

# THE VIKING

## PARENT-STUDENT HANDBOOK 2011-2012

**PARKLAND SCHOOL**  
**815-385-8810**  
**Fax 815-363-5023**

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

HOMEROOM TEACHER  
\_\_\_\_\_

### WELCOME TO PARKLAND

Visitors are always welcome. They must enter at the main entrance, by the visitor's parking lot in the front circle drive, and they must sign in at the school office upon their arrival. Each visitor is required to wear a visitor's badge while in the building. Parents and other adults should contact the principal's office prior to the visitation day. High school students are welcome to visit after 2:40 p.m., with an appointment and must check in at the office.

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**Student-Parent School Agreement Form**

I have read and understand the guidelines and discipline procedures, which will improve the learning environment at Parkland School. Please be advised that it is the policy of the State of Illinois, the State Board of Education, and the McHenry Community Consolidated School District 15 Board of Education that no person shall be subjected to discrimination on the basis of race or gender in any program or activity supported by school district funds.

\_\_\_\_\_

Date

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian's Signature

# PARKLAND SCHOOL

Grades 6, 7, 8

2010-2011 STUDENT/PARENTHANDBOOK  
1802 N. RINGWOOD ROAD, McHenry, IL 60050  
(815) 385-8810 Fax: (815) 363-5023  
TRANSPORTATION (815) 385-6622

## Mission Statement...

The mission of Parkland School will be to strengthen positive communication and respect among students and staff along with implementing reading and writing strategies in all subject areas.

Mascot: Vikings School Colors: Blue/White/Silver

SCHOOL SONG (To the tune of the Ohio State Fight Song)

Cheer, O Cheer for Parkland Vikings,  
Cheer with all your might!  
We're going to go and fight and win tonight,  
For Parkland blue and white!  
Rah! Rah! Rah!  
We've got spirit; we've got the steam,  
A great coach and a super team!  
Go, fight and win tonight.  
Victory for Parkland School.

*written by: Ann Sheller*

**Important Telephone Numbers**  
**District #15 Central Office – 815-385-7210**  
**Transportation Office – 815-385-6622**  
**Parkland – 815-385-8810**

## HOMEWORK HOTLINE

The daily homework is recorded and available to all students and/or parents after 4:30 p.m. by calling 344-7140. The team extensions are as follows:

<i>Sixth Grade Blue</i>	<i>1884</i>	<i>Sixth Grade White</i>	<i>1885</i>	<i>Sixth Grade Silver</i>	<i>1861</i>
<i>Seventh Grade Blue</i>	<i>1886</i>	<i>Seventh Grade White</i>	<i>1887</i>	<i>Seventh Grade Silver</i>	<i>1862</i>
<i>Eighth Grade Blue</i>	<i>1888</i>	<i>Eighth Grade White</i>	<i>1889</i>	<i>Eighth Grade Silver</i>	<i>1863</i>
		<i>Unified Arts</i>	<i>1879</i>		

## Emergency School Closing

Voice Mail 344-7140 Ext. 1

We recommend listening to 105.5 starting at 5:30 a.m.

WMAQ-AM 670 WBBM – AM 780 WBBM-FM 96 WXET-FM 105.5 WLEY 107.9  
WGN 720 WAIT-AM 850 WUSN-FM 99 WFLD/TV CHANNEL 32 WOJO 105.1

Any time during the school year, when there is any change in important information pertaining to your child, such as: name, address, home or work telephone numbers, or emergency contact people, parents are asked to contact our school office (385-8810). School personnel will only release a student to an adult that is listed on the emergency information sheet, and that adult must report to the office to sign-out the student.

## **ATTENDANCE**

When a student is absent, the parent/guardian is requested to call the school no later than 2 hours after the start of the school day. If the school does not receive a call, the school must (by law) contact the parent/guardian at home or at work to confirm the student's absence for that day. At registration time, parents/guardians are asked to provide at least one telephone number (preferably 2) where they can be reached in the event of an unconfirmed absence. While the school diligently makes these phone calls, there are times when a parent/guardian cannot be reached at the numbers provided. Illinois law states that a school fulfills its obligation if the notification of an absence has been attempted by telephoning the numbers provided by the parent/guardian whether or not there is any answer at such telephone numbers. For the safety of the child, please make sure that you provide the school with a telephone number or numbers where you can be contacted. Valid causes for absence include illness, observance of a religious holiday, death in immediate family, family emergency, situations beyond the student's control as determined by the Building Principal or such other circumstances that cause reasonable concern to the parent/guardian or the student's safety or health.

## **REPORTING A STUDENT'S ABSENCE**

When a student is absent a parent or guardian must call the school office before 9:30 a.m. to report their child's absence. If the school office has not been contacted by 9:30 a.m., school personnel will be calling the parent or guardian at home or work to confirm the absence of that student for the day. If we do not hear from you, we are required by law to call you to verify the whereabouts of your child. This procedure is for student safety. When you call us, it reduces the number of parents we have to contact.

## **EXTRACURRICULAR ACTIVITIES**

Students who are absent for the entire day may not attend or participate in after-school activities on that day. Students must be at school by 9:30 a.m. in order to participate in after-school activities (such as band concerts, dances and chorus programs). Those students that have had an O.S.S. or I.S.S. may not attend any after school activities.

## **TARDINESS**

Students who come late to class or school cause unnecessary interruption and waste the time of their classmates and teachers, as well as their own time. Students are to be in class within the designated amount of time, as established by the teams. Students with continuous tardy problems to class will be handled by the teams. Tardy problems to school will be handled by the administration. Every three (3) unexcused tardies to school, such as over-sleeping or missing the bus, will result in a 7:00 a.m. morning detention.

## **HOMEWORK FOLLOWING AN ABSENCE**

Absences due to illness and other unavoidable reasons are, of course, facts of life. Our policy for excused absences is to help the child cope with these emergencies by providing homework which the child can reasonably complete independently while absent. Homework is made available upon request after 3 consecutive days absent.

Homework, for vacations, will not be assigned to students prior to a vacation. A family vacation will be treated as an excused absence if the principal's office is notified in advance; the vacation is modest in duration, and infrequent in occurrence.

After an excused absence, students will have time to make up missed daily assignments. From the time they return, they will have one day for every day absent to make up the daily work; long term assignments are excluded. When a student is absent, the homework hotline should be utilized after 4:30 p.m. each day. Parents may go their child's locker, after first signing in at the office, for any books or materials needed to complete such assignments.

## **TRUANCY**

District 15 considers a student to be truant who is absent without valid cause for a school day or portion thereof, as defined in Chapter 122, article 26-2a of the Illinois School Code.

## CHRONIC TRUANCY

District 15 considers a student to be a chronic truant who is absent without valid cause for 10% or more of the previous 180 regular attendance days, as defined in Chapter 122, Article 26-2a of the Illinois School Code.

## RESOURCES AND SUPPORT SERVICES

The following resources and supportive services are available to students with attendance problems (and their parents and guardians):

- 1) Conferences with school personnel
- 2) Counseling services with school psychologist and/or social workers
- 3) Testing by school psychologist, social workers and/or other school personnel
- 4) Schedule or program changes
- 5) Placement in alternative educational programs
- 6) Special Education assessment and placement
- 7) Referral to community agencies for appropriate services

## TRUANT MINOR

In Accordance with Chapter 122, Article 26-2a of the Illinois School Code, District 15 considers a truant minor to be a chronic truant to whom the above resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or have been offered and refused by the parent(s), guardian(s), and/or student.

## REPORT CARDS AND GRADING SYSTEM

Teachers will be using the following percentages in giving letter grades for achievement:

A	93-100	Excellent
B	83-92	Above Average
C	70-82	Average
D	60-69	Below Average
F	0-59	Failing

Effort & Behavior grades will receive numerical grade: (1, 2, 3,)

- 1 – Excellent
- 2 – Satisfactory
- 3 – Needs improvement

## PARKLAND POSITIVES

**Parkland's "Honor Roll"** is designed to recognize those 6th, 7th and 8th grade students who are doing well in achievement in their classes. Students must maintain a "B" (3.0) or better average to achieve recognition on the Honor Roll. Averages are based on achievement grades in each subject area. There is an Honor Roll each quarter.

Parkland School gives **Top Scholar Awards** to the eighth grade students with the highest grade point averages acquired in the first three grading periods in eighth grade. To be eligible for the **Top Scholar Award**, students must have grades from Parkland for the first three grading periods in eighth grade; all selections will be determined on a percentage basis of core classes; students that are academically talented in a class (es) will have those class (es) weighted. The McHenry Kiwanis Club honors the top scholars with a dinner and a certificate.

The **McHenry Classroom Teachers Association Award** is presented to a male and a female eighth grade student that are always willing to help, and volunteer and aid in activities without expecting a reward. This award is voted upon by the teachers.

The **McHenry American Legion Award** is presented to a male and a female eighth grade student that show: thoughtfulness to others, leadership, courtesy, scholastic record, personal hygiene, sportsmanship and honesty. This award is voted upon by the teachers.

The **McHenry Kiwanis Award** is presented to a male and a female eighth grade student that show: thoughtfulness to others, leadership, courtesy, scholastic record, sportsmanship, and honesty. This award is voted upon by the teachers.

The **Presidential Award for Academic Excellence** is given to students attaining a 3.5 GPA, or equivalent, cumulative in middle school, including the first semester of eighth grade. The student must also receive a recent score placing him/her

at or above the 85th percentile in math or reading on a nationally recognized standardized test battery. Awards will be presented at graduation.

The **Parkland Pride Award** is present to a male and a female eighth grade student that have demonstrated the ability to be a team player, leadership, academic strength, cooperation, sportsmanship and school spirit while participating in Viking Athletics.

### **END-OF-YEAR ACTIVITIES**

Participation in end-of-year activities is a privilege which may be denied a student who has fallen behind in his/her class requirements, owes money to the school, or has shown poor behavior.

### **PROMOTION REQUIREMENTS**

All students must successfully complete the academic requirements to be promoted to the next grade level. Students must pass all of the following subjects based on a four (4) quarter average: Language Arts/Reading, Social Studies, Math, and Science. In some cases, individual evaluation may result in placement at the next grade level. Teachers will be using the following percentages in giving letter grades:

A	93-100	Excellent
B	83-92	Above Average
C	70-82	Average
D	60-69	Below
F	0-59	Failing

### **GRADUATION REQUIREMENTS**

In addition to passing all four subjects, all graduation students must pass the U.S. Constitution and flag tests. Students are reminded that anyone suspended from school for discipline reasons may not participate in any school activities during the period of suspension including the graduation ceremony. The annual graduation ceremony is reserved for only those students who have met all the requirements to pass 8<sup>th</sup> grade.

## **EXTRACURRICULAR ACTIVITIES AND ORGANIZATIONS**

### **ACTIVITY BUS**

An activity bus will be available at 4:10-4:30 p.m. for those students who are regular bus riders and live within the boundary lines for Parkland School. It will be available for any after-school event (dances, detentions, etc.). A student may not leave the school grounds and then return to use the activity bus.

### **PARKLAND OFFERS THE FOLLOWING CLUBS AND ACTIVITIES DURING THE SCHOOL YEAR**

**ART CLUB** will introduce students to the endless possibilities of art creation. Students will create art projects that will decorate Parkland School for various occasions. Students will develop art skills and friendships.

**BUILDERS CLUB** promotes community within our Parkland Community. Students will participate in activities that will build a sense of community within Parkland school and our McHenry Community.

**CHESS CLUB** will introduce Parkland students to the game of chess. Students who already know the game will find great competition from other students in the club as well as make friends with other Parkland students.

**DANCES** are supervised by teachers and are held from 2:25 to 4:15 p.m. They are for Parkland students only. Students who choose to stay are expected to stay until the end of the dance. Students who choose not to attend must leave at 2:20 and may not return.

**DRAMA CLUB** introduces students to the preparation and presentation of playacting. Students will prepare and perform a Parkland School production for students and staff.

**Guitar Club** is for students that have never picked up this instrument and want to learn how to play and for guitar players that would like to jam with their friends. Students also get a chance to perform at Parkland's Academic Fair.

**INTERNATIONAL CLUB** is open to all students. It provides a great opportunity for students to learn about their own culture and other cultures from different countries through games, crafts, and different foods. It also provides students the chance to meet new friends and socialize with each other

**P.A.L.S** is a group of current students who help new students adjust to their new surroundings. Current students will help new students locate classrooms, read schedules, follow classroom rules and introduce them to new friends.

**SCIENCE CLUB** provides students with opportunities to further explore science outside of the normal classroom activities.

**SNOWBALL** encourages students to make healthy choices. Students will promote and encourage other students to make healthy choices and participate in activities to help our school be drug free. Students will develop leadership and social skills that will help.

**SOCCER CLUB** introduces students to the sport of soccer. Students will socialize with other soccer fans.

**SPIRIT CLUB** supports Parkland school athletics by attending home games. The club creates posters and encourages school spirit throughout.

**STUDENT COUNCIL** provides students with an opportunity to share in the development and attainment of school goals. It provides students with an opportunity to develop leadership and social skills.

**YEARBOOK STAFF** will give students the opportunity to create a year of memories for fellow students. Students will help sell yearbooks, prepare the yearbook pages and enjoy their book with all Parkland students and staff.

### **INTERSCHOLASTIC ATHLETICS**

The following interscholastic athletics are offered: cross-country, basketball, track, wrestling, cheerleading, poms and volleyball. Eligibility requirements must be met. A separate Athletic Handbook outlines the rules for participation in sports which athletes must follow..

### **SPECTATOR EXPECTATIONS:**

1. All daily school rules are to be followed.
2. Students who plan to attend a sports event need to make arrangements with parents in advance.
3. Hats are to be removed upon entering the building.
4. Spectators are permitted to leave the bleachers only at half-time or between games.
5. Students are not permitted to leave school grounds and return.

### **GENERAL INFORMATION**

#### **FEE WAIVER**

McHenry Elementary School District 15 has a policy that will waive all student registration fees under certain circumstances. Parent(s)/guardian(s) of students who are eligible for Free or Reduced Lunch, Aid to Dependent Children and those who are experiencing other hardships are asked to complete a Fee Waiver Form to determine their eligibility to have all registration fees waived. Fee Waiver Forms are available during registration and in the school offices throughout the school year.

## STUDENT FEES:

<u>ITEM</u>	<u>FEE</u>
Kindergarten Fee	Tech. Fee \$ 6.50 + \$51.00 = \$57.50
Grades 1-5	Tech. Fee \$12.75 + \$77.00 = \$89.75
Middle School	Activity. Fee \$23.50 + Tech Fee \$12.75 + \$77.00 = \$113.25
Grade 6-8 Band Fee	\$10.00
 <u>Transportation Pay-Rider Fee (K-8)</u>	
One Student	\$106.25
Two Students	\$127.50
Three or more Students	\$148.75

## SCHOOL DAY

Students should not arrive at school before 7:10 a.m. The school day for Parkland students starts at 7:35 a.m. and all students are dismissed from school at 2:20 p.m.

## HEALTH SERVICES

The primary goal of Health Services is to provide a healthy and safe environment in order to ensure an optimal learning environment for all students. This goal is achieved by compliance with state and local regulations, as well as District 15 policy. The responsibility of the parent/guardian in achieving this goal will be to provide all grade level requirements and special health condition information to the Health Office. If a student is sent to school, we are assuming that they are healthy enough to be in school. Once the student is at school, it is the judgment of the Health Office personnel to determine if they are healthy enough to remain in school; however, phone calls are **not** made home on every student that comes to the Health Office. Please be sure that the Health Office has all current phone numbers available for home, work, cell, etc.

- Students suspected of having a rash of an unknown origin will be sent home. The student will not be readmitted to school without a note from a health care provider; i.e., physician, physician assistant, or nurse practitioner, stating whether or not the rash is contagious and when the student is permitted to return to school.
- Students who have an active infestation of head lice will be referred to their parents/guardians. Education materials and treatment information will be distributed by the school nurse.
- Students who are suspected as having pinkeye will be sent home if there is evidence of tearing or purulent discharge.
- Students with a fever of 100 degrees Fahrenheit or higher will be sent home; **they must be fever-free for 24 hours before returning to school.**

**Physicals and Immunization Policy.** All students entering kindergarten and sixth grade must have a current physical examination. A physical examination is current if it is within one year prior to the first day of school. Any student entering District 15 from out of state must have a current physical examination regardless of the grade level if they have not had a physical examination within the past year. Students transferring into the District during the school year have thirty days from the time records are received to meet these requirements.

Requirements for current immunizations are the same as those required by the Illinois Department of Health. Students who do not have a current physical examination and/or immunizations will be excluded from school. In addition, the following are required by the State of Illinois:

- Dental Exam – required for students entering kindergarten, second, and sixth grades.
- Vision Exam – required for students entering kindergarten performed by licensed optometrist or ophthalmologist.

**Vision and Hearing Screenings.** Vision and Hearing screenings are mandated on an annual basis for the following students:

- Vision – pre-school, kindergarten, 2<sup>nd</sup>, and 8<sup>th</sup> grades, along with new students and special education students.
- Hearing – pre-school, kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grades, along with new students and special education students.

Vision and hearing screenings are performed by a certified vision and hearing technician. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve months and that evaluation is on file at the school. If a vision or hearing examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

**Medication Policy.** It is the belief of the Board of Education and District 15 staff that medication should be administered in the home. However, under certain circumstances, it is in the best educational and health interest of the child to take prescribed medications during the school day. In such cases, the medicine must be prescribed by a physician, and a Request for the Administration of Medication form, completed and signed by both the physician and the parent/guardian, must be on file in the Health Office of the school. The Request for the Administration of Medication form is available in the school office, as well as on the district website at [www.d15.org](http://www.d15.org). The prescribed medication **must** be brought to the school by the parent/guardian (or other responsible adult designated by the parent/guardian) in a container properly labeled with the directions for administration, along with the name of the physician.

The student is responsible for reporting to the Health Office to take the prescribed medication. The parent/guardian must assume the responsibility for informing the school of any change in the child's health or change in medication. District 15 retains the discretion to reject requests for the administration of prescribed medication for students. While careful precautions are always taken to properly administer prescribed medication, District 15 or its employees will not be responsible for errors in administering medication.

School personnel are NOT allowed to administer over-the-counter medication, such as aspirin, Tylenol, Robitussin, etc., without written orders by the physician, completed on a Request for Administration of Medication form. Under no circumstances, should any medicine be sent to school with your child as the possibility exists that it could be unknowingly taken by another child. Board of Education Policy on student medication is Policy 7:270 [Administering Medication to Students](#) and is available in the school office.

## **DRESS**

We recognize individual differences among students. In the overall interpretation, we prescribe that a student's dress and grooming will not constitute a threat to health, safety, welfare or property of self or others, nor disrupt or impede the educational process, and will be in accordance with public decency, civil statutes and community standards. District 15 expects students to maintain the type of appearance that is not distracting or dangerous to teachers or other students.

Students are not to wear the following clothing to school:

- Alcoholic advertisements
- Drug related themes
- Tobacco advertisements
- Gang affiliation signs or symbols
- Anything that reveals undergarments (i.e. Boxers, underwear, bras, etc.)
- Bare midriffs, low necklines, off shoulders, spaghetti straps, or bathing suit attire
- Offensive/graphic designs
- Dangerous accessories (i.e. belt chains, safety pins, handcuffs, spikes, cones, etc.)

Skirts, skorts and shorts need to be at a modest length which is measured by your fingertip length. Students are prohibited from wearing clothing with slits or holes above mid thigh.

Pants need to be worn at the waist line.

No hats in the buildings at all times, including after school activities.

Students are not permitted to write on themselves.

## **LUNCH TIMES**

Sixth grade	10:55-11:25
Seventh grade	12:05-12:35
Eighth grade	11:30-12:00

## **CAFETERIA GUIDELINES**

### **Regulations:**

1. Once seated students must remain seated until dismissed by a teacher.
2. Cutting in line is unacceptable.
3. All food and drinks must be consumed in the cafeteria.
4. Students will be dismissed by a supervisor when their table/floor area is clean.

### **Consequences for unacceptable behavior in the Cafeteria**

1. Possible implementation of cafeteria contract.
2. Removal from the normal eating area to a chair, other area and/or table away from all other students for a specified period of time.
3. Assignment to clean all or part of the cafeteria for a specified period of time.
4. Placed at the end of the lunch line.
5. Removal from cafeteria.
6. Referral to administration and consequences will be assigned by the administration

## **ELECTRONIC DEVICES**

Any electronic devices such as cameras, games, iPods, radios, tape/CD players, laser pointer, etc., are generally disruptive to the educational process. Therefore, they should not be brought to school or used on school property or buses. If such devices are found at school, they will be taken away from the student. To reclaim such an item, the parent of the student must come to school to pick it up before the last day of school in June. Any items not picked up by the end of the school year will be disposed of. (Cell phones will be allowed turned off in lockers only.)

## **FIRE AND TORNADO DRILLS**

Fire and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys the fire or tornado drill properly. The teacher in each classroom will give the students instructions. The instructions are posted in each room throughout the school.

## **MONEY AND VALUABLES**

Students should not carry large amounts of money or other valuables with them in school and should never leave money in lockers. The school will investigate, but will not assume responsibility, for any lost or stolen property. Nor is there any district insurance policy that covers such losses.

## **PASSES**

Passes will be in the Student Agenda and students must carry their Agenda with them as a pass.

Students are expected to use the passing time to get necessary supplies and books from their lockers and to use washrooms when necessary. Any student, who misuses a pass or proves himself/herself undependable when not supervised, will not be issued passes by any teacher. Students must have a pass from a teacher to be anywhere in the building other than their assigned classroom or area.

## **BICYCLES, SKATEBOARDS, ROLLER BLADES, SCOOTERS**

Students are permitted to ride bicycles, skateboards, roller blades and scooters to school. A bike rack is provided to store bikes during school hours. Students are responsible for locking their individual bikes in the rack. The school is not responsible for damage or theft while the bicycles are parked in the rack.

Skateboards, scooters and roller blades may be used as transportation to school. Students can ride up to the school property and then carry their equipment to school. They will be stored in an area designated by the administration. Students' names must be visible on the equipment and only that student may pick up their item(s). **A contract MUST be signed by the student and his/her parent(s) or guardian(s) before they can ride to school.** The school is not responsible for damage or theft while the skateboard or roller blades are stored in the school. Failure to abide by the conditions of the contract will result in a suspension or termination of the contract.

## **COMPUTER USAGE**

Upon entering District 15, students are required to sign a computer usage agreement stating rules and regulations of computer usage. Parkland requires students to sign a similar agreement stating that computers are to be used for educational purposes only.

## **DISCIPLINE**

One of the most important results of education is a well-disciplined child/person. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to have good conduct, proper consideration for other people, and a good work ethic.

**School Philosophy:** We, the Staff of Parkland School, expect all students to show respect to all adults, students, and Parkland School and to behave appropriately in our classrooms.

### **Expectations:**

1. All students should report to class on time with proper class supplies.
2. Students are to keep their hands, feet, books, purses, other objects to themselves. No PDA
3. Students will treat each other with respect.
4. School will be free of obscene language (written or verbal), behavior, or gestures.
5. Students are not to interrupt the teacher or another student.
6. Students will treat guest teachers with respect and dignity.
7. Students must have a "pass" when leaving the classroom for any reason.
8. Chewing gum is based on individual classroom rules.
9. All beverages brought to school should be healthy, unopened beverages (i.e. no energy drinks).

If a student chooses to not following any one of the expectations during a single class period during a full quarter, the consequences are as follows:

First incident:	Student receives a warning
Second incident:	Teacher contacts parent and a consequence is given
Third incident:	Team meeting is set up with the student, teacher contacts parent
Fourth incident:	Team meeting is set up with parent and student
Fifth incident:	Referral to the office; teacher contacts parent; office contacts parent with a consequence

## **BEFORE SCHOOL DETENTION**

Parents will be notified that their child will be required to be at school at 7:00 a.m. Parents will need to bring their child to school.

## **AFTER SCHOOL DETENTION**

Parents will be notified that their child will be kept after school from 2:30 to 4:10 p.m. A 4:10 p.m. activity bus is provided for regular bus riders. Students who skip an after school detention will receive a Saturday Detention, In-School Suspension, or an Out-Of-School Suspension.

## **IN-SCHOOL SUSPENSION (I.S.S.)**

The student will remain in a quiet, supervised area for the entire school day. He/she will not be allowed to attend classes or to socialize with other students. During an in-school suspension, the student will be required to complete assignments for all classes. Assignments, which teachers assign, must be completed the day of I.S.S. and turned in

at the end of the day to an administrator. Misbehavior during an in-school suspension will result in an extension of the suspension. Students may not attend or participate in any school sponsored activities on the evenings of suspensions. Students will be expected to complete a suspension learning packet while serving an in-school suspension.

### **OUT-OF SCHOOL SUSPENSION (O.S.S.)**

An out-of-school suspension is a very serious matter. During an out-of-school suspension, it is the parent's responsibility to provide direct supervision of the student until he/she is re-admitted to school.

Students suspended from school are not allowed to be in the building or on school grounds. Also, they are not permitted to be on any property adjacent to the school that may allow communication with other students attending school. Suspended students who fail to abide by the above regulations are subject to additional suspension. The Office of the Superintendent will be notified of all out-of-school suspensions. Students are required to take their books home with them. They must call the homework hotline for any homework given during their O.S.S. All homework which has been given is required to be turned in the day the student returns. Upon their return from an O.S.S., students will have one school day to complete any in-class assignments given during the time of suspension.

### **EXPULSION PROCEDURES**

Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing at the time and place designated in the notice, conducted by the Board of Education or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he/she shall report to the Board of Education the evidence presented at the hearing and the Board of Education shall take such final action as it finds appropriate.

During the expulsion hearing, the student and his/her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence and cross-examine witnesses. At the expulsion hearing, the Board of Education or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board of Education shall decide the issue of guilty, hear evidence on whether the expulsion is appropriate, and make its decision.

### **SATURDAY DETENTION**

The detention is scheduled for Saturday mornings from 9:00 a.m. to 12:00 noon. Students are required to provide their own transportation to and from the detention program. **Students who do not attend an assigned Saturday detention will automatically serve an In-School-Suspension or an Out-of-School-Suspension.**

### **SEARCH AND SEIZURE**

Parents have a right to expect that the school will maintain certain safeguards to protect their children from harmful and dangerous influences. Since the school owns and maintains locks and lockers, school officials reserve the right, and have an obligation or duty, to search students and their hall and P.E. lockers when those officials have a reasonable suspicion, that illegal or inappropriate material may be found. All searches will be conducted by an administrator and will never be made indiscriminately. If a school employee has probable cause to believe one or more students has drugs, weapons, fireworks, alcohol, tobacco, or the like, in their lockers, that employee will inform the administration, who will then search those lockers. In the case of searching students for illegal materials, where reasonable suspicion exists, those searches will be conducted in private in the administration offices or some other appropriate area. Students will be asked to empty their pockets, purses, jackets, coats, etc. Shoes and socks may also be searched.

## **INCIDENTS AND INFRACTIONS WITH POSSIBLE CONSEQUENCES**

### **Alcohol**

All students are forbidden to possess, use, or be under the influence of alcohol or alcohol products while on District 15 property, or in its facilities.

Each incident: O.S.S. (possible referral to police department)

### **Assault/Battery on One Student by Another**

Each incident: O.S.S. and referral to superintendent for possible expulsion

### **Assault/Battery of School Personnel**

Each incident: O.S.S. and referral to superintendent for possible expulsion and police department

**Bullying**

Bullying is defined as any child who fairly often oppresses or harasses somebody else; the target may be boys or girls, the harassment may be physical or mental which conflicts with basic values of safe schools.

Each incident: After school detention, Saturday detention, I.S.S./O.S.S.

**Disrespect to School Personnel**

We expect All Members of the school community to treat each other with respect at All Times. Disrespectful, demeaning or blatant discourtesy, non-verbal and/or verbal communications directed to school personnel, guest teachers, and/or guests, by students, will not be tolerated. This includes notes, letters, etc. Items will be confiscated and sent to the office.

First incident: Saturday detention/I.S.S.

Each additional incident: O.S.S

**Dress Code:**

We expect students to maintain the type of appearance that is not disrupting to the learning process.

First incident: warning possibly asked to change.

Second incident: student will be expected to change

Additional incidents: ISS/AM detention/Saturday detention/OSS

**Drugs: Prohibition of the Possession, Use or Influence of Illegal Drugs and Controlled Substances**

District 15 students are forbidden to possess, use, or be under the influence of any illegal drug or controlled substance at any function, and at any location which is under the control, sponsorship or endorsement of District 15. The school administration shall enforce Prohibition of the Possession, Use or Influence of Illegal Drugs and Look a likes, Inhalants and Controlled Substances. It shall turn over to police officials all confiscated materials and such information as is consistent with its duties and the child's rights.

Each incident: 10 Days O.S.S., referral to superintendent for possible expulsion, and parent/administration conference

**Drug/Alcohol Abuse Referral**

School personnel will refer students who abuse drugs, alcohol and/or other controlled substances to agencies which provide counseling for these problems. School personnel will provide appropriate information to parents or guardians of students asking for assistance with student abuse of illegal drugs and/or alcohol, or whose child has violated "Prohibition of the Possession, Use or Influence of Illegal Drugs and Controlled Substances."

**Drug/Alcohol Paraphernalia**

Possession of paraphernalia for possible use with illegal substances is not allowed on school grounds. This includes rolling papers, holders, pipes, clips, etc.

Each incident: O.S.S

### **Electronic Devices**

Students are expected to follow the electronic devices policy. Consequences:

First incident: confiscation and parent retrieval

Second incident: 1.5 hour Saturday detention

Third incident: 3 hour Saturday detention, the cell phone is no longer allowed at school

Subsequent offenses will be treated as insubordination subject to suspension

### **Fighting**

Fighting of any type will not be tolerated.

First incident:	Saturday detention, I.S.S.
Each additional incident:	O.S.S.

### **False Fire Alarm/Setting a Fire/Bomb Threat**

Any student intentionally discharging a fire alarm or fire extinguisher, or calling in a bomb threat, or setting a fire, will be suspended from school. They could face expulsion procedures and may have to reimburse the city for having the emergency medical squads come out. The police will be notified.

### **Forgery**

Forging the signature of a teacher, parent, or another student is not permitted.

First incident:	After school detention/Saturday detention/I.S.S.
Each additional incident:	O.S.S.

### **GANG ACTIVITY PROHIBITED**

The visibility of gangs and gang related activities in the school setting by their very nature cause a substantial disruption of school and school related activities. As a result, a "zero tolerance" position will be followed for the welfare of the school and community.

A gang is defined as a group of any two or more individuals who have a unique name, identifiable marks or symbols, claim territory, or who associate with each other for criminal, disruptive, antisocial, and/or other activities prohibited by law or by District 15's policies, rules or regulations.

No student on or about school grounds, on school buses, or off school grounds at any student activity shall engage in any gang activity, including, but not limited to:

1. Defacing school property with signs or symbols associated with gang activity.
2. Wearing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other thing that are evidence of membership or affiliation in any gang.
3. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang.
4. 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:
  - A. Soliciting others for memberships in any gangs.
  - B. Requesting any person to pay for protection or otherwise intimidating or threatening any person.
  - C. Committing any other illegal act or other violation of school district policies.
  - D. Inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- A conference with parents or guardians
- Referral to the appropriate law enforcement agency
- Suspension for up to 10 days
- Expulsion for the remainder of the school term (except in the case of weapons - 1 year expulsion)

**Harassment /Verbal Harassment/Sexual Harassment**

All students are free to attend school without harassment from other students.

First incident: Saturday detention/I.S.S.  
Each additional incident: O.S.S.

**Inappropriate Language, Dress or Behavior**

The following disciplinary action will be taken:

First incident: After-school detention  
Each additional incident: Saturday detention/I.S.S.

**Insubordination to School Personnel**

Insubordination is the refusal to obey reasonable directions and instructions of school personnel.

First incident: After-school detention  
Each additional incident: Saturday detention/I.S.S./O.S.S.

**Intimidation/Body Guard Activities/Extortion/Threatening Behavior**

All students are to be free to attend school without concern of threats or demands from other students.

First incident: Saturday detention/I.S.S.  
Each additional incident: O.S.S.

**Matches/Lighters**

The possession or use of any type of lighters or matches is prohibited in school, on school grounds and on the areas surrounding the school grounds (including the entire blacktop path north of school and the area just east of the bridge).

Each incident: Saturday detention/I.S.S./O.S.S.

**Possession of Dangerous Materials**

No student shall be in possession of fireworks or weapons, including sling shots, knives, non-prescription drugs, or any object which could reasonably be considered of potential harm to another person or which threatens another person's safety.

Each incident: O.S.S. (possible police notification)

**Possession or Use of Aerosol Cans, Glass Bottles, or Food/Beverages in the Hall or Classrooms**

First incident: Item confiscated & warning  
Second incident: After-school detention  
Each additional incident: Saturday detention/I.S.S.

**Racial Slurs**

Any hurtful words or actions said to a student or staff member based on their race, color, or creed.

First incident: Saturday detention  
Each additional incident: I.S.S./O.S.S.

**Spitting on Students or School Personnel or Facilities**

Each incident: Saturday detention/I.S.S./O.S.S.

**Tardy to School**

Students are expected to be at school on time (7:35 a.m.). They must report to the office if they arrive after 7:35. Three unexcused tardies, such as: oversleeping or missing the bus, etc.; may result in the following:

Each incident: 7:00 a.m. before-school detention/Saturday detention (possible notification of County Truancy Dept.)

**Theft, Vandalism and or Knowledge of others property including lockers and/or Possession of Stolen Property of any Student**

Students are responsible for the proper use of all books, supplies, furniture and lockers supplied by the school. Students, who lose books or P.E. locks, disfigure property, break windows, break exit signs, kick hall lockers, or do other damage to school property or equipment, will be required to pay for the damage or replacement of the item and face the following consequences.

First incident: Saturday detention/I.S.S.  
Each additional incident: O.S.S. (possible police notification)

**Theft and/or Vandalism to Property of Any School Employee**

Each incident: O.S.S./Police notification

**Threatening/Harassment of School Staff (Verbal)**

Each incident: O.S.S./Police notification

**Throwing or Kicking of Food, Snow or Objects Anywhere on School Property**

First incident: After-school detention  
Each additional incident: Saturday detention/I.S.S.

**Tobacco**

Tobacco has been proven to be a health hazard and is illegal for minors. The possession or use of any type of tobacco is prohibited in school, on school grounds, and on the areas surrounding the school grounds (including the entire blacktop path north of school and the area just east of the bridge).

First incident: Saturday detention/I.S.S./O.S.S.  
Second incident: 3 day O.S.S.  
Each additional incident: 5 days O.S.S.

**Unauthorized Presence Anywhere in Building, before, during or after school (Halls, Washrooms, Classrooms etc.)**

First incident: After-school detention  
Each additional incident: Saturday detention/I.S.S.

\*Please be advised that if you are staying after school for any reason you must be under the supervision of a staff member.

**Unexcused Absence from Classes or School**

Students may not skip a class or leave school premises during the school day (7:35 a.m. -2:20 p.m.). Any student who needs to leave school must check out through the office. When a student returns, he or she must check in with the office. **A parent or guardian must come in and sign a student both out of the building and back in.**

Each incident: Saturday detention/I.S.S.

## **BUS RULES AND REGULATIONS**

Bus transportation is provided for all students who live more than 1 and 1/2 miles from school. Each student must ride only the bus which he/she is assigned. If there is a difficulty with the bus assignment, please call the **Transportation Office at 385-6622**. If a student moves during the school year or there is a change in a babysitter, notification must be made to the Transportation Department. It is the primary goal of the McHenry Consolidated School District 15 Transportation Department to transport students as safely as possible. It is for this reason that a number of regulations are necessary for school bus riders. The following rules must always be followed while riding the school bus.

### **BUS RULES**

1. Any person riding school district buses are expected to:
2. Observe safety procedures at all times.
3. Treat the school bus and other people's property with respect.
4. Refrain from fighting, pushing, or other harmful behavior.
5. Maintain school appropriate behavior.
6. Follow all bus route assignment rules.
7. Refrain from using or possessing any illegal substances.
8. Refrain from eating, drinking, or littering on the bus.
9. Show respect to other students and adults.
10. Use school appropriate language.
11. Follow bus driver's directions at all times.

Bus drivers have the right to make reasonable regulations to ensure the well-being of their passengers. If necessary, the driver will file a Bus Report with the building administrator. Parents will be notified regarding the action taken. Possible actions include an assigned seat on the bus, after-school detention, and Saturday detention or bus suspension.

### **Driver Discipline Procedures**

1. Verbal warning
2. Assigned seat(s)
3. Send a "Bus Conduct" report to building administrator
4. Can return the bus to the school

### **Administrative Disciplinary Action**

First Offense: Parent contact by sending home a bus conduct report (can be mailed or sent home with the student and have parent sign and return)  
Second Offense: Parent contact; student consequence  
Third Offense: Possible bus suspension

Please note: The following offenses will result in a definite bus suspension:

- \*Smoking, possession of lighter or matches
- \*Alcohol/drugs – possession, use, or under the influence
- \*Fireworks or any other explosive or weapon
- \*Willful vandalism or destruction of property
- \*Throwing objects out of the window while bus is moving

### **Afternoon Bus Rules at School**

1. Bus students are to use the South entrance by the gym and parking lot.
2. Students are to board buses on the South side of the school.
3. There will be no running to buses or cutting between buses.
4. If there is a late bus, students are to follow the directions of the supervisors.
5. There will be no cutting in line or horseplay of any kind.

## **DISCIPLINE SUMMARY**

It is the obligation of school officials and teachers to maintain an orderly atmosphere in which all students can learn. This Handbook is not intended to create a contractual relationship with the students; rather, it is intended to describe the school, its current practices, procedures, rules and regulations for Code of Conduct.

It is impossible for a Student-Parent Handbook to list all possible incidents and infractions. Therefore, school officials reserve the right to apply reasonable penalties such as: Detention, Saturday Detention, In-School Suspension and Out-Of-School Suspension, for any student who engages in behavior that is disruptive to the educational process or potentially harmful to persons or property whether or not such behavior and/or penalty is contained in the Student-Parent Handbook.

Rules may be changed or added by school administration after the printing of this handbook. Any changes or additions will be published in the Parkland Scene or will be announced during the school day.

*Thank you to teachers and students who participated on the Student Agenda Committee.*