

2008-2009

Message from the Superintendent

“The feeling of being valuable is a cornerstone of self-discipline because when you consider yourself valuable you will take care of yourself-including things like using your time well. In this way, self-discipline is self-caring”.—The Road Less Traveled

Dear Parents and Guardians:

Wolcott School personnel along with the Thornton School District 154 Board of Education are committed to providing all students at Wolcott School with the highest quality of educational experiences. In order to reach this goal it is important that teachers, administrators, and all other support staff at Wolcott School have the support of parents and guardians.

Please take a moment to familiarize yourself with the information that is contained within this student and parent handbook and share these expectations and guidelines with your child. In order for Wolcott School to function efficiently and effectively it is necessary that a sense of order be maintained. Children are expected to adhere to the rules of Wolcott School for their benefit as well as the benefit of other students.

I encourage all parents to remain active in their children’s educational experience. Please maintain communication with your child’s teacher to discuss your child’s strength and weaknesses as well as any questions and concerns as they may arise. It is important to remember that a question not posed cannot be answered and a concern not voiced cannot be addressed.

Sincerely,

Dr. Carol Kunst

FOCUS FOR THE SCHOOL YEAR

2008-2009

1. Excellence in the classroom. High expectations. Maintain the best possible quality program within the constraints of the financial situation
2. Emphasis on "A Community of Learners" helping one another and treating one another with dignity and respect.
3. Continue to expand the computer skills of students
4. Continue to develop a sequential curriculum throughout the system that meets the Illinois Learning Standards and identifies individual needs of Wolcott students.
5. Continue to up-date the curriculum. This year the emphasis will be Lower Grade Reading.
6. Identify areas of concern from recent ISAT and Stanford scores, and focus instruction to resolve those identified concerns at each grade level.
7. Identify students with special needs and provide appropriate instruction and required services.
8. Continue availability of all staff members to assist students before and after school as arranged.
9. Inform and involve the community regarding Wolcott School.
10. Continue to insure that the schools are safe and secure for the students, staff and citizens.
11. Plan staff development activities that relate to the needs of Wolcott students.

STAFF MEMBERS
DISTRICT RESPONSIBILITIES

708/877-5160

Dr. Carol Kunst, Superintendent of Schools
Miss Lorri Ann Cole, Dean of Students
Ms. Sylvia Walter, Special Education District Coordinator
Mrs. Cindy Eastman, School Secretary/Health Aide
Mrs. Carla Whitley, Bookkeeper

STAFF MEMBERS
CLASSROOM RESPONSIBILITIES

Mrs. Sheree Sopko, Pre-Kindergarten
Mrs. Carol Figley, Kindergarten
Mrs. Carol Sekula, 1st Grade
Mrs. Christine Stolzenbach, 1st Grade
Mrs. Nancy Visser, 2nd Grade
Mrs. Kathy Beckman, 3rd Grade
Mrs. Kelly Carlson, 4th Grade
Mrs. Karon Pettiford, 4th Grade
Mrs. Amanda Corie, Special Education Resource Program
Mrs. Peggy Kubiak, 5th Grade
Mrs. Beverly McGrath, 5th Grade
Mrs. Amanda Wyman, 6th Grade
Mr. Paul Williams, 7th Grade
Ms. Ruth Steward, 7th Grade/Art
Mrs. Danielle Ketzbeck, 8th Grade
Mr. Edward Skeoch, 8th Grade
Miss Lorri Ann Cole, Special Education Resource Program
Mr. Kent Lemmon, General Music/Band/Chorus
Ms. Misty Green, Physical Education
Mr. Victor Monroe, System Manager for Technology
Mrs. Wells Ryan, Social Worker
Mrs. Anita Ugent, School Psychologist
Mrs. Denise Lucas, Teacher Aide
Mrs. Gina Glaser, Teacher Aide
Mrs. Nancy Paul, Teacher Aide
Mr. Michael Haas, Teacher Aide
Mr. Peter Frezza, A.M. Custodian/Maintenance Coordinator

BOARD OF EDUCATION

708/877-5160

Mrs. Judy Petrungaro, President

Mr. Doug Beckman, Vice President

Mrs. Robin Hawken, Secretary

Mrs. Paula Frezza, Member

Mr. Brian Kolosh, Member

Mr. Dan McKay, Member

Mr. Robert Thompson, Member

Regular Board of Education meetings are held each month on the second Tuesday beginning at 7:00 p.m. in the Wolcott School Library. Special meetings are called when necessary, with the posting of those meetings being placed on the front door to Wolcott School. The public is invited to all meetings.

Parents and citizens of the community who wish to make a presentation to the Board of Education are requested to channel their written request to appear on the agenda through the Superintendent's Office, Board President or Secretary to the Board of Education at least one (1) week prior to the meeting.

An "open forum" is provided at each regular meeting of the Board of Education for public comment or questions to the Board of Education members.

LEVELS OF COMMUNICATION

When there is an issue to resolve, the first level of communication is to address the individual(s) involved with the concern. If no resolution is reached, the second level would be to consult with the staff member in charge of the area of concern. The third level is to bring the matter to the Principal/Superintendent, with all parties having knowledge of this level. If still unresolved, the final level is to bring the matter to the Board of Education.

No level should be skipped at any time. The procedure ensures that a problem or concern is resolved by using the proper channels and that appropriate open communication is maintained.

PUBLIC PARTICIPATION

It is the desire of the Board of Education that channels of communication be kept open between the Board and the citizens of the School District. Accordingly, the public is cordially invited to attend any and all sessions of the Board.

All meetings (except executive sessions) of the Board of Education shall be open to the public.

1. Persons wishing to address the Board may do so in two ways: A written formal communication to the Superintendent, Board President or Secretary to the Board at least one week prior to the Board meeting day, or informally be recognized at the "open forum" on the agenda.
2. The time allowed each speaker shall be a minimum of five minutes unless such time is increased by a majority vote of the Board.
3. Written notification or verbal recognition to address the Board will include: person's name, name of organization, if applicable, and topic.
4. Only one person may address the Board at a time, groups should choose a spokesperson.
5. Questions are to be directed to the Board of Education as a whole and may not be put to any individual members of the Board or administrative staff.
6. It shall be in order for Board members to interrupt a speaker at any time to ask questions or make comments as frequently as necessary to clarify the discussion.
7. No person addressing the Board shall make charges or level complaints against individual employees under the jurisdiction of the Board of Education. Such charges or complaints will only be accepted in writing and will not be considered unless signed by the person making the charges.
8. No person less than eighteen years of age may address the Board unless accompanied by his/her parent, guardian, or teacher.
9. Boisterous conduct will not be permitted at any Board meetings nor will any defamatory or abusive language be tolerated. The chairperson may terminate the privilege of any speaker who violates this regulation.
10. No immediate response, after a presentation, is to be expected from the Board and/or Administration.
11. The majority of the Board may vote to suspend any of the rules.

INSTRUCTION

ILLINOIS LEARNING STANDARDS

The Illinois State Board of Education distributed the Illinois Learning Standards for elementary and secondary students. Every teacher in the school district has a copy.

These standards were developed consistent with state law and are based on the thoughtful input of thousands of teachers, administrators, parents, employers, community leaders, and representatives of higher education. Collectively, the statements in the document define what Illinois citizens believe all students should know and be able to do as a result of their public schooling.

Since student achievement will be assessed according to these expectations, the Standards are required learning targets for Illinois students and schools. The framework for the Standards is divided into seven learning areas:

English Language Arts	Mathematics	Science
Social Science	Fine Arts	Foreign Language
Physical Education and Health	Social and Emotional Development	

In the elementary school districts, the seven learning areas are addressed in three learning blocks:

Early Elementary (K-3)	Late Elementary (4-6)	Middle/Junior High (7-8)
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The challenge, of course, is to ensure that our students are prepared to meet these standards. This means, at a minimum, aligning the learning opportunities in the school (e.g., curriculum, teacher knowledge, and skills) with these new Standards, identifying and responding to problems in meeting the learning targets; and communicating in new ways with students, parents, and the community.

WAIVER OF CLASS ATTENDANCE

According to State Law, no student is required to take or participate in classes or courses on Sex Education, Family Life Instruction, Instruction on Diseases, Recognizing and Avoiding Sexual Abuse, or Donor Programs for Organ/Tissue, Blood Donor, and Transplantation. There is no penalty for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or courses, please file this in writing with the school office.

For your information, all classes that teach sex education emphasize that abstinence from sexual activity is the expected norm. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 8, the prevention of AIDS.

GRADING AND PROMOTION

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents or guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois Standards and Assessment Program tests, the Stanford Achievement Tests or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. Student academic achievement is assessed in terms of the attainment of measurable specific skills as determined by the teaching staff, administration and the Board of Education within established instructional goals and objectives. Students or parents who question a grade should discuss this with the teacher. The final grade assigned by the teacher will not be changed by a District administrator without consulting the teacher.

REPORTING TO PARENTS

Parent/guardian(s) will be informed of their child's progress in school with a report card 4 times a year. All grades and symbols will be appropriately explained. Grading will not be used for disciplinary purposes. Grading will be based on improvement, achievement, and capability. Parents will be notified when a student's performance requires special attention. Parents are requested to sign and return the report card envelope immediately to verify receipt of this report.

Various other methods for communicating with parent/guardian(s) will be used:

1. Parent-teacher conferences, conducted on a regular schedule for all students, with additional conferences scheduled as needed, are an effective means of reporting student progress to parent/guardian(s). Official Parent-Teacher days are scheduled twice a year in November and February.
2. Interim reports, through which teachers contact parent/guardian(s), to impart information or to arrange a conference when teachers believe additional information should be shared. Teachers are available to meet at parent/guardian(s) request at a mutually agreed upon time.
3. Teacher notes, emails, telephone calls, parent education meetings, newsletters.

PROMOTION, RETENTION, AND REMEDIATION

Promotion or retention shall be made in the best interests of the student after a careful evaluation of the advantages and disadvantages of alternatives.

When any alteration in a student's normal progression through school is contemplated, all relevant factors must be considered. Quantitative measures such as age, physical size, ability and level of academic achievement shall be supplemented by a qualitative assessment of the student's motivation, self-image and social adjustment. A student whose performance is significantly below expectations shall **NOT** advance to the next grade level for the sole purpose of age/grade appropriateness. Recommendations to the Superintendent regarding retention shall be provided by the appropriate staff and in consultation with the parent/guardian(s).

Retention decision will be based on:

1. Successful completion of the curriculum
2. Attendance
3. Performance based on ISAT and the Stanford Achievement Tests, and/or other applicable testing
4. Any other criteria established by the Board of Education

When it is determined that a student does not qualify for promotion to the next higher grade, the Committee shall recommend remedial assistance, which may include, but is not limited to, one or more of the following:

1. An approved summer school program;
2. Tutorial sessions;
3. Increased or concentrated instructional time in identified subjects;
4. Modifications to instructional materials.

DISCIPLINE POLICY

One of the purposes of school is to provide a safe and healthy environment for young people, in which they can learn and grow, including a safe environment for the staff in which to teach. It is the position of the School Board of District #154 that parents are responsible for the actions of their children while in school. The Board believes that the successful education of all children is dependent upon the establishment and maintenance of an appropriate learning environment.

An advisory committee was convened during the summer of 2007 to review the discipline policy and handbook procedures for District 154 and recommend revisions in these policy and procedures to reflect the current trends in education. Changes in the Board Policy are also based on achieving more effective procedures.

The following list of school rules was suggested by the committee and will apply to all classrooms at Wolcott. These rules will be posted in each classroom, as well as the gym, lunchroom, hallways and special areas in the school. Consequences will directly relate to violation of these rules. The Administration reserves the right to adjust any of the consequences.

GENERAL SCHOOL RULES:

1. Stay on task in all classes
2. Be courteous—show respect to peers and adults in speech and actions.
3. Have no gum and no candy in class, including the gym, library, art and computer lab.
4. Be prepared with paper, pencil, books, homework and related supplies.
5. Keep your hands to yourself.
6. Follow posted rules throughout the school day.
7. Practice self-control throughout the school day.
8. Dress appropriately.
9. Be on time for all classes.

GROWTH IN SELF-DISCIPLINE

We share with parents a desire for all students to achieve to the best of their ability. We share, too, in the parents' responsibility to help the child develop inner-directed positive behavior while attending school. The school expects to provide a safe and healthy environment. Students are expected to act in a safe and health conscious manner. It is expected that all pupils cooperate with and exhibit attitudes of respect and courtesy towards other children, teachers and any other school personnel at all times. Proper care of school property is also expected. This means that we expect each student to demonstrate proper behavior and compliance with ALL school rules. It is understood that this discipline program shall include, but not be limited to, such developmental steps as parent notification, detention, conferences, suspension and expulsion.

Specific penalties are given for certain types of misconduct. These penalties will generally be followed, but, in appropriate circumstances, serious violation of any of the rules described in this handbook may be considered gross disobedience or misconduct for which a student may be suspended or expelled; however, penalties less severe than stated in this handbook may also be imposed.

Finally, repeated violations of the rules described in this handbook may be considered gross disobedience or misconduct for which a student may be suspended or expelled, even though any particular violation by itself might not warrant suspension or expulsion.

Following are descriptions of parent notification notices that may be sent home for signatures as a result of a student's inappropriate action or actions:

PARENTAL NOTIFICATION

In Kindergarten through fourth grade, parent notification, either verbal or written, is used in the event of repeated episodes of misconduct. Written parental notification must be returned with a parent's signature.

HOMEWORK DEFICIENCY NOTICE

Homework Deficiency Notices may be issued to students by teachers for three or more late or missing assignments. The homework deficiency sheet is sent home with the student indicating the problem. The parent/guardian must sign the form and return it with the student the following day. Teachers may detain students before, during or after school to complete assignments. Failure to return the form may result in a disciplinary detention time.

DETENTION/DISCIPLINARY REPORT

These slips are issued to students by teachers, support staff or administration for repeated or excessive minor infractions or other inappropriate behaviors. The slip must be signed and returned with a parent's signature to the staff member issuing the detention. Detention that is Level 2 or higher is recorded by the Dean of Students and counts toward the behavior matrix progression of consequences.

WRITTEN DISCIPLINE REFERRALS

Written discipline referrals are issued to students by administrators or staff members to notify the student and parents of inappropriate behavior of a more serious nature or repeated misbehavior than behavior that would merit a detention. This referral identifies the inappropriate behavior of the student and the assigned consequences by the staff member or the administration, such as multiple detentions, Saturday detention, or disciplinary probation. The student is required to get a parent/guardian signature and return it to school on the following school day. Failure to do so may result in an additional referral and a call to the parent/guardian.

SCHOOL DISCIPLINARY SYSTEM

BEHAVIOR MATRIX

The purpose of this matrix is to provide students and parents with a guide of expected behaviors and consequences for misbehavior throughout all areas of the school building and grounds, as well as after school activities and to and from school. This matrix generally applies to grades five through eight although lower grade students may also be detained by the teacher, suspended, or expelled. Please refer to the behavior matrix located at Appendix A, at the back of this handbook, for more information.

DISCIPLINARY CONSEQUENCES

DISCIPLINARY DETENTION

Teachers and administration have the prerogative to retain a student after school as a disciplinary measure. These detentions are recorded in the Dean's office. An accumulation of detentions leads to more severe disciplinary action. An assigned detention takes precedence over extra-curricular activities and out-of-school activities. Parents will have prior notification before detention is to be served so that transportation arrangements can be made. Failure to serve an assigned detention will result in a referral to the administration for further disciplinary action. Disciplinary detentions are scheduled after school from 3:10-4:10 P.M. Time may be extended for misbehavior.

SATURDAY DETENTION

This detention session will last for up to four (4) hours on designated Saturdays. The session begins promptly at 8:00 A.M. and concludes at 12:00 P.M. Students are to be signed in by their parents at the main entrance and accompany the teacher to the room used for the detention. Certain situations may warrant that a Saturday school assignment has a lesser number of hours served on any given Saturday. This is left up to the discretion of the building administrator. For safety reasons, parents are to pick up the students at the main entrance at the appointed time after their detention is complete.

IN-SCHOOL SUSPENSION

Repeated referrals to the office for disciplinary reasons or a single serious incident may result in an in-school suspension. In appropriate circumstance, penalties less severe than stated in this handbook may be imposed. Students assigned an in-school suspension will spend the entire school day in the building suspension room or office. Students will bring all their supplies, books, and lunch with them to the main office upon entering school that day. The classroom teachers will send the student's daily assignments to the in-school suspension room for completion and credit. Appropriate restroom breaks will be provided. Students who disobey the in-school suspension rules will be required to repeat the suspension. Students serving an in-school suspension will not be eligible to participate in any before or after school extra curricular or school sponsored activities for a one week period.

Parents are encouraged to work with the school to make sure that the behavior is not repeated. In-school suspension is the school's way of communicating to students that their actions are unacceptable while keeping students in school and continuing their education.

OUT OF SCHOOL SUSPENSION

Suspension is the temporary removal of a student from school and school related activities for a period not to exceed 10 school days per suspension. A building administrator or District Superintendent may suspend a student per Board policy and the Illinois School Code. This suspension will be reported to the parents or guardians of the students along with a full statement of reasons for the suspension and a notice of the right to review, a copy of which shall be given to the School Board. Upon request by the parents or guardian, the School Board, or a hearing officer appointed by the Board, will review such action of the Superintendent or building administrator.

Academic work missed by students during a suspension must be completed during that suspension. All work is due upon the student's return to the regular academic setting. Completion of this work is the student's responsibility. Upon request by the student, teachers will reschedule any missed examinations when the student returns to the regular academic setting.

When a student is suspended, he/she may be required to meet with the social worker, the counselor or the school psychologist upon return to the school. Students are not allowed to be on school property or at any school function during their suspension period. Upon return from suspension, they will be excluded from participating in any before or after school extra curricular school sponsored activities for one week period.

DUE PROCESS FOR OUT OF SCHOOL SUSPENSION:

The following are suspension procedures:

Before suspension, the student shall be provided oral and/or written notice of charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his/her version. Prior notice and hearing, in some cases, is not required. A student can be immediately suspended when the

student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as is practical.

Any suspension shall be reported immediately to the student's parent/guardian(s). A written notice of the suspension shall contain a statement of the reasons for the suspension and information to the parent/guardian(s) of their right to review the suspension.

Upon request of the parent/guardian(s), a hearing shall be conducted by the School Board or a hearing officer appointed by it to review the suspension. At the hearing the student's parent/guardian(s) may appear and discuss the suspension with the Board or its hearing officers and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue and take such action as it finds appropriate.

EXPULSION

Expulsion is the exclusion from school by the Board of Education for disciplinary reasons in excess of 10 school days. Only the Board of Education can expel a student after a formal hearing.

The Board may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board or a hearing officer appointed by it to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The Board, or the hearing officer appointed by it, at such a meeting, shall state the reasons for the proposed expulsion and the date on which the expulsion is to become effective and its duration. If a hearing officer is appointed by the Board, he/she shall prepare a written summary of the evidence heard at the meeting and provide the report to the Board for its consideration. The Board will then take such action as it finds appropriate and the Board's decision is final.

DUE PROCESS FOR EXPULSION

The following are expulsion due process procedures:

Before expulsion, the student and parent/guardian(s) shall be provided written notice of the time, place, and purpose of a meeting by registered or certified mail requesting the appearance of the parent/guardian(s). If requested, the student shall have a meeting, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he/she shall prepare a written summary of the evidence heard at the meeting and provide the report for its consideration.

During the expulsion meeting, the student and his or her parent/guardian(s) may be represented by counsel, present witnesses and other evidence and cross-examine witnesses. At the expulsion meeting, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or the misconduct charged.

After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue and take such action as it finds appropriate.

GUIDELINES FOR STUDENT CONDUCT AND DISCIPLINARY ACTION

AGGRESSIVE BEHAVIOR/EXCESSIVE ROUGH PLAY

In order to maintain a safe and orderly school environment, it is expected that students will not engage in aggressive or unnecessary physical contact with each other.

Students who engage in any type of aggressive behavior or excessive rough play may be subject to disciplinary action, which could include suspension or expulsion. This conduct includes, but is not limited to, physical violence, unwanted physical contact, verbal coercion, threats, intimidation and/or harassment.

ALCOHOL, DRUGS, DRUG PARAPHERNALIA, AND TOBACCO

Alcohol—No alcoholic beverages are to be carried, served or consumed on school premises or at any school related activity. Any person under the influence of alcohol while at school or any school related activity will be subject to suspension with the possibility of expulsion.

Drugs—No drugs, marijuana, or controlled substances, any look-alike drug, or any substance represented to be a drug or controlled substance are permitted on school premises. Any person possessing or under the influence of any drug or controlled substance on the school premises or at any school related activity will be subject to suspension with the possibility of expulsion.

Drug Paraphernalia—No student should be in possession of drug paraphernalia. Violators will be subject to suspension with the possibility of expulsion.

Smoking—No smoking or carrying of tobacco or smoking materials (i.e. matches, lighters) is permitted by students on school property or at any school related activity. Students who are found to be carrying or participating in the use of tobacco products or smoking materials are subject to suspension.

BULLYING

Bullying and/or intimidation of others are not acceptable and students who engage in these behaviors may be subject to suspension with the possibility of expulsion. Bullying and/or intimidation of others includes, but is not limited to, any repeated aggressive or negative gestures, or any written, verbal or physical act that places another student in reasonable fear of harm to his or her person or property. Bullying behavior that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student is forbidden.

CONSEQUENCES OF BULLYING

Students who are guilty of repeated acts of disrespect, insubordination, or bullying behaviors will be determined to be at risk for aggressive behaviors. When the school has determined that a student is at risk for aggressive behaviors, the parent/guardian(s) will be contacted. The administration, appropriate staff members and the parents will meet to develop an intervention plan.

BUS MISCONDUCT

Riding the bus is a privilege and students are expected to observe the following rules: The bus driver is in full charge of the bus and the riders at all times, and has the discretion to reassign seats and return to school to insure the safety of all passengers.

- 1, Any distraction of the driver's attention jeopardizes the safety of the bus. Students must not carry on unnecessary conversation with the driver.
2. All passengers are to cease talking at railroad crossings.
3. Only adults in a supervisory capacity will be permitted to board or ride the bus.
4. Only students approved as eligible by the school are permitted to ride the bus.
5. Use of cell phones is prohibited on the bus unless the student receives permission from the driver or activity sponsor/supervisor.
6. Students are required to follow and obey any and all rules of the District while riding the bus.
7. Students shall not engage in prohibited conduct as stated in the District's disciplinary rules. Violations of any of these rules may lead to detention, suspension from riding the bus and/or suspension from school with the possibility of expulsion.

SCHOOL BUS INCIDENT REFERRAL

The purpose of the referral is to inform the parent of a disciplinary incident involving any District 154 student on a school bus, which may have jeopardized the safety and well being of all students. It is issued by the bus company assigned driver or school administrator.

BUS SUSPENSION

All students attending Wolcott School District 154 are subject to bus regulations concerning their conduct while on the bus. The reason for the regulations is that any student distracting a driver causes a serious hazard to the safe operation of the vehicle and can jeopardize the safety of all passengers. When these regulations are violated, District may take appropriate action based on the infraction ranging from detention to suspension from riding the bus to expulsion from school.

The Superintendent or Dean of Students is authorized to suspend students from riding school buses for each violation of the District's school bus regulations at a school bus stop, on a school bus, or any place where such conduct affects the safe operation of a school bus. Should the nature of the infraction be severe and constitute a danger to other students, a student can be suspended from the bus.

The procedure for suspension from riding the school bus is the same procedure as stated in this handbook for suspension from school. It is the responsibility of the parents to provide transportation for suspended students.

CARE OF BOOK AND SCHOOL MATERIALS

Lost books must be paid for by the end of each grading period. You will not receive a refund if you find the book after it has been paid for and a replacement has been ordered. Library privileges will be taken away from students with outstanding fines. The student's report card may be held at the end of the school year until all fines, fees, or book charges are paid.

CHEATING

Any form of deception to gain credit without proper effort, including plagiarism, is universally recognized as improper conduct. Students who engage in this type of conduct should expect to find that choice reflected in their grades, and may result in further disciplinary action.

DISRESPECT//INSUBORDINATION

Every adult staff member whether they work as a teacher, assistant, custodian, kitchen staff, etc. is to be treated with respect and is to be obeyed. A student failing to follow a direct instruction from school staff will be considered insubordinate. Since the school staff stands in the place of the parent, we expect the same respect due the parent. Students, who show disrespect/insubordination to any staff members, and this includes any adults employed in the school, may be suspended with the possibility of expulsion.

EMERGENCY ALARMS

Any student setting off a false emergency alarm with intent may be suspended from school ten days and/or recommended to the Board of Education for possible expulsion. A criminal complaint may also be filed with the proper legal authorities.

FIGHTING

Any student who participates in, or is responsible for, a fight in the school, on the school grounds, or at any school-related function, may be subject to suspension and possible expulsion. Any student who strikes a teacher and/or staff member will have the incident reported to local law enforcement immediately.

DISRUPTIVE/OFF CAMPUS CONDUCT

Engaging in any conduct, on or off school grounds that: (a) poses a threat or danger to the safety of students, staff or school property, (b) interferes with the educational mission and/or educational environment of the District or (c) is disruptive to a safe school environment can be grounds for suspension with the possibility of expulsion.

FIREWORKS

Fireworks or explosives in any form are prohibited. Any student who is found to be using, selling, or in possession of firecrackers, smoke bombs or other related fireworks or explosive materials, including snaps, caps, stink bombs, and sparklers may be subjected to suspension with the possibility of expulsion.

FORGERY

Students forging parent signatures on school documents will be subject to disciplinary action.

FRATERNITIES, SORORITIES AND SECRET SOCIETIES, INCLUDING GANGS

Fraternities, sororities and secret societies in public schools is prohibited by the Illinois School Code. Gangs are determined to fall within the Illinois School Code definition of a secret society. Gangs are, therefore, prohibited insofar as a gang is an organization composed in whole or in part of students and has one of the following as a purpose or significant activity: intimidating, threatening or inflicting physical violence on any person; committing illegal acts; violating school rules. Fraternities, sororities, secret societies and gang activity are also included within the definition of gross disobedience or misconduct, and are thus punishable by suspension and/or expulsion.

GUM/CANDY

Neither gum nor candy is allowed in the school during the school day. The exception may be candy brought for lunch or distributed by school staff. All other candy and gum will be disposed of by school authorities. Reported incidents may result in disciplinary action.

HALL CONDUCT AND PASSES

Students are required to walk in the halls during the day, using the right side of the hallway. Passing should be completed quietly with posted rules observed at all times.

HARASSMENT

Harassment of any kind is forbidden. Inappropriate remarks or actions made verbally or in writing, will be considered harassment and students engaging in this behavior may be subject to suspension or expulsion.

Sexual harassment is defined as any conduct of a sexual nature by a student directed toward another student when (1) such conduct has the result of creating an intimidating, hostile or offensive school environment for the other student or (2) such conduct is continued by the student after the request of the other student to stop such conduct because it is intimidating, hostile or offensive. The determination of whether the conduct of a student is intimidating, hostile or offensive is to be made by the school administration. Sexual harassment is prohibited by School Board policy and includes verbal, written, or physical conduct. The terms intimidating, hostile and offensive as used above include conduct which has the effect of humiliation, embarrassment or discomfort.

Complaints alleging a violation of this policy are encouraged and must be brought to the attention of the appropriate school officials as soon as possible after the alleged incident of sexual harassment. Caution must be exercised, however, to accurately state the facts giving rise to the complaint and to avoid groundless complaints. Grossly inaccurate or groundless complaints made in bad faith may subject the complainant to disciplinary action.

LOCKERS AND DESKS

Wolcott School District 154, Cook County, Illinois, acknowledges its respect for the privacy of its students. Students may use the locker assigned them for the storage of books, school supplies and outer garments and are responsible for the security of the locker and its contents, shall make certain it is locked after being opened, and shall not disclose the locker combination to another student. If any inappropriate materials or items that are deemed by the Administration to be a threat to the safety of students or disruptive to the educational atmosphere are found in a locker, the student assigned that locker will be considered the owner of such materials or items. Locker use is a privilege that can be rescinded if it is abused or causes any interference with the student(s) education.

Lockers are to be kept neat and clean at all times. Inspections will be held periodically. Abusive behavior towards lockers will be subject to disciplinary action. As with all school property, students and their parents will be held financially responsible for damage to lockers from misuse or carelessness. Make sure that you do not "set" your lock. Students have permission to use lockers at designated times only: beginning of day, before and after lunch, before and after gym class, at end of day, and at a time mid-morning designated by teacher. If there is a need to go to a locker at any other time, permission must be obtained from the teacher. Students are not to go into one another's lockers and desks without permission.

OBSCENITY

Obscene, profane, or vulgar language either written, verbal, or expressed by symbols will not be tolerated on the school premises. A student who participates in any of the above behavior may be subject to disciplinary action.

RECIPROCAL REPORTING PROCEDURES OF CRIMINAL OFFENSES COMMITTED BY STUDENTS

The Administration and the local police will arrange meetings as needed between the parties in order to share information regarding students suspected of involvement in criminal activities.

The local police and the Administration will verbally report to each other the following activities when committed by a student enrolled in the particular school:

- all cases involving illegal or controlled substances;
- all cases involving weapons of any type;
- all cases involving gang activity;
- all cases involving a serious crime or felony;
- any other case in which the reporting may be beneficial.

The parties understand and agree that a minor's written arrest record is confidential pursuant to 705 ILCS 405/1-7, and as such will not be included in the student's school record.

STUDENT SEARCHES

All desks and lockers remain under the control and jurisdiction of this School District. Access to all desks and lockers is retained by this School District and all desks and lockers may be searched by school officials at any time, with or without the student's knowledge or consent, when deemed appropriate by school officials for any reason including maintaining order, discipline, safety, supervision, and education of the students of this district. The school officials are to maintain a confidential file of all lockers and the combination applicable to each.

In addition, school authorities are authorized to conduct searches of students and their personal effects, as well as District property for the safety and supervision of students in the absence of parent/guardian(s), to maintain order in school, and to provide for the health, safety, and welfare of students and staff.

SKATES, SKATEBOARDS, ROLLER BLADES, AND SCOOTERS

Skates, rollerblades, skateboards, roller blades and scooters are **not** to be brought to school for safety reasons.

STEALING

Stealing is a violation of Illinois Law. A student who becomes involved in a theft of school property or property of another person in the school may be suspended and reported to the proper authorities.

TARDINESS

Parents must notify the school if their child is going to be late. The reason for the tardiness must be specific and can only be given by the student's parent(s). Students who arrive at school tardy are to report directly to the attendance office for an admission pass to class. Within the school day, students are to be prompt in the attendance of all classes throughout the day. Consistent and regular attendance in all classes is an important component of academic achievement. Tardiness interrupts this process and negatively affects performance. Tardiness will affect perfect attendance recognition at the end of the school year. As a general rule, the sequence of consequences would be as follows: a verbal warning for the first tardy, 3 tardies in one quarter will result in a detention and succession of more severe penalties from detentions to possible Saturday school assignments. To explore if additional help may be needed to stop the tardiness, parents will be asked to meet with the administration to get the child to school on time.

TECHNOLOGY USE

Declaration of Commitment for Acceptable Use of Technology Resources

The Technology Committee is charged with the management of the technology resources of the School District. These resources include all voice, video, and data systems. These systems include: telephones, television monitors, various computers, servers, local and wide area networks, the connections to other computer networks via the Internet and stored electronic data. Part of this management responsibility includes the establishment and administration of an acceptable use commitment and implementation guidelines of these resources by staff, students, and other users. The

intent of this statement is to give an overview of use responsibility, acceptable and unacceptable use of these resources without exhaustively enumerating all such responsibilities.

User Responsibility:

Comply with all existing School Board policies as they are interpreted to apply to technology resources, including but not limited to the following:

Student Discipline and Religious, Racial, and Sexual Harassment/Violence Policies.

Respect the privacy of other users, and not intentionally seek information on, obtain copies of or modify files, other data or passwords belonging to other users without permission.

Comply with legal protection provided by copyright and license to programs, data, and documents.

Help maintain the security of the District technology resources by adhering to all security rules developed by the Technology Committee and/or the user's building.

Monitor and supervise any individual to whom access to technology resource is granted.

Comply with the acceptable use policies of all technology resources to which the district has access.

Unacceptable:

Providing, assisting in, or gaining unauthorized or inappropriate access to the District's technology resources, including any type of voice, video, or data information server.

Activities that interfere with the ability of student/staff members to use the District's technology resources or other network connected services effectively.

Activities that result in the loss of another student/staff member's work or unauthorized access to another student/staff members' work.

Distribution of any materials in such a manner that might cause congestion of the voice, video, and data networks.

Distribution or collection of obscene, abusive or threatening material via telephone, video, electronic mail, Internet, or other means.

Use of technology resources for a commercial, political, or profit-making enterprise, except as specifically agreed to with the District.

Breaching the above commitment or other violations of technology/computer usage may result in the loss of computer/technology privileges, parental contact, when necessary, restitution, and/or disciplinary actions. Alternative coursework may be assigned to the student to receive class credit. Repeated or serious violations may result in additional consequences. Inappropriate computer use outside of school that causes a substantial disruption to the educational environment may result in disciplinary consequences.

THREATS/INAPPROPRIATE COMMENTS

Threats and inappropriate comments include any verbal or written comments that directly or indirectly threaten any individual or group of students or staff, or that indicate a threat to the school building. This can cause a substantial disruption to the educational environment. Students who participate in any communications of this nature may be subject to suspension or expulsion. The police may also be notified.

THROWING OBJECTS/SNOWBALLS

Throwing any object, except in school-sanctioned activities such as P.E. class, is strictly prohibited on school property. Reported incidents may result in disciplinary action.

TRUANCY

All students are required by law to attend school every day. A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 10 percent or more of the previous 180 regular attendance days. Valid cause does not include family vacations. Administration reserves the right to request documentation for excessive absenteeism. The following supportive services may be offered to chronically truant students:

- Parent conference

- Social Work assistance for students and/or family

- Information about community agency services

Students who are truant from school will be subject to the following: (1) Make-up school time missed in detention. (2) Required parent conference to readmit to school. (3) Notification to the County Truancy Office at the discretion of the building administrator and possible notification of the police. Students who leave school or school property without permission will be considered truant and will be subject to disciplinary action. A parent conference will be required.

UNAUTHORIZED SALES/GAMBLING

The unauthorized sale of any item to any other student is prohibited. A student who participates in the above behavior will be subject to disciplinary action. Gambling in school is forbidden.

VANDALISM

Anyone found guilty of vandalism will be held responsible for the cost, repair, or replacement. If the offender is a student, he/she may be suspended with the possibility of expulsion and may have a police report filed against him/her. If the offender is an adult or a student from out of District 154, a report will automatically be filed with the police.

VIOLATION OF THE LAW

Students are subject to discipline in school for any acts punishable by any federal, state, or local law or regulation.

WEAPONS FREE SCHOOL

Students should never bring anything to school that could be viewed as a weapon. Any weapon or look-alike weapon/item found on school grounds will be confiscated. A student who uses, possesses, controls or transfers a weapon may be expelled for up to two calendar years. The expulsion period may, however, be modified by the

Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. Depending on the nature of the weapon/item, the student may be suspended and/or expelled from school and both the student and the weapon/item will be turned over to law enforcement. ILCS 5/10-27.1A. Those weapons/items not turned over to the police will have to be picked up by the student's parent. FCCSC 157D.7.190.

DRESS GUIDELINES

All students in grades 1 through 8 must wear uniforms. Uniforms should be French Toast brand or equivalent.

SHIRTS: Solid white or navy shirts with collars in styles such as polo, oxford, or button down. Only school logos are allowed. Shirts must be tucked in.

NOT ALLOWED: Collarless, sleeveless, bare midriff, low cut or turtlenecks.

PANTS: Solid navy or khaki colored pants. Students have the option of wearing shorts, according to the handbook, no shorter than knee length.

****5th-8th Grade:** Black or brown dress belt with plain buckle must be worn with pants or shorts.

NOT ALLOWED: cargo pants, sweat pants, athletic pants, stirrup/stretch pants or denim

SHOES: Plain, solid colored black, brown or white shoes. Shoes with laces must be tied at all times. Shoes must not have open backs, toes or sides.

NOT ALLOWED: sandals, clogs, flip-flops

SWEATERS: Solid navy or white sweaters. Shirts must be worn with sweaters with collar showing.

NOT ALLOWED: sweatshirts or hoodies

****all clothing should be size appropriate****

Any jewelry, clothing, or lack of clothing that detracts from the educational process should not be worn to school. Visible underclothing, sagging pants, sleepwear or pajama bottoms, clothing with holes, rips, tears, or frayed items are also inappropriate.

No use of unusual atypical hair coloring or distracting designs: no "off colors" (when "atypical" situation arises, a meeting with the parents may be scheduled with the administration to determine what is appropriate).

Headwear shall not be worn by any students in the school building at any time.

No visible temporary or permanent tattoos or armbands.

No gang related colors, symbols, apparel, chains, or jewelry.

ELIGIBILITY FOR SCHOOL ACTIVITIES

Eligibility begins at the start of school. All students who participate in extra-curricular or school related activities are subject to the following:

1. A student becomes **ineligible** if:
 - a. He/she is suspended from school (in-school or out of school)
 - b. He/she has a failing average in any class
 - c. The student's cumulative quarter grade has fallen below a "C" average in two or more classes.
2. A student, who, for whatever reason, is ineligible at the time of tryouts shall be allowed to tryout. The final decision regarding making the cut shall remain with the Director or Sponsor.
3. If a student is ineligible because of academics, he/she may **NOT** participate in extra-curricular activities or attend any school or school-related organization sponsored events during an identified one-week period. **Study trips are considered a classroom extension, and students on academic ineligibility may attend these trips.**
4. Teachers submit the names of all students with a grade below "C" in each subject area on a weekly basis. The office staff then compiles a list of students who are ineligible, and distributes a copy to all appropriate staff and sponsors. Ineligible students are informed the afternoon the list goes out. The school then informs parents through a letter home. The academic ineligibility period begins the Friday afternoon the list goes out and continues until the second Monday afterwards. Eligible students may resume activities on the second Monday morning, if the problem situation has been corrected.
5. If a student is ineligible for behavior reasons, he/she may **NOT** attend any extra-curricular activities and any other school or school-related organization sponsored events during the identified (at least one week) period. Appropriate staff and sponsors are informed of the ineligibility. **Behavior ineligibility begins immediately and includes ineligibility for study trips.**
6. If a student becomes ineligible a second time for behavior during any school related activity, then the student may receive the same restrictions as covered above, along with the permanent removal for the rest of the school year from the extra curricular activity in which this misbehavior occurred.
7. If a band or chorus student misses a "mandatory performance" due to ineligibility, then he/she may be dropped from the group for the remainder of the school year, with the final decision being made by the Superintendent, after consulting with the Band Director.

8. Students who are not in attendance at least one half day will be ineligible to participate in after school activities, practices and games that day.

EXCEPTIONS: Doctor appointment with a doctor's note or an emergency as approved by the Superintendent.

9. The administration reserves the right to waive any of the above procedural steps.
10. It is essential that students in extra curricular activities understand that they are responsible for maintaining acceptable grade standards. If a student should require extra help, the coach/advisor involved should be informed. It is understood that students who seek help before or after school will not be penalized.

OTHER PROCEDURES

ACHIEVEMENT TESTS

The Stanford Achievement test, Otis Lennon test and the State's ISAT tests are administered to grades 1 through 8. Specific dates for each battery of tests will be announced well in advance.

AFTER SCHOOL ACTIVITIES

Only students participating in the activity may stay. **Coaches/sponsors cannot be responsible for supervising other children.**

Students who do not behave in accordance with the school discipline policy will be excluded from the event. All visitors are expected to follow posted rules.

ARRIVAL AND DEPARTURE

Morning Arrival (Grades K-8):

Please make sure your children arrive at school after 8:15 a.m., but before 8:25 a.m.

Grades K-4 enter the North door, 5-8 enter the front door (south). **Students will not be allowed on school property until 8:15 a.m. when supervision begins.**

EXCEPTIONS: Students involved in pre-arranged before school activities or academic assistance.

Students (grades K-8) may enter the building at 8:25 a.m. A student will be considered tardy if they have not arrived to their homeroom by 8:30 a.m.

Closed Campus:

Wolcott School is considered a CLOSED CAMPUS between 8:15 a.m. and 3:05 p.m., and students are not to leave school grounds upon arrival or during the lunch hour unless signed out by a parent.

Kindergarten Arrival:

One or two sessions of Kindergarten will be held when needed. The morning session meets from 8:30 a.m. to 11:15 a.m. The afternoon session meets from 12:20 p.m. to 3:05 p.m.

Students in P.M. Kindergarten may not arrive more than 5 minutes ahead of the session they are scheduled to attend. There is no playground supervision provided prior to 12:15 p.m.

Pre-Kindergarten Arrival:

Two sessions of Pre-Kindergarten will be held Monday through Friday. The morning session meets from 8:30 a.m. to 11:10 a.m. The afternoon session meets from 12:20 p.m. to 3:00 p.m.

End of day

School dismisses at 3:05 p.m. No student with or without a parent may enter the school after 3:30 p.m. for books, assignments, personal articles or other purposes. Students can retrieve such articles between 3:05 p.m. and 3:30 p.m. **ONLY**.

ATTENDANCE/PLANNED ABSENCES

In the event a child is absent from school, the parent or legal guardian shall call the school office on that day by 9:00 a.m. to report the absence. The school will call the home or designated emergency number in the morning and afternoon if a communication from the home of the absent child has not been received. The attendance secretary shall make proper documentation that calls have been made, or that a reasonable effort has been made to notify the parent or legal guardian of the child's absence.

Valid Cause for Absence—A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency or situations beyond the student's control (as determined by the Superintendent or designee) or such other circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the child. The school does not endorse the scheduling of family vacations during the regular school year. In fact, such vacations place a student in jeopardy of successfully completing the full academic program, and adequately preparing for the state and national achievement tests.

Monitoring of Attendance—The attendance secretary monitors attendance very closely, with a quarterly report on all absences and tardies being prepared for the Dean of Students, Superintendent and Board of Education. Whenever it appears an excessive pattern of absences has developed and/or eight (8) absences have occurred, the Superintendent or his/her designee shall notify the parents and/or legal guardian of his/her concern, with a copy being provided to the Cook County Attendance Truant Officer. When absences reach ten (10) days in a school year, the School Resource Officer and the Cook County Attendance Officer will be contacted to initiate an official investigation into the excessive number of absences.

ATTENDANCE, ABSENCES AND PUNCTUALITY

Regular attendance is the best assurance of success in school. The child who is frequently absent misses valuable class instruction, discussion, homework assignments and tests. If the continuity of his/her progress is disturbed, he/she loses interest in carrying forward the regular work of the class. We do not mean, however, to encourage parents to send their child when his/her attendance might be detrimental to his/her own health or that of others.

Punctuality is also very important. We believe that the child should establish the habit of reporting on time. Children who are ready to start the school day promptly have a positive attitude which helps to ensure successful work. Chronic tardiness is addressed in the Discipline Policy section of this Handbook.

REPORTING OF ABSENCE OR TARDINESS

1. Parents of children who will not be attending school should notify the office at 877-2526 before 9:00 a.m. to report the absence. Homework requests should be made at this time. Office personnel will be phoning you to check on your child should you not contact us.
2. If no adult is home, the office personnel will call the parents' work numbers.
3. Parents have the responsibility of send a written note giving the cause for the absence or tardiness in the event that no phone contact was made. A parent or legal guardian must sign the dated note.
4. Written requests to keep your child inside during recess beyond one day must be made by a doctor.
5. A child absent five (5) or more consecutive days due to illness will be re-admitted only with a signed physician's statement verifying the child's fitness to return to school.

BATS AND BALLS

No hard balls, and metal or wooden bats are to be brought to school unless provided as a part of gym class as directed by the physical education teacher.

BICYCLE REGULATIONS

In accordance with recommendations of Cook County School Safety Authorities and Village Police, in addition to experience and observation, it has been deemed advisable to allow only students in grades 4 through 8 to ride bicycles to school and those students who have reached their ninth (9th) birthday prior to the beginning of school.

Locks should be used on all bicycles placed in the bike rack. Expensive bikes with accessories should not be brought to school. **The school will not assume any liability for bicycles brought to school.**

BIRTHDAY AND PARTY INVITATIONS

Please do not send party invitations to school with your child. Children will not be allowed to distribute invitations, and they will be returned. It is much easier to avoid hurt feelings when invitations are sent in the mail.

BRINGING RADIOS, MONEY AND OTHER VALUABLES TO SCHOOL

No radio, Game Boy, headgear, Walkman, I pod, jam box, cell phone, or other types of electronic devices may be brought to school unless the teacher gives permission. Such equipment may only be taken out and used at permitted times. Even when authorized for a special purpose after school, cell phones may not be turned on, taken out, or used during the school day, which begins when the student comes on school grounds. Unauthorized or misused equipment will be confiscated.

Students are not allowed to bring toys to school unless instructed by their classroom teacher.

Only "requested money" (i.e. lunch, study trips) should be sent to school. All money, other than lunch money, should be clearly labeled in a sealed envelope.

The school does not assume any responsibility for the loss or damage of any valuable equipment a child brings to school. Questions regarding appropriateness should be addressed to the teacher prior to bringing the item.

CHANGE OF ADDRESS OR TELEPHONE

Parents should notify the Wolcott Office immediately whenever there is a change in place of residence and/or home or work telephone numbers. For emergency purposes, all emergency information must be kept current.

ELIGIBILITY TO ATTEND WOLCOTT SCHOOL AND KINDERGARTEN ENTRANCE

A child who is a resident of the District will be eligible to enter Kindergarten if he/she has attained his/her fifth birthday on or before the first day of September of the current school year. An original birth certificate and proof of immunization must be presented. In addition, all Pre-K and Kindergarten students must have a lead screening test as part of their physical examination. Also, students entering Pre-K and 6th grade must show proof of their Hepatitis B vaccine shots. Students in grades K, 2, and 6 must show proof of a dental exam. These rules coincide with the mandates of Illinois School Code and related statutes.

EMERGENCY CLOSING

School closing because of weather conditions will be announced over major radio and television stations. While it is unlikely that District #154 would close due to weather conditions, an emergency closing would be announced on WGN, WBBM-AM, WBBM-FM, WCLR, WFYR, WUSN, plus WGN-TV and WFLD-TV.

EXCUSES FROM GYM OR PLAYGROUND ACTIVITIES

Students who are required to limit physical education activities must submit a written request to be excused. A parent/guardian, and/or doctor must submit the request.

After one (1) day, a doctor's permit for restriction of physical education may be requested.

Re-admission to physical education classes must be by written doctor's permission when a child's doctor has restricted activity.

EXTRA CURRICULAAR ACTIVITIES

Opportunities for participation in extra-curricular activities are available for students. Guidelines for participation are developed by the teacher/sponsor, subject to the approval of the Superintendent. See Discipline Policy for exclusion from extra-curricular activities and ineligibility guidelines.

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. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

FEES

The registration fees for this school year are as follows:

K - 8 \$120.00

Fees not paid by December 1, 2008 will be turned over to a collection agency. Interscholastic sports and activities as well as Band and Chorus are offered on a fee basis.

In the event you have to send money to school with your child to cover an expense of any kind, please make the **CHECK** payable to **COOK COUNTY SCHOOL DISTRICT #154**. If you must pay with cash, please send the exact amount. No change will be made. However, if cash is sent with your child, the school does not assume any responsibility for any loss of the cash by the student.

FIELD TRIPS

Field trips are planned to enhance the learning opportunities provided within the classroom. All field trips must be pre-approved by the Superintendent. Parents are informed in advance and must sign permission slips prior to a child being allowed to participate in the field trip. Students should leave from and return to school unless arrangements have been made between supervisor and parents in advance. Chaperones may not bring other children or siblings along on trips. Chaperones should follow directions of and refer all problems and unusual situations to the person in charge.

Chaperones will be expected to sign an agreement to abide by all school rules and trip procedures. Failure to do so will result in no further participation as a chaperone.

A student whose record of misbehavior makes it likely in the opinion of the teacher and Superintendent that this student will not exercise proper self-control outside of school may be denied permission to go on a field trip. Teachers may set standards of behavior for students to participate in a trip. A student who is behind in schoolwork may be required to stay at school to make up work rather than go on the field trip.

FIRE DRILLS AND DISASTER DRILLS

Fire drills and disaster drills will be held periodically during the year. Students will be told exit procedures by each teacher in every room they attend class. They are expected to move quickly and quietly in all cases, remain quiet while attendance is taken and/or to listen to further instructions.

GYM DRESS

Grade 5-8 students are required to dress for gym class. The purple gym shirt and shorts, available at Lansing Sport Shop, are required for boys and girls. A pair of gym shoes left at school for gym only are to be worn. All gym suits must be labeled with the student's last name on the shirt back and short leg. Upper grade students will be assigned gym lockers and issued school combination locks for a fee. The deposit will be refunded at the end of the year if the lock is returned in good condition.

HEALTH CARE/MEDICATION REGULATIONS

All students are required to have on file the name and telephone number of a family member to call in case of any emergency. If a student becomes ill or suffers an accident and no family member can be reached, the Superintendent or his designated representative shall be authorized to call a doctor or an ambulance, as his judgment requires. All such direct action shall be kept to a minimum as the responsibility for making such decisions and incurring financial responsibility shall be placed with the family whenever possible.

Children can only be permitted to go home with a parent or designated adult.

1. Medications (prescription or non-prescription) will NOT be administered unless the following authorizations have been submitted to the school:
 - written authorization and directions from a licensed physician
 - a written request by the parent authorizing the self-administration of prescription or non-prescription medication by the student at school including the parent or guardian's name and telephone number in case of an emergency.
2. Medication shall be administered to a student only by the student himself/herself pursuant to physician authorization and parent permission, and only when such medication is required during school hours. Parents/guardians have the primary responsibility for the administration of medication to their children. In case of emergency, where the student is incapable of self-administering the medication, or in the case medication may not be safely self-administered by the student, the medication may be administered by the Superintendent, or the designee of the Superintendent. These matters should be explained in the parent note.
3. Authorizations must be renewed at the beginning of each school year. The school must be notified in writing whenever the dose or timing is changed.
4. The parent/guardian is responsible for ensuring that the medication arrives safely at school in the **ORIGINAL** container or packaging. Prescription drugs **MUST** be in a pharmacy-labeled container. Medications will be stored in a locked or limited access space in the office as determined by the Superintendent.
5. Cough drops may only be used when a teacher receives a signed note from the parent/guardian indicating the frequency of use. No other **non-prescriptive or prescriptive** medicines will be permitted without the precautions outlined in #1.
6. At no time will a student be allowed to maintain and dispense their own medication. Do not send medication to school with your child. This is enforced for the safety of all students.
7. Children who need to carry inhalers or epi-pens must have explicit written permission from a physician and the parents.
8. The school must be notified in writing by the parent/guardian when a medication is to be discontinued.

HOMEWORK PROGRAM

Homework is defined as work provided to the student to be completed following the regular school day at home. Homework consists of activities, assignments, or projects which help to reinforce skills learned in school that day. It is the belief of School District #154 that homework is a necessary and important activity for children in grades K-8. All children learn the skills of responsibility and task completion through daily practice with homework.

It is the responsibility of each individual teacher to determine the amount of homework to be assigned nightly and on weekends. When a situation arises in which homework cannot be completed at the time it is due, it will be the responsibility of the parent to notify the classroom teacher by phone or written note on the day of the occurrence. The student will then arrange with the classroom teacher to complete the work by the specified time, if the teacher grants an extension to have the work completed.

Teachers usually are available in their classrooms to assist students before or after school with homework. However, arrangements should be made in advance. Students who are absent have as many days as they were absent to make up their missed work.

HONOR ROLL—GRADES 5-8

The grades are computed based on the following scale:

A = 5 points – Accelerated classes (Algebra 8th grade, Pre-Algebra 7th grade)
4 points – Regular classes

B = 4 points – Accelerated
3 points – Regular classes

C = 3 points – Accelerated
2 points – Regular classes

D = 2 points – Accelerated
1 point -- Regular classes

F = 0 points – Accelerated and regular classes

The High Honor Roll is attained by a grade point average of 3.75 and above with no grade below a “C”. The regular honor roll is attained by achieving a grade point average of 3.5 to 3.74 with no grade lower than a “C”. Both Honor Rolls are calculated based on all daily subjects. The “C” grade minimum applies to all subjects.

EFFORT HONOR ROLL – GRADES 5-8

Students receiving 1's for effort in all subjects attain the Effort Honor Roll.

The Effort Grade is based on the following:

- 1 – works hard
- 2 – could work harder
- 3 – is making little effort

HOT LUNCH PROGRAM

The PTA operates a hot lunch program. Students may either bring a lunch or purchase a lunch. The lunch menu for each month is included in the Wolcott PTA annual calendar, along with being on the board each day in the lunchroom. The hot lunch program begins on Monday, August 25th.

Lunch rules include:

1. Orderliness is required when in line to select a lunch.
2. Instructions or direction from the lunchroom staff, supervisors and custodians will be followed.
3. Students are to speak in conversational tones and observe other rules of acceptable conduct.
4. Students are to eat their own lunch.
5. Opened food must be kept in the lunchroom. It cannot be taken out.
6. The lunchroom staff will not heat food that has been brought from home.
7. Students must remain seated after they get their food, milk, napkins, condiments, etc.
8. Students may not enter the kitchen.
9. Please be aware that the lunch period is 35 minutes long including a 10-15 minute recess.
10. Violation of these rules may result in lunchroom privileges being revoked.
11. Lunchroom personnel will not loan money.

Meals cannot be specially prepared for children with diet restrictions. Students with such problems should bring their lunches from home. In keeping with state and federal rules, healthy meal choices are encouraged.

LIBRARY

Classes are scheduled by classroom teachers for library usage during the day. Students may check out books for two weeks. Reference books may not be checked out without special permission. A special parent's resource section has been set aside for parents. Ask the resource clerk for assistance and information. A repair fee for damaged books will be assessed. If the book is damaged beyond repair, the student will be required to

buy it. Checkout privileges will be suspended when there are overdue books out or outstanding fines or fees.

LOST AND FOUND BOX

A box is maintained near the gym for lost articles of clothing, books, etc. If your child loses any items, he/she should look in the lost and found box first. If the item is not there, your child should check the office. Often when an item is believed to be valuable, as in the case of jewelry, the item is brought to the office. Your child will be asked to accurately describe the item before it is returned. Personal belongings should be labeled in some way to facilitate their return if lost.

MAINTAINING STUDENT RECORDS

There are two (2) types of student records, the permanent record and the temporary record. The permanent record consists of information such as name, date of enrollment, date of transfer, grades, attendance, health records, achievement tests and ISAT scores, and accident reports. The District maintains this information for sixty (60) years. Copies of this information and achievement test scores are forwarded to the high school or transfer school.

The temporary record consists of letters to and from parents, discipline reports, progress reports, class referrals, report cards, and any other anecdotal records. Normally they are destroyed the year following graduation. It is your right as a parent/guardian to review these records or have copies of them made before they are destroyed. This requires an appointment with a District administrator or office personnel.

MESSAGE FOR STUDENTS

Please do not call the office and ask for a message to be delivered to your child unless it is absolutely necessary. It is desired to keep these calls to a minimum whenever possible.

PARENT ORIENTATION PROGRAM

At the beginning of each school year, an Open House/Parent Orientation meeting with each teacher will be scheduled.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled formally twice a year. Letters are sent home by the teachers inviting you to attend a conference at a pre-arranged time. You are asked to call the office to change the time or to notify the teacher that you will not be able to attend. Phone conferences are not possible on the scheduled parent/teacher conference days.

Parent/Teacher conferences can be requested any time during the year by the parent/guardian, a teacher, or the administration. "Group" parent conferences and/or visitations normally will not be scheduled.

PARENT TRANSPORTATION REIMBURSEMENT

The State of Illinois will reimburse parents who do not have bus service and transport their children over an IDOT verified hazardous route. The school sends out a letter from the state every year with information on how to apply for hazardous route designation with IDOT and how to sign up at school for this reimbursement.

PARENT VISITATION

Parents are encouraged to visit their child's classroom and are welcome at Wolcott School, but for safety and security reasons are required to follow the procedures for "Visitors to the Building". Please avoid requesting a visit during achievement testing periods, and during the first and last two weeks of the school year. To avoid a problem of too many visitors at one time, the administration may regulate visits when necessary. "Group" visitations normally are not permitted. Special visitation days for parents and grandparents will be scheduled during the school year. Please refer to the PTA calendar for details.

Unfortunately, an "open door" policy has the potential to jeopardize the security measures the school has taken for the safety of the children. Unless an event is designated as open to the public or open to families, only those parents involved in putting on classroom events such as parties will be permitted to attend. For PTA parties, a list of the room parents involved will be given to the office in advance. Parents in the building for volunteer work or for chaperoning should not bring other children, including siblings, so that they pay full attention to the students with whom they are working. We hope parents understand that these measures are intended for the benefit of all and not as a personal affront.

PHYSICAL, DENTAL AND VISION EXAMINATIONS

The law requires a complete physical examination (on a form provided by the school) when the student starts school and as he/she entered 6th grade. Records of these examinations must be presented at the time of registration.

An **OFFICIAL** birth certificate must also be presented. Hospital, baptismal, or other such records of birth **WILL NOT** be acceptable.

Students entering Kindergarten, 2nd grade and 6th grade must show proof of a dental exam. Any student who has not complied with these requirements by October 15th of the current school year will be excluded from school until such evidence is presented to the school.

Students who transfer into any grade must present evidence of having met the Illinois law for physical examinations at the grades indicated above or submit a completed physician's examination report at the time of entrance.

PICKING UP/DROPPING OFF STUDENTS

General: The Thornton Police Department requests that parents park on any street adjacent to Wolcott School only on the school side of the street. This allows for the picking up of students on three sides of the school and prevents students from having to cross a street to reach or depart from a vehicle. **DO NOT** stop in the fire zones. **DO NOT DOUBLE PARK OR REMAIN IN A PARKING PLACE FOR PURPOSES OTHER THAN DROPPING YOUR CHILD OFF. THIS IS A SAFETY HAZARD, WHICH WILL BE ENFORCED.**

Primary Wing: When dropping off students on the west side of the school, please do so in the designated area. Parking is not permitted as students are dropped off and the handicap restricted area is to be observed. At times, staff will be supervising the dropping off and picking up of students with directions being made from time to time.

PRE-KINDERGARTEN "AT RISK" PROGRAM

The Pre-Kindergarten "At Risk" program is for children, ages 3 to 5 who, after a multidisciplinary screening process are determined to have needs which might negatively effect the child's performance as a Kindergartener. Such needs include speech/language delays, behavioral problems, fine and gross motor coordination skills and other minor developmental delays. Parents/guardians who believe their child might qualify for this program should call 877-2526 for further information. The program is funded by the state and is not a special education program. Special education programs/services and the Pre-K program are supervised and administered by the District's Director of Special Education.

PROGRESS REPORTS

Progress reports shall be given to students at the mid-point of each grading period. Teachers may send additional reports home whenever they feel it to be appropriate. Please review the report with your child, sign and return it to school. Please notify the classroom teacher if you desire more frequent communication.

REPORT CARDS

Student report cards are issued at the end of each quarter. The NCR copy is yours to keep. Please sign the envelope and return it to school. Lost envelopes can be replaced for a fee.

RESIDENCY REQUIREMENTS

Parents will be required to show proof of residency at the time of new or continuing enrollment. Acceptable proofs of residency are as follows:

MORTGAGE STATEMENT/TAX BILL/LEASE FOR HOUSE/APARTMENT

TWO OF THE FOLLOWING:

Utility Bill

Valid Illinois Driver's License (with current Thornton address)

Homeowner's or Apartment Insurance Document

Voter's Registration

Village of Thornton Vehicle License Application and Sticker Number

SMOKING ON SCHOOL GROUNDS

STATE LAW FORBIDS SMOKING ON SCHOOL GROUNDS AT ANY TIME. ADULTS AT SCHOOL EVENTS MUST MAKE SURE THEY ARE OFF SCHOOL PROPERTY IF THEY WISH TO SMOKE.

SPECIAL EDUCATION

The District ensures the provision of appropriate special education and related services to all children with defined disabilities, ages 3 through 15. Children receive these services after a formal evaluation has determined the existence of a disability and a requirement for special education.

The District provides the following services:

Learning Disabilities Assistance

Speech/Language Therapy

Occupational Therapy

Physical Therapy

Social Work Services

Psychological Services

Students with sever disabilities may be enrolled in programs operated by Exceptional Children Have Opportunities (ECHO), a 17-member district special education cooperative of which District #154 is a member.

Referrals from teachers and parents are reviewed by the Teacher Assistance Team to determine if a formal evaluation is needed and to provide suggestions and recommendations to the child's teacher.

STUDENT RECORDS

Parents may examine the records of their children. Parents are entitled to question any records, which are maintained by the school about their children. Records may be examined by making an appointment with a District administrator or office personnel.

Parents will be asked to acknowledge they received the records by signing a statement so indicating. Parents may also request a copy of any official student records maintained by the District. Such a request shall be made in writing.

Requests will be honored as quickly as possible in a way that does not hinder the operation of the school but in no case more than 45 days.

A form will need to be signed when a pupil transfers out of the School District permitting the school to send records onto the next school.

The state law provides that records will not ordinarily be accessible to persons outside the school system without written parental/guardian approval.

STUDENT VISITATION

Visitation by a child who is not eligible to attend Wolcott School is not allowed. Children who are not Wolcott students cannot participate in extra curricular activities without the Superintendent's approval.

TEXTBOOKS AND MATERIALS

Parents/students are responsible for the textbooks and other materials that are issued in class. Teachers may require book covers for textbooks used in their classes. Parents/students are responsible for paying for the loss or damage to any book that has been issued. Lost band music will be charged to the student at the rate it costs to replace it. The final report card will not be distributed until payment has been made on all lost or damaged books.

TRAVEL TO AND FROM SCHOOL

CROSSING GUARDS:

The Thornton Police Department, in cooperation with District #154, requests parents/guardians to advise their children of the proper route to be walked to and from school. All major streets will have a crossing guard. We need parents/guardians to help ensure that students follow the correct path and obey all crossing guards. Any student reported to be disobedient or disrespectful to a crossing guard will be subject to disciplinary action at school.

CROSSING GUARDS WILL BE LOCATED AT:

INDIANWOOD & CHICAGO ROAD
ELEANOR AT POST OFFICE AND RR
ELEANOR AT WILLIAMS
MARGARET AT WOLCOTT

WILLIAMS AT JULIETTE
MARGARET AT HUNTER
HARRIET AT HUNTER
MARGARET AT SCHWAB

SAFETY CONCERNS:

The Thornton Police Department, in cooperation with District #154, requires that students walk on sidewalks NOT streets or railroad tracks. This is in compliance with the Illinois Vehicle Code and standard safety procedure. Please impress upon your children that walking and riding in the street is unsafe. Streets should be crossed only at the corner and bicycles walked across streets.

Thornton Police Department Officers and crossing guards will be reporting to District #154 the names of students who walk in the street, and take those students to school who refuse to identify themselves or refuse to stay out of the street for appropriate disciplinary action. Continuous repeat violators will be subject to traffic citation issuance.

The Thornton Police Department and School District #154 are committed to the safety of each and every Wolcott student. Officers will continue to patrol the routes walked to and from school to ensure safety to all. We can't do it alone—**WE NEED YOUR HELP.**

1. All children should be warned not to accept, under any circumstances, rides with strangers at any time. If they are approached, children should scream, shout "NO", and run to the nearest crossing guard or house for assistance.
2. Students who walk must follow the designated travel patterns so that the crossing guards and safety patrol supervision can direct their safe passage.
 - A. Walk on sidewalks, not in the street
 - B. Do not walk along the tracks.
 - C. Stay off of other people's property.
 - D. Do not walk down Chicago Road.
3. Do not throw or kick snow, sticks, stones, or debris.
4. Do not accept any offer made to you by a stranger.
5. Younger students are not to be teased or intimidated in any way by older students.
6. Bicycles must be walked between the school and the tracks.
7. Watch the traffic carefully at all times.

8. Listen to the crossing guards and follow their directions.
9. Fighting, wrestling, hitting or any gross misconduct is strictly forbidden.
10. Drop off and pick up areas for parents transporting students are specified elsewhere in this Handbook.

USE OF FACILITIES AFTER SCHOOL HOURS

The use of the school building is available to outside “not for profit” organizations that are based within the School District and have as their membership a majority of District residents. The Superintendent must approve exceptions to this procedure in advance.

Groups that desire to use the building **MUST** fill out a Building Use Form in advance of an event. This form is available in the office and is subject to advance approval by the Superintendent or designee.

If a custodian needs to be present, as determined by the Superintendent or designee, the group will be required to reimburse the District for the expense.

USE OF THE OFFICE PHONE BY STUDENTS

Students will be allowed to use the office phone if a teacher requests it or if it is an emergency.

VISITORS TO THE BUILDING

ALL visitors to the building between the hours of 7:30 a.m. and 3:30 p.m. are required to enter the building through the office entrance and stop in the office to sign in. Visitor’s passes will be issued to all persons who are not regular employees of the District or scheduled visitors for activities within the building. This measure is enforced for the protection of the children. Anyone not displaying a visitor’s pass will be escorted to the office to obtain one.

WASHROOMS

Students are allowed to use the washroom before and after school, before and after lunch and recess, while the class is changing for gym, or with teacher permission. Aerosols and other sprays are not allowed in school. Deodorants for use after gym class should be stick or roll on.

SCHOOL RELATED ORGANIZATIONS

PARENT TEACHER ASSOCIATION

The Thornton Parent Teacher Association brings parents into contact with the schools, with other parents and with teachers of their children. This organization provides services and resources to the schools. Through its meetings, PTA acquaints parents with the schools' programs. Through its program of service, every parent may contribute to the education and welfare of the boys and girls in Thornton. Additional details on PTA programs are elaborated upon in the annual PTA calendar and announcements that are distributed to the children throughout the year.

MUSIC ORGANIZATION OF PARENTS

The Music Organization of Parents (MOP) is an active group of parents of music students and others interested in the promotion of the school music programs. The MOP provides funds for various activities during the year. The spring and winter concerts, and demonstrations of the bands, orchestra and choirs are jointly sponsored by MOP. Additional details on MOP activities can be obtained from Kent Lemmon.

THORNTON SCHOOL DISTRICT #154 EDUCATIONAL FOUNDATION, INC.

The purpose of the Foundation is:

- a) To secure and channel private funds to support and promote the educational programs and activities of students served by Thornton School District #154 under the direction of the Thornton School District #154 Board of Education, and
- b) To develop links among business, government, and civic organizations which will enhance community support of the programs and activities of students served by Thornton School District #154.

CAL-RIDGE CONFERENCE

The conference is made up of six (6) elementary school districts, namely Thornton 154, South Holland 150, Calumet City 155, Lincoln 156, Hoover-Schrum 157 and Heritage 171. The joint activities include competitive Basketball (boys and girls), Volleyball, Track, Scholastic Bowl, Math Bowl and Newbery Bowl. The schedules for these events are provided well in advance to the affected students by their coaches and the Athletic Director.

STUDENT BEHAVIOR PROCEDURES

The purpose of our Student Behavior Procedures is to ensure that each child has the opportunity to leave Wolcott School with a quality education. This policy is consistent with the Wolcott Mission Statement. We thank all parents, guardians, and students for supporting us and working with us in our efforts to provide a quality education for each student.

Our philosophy is that each student is responsible for his or her choices and actions, and that choices have positive and negative consequences. Corporal punishment is not used at Wolcott School.

BEHAVIOR MATRIX

A common behavior matrix is adopted as the basis for expected behavior in the various areas of the building and grounds and any school related activity. The discipline system in the Upper Grades (5-8) divides misbehaviors and patterns of misbehaviors into a six level system with a progression of consequences. The level system is as follows:

Level 1 Behaviors

(School wide enforcement)

- No gum (anytime), candy and/or food (except in the lunchroom or with staff permission)
- Infractions against classroom or school policies and procedures (teacher selection based on desired classroom behavior)
- Tardies to class/school

Consequence: Verbal reminder of policies (teacher documentation). In classroom consequence

Three (3) infractions of a certain behavior (gum, candy, etc.) will result in a detention. When a detention is issued, the issuing teacher will make a parent contact.

Level 2 Behaviors

- Repeated level 1 infractions (see above)
- Excessive classroom misbehavior
- Excessive hallway misbehavior
- Excessive lunchroom misbehavior
- Three tardies to school
- Three tardies to class

Consequence: Detention
35 minutes

Level 3 Behaviors

- Repeated level 2 infractions
- Cheating

Consequence: Level 3
Detention (1 hour)

Behavior matrix (continued)

Level 4 Behaviors

- Repeated level 3 infractions
- Theft
- Threatening action
- Vulgar language directed at or about staff
- Fighting (or other belligerent behavior)
- Gross insubordination or defiance
- Smoking
- Possession of drugs/alcohol (possible recommendation for expulsion)
- Weapon possession (possible recommendation for expulsion)
- Severe cause (possible recommendation for expulsion)

This list is by no means comprehensive. For more examples of behavior warranting level 4 consequences please see handbook pages 22-24.

Consequence: Sat, ISS, OSS
(according to offense)

Level 5 Behaviors

- 10th detention
- 3 or more in-school suspensions
- 2 or more out of school suspensions

Consequence: Behavior Review Board* (Individual Behavior Improvement Plan)

*Student and parent meet with behavior review board (Principal, Dean of Students, Social Worker, Homeroom Teacher) to develop an individual behavior improvement plan which will govern the student's discipline program.

Level 6 Behaviors

- Failure to adhere to individual behavior improvement plan
- Severe cause (serious acts of misbehavior as listed on pages 22-24 of the handbook)

Consequence: Recommendation to Board of Education for appropriate disciplinary action. This action may include alternative placement or expulsion.

Discipline Procedures

I. DETENTIONS

Students may be issued a detention by teachers and administrators for acts of serious misconduct or continued misbehavior in classrooms, hallways, buses, and other areas of the building. Parent notification will be in writing and by phone, if necessary, for the detention. When a student continues to earn detentions, there will be a progression of consequences:

A. Detention progression

1. Level 2
 - 1st detention – 35 minutes
 - 2nd detention – 35 minutes
 - 3rd detention – 35 minutes (parent letter)
2. Level 3
 - 4th detention – 1 hour
 - 5th detention – 1 hour (parent letter)
3. Level 4
 - 6th detention – 2 hour Saturday
 - 7th detention – 4 hour Saturday
 - 8th detention – 1 hr. detention + 4 hr. Saturday detention
 - 9th detention – 1 day in school suspension
4. Level 5
 - 10th detention – 2 day in school suspension, and behavior review board (social service referrals, use of resources provided by behaviorist)
5. Level 6 by recommendation of the Principal only.

II. STUDENTS SENT OUT OF CLASS FOR CONTINUED MISBEHAVIOR

- A. Prior to sending a student out of class, a teacher will issue the following consequences:
 1. verbal warning (s)
 2. detention
- B. Students may be removed from class immediately for acts of serious misbehavior such as gross defiance of staff, belligerent behavior, physical violence, and threats
- C. Students who are sent to the office will meet with the Dean of Students or Principal. The incident will be reviewed, and a higher consequence such as a Saturday detention, in school suspension, or out of school suspension may be issued as warranted.

III. AFTER SCHOOL DETENTIONS

- A. Detentions will be served on Tuesdays & Thursdays.
- B. Students who are up to five minutes late without a teacher pass for an after school detention will serve the scheduled detention and be rescheduled for an additional detention. Students who arrive past 3:10 p.m. will be sent home and will receive a Saturday detention.

Students missing 1 unexcused detention will be assigned a two hour Saturday detention; a second unexcused absence will result in a four hour Saturday detention. A third or greater unexcused absence shall result in an in school suspension followed immediately by a detention. *Students sent out of detention will be counted as absent.* They will receive a Saturday detention or in school suspension as the situation warrants.

- C. In emergency situations, parents may contact the school to reschedule the detention to the next detention day or the following Saturday detention for the same amount of time. Detentions will not be cancelled
- D. Teachers will assign after school disciplinary detentions for:
 - 1. Repeated level 1 offense
 - 2. Failing to comply with a teacher assigned consequence
 - 3. Continued acts of misbehavior
- E. The Dean of Students or Principal will assign Saturday detentions, probation, and suspensions
- F. Only the School Board has the authority to expel.

IV. BEHAVIOR INELIGIBILITY

- 1. A student may not attend extra curricular, school, or school related activities including field trips. Behavior ineligibility is assigned to a student receiving an in school suspension, or a students returning from an out of school suspension. This probationary period lasts two school weeks.

V. SATURDAY DETENTION (8:00 a.m. to 12:00 p.m.)

- A. Assigned when a 6th or 7th after school detention is written. This may be assigned for acts of serious misbehavior at the discretion of the Dean of Students or Principal. (Generally 2-4 hours unless it is a make up date for an after school detention).
- B. Students must arrive by 8:00 a.m. to serve their Saturday detention. Parents are to bring students to the school office and sign them in. The doors will be locked at 8:15 a.m. and students more than 15 minutes late will receive an in school suspension placement. Students who are up to 15 minutes late will receive an additional hour of Saturday detention.
- C. The only excuses that will be accepted for non-attendance of Saturday detention will be a death in the family or a student illness, documented by a doctor's note.
- D. Students who misbehave at Saturday detention will either receive an in school suspension or return on the next scheduled Saturday detention with a parent to supervise them.
- E. Students may bring study or reading materials to Saturday detention. Students must read and/or sit quietly. There will be no sleeping, talking, laying one's head on the desk, noise making, writing, or eating during detention.
- F. Students missing with an unexcused absence will receive an in school suspension placement and have the Saturday detention rescheduled.

VI. IN SCHOOL SUSPENSION (ISS)

- A. IN SCHOOL SUSPENSION is held in a supervised room that isolates students from the rest of the student population while providing them with assigned classwork/homework.
 - 1. Students who receive an ISS placement will be on Behavior Ineligibility
 - 2. Students will receive an ISS placement for the following:
 - a. Non-attendance of 3 or more after school detentions
 - b. Non-attendance of a Saturday detention
 - c. 8th, 9th, and 10th detentions
 - d. Behavior that is listed in the School Board suspension policy
 - 3. After six ISS placements, behavior that is listed in the School Board suspension policy or non-attendance of Saturday or after school detention will result in an out of school suspension.

VII. BUS SERVICE SUSPENSION

- A. Because continued misbehavior and lack of cooperation on the bus is a serious safety concern as well as a behavioral concern, a student who receives more than three written reports of bus misconduct or who commits any single serious act of misconduct while on the bus or when boarding or leaving the bus will be subject to removal from the bus for 1-10 days. Continued lack of cooperation after a bus suspension could result in denial of bus service for the rest of the year.

VIII. OUT OF SCHOOL SUSPENSION (OSS)

- A. Students suspended from school will be restricted from attending or participating in extra-curricular activities for two weeks after serving the suspension and may be restricted for the semester.

IX. EXPULSION

- A. The Board of Education will expel pupils guilty of gross disobedience or misconduct provided such action is warranted following a thorough review of the reasons for such action. A student who uses, possesses, distributes, controls, transfers, purchases, or sells a firearm on school premises or property shall be expelled for one (1) calendar year as required by applicable laws.

X. COOPERATIVE COMMUNICATION WITH LOCAL POLICE DEPARTMENT (PD)

- A. In accordance with school policy, the administration of Wolcott School will maintain communication with local police departments to share information regarding students who are involved in cases of illegal or controlled substances, weapons of any type, gang activity, and serious crime or felony.

XI. BEHAVIOR REQUIREMENTS FOR FIELD TRIPS, ASSEMBLIES, PARTIES, ETC.

- A. Students earn the privilege of attending special grade level events by displaying proper behavior during the regular school program. Teachers will inform students of any eligibility requirements for additional field trips, assemblies, parties or other special events.
- B. Students receiving two suspensions (ISS or OSS) in the same semester shall be ineligible for all parties, assemblies, other special events, or field trips for the remainder of that semester. Students receiving three suspensions will be ineligible for the rest of the year. Students may be declared ineligible for any special event if in the opinion of the teacher, Dean, and/or Principal the student's behavior in the days leading up to the event would indicate the student is likely to misbehave at that event also.

RIGHTS AND RESPONSIBILITIES—SUSPENSIONS/EXPULSIONS—LENGTH OF TIME

One of the purposes of a school is to provide a safe and healthful environment for young people in which they can learn and grow. In order to reflect adult society with its rules and regulations, the following list has been developed to allow young people the full opportunity of enjoying the liberties a democracy has to offer as well as learning their responsibilities. Each year a parent/teacher advisory committee is to assist in the development of guidelines leading to this policy on student discipline.

Teachers may remove students from classrooms for disruptive behavior and send them to the Principal or Dean of Students with a disciplinary referral. The student may provide further information regarding the incident or speak in his/her own defense at the time the student meets with the Principal or Dean about the referral. However, removal from the classroom is taken very seriously because it generally indicates that the student has not responded to the teacher's warnings or classroom consequences.

It should be understood that this policy applies to the student body while at and on their way to and from school and school connected activities and at all times while on school property when classes are not in session. It also applies to incidents that are planned or discussed at the above mentioned times and places.

The following is a list of offenses that warrant Out of School Suspension or Expulsion. This list is by no means comprehensive and may be added to by the school administration at any time. School administrators are empowered to use a wide range of consequences when dealing with students. The most serious message a school can give to a student is "You may not be present here". The information listed below are maximums per incident.

Students, with knowledge of and in the presence of persons engaged in inappropriate activities, will be disciplined as active participants.

DAYS SUSPENDED (maximum)

- | | |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 3-10 P.D. | 1. Smoking; possession of drug paraphernalia or tobacco, that includes tobacco and snuff; and/or sale of same |
| 1-3 or ISS | 2. Possession of matches or cigarette lighters |
| 3-10 | 3. Lighting of matches or cigarette lighters |
| 10; possible expulsion | 4. Setting a fire |
| 10 P.D. | 5. Setting a false fire alarm or dialing "911" |
| 3-10 | 6. Possession and/or use of fireworks |
| 1-3 ISS | 7. Truancy |
| 1-10 | 8. Theft |
| 1-3 | 9. Gambling |
| 1-10 | 10. Repetitive belligerent behavior; some examples are:
pushing, shoving, hitting, fighting
(counseling will be recommended) |
| 1-10 P.D. | 11. Threatening or harassing of students, teachers, playground personnel,
custodians, bus drivers, parents, and other school and community |

related people. (Counseling will be recommended)
POSSIBLE EXPULSION

- | | |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1-5 | 12. Use of obscene or abusive language or gestures towards or about students. (Counseling will be recommended) |
| 1-10 | 13. Use of obscene or abusive language or gestures towards or about teachers, playground supervisors, custodians, bus drivers, parents, and other school and community related people. (Counseling will be recommended) |
| 1-10 | 14. Gross insubordination: The refusal to obey established rules; disobedience toward staff members. (Counseling will be recommended) If on a bus, bus service suspension may apply |
| 10 P.D.; possible expulsion | 15. Possession, being under the influence of, and/or sale of restricted commodities (drugs, narcotics, alcohol) |
| 1 ISS | 16. Not attending class and/or leaving class and/or school property without permission |
| 1-3 | 17. Not attending after school detention and/or Saturday detention and/or leaving after school detention without permission |
| 1-10; Restitution | 18. Malicious tampering, damaging and/or vandalizing the property of a student, teacher, secretary, playground supervisor, custodian, bus driver, parent and community residents. |
| 1-10 P.D. | *19. Immoral conduct and conduct that could endanger the safety of students and/or employees. If on the bus, bus service suspension may apply. |
| 1-10 P.D. | *20. Behavior disruptive to the educational process. |
| 1-10 P.D.; possible expulsion | 21. Possession, distribution, purchase or sale of an explosive, weapon, or look-alike |
| 1-10 P.D.; possible expulsion | 22. Continual displaying or intimidating use of gang signs, symbols, or gestures; belonging to or pretending to belong to a gang. |
| 1-10 P.D.; possible expulsion | 23. Solicitation for gang membership |
| Expulsion for one calendar year | 24. Any student who uses, possesses, distributes, purchases a firearm at school |

*Could apply to computer usage.

ISS=In school suspension

OSS=Out of school suspension

P.D.=Police Department (The Police Department may be contacted at the discretion of the Principal, except in cases involving restricted commodities when the department must be contacted)

Level Renewal

A student who has reached a more serious level of consequences, and then maintains at no detentions or more serious disciplinary actions for an entire quarter may submit a written request to the Dean of Students and Principal to have their level reconsidered for the following quarter.

The Principal and Dean will consult with the student's teacher.

The following level changes may result if all criteria have been met:

- +1 Good behavior (no detentions or more serious disciplinary actions, cooperative conduct with teachers and supervisors) for entire quarter.
Move back one level
- +2 Excellent behavior (no problems) and academic responsibility (no late or missing assignments) for entire quarter
Move back two levels
- +3 Excellent behavior, attendance, academic responsibility and effort for entire quarter
Move back three levels