

**Posen-Robbins
School District 143 1/2**

Parent Handbook

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PHILOSOPHY OF EDUCATION

District 143½ believes that education is an important element in everyday survival. Education is necessary to prepare students to meet the challenge of the present and equip them to cope with the future. It influences many components of the child's total being, including knowledge, skills, habits, values, and attitudes. It involves intellectual discipline, individualized instruction, creativity, motivation, an appreciation of the aesthetic, reasoning, self-imaging and stresses the maximum utilization of innate potential for each and every learner.

Schools exist to serve the children in the community. Schools must be characterized as places of caring, as well as sharing. They are not only concerned with imparting knowledge, but should be strongly committed to teaching social standards. The end product should be an individual who has acquired skills and attitudes necessary for becoming a productive, responsible citizen of the future. The learners are continually guided by direct instruction, as well as by example, to respect both themselves, as well as others. They should be taught the techniques for carrying out the learning process both in and out of school and should develop a love of learning, which will make them lifelong students. More important than what pupils know at the end of sixth, seventh or eighth grade is the extent of their knowledge at the age of twenty-five, forty, or sixty. Students need to develop their ability to locate information and should be stimulated to enjoy the learning process so that they will apply their education fruitfully in adult life.

Education must be an action-oriented experience in which the child can fulfill innate potential. Therefore, the teacher must introduce the child to a wide variety of stimulating experiences which foster the growth of potential, while simultaneously making the child more aware of his or her inherent capacity. Learning experiences should be presented in a variety of ways including lessons that focus on the visual, auditory, and tactile modalities. The educator must be aware of each and every child's unique learning style and provide instruction that meshes with that learning style. Once the child is successful through these action-oriented experiences, this success serves to enhance his/her development of values, self-worth, and character and esteem.

The teaching-learning environment should encourage and stimulate learning. First experiences have great impact. Curiosity, autonomy, and creativity must be promoted. We must, as educators, turn-on, rather than turn-off, students. The classroom should be visually stimulating, creating an atmosphere for learning which is pleasant and attractive. It should also include opportunities for learning via other senses. Learning activities should involve a large number of manipulative. However, one of the most important ingredients in the effective classroom is the teacher. The teacher must be an expert motivator and be able to accurately design expectations for the pupils to enable them, on an individual basis, to attain their personal best. The child must be guided in recognizing the value in what he or she is learning and sees the application to life outside the classroom. There must be continuity in the goals from pre-school through grade eight. This continuity must be evident in the area of values, as well.

School organization must be viewed as a group of professionals working together for the benefit of the children. However, the teacher cannot do the job alone. In order to maximize each and every child's potential parent acceptance, support, and understanding are required. The growth of the child academically, socially, and physically can only occur if the home, community and school work together on a child-centered team. The role of the parent is to assist and reinforce the teacher's effort in both the home and school. The school has a crucial role to play in helping the individual learn to manage his or her environment in a way that strengthens the ego rather than deflating it.

John Dewey once wrote, "The object of the educational curriculum is to determine what is on the learner's mind and help provide him opportunities and experiences that will develop and bring out his innate ability." In summary, the following points are central to District 1431/2's Philosophy of Education:

- There must be continuity in the goals from pre-school through grade eight. This continuity must be evident in the area of values as well.

- First experiences have great impact. Curiosity, autonomy and creativity must be promoted. We must, as educators, turn-on rather than turn-off, students.
- Learning should take place in the cognitive, affective and psychomotor domains.
- Learning styles of each individual should be taken into account.
- Human learning is accomplished from external stimuli. However, in order for a student to be motivated, he or she must first have self-esteem. Raising self-image is a prerequisite for teaching students who suffer from low self-esteem.
- The school has a crucial role to play in helping the individual learn to manage his or her environment in a way that strengthens the ego, rather than deflating it.
- Teachers must recognize the individual integrity of the learner.
- Learning is best accomplished when the teacher demonstrates to the students the use of the knowledge or skill.
- The classroom should be a place in which issues of concern can be examined and discussions conducted which encourage divergent thinking and differences of opinion.
- The teacher must remember that value judgment develops in the child as they see the kind of reward associated with various behaviors.
- School organization must be viewed as a group of professionals working together for the benefit of the children.
- There must be unity between school, community and home.

More important than what pupils know at the end of sixth, seventh and eighth grade is the extent of their knowledge at the age of twenty-five, forty or sixty. Students need to develop their ability to locate information and should be stimulated to enjoy the learning process so that they will apply their education fruitfully in adult life.

Education, at its best, will develop the learner's inner resources to the point that the students can (and will want to) learn on his or her own.

MISSION STATEMENT

In partnership with staff, students and community, the mission of the Posen-Robbins School District 143½ is to provide an educational environment that will enable all students to develop essential academic skills for a lifetime of learning and to prepare students to be responsible, contributing citizens in a diverse and changing world.

We believe that:

- Change is inevitable and ongoing
- All individuals have worth and value
- Individuals are responsible for their actions
- Learning is essential for a productive community
- An educated citizenry is essential for democracy to thrive
- Learning is a life-long process and everyone can learn

- Everyone is involved in the act of teaching; thus to enhance self-esteem, growth and development we must embrace our duty to impart the educational experience

School Climate: School will be safe, orderly and foster an atmosphere of student achievement.

Student Achievement: Achievement levels for all students will increase significantly - grade level achievement for grade level placement.

Coordinated Curriculum: Basic skills in the areas of Reading, Mathematics and Language Arts will be identified at all grade levels and sequenced for success (50% or Higher) in the classroom, Iowa Test of Basic Skills Achievement Test.

Staff Development: Principals and Teachers will be empowered through building. Leadership teams and the Effective Schools Program to assess their building's needs and address them as related to student achievement.

Multicultural Education: Teachers and students of diverse social, ethnic and socio-economic backgrounds will learn and positively interact with each other, as well as learn through multicultural educational material and in a culturally salient educational environment.

Parent/Community Involvement: Parents and community will become more involved in the achievement of students in Posen-Robbins School District 143½.

ABSENCES

Students are expected to be in school every day. Absences may be excused or unexcused. Parents/guardians (referred to as "parents" hereafter) should phone the school by 9:00 a.m. in the event of any absence and send a note upon return to the school.

EXCUSED ABSENCES INCLUDE THE FOLLOWING:

- Injury
- Illness
- Death in the family
- Family Emergencies
- Religious Holidays

UNEXCUSED ABSENCES INCLUDE THE FOLLOWING:

- Leaving school during school hours without office permission
- Returning to school without a note (after being absent)

ATTENDANCE, TRUANCY AND TARDY

Regular and prompt attendance is critical in the education of any student. We expect the student to be on time for school and to be on time for class.

When illness or other valid reasons require that a student be absent, it is imperative that the parents inform the school by phone on the first day of absence and follow up by sending a written statement of cause of absence with the child when he or she returns to school.

When a student is absent three consecutive days or more because of illness, a doctor's statement is required for the student to be readmitted to school.

Any student who has been tardy to school or to class may be given a letter to take home notifying the parents.

Any student who has been tardy for school three times (unexcused) may be sent home and the parents will have to come to school for a conference.

Responsibility for completing class work missed due to unexcused or excused absence or suspension will rest with the student.

The class work missed may be made up within a period equal to that of the number of days absent.

If a student expects to be absent for a period of more than three days, his or her parents may call the school and request that the student's assignments are sent home.

If a child is truant (inexcusably absent or tardy), The Cook County Truant Officer will be notified for appropriate legal action.

ILLNESS, MEDICAL PROBLEM OR ACCIDENT:

Please inform the office and the teacher(s) immediately of any medical problem your child might have.

In the event of serious illness or injury, the school will:

- Attempt to contact the parent or authorized representative. (Please update phone numbers when necessary)
- Provide emergency care (First Aide)
- Call paramedics when deemed necessary
- In the cases of some injuries, illness or communicable disease, the principal or designee will attempt to notify the parent or designee to request that the child be picked up from the school. If no transportation is available, the principal will attempt to arrange emergency transportation. The student will be isolated and cared for at school until the pupil can be taken home.

All injuries must be reported to the teacher and to the principal immediately. An accident report may be completed and filed. Parents will be notified as quickly as possible of all injuries requiring an accident report.

MEDICATION:

Administering medications that are essential to maintain a child in school, such as: insulin shots, disease control medication, etc., continue to be the responsibility of the parents. It is recommended that parents consult with their physician to see if midday medication may be adjusted to either the early morning or later afternoon.

No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication unless the **Authorization and Permission for**

Administration of Medication forms have been filed with the school administrator. These forms are to be completed by the parent and physician or licensed prescriber and shall be on file with the school prior to the dispensing of any medication to a student. The Authorization and Permission for Administration of Medication forms must be renewed annually at the beginning of each school year. The forms are available in the school office.

Medication must be brought to the school by the parent. It must be in a pharmaceutical container clearly marked with the child's name, name of the medication, and all pertinent instructions. Parents must report any change in prescription or dosage, and new permission forms must be completed for each change.

Medications, at all times, will be kept under lock and key under the supervision of the principal.

SELF-ADMINISTRATION OF ASTHMA MEDICATION:

School District 143½, in accordance with the Illinois School Code, permits the self-administration of prescribed asthma medication by a pupil with asthma provided that:

- The parent of the pupil provide to the school written authorization for self-administration of medication; and
- The parents of the pupil provide to the school a written statement from the pupil's physician containing all pertinent information
- The permission of self-administration of medication is effective for the school year for which it is granted and shall be renewed each subsequent year.

All necessary forms may be obtained, upon request, from the school office.

Questions concerning specifics of School Board Policy dealing with administration of medication may be directed to the principal.

ANIMALS AND PETS:

Animals are not usually allowed at school, unless the principal has given prior approval.

ANNOUNCEMENTS, FLYERS, NEWSLETTERS:

Announcements are made through memos or on the public address system (in schools where one is available). In addition, important flyers, letters, forms, newsletters, and progress reports are distributed to students for hand delivery to parents. Encourage your child to bring all information home the day it is given. Return response tear-off, when requested, the next school day.

ASSEMBLIES:

Assemblies may be held periodically throughout the year. Students are expected to sit with their class, under the supervision of the teacher. Regular classroom decorum will be maintained.

Students attending an assembly held after school hours shall conform to rules and regulations as set forth for all school functions. **NO** loitering in and/or around the building. Students must be courteous, attentive, and remain in their seats until the conclusion.

Parent must supervise children brought by parents. Any inappropriate behavior may result in removal from the building.

BICYCLES:

District 143½ assumes no responsibility for bicycles stolen, damaged, or left on school grounds before, during, or after school hours.

BOARD OF EDUCATION POLICY FOR GIFTED STUDENTS:

School District 143½ has established enrichment programs and supplemental services, which meet the educational needs of children with specific academic aptitude, as determined per set criteria.

BOARD OF EDUCATION POLICY ON SPECIAL EDUCATION SERVICES:

School District 143½ is a member of the Eisenhower Special Education Co-Op. A complete continuum of special education programs and support services are provided for children with the following exceptional characteristics:

- Auditory, visual, physical, or health impairment;
- Speech or language impairment;
- Deficits in the essential learning process;
- Deficits in intellectual development and mental capacity;
- Educational maladjustment related to social or cultural circumstances;
- Affective disorders or adaptive behavior, which restricts effective functioning.

These special education instructional programs and supportive services, including diagnostic services, offered by District 143½ range along a continuum, based on the nature and degree of the intervention necessary, and are available to exceptional children who are between the ages of three and fifteen who are enrollees of the school district.

BOOK FEES AND SCHOOL SUPPLIES:

Textbook rental fees are charged annually to all students in the amount adopted by the Board Of Education. Teachers are to write the child's name on the inside cover of the books. Students are expected to take care of the books issued to them. Parents are expected to pay for textbooks and library books that are lost, damaged, or written in.

Each school will provide parents with a supply list. The parents must provide school supplies requested by your child's teacher.

BUS TRANSPORTATION:

Bus transportation is provided as a privilege for all eligible students. Bus riders are responsible for arriving at the bus stop at the designated time. In addition, we must provide safe passage for all of our

students. To ensure this, the driver must have complete concentration at all times. Students should not distract the driver's efforts in any way.

The privilege of bus transportation may be suspended for students who misbehave at the bus stop or on the bus in any way. Students will board and exit the bus at their designated stops only. Further, students must ride only the bus to which they are assigned.

Proper bus behavior is also expected on school-sponsored activities and trips. The school bus is considered an extension of the school. The rules of conduct, which apply in the building or on the school grounds, also apply on the bus. In addition students are expected to abide by the following rules of conduct:

- Students must take their seats promptly and remain seated quietly throughout the trip.
- Good behavior is a must. Unnecessary confusion diverts the driver's attention, and could result in a serious accident.
- Hands and heads must remain inside the bus at all times. Objects are not to be thrown about or out of the bus.
- Students must board and exit the bus only at their assigned stops.

Unacceptable behavior/conduct may result in a loss of bus privileges for a minimum of five (5) days.

CLOSING SCHOOL IN EMERGENCIES:

In the event of inclement weather or mechanical breakdown in the Posen-Robbins School District 143½ whereby school will have to be closed, the district will contact the city news bureau, TV and local radio stations.

School District 143½ announcements will be on the following radio stations:

STATIONS	DAILY LOCATIONS
WMAQ-AM	670
WGN-AM	720
WLS-AM	89
WEDC-AM	1240
WFYR-FM	103.5
WBBM-FM	96
WMBI-FM	90.1
WGN-TV	CHANNEL 9
WFLD-TV	CHANNEL 32

It is the parent's responsibility to see that the school is furnished with updated emergency numbers.

CONFERENCES:

Conferences benefit the parent, student and educator. In addition to the Parent-Teacher Conference Days, conferences between parents and teachers regarding students are encouraged. Parents desiring a

conference with a teacher are asked to call the teacher and schedule a conference appointment. No conferences will be permitted during instructional periods.

CONTAGIOUS DISEASES:

In order to observe and protect the health of all children attending school, measures are taken to determine the condition and the health of each student. Before entering Kindergarten the child is required by the State of Illinois to have a physical and dental examination. Another physical is required before the student enters the 5th grade. The examination forms are to be completely filled out and signed by the examining doctor and dentist. These forms are to accompany each child on the first day of school.

According to the Illinois Department of Public Health rules and regulations, students who have not had measles and have not been immunized against the disease shall be excluded from school, should an outbreak occur, until 21 days after the onset of the last reported measles case in the child's particular school building. Following an outbreak, a notice must be sent home with each student who has not presented proof of immunity, explaining that the student is to be excluded, effective the following morning, until acceptable proof of immunity is received or until 21 days after the onset of the last reported measles case. Acceptable proof shall consist of:

- A written record from the student's physician that indicates date and type of vaccination administered.
- A statement from a physician indicating the date the student had the measles.
- A laboratory report indicating the student has a measles antibody tetra 1.16 or greater as measured by the Hem agglutination Inhibition test (or comparable test).

DISCIPLINARY CODE AND POLICY:

GROUP I

ACTS OF MISCONDUCT

These acts of misconduct include those student behaviors, which disrupt the orderly process in the school, on the grounds, or are related to school activity.

These violations are:

- Violation of lunchroom rules
- Cheating
- Failure to report for detention
- Public displays of affection
- Failing to abide by school dress code
- Unexcused absence or tardiness from school or class

The following disciplinary action may be taken for first violation:

MINIMUM: Teacher-Student Conference

MAXIMUM: One-Day Out-of-School Suspension

The following action may be taken for repeated or flagrant violations:

MINIMUM: Teacher-Student-Parent-Administrator Conference

MAXIMUM: Three-Day Out-of School Suspensions

GROUP II

ACTS OF MISCONDUCT II

These acts of misconduct include those student behaviors, which disrupts the orderly educational process in the school, on school grounds, or during any school related activity such as the following:

- Harassing or threatening another student
- Violation of bus rules
- Lying
- Possession or display of obscene material
- Using or writing obscenities
- Minor damage to school or private property
- Use of abusive or threatening language
- Fighting, striking, or injuring anyone
- Truancy
- Repeated or flagrant violations of Group I rules
- Throwing or shooting objects, e.g. snowballs, spitballs, spitting, food
- Forgery
- Instigating a fight (words or action)

The following disciplinary action may be taken for first violation of Group II:

MINIMUM: Parent-Teacher-Student-Administrator Conference

MAXIMUM: Two-Day Out-of School Suspension

The following action may be taken for repeat or flagrant violations of Group II:

MINIMUM: Three-Day Suspension

MAXIMUM: here to Five-Day Suspension and/or Disciplinary Reassignment

GROUP III

ACTS OF MISCONDUCT III

These acts of misconduct include those student behaviors which seriously disrupts the orderly educational process in the classroom, on school grounds, or during any school-related activity.

They include:

- Repeated violation of Group II
- Leaving school grounds or school activity without permission
- Theft or serious damage to school or related private property
- Insubordination, defiance, or flagrant disrespect
- Gambling
- Flagrant profanity or indecency, or immoral or seriously offensive language, gestures, propositions, or exhibitions
- Any seriously disruptive behavior
- Possession of matches, lighters, or other combustibles or smoking materials

The following disciplinary action may be taken for first violation:

MINIMUM: Three-Day Suspension or Disciplinary Reassignment.

MAXIMUM: Three to Five-Day Out-of-School Suspension and/or Disciplinary Reassignment.

The following disciplinary action may be taken for flagrant or repeat violations:

MINIMUM: Five-Day Out-of-School Suspension and/or Disciplinary Reassignment

MAXIMUM: Six-to-Ten Day Out-of-School Suspension and/or Disciplinary Reassignment

GROUP IV

ACTS OF MISCONDUCT IV

These acts of misconduct include those student behaviors that very seriously disrupt the orderly educational process in the classroom, on the school grounds, or during a school-related activity. In most cases, these acts are also illegal, such as the following:

- Repeated violations of Group III
- Possession, use, or sale of drugs, alcohol, or look-alike items
- Possession of dangerous objects, i.e. weaponry or any item which can harm an individual or damage property
- Activation of a false fire alarm
- Extortion

- Assault of student or staff member
- Possession or use of controlled substances, or contraband
- Vandalism/criminal damage to school or personal property
- Use of intimidation, coercion, or force
- Fighting: more than two individuals and/or resulting in injury or injuries
- Theft or possession of stolen property
- Possession, delivery, or use of fireworks
- Possession, delivery, or use of any kind of weaponry or related items, such as bullets or shells

The following disciplinary action may be taken for first violation:

MINIMUM: Five-Day Out-of School Suspension and/or Disciplinary Reassignment.

MAXIMUM: Six-to-Ten Day Out-of-School Suspension and/or Disciplinary Reassignment

The following disciplinary action may be taken for repeat or flagrant violations:

MINIMUM: Ten-Day Out-of-School Suspension and/or hearing and notification of police

MAXIMUM: Recommendation for Expulsion and notification of Police.

Any student suspended for ten days will have an expulsion hearing.

DRESS/UNIFORM POLICY:

Every student shall wear a school uniform as described herein on every school day, except for limited days upon which the superintendent or building principal designates that the uniform policy is relaxed.

The following shall be the only acceptable attire for students:

TOPS:

All students must wear **white shirts or blouses** with a collar

No banded neck shirts

All shirts and blouses must be tucked

White turtle necks are permissible

BOTTOMS:

Students must wear navy blue pants, skirts, jumpers or skorts

Knee length shorts may be worn from August to October 1st and from April 15th through June

Jumpers, skirts and skorts may not be more than **4 inches** above the back of the knee

Bottoms cannot be made from denim or jean material (**NO JEANS**)

Pants with belt loops must be worn with a belt

Pants, skirts and skorts must fit at the waist and be worn at waist level

Students may not wear baggy pants, sweat pants, jogging pants, leggings, Spandex-type wear, bib overalls, shorts that are not knee length, low-cut tops bottoms with long slits.

SWEATERS:

Cardigan sweaters must be navy blue or white. The collar from the shirt/blouse worn underneath the sweater must be showing.

No logos or insignias of any kind on shirts, blouses, sweaters, or shoes

SHOES:

All students must wear black, regular shoes with matching laces. Orthopedic or any special shoe will be permitted with a doctor's note indicating the child's necessity for such shoes.

Gym shoes are to be worn for gym classes only. Students must wear regular shoes to school and change into gym shoes at gym time.

Thongs, strapless sandals, slippers, flip-flops or shoes with cleats are **not** allowed for safety reasons. Heels of shoes may not exceed 1 ½".

Saddle shoes may be worn

Socks must be navy blue or white

Clothing may not have the name of any professional or college team

CLOTHING IN GENERAL:

- Students may wear the uniform of nationally recognized youth organizations, such as Boy Scouts and Girl Scouts, on regular meeting days
- Clothes shall be worn and sufficiently buttoned or fastened to conceal undergarments at all times
- Clothing shall not be made from see-through or fishnet material
- No oversized apparel, including baggy pants, may be worn.
- Clothing may not be worn or displayed in a way that denotes or identifies a gang

JEWELRY:

Jewelry must be free of writing, pictures, or other insignias which:

- Are crude, vulgar, profane or sexually suggestive;
- Advocates the use of drugs or alcohol;
- Identifies any professional or college or sports team
- Identifies a gang or any group which advocates illegal activities or disruptive behavior;
- Makes references to satanic cults, weapons or sexual activities;
- No body piercing jewelry can be worn.
- Standard policy will be adhered to for earrings.

HEADGEAR:

No hats, caps, bandanna, scarves or headbands shall be worn in the schools. Hair grooming tools such as picks, combs, brushes, rollers, or hairnets shall not be worn in the schools.

GLASSES

Only glasses prescribed by an Optometrist or eye doctor can be worn in school, except safety glasses shall be worn when teachers direct students to do.

The building principal is the final authority for judging the appropriateness of a student's appearance.

RELIGIOUS OBJECTIONS TO THE SCHOOL UNIFORM:

Students whose parents object to the school uniform or certain provisions of it on religious grounds shall not have to comply with the parts of the school uniform that conflict with their religious beliefs. Parents who object to the school uniform for religious reasons shall submit a signed statement to the school board detailing the grounds for the objections. Students whose parents object to the school uniform for religious reasons shall comply with the provisions of the uniforms which do not conflict with their religious beliefs.

PHYSICAL EDUCATION CLOTHING:

All gym clothes will be White plain T-shirt navy blue gym shorts, white socks and plain white gym shoes. With the approval of the administrator, students may wear T-shirts and/or shorts bearing the name of the school and/or mascot. No other logos or insignias allowed on clothing or shoes.

TRANSFER STUDENTS:

Students who transfer into the District and who cannot immediately meet the uniform requirements will be granted seven calendar days to comply with the dress code. Until then, transfer students shall comply with the dress code as closely as possible.

EARLY DISMISSAL:

If a child is to be dismissed early, the parent must come to school to pick up the student. If the student is to leave early, a note must be sent to the school the morning of the early dismissal.

The schools will not accept phone calls re-directing a student's destination.

EMERGENCY INFORMATION AND PROCEDURE:

Emergency information is provided to the school at the start of the school year. Any changes in this vital information should be reported to the school secretary immediately. This information should be kept up to date.

School procedure is to call the nearest area Rescue Unit in the event of serious accident, injury, or illness. If a parent requests a different procedure it must be in writing and on file in the school office. If transportation is provided for a student, the cost of that transportation remains the responsibility of the parent/guardian.

ENRICHMENT PROGRAM:

Students are selected for the enrichment program using teacher/parent recommendation and a matrix that incorporates the following criteria:

- a test of general intelligence;
- national percentile for the composite of all standardized achievement test scores.

ENROLLMENT PROCEDURES:

Kindergarten and first grade enrollment: A child must be five (5) years old by September 1st, to enroll in Kindergarten. A child must be six- (6) year old by September 1st to enroll in first grade. A **birth certificate** is required when enrolling a child in Kindergarten or First Grade to verify age

Enrollment Requirements: When enrolling a child in any grade in the District for the first time, the parent or guardian must provide a birth certificate, the child's Social Security Number and a Health Record, showing that the child has had the required shots, physical and dental exam. If the child does not meet these requirements, the child cannot begin school.

Proof of Residency: Proof of residency is required every time a child is registered in the District. Valid proof of residency:

1. Everyone must show a current driver's license or State I.D. (it must show your correct address)
2. Everyone must show one of the following: gas bill, electric bill, or water bill
3. Everyone must show a lease or mortgage papers.
4. In some cases, a voter's registration card may be requested

At the time of registration, a fee for each child is due and payable.

PRE-SCHOOL SCREENING:

To be eligible for the District's Pre-Kindergarten program (Project High Potential) students must be three (3) by September 1st. Pre-School screening is held throughout the year. It is held at the Project High Potential site, Turner School. All children in the district ages three to five are requested to participate.

The screening evaluates the child in the area of readiness for school, speech, hearing and vision. Parents will receive immediate result of the testing with suggestions on how to help the child at home.

FREE AND REDUCED LUNCH PROGRAM:

Guidelines and application form for Free and/or Reduce Meal and Free Milk Program are available in the schools. These forms must be totally and correctly completed in order for a student to be eligible. Contact the principal if you need assistance.

GANG ACTIVITY:

School District 143½ defines a gang as any group of two or more persons whose purpose includes the commission of illegal acts. No students are allowed to wear, display, possess, or promote symbols, colors, or any representation of a gang or gang activity.

The schools will treat gang activity as a violation of a Level IV Act of Misconduct.

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things in which are evidence of membership or affiliation in any gangs.
2. Shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in any gang or;
3. Shall use any speech or commit any acts or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - Soliciting others for membership in any gangs
 - Requesting any person to pay protection or otherwise intimidating or threatening
 - Committing any other illegal act or other violation of school district policies
 - Inciting other students to act with physical violence upon any other person

GRADING PERIODS-REPORT CARDS:

There are four (4) nine-week grading periods. Each nine-week grading period is called a quarter. **Report Cards** are issued at the end of each nine-weeks (quarter). **Mid-quarter progress reports** are issued 4 ½ weeks into each quarter.

Parent-Teacher-Student conferences (report card pick-up) are scheduled at the end of the first and third quarters. Report cards must be picked-up by a parent.

Public Act #87-1240 permits employed parents who are unable to meet with teachers due to work schedules the right to excused absences from work during the school year to attend conferences at their children's schools.

Employees are entitled to eight hours of school visitation within the regular school year in increments of no less than one hour and no more than four hours on a given school day. An employee must request

the absence for school conferences in writing at least seven days in advance. A 24-hour notice is permitted in an emergency.

The employer may refuse a request if 5% of the workforce or five employees request time off for a school visitation for the same day.

Following a conference, parents may request a school verification form/letter from school officials.

PROMOTION/RETENTION:

Promotion, retention, and placement decisions will be made in the best interests of students after a careful evaluation of all related factors. DISTRICT POLICY OUTLINING PROMOTION AND RETENTION:

DISTRICT POLICY OUTLINING PROMOTION AND RETENTION:

A student's academic progress must reflect a seven month gain minimally in Math and Reading as evident on the District's standardized test or pass a criterion reference test, which may be administered at each grade level at the beginning of the year (as a pre-test) and at the end of the year in Reading and Math with a score of 70% or better.

A student must be in attendance 158 days out of 176 days of school. There cannot be more than 18 unexcused absences for the year.

All students must achieve a minimum grade point average of 1.5. The teacher must recommend the promotion or retention of all students based on local assessments, standardized testing, criterion referenced testing, and teacher evaluation of the student's readiness for the next grade level. **THE STUDENT MUST MEET AT LEAST TWO (2) OF THE THREE (3) CRITERIA FOR PROMOTION.**

GRADUATION:

A student must complete all requirements, which will be determined by a student's achievement in relation to ability to the satisfaction of the principal to take part in the graduation ceremonies and accompanying activities.

The valedictorian and salutatorian shall be students who attended school within the district for a minimum of two consecutive years (7th and 8th grade years).

BEHAVIOR POINTS:

All eighth grade students are given ten (10) behavior points at the start of the school year. The behavior points may be taken away for unacceptable behavior. The student must maintain at least one (1) behavior point in order to participate in any eighth grade activities such as eighth grade luncheon/dinner, trips, graduation ceremony.

HEALTH RULES AND REGULATIONS:

Prior to entering school, a physical examination and immunization are required of every kindergarten, fifth grade, and in-coming transfer students in accordance with the rules and regulations promulgated by the Illinois Department of Public Health. If these requirements are not completed by a designated date, the student will not be permitted to attend classes.

HOMEWORK:

It is the policy of District 143½ that all teachers assign homework to boost student achievement.

All homework must be handed in on time, as specified by the teacher. Special allowance will be made for assignments missed due to excused absences. The student will make up all missed assignments within a time period equal to the number of days absent from school, plus one (1) extra day (e.g. a student absent 3 excused days will have 4 days to make up missed work).

HONOR ROLL:

Students in grades 4 through 8 will have their name placed on the Honor Roll each quarter the student makes the grade.

LOCKERS:

Each Middle School student will be assigned a locker. The locker remains the property of the school and may be searched at any time. Students are held responsible for the proper use and care of the locker assigned them. Lockers are to be secured at all times with a lock. The school assumes no responsibility for loss articles. Students are not to share combinations. Students should not leave valuables in the lockers overnight. Students should not share lockers or place other student's supplies in their lockers.

LUNCH:

Lunch will be eaten in the lunchroom. Children may eat a school provided lunch or they may bring lunch from home. No food is to be taken from the lunchroom. Lunch boxes are to have proper identification. Some rules for the lunchroom are:

- Proper etiquette is to be followed at all times
- Students will clean up the area around their table before leaving the area
- Quiet talking is permissible
- Student will follow all directions issued by the lunchroom supervisors

FIELD TRIPS:

We recognize the educational value of a field trip expanding the curriculum. A permission slip is required in order for each and every child to participate in a field trip.

ATHLETIC EVENTS:

A permission slip is required in order for each and every child to try-out, practice, or participates in an athletic event or in cheerleading / pom-poms.

Before any student is registered for participation in interscholastic athletic, the child's birth date shall be certified by an official birth certificate. Each participant must have a special athletics examination by a medical doctor before taking part in athletic activities.

Students referred to the office for disciplinary reason may be denied competition privileges if the principal deems the problem serious.

PHYSICAL EDUCATION:

Physical Education is part of the curriculum. Our classes will be coeducational. The emphasis in our program will be in team sports, individual activities, sportsmanship, and physical fitness. If a student is unable to participate in gym class due to illness or injury, a note from the parent is required. If a student will be out of class four (4) or more days, a doctor's note is required. Should a student use a note from his/her parent frequently, for the protection of other class members, a doctor's note may be required to further explain the problem.

SCHOOL PICTURES:

Individual pictures of student are taken in the fall and/or spring. Students will be informed prior to the photographing session. Prices vary from year to year, and are announced when pictures are taken.

SEXUAL HARASSMENT:

Sexual Harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions and unwanted body contact.

An allegation of a student harassing another student shall be made to the building administrator for appropriate action. Any student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

STUDENT RECORDS:

All records must be maintained with the child's legal name (as it appears on the official birth certificate). Upon a written request filed with a school administrator, both parent of a student shall have the right to review and request copies of official records directly related to their children. Parents may challenge the contents of the record and request a hearing.

Non-custodial parents have the same right as custodial parents unless specifically denied by a court order.

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

1. Parents have the right to inspect, challenge and copy their child's records until one of the following occurs:
 - the student attains 21 year of age or
 - the student attains 18 years of age and declares financial independence.
2. All students have the right to inspect copy and release their permanent records. Students will not have access to their temporary Records without parent permission until they;
 - attain 18 years of age

- graduate, or assume financial independence.
3. Student records will be available to parents or eligible student with fifteen (15) school days from the time a written request is received.
 4. When records are being inspected, a qualified staff member will be present to interpret the information contained in the records.
 5. Copies of student records will be provided to eligible parent and student upon request. The school may charge a cost not to exceed .35 per page.

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's Temporary Record which such individual may obtain through the exercise of any right secured under the School Student Record Act.

RIGHT TO CONTROL ACCESS OF STUDENT RECORDS:

District 143½ will release Student Records to an official record custodian of another school in which the student has enrolled or intends to enroll. The official or student must make a written request to release the Records. Parents will receive prior written notice of the nature and substance of the information to be transferred. They may, upon written request, inspect copy and challenge such information. If parents do not respond, within ten (10) days of the notice of their right to inspect copy and challenge information to be transferred to another school, the records will be forwarded to the requesting school.

ACCESS TO RECORDS WITHOUT PARENT CONSENT:

School Official will release Student Records without parent permission pursuant to a valid court order or subpoena presented by local, state or federal official. However, school officials will notify parents in writing regarding the judicial order and the information so provided.

Records of 8th grade student entering high school will be sent from District 143½ to the respective high school attendance center. This transfer of records will be completed by July 1st, following the completion of the grade.

STUDENT TRANSFERS

Students transferring to District 143½ are required to have a health record, including a current physical examination, immunization record, and proof of residency at the time of enrollment. In addition, the parent must meet the registration fee; complete the registration process, which includes family data for the child's cumulative folder.

Students transferring from District 143½ should notify the school. Parents should complete necessary forms.

TELEPHONES:

Students may not be called to answer the telephone during school hours, except in serious emergencies when called by a parent. Students should not ask to use the phone for such things as calling to have things delivered to the school they forgot, relaying or delivering messages. Students must have permission from the office to use any telephones (this includes the use of the pay phone).

VISITORS

All visitors must enter the school through the main entrance and must report to the main office to obtain a pass.