastic athletic activities, a current physical examination must be on file with the athletic director. Physical examinations are valid for exactly one calendar year.

In accordance with the Illinois Elementary School Association's by-law #3.061, a student must have acquired a physical examination from a licensed physician and submitted it to the athletic director before being allowed to try out, condition, or practice. This policy is in effect for the sports of cross-country as well as track and field.

For the sports of volleyball and basketball, a student must acquire a physical examination from a licensed physician before being permitted to participate in a conference or non-conference contest. Prior to the beginning of the scheduled contests, the student need only to have submitted to the athletic director a parent signed and dated permission slip in which the parent is affirming no knowledge of anything that would physically prohibit the student from safely participating in that specific sport.

3. **Eligibility Policy:** The goal of the Interscholastic Activities Eligibility Policy is to impress upon our students the proper perspective of school priorities: academics first and interscholastic activities second. The policy prescribes a period of time during which a student, due to poor academic performance, may not participate in practices as well as any conference or non-conference contest. A student shall be placed on probation if, when systematically monitoring the academic standing of a student, the coach/sponsor finds that the student has earned one or more F's in his/her scheduled classes or has earned a grade point average below 2.00 on a 5.00 point grading scale. This policy will be enforced for all extra-curricular activities at the junior high.
4. **Conduct:** Any student whose conduct is unacceptable during the school day may lose his/her privilege to attend after-school activities.

FIRE PROCEDURES

The fire alarm signal is a continuous blast on the fire alarm horn.

The fire alarm should be sounded by anyone who sees a fire in the school building or sees smoke coming out of a classroom or from under a door. If smoke is seen coming from under a door, **THAT DOOR MUST NOT BE OPENED**. After activating the fire alarm, the person should notify the school office immediately.

The following guidelines should ensure safe fire evacuation:

1. Take fire drills seriously at all times.
2. When the fire alarm sounds, follow the directions given by the teacher or supervisor.
3. Students should walk and remain quiet during fire drills.
4. Teachers must carry class lists and take roll when outside the school to ensure that each student has reached safety.
5. All persons should be prepared to take an alternate route to exit during fire drills.
6. Students should remain in good order when leaving and returning to the school building.
7. Doors should be CLOSED during fire drills.
8. It is important to use common sense and behave in a mature manner.

Any person who falsely activates a fire alarm may be suspended from school. In addition, the school administration will notify the proper authorities and may press charges against the person. It is a violation of civil law to activate the fire alarm without just cause.

FOOD SERVICE - FREE OR REDUCED-PRICE LUNCH

Students from families whose income qualifies them for free or reduced-price lunches, according to the federal guidelines, may secure an application form for such from the principal. After completing the form, it should then be returned to the principal for review. If the application is approved, the student then qualifies for a free or reduced-price lunch. Every effort is exercised to see that students who receive a free or reduced-price lunch remain anonymous. Families may qualify anytime during the school year, and students having any questions regarding the free-lunch program should see the principal.

HALL PASSES

Where applicable, 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 staff member.

HOMEWORK

Homework assignments are given to

1. provide essential practice in needed skills;
2. train pupils in good work habits;
3. afford opportunities for increasing self-direction;
4. help teach proper budgeting of time;
5. bring pupils into contact with outside learning resources; and
6. promote growth in responsibility.

All homework must be handed in on time, as specified by the teacher. Special allowance will be made for assignments missed due to excused absences. In grades 4-8, the student will make up all missed assignments within a time period equal to the number of days absent from school, plus one (1); *i.e.*, if a student is absent on Monday and returns to school on Tuesday, assignments are due on Thursday. **It is the responsibility of the student to acquire all make-up work from his/her teachers.**

Parents can help by

1. providing proper study surroundings;
2. contacting teachers concerning homework excesses;
3. allowing the student to do his/her own homework in his/her own words and handwriting; and

4. checking each day to see if the student has homework to be done.

HONOR ROLLS

Honor rolls are determined each quarter of the school year for students in grades 6-8.

ILLNESSES

Sick children belong at home. If your child experiences any of the following signs or symptoms, they should be kept home from school. The health services staff at Mokena Schools recommends the following:

Fever-a child with a temperature of 99.5 or higher should stay home until they have been **fever-free, without medication, for 24 hours.**

Rash-a rash may be the first sign of one of childhood's many illnesses, such as measles or chicken pox. A rash may appear over the entire body or may appear only in one area. A child with a rash should not be sent to school unless they have a physician's note stating it is not contagious and it is safe to return to school. ***Chicken pox must be completely scabbed over before returning to school.***

Vomiting/diarrhea-Children need to be without diarrhea and/or vomiting for 24 hours before returning to school.

Sore throat, severe, excessive coughing and severe nasal congestion-If your child is experiencing any or all of these, they have a difficult time concentrating in school as well as just feeling miserable and unable to participate in class.

Earaches-especially accompanied by a fever, need to be examined by a physician. Prolonged ear infection can affect a child's hearing.

If a child has been out of school longer than three (3) days, a physician's note may be required before returning to school. Also, children who have injuries, such as sprains, casts or crutches, need to have a physician's note stating any restrictions of activity AND will need a release allowing the student to participate again once the injury is healed, and/or the cast and/or crutches are no longer needed. ***Students will not be allowed to participate again until the release from the physician is received by our office.***

Pink Eye-is another name for Conjunctivitis. Some of the symptoms are redness, crusting or drainage and may feel like there is something in the eye. It is highly contagious and needs to be treated by a physician before a child can return to school.

Lice - Students found to have live **lice** or an abundance of nits, will be sent home for treatment. The Health Services Coordinator has detailed information sheets regarding lice, its symptoms and treatments available. It is recommended that all of the nits (eggs) in the affected person's hair be removed before returning to school. Thorough combing is necessary for the removal of nits. The day *following* treatment, the student may return to school to be examined

by the Health Services Coordinator, *before* being allowed to return to classes. Head lice do not fly or jump, they crawl. Brushes, combs and hair items should not be shared between family members or friends. Only affected persons should be treated.

INSURANCE

PLEASE NOTE THAT THE MOKENA SCHOOL DISTRICT DOES **NOT** CARRY STUDENT ACCIDENT INSURANCE, NOR DOES IT SELF INSURE FOR SUCH OCCURRENCES. PARENTS/GUARDIANS ARE **ENCOURAGED** TO PARTICIPATE IN AN INDIVIDUAL STUDENT ACCIDENT PLAN. SUCH OPTIONAL ACCIDENT INSURANCE PLANS ARE AVAILABLE AT THE START OF SCHOOL. CLAIM FORMS WHICH MUST BE FILLED OUT BY THE PARENT/GUARDIAN ARE AVAILABLE IN THE SCHOOL OFFICE. REIMBURSEMENT FOR MEDICAL EXPENSES WILL THEN BE IN ACCORDANCE WITH POLICY COVERAGES.

LEARNING CENTER RULES

The following rules will be enforced in the learning centers.

1. Students are expected to maintain a quiet environment.
2. Each student is responsible for the books, equipment and/or materials s(he) uses in or checks out from the learning center.
3. Damaged books should be reported to the learning center supervisor.
4. Students who repeatedly abuse learning center privileges will lose said privileges for a length of time determined by the principal or his/her designee.
5. Any student who loses or damages any learning center property will be responsible for its repair or replacement.
6. A fine of five (5) cents per school day will be charged for overdue books.

LOCKERS

Some students are assigned hallway and gym lockers. It is the student's responsibility to see that his/her locker is kept locked and in good order at all times. Only school combination locks are to be used; and students should not share their combinations with other students. The **exteriors** of lockers are not to be decorated in any way.

Students should obtain study materials for their morning classes when they arrive in the morning and materials needed for the afternoon classes during their lunch period. No one should leave classes to go to his/her locker without special permission.

Lockers are the property of the school district. The administration reserves the right to

enter, inspect or search all lockers periodically in order to protect the learning environment and other students.

LOST AND FOUND

Lost and found articles are to be turned in to the appropriate school office or learning center. Students are asked to inspect the lost-and-found container before school, during lunch, or after school.

LUNCHROOM PROCEDURES

A hot lunch program is available to all students who desire to participate. Students shall eat in the areas designated in each building. Any reason for not eating at school must be brought to the attention of the principal. Students may leave the lunchroom only when dismissed by a lunchroom supervisor.

In order to keep the lunchroom clean and attractive, the following rules must be observed.

1. Milk cartons, food, and waste paper must be kept on the tray.
2. All debris from trays must be emptied into the appropriate containers.
3. Normal, conversational voice levels should be used.
4. The lunch lines are to be kept orderly.
5. Pushing and shoving are forbidden.
6. Any food dropped or spilled must be cleaned up by the student.
7. All food must be eaten at the table.

If these rules are not followed, lunchroom privileges will be revoked. In such an instance, the student may be required to eat in an alternative setting or may be suspended.

Parents can assist by reminding their children to use proper table manners and social graces.

MEDICATION POLICY AND PROCEDURE

Medication Policy-Administering Medicines to Students

Teachers and other non-administrative school employees, except Health Services Coordinators, shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the

critical health and well being of the student. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication.

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

Medication Procedure

Many children are able to attend school because of the effective use of medication in the treatment of chronic disabilities, learning disabilities or illness. It is more desirable for medication to be administered in the home than taken in school. However, a student who is required to take medication during the regular school day must comply with the following regulations.

1. Prescription medicine and medication to be taken on a long-term basis (more than two weeks):
 - a. A written order is to be provided to the school from a physician detailing name of student, name of drug, physician's name and telephone number, dosage, time interval in which the medication is to be taken and reason for medication.
 - b. In addition, the physician's written order shall indicate any expected reactions to the medication and shall advise school personnel of how to determine if the student experiences an adverse reaction to the medication. The physician's written order shall detail steps to be followed by school personnel should the student experience an adverse reaction to the medication.
 - c. A written request from the parent or guardian is to be provided to the school district authorizing the use of medication during the school day.
2. Non-prescription medication, such as cough syrup, lozenges, cough drops and aspirin, will require a written request from the parents. Medication is to be supplied by the parent and is to be left in the health services office at each school.
3. All medication must be provided by the parent in the original container.
4. Prescription medication shall be brought to the school office by the parent, guardian or other designated adult. If this is not possible, please contact the school Health Services Coordinator to make other arrangements. The school's administration shall provide a locked space for safe storage of medication.
5. Medication shall be self-administered, under the supervision of the school Health Services Coordinator or other designated personnel.
6. The student shall report to the school office at the appropriate times in order to take the medication.

7. The Health Services Coordinator shall keep a written record of all administration of medication. This record shall include:
 - what medication was taken;
 - by whom it was taken;
 - when it was taken (date and time); and
 - who supervised the taking of the medication.

In the event a dosage is not taken as ordered, the reasons shall be entered in the record.

8. Medications shall not be administered to students by a school employee except in emergency situations where the parent/guardian cannot be available in sufficient time or the student cannot reasonably self-administer the medication.
9. The student's parent/guardian shall remove any unused medication from the school at the end of the drug therapy. If a student's parent/guardian fails to remove unused medication by the end of the school year, the Health Services Coordinator shall appropriately dispose of the unused medication in the presence of a witness and document that medications were discarded.
10. These procedures shall apply except in cases where the physician's written order requires the student to retain the medication on his or her person at all times due to the need for immediate administration in the event of emergency. In such case, the procedure contained herein shall be followed to the maximum extent possible so that the school's administration is aware of the possible need for medication during school hours.

The Health Services Coordinator or building administrator reserves the right to question the effectiveness of the medication being taken during school hours by contacting the student's parents and/or the attending physician. The school district shall retain the right to reject requests for medication to be taken at school, subject to the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

PHYSICAL/DENTAL EXAMINATIONS AND IMMUNIZATIONS

Prior to September 1st, a physical examination and immunizations are required of every Kindergarten, fifth-grade, and incoming transfer student in accordance with the rules and regulations promulgated by the Illinois Department of Public Health. If these requirements are not completed by September 1st, the student will not be permitted to attend classes. This is a mandate of state law, and state aid to the Mokena Public Schools could be adversely affected if not enforced. Following are the health requirements of the state of Illinois:

STATE OF ILLINOIS HEALTH REQUIREMENTS:

- DPT – 3 or more doses (last dose after age 4)
- ORAL POLIO – 3 or more doses (last dose after age 4)
- MMR – 2 doses (1st received after age 1)

HEPATITIS B – 3 dose series (required for pre-K & 5th)
VARICELLA VACCINE (Chicken Pox)–1 dose or proof of having had the disease from a medical professional (required for students entering pre-K or kindergarten)
PRE-KINDERGARTEN PHYSICAL
KINDERGARTEN PHYSICAL
FIFTH-GRADE PHYSICAL
OUT-OF-STATE TRANSFER PHYSICAL
DENTAL EXAM (Grades K, 2, and 6)

An out-of state or out-of-country transfer student **must** present a health examination that was completed within 1 year prior to entry into an Illinois school on a comparable form.

Health folder must be complete prior to entering school.

If you have an unusual problem and need special assistance in reference to these requirements, please contact the building administrator where your child(ren) will attend school.

As of July 2005, a new State of Illinois mandate regarding dental exams has now passed the General Assembly. All Illinois children in Kindergarten, second grade, and sixth grade are **required** to have an oral health examination. Examinations must be performed by a licensed dentist and presented on a signed dental exam form. Dental exams must be submitted to the school district by the end of the current school year to be in compliance with this new legislation.

Religious and Medical Exemption, as defined in The School Code of Illinois, Section 27-8, Subsection 8, is as follows:

"Parents or legal guardians who object to immunizations or health examinations for their children, on religious grounds, must present a written, signed statement of such objection to local school authorities. The grounds for a religious objection must be detailed. The objection must be founded on a religious tenet or practice. General philosophical or moral reluctance to allow immunization and physical examinations will not provide a sufficient basis for an exception to statutory requirements." In addition, "exceptions must be made to immunization requirements on the basis of medical contraindications. If one or more of the required immunizations is medically contraindicated, the examining physician must record any condition on the examination form. Should the condition of the child later permit immunization, this requirement would then have to be met."

Examinations and immunizations shall be made by licensed physicians, physician's assistants, or nurse practitioners. Additional health examinations may be required when deemed necessary by school authorities.

PROMOTION/RETENTION

A student may be retained when it appears (s)he will profit educationally from such action. While the teachers and school administration shall confer with the parents regarding this matter, the final decision shall be made by school staff.

Parents will be notified if there is a possibility that their child will be retained because of poor academic progress in relation to the student's ability. Such notice will contain

1. information regarding promotion/retention policies;
2. information regarding the status of the child's academic progress; and
3. comments and suggestions which, if followed, should enable the child to be promoted.

If the student continues to receive unsatisfactory grades and has not shown a positive change in attitude, effort and industriousness, formal plans for grade-level retention will begin. At this time, the parent(s), child and teachers shall have a conference to review and discuss an educational plan designed to help the child improve.

Students shall not be promoted to the next higher grade level based upon age or any other social factors not related to academic performance. Decisions to promote or retain students shall be based on successful completion of the curriculum (for grades 1-8, a grade average equal to a "D" or higher; for Kindergarten, a grade average of "S" or higher), attendance (in attendance a minimum of 160 days per school year unless sickness or other unavoidable circumstances prohibit attendance), performance on the Illinois Standards Assessment Test (ISAT) and a standardized achievement test.

Students who do not qualify for promotion to the next higher grade level shall be expected to attend summer school and/or participate in summer tutorial sessions, at their parents' expense, and provide documentation indicating successful completion thereof in order to be considered for promotion.

Failure to pass Illinois and Federal Constitution tests will be cause for an eighth-grade student to be retained until such tests are passed, in accordance with The School Code of Illinois.

Participation in the graduation ceremony is a privilege, not a right.

SEXUAL HARASSMENT

No student shall be subjected to sexual harassment or intimidation by any school employee, by other students and/or by the effect of any school policy or practice. (Refer to Board of Education Policy Manual, Section 7.20.)

SOCIAL ACTIVITIES

The rules listed below should be followed at all school-sponsored functions:

1. Arrive no earlier than fifteen (15) minutes before the activity is scheduled to begin, unless directed otherwise by school personnel.
2. The approximate ending times for an activity will be announced before the event takes place. Transportation arrangements should be made ahead of time so that

telephone calls are not necessary. In the event that an emergency necessitates a telephone call, students should feel free to speak to the teachers or school administrator attending the activity. It is not polite to have a few students keep teachers, coaches or school administrators for an excessive period of time after the event has ended!

3. While attending school events, please follow these guidelines:
 - a. Regardless of whether the social activity is at our own school or at the site of another school, please stay inside the building. You will be asked to leave the school grounds if discovered outside the school building without authorization from school personnel.
 - b. Be a good sport and a courteous spectator at all times. Please refrain from booing. You may be asked to leave the activity for inappropriate behavior. You are a full-time representative of Mokena School District 159.

SPECIAL EDUCATION SERVICES

Mokena School District #159 is a member of the Lincoln-Way Special Education Joint Agreement District #843. Students in need of assistance are provided educational services through local and area programs. Services are determined by the presence of one or more of the following special conditions: hearing, physical, mental, visual, speech/language, learning/behavioral, and/or health and how that condition(s) affects academic performance.

Programs are provided for students between the ages of three (3) and twenty-one (21). Referral may be made by school personnel, parents or other interested parties by calling our Lincoln-Way Area Special Education office at (815) 485-6969.

Behavioral Interventions for Students with Disabilities

Behavioral interventions should be used by teachers and administrators to promote and strengthen desirable adaptive student behaviors and reduce identified inappropriate behaviors. A fundamental principle is that positive, nonaversive interventions designed to develop and strengthen desirable student behaviors should be used, whenever possible.

While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution.

STUDENT RECORDS

Upon a written request filed with a school administrator, the parents of any student shall have the right to review and request copies of official records directly related to their children. Parents may challenge the contents of the records and request a hearing.

Student temporary records will be destroyed five years after the student has transferred, graduated, or otherwise permanently withdrawn from the school district. Permanent records are

maintained for a period of sixty (60) years after the student has transferred, graduated, or permanently withdrawn from school.

The District may release personally identifiable directory information, photos and videotapes of students. Parent(s)/guardian(s) may prohibit such a release regarding their child/ward by submitting a written request to the building principal. Directory information shall be limited to

- name;
- address;
- gender;
- grade level;
- birth date and place;
- parents'/guardians' names and addresses;
- academic awards, degrees and honors;
- information in relation to school-sponsored activities, organizations and athletics; and
- period of attendance in school.

Note to divorced parents - Copies of all correspondence and reports (reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school-initiated parent-teacher conferences, notices of major school-sponsored events, such as open houses, which involve pupil-parent interaction, and copies of the school calendar regarding the child) may be provided to both parents of a child whose parents are divorced. Such copies shall be provided by mail *when they are requested* by either parent, unless there is a court order to the contrary.

STUDENT EQUITY AND EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status.

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

Any student may file a discrimination or sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

STUDENTS WITHDRAWING FROM SCHOOL

Students shall return all textbooks and other such school property to the appropriate teachers. It is the student's responsibility to secure a "withdrawal form" from the school office and to acquire the signature of each teacher, indicating that all books and materials have been returned. After the slip has been signed, it must then be returned to the school office.

TAKE-COVER PROCEDURES

Take-cover procedures are followed for threats of severe weather and other types of emergencies. The alarm signal is an intermittent tone.

All students should move to areas designated by their teachers. Everyone should stay clear of glass-covered openings during these drills. Students should crouch or lie flat and cover their eyes and heads as instructed by a teacher. It is necessary for everyone to remain quiet in order to hear instructions given over the public address system or by teachers.

TECHNOLOGY

Access to the Internet

The Board of Education's goal is to include the Internet in the district's instructional program in order to promote educational excellence by facilitating resource sharing, innovation and communication. "Internet" includes all information accessed by Internet sites, e-mail, on-line services and bulletin board systems.

The school district is not responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved 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 Internet shall 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. The Internet shall comply with the selection criteria for instructional materials and library-media center materials. Teachers may, consistent with the superintendent's implementation plan, use the Internet throughout the curriculum.

The Internet is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the district's connection to the Internet must be in support of education and/or research and be in furtherance of the Board of Education's stated goal. Use is a privilege, not a right. General rules for behavior and communications apply when using the Internet. The district's *Acceptable Use Policy for Internet Access* contains the appropriate uses, ethics and protocol for the Internet. The superintendent shall establish administrative procedures containing the appropriate uses, ethics and protocol for student use of the Internet. School

officials will not intentionally inspect the contents of e-mail without the consent of the sender or an intended recipient, unless as required to investigate complaints regarding e-mail which are alleged to contain material in violation of this policy or the *Acceptable Use Policy for Internet Access*.

TEXTBOOK CARE AND RENTAL

Most textbooks which are used in our school are rented to the students. Rental fees are charged for the purpose of paying for the actual cost of the books over the period of time the books are expected to last.

New and used books alike should be covered to protect them from damage. There should be absolutely no marking in the books. Lost or damaged books should be reported to the teacher. Payment for such books will be required.

The State Board of Education shall provide the loan of one set of secular textbooks free of charge to any student in this State who is enrolled in grades Kindergarten through 12 at a public or nonpublic school. The Illinois Textbook Loan Program was authorized in 1975 legislation to provide textbooks free of charge to any public and nonpublic student enrolled in grades Kindergarten through 12. The textbooks are purchased by the Illinois State Board of Education and are the property of the State "on loan" to both public and nonpublic students. The program funding is only enough to provide supplemental dollars for materials and is not aimed at total funding for all instructional materials. No consumable materials are available through the program.

If a child transfers out before the end of the first semester, the parent may request a refund of one-half of the book fee. After the beginning of the second semester, there are no refunds.

Any student who has registered will be assessed a processing fee of \$8.00 even if the withdrawal is prior to the beginning of school.

TRANSPORTATION POLICIES

The school district provides bus service in accordance with guidelines established by the Illinois State Board of Education. Free transportation is provided to students residing more than 1 ½ miles from school or in areas designated as hazardous, following Illinois Department of Transportation guidelines.

Optional bus service is on a first-come/first-served basis with registration starting the end of June. This service will require payment of a bus fee and is for students residing less than 1 ½ miles from school.

Our buses are used to transport students on field trips and to extracurricular events. All buses will be chaperoned. All students who attend such events as basketball games, fine arts contests, band contests, etc., must ride the bus both ways. Under certain circumstances where prior permission has been granted, a student may be released to his/her parents.

I. Bus Stop

- A. Be on time at the designated school bus stop.

- B. Stay off the road at all times while waiting for the bus.
- C. Always wait until the bus comes to a complete stop before attempting to board the bus.
- D. Help look after the safety and comfort of smaller children before boarding and after leaving the bus.
- E. At a discharge point, where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway and remain there until a signal is given by the bus driver to cross.
- F. Inappropriate conduct either on the bus or at bus stops or any other action that in any way interferes with a student's bus-riding experience shall be cause for immediate suspension of bus-riding privileges.

II. Bus Conduct

Students may be assigned to a specific seat on the bus. Surveillance video cameras equipped with audio recorders are installed on school buses for the safety and security of students and driver. Surveillance videos with audio recordings may be used for disciplinary purposes. Students are expected to conform to classroom behavior standards when riding on the bus. Students are expected to:

- A. keep hands and head inside the bus;
- B. keep buses clean;
- C. maintain an atmosphere which does not distract the driver;
- D. respect the bus and its equipment;
- E. remove books, lunches and other articles when leaving the bus;
- F. keep the aisles clear at all times;
- G. refrain from obstructing the driver's view;
- H. not throw anything out of the bus windows;
- I. remain seated with their backs against the backs of the seats;
- J. respect the authority of the bus driver;
- K. be absolutely quiet at railroad crossings;
- L. not chew gum or eat/drink on the bus;

- M. not take animals, birds or insects on the bus. (If these are needed for school projects, other transportation must be arranged.)

III. Bus Discipline Procedure

Barring gross misconduct, the following progression of discipline will result from misbehavior on a school bus:

First offense - discussion with student as to the inappropriate nature of such behavior and a letter to parents;

Second offense - issuance of an administrative detention;

Third offense - suspension from school-provided transportation for one (1) to five (5) days and a parent/administrator conference;

Fourth offense - suspension from school-provided transportation for more than five (5) days;

Fifth offense - exclusion from school-provided transportation for the remainder of the school year, with no bus fee reimbursement, if applicable.

At the administrator's discretion, a student may be suspended from school for inappropriate bus behavior.

IV. School-Sponsored Field Trips

Students are expected to

- A. observe all bus rules and regulations;
- B. follow the instructions of the driver and chaperone(s).

V. Miscellaneous

- A. The driver is not permitted to stop at places other than the regular bus stops unless authorized to do so by a school administrator.
- B. In the event of a **family emergency**, a student may ride a bus different from his/her regular assigned bus, provided legal seating capacity is available. An advanced request written by the parent/guardian must be submitted to the school office for approval by the transportation coordinator.
- C. Upon arrival at school, students must immediately report to their designated areas.
- D. Students who walk or are transported by parents should arrive at school **no**

earlier than twenty (20) minutes before the start of school unless participating in a scheduled before-school program.

VI. Bus Evacuation

There are emergency exits on all buses, and riders should note their locations. In an emergency, students are to follow the procedures as outlined during evacuation drills.

VISITORS

Parents are encouraged to visit District #159 schools. Classroom visits provide parents the opportunity to observe their children's classes and should be prearranged with the building principal. Upon entering the building, all visitors to the school are **REQUIRED** to register in the school office and obtain a visitor's badge.

Students are asked not to bring student guests to school during regular school hours.