

# THE VIKING

## PARENT-STUDENT HANDBOOK 2024-2025

**PARKLAND SCHOOL**

**(779) 244 - 1700**

**[www.D15.org/Parkland](http://www.D15.org/Parkland)**

***This student handbook and agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

PHONE \_\_\_\_\_ ADVISORY TEACHER \_\_\_\_\_



# WELCOME TO PARKLAND

## **School Visits**

All visitors, including parents and siblings, are required to enter through 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 and should bring a valid driver's license/ID.

Visitors should identify themselves and inform office personnel of their reason for being at school. Approved visitors are required to wear a visitor's badge while in the building in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

## **Equity**

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.

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# Student-Parent School Agreement Form

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

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Date

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Student's Signature

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Date

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Parent/Guardian's Signature

**Important Telephone Numbers**  
**District #15 Central Office – (779) 244-1000**  
**Transportation Office – (815) 385-6622**  
**Parkland – (779) 244-1700**

#### **TEAM PAGES**

The daily homework is also detailed in each team's web page. Links to our team pages are available through our school website.

#### **EMERGENCY SCHOOL CLOSING**

Website: [www.D15.org](http://www.D15.org)

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. 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.

# PARKLAND SCHOOL

Grades 6, 7, 8  
2023-2024 STUDENT/PARENT HANDBOOK  
1802 N. RINGWOOD ROAD, McHenry, IL 60050  
(779) 244 - 1700  
TRANSPORTATION (815) 385-6622  
www.D15.org/Parkland

## 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

(Tune: "Across the Field", *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*

## ATTENDANCE

When a student is absent, the parent/guardian is requested to call the school **by 8:30 AM**. 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.

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

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

When a student is absent a parent or guardian must call the school office before 9:30 AM to report their child's absence. If the school office has not been contacted by 9:30 AM, on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

### **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 11:00 AM in order to participate in after-school activities (such as athletic events/practices, dances and club meetings). Those students that are serving a suspension may not be allowed to attend after school activities.

### **TARDINESS**

Students who come late to class or school cause unnecessary interruption and impede the education of their classmates as well as the professional duties of the teachers. Students are to be in class within the designated amount of time, as established by the school schedule and team/classroom policies. Students with persistent tardy challenges to class will work with their team/classroom teachers. Excessive tardies to the start of the school day will be referred to the school administration. Every three (3) unexcused tardies to school, such as oversleeping or missing the bus, will result in a 7:00 AM 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 ONLY after 3 consecutive days absent. Please contact teachers DIRECTLY to assemble homework AFTER 3 consecutive days absent.***

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. From the time of a student's return, he or she 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 is posted on the Parkland website by 2:30 PM each day. Parents may go to their child's locker, after first signing in at the office, for any books or materials needed to complete such assignments after the conclusion of the school day at 2:15 PM.

### **TRUANCY/ABSENTEEISM**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline
- A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## RESOURCES AND SUPPORT SERVICES

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

- Conferences with school personnel
- Services with school psychologist and/or social workers
- Testing by school psychologist, social workers and/or other school personnel
- Schedule or program changes
- Placement in alternative educational programs
- Special Education assessment and placement
- Referral to community agencies for appropriate services
- See parent resource page on school web page

## REPORT CARDS AND GRADING SYSTEM

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

Letter Grade	Percentage	Definition	Promotion Rating
A	90-100	Mastery	Excellent
B	80-89	Proficient	Above Average
C	70-79	Emerging	Average
D	60-69	Below	Insufficient
F	0-59	No Evidence	Failing

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

1. Excellent
2. Satisfactory
3. Needs improvement

## PROMOTION REQUIREMENTS

School report cards are issued to students on a trimester basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. 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 three (3) trimester 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 percentages in the chart above in giving letter grades.

## 8TH GRADE PROMOTION REQUIREMENTS

Students are expected to: A. pass all core subjects, B. have received instruction in the history of the United States and have given evidence of comprehensive knowledge of the subject (Section 27-21 of the School Code). In addition, school administrators are authorized to exclude 8th graders from the Promotion Ceremony for legitimate disciplinary reasons. Students suspended from school, for disciplinary reasons, may not participate in any school activities during the period of the suspension, including promotion ceremony. The Promotion Ceremony is reserved for only those students who have met all the requirements to pass 8th grade.

## END-OF-YEAR ACTIVITIES

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

## 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 trimester.

Parkland School gives **Top Scholar Awards** to the eighth grade students with the highest grade point averages acquired in the first two grading periods in eighth grade. To be eligible for the **Top Scholar Award**, students must have grades from Parkland for the first two grading periods in eighth grade; all selections will be determined on a percentage basis of core classes. The McHenry Kiwanis Club honors the Top Scholars with a dinner and a certificate.

The **McHenry Elementary Education Association Award** is presented to two eighth grade students 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 two eighth grade students that show: thoughtfulness to others, leadership, courtesy, scholastic record, sportsmanship and honesty. This award is voted upon by the teachers.

The **McHenry Kiwanis Award** is presented to two eighth grade students 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 and including the 8 Trimesters of middle school. Awards will be presented at the 8th Grade Promotion Ceremony.

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

## EXTRACURRICULAR ACTIVITIES AND ORGANIZATIONS

### ACTIVITY BUS

An activity bus will be available at 4:15 PM. for those students who are regular bus riders and live within the boundary lines for Parkland School and are eligible for transportation service. It will be available for any after-school event (athletics events, clubs, dances, detentions, etc.). ***A student may not leave the school grounds and then return to use the activity bus nor can a student take the activity bus if they do not participate in an after-school activity.***

### PARKLAND CLUBS AND ACTIVITIES

- **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 2:30 to 4:00 PM. 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.
- **FISHING CLUB** is for students that have an interest in outdoor activities. Students also get a chance to take a fishing field trip!

- **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.
- **WPKL** provides students with an opportunity to create broadcasts of student events. Students meet during homeroom as well as frequently after school.

### **INTERSCHOLASTIC ATHLETICS**

The following interscholastic athletics are offered: cross-country, basketball, track, wrestling, cheerleading, poms and volleyball. Eligibility requirements must be met for students to participate in practices and/or competition. 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.

#### **FOOD ITEMS BROUGHT TO SCHOOL**

The McHenry County Department of Health has recommended that only commercially-prepared and packaged foods be brought to school for treats instead of homemade items; these institutions must adhere to guidelines set forth by the environmental division of their local health department. To comply with this recommendation, home-baked goods may not be brought into the school for student parties, celebrations, or birthday treats.



## SCHOOL DAY

Students should not arrive at school before 7:10 AM. The school day for Parkland students starts at 7:30 AM and all students are dismissed from school at 2:15 PM.

## 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.
- Parents/Guardians of students who are found to have an active infestation of head lice will be contacted by the school nurse. Education materials and treatment information will also be distributed by the school nurse.
- Students who are suspected of having pink eye 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 pink eye is contagious and when the student is permitted to return to school.
- 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.**
- Unexplained vomiting, no vomiting for 24 hrs before returning.

**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 or new to Illinois.
- Vision Exam – required for students entering kindergarten or new to Illinois, performed by a licensed optometrist or ophthalmologist

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

- Vision – preschool, kindergarten, 2<sup>nd</sup>, and 8<sup>th</sup> grades, along with new students and special education students.
- Hearing – preschool, 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 believe 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 expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, tobacco products, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Clothing with inappropriate holes, and clothing that is otherwise poorly fitting, showing skin and/or undergarments (i.e. Boxers, underwear, bras, etc.) may not be worn at school. Examples include, but are not limited to, bare midriffs, low necklines, off shoulders, spaghetti straps, or bathing suit attire)
- The length of shorts or skirts must be appropriate for the school environment. Students are prohibited from wearing skirts and shorts above mid-thigh and shorts need to have a modest inseam.
- Appropriate footwear must be worn at all times.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted. (i.e. belt chains, safety pins, handcuffs, spikes, cones, etc.)
- 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.

If there is any doubt about dress and appearance, the building administration will make the final decision. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

## **LUNCH TIMES**

Sixth Grade 10:55-11:25  
Seventh Grade 11:59-12:29  
Eighth Grade 11:27-11:57

## **BREAKFAST**

All Grades 7:00-7:30

## **CAFETERIA RULES**

Regulations:

1. Students shall not save seats for other students.
2. Loud talking, yelling, screaming, and other disruptions are prohibited.
3. Students shall not throw food, drinks.
4. Students shall not trade food.
5. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
6. Students shall not leave the cafeteria until the end of their lunch period, or otherwise directed by staff.
7. Students shall follow the instructions of the cafeteria staff and show proper respect toward all cafeteria personnel.
8. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
9. Students shall report spills and broken containers to cafeteria staff immediately.
10. Once seated students must remain seated until dismissed by a teacher.
11. Trays shall be stacked neatly during cleanup. All food and drinks must be consumed in the cafeteria.
12. Students will be dismissed by a supervisor when their table/floor area is clean.

Consequences for unacceptable behavior in the Cafeteria:

1. 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, but is not limited to cell phones, smart phones, audio or video recording devices, smart watches, ipods®, ipads®, laptop computers, tablet computers or other similar electronic devices, electronic games, 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 confiscated 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. Any items not picked up by the end of the school year will be disposed of. *(Cell phones will be allowed, but need to be turned off in lockers only.)* Repeated actions will result in an office referral for insubordination.

## **FIRE, TORNADO, AND SAFETY DRILLS**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills (including drills for severe weather (shelter-in-place), law enforcement, bus evacuation, and fire). There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students, staff, or parents

## **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.

## HALL PASSES

Passes are included as a part in the Student Agenda, therefore 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.

## PERSONAL TRANSPORTATION DEVICES

Students are permitted to ride bicycles, skateboards, rollerblades 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, longboards, scooters and rollerblades 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 these items 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 AND EMAIL USAGE

Upon entering District 15, students are required to sign a computer usage agreement stating rules and regulations of computer, student email, and other technology usage. Parkland requires students to sign a similar agreement stating that computers, student emails, and other technology are to be used for educational purposes only. Students who misuse school computers, technology, or emails will immediately be suspended from their usage and will be issued consequences by the teacher or administrators.

## 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 Include:**

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. *PDA, or "Public Display of Affection", is not allowed at any time.*
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 and **MUST** be consumed in the cafeteria.

If a student chooses to not follow any one of the expectations during a single class period during a full term, the consequences might be 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 AM. 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 4:00 PM. A 4:15 PM activity bus is provided for regular bus riders. Students who skip an after school detention will be issued a Saturday Detention, In-School Suspension, or an Out-Of-School Suspension.

### **SATURDAY DETENTION**

The detention is scheduled for Saturday mornings from 9:00 AM to 12:00 PM. 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.**

### **IN-SCHOOL SUSPENSION (ISS)**

The student will remain in a quiet, supervised area for the entirety of the 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 ISS. 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 (OSS)**

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 readmitted 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.

### **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.

### **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. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

## **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: OSS (possible referral to police department)

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

Each incident: OSS and referral to superintendent for possible expulsion

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

Each incident: OSS 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 another student, the harassment may be physical or mental which conflicts with basic values of safe schools.

Each incident: After school detention, Saturday detention, ISS/OSS

### **Disrespect to School Personnel**

We expect all members of the school community to treat each other with respect. 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/ISS  
Each additional incident: OSS

### **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, Controlled Substances, or Other Intoxicants**

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, and Other Intoxicants. 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: OSS, referral to superintendent for possible expulsion, and parent/administration conference, Law Enforcement Notification

**Drug/Alcohol/Other Intoxicants Abuse Referral**

School personnel will refer students who abuse drugs, alcohol and/or other controlled substances, and other intoxicants 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, and Other Intoxicants."

**Drug/Alcohol/Other Intoxicants 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: OSS, Law Enforcement Notification

**Electronic Devices**

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

First incident: Confiscation and parent retrieval

Second incident: After School Detention

Third incident: Saturday detention, devices are 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, ISS, OSS, Possible Law Enforcement Notification

Each additional incident: OSS, Possible Law Enforcement Notification

**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, criminal charges, and may have to reimburse the city for having the emergency personnel respond to a false alarm.

**Forgery**

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

First incident: After school detention/Saturday Detention

Each additional incident: ISS

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

First incident: Item confiscated, disposed of, and warning issued

Second incident: After-school detention

Each additional incident: Saturday detention/ISS

## **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. "Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

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/ISS
Each additional incident:	OSS

## **Inappropriate Technology Usage and/or Student Email**

The following disciplinary action will be taken:

First incident:	After School Detention/ Saturday Detention/ISS/OSS
Each additional incident:	OSS/Revocation of Technology Privileges

## **Inappropriate Language, Dress or Behavior**

The following disciplinary action will be taken:

First incident:	After-school detention
Each additional incident:	Saturday detention/ISS



**Insubordination to School Personnel**

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

First incident:	After-school detention/Saturday detention/ISS/OSS
Each additional incident:	Saturday detention/ISS/OSS

**Intimidation/Bodyguard 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/ISS/OSS/Possible Law Enforcement Notification
Each additional incident:	OSS/Possible Law Enforcement Notification

**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/ISS/OSS
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**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:	ISS/OSS/Possible Law Enforcement Notification
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**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/ISS/OSS
Each additional incident:	ISS./OSS

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

Each incident:	Saturday detention/ISS/OSS/Possible Law Enforcement Notification
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**Tardy to School**

Students are expected to be at school on time (7:30 AM). They must report to the office if they arrive after 7:30. Three unexcused tardies, such as: oversleeping or missing the bus, etc.; may result in the following:

Each incident:	7:00 AM or Saturday Detention
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**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/ISS
Each additional incident:	OSS/Possible Law Enforcement Notification

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

Each incident:	OSS/Law Enforcement Notification
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**Threatening/Harassment of School Staff (Verbal)**

Each incident:	OSS/Law Enforcement Notification
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**Throwing or Kicking of Food, Snow or Objects Anywhere on School Property**

First incident:	After-school detention
Each additional incident:	Saturday detention/ISS

## **Tobacco**

Tobacco has been proven to be a health hazard and is illegal for minors. The possession or use of any type of bidi cigarettes, smoking herbs, “vaping” devices/liquids, tobacco accessories/products or alternative nicotine products are 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). Students are also subject to federal, state, county, and municipal tobacco/nicotine possession laws and ordinances.

First incident:	Saturday detention/ISS/OSS
Each additional incident:	OSS/Law Enforcement Notification

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

First incident:	After-school detention
Each additional incident:	Saturday detention/ISS/OSS

\*Please be advised that if you are staying after school for any reason you must be under the supervision of a staff member. Students may NOT return to school for an after school activity or activity bus once they have left school grounds.

## **Using or possessing an electronic and unauthorized electronic or recording device.**

Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day.

First incident:	Saturday detention/ISS/OSS
Each additional incident:	OSS/Law Enforcement Notification

## **Unexcused Absence from Classes or School**

Students may not skip a class or leave school premises during the school day (7:35 AM-2:20 PM). 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/ISS/Law Enforcement Notification
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## **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:**

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

Bus drivers have the right to make reasonable regulations to ensure the wellbeing 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. Disciplinary steps for bus drivers include:

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; assigned seat on bus
Third Offense:	Possible bus suspension (Parents are responsible for transportation)

Please note: The following offenses will result in a mandatory bus suspension as well as a referral to the school office or local law enforcement for consequences.:

- 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
- Assault or Battery and/or Fighting

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

1. Bus students are to use the main entrance.
2. There will be no running to buses or cutting between buses.
3. If there is a late bus, students are to follow the directions of the supervisors.
4. 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.

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