

**HANDBOOK FOR STUDENTS
AND
PARENTS**

2005-2006

Dear Parent:

The Board of Education is committed to providing an appropriate education for the students of our school district. Every action should be appraised in terms of its contribution to the progress of instruction.

To achieve this goal, parents and educators share an important responsibility by helping children become successful students. Students who do well in school will be successful in life. Skills developed and knowledge acquired during their elementary school years form a solid foundation for high school and adulthood.

I encourage all parents of our students to be active in their education. A positive home environment about learning carries into the classroom. Parents who are involved in their children's schoolwork are giving them the support they need to reach their life-long goals.

Our school district is continuously upgrading the standards for educating and learning so our students will continue to do very well when they go on to high school. Our expanded technology program, including the Gateway Computer Lab, and use of the SmartBoard computer system in the classrooms are two ways we are helping our students develop the high technology skills and experiences necessary to move forward in a world continuously changing by electronic information.

By referring to this Handbook, many questions can be answered regarding the overall program and procedural matters. Should you be unable to find an answer to some of your questions, I encourage you to call or inquire at the office for the appropriate information.

District 154's progress benefits our students, their families and our entire community. Thank you for assisting us in continuing to provide the best possible education for all of our students.

Sincerely,

Stephen A. Harman
Superintendent

FOCUS FOR THE SCHOOL YEAR

2005-2006

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 on a scheduled cycle. This year the emphasis will be Science.
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 or after school as arranged.
9. Inform and involve the wider community regarding Wolcott School life .
10. Continue to insure that the schools are safe and secure for the students, staff and citizens.
11. Expand information to the parents on the instructional program in each classroom.
12. Plan staff development activities that relate to the needs of Wolcott students.

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**THORNTON DISTRICT 154
SCHOOL CALENDAR FOR 2005-06
AT-A-GLANCE**

AUGUST

Monday	08	Regular Board of Education Meeting, 7:00 p.m.
Monday	22	All Day Teacher Institute
Monday	22	PTA Teachers Luncheon PTA Kindergarten Tea
Tuesday	23	Students Return 8:30-9:30 A.M.
Friday	26	Pre-K Screening
Wednesday	31	PTA General Meeting 6:45 P.M
Wednesday	31	Open House Grades K-8 th 7:00 P.M.

SEPTEMBER

Monday	05	No School—Labor Day Holiday
Monday	12	Regular Board of Education Meeting, 7:00 P.M.
Wednesday	14	Teacher Inservice, 1:30 Dismissal*
Thursday	15	School Pictures
Monday	26	Progress Reports Sent Home This Week

OCTOBER

Wednesday	05	Teacher Inservice, 1:30 p.m. Dismissal*
Monday	10	No School/Columbus Day
Tuesday	11	Fire Prevention Week
Tuesday	11	SAT Testing Week
Monday	17	Board of Education Meeting, 7:00 P.M.
Wednesday	19	Grandparents Day 8:30 – 10:00 A.M.
Friday	21	End of First Grading Period
Tuesday	25	PTA General Meeting 6:45 P.M.
Friday	28	Report Cards
Monday	31	PTA Halloween Party and Parade

NOVEMBER

Wednesday	02	Early Dismissal of Students at 1:30 p.m.*
Thursday	10	No School/Parent-Teacher Conferences
Friday	11	No School/Veteran's Day
Monday	14	Regular Board of Education Meeting, 7:00 p.m.
Thursday	24	No School
Friday	25	No School
Monday	28	TV Turnoff Week
Tuesday	29	PTA General Meeting & Book Fair 6:45 P.M.

DECEMBER

Monday	05	Progress Reports Sent home this week
Wednesday	07	Teacher Inservice Dismiss 1:30 P.M.*
Sunday	11	Santa's Workshop/Educational Foundation House Walk

Monday	12	Regular Board of Education Meeting, 7:00 p.m.
Friday	16	PTA Holiday Party, 1:00 p.m.
Friday	16	Early Dismissal, 2:00 P.M.
Monday	19	First Day of Winter Break for Two Weeks

JANUARY

Tuesday	03	School Reopens from Winter Break
Monday	09	Regular Board of Education Meeting 7:00 P.M.
Wednesday	11	Early Dismissal of Students at 1:30 p.m.*
Friday	13	End of Second Grading Period
Monday	16	Holiday – Dr. Martin Luther King’s Birthday – No School
Friday	20	Report Cards
Wednesday	25	Honor Roll Breakfast (Grades 5-8), 7:30 a.m.

FEBRUARY

Wednesday	01	Early Dismissal of Students at 1:30 p.m.*
Monday	13	Board of Education Meeting 7:00 P.M.
Tuesday	14	PTA Valentine’s Day parties
Thursday	16	No School/Parent/Teacher Conferences
Friday	17	No School/Teacher’s Institute
Monday	20	No School/Presidents’ Day
Tuesday	21	Progress Reports Sent Home This Week
Tuesday	28	PTA General Meeting 6:45 P.M.

MARCH

Wednesday	01	Early Dismissal of Students at 1:30 p.m.*
Monday	06	No School/Casimir Pulaski Day
Tuesday	07	ISAT Test Week
Thursday	09	Kindergarten Registration 9:00 A.M. – 12:00
Monday	13	Board of Education Meeting 7:00 P.M.
Friday	24	End of Third Grading Period
Friday	31	Report Cards

APRIL

Wednesday	05	Honor Roll Breakfast Grades 5-8 7:30 A.M.
Wednesday	05	Early Dismissal of Students at 1:30 P.M.*
Monday	10	Regular Board of Education Meeting, 7:00 p.m.
Friday	14	No School
Monday	17	No School/Spring Break
Monday	24	Return from Spring Break
Tuesday	25	PTA General Meeting/8 th grade honored

MAY

Wednesday	03	Early Dismissal of Students at 1:30 p.m.*
Monday	08	Board of Education Meeting 7:00 P.M.
Monday	08	Begin Teacher Appreciation Week
Thursday	18	PTA Spring Book Fair
Monday	29	Holiday – Memorial Day – No School
Wednesday	31	8 th Grade Graduation Dinner

JUNE

Thursday	01	Graduation 7:00 P.M.
Friday	02	Last Day of School—If no snow days are used**
Monday	05	Teachers Institute Day
Thursday	12	Regular Board of Education Meeting – 7:00 p.m.

JULY

* Staff Inservice Education Days

** Subject to change as related to “emergency days” in calendar. The final decisions on year-end activities will be made during the first week in May.

**STAFF MEMBERS
DISTRICT RESPONSIBILITIES**

708-877-5160

Mr. Stephen A. Harman, Superintendent of Schools
Mr. Cary Hillegonds, School Psychologist/Special Education District Coordinator
Mrs. Cindy Eastman, School Secretary/Health Aide
Ms. Carla Virgin, Bookkeeper

**STAFF MEMBERS
CLASSROOM RESPONSIBILITIES**

Mrs. Cindy Eastman, School Secretary/Health Aide
Mrs. Sheree Sopko, Pre-Kindergarten
Mrs. Jessica Wons, Kindergarten
Mrs. Carol Figley, 1st Grade
Mrs. Carol Sekula, 2nd Grade
Mrs. Nancy Visser, 2nd Grade
Mrs. Kathy Beckman, 3rd Grade
Mrs. Kelly Carlson, 4th Grade
Mrs. Karon Pettiford, 4th Grade
Mrs. Lorraine Schmidt, Special Education Resource Program
Mrs. Bonnie Veldboom, 5th Grade
Mrs. Peggy Kubiak, 5th Grade
Mrs. Amanda Wyman, 6th Grade
Mrs. Tracy Sundwall, 6th and 7th Grade Math, Science and Language Arts
Mr. Paul Williams, 7th and 8th Grade Math and Science
Mr. Edward Skeoch, Jr. High Math/Language Arts/Social Studies
Miss Lorri Ann Cole, Special Education Resource Program
Mr. Jesus Tirado, Spanish
Mr. Andre Costa, Art
Mr. Kent Lemmon, General Music/Band/Chorus
Mr. Scott Groff, Physical Education
Ms. Lorri Cole, Special Education/Resource Program
Mrs. Donna Pinkus, Library Resource Clerk/Computer Education Aide
Ms. Wells Mullins, Social Worker
Mrs. Denise Lucas, Teacher Assistant
Mrs. Gina Glaser, Teacher Assistant, Pre-K Program
Mrs. Nancy Paul, Teacher Assistant
Ms. Ellen Richwalski, Teacher Assistant
Mrs. Irene Long, Teacher Assistant
Mr. Peter Frezza, A.M. Custodian/Maintenance Coordinator

BOARD OF EDUCATION

708-877-5160

Mrs. Kim Arvia, President

Mr. Doug Beckman, Member

Mrs. Paula Frezza, Vice President

Mr. Terry Houts, Member

Mrs. Judy Petrungaro, Secretary

Mr. Brian Kolosh, Member

Mr. Robert Thompson, Member

Regular Board of Education meetings are held each month on the second Monday 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 COMMUNICATIONS

This procedure involves parents, teachers, and students.

The first level of communication is to address the staff member involved with the concern. If no resolution is reached, the second level would be to consult with the Principal/Superintendent, with all parties having knowledge of this level.

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 maximum 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.
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.

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.

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.

A committee was convened during the summer of 2005 to review the discipline procedures for District 154 and revise these procedures to reflect the current trends in education. Changes in the policy are also based on responses to present procedures. The committee recommendations were presented to the Board of Education on August 8, 2005, for their review and approval.

The following list of school rules was developed 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:

These include, but are not limited to:

1. Stay on task.
2. Be courteous and show respect to peers and adults in speech and actions.
3. No gum.
4. No candy in class. Exception: Permission from teacher.
5. Be prepared with paper, pencil, books, homework, and all other needed materials.
6. Keep your hands to yourself.

7. Follow posted rules throughout the school building.

SPECIFIC EXPECTATIONS:

1. In the Classrooms
 - *Follow the rules of behavior as determined by the teacher.
 - *No students allowed in unsupervised classrooms at anytime.
2. In the Hallways
 - *Speak in quiet tones.
 - *Walk to the right in an orderly manner.
 - *Use lockers only at designated times.
 - *Scented products shall not be applied in the classroom or hallway.
3. In the Lunchroom
 - *Eat all food in the lunchroom before going to the playground or other places in the school.
 - *No open food may be removed from the lunchroom.
 - *Lunchroom will not loan money.
 - *Put your garbage in the garbage containers and return trays to the kitchen.
 - *Speak in quiet tones and behave in an orderly manner. Throwing food and other objects is not permitted.
 - *Follow the rules of behavior as determined by the lunchroom supervisor(s).
4. On the Playground
 - *Arrive no earlier than 8:15 each morning.
 - *Play in assigned areas.
 - *Practice self-control (use appropriate language, no spitting).
 - *Stay on school grounds.
 - *If a ball goes into the street, ask the teacher or playground supervisor to get it.
 - *Report all accidents to supervisors.
 - *Leave the playground only with the supervisor's permission.
 - *Throwing objects is dangerous. This includes snow, stones, sticks, etc. Report hazardous conditions to the supervisor or principal. This includes damaged equipment, rocks and glass on the playground, etc.
 - *Follow the rules of behavior as determined by the playground supervisor.
5. To and From School District 154
 - *Stay on sidewalks. Be respectful of other people's property. Cross streets only at corners. Look both ways before crossing.
 - *Obey the rules of the crossing guards and police department.
 - *Practice respect for everyone, which includes **NO** fighting, taunting or bullying.
 - *Use the door assigned when entering and leaving the building.
 - *Park and lock bicycles in bike racks. Do not ride bicycles on the playground.
 - *Practice safe bicycle riding habits.
 - *Go immediately home when school is over.
 - *Take the safest designated route to and from school.
 - ***NEVER**, under any circumstances, accept rides with strangers.

*No pets on school grounds.

ASSEMBLIES

The following rules prevail for all programs:

1. File into the gym in an orderly and quiet manner.
2. Sit in the assigned area for your class as directed by your teacher.
3. QUIET conversation is permitted while waiting for the assembly to begin.
4. Conversation is not permitted during the performance/assembly.
5. Whistling, foot stomping, verbal outbursts and excessive clapping are not appropriate responses to a performance/assembly. Students are expected to respond to the performance/assembly in an appropriate and acceptable manner.

STUDENT DISCIPLINE:

Disciplinary action is taken when a student violates school rules. Behavior which hinders one's own or another's education cannot be tolerated. Parents will be notified as deemed necessary by the teacher or administration. Through cooperation between home and school, behavior problems should be minimal.

A primary objective of school discipline is to help students develop self discipline. Students must assume responsibility for their own behavior. They must realize that there are consequences to any course of action chosen. If one chooses to misbehave, consequences follow this as well. Since the school stands in the place of the parent while students are at school, student misbehavior can lead to various forms of disciplinary action by school personnel. Examples of such actions are: detention, various forms of written work, clean-up duties, loss of privileges, loss of recess time, separation from the group, temporary exclusion from the classroom, social probation, suspension (in school, out of school, bus service), expulsion. Illinois law also provides that reasonable force may be used with students as needed to maintain safety and defense of persons or property.

Whenever a student's behavior in school deviates too far from the limits of acceptability or the student will not respond to the staff's other efforts to correct unacceptable behavior, the student will become liable for actions which restrict privileges and rights of school attendance. Such actions are of three kinds:

1. **PROBATION:** A conditional enrollment for a trial period. Any further misbehavior during the period of probation is taken most seriously. Responsibility for placing a student on probation resides with the administration.

2. **SUSPENSION:** A temporary termination of regular enrollment until stipulated conditions are met. Responsibility for suspending a student for a specified time rests with the administration.
3. **EXPULSION:** A termination of enrollment permanently or for an extended period. Responsibility for a student's expulsion is exercised through formal action of the School Board.

Students suspended out of school or expelled have the RIGHT TO: 1. Know the reason for the suspension; 2. Know the length of time of the suspension; 3. Present an explanation and/or deny the charges in a conference with the superintendent/principal; 4. Have their parents notified; 5. Appeal the suspension to the local School Board (Ill. Rev. Stat. Ch. 122, sec. 10-22.6)

I. BEHAVIORAL REFERRALS

Any child violating the list of behaviors below can be subject to a Behavioral Referral

1. Talking out in class/hallway/ and making inappropriate verbal comments at any time during the school day.
2. Disrespectful of teachers, students, lunch personnel, and other adults in the school.
3. Improper use of desk/chair/materials in class.
4. Being unprepared for class, as defined by each teacher.
5. Not following directions, (including the lunchroom)
6. Being tardy—excessive tardies in a quarter may result in a detention
7. Misbehavior in the hallway (running/ yelling/ loud noises).
8. Violating class/school rules (includes playground).
9. Violation of school dress code.

II. AFTER SCHOOL DETENTION

- A. An after school detention is defined as restriction to a specified classroom on a designated day of the week. Detention will be scheduled for up to one hour beginning at 3:10 p.m. However, misbehavior during detention could result in extension of time or additional detention. Detention will be supervised by a staff member. There will be no talking and students will comply with other announced regulations (including written assignments) while in detention. Students will be expected to remain in the room for the

Parents will be sent notification of the detention a day in advance. Students must return the detention slip signed by the parent to confirm that their parents are aware of the detention.

Parents should contact the school prior to the detention to request to reschedule the detention for family or medical emergencies discussed with administration.

Note. Pre-K – 4 teachers closely coordinate any discipline concerns directly with parents and the Superintendent as circumstances arise. Discipline of students is determined on a case-by-case basis.

Students may also be assigned to a lunchtime detention for unacceptable social behavior and/or missing assignments.

- B. Any student who serves an after school detention may also be required to participate in a meeting with a parent and school administrator. Parents will be notified on the Discipline Notice of the need to convene a meeting.
- C. Detentions are part of official school discipline. Failure to serve scheduled detention will result in two detentions. Further or continued defiance of detention policy will result in suspension.
- D. Multiple detentions make a student eligible for suspension at the discretion of the administration. At this point, a student is also made ineligible for any extracurricular activities for a period of ten (10) school days. When such a situation occurs, the Superintendent will call the parents, send a letter home explaining the reason(s) for the suspension, and notify all activity sponsors.

III. SUSPENSION OF STUDENTS FROM SCHOOL

- A. The Board of Education is empowered by the Illinois School Code to suspend students from school for gross disobedience or misconduct. Also, the Superintendent and other designated administrators are hereby authorized to suspend students for gross disobedience and misconduct for a period not to exceed ten (10) school days for each instance.
- B. A student, who receives excessive suspensions or is involved in a very serious one-time incident, as determined by the Superintendent, may be eligible for a transfer to an alternative school program. When such a situation occurs, the parents will be contacted regarding such a recommendation and the circumstances will be reviewed with the Board of Education in executive session before a final decision is made.

- C. Suspensions may be designated as “in school” or “out of school” at the decision of the administrators. During in-school suspension, a student is assigned to a restricted area for the entire period of suspension and does not attend regular classes or activities. All classroom assignments must be completed during the suspension. During out-of-school suspension, a student is excluded from school grounds and attending regular classes. Assignments must be received and completed during the exclusion period, and presented to the teacher on the day of reinstatement. During the period of the out-of-school suspension, students should remain at home under supervision. **STUDENTS ARE NOT PERMITTED TO ATTEND OR PARTICIPATE IN ANY SCHOOL SPONSORED ACTIVITIES OR EVENTS WHILE ON PROBATION OR SUSPENSION.**
- D. All suspended students shall be required to make up all missed work during the period of suspension. Upon returning from a suspension, all assignments must be completed and turned into the teacher. Credit will not be received for missing work. The teacher will schedule make-up tests. Parents are responsible for picking up assignments.
- E. On the day a suspended student is scheduled to return, the affected student and a parent/guardian shall meet with the designated administrator and appropriate staff members prior to readmitting the student to class. This meeting shall be scheduled at 8:00 a.m. unless otherwise changed by the designated administrator.
- F. Ineligibility to participate in extra curricular activities for the time of suspension and ten (10) school days after the suspension.

IV. SUSPENSION FROM RIDING SCHOOL BUS

- A. The Superintendent and designated administrators are hereby authorized to suspend students from riding school buses for up to ten (10) school days for gross or continued disobedience or misconduct on a school bus. Any student so suspended may be further suspended by the Board of Education in excess of ten (10) school days for safety reasons. When such a suspension occurs, the parent or legal guardian shall be responsible to transport the affected student to and from school each day. This provision also covers field trips.

V. EXPULSION FROM SCHOOL

- A. Students may be expelled from school by the Board of Education for gross disobedience or misconduct after a hearing before the Board of Education or a hearing officer appointed by the Board in executive session. Expulsion proceedings may be initiated by the Board of Education or by the Superintendent upon written recommendation to the Board. The

Superintendent shall schedule the hearing and notify the parents or guardian of the student. After the hearing, the Board may take such action, as it deems appropriate including, but not limited to, the expulsion of the student for a period of time up to two calendar years.

- B. An expelled student shall be excluded from school attendance and from all activities in the District during the period of expulsion, including being on school grounds and from attending any school related events.

VI. DEFINITIONS

A. Gross Disobedience or Misconduct

1. Gross disobedience or misconduct includes, but is not limited to, the prohibited conduct listed in Part B when such conduct occurs on school premises, on school buses, at school-sponsored activities, wherever located, or at any place where the misconduct bears a reasonable relationship to school.
2. Multiple violations of school rules or misbehavior may also constitute gross disobedience or misconduct, thus warranting suspension or expulsion, even though each prior violation or misbehavior may not alone have warranted suspension or expulsion.
3. Conduct, which is truly gross disobedience or misconduct by any standard, will result in immediate suspension and possible expulsion.

B. Prohibited Conduct

As stated above, violation of any of these rules will result in immediate suspension (no later than the end of the school day the incident occurred) and possible expulsion.

1. Interference with or obstruction of the educational process or legitimate purposes of the school by use of violence, force, noise, coercion, intimidation, passive resistance, or similar act.
2. The making of any bomb threat, false reporting of the presence of a bomb, or threat of bodily harm to staff members.
3. Fighting, assault, battery, or any other aggressive conduct that may endanger the health and safety of students, school personnel or other persons, or interfere with the educational process.
4. Possession, sale, transfer, or use of tobacco.

5. Possession, transfer, sale, or use of fireworks, explosives, or flammable substances not authorized by proper school officials.
6. Theft of, vandalism to (including defacing property), or trespassing on school property, the property of school personnel, or the property of other persons. Trespassing includes, but is not limited to, being in a school building or in an area of a school building without specific permission from a teacher or administrator, when the building area is generally closed to students. **Students and their parents will be held financially accountable for theft of, or vandalism to, school property and personal property on school grounds. Additionally, students will be subject to exclusion from extra curricular events, field trips, and their graduation ceremony.**
7. Possession, transfer, sale, use, or being under the influence of any alcoholic beverage, intoxicant, not properly prescribed drug, “look-alike” drug or substance, narcotic, marijuana, inhalants, or other controlled substance as currently or hereafter defined by applicable law or regulation. Students who possess the above substances will be referred to the law enforcement agencies.
8. Possession, sale, use, or transfer of any paraphernalia that is reasonable and customarily intended for use in the administration of substances prohibited in number 7 above. Students who violate this rule will be referred to the law enforcement agencies.
9. Transfer or sale of any drug properly prescribed by a licensed physician.
10. Possession, transfer, sale, or use of any firearm or look-alike. Students will be referred to law enforcement agencies and will be expelled.
11. Knife or look-alike, chains or other object, which may reasonably be considered a weapon. Students will be referred to law enforcement agencies and may be expelled.
12. Gross insubordination or disrespect to school personnel, interference with school personnel in the performance of their duties, or refusal to comply with reasonable instructions of school personnel, including, but not limited to:
 - a. Disobedience
 - b. Instigation
 - c. Provocation
 - d. Taunting

- e. "Put-Downs"
 - f. Defiance
 - g. Threats to personal safety (teachers and students)
 - h. Bullying
13. Gambling
14. Cheating.
15. Engage in any gang activity, including, but not limited to:
- a. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang or "wannabe's";
 - b. Committing any act or omission or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang or could be perceived as gang related;
 - c. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - 1. Soliciting others for membership in any gangs
 - 2. Requesting any person to pay protection or otherwise intimidating or threatening any person
 - 3. Committing an illegal act or other violations of school district policies
 - 4. Inciting other students to act with physical violence upon any other person
16. Refusal to cooperate with, and give truthful responses to school personnel investigating student disciplinary matters or other school related matters.
17. Giving a false fire or other emergency alarm. **When such a situation arises, the parents of the responsible student shall be liable for any costs related to a false alarm.**
18. Expression, written or oral, which is defamatory, insulting, obscene, indecent, vulgar, lewd, profane, which advocates a violation of law or school rule, or which invades the privacy of another person.

19. The commission of acts punishable by any federal, state, or local law or regulation.
20. Violation of rules of other schools when in attendance at those schools for any event.
21. Arson.
22. Extortion, blackmail, or coercion by force or threat of force.
23. Unauthorized use of a fire extinguisher.
24. Disregarding instructions as to the time and place designated for the distribution of written or printed materials by students in the school building or on school grounds with such distribution having advance approval from the Administration.
25. Sexual harassment (See Sexual Harassment Policy).
26. Other types of harassment, whether or not based on age, race, ethnicity, religion or physical characteristics.
27. Violation of the Computer Use Guidelines, and Internet Policy and Acceptable Use Policy.
28. Any conduct which is or may be reasonably viewed as substantially disruptive to the operation of school.

VII. WEAPONS FREE SCHOOLS

Any student who brings a weapon to, or is in possession of a weapon at school, any school-sponsored activity, or any activity which bears a reasonable relationship to school, shall be expelled from school for at least one year with the Board of Education retaining the option to expel a student for up to two (2) years. This policy shall include "look-alike" weapons. The Board may, on a case-by-case basis, modify the minimum expulsion requirement of this policy. Students will be referred to local law enforcement agencies.

DRESS GUIDELINES:

In order to maintain a businesslike atmosphere, students are expected to come to school neat, clean, and appropriately dressed.

It is expected that all students show good judgment in determining good taste and appropriateness of dress. Cooperation by all will result in the school not having to take any action regarding dress guidelines.

The following are the minimum guidelines which are expected to be followed in District 154 regarding appropriate attire of all students.

1. Dress must be consistent with good health and safety standards and not present a distraction to the learning process.
2. Dress must reflect modesty propriety; a decent coverage of the body is expected during normal movement and when seated in open front desks. Tops should be waist length and tucked in when appropriate. No bare midriff, halters, see-through or transparent apparel, etc. When tops expose the midriff or are too low cut or inappropriate in any way, students will be required to change into their gym tee shirt. Shorts shall only be worn beginning May 1st through September 30th **unless the dates are revised by the Administration.**
3. Clothing with inappropriate images, language, logos, insignias, or other designs including tobacco and alcohol designs are not to be worn to school.
4. Any jewelry, clothing, or lack of clothing that detracts from the educational process should not be worn to school. Clothing with holes, rips, tears or frayed hems are also inappropriate. Any student wearing articles deemed inappropriate by administration will be asked to change into gym clothing.
5. No use of unusual atypical hair coloring; no "off colors" (when "atypical" situation arises, a meeting with the parents may be scheduled with the administration to determine what is appropriate).
6. Headwear shall not be worn by any students in the school building at any time.
7. No temporary or permanent tattoos or armbands.
8. No gang-related colors, symbols, apparel or jewelry.

Part of our educational process is to foster personal pride in our students. Learning to dress appropriately for the activity in which we are participating is part of the growth process.

ELIGIBILITY:

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

1. Teachers will provide a list of all students who are receiving a grade below “C” in each subject area. The office staff will compile a list of students that are ineligible, with all staff receiving a copy. The school will make an effort to inform parents if their child is ineligible.
2. A student is ineligible if:
 - a. He/she is suspended from school.
 - b. He/she has a failure in any class.
 - c. The student’s cumulative quarter grade has fallen below a “C” average in two or more classes. Each child is allowed one probationary period per school year.
3. A student who, for whatever reason, has gone ineligible at the time of tryouts shall be allowed to tryout. The final decision as to participation shall remain with the Music Director, Athletic Director or Sponsor.
4. If a student is ineligible due to behavior reasons, he/she may **NOT** attend any extra-curricular activities and any other school sponsored events during the identified 2-week period. ***A list of all ineligible students shall be provided to all teachers and the sponsors of student activities. If a situation is a first offense, the Administration retains the prerogative to reduce the restrictions.***

If a student becomes ineligible for a second time for behavior, then the student will receive the same restrictions as covered above, along with permanent removal for the rest of school year from the extra-curricular program in which the behavior occurred.
5. If a student is ineligible due to academics, he/she may **NOT** participate in extra-curricular activities and attend any school and/or PTA sponsored events. Study trips are considered a classroom extension, and students in this situation may attend these trips.
6. The academic ineligibility period begins the Monday morning the list is due and continues for two school weeks. Eligible students may resume activities on the second Monday afterwards, if the problem situation has been corrected.

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 the entire 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 that seek help after school will not be penalized.

COOK COUNTY DISTRICT 154 TECHNOLOGY USE POLICY

1. Purpose
 - A. School District 154 owns and operates a computer network and telecommunication system, which is provided for the use of District 154’s students, staff and the public in support of programs and is to be used for instruction, learning, research, and administrative use only. All persons using this system are responsible for seeing that this system is used in an effective, efficient, ethical, and lawful manner.
 - B. This policy as well as additional guidelines for the use of this system establishes rules and prohibitions that define acceptable use of this system. Unacceptable use is prohibited, and violation of these policies is grounds for loss of privileges, as well as disciplinary action as outlined in the user policy materials, Employee Handbook, Student Handbook, and possible legal sanctions under Federal, State and local laws.
2. Agreement to Comply with Policy
 - A. All users of the District’s system must read, understand, and comply with the policies outlined in this document, as well as any additional guidelines established by the administrators of each system. **BY USING ANY OF THESE SYSTEMS, USERS AGREE THAT THEY WILL COMPLY WITH THESE POLICIES.**

3. Rights

- A. This system, facilities, and accounts are owned and operated by District 154 and District 154 reserves all rights, including termination of service without notice to the technology resources, which it owns and operates. These procedures shall not be construed as waiver of any rights of District 154 nor shall they conflict with applicable law. Users may have rights that are protected by Federal, State and local laws.

4. Privileges

- A. Access to the District 154 system is a privilege, not a right. Access to any system may be denied or revoked at any time for any reason without notice. Access and privileges on systems are assigned and managed by the administrators of specific individual system. Eligible individuals may become authorized users of a system and be granted appropriate access and privileges by following the approval steps for that system.
- B. Users may not, under any circumstances, transfer or confer these privileges to other individuals. Any system account assigned to an individual shall not be used by others. The authorized user is responsible for the proper use of the system, including password protection.

5. Responsibilities

- A. The system administration may set guidelines, consistent with this policy in which users must conduct the activities. User agrees to become familiar with and to abide by these individual system guidelines and the acceptable use guidelines for whichever outside networks or services they may access through the District system.
- B. Any user, who uses systems to make malicious, intimidating, hostile, harassing or defamatory remarks, shall bear full responsibility for his/her actions. User also agrees that District 154's role in managing these systems is only to transmit the information and that they will not consider such transmission an endorsement by District 154. User acknowledges that District 154 cannot be responsible for monitoring transmissions for compliance with these policies or law.
- C. District 154's system provides access to outside networks, both public and private, which furnish electronic mail, information services, bulletin boards, conferences, etc. Users are advised that they may encounter material, which may be considered offensive or objectionable in nature or contents of any of these outside networks.

- D. The user agrees to follow proper etiquette on outside networks. Documents regarding etiquette are available through system administrators and from specific individual networks.
- E. The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading.
- F. The user agrees that, in the unlikely event that someone does transmit, or cause to be transmitted, a message that is inconsistent with an environment conducive to learning or with a misleading origination, the person who performed the transmission will be solely accountable for the message, not District 154 which is acting solely as the information carrier.
- G. The user agrees never to use a system to perform an illegal act. If during an inspection there is evidence that an applicable law may have been violated, all information will be referred to the proper authorities.
- H. Any attempt to increase the level of access to which a user is authorized, or deprive other authorized users of resources or access to any District 154 system shall be regarded as malicious, and may result in loss of system privileges.

6. Accounts

- A. An account assigned to an individual must not be used by others without written permission from the system administrator. Each individual is responsible for the proper use of his/her own account. This includes, but is not limited to, proper password protection and not leaving unattended any device you are logged into.
- B. The District 154 system is not secure, nor is it connected to a secure network. While attempts have been made to ensure the privacy of all user accounts, there is no guarantee or representation that any account, electronic mail, or voice mail is private.

7. Confidentiality

- A. It is the general policy of District 154 that programs, files and messages are to remain confidential and are not to be disclosed to third parties without the user's written permission. However, user grants specific permission and District 154 reserves the right to access all information stored on its systems. Accounts will not be granted without such permission and will be locked if such permission is withdrawn.

- B. Despite District 154 policy of confidentiality as noted above, District 154 does not represent that the accounts, voice mail or electronic mail systems are secure.

8. System Usage

- A. Use of electronic communication facilities (such as e-mail or audio) to send fraudulent, harassing, indecent, profane, intimidating, or other unlawful messages not conducive to the learning environment is prohibited. Specifically, but without limitation, transmission of messages or images that may constitute intimidating, hostile, or offensive material on the basis of sex, race, color, religion, national origin, or disability are prohibited. Also, electronic mail communication facilities are not to be used for the transmission of commercial or personal advertisements, solicitations, promotions, destructive programs or any other unauthorized use.

9. System performance

- A. No user shall deliberately attempt to degrade the performance of any system including network resources. Any process that is consuming excessive system resources or is degrading overall system response may be terminated or have its priority altered without notice.

10. Unauthorized Access

- A. Knowledge of passwords or of loopholes in systems shall not be used to damage resources, obtain extra resources, take resources from another user, gain or attempt to gain unauthorized access to another user's account or file space or otherwise make use of resources either on or off district property for which proper authorization has not been given.

11. Copyright

- A. Any information, including text, software, graphics, and photographs, that is copyrighted, shall not be copied into, from or by, or placed on any District 154 facility or system, except in accordance with the license. Software may only be copied in order to make back-up copies, if so licensed. The number of copies and distribution of copies may not be done in such a way that the number of simultaneous users exceeds the total number of licensed copies unless otherwise stipulated in the purchase agreement.
- B. A person who makes an unauthorized copy may be liable to the owner for actual damages, profits, court costs, and attorney fees. In addition, in certain cases the user may be criminally prosecuted and subject to a fine and imprisonment.

12. Commercial Use

- A. Any commercial use of District 154 systems unless performed by an approved District 154 organization is strictly forbidden. This includes conducting business as an agent or owner of either a business or non-profit organization or any advertising of personal services or products. Personal use of systems such as the telephone, electronic mail, and the Internet are to be kept to a minimum. Should such use become disruptive of the system of District 154 operations, access may be terminated without notice.

13. Violations

- A. Upon receipt of a complaint or if a user is suspected of violating this policy all relevant information will be turned over to the administration or technology coordinator for investigation and possible disciplinary action. Any suspected violation or complaint can be confidentially reported to the administration.

14. Release of Information

- A. District 154 recognizes the privacy rights of individuals, as guaranteed by the Family Educational Rights and Privacy Act of 1974 (FERPA) and Governing Board Policy. User agrees to follow FERPA guidelines and refer any requests for public information from the Administrative Office.
- B. If there is evidence of a violation of this or any other District 154 policy or applicable law, written authorization may be given from the Administrative Office, Technology Coordinator, or his/her designee to do an inspection. Following the inspection, user will be notified in writing within three business days why an inspection has taken place. User, when requested, will cooperate fully with investigation.

15. Termination

- A. Student accounts are kept active until the beginning of the next term. At that time, if the user is no longer a registered student, his/her account is locked. Information contained in the account will be kept until the end of that term then either retained or deleted at the District's discretion. Any student wanting access to information in his/her locked account must make a request in writing to the administration.

COMPUTER ROOM RULES

1. No food, beverages and/or gum are permitted in the Computer Room.
2. **Students can only enter the Computer Room when assigned to the room and a classroom teacher is present.**
3. No discs or CD-ROM's are to be taken out of the Computer Room. There will be a charge for lost disks.
4. No discs or CD-ROM's from home are to be brought into the Computer Room until they had been scanned for viruses.
5. Information can not be entered, changed and/or deleted from any computers unless specified in advance by teachers supervising classes in the Computer Room.
6. No parts of any computer are to be touched unless instructed to do so for educational purposed by the computer teacher or his/her designee. There shall be no tampering with any of the workstations including switching of keys on the keyboard.
7. At the conclusion of each period, the headphones are to be placed in the location designated by the teacher. Headphones are not to be disconnected.
8. Chairs are to remain at each workstation unless instructed to work in groups by the classroom teacher.
9. Teachers shall be in charge of the print stations. The print stations will be turned on and off by the computer teacher each day.
10. Access to the Internet can only be accomplished for educational purposes as directed by a teacher.
11. Students may not access e-mail accounts without teacher permission.
12. Violation of any rules and procedures related to the Computer Room will result in disciplinary action.

MEDIA CENTER PROCEDURES

Classes are scheduled by classroom teachers for library usage during the day.

A special parent's resource section has been set aside for parents. Ask the resource clerk for assistance and information.

1. The student's first initial and last name and his/her homeroom number are to be written on the library card.
2. The student's homeroom number is to be written on the date due slip.
3. Students are to have the return date stamped on the date due slip and the library card by the teacher in charge or resource clerk.
4. Students may check out two library books. No more than two books are allowed to be checked out unless the student is working on a special project. In that case, a note from the teacher is needed, which will be retained in the Media Center.
5. Students are responsible for all books charged out to them. If materials are damaged, they should be shown to the resource clerk before they are checked out. A fee for damaged books will be assessed. In some cases if the damage is beyond repair, the cost of the book will be assessed to the child and the child will receive the book upon receipt of payment.
6. Reference materials **cannot** be taken out without special permission from the resource clerk and the teacher. When reference materials are taken out, they must be returned at the beginning of the next school day.
7. Students **will not** be allowed to take out new materials if they have an overdue book or a fine that has not been paid.

RETURNING BOOKS

1. Books can be kept out for two weeks. There is a charge of \$0.10 a day for each overdue book.
2. Materials should be returned as soon as the student is finished with them. Returned materials should be placed on the resource clerk's desk.
3. All books must be returned before others can be taken out. You may ask the resource clerk to reserve any book that is temporarily out of the library.

FINES AND LOST BOOKS

1. 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.
2. Fines must be paid promptly.
3. Library privileges will be taken away from students with outstanding fines.
4. The student's report card may be held at the end of the school year until all fines, fees, or book charges are paid.

INSTRUCTION

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(s)/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 methods for communicating with parent(s)/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(s)/guardian(s).

Official Parent-Teacher days are scheduled twice a year in November and February.

2. Additional methods for reporting, such as parent education meetings and newsletters, shall be the responsibility of the administration.
3. Interim reports, through which teachers contact parent(s)/guardian(s) to impart information or to arrange a conference when teachers believe additional information should be shared, shall be encouraged. Teachers also shall make every effort to be available to meet with parent(s)/guardian(s) at a mutually agreed upon time.

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(s)/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. A summer school program of at least ninety (90) hours
2. Tutorial sessions
3. Increased or concentrated instructional time in identified subjects and
4. Modifications to instructional materials

STUDENTS

ADMINISTRATION OF MEDICATION TO STUDENTS

Medication required by a student shall not be administered at school, during regular school hours or during school-related activities, unless absolutely necessary to maintain the continued attendance of the student. This policy shall apply to both prescription and non-prescription medication. Medication shall be administered to a student only by the student himself/herself pursuant to parental/physician authorization, and only when such medication is required during school hours. If it is determined that the student shall receive medication at school, the procedures set forth below shall be followed:

1. The student's physician shall provide written orders detailing the name of the student, the type of disease or illness involved, the name of the medication, dosage, time interval in which the medication is to be taken, the necessity for the medication during the school day, the commencement date and the expiration date of drug therapy, the desired benefits of the medication, and an emergency number where the physician can be reached. In addition, the physician's written order shall indicate any expected reactions to the medication and shall advise school personnel of how to determine if the student experiences an adverse reaction to the medication. The physician's written order shall detail steps to be followed by school personnel should the student experience an adverse reaction to the medication. The order shall be renewed periodically and shall state whether the medication may be safely self-administered by the student. If the medication may not be safely self-administered by the student, the physician's written order shall state whether the medication may be safely administered by school personnel other than a School Nurse/Registered Nurse.
2. The student's parent or guardian shall provide to the Superintendent a written request authorizing the self-administration of prescription or non-prescription medication by the student at school. If the medication may not be safely self-administered by the student, the written request of the parent or guardian shall indicate why it can't be safely administered and those persons who are authorized to administer the medication. The request shall include the parent or guardian's name and telephone number in case of an emergency.
3. Medication shall be brought to the school and given to the School's Administration in a closed container, appropriately labeled by the pharmacy or physician, and clearly stating the dosage and expiration date of the medication. The label must include any requirements for storage (e.g., is the medication either heat or light sensitive; will the medication deteriorate within a specific period of time). The name of the student and the name and phone numbers of the physician and pharmacy shall be indicated. The medication should be delivered to the school by the student's parent or guardian.
4. The Administration shall retain the medication in a locked space for safe storage. If authorized by the student's parent or physician, the Administration shall make

the medication available to the student for self-administration at the times designated by the physician's written orders. If self-administration is authorized by the student's parent and physician, the School shall be under no obligation to notify or remind a student when such medication should be administered. It shall be solely the student's responsibility to obtain the medication from authorized personnel at the time of administration.

5. The Administration shall cause a written record to be kept of the following information: who was given access to the medication, what medication was given, when access was given (date and time), whether medication was self-administered in the presence of the Administration and who was present, who administered the medication if it was not self-administered, the date of the initiation of drug therapy in school, any absenteeism, if and when access to medication was denied or a medication was not administered or terminated and the reason why, and the date of discontinuance. This information shall be placed in the student's health file along with the physician's orders and parental request authorizing the administration of medication.
6. The student's parent or guardian shall remove any unused medication from the school at the end of the drug therapy. If the student's parent or guardian fails to remove unused medication by the end of the school year, the Administration shall appropriately dispose of the unused medication in the presence of a witness.
7. For those students authorized to self-administer medication in the case of emergency, whereby 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 certified School Nurse, a registered nurse, the Superintendent, or the designee of the Superintendent.

These procedures shall apply except in cases where the physician's written order requires the student to retain the medication on his or her person at all times due to the need for immediate administration in the event of emergency. In such case, the procedures contained herein shall be followed to the maximum extent possible so that the School's Administration is aware of the possible need for medication during school hours.

No medication shall be administered to students unless these guidelines are followed. The Superintendent shall have the discretion to reject requests for administration and self-administration of medication subject to the requirements of the Individuals With Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

LEGAL REFERENCE: 105 ILCS 5/10-20.14b and 5/10-22.21b

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. Sponsors cannot be responsible for supervising other children.

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

ALCOHOL

The consumption of alcoholic beverages is hazardous to the health of students, as well as illegal. The consumption, possession or distribution of alcoholic beverages is not permitted on school busses, in the school building or on school property at any time. This policy extends to all school sponsored and related activities, as well as study trips, athletic and music trips, whether held before or after school, evenings or weekends. Students shall not be permitted to attend school when they are under the influence of alcohol. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had alcohol in their possession.

If a staff member finds a student to be under the influence of, using, possessing or distributing alcoholic beverages in violation of this policy, the student may be suspended and/or expelled according to the District's Discipline Policy.

ARRIVAL AT SCHOOL

Morning Arrival (Grades K – 8):

Please cooperate by helping your children to 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 who arrive prior to 8:15 a.m. will be asked to wait off of school property until 8:15 a.m.**

Playground supervision is provided only for the time students are permitted on the playground. The exceptions are bus riders and those children involved in special activities.

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.

Kindergarten Arrival:

Two sessions of Kindergarten will be held. 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 12:20 P.M.

Pre-Kindergarten Arrival:

Two sessions of Pre-Kindergarten will be held Monday through Thursday. 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.

PUPIL DAILY 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. Proper documentation shall be made by the attendance secretary 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 to send a written note giving the cause for the absence or tardiness in the event that no phone contact was made. The dated note must be signed by a parent or legal guardian.
4. Written requests to keep your child inside during recess beyond one day must be made by a doctor.
5. A child absent for 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, headphones, Walkman, jam box, cell phones, 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. Unauthorized or misused equipment will be confiscated.

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

Only "request 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.

BULLYING

Bullying is intentional, repeated harmful acts, words, or other behavior, such as name-calling, threatening, and/or shunning, committed by one or more persons against another. These negative acts are not intentionally provoked by the victim and for such acts to be defined as bullying an imbalance in real or perceived power must exist between the bully and the victim. Bullying may be physical, verbal, emotional, or sexual in nature.

Any child who is bullied needs to report the incident to a responsible adult at school and/ or his or her parents. Parents need to inform the school.

The consequences of bullying are as follows:

1. Inform the parents of a student who is bullying of the behavior
2. Discipline referral to the Dean
3. If the bullying continues a referral to the social worker or an outside agency will be initiated

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.

DRUG ABUSE

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession or distribution of drugs or look-alike drugs is not permitted on school busses, in the school building or on school grounds at any time. This policy extends to all school sponsored and related activities, as well as study trips, athletic and music trips, whether held before or after school, evenings or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.

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 5th Grade must show proof of their Hepatitis B vaccine shots. These rules coincide with the mandates of the 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. Requests submitted by a parent/guardian will allow restriction of physical education for only one (1) day.

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 activity has been restricted by a child's doctor.

EXTRA-CURRICULAR 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.

FEES

The registration fees for this school year are as follows:

K – 4 th Grades	\$100.00	5 th – 8 th Grades	\$100.00
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Fees not paid by December 1, 2005 will be turned over to a collection agency. 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 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.

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 for further instructions.

GYM DRESS GRADES 5 – 8

Boys and girls are expected to dress for gym class. The purple gym shirt and shorts available at the Nix Nax are required for boys and girls. White socks and gym shoes are also to be worn. All gym suits must be labeled with the student's last name on the shirt back and the short leg. Failure to dress will have an impact on the student's gym grade.

HEALTH CARE 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.

Parents/guardians have the primary responsibility for the administration of medication to their children. The enclosed policy on pages 44 - 45 provides specific details in the **Administration of Medication to Students**. In summary, the following rules prevail:

1. Medications (prescription or non-prescription) will **NOT** be administered unless the following authorizations have been submitted to the school:
 - written authorization from a licensed physician.
2. 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.
3. 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.
4. 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. 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 a specified time, if the teacher grants an extension to have the work completed.

Teachers will be available in their classrooms **as needed** to assist students after school with homework. However, making such arrangements in advance is preferable.

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, Spanish 6th, 7th and 8th grades, 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 based on all subjects.

EFFORT HONOR ROLL – GRADES 5-8

The Effort Honor Roll is attained by students receiving 1’s for effort in all subjects.

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 blackboard each day in the lunchroom. The hot lunch program begins **on Monday, August 29th**.

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 what they bring to school.
5. Opened food must be kept in the lunchroom. It cannot be taken out.
6. Students must remain seated after they get their food, milk, napkins, condiments, etc.
7. Students may not enter the kitchen.
8. Please be aware that the lunch period is 35 minutes long.
9. Violation of these rules may result in lunchroom privileges being revoked.
10. Lunch room 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.

ILLNESS AND INJURIES

Students who become ill or injured during the school day should ask their teacher for a pass to the Office. The office will call the parents or legal guardians whenever necessary.

LATE FOR CLASS

Students are expected to pass from class to class without stopping at the washrooms or at lockers unless permission is granted by a teacher. Students who are late to class must obtain a pass from the teacher of the previous class or face disciplinary action. Students in grades 5-8 may go directly to their lockers before returning to class after

lunch. Any other stops require permission. Students who loiter at their lockers may lose their permission to use lockers at this time. Students not in the classroom for afternoon attendance will be considered tardy.

LOCKERS

Lockers are to be kept neat and clean at all times. Inspections will be held periodically. Stickers and other locker “decorations” should not be put on or in lockers. Students are subject to disciplinary action if the locker is not cared for properly. Lockers are the property of District #154 and subject to locker checks as needed to ensure safety in the schools. As with all school property, students and their parents will be held financially responsible for damage to lockers from misuse or carelessness.

Abusive behavior towards lockers will be subject to disciplinary action. Make sure that you do not “set” your lock. The school is not responsible for articles left in lockers. Money or other valuables should not be stored in lockers. 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.

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 in 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 in the following year. 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.

MESSAGES 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 VISITATION

Parents are encouraged to visit their child's classroom and are welcome at Wolcott School, but for safety and security reasons are also required to follow the procedures for "Visitors to the Building" (p. 55). 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 and 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 enters the 5th 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.

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.

PASSING IN THE HALLS

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.

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 Kindergartner. 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

Automobile Insurance Card (with current Thornton address)

Voter's Registration Card

Village of Thornton Vehicle License Application and Sticker Number

SKATES, SKATEBOARDS, ROLLER BLADES, AND SCOOTERS

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

SMOKING AND USING TOBACCO

Using tobacco products in any form is hazardous to the health of students and may present a safety hazard in the school. Smoking tobacco, using tobacco products and/or possessing tobacco materials by students is not permitted on school buses, in school buildings or on school grounds at any time.

If a staff member finds a student possessing or using smoking materials and/or tobacco products in violation of this policy, the student shall be disciplined by the administration

on an individual basis. Disciplinary measures may include personal counseling, withholding of privileges and/or suspension for a period of up to ten (10) school days.

Given reasonable grounds for suspicion, school officials may search for and seize tobacco products brought onto busses or school property.

STATE LAW FORBIDS SMOKING ON SCHOOL GROUNDS AT ANY TIME. ADULTS AT AFTER 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 severe 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.

STUDENTS 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 also need to be signed when a pupil transfers out of the School District permitting the school to send records on to 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 RIGHTS

Students are afforded due process of law as stipulated within the Fourteenth Amendment of the Constitution of the United States.

Information is distributed to the students regarding school rules and student conduct in this Handbook.

When a disciplinary action results in a disciplinary reassignment, suspension, or expulsion, due process of law involves three procedures, namely:

Prior Notification – The student and/or legal guardian is informed by the Dean of Students of the disciplinary action which is being considered.

Specification of Charges – The student and/or legal guardian is allowed to present his/her view of the accusations and of the disciplinary action to be taken.

Opportunity to Respond – The student and/or legal guardian is allowed to present his/her view of the accusations and of the disciplinary action to be taken.

An appeal may be made to the Superintendent if the procedure or a decision is questioned. Ultimately, the School Board will receive appeals that remain unresolved through the standard process.

This information and that which follows will help students determine if the student's right to due process of law has been protected.

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 by 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.

TIMELINE ON RE-ENTERING SCHOOL IN LATE AFTERNOON

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**.

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. This is in compliance with the Illinois Vehicle Code and standard safety procedures. 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 Village of Thornton and have as their membership a majority of Village residents. Exceptions to this procedure must be approved in advance by the Superintendent.

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 it is requested by a teacher or if it is an **emergency**. There is a pay phone available for student use **with teacher permission** for all other calls. Examples: forgotten lunches, calling about staying for a pre-announced activity, or to get a ride home after an activity does not constitute an emergency. **These calls should be made from the pay phone, with permission from the teacher or a member of the office staff.**

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 washrooms before school, before and after lunch and at gym time 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.

BOOSTER CLUB

The Booster Club provides financial support for athletics. They depend on donations and volunteers.

PARENT TEACHER ASSOCIATION

The Thornton Parent Teacher Association brings parents into contact with the schools, with other parents and with the 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 NO. 154 EDUCATIONAL FOUNDATION, INC.

The purposes of the Foundation are:

- a) To secure and channel private funds to support and promote the educational programs and activities of students served by Thornton School District No. 154 under the direction of the Thornton School District No. 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 No. 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 Sunnybrook 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.