

SOUTH HOLLAND SCHOOL DISTRICT 150



Student-Parent Handbook 2017-2018

Greenwood School 339-4433

**McKinley Elementary and
Junior High School 339-8500**

District Office 339-4240

“Committing Ourselves to Unity, Trust, & Respect”

South Holland School District 150

Board of Education



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Parents and Students,

South Holland School District 150 is committed to the ideals of scholarship, leadership and good citizenship. These ideals along with our district's mission, vision, belief statements and educational goals (noted on next page) demand high standards for student learning, responsibility and behavior. We are committed to providing and maintaining a safe and orderly environment whereby students can learn and develop respect for themselves and others.

We believe that a positive, consistent approach to student discipline will maintain student's dignity and self-worth. Our approach focuses on safety, respect, communication skills, self-discipline, problem solving, good decision making, and alternatives to disruptive behaviors. Hopefully, this positive, consistent approach will promote a positive school climate and enhance the teaching and learning environment. We further believe that implementation of appropriate disciplinary measures will help students understand why the behavior is inappropriate, self-adjust, and hopefully change unacceptable behavior. Our students are expected to self-regulate their behavior before choosing to engage in activities that could lead to the display of unacceptable behavior whenever on school property, traveling to or from school, or while attending school-sponsored events.

This Student-Parent Handbook states the rules of our schools, and the kind of behavior that is expected of all students. One of the most important responsibilities you have as a student in your school is displaying appropriate behavior with a cooperative spirit at all times. With good behavior, the teachers can teach, students can learn what is being taught, and other students will be able to learn without classroom disruptions.

We encourage you, the parent, to review the contents herein with your children and then sign and submit the form on the last page of this Handbook to the main office indicating your receipt of this document and that it has been reviewed by you and your child. If you have any questions regarding the contents within this document, do not hesitate to discuss your questions with the Dean of Students, Assistant Principal, Principal, or Superintendent of Schools.

South Holland School District 150 is a child-centered learning community. We are working to inspire our students to become resilient learners as they strive for academic excellence. Working together with parents in a strong home-school partnership, along with the professional dedication of staff, and the implementation of a rigorous and curriculum, will promote high student achievement and exemplify the spirit of our Board of Education, McKinley Junior High, McKinley Elementary, and Greenwood Schools. We wish all students much success this school year!

Respectfully,

Dr. Jerry Jordan
Superintendent of Schools

SOUTH HOLLAND SCHOOL DISTRICT 150

Mission Statement

The purpose of South Holland School District 150 is to educate all students to their maximum potential and to maintain high standards and expectations for academic performance and behavior.

Vision

South Holland School District 150 is committed to creating a holistic, rigorous, and relevant and relationship based, educational environment that produce students that will thrive and be successful learners in any local or global high school setting.

Belief Statements

- We believe the quality of instruction is contingent on employing highly qualified staff, providing ongoing staff development and providing the resources needed to successfully educate all children and empower them to become successful, life-long learners.
- We believe effective teachers are actively engaged in professional growth opportunities, keep abreast of the latest in educational research and current literature, and seek innovative ways to integrate technology into the teaching and learning process.
- We believe all students can learn and achieve when provided a challenging instructional program with proper academic support.
- We believe it is our responsibility to ensure an orderly, safe school environment where the educational process can occur without distractions or ongoing disruptions.
- We believe that all students are capable of learning how to make good decisions regarding their schooling, health, social interactions, human relations and resolving conflict. This can be accomplished through positive collaboration between home, school and community.

Goals

- To increase the percentage of students who meet and exceed the learning standards on local and state assessments.
- To expand opportunities for staff development, parental involvement and community engagement that will create a culture of continuous learning for individuals who instill and foster academic achievement and social responsibility in our students.
- To maintain financial solvency to ensure the availability of resources needed to meet educational goals and the upkeep and improvement of our facilities.
- To integrate the use of technology to enhance the quality of learning for students and staff.

SHARED RESPONSIBILITIES

We ask students to assume responsibility for:

- Arriving at school well rested, fed, and ready to learn
- Following direction of teachers, administration, and staff
- Treating teachers, staff, peers, volunteers, and self with respect and dignity
- Respecting the rights and property of others
- Attending classes on time, being prepared, and participating actively in lessons
- Completing and turning in all class assignments and homework on time
- Letting the teacher know if you do not understand the lesson
- Asking for help with assignments when needed
- Striving toward academic excellence
- Behaving in a safe, responsible, and appropriate manner at all times
- Following the District Uniform Policy and use of proper hygiene
- Asking a teacher, staff member, or parent for help with a problem/conflict.
- Avoiding fighting and/or the use of violence/profanity to solve problems/conflicts
- Taking ownership of your behavior
- Taking care of books, supplies, and school property

We ask parents to assume responsibility for:

- Encouraging your child to have high expectations
- Sending your child to school daily, on time, well rested, fed, and ready to learn
- Stressing the importance of an education to your child and encouraging academic excellence
- Getting involved with your child's educational program and study skills
Parents are encouraged to monitor their child's academic development. This can be done by logging in to Power School. If parents have questions or concerns regarding their child's academic performance, they can make an appointment to meet with their child's teacher and/or the principal if needed.
- Attending Parent/Teacher Conferences and requested meetings by the teacher.
However, if the parent would like to request a conference with the teacher, then conferences may be held outside of school hours or during the teachers planning time.
- Assisting your child with homework
- Keeping the lines of communication open with the school
- Keeping the school up-to-date on telephone or address changes, medical problems, and/or social problems that may affect your child's school performance
- Encouraging your child to talk with a teacher or an administrator when a problem/conflict arises
- Supporting the school's disciplinary actions and assisting the school with discipline when needed
- Requiring your child to follow the District Uniform Policy
- Making sure your child has up-to-date immunizations and physical examinations
- Encouraging respectful communications with staff and peers and respect for individual differences
- Teaching your child to refrain from fighting and the use of profanity as a means to resolve conflict

- Being a positive role model for your child
- Treating your child and school personnel with respect and dignity
- Becoming active members of the Parent & Teacher Association (P&TA) to promote a partnership among parent, teachers, children and the administration

We ask staff to assume professional responsibility for:

- Arriving to school and classes in a timely manner
- Treating students, parents and staff with respect and dignity
- Creating motivational and successful learning experiences and lessons
- Providing the students with multiple opportunities to learn
- Creating a classroom environment that is conducive for learning and where students can ask for help, feel safe, and be successful
- Making classwork and homework appropriate and meaningful
- Providing clear directions for classroom assignments and homework
- Setting high expectations for student behavior and academic achievement
- Keeping accurate records of students' performance, grades, attendance and behavior
- Providing the students with consistent feedback regarding their performance, grades, attendance, and behavior throughout the marking periods
- Accommodating students with appropriate assistance or additional instruction when needed
- Informing parents early within the marking period about problems or concerns with student performance, grades, attendance and behavior
- Enforcing the rules and regulations of the School District 150 fairly and consistently
- Being responsible for disciplining any disruptive student within or outside the classroom who may or may not be assigned to him/her
- Keeping students dignity and self-worth intact when reprimand is necessary
- Supervising students within and outside of school during any school-related function or activity
- Being a positive role model for students, parents and staff
- Keeping the lines of communication open with parents
- Encouraging parental involvement in the classroom and school
- Refraining from the use of cell phones during instructional and supervisory times, unless it is an emergency or being used for disciplinary action
- Becoming active members of the Parent & Teacher Association (P&TA) to promote a partnership between parents, teachers, children and administration

IMPORTANT DATES

END OF QUARTER DATES

1 st Grading Quarter	October 18, 2017
2 nd Grading Quarter	January 11, 2018
3 rd Grading Quarter	March 21, 2018
4 th Grading Quarter	May 29, 2018

PARENT/TEACHER CONFERENCE DATES

October 26, 2017	Evening (4 pm – 8 pm)
October 27, 2017	Afternoon (8:50am – 12pm)
March 28, 2018	Evening (4 pm – 8 pm)
March 29, 2018	Afternoon (8:50am – 12pm)

ATTENDANCE

South Holland School District 150 operates under the authority, policies and laws set forth in the Illinois School Code. Illinois law requires that any child between seven (6) and seventeen (17) years of age attend school in the district in which he or she resides, during the entire time school is in session. When a child has a total of **three** (3) or more days of unexcused absences the building administrator will contact you to discuss his/her attendance. Chronic truancy could result in grade level retention.

In the event of any absence, the student's parent or guardian is required to call the school office before 10:00 am to explain the reason for the absence. If a call has not been made to the school on the day of the 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 on the next day of attendance to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so will result in an unexcused absence. Individual school office numbers are listed below.

GREENWOOD (339-4433)
MCKINLEY ELEMENTARY AND JUNIOR HIGH (339-8500)

Absences of three (3) or more days due to illness require a doctor's note that must be given to the Nurse upon the student's return to school. However, prearranged absences and early dismissals (medical appointments, etc.) must be requested in writing in advance of the date.

A doctor's note is required before a student may return to school for the following diseases:

- | | |
|--|--|
| 1. Confirmed strep throat and/or scarlet fever | 6. Diphtheria |
| 2. Hepatitis | 7. Polio |
| 3. Mononucleosis | 8. Typhoid fever |
| 4. Whooping Cough | 9. Any undiagnosed rash |
| 5. Ringworm (on medication for 24 hours then may return to school) | 10. Pink Eye (Using medication 24 hours then may return to school)
No doctor's note required. |

STATE HEALTH DEPARTMENT REGULATION:

Certain communicable diseases require specific amounts of isolation days from school:

Chicken pox – 6 days

Mumps – 9 days

Measles – 7 days

H1N1 (Swine Flu) Virus – 7 to 10 days

For the safety of the student, only the parent/legal guardian or emergency contact as designated on the registration form will be permitted to remove a student from school. Individuals retrieving students from school will be required to sign the student out, present a valid ID and be at least 18 years old. If all the above criteria are not met, the student will not be released.

The Illinois School Code requires all schools to record students who arrive to school 20 minutes after school begins as a half day attendance. The same requirement applies to students who are signed out of school 20 minutes before school ends.

ABSENTEE ASSIGNMENTS

Requests for class assignments due to absence are to be made at the time the parent or legal guardian reports the absence to the School Office. Requests made after 9:00 am may not be available until the next school day. In the case of any absence, the student will be given an opportunity to make up the work missed that is equivalent to the number of days out. If request are not made by the parent or legal guardian the student will be responsible for obtaining the missed assignments from his or her teachers.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least 5 calendar days before the student's anticipated absence(s). This notice shall satisfy the District's requirements for a written excuse when the student returns to school.

TARDY PROCEDURES

McKinley students who arrive to school after 8:45 a.m. must enter through the junior high entrance and report to the main office to obtain a tardy pass. The following procedures will be followed for students that are excessively tardy to school and will start over at the beginning of each quarter.

- Students who accumulate four (4) tardies will receive a letter from the school office.
- Students who accumulate six (6) tardies will receive a phone call home from the school administration.
- Students who accumulate eight (8) tardies will be issued a thirty-minute (3:15-3:45pm) after-school detention and a second letter to take home from the school office.
- Parents of students who accumulate ten (10) or more tardies will be required to attend a face-to-face conference with school officials.

EMERGENCY SCHOOL CLOSING

It is sometimes necessary to close the schools due to severe weather or other local emergencies. In any case, listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 6:00 a.m. Do not call the District Office. If severe weather or other emergency occurs during the day, a Robo Call Announcement will be sent out to all parents informing them of the change. For your child's safety, make certain your child knows ahead of time where to go in case of an emergency early dismissal. If we dismiss early for an emergency, all after-school activities are automatically cancelled. The official District Calendar may be extended to make up any days lost due to an emergency closing. School Closings are announced on:

WGN-AM 720	WBBM-FM 96	WBBM-AM 780	WFYR-FM 103.5
WMAQ-AM 680	WGN-TV Channel 9	WFLD-TV Channel 32	WLS-AM 890

RESIDENCY OF STUDENTS

Section I: Residency of Students

A. Residency of Students

In order to attend District 150 schools on a tuition free basis, a student must be a legal resident of District 150. Only resident students of District 150 may attend District 150 schools without payment of the tuition required to be charged under Section 10-20.12a of the Illinois School Code. In determining residency, the residence of the person who has legal custody of a student is deemed to be the residence of the student. The residency of a homeless student or students for purpose of determining what school the student will attend on a tuition free basis shall be determined in accordance with the "Education for Homeless Children Act." The residency of students eligible for special education and related services shall be determined consistent with Article 14 of the Illinois School Code.

B. Proof of Legal Custody and Residency

At the time of enrollment, the adult enrolling the child must establish that he/she has legal custody of the child and that he/she is a resident of District 150. The determination of legal custody and residency shall be made in accordance with Section II of this policy.

C. Students Determined to be Nonresident

If the Superintendent or designee determines that a student who is attending school in District 150 on a tuition free basis is a nonresident of District 150 for whom tuition is required to be charged, the Superintendent or designee shall notify the individual who enrolled the student of the amount of tuition due and owing. The individual may request a hearing to review the determination of the Superintendent or designee in accordance with Section III of this policy.

D. Nonresident Students

Resident parents/custodians of students who become nonresidents of District 150 during a school term will not be charged a tuition fee for the remainder of the school term during which they become nonresidents. At the end of the school term, the nonresident(s) must be transferred out of the district.

E. New Residents

Parents/custodians who are purchasing or having residences constructed within the District 150 boundaries, but who are not officially residing in the home, shall pay tuition at the time they wish to enroll their child (children). Tuition shall be

reimbursed to these parents/custodians if they close on the purchase of their residence and take occupancy within sixty (60) days of registering their child (children) in the District. Should their closing and occupancy occur sixty-one (61) days or more after registration of the child (children), no tuition payments shall be reimbursed. They shall, however, not make any further payments once they have closed and have taken occupancy of their home within the District's boundaries.

F. Fraudulent Enrollment

A person who knowingly enrolls or attempts to enroll children in District 150 schools on a tuition-free basis when the children are non-residents of District 150, shall be subject to prosecution for said offense.

A person who knowingly or willfully presents to District 150 any false information regarding the residency of a subject for the purpose of enabling that pupil to attend any school in District 150 without the payment of a nonresident tuition charge shall be subject to prosecution for said offense.

Section II: Procedure for Determining Residency of Students

A. General Enrollment Procedures

A certified copy of the child's birth certificate must be furnished at the time of enrollment. The adult enrolling the student must also have established residency in School District 150 and legal custody of the student if the adult is not the parent or legal guardian.

B. Establishment of Residency

Before a child can be enrolled, proof of residency must be established by presenting the required number of documents from each of the following categories:

1. Category I (One document required)

- a. Real estate tax bill and proof of payment (homeowners)
- b. Mortgage papers (homeowners)
- c. Signed and dated lease and proof of last month's payment if lease is not at its inception (canceled checks or receipts required) (renters)
- d. Letter from manager and proof of last month's payment (canceled checks or receipts required)
- e. Housing letter (military personnel)
- f. Notarized affidavit of residence from the resident owner of property within the District where the parent/custodian of the child is living with the owner at no cost.

2. Category II (Three documents showing proper address are required)

- a. Current State ID/Valid Driver's License
- b. Current medical card
- c. Most recent gas, electric and/or water bill

Before a child can be enrolled, the following additional documents may also be required to be submitted to establish proof of residence.

Any agreements, judgments, decrees or other documents (e.g. joint purchasing agreements) awarding or giving custody of the student to any person may be used to establish residency.

The parent/guardian must also complete and sign the Proof of Residency Form.

C. Establishment of Legal Custody

In determining the residency, the residence of the person who has legal custody of a student is deemed to be the residence of the student. In order to establish legal custody, the individual enrolling the student must present proof of one of the following:

1. Custody exercised by a natural or adoptive parent with whom the student resides.
2. Custody granted by order of a court of competent jurisdiction to a person with whom the student resides for reasons other than to have access to the educational programs of District 150.
3. Custody exercised under a statutory short-term guardianship, provided that within sixty (60) days of the student's enrollment a court order is entered to establish a permanent guardianship and grants custody to a person with whom the student resides for reasons other than to have access to the educational programs of District 150.
4. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code for the student who resides with that adult caretaker relative for purposes other than to have access to the educational programs of District 150.
5. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercised legal responsibility for the student and provides the student with a regular fixed nighttime abode for purposes other than to have access to the educational programs of District 150.

Section III: Residency Determination Challenge Procedure

If the Superintendent or designee determines that a student who is attending school in District 150 on a tuition free basis is a nonresident of District 150 for whom tuition is required to be charged, the following procedure will be implemented:

- A. The Superintendent or designee will notify the person who enrolled the student of the amount of the tuition charged that is due to District 150 for the nonresident student's attendance in District 150 schools. The notice shall be given by certified mail, return receipt requested.
- B. Within ten (10) days after receipt of the notice, the person who enrolled the student may request a hearing to review the determination of the Superintendent or designee. The request shall be sent by certified mail, return receipt requested must be sent to the Superintendent.
- C. If a hearing is requested, the student may, at the request of the person enrolling the student; continue attendance in District 150 schools pending a final decision of the Board following the hearing. However, attendance of the student in District 150 schools shall not relieve any person who enrolled the student of the obligation to pay the tuition charged for that attendance if the final decision of the Board is that the student is a nonresident of District 150.
- D. Within ten (10) days after receipt of the request for a hearing, the Board shall notify, by certified mail, return receipt requested, the person requesting the hearing of the time and place of the hearing. The hearing shall be held not less than ten (10) not more than twenty (20) days after the notice of hearing is given.
- E. The Board or a hearing officer designated by the Board shall conduct the hearing. The Board and the person who enrolled the student may be represented at the hearing by representatives of their choice. At the hearing, the person who enrolled the student shall have the burden of going forward with the evidence concerning the student's residency.
- F. If a hearing officer conducts the hearing, then within five (5) days after the conclusion of the hearing, he/she shall send a written report of his or her findings by certified mail, return receipt requested, to the Board and to the person who enrolled the student.
- G. The person who enrolled the student may, within five (5) days after receiving the findings, file written objections to the findings with the Board by sending the objections by certified mail, return receipt requested, addressed to the Superintendent of Schools of District 150.
- H. Whether the hearing is conducted by the Board of Education or a hearing officer, the Board shall within fifteen (15) days after the conclusion of the

hearing, decide whether or not the student is a resident of District 150 and the amount of any tuition required to be charged as a result of the student's attendance in District 150 schools.

DRESS CODE

School District 150 believes that classrooms are centers of learning and that good grooming and appropriate attire have a positive effect on student behavior that in turn contributes to a more productive educational environment. Personal dress habits for school directly impact the quality and extent of education that any student obtains. Each student is expected to observe basic standards of cleanliness, good grooming and appropriate dress for school. Each student should wear clothing and footwear that do not interfere with personal safety and the overall educational atmosphere. Certain conditions (Science, Physical Education, special events, etc.) may require additional dress restrictions. Clothing that interferes with or detracts from the learning process, or is not safe or healthy will not be permitted.

Uniform Dress Code

The uniform policy consists of the following:

- **Bottoms**: Students may wear navy blue, black or tan khaki uniform pants, skirt, jumpers, shorts and skorts (all of which must be knee length) and Capri's. **However, denim, jeans, jeggings, athletic shorts and sweat pants are not acceptable and are not be worn to school at any time.** All pants are to be worn on the waist.
- **Tops**: Students may wear a light blue, white, black or navy blue polo style shirt (long or short sleeve) or oxford style blouse with a collar. Boys are not required to tuck in their shirts; however, if the pants are hanging too low this requirement will no longer be optional.
- **Sweaters**: Solid light blue, solid black, solid navy blue, or solid white sweater, fleece or vest. Sweat shirts or "**hoodies of any type**" are not permissible. All tops/sweaters must be worn appropriately at all times.
- **Shoes**: Dress shoes or athletic shoes are permissible. However, no open toe shoes, flip flops, house slippers or "heelies" are permitted. Be advised any shoe type that is in question, the decision as to whether or not the shoe is appropriate will be determined by the school administration.
- **Tights/Leggings**: are permissible provided that they are worn under a skirt and are not see through (i.e. fishnet).
- **Undergarments**: Solid colored shirt or turtle neck. These shirts may not hang lower than the bottom half of the uniform shirt. To meet this requirement, the "undershirt" must be tucked in at the waist.

- **Jewelry:** Boys may not wear earrings at any time in school or at school sponsored functions. Girls are encouraged not to wear jewelry to PE for safety purposes. Students are discouraged from wearing expensive jewelry to school. The school and or its constituents will not be responsible for loss, damaged or stolen jewelry items.
- **Belts:** Belts are required for pants that have belt loops and do not fit properly at the waist. Girls choosing to wear belts must wear them appropriately (in the belt loops) and not on the waist.
- **Head Coverings:** Students are not permitted to wear hats, caps, sweatbands, bandannas, visors, head scarves or other types of head coverings while in school.

Out of Uniform Expectations:

On special occasions when students are allowed to come out of uniform students must adhere to the following stipulations:

1. Each student must be covered from the neck to the tops of the knees.
2. No tube, halter, spaghetti, one strap, strapless, off-the-shoulder, bareback tops.
3. Tank tops must have straps that are at least two inches wide. Boys are not permitted to wear sleeveless shirts.
4. No mesh, see-through, split, ripped or highly slit clothing that shows bare skin.
5. No shorts, skirts or dresses that rise above the top of the knee may be worn to school.
6. No tight, form fitting or stretch clothes (i.e. leggings, yoga pants).
7. No over-sized, baggy clothing that begins below the waistline or drags on the floor.
8. No studded clothing or footwear, hanging chains, large rings or piece of jewelry, double finger rings, dog collars or noisy bracelets.
9. No clothing, shoes or accessories with pictures or messages that contain objectionable material: gang, alcohol, tobacco, drug, sexual or violent, profane, obscene, publicly inappropriate or generally distasteful (as determined by school personnel).
10. No hats, caps, sweatbands, athletic bands, bandannas, visors, **scarves** or other types of head coverings while in the school building.
11. No earrings, toothpicks, straws, strings or other piercing spacers (including adhesive bandages) on male students during school hours or at any school sponsored event.
12. No right or left signaling with single earrings, rolled up sleeves or pant legs, different color or missing shoelaces, or different shoes.
13. No display of permanent or temporary (writing on oneself) tattoos.
14. No visible body piercing with the exception of double pierced female ears.
15. No rubber banded or banded pant legs.

16. No bare feet. Shoes must be worn at all times for safety and hygiene reasons. (Refer to Uniform Dress Code p.19)
17. No outer wear (coats, jackets, hats, gloves, hoodies, and scarves) should be worn in school. All outwear should be stored in the hall or locker.
18. No pajama/lounge pants may be worn to school or at school sponsored events.
19. No book bags, purses, knapsacks, pouches may be carried during school hours. These items should be kept in the student's locker.
20. Sweat pants/hoodies are not acceptable and are to not be worn to school at any time.
21. No cell phones, cell phone clips, and cell phone cases are to be carried on the student while in the school building.

Whenever a student's religious beliefs or health needs are reasonably believed to require any deviation from the uniform requirements, the student's parents shall consult with the principal. The principal shall determine whether a genuine conflict exists between the uniform requirements and the student's religious belief or health needs and what accommodations, if any, should be made for the student in a manner least disruptive to the school. The principal may set aside special out-of-uniform days, with the approval of the School Superintendent.

Sanctions: All staff is authorized to enforce the school uniform dress code. Appropriate discipline action will be taken in accordance with the School District 150 Discipline Policy, under Item 15, Letter C: disruptive to the school environment.

Uniform Violation:

Students who come to school in violation of the school policy will be given a temporary uniform shirt or pant to wear during the school day and **will be allowed to call home**. The original clothing will be held in the office and returned to the student when the borrowed uniform attire is returned.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review instructional material used as part of the educational curriculum. Any parent who wishes to review materials or observe instruction should contact the school principal. You may access a summary of your rights in this area at the following links:

www.ed.gov/policy/gen/guid/fpco/pdf/modelnotification.pdf
www.ed.gov/policy/gen/guid/fpco/pdf/ppraconsent.pdf

GIFTED/HONORS IDENTIFICATION AND SERVICES

Students are entitled to an education that will maximize their learning potential and stimulate growth intellectually, socially, emotionally, and physically. South Holland School District

150 is committed to educational programs that provide opportunities for all students to fully develop their learning capabilities.

In this effort, South Holland School District is committed to recognizing, challenging, and fostering high student ability, achievement, and task commitment with Gifted/Honors Identified students. South Holland School District 150 acknowledges that these students require intellectual stimulation and plan to provide differentiated instruction that is rigorous and challenging.

South Holland School District 150 does not offer a formal Gifted Instructional Program, but we do offer Academic Honor Classes taught by teachers who have been trained in Gifted Instruction. The Academic Honors Program is available for students in grades 3-8. Greenwood Elementary and McKinley Elementary Honors Program follow a self-contained cohort group model, providing instruction in reading and math. McKinley Junior High Program follows a departmentalized model, providing instruction in reading and math in grades six through eight.

Identification Process

Cognitive ability measures, standardized achievement tests, grades, and a teacher rating scale are instruments that will be used to determine eligibility. Students, who fall within the top 90th percentile on the local assessment in the areas of Reading and Math, will be assigned to honors classes.

Students will be evaluated based on the following:

- State Assessment – Exceeding in Reading and/or Math
- STAR Assessment - 90th Percentile in Reading and/or Math
- Teacher Recommendation
- Report Card Grades in Reading and Math and maintain a “B” Average or Above

Appeal

Students must meet a set of criteria to be eligible to participate in the Academic Honors Program. In the event that a student does not meet the eligibility criteria, the parent may file an appeal, if he/she feels that their child can successfully complete the classes. The Building Principal will review the student/parent explanation of the extenuating circumstances before granting or denying the appeal.

Appeal Process

- The parent contacts the building principal and has an informal conversation about the honors placement concern.
- If the parent feels his/her concern needs to be further addressed, the parent may prepare a written letter outlining the rationale for considering a change in the child's placement.
- Upon receipt of the letter, the building principal will arrange a meeting with the parent to review data and discuss placement options.
- The building principal will send a written letter informing the parent of the placement outcome.

Honors Program Requirements

It is the expectation that honors students maintain a "B" average or above each quarter. During the 1st and 2nd quarter if a student's grade falls below a "C" average he/she will be reassigned, and placed in a regular academic class for the following quarter. Parents will be notified in writing by the Principal. Grades will be reviewed each quarter.

SPECIAL EDUCATION

School District 150 is committed to providing a free, appropriate public education (FAPE) as defined under IDEA. These services are provided in a full continuum of offerings and are designed by those persons most familiar with the student's needs and are in compliance with Federal and State law. Our programs cover all disability areas and range from total inclusive placement to residential placement. Approximately, 95% of the students served receive special services in their neighbor school.

All students receiving special education services are required to have an Individualized Education Plan (IEP) specifically outlining the extent, duration, and intensity of services. The IEP is written and reviewed at least annually. As special educators in District 150, we are aware of the need to provide our challenged students with an education that prepares them for a successful adult life. We provide opportunities for students to learn the necessary skills to pursue further education, or to obtain employment.

Early Childhood

South Holland School District 150 offers an integrated early childhood program at Greenwood Elementary School. A child-centered, multidisciplinary team approach is utilized in providing services for children, 3 - 5 years-of-age with disabilities and non-disabilities. Our team of Early Childhood Special Education and Pre-Kindergarten teachers, as well as, personnel, providing related services to meet the developmental learning needs of the children.

A copy of a notice of procedural safeguards and parent rights is available to parents at the following links:

http://www.isbe.net/spec-ed/pds/nc_proc_sfgrds_34-57j.pdf

<http://www.isbe.state.il.us/spec-ed/html/parents.htm>

Pre-School for All Program

The Pre-School for All Program is designed for children who are at-risk, according to indicators established by the Illinois State Board of Education. Children who meet the criteria are given first preference for enrollment. If the program is full, the student may be placed on a waiting list, which does not guarantee placement. Parents interested in enrolling their child in the program is to contact the Office of Specialized Services.

English Language Services

South Holland School District 150 provides services to students who are identified as Limited English Proficient. We want all English language learners to become competent in the understanding of, reading, listening, speaking, and writing of the English language through the development of literacy and academic skills in grade-level content areas. The program focuses on:

- Developing English skills while learning grade appropriate academic content.
- Developing academic English language proficiency to assist students in meeting Illinois Learning Standards as well as the Illinois English Language Proficiency Standards.

Section 504/American with Disabilities Act

The Americans with Disabilities Act (ADA) and the federal Rehabilitation Act require the school district to ensure that no individual will be discriminated against based upon a disability. Under federal law, qualified students with disabilities may be entitled to certain services or accommodations related to their school programming.

Vision and Hearing Screenings

Each student is given a hearing and vision screening during Pre-Kindergarten through first grade or upon initial enrollment in District 150. The vision and hearing screening is done by the school nurse.

Should you have questions regarding any of the above programs or services, feel free to contact the Office of Specialized Services, 708-339-8655.

GRADE SCALE

The following point ranges and subsequent letter grades have been established to bring overall uniformity to our grading system across the district. The scale is applicable to all students in grades four through eight.

A = 100 – 93

D = 73 – 65

B = 92 – 84

F = 64 – 0

C = 83 – 74

MCKINLEY HONOR ROLL PROCEDURES

We have three (3) honor roll levels: Distinguish Honor Roll, High Honor Roll and Honor Roll. The primary goal of an Honor Roll system is to recognize and encourage academic excellence in our students. We believe that positive reinforcement inspires all of our students to “exceed the limits.” Honor Roll recognition also supports any long range educational goals that students and their families may have established. Such recognition could lead to acceptance into national programs such as the National Junior Honor Society.

We will be adding value to the specials (non-core subjects) by making it a secondary part of the determination for honor roll. Specials are: Computer Science, Art, Music, Choir, Band, Physical Education, and Spanish. In order to be eligible for honor roll recognition, a student cannot earn a letter grade of “D” or “F” in any core subject or special. Each letter grade for core subjects and specials will be given the following point value:

“A” = 4 points; “B” = 3 points; “C” = 2 points; “D” = 1 point; “F” = 0 point.

Distinguish Honor Roll

In order to qualify for the Distinguish Honor Roll, a student must earn a cumulative grade point average of 4.0 in the core subjects: Mathematics, Literature, Language Arts, Science, and Social Studies. In addition, the student must also earn a cumulative grade point average of 4.0 in the specials: Art, Music, Choir, Band, Physical Education, Spanish and Computer Science. Any student not meeting the said above criteria will not be considered for Distinguish Honor Roll recognition.

High Honor Roll

In order to qualify for the High Honor Roll, a student must earn a cumulative grade point average of 3.5 in the core subjects: Mathematics, Literature, Language Arts, Science, and Social Studies. In addition, the student must also earn a cumulative grade point average of 3.5 in the specials: Art, Music, Choir, Band, Physical Education, Spanish and Computer Science. Any student not meeting the above criteria will not be considered for High Honor Roll recognition.

HOMEWORK RESPONSIBILITIES

Teachers Responsibilities:

1. To clearly communicate homework expectations to students and parents.
2. Allow for different learning styles.
3. Assign homework only in those areas that have been taught and sufficiently understood so that students can complete the assignments(s) satisfactorily.
4. Coordinate homework assignments with other teachers so that no student receives excessive assignments on a single night.
5. Collect homework when due, assess, and provide timely and appropriate feedback.
6. Homework is never to be given as punishment.

Students Responsibilities:

1. Understand that homework is part of the course requirements.
2. To ask for help from teachers and parents if needed.
3. To attempt activities with maximum effort.
4. To return the homework to school at the agreed time.

Parent Responsibilities:

1. To understand that homework is any purposeful out-of-class learning activity that seeks to enhance the extent to which each child benefits from the school's educational program.
2. To provide encouragement and support for homework efforts.
3. To provide a comfortable, quiet well-lit homework area away from distractions.
4. To provide materials such as writing pencils/pens, colored pencils, eraser, ruler.
5. Communicate with teachers as needed.
6. Monitor television, radio and any other activities so that homework does not suffer.

HOMEWORK STANDARDS AND PROCEDURES

- Homework will be accepted one day after the due date. (Teachers discretion may be used in extenuating circumstances).
- Homework that is one day late will be reduced by one letter grade or 10%.
- When a student is absent or suspended for any reason, he/she is to be given an equal number of days to make up homework or missing assignments.
- Parents requesting homework for an absent student may call or provide written notification (emails are accepted).
- Homework is worth 10% of the quarter grade.

- During a typical week, the recommended time for completion of homework assignments should be:

Kindergarten - an average of 30 minutes per day

Grades 1-3 - an average of 40 minutes per day

Grades 4-5 - an average of 1 hour per day

Grades 6-8 - an average of 1.5 hours per day

Homework Provides:

- An increase in retention of information
- An increased amount of time engaged in the learning process
- Reinforcement of learning--skills, information, and concepts
- Academic growth
- Practice for mastery
- Students taking responsibility for their learning
- Parental involvement/engagement

PROMOTION/RETENTION PROCEDURES

I. Proficiency Requirements for Grade Promotion – Elementary Students

- A. Kindergarten – A preponderance of the ratings of student performance should demonstrate overall satisfactory/improving performance or better in: Behavioral/Social, Reading Readiness, Math, Language Arts and Motor Skills.
- B. Grades 1-5 – There are seven (7) courses each quarter, including five (5) core courses: Reading, Language Arts, Math, Science and Social Studies. Students must pass four (4) of the five (5) core courses with a cumulative grade average of “D” or better each quarter.

II. Procedures for Retention Consideration – Elementary Students

- A. For each of the first three (3) quarters, parent/guardian(s) will be contacted by telephone and notified in writing no later than two (2) weeks after issuance of the report card when the student failed to demonstrate satisfactory performance in:
 - 1. Behavioral/Social, Reading Readiness, Language Arts and Math skills for Kindergarten.
 - 2. Two (2) of the five (5) core courses that include Reading, Language Arts, Math, Science and Social Studies in Grades 1-5.

- B. The Administrators Consultant Team (ACT) will meet at the end of each quarter (1-3 if required) to discuss the appropriateness of possible retention for identified students.
- C. Parent/guardian(s) of students who have not improved each quarter will be notified in writing of possible retention.
- D. Parent/guardian(s) will be officially notified by certified mail, by May 1st if retention will occur.
- E. If a student is retained, the ACT will write a formal Learning-for-Success Plan at the beginning of the next school year. The plan must be designed to meet the academic needs of the student and provide academic support.

III. Proficiency Requirements for Grade Promotion – Junior High Students

- A. Grades 6 to 8 – There are seven (7) courses each quarter, including five (5) core courses--Reading, Language Arts, Math, Science and Social Studies. A student must pass four (4) of the five (5) listed core courses with a cumulative grade average of “D” or better each quarter.
- B. If a student has not passed the required four (4) core courses, he/she may participate in the District’s approved summer school program (if offered) in order for promotion to be considered. It is possible that participation in District’s approved summer school program may have no bearing on the promotion or retention of a student.
- C. A student who is retained may be re-evaluated for promotion if he/she successfully completes the approved summer program.

IV. Procedures for Retention Consideration – Junior High Students

- A. Parent/guardian(s) of a student who receives two (2) grades of “F” in any given marking period will be immediately notified by telephone and in writing by an administrator.
- B. Parent/guardian(s) of students who have not improved must be notified in writing no later than May 1st if retention will occur.
- C. If a student is retained, the ACT will write a formal Learning-for-Success Plan not later than the beginning of the next school year. It will be designed to meet the academic needs of the student and provide support and learning services.

GRADUATION REQUIREMENTS

Each McKinley Junior High School student must earn a diploma by meeting standards set forth by the State of Illinois, the Board of Education of South Holland District 150, and McKinley Junior High School administration and staff. A diploma is awarded to each student who have completed a regular course of study prescribed by the faculty and approved by the Board of Education:

When a student earns a diploma in accordance with the standards set forth by the State, District and School, it is his/her right to receive that document. **However, the Graduation Ceremony is a privilege reserved for those students who have earned an invitation through demonstrating good citizenship, cooperation, effort and determination to achieve, grow, develop and accept responsibility for their actions under the guidance of their teachers, staff and administration.**

The Graduation Ceremony is a formal and solemn event commemorating the hard work, diligence, perseverance and cooperation among student, staff and family; therefore, the following precautions will be taken to insure the dignity of the event:

- Students must wear dress attire to the ceremony. Inappropriate attire includes clothing items such as: jeans, sweat pants, shorts, gym shoes, flip flops, etc. Failure to dress appropriately may result in your child being excluded from the graduation ceremony. Any questions regarding appropriate attire contact the principal's office.
- Each graduate will receive a limited number of tickets to insure audience decorum and safety.
- Every guest must have a ticket – even babies and small children.
- No additional tickets will be printed. Non-ticketed guest will not be admitted.
- No gifts, balloons, flowers or other items will be permitted into the gymnasium prior to or during the Ceremony. There will be ample time for retrieving those items from cars while the graduates receive their diploma inserts.
- A camera and videotaping area will be established and enforced to permit recording of lifelong memories for some, and an unblocked view of the Ceremony for others.
- A handicapped-seating area will be provided only for those guests requiring special seating. All other guests will be seated in the general seating area.
- Audience decorum standards dictate that yelling, calling out, whistling, hooting, loud displays and other non-formal, outdoors behaviors disrespect the graduates, the Ceremony and the staff who helped them achieve their goals.
- Audience members who do not comply with formal decorum standards will be escorted from the Ceremony. They will not be readmitted.
- During, and at the end of the Ceremony, the audience will be provided with appropriate times to display their pride and vent their enthusiasm for the graduates.

The Graduate Roll Call requires absolute silence, so each family member may share the joyous moment when his/her graduate's name is announced. One family's outburst robs the next family of its joy.

ANNUAL PARENT MEETING

The school annually has a meeting for interested Parents/Guardians each school year to review and discuss the District Discipline Code. Parents/Guardians should also use this meeting as an opportunity to ask questions, make suggestions, and learn more about the District's discipline program.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school in the attendance area in which the child or youth is actually living and is eligible to attend.

All questions pertaining to assistance and support for homeless families may be directed to the District Superintendent and Homeless Child Liaison, Dr. Jerry Jordan. You may reach Dr. Jordan at 708-339-4240.

Additional information and a summary of the rights of homeless students can be accessed at the following ISBE link: www.isbe.state.il.us/homeless/default.htm

EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact their building administrator.

PESTICIDE/LAWN CARE TREATMENT NOTICE

The district is required by law to maintain a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides and or chemicals to school grounds. To be added to the list, contact your respective school office. However, written and telephone notification will be given to all parents/guardians prior to any pesticide application or chemical treatment whether or not you are on the **list**.

SAFETY DRILL PROCEDURES AND CONDUCT

The staff of District 150 understands that a student cannot maximize his/her developmental potential when he/she is afraid. As a result, four (4) specific safety drills are conducted at various times during the school year. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. Classroom teachers review the policies, guidelines and procedures for establishing personal safety before, during and after each drill. The lessons learned during these drills will serve each child throughout his or her life. Since these drills are mock trials for genuine disasters, any student disrupting, ignoring or disregarding the seriousness of the drills will be subject to appropriate disciplinary consequences.

FINES, FEES, AND FEE WAIVERS

The school establishes fees and charges to fund certain school activities. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent/guardian is unable to afford student fees may request a fee waiver (documentation is required). Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee for registration. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. If denied parents will have the option of being placed on an approved payment plan. Questions regarding the fee waiver application process will be addressed to the building principal.

A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Failure to pay fees/fines will result in automatic placement on non-academic social/activity restriction until all fees/fines have been paid.

MANDATED REPORTERS

All school personnel, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

SEXUAL HARASSMENT

Under Federal and State law, sexual harassment is against the law. Sexual harassment is making another person feel uncomfortable as a result of: words (comments, expressions), gestures or touches, facial expressions or sounds that are sexual in nature. There is no age minimum for sexual harassment consequences.

If a student feels sexually harassed, he/she should report the harassment to a parent, teacher or administrator. No alleged incident of sexual harassment will be overlooked or disregarded.

HOMEBOUND INSTRUCTION

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home. For information on homebound instruction, contact the Department of Specialized Services.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

PERSONAL PROPERTY

Students are discouraged from bringing large amounts of money, expensive jewelry, or other valuable items to school. Students are responsible for keeping track of their personal property that is brought to school. To avoid the risk of loss, no money or valuable items are to be left unattended, in an unsecured locker, desk or out in the open. Should a student forget and bring a valuable item to school, he/she can either carry it with him/her throughout the day, can ask the office to secure the item until the end of the day. The school is not responsible for investigating or compensating for the loss of personal or school issued properties.

STUDENT ASSESSMENTS

Students in District 150 are administered the PARCC assessments in grades 3 - 8 in the spring. In addition, all students are given local assessments in reading and math--one at the beginning of the year, one midyear and another at the end of the year. Results are sent home along with information on how to interpret the data. If you have any questions or concerns, do not hesitate to contact your child's teacher or building administrator(s).

SCHOOL MEALS

The district participates in the federal National School Lunch and Breakfast program. Students may be eligible for free or reduced lunch. Application for eligibility is available in the school offices.

A summary of the program requirements and eligibility criteria can be found at the following U.S. Department of Agriculture link:

www.fns.usday.gov/end/Guidance/eligibility.pdf

Breakfast is served every school day from 8:00 am to 8:30 am. Lunch is served every school day from 11:15 am to 1:30 pm, except when there is a 12:00 pm dismissal.

Breakfast and lunch in School District 150 are purchased on a monthly basis. Menus and order forms are sent home the first Friday of each month and should be returned to the school by the end of the following week. Payments must be included with the order. Orders submitted without payment will not be processed.

Each day those with money in their accounts will be given a meal card. Those who do not have money on an account, will not receive a breakfast or lunch. If your child has placed an order and is absent, he/she will not be charged and the amount will be carried over to the next month. Students who choose not to purchase a lunch may bring a lunch from home.

LUNCHROOM RULES

All students are expected to stay on school premises for lunch; and parents are asked to refrain from the purchase of fast food lunches (i.e. McDonald's, Rally's Subway, etc.) to bring to their child during lunch or other school hours. Students are expected to adhere to the Lunchroom Rules below and understand that consequences for misconduct will be handled according to school policies:

1. Follow the directions of all monitoring adults.
2. Eat at assigned homeroom table.
3. Keep both feet under the table.
4. Sit correctly (do not straddle benches).
5. Remain at assigned table (do not walk around lunchroom).
6. Deposit garbage and milk cartons in the garbage cans provided.
7. Do not pop your lunch bags.
8. Do not take food or drink outside of the lunchroom.
9. Birthday treats are limited to store bought baked goods or goodie bags.
- 10. Do not bring glass bottles.**

Any student who does not follow the rules established for safe and hygienic food consumption and/or disregards the directives of cafeteria supervisors may lose cafeteria privileges.

Be advised that lunch is an assigned location and that all students are to report to lunch on time. Students who fail to meet the established attendance expectations will receive a consequence befitting the infraction. Students are expected to remain at their assigned table for the duration of lunch. The only exception is when students are retrieving a hot lunch or discarding their trash. The sharing of food is strongly discouraged.

PLAYGROUND SAFETY RULES

1. Students are discouraged from arriving at school before 8:20 am.
2. Always remain on the blacktop area or playground equipment before school begins.
3. Line up immediately and quietly when the bell rings.
4. In inclement weather (for example: rain, temperatures lower than 30 degrees, severe wind chills, or at the administrator's discretion), students will be allowed to enter the building at 8:20 am.
5. In snowy or rainy weather, students must remain on the blacktop area during recess.
6. Climbing is acceptable only on climbing equipment.
7. Do not play under children who are on climbing equipment.
8. Only one student is permitted to slide at a time. Slide only when you are sitting feet to the front and moving forward.
9. Sliding backward, head first, or walking up the slide is not permitted.
10. Use jump ropes only for permissible jumping activities.
11. Do not pick up or throw snow.
12. Students may only return to the building during recess with the teacher's permission.
13. Any problem should be brought to the attention of the **teacher / monitor on duty**.
14. Share playground equipment.
15. Fighting, wrestling and rough play are not permitted.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and field trip activities. Failure to abide by school rules and/or location rules during a field trip may subject the student to disciplinary actions.

All students who wish to attend a field trip must receive written permission from a parent/guardian. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. Denial of permission from teacher/administrator;
5. Unpaid fees;
6. Other reasons as determined by the school.

HALLS AND STAIRS

Halls and stairs allow each student to get from one area in the building to the next. They can also be areas where a student may be hurt. For safety purposes, each student must:

- Walk on the right side of the hallways and stairways at all times.
- Maintain a normal inside speaking voice.
- Have a PASS issued by a staff member to be in the hallway.

INDOOR RECESS OR GYM EXCLUSION

If a student has been ill or injured, a parent may request in writing a maximum of a two-day exclusion from outdoor recess or physical education class. A request for an extended exclusion from outdoor recess or physical education requires a note from the doctor.

LOCKS, LOCKERS and DESKS

Each student is advised that all lockers and desks are the property of School District 150. . Students are expected to keep lockers and desks neat, clean, free from litter and old food, and prohibited items.

Each 6th, 7th and 8th grade student will be issued a hallway lock that must be kept in school and on the student's assigned locker at all times. Each 7th and 8th grade student must purchase a district issued Physical Education lock for \$5.00 through the office. No outside locks will be allowed. Any lost lock must be replaced for a fee of \$5.00. A student must not share his/her locker combination with any other student. It is also essential that each student carefully closes his/her locker, spins the dial, and tests the handle to be sure that the locker is securely closed and personal property is safe.

SEARCH AND SEIZURE

In order to maintain order, safety and security in the schools, school administrators or designees are authorized to conduct reasonable searches of school property and equipment, as well as, students and their personal effects. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

School Property and Equipment

Administrators or designee may inspect and search school property and equipment owned or controlled by the school, i.e. desks or lockers as well as personal effects left by a student. This can occur without notice to or getting consent from the student.

Administration may request the assistance of law enforcement to conduct student searches and inspections of lockers and desks for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

Administration may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, book bags, lunch boxes, electronic devices, etc.) when there is reasonable grounds of suspicion of violation of the law or the school/district's rules or policies. The search will be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

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

PARKING REGULATIONS AT MCKINLEY

Safety in the school parking lot has become a serious concern. Take note of the new parking lot procedures. Parents/Guardians/Visitors that are driving must enter the McKinley School parking lot from 170th Street and exit on Cottage Grove Avenue. Parents may also drop off and pick up their child in the Holy Ghost parking lot.

Remember, there are two "lanes" in McKinley's parking lot: a waiting lane and a drive-thru lane. Do not park and vacate your car in the waiting lane (the pick-up/drop-off) zone area. We must keep traffic moving.

Students are to be dropped off in the McKinley's parking lot before 8:35am. For the safety of our students, staff, parents and visitors, observe the following regulations:

1. All students must use marked street and/or stop light crossings.
2. Students may be picked up in the Holy Ghost parking lot across the street from McKinley Junior High School.
3. **DO NOT** drop off children on 170th and Cottage Grove.
4. **DO NOT** park in the traffic pattern area in the parking lot.
5. Parking is limited to school parking lot only. Other areas are designated playgrounds.
6. **DO NOT** use the driveway in front of McKinley Elementary School or District Office.
7. Students are not allowed to enter through the 170th Street circular drive.
8. Fourth and fifth grade students will no longer be allowed to enter through the 170th street elementary entrance.
9. Students arriving late to school must enter in McKinley's Junior High building.

10. Pick up children on side streets other than Greenwood Street.

ELECTRONIC NETWORK ACCESS AUTHORIZATION

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. We strongly encourage you to read this document carefully before signing. Any and all reference herein referred to a district, School District, shall mean School District 150, South Holland, Illinois.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Electronic Networks Access will result in the loss of privileges, disciplinary action and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable use – Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the district, or (b) for a legitimate business use.
2. Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time, his or her decision is final.
3. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virus;
 - c. Downloading copyrighted material for other than personal use;
 - d. Wastefully using resources, such file space;
 - e. Gaining unauthorized access to resources or entities;
 - f. Invading the privacy of individuals;
 - g. Using another user's account or password;
 - h. Posting material authored or created by another without his/her consent;
 - i. Posting anonymous messages;
 - j. Using the network for commercial or private advertising;

- k. Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - l. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite; do not become abusive in your message to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal information of other students, i.e., passwords, telephone numbers, or addresses.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the electronic networks is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the district for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of any breach of this Authorization.
7. Security – Network security is a high priority. If you can identify a security problem on the electronic networks, you must notify the system administrator or building principal. Do not demonstrate the problem to others. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the electronic networks, as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be derived access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the electronic networks, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics on the web or on the District web sites or files servers without explicit written permission from the superintendent or her designee.
 - a. For each republication (on a web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
 - b. Students and staff engaged in producing web pages must provide the library media specialists with e-mail or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the web site displaying the material may not be considered a source of permission.
 - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and the student.
11. Use of Electronic Mail
 - a. The District’s electronic mail system and its constituent software, hardware, and data files are owned and controlled by the District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
 - b. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
 - d. Electronic messages transmitted via the District’s Internet gateway carry with them an identification of the user’s Internet “domain.” The domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of

this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet based message is prohibited unless the user is certain of that message's authenticity and the nature of the file is so transmitted and requires written permission from system administrator.
- f. Use of the District's electronic mail system constitutes consent to these regulations.

Students, parent(s)/guardian(s), and teachers need only sign this Authorization for Electronic/Network Access once while enrolled or employed by the School District.

ATHLETIC RULES AND CODE OF CONDUCT

The Athletic Code applies to all students who want to participate in competitive sports and cheerleading. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

IESA

Eligibility for most athletics is also governed by the rules of the Illinois High School Association [or] Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

Eligibility

1. All contestants shall be in grades five through eight and shall not have passed eighth-grade standing.
2. A student shall be doing passing work (D or better) in **all** school subjects
3. For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. Students must be passing each subject each week to be eligible. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity.

4. The eligibility check shall be the same day each week unless school is not in session; then it must be taken on the last day of student attendance that week.
5. Grades shall be accumulative for the school's grading period.

Requirements for Participation

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
5. All fees must be paid before a student can participate in athletic programs.

Student Athlete Concussion and Head Injuries

South Holland School District 150 will comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and its Return to Play Policy. These specifically require that:

- a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
- b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
- c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

CPR/AED

The state law requires each school, to provide a CPR/AED video link on their school/district website for parents and students. For more information log on to **www.sd150.org**, and click on the resources and forms tab at the top left.

Behavioral Conduct

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

- a. Insubordination; or
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Exhibition of bad sportsmanship; or
- f. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Drugs, Alcohol and Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Rules in Effect

The rules set forth in this Athletic Code are in effect twenty-four (24) hours a day throughout the school year, from the first try-out or practice session until the last day of that sport. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale.

Absence from School on Day of Activity

An athlete who is absent from school on the day of an activity is ineligible for any activity on that day unless the absence has been pre-approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by the administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Travel

All athletes shall travel to athletic events and return home from athletic events with the team by use of school approved means of transportation. This rule may be waived provided the parent or guardian appears and accepts custody of the athlete.

SPECTATOR CONDUCT AT SCHOOL EVENTS

Any individual, who behaves in an unsportsmanlike or disruptive manner during any school event or meeting, including Board meetings, may be ejected from the event or meeting and the individual is also subject to being denied admission to future school events or meetings for up to one calendar year. Examples of unsportsmanlike or disruptive conduct include, but are not limited to:

1. Using vulgar or obscene language
2. Possessing or being under the influence of alcohol or illegal substance
3. Possessing a weapon, or any object that can reasonably be considered a weapon
4. Possessing a look like weapon
5. Fighting / striking or threatening another person
6. Failing to obey the instructions of a District employee
7. Engaging in any activity that is illegal or disruptive

STUDENT BEHAVIOR 7:190

This policy becomes effective and replaces the current policy on *Student Discipline* on the first student attendance day of the 2016-2017 school year.

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine substance/materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or

school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
 - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substance into the body; and (b) grow, process, store or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
13. Entering school property or a school facility without authorization.
14. In absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the

presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior

that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident.

The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration or psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. After-school detention or Saturday detention provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
7. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/ guardian the choice.
8. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
9. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
10. Out-of-school suspension from school and all school activities in accordance with Board Policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.

11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board Policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and school activities.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs, (controlled substances), “look-alike,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearms as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other

persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) school day for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the student's parents/guardians within fifteen (15) days of the beginning of the school year or a student's enrollment.

SUSPENSION PROCEDURES 7:200

This policy becomes effective and replaces the policy on *Suspension Procedures* on the first student attendance day of the 2016-17 school year.

In-School Suspension

The Superintendent or designee has the option to establish and maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

- iii. For a suspension of five (5) or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
- 5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
- 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

EXPULSION PROCEDURES 7:210

This policy becomes effective and replaces the current policy on *Expulsion Procedures* on the first student attendance day of the 2016-17 school year.

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

- 1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested.
That request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).

- e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed two (2) calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
- 2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
 - 3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
 - 4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the school.
 - d. Document how the student's continuing presence in school would (1) pose

a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

5. Upon expulsion, the District may refer the student to appropriate and available support services.

BUS CONDUCT 7:220

All students must follow the District's *School Bus Safety Rules*.

School Bus Safety Rules

The School District 150 Discipline Code rules and regulations apply to students when they are being transported on school buses. Transportation on school buses is a privilege that is extended to students living 1.5 miles or more from the school. Your child's bus number and stop will be given to you at registration. Students are not permitted to ride a bus other than the bus to which they have been assigned. In the interest of safety and state compliance students are expected to observe the following rules:

1. Carry your bus pass at all times. (No guest riders will be allowed on school buses).
2. Wait in an orderly line and do not damage or destroy private property.
3. Board and disembark the school bus at the assigned location.
4. Proceed directly to their seat and avoid disturbing other passengers.
5. Depending upon the size, should sit two (2) – three (3) students per seat.
6. Greenwood students should sit three (3) students per seat.
7. Students who get off the bus last should take seats toward the rear of the bus.
8. Be courteous to fellow students, the bus driver, and the bus monitor.
9. Promptly obey requests from the bus driver and monitor
10. Do not extend arms and other parts of the body outside of the window.
11. Do not consume food, gum, or liquids while on the bus.
12. Do not throw any objects inside or outside of the bus.
13. Remain seated while the bus is in motion.
14. Speak at a reasonable volume to avoid distracting the driver.
15. Smoking on the bus is prohibited for everyone.
16. Refrain from the use of obscene language at any time.
17. Keep the aisle clear of clutter and body parts
18. Use emergency door only in an emergency
19. Never tamper with, damage, or deface anything on the bus

We ask Bus Drivers and Monitors to assume responsibility for:

- Treating students with dignity and respect
- Keeping student's dignity and self-worth intact when a reprimand is necessary
- Creating a bus environment that promotes the safety and welfare of students
- Making sure that each student disembarks the bus at their assigned stop

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in the Board policy, 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes during School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recording on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacements.

DEFINITIONS, PROCEDURES AND EXAMPLES

Although this list is not all-inclusive, this information serves to further clarify rules and procedures regarding our Discipline Code that exists to provide for the safety of our students and the advancement of the educational environment.

Prohibited Conduct

Examples of PROHIBITED CONDUCT include, but are not limited to:

- Participating or Instigating: fighting (with or without injuries), pushing, shoving, slapping, kicking, hitting, harassing, bullying, rough-housing, play-fighting, throwing objects, tripping, pulling out chairs, standing on/jumping off furniture, counters, etc.
- Disrespecting, causing fear or discomfort in other students by: using negative or threatening verbal comments or written words, racial or ethnic slurs, obscene or profane language, inappropriate or offensive comments or gestures, name calling, sexual harassment, general harassment
- Disrespecting the school staff (teachers, aides, bus drivers, custodians, visitors, or administration, etc., *(this includes all adults in the building)* by: refusing to follow directions, ignoring directions, disrupting class, talking back, defying reasonable requests
- Endangering safety, security or order by: initiating a false 911 call, issuing a bomb threat, loitering on school grounds, disrupting school sponsored events, disrupting to and from school, making violent verbal threats, starting/spreading rumors designed to frighten students or staff members use of electronic device for accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
- Destroying, damaging, defacing or stealing property belonging to: the school, other students, staff members or residents who reside along school bus/walking routes (graffiti, carving, fire damage, plant damage trampling, picking, breaking, and removing from ground)

Prohibited Items

Problems can arise when a student brings an item to school that is hazardous, dangerous or causes concern to his/her own safety, the safety of others, property, or can disrupt the educational environment. Parents are urged to help each student understand the hazardous potential of such items.

Prohibited items include, but are not limited to:

- Knives or sharp bladed instruments
- Guns (B-B, dart, cap, CO2 cartridge, air rifles, etc.) or items that shoot projectiles
- Explosives (M80's (or higher caliber), firecrackers, stink bombs, caps, etc.)
- Cigarettes, cigars, tobacco or tobacco products
- Matches, lighters or incendiary devices
- Hover boards and/or motorized scooters/seg-way
- Laser pointers, shock pens or other harmful devices
- Harmful sprays, liquid or solid chemical mixtures
- Non-prescription inhalants (including use of another student's prescription inhalant)

If a student is in possession of a prohibited item, the item will be confiscated and appropriate disciplinary action will be taken in accordance with the School District 150 Student Discipline Policy.

Disruptive items include (but are not limited to):

- Cameras (reusable, disposable, digital, etc.) (Violation of First Amendment Privacy Rights)
- Any food item thrown, flung or used as a projectile on school property
- Hard balls, water toys, footballs, fidget/hand spinners
- Skateboards (roller blades or shoes, roller or in-line skates, scooters, pogo sticks, etc.) May not be used on school property.
- Electronic devices (walkie-talkies, two-way radios, recorders, CD/DVD/IPOD/MP3 players, noise makers, Bluetooth speakers and cell phones **(from 8:35 am to 3:06 pm). Unless teacher directed.**)
- Gambling tools (playing cards, dice, games, etc. unless used in a teacher directed educational activity)
- Pornographic or sexually objectionable material (pictures, music, recordings, etc.)
- Inappropriate clothing (See Student Dress Code in this Handbook)

Staff members are instructed to confiscate **Disruptive** items. These items may be returned to a parent or guardian only after a face-to-face meeting. However, illegal items will not be returned. If a student is in possession of a disruptive item, the item will be confiscated and appropriate disciplinary action will be taken in accordance with the School District 150 Student Discipline Policy. Once confiscated, District 150 and its personnel assume no responsibility for any lost, damaged, or stolen disruptive item.

Note: IEP students may use electronic devices as specified in their programs. Non-IEP students, under some circumstances, may be permitted to bring or use an electronic device for educational purposes. The school administrator must approve the possession or use an electronic device for educational purposes prior to its use.

Be advised that the district policy and code is an attempt to generally identify expected or prohibited behaviors and possible consequences. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code and cannot be punished. The district cannot describe or list every possible behavior that may be engaged in by a student. Discipline may be appropriate for any gross misconduct or disobedience.

FIVE-MINUTE RULE

If a student realizes that he/she has (unintentionally or accidentally) brought a PROHIBITED (Hazardous or Disruptive) item to school, he/she must **immediately** give the item to a District 150 staff member. **Immediately** is understood to mean within five (5) minutes of the student's discovery of the item. This rule is known as the **Five Minute Rule**. A student who follows the **Five Minute Rule**, depending upon the circumstances, may receive no or reduced disciplinary consequences. The **Five Minute Rule** does not apply if the student has shown the item to other students prior to surrendering it to a staff member.

An example of the **Five Minute Rule**:

I was running late this morning. I couldn't find my jacket. I took my older brother's jacket instead. When I got to school, I realized that there was a cigarette and a lighter in the side pocket. I need to give this to a staff member right now.

Parent Responsibilities

Parents/guardians are responsible for the actions of their children. Thus, the School Board of District 150 may require parents to meet with them in cases of severe or repeated offenses to rectify the problem(s).

VIDEO SURVEILLANCE ON SCHOOL GROUNDS

To promote the health, safety and well-being of students and staff, the district reserves the right to video record public access and areas in and about the school buildings.

BULLYING

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with their classroom teacher or building administrator. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences as well.

ASSEMBLY RULES

Students have the opportunity to attend various assemblies throughout the school year. Each student is expected to follow appropriate audience rules – quickly and quietly:

1. Walk to the assembly location with teacher.
2. File into assigned seating as directed.
3. Conduct themselves and respond to the presentation in an appropriate and courteous manner.
4. Remain seated until directed when and how to exit the assembly location.
5. Walk with teacher back to classroom.

Inappropriate assembly behavior reflects poorly on every student in the district. A student who demonstrates the inability to follow assembly rules will be removed and may lose future privileges.

BICYCLES

Any student who rides a bicycle to school should dismount the bicycle once on school property and walk his/her bicycle to the designated area. The student is responsible for properly securing his/her bicycle with a sturdy lock to ensure its safety. District 150 is not responsible for damage or loss of a student bicycle.

SUSPENSION GUIDELINES FOR STUDENTS WITH DISABILITIES

School officials may suspend students with disabilities and cease educational services for up to 10 consecutive or 10 cumulative school days in one school year without providing special education procedural safeguards.

When school officials anticipate a referral for expulsion or to an alternative school, or anticipate that suspensions may exceed ten (10) cumulative school days, the following apply:

Conduct a Manifestation Determination Meeting. Provide written notice to the parent/guardian or surrogate parent of the disciplinary action being considered and the date of the meeting that must be held within ten (10) days of the date of this misconduct.

- A. The Manifestation Meeting will help determine whether the misconduct is related to the student's disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observations of the student and the student's IEP and placement.
- B. The Manifestation Meeting will help determine whether the misconduct is related to the student's disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observations of the student and the student's IEP and placement.
- C. The team will review and revise, if necessary, the behavior intervention plan or, as necessary, conduct a functional behavior assessment and develop a behavior intervention plan to address the misconduct.
- D. Determine the appropriateness of an interim alternative educational setting, and as indicated, included in the IEP those services and modifications that will enable the student to continue to participate in the general curriculum and address the behavior so that it will not recur.

The behavior is not a manifestation of the student's disability if:

1. The student was given appropriate special education supplementary aids and intervention strategies; and
2. The disability does not impair the ability to control behavior.

If a student's behavior is not a manifestation of the disability, school officials may apply whatever disciplinary actions are in place for students without disabilities, taking into consideration the student's special education and disciplinary record.

EXPULSION GUIDELINES FOR STUDENTS WITH DISABILITIES

Students with disabilities, even if expelled for more than ten (10) consecutive or cumulative school days in a school year, must be provided with an appropriate education in an alternative education setting. Building principals must contact the Assistant Superintendent of Specialized Services if considering a suspension in excess of 10 days per school year.

SOCIAL/ACTIVITY RESTRICTION (ONLY APPLICABLE TO MCKINLEY SCHOOL STUDENTS)

Students who exhibit frequent misbehavior are excluded from attending or participating in special school day OR after school activities or events (dances, athletic events, non-curricular assemblies, etc.)

Social/activity restriction is the result of five or more demerits.

Five (5) demerits = 45 days of restriction.

All demerits are cumulative for the entire school year.

- | | | |
|---|---|---------------|
| • 1 detention/evening school | = | 1 demerit |
| • 1-3 days of out of school suspension | = | 1-3 demerits |
| • 4-5 days of out of school suspension | = | 4-5 demerits |
| • 6-10 days of out of school suspension | = | 6-10 demerits |
- Each additional out of school suspension merits automatic placement on Restriction for 45 days. A minimum of 5 days will be added for each demerit received while on restriction.

Procedures

McKinley

- The Dean of Students will: 1) monitor demerits and restriction; 2) notify the student of restriction; and 3) notify the parent in writing of student restriction.
- Administration determines restriction and notifies the teacher/team and activity sponsor.

- A student who successfully completes restriction regains social privileges; the demerit policy begins at Zero.
- Placement on restriction can reoccur as often as demerits accumulate.
- Multiple detentions issued the same day will accumulate penalty demerits in excess of the detention single demerits (and be served on the date issued).
- An eighth grade student who is on restriction may forfeit end of the year Graduation activities and/or ceremonies.

Greenwood/McKinley

- An administrator can place any student in Grades K-8 on restriction or restrict privileges on a case-by-case basis.
- Any student who is on restriction may forfeit attendance at any educational experience.

CARE OF SCHOOL PROPERTY

It is the responsibility of each student and staff member to keep District 150 schools clean and free from litter, stray marks on walls or floors, and other types of graffiti and vandalism. A student should not mark school furniture, books, materials, walls, ceilings, floors, bulletin boards, windows, restrooms or equipment with pen, pencil, marker, paint or other instruments.

Any student discovered vandalizing restrooms by plugging or overflowing sinks or toilets, writing or carving on walls, or compromising the hygiene necessary for restroom sanitation will be responsible for the custodial/plumbing bills incurred for reversing the damage from the vandalism. These inappropriate behaviors compromise the health and safety of all students who use the facility.

Any student discovered vandalizing any school property will be responsible for any and all custodial, maintenance and outside vendor bills incurred to reversing the damage from the vandalism. In the case of severe vandalism, the school will involve the South Holland Police Department.

The Board will seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts which cause damage to school property.

A student should NEVER tamper with any fire safety devices such as alarms or extinguishers. Each student is expected to contribute to the sense of respect and pride that is part of the history of District 150 schools.

4. Local, state and federal educational officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other person. All other releases of information require the informed written consent of the parent or eligible student.
5. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

Directory Information

This is also to notify parents and students that the district will make certain general information about students, for release without parent consent, absent parent objection. This limited information is known as “directory information.” The release of directory information is generally not considered harmful or an invasion of the student’s or family’s privacy. If you do not want the district to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by September 15 of the school year, or within fifteen (15) days of receipt of this Handbook by a transferring student.

The U.S. Department of Education has also created a model notification relative to the designation of directory information which can be accessed at the following link:

www.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html

VENDING

No student, parent or other educational community member, other than authorized District 150 staff members, P&TA members or Board/Superintendent authorized vendors, may sell, exchange or barter goods and/or services at any time on District 150 property.

No student may sell any items including: candy, food, school supplies, electronics, toys, clothing, or any other items at any time on District 150 property. Any and all such property will be permanently confiscated and destroyed upon discovery. District 150 authorized fundraisers are exempt from this provision.

VISITORS

School District 150 has an open door policy; however, for safety purposes, all visitors are required to report to the School Office upon entering the school building. A parent or legal guardian who is visiting for any reason must: sign-in; present a photo ID to receive a visitor’s pass. Visitors are required to proceed immediately to their location in a quiet and unobtrusive

manner. While in the building, the visitor's pass must be worn and visible at all times. All visitors are expected to abide by all school rules. A visitor who conducts him/herself in a manner that is not appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

If a parent/visitor does not have a photo ID, he/she must get permission from the administration to enter. No unauthorized visitors are permitted in the school building.

All staff members have been instructed to stop and question anyone in the building without a visible Visitor's Pass. If a staff member stops you in the building, remember that he/she has been directed to do so and is only concerned about the safety of the students in the building.

VOLUNTEERS

The involvement of parents and citizens in education is encouraged and welcomed. All volunteers must report to the main office of the school upon entrance to the building. The Superintendent shall establish procedures for securing and screening resource persons and volunteers.

The Board encourages the use of volunteers to:

1. Increase student's educational attainment,
2. Provide enrichment experiences for students,
3. Increase the effective utilization of staff time and skills,
4. Give more individual attention to students, and
5. Promote greater community involvement.

Volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students,
2. As supervisors, chaperones, and/or sponsors for school-sponsored or non-academic school activities,
3. To assist with academic programs under a certificated teacher's immediate supervision,
4. As a guest lecturer or resource person under a certificated teacher's direction and with the administrator's approval; or

VOLUNTEER PROCEDURES

1. Volunteers must come from all backgrounds and all age groups and may include any persons willing to give their time to help students and school staffs.
2. Volunteers may be involved in virtually every facet of the operation of the District, working with students on a one-to-one basis or performing tasks not involving students

may involve services to the libraries, classrooms, music programs, student programs at all grade levels, or assisting on field trips or Board approved class trips in and out of town.

3. School personnel will identify appropriate tasks for volunteers and will give training for them, if necessary, so they may become skilled in performing these tasks.
4. Volunteers may not evaluate any District employees.
5. Volunteers may not teach but may reinforce skills taught by the professional staff at the direction of a supervising teacher.
6. Volunteers may not provide transportation to students in their personal automobiles for any school-sponsored activities.
7. Volunteers will be screened at the local school level and must be acceptable to the building administrator.
8. The administrator or his/her designee will determine the assignment of volunteers.
9. Assignment of a volunteer will be directed by the administrator and acceptable to the designated teacher.
10. The acceptance and continuation of services of a volunteer will be at the building administrator and/or Superintendent's discretion.
11. Volunteers are bound by the same code of ethics as the staff.
12. Each volunteer is to acknowledge receipt of this policy
13. All volunteers are subject to a criminal background check.

SEX OFFENDER & VIOLENT OFFENDER NOTIFICATION LAW

No person who is a "Child Sex Offender", as defined by the Child Sex Offender and Murderer Community Notification Act shall be used as volunteers.

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Conduct on School Property and Related Off-Campus School Events

In addition to prohibitions stated in other District policies no person on school property or while involved in a school-sponsored event off campus shall:

1. Injure or threaten to injure another person;
2. Damage another person's property or that of the School District;
3. Violate any provision of the criminal law of the U.S., the State of Illinois or municipal or county ordinance;
4. Smoke or otherwise use tobacco products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess dangerous weapons at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity;
7. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the School Board, or
8. Willfully violate other District rules and regulations.
9. "School Property" means within school buildings, in vehicle used for school purposes, or on school grounds.

As circumstances warrant, the District's administrators will take appropriate action.

Spectator Conduct and Sportsmanship for Athletic, Academic and Extra-curricular Events

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic, graduation or extra-curricular event, may be ejected from the event the person is attending and/or denied admission to school events for up to one (1) year after a Board hearing.

Examples of unacceptable conduct include:

1. Using vulgar or obscene language;
2. Possession or being under the influence of any alcohol beverage or illegal substance;
3. Possessing a weapon or look-alike weapon;
4. Fighting or otherwise striking or threatening another person;
5. Failing to obey the instructions of an adult supervisor or District employee; and
6. Engaging in any activity that is illegal or disruptive.

Consequences of Unacceptable Conduct

The Superintendent or designee may deny future admission/attendance to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, at least ten (10) days before the Board hearing date, containing:

1. The date, time, and place of the Board hearing;
2. A description of the unacceptable conduct;
3. The proposed time period that admission to school events will be denied;

4. Instructions on how to waive a hearing.

STUDENT HEALTH EMERGENCIES

Health Needs

Students with particular or unique health care needs should submit those needs, in writing and with proper documentation by a physician, to the principal's and nurse's office.

Injury and Illness

If a student suffers an injury or accident at school, he/she should report it promptly to a teacher, the school nurse, or principal. If the injury is minor, the student will be treated and sent back to class. If medical attention is required, the office will follow the school emergency procedures.

A student who becomes sick during the day at school should ask for permission from the teacher to go to the nurse. The nurse will determine whether or not the student should remain in school or needs to go home. No student will be released from school without proper parental permission.

Emergency Medical Authorization

All students must have an emergency medical authorization form completed and signed by his/her parent. Such form is also required in order to participate in any field trip or school related activity off school grounds.

HEALTH EXAMINATIONS

All children are required to have a health examination and present proof of having been examined in accordance with the Illinois School Code (105 ILCS 5/27-8.1) and the rules and regulations pursuant thereto.

Immunizations

Each student should have the immunization required by law or have an authorized waiver. Unless given a waiver students must have received those immunizations against preventable communicable diseases as required by the rules and regulations of the Illinois Department of Public Health. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse or building principal.

Examples of required immunizations.

1. DPT (Diphtheria, Pertussis, Tetanus) – 5 doses total (4 as infant and 1 booster on or after the 4th birth date.

2. TOPV (Trivalent Oral Polio Vaccine) – 4 doses total (3 as infant and 1 booster on or after the 4th birth date.
3. Measles – All students enrolled in Illinois schools Grade K-12 must show proof of having two (2) doses of measles vaccine prior to school entrance.
4. Mumps – Vaccine at 12 months or later. Usually given as MMR.
5. Rubella (German or 3 day measles) – Vaccine at 12 months or later. Usually given as MMR.
6. Hepatitis B – As of 1997 –98 required for all Pre-K and 5th grade students. Required 3 doses (1st and 2nd dose minimum of 4 weeks apart. Third dose minimum 2 months after 2nd dose.)
7. HIB (Haemophilus Influenza) required for entrance to Pre-K. Dosage according to pediatrician schedule.
8. Tuberculin Test – Highly recommended at Kindergarten, 5th and 9th grades.
9. Lead screening – Individual lead assessment by Dr. with testing based on history of child/family.
10. Meningococcal Vaccine – required for entry to 6th and 12th grades.

Dental Examinations

All students in kindergarten and grades 2-6 are required by law to have an oral health examination. Each student is required to present proof of examination by a dentist prior to May 15 of the school year. The examination must have been completed within the 18 months prior to May 15th deadline. The proof of School Dental Examination form and the Dental Examination Waiver form, and related information about these requirements, can be obtained at the following IDPH or ISBE links:

www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof10.pdf

www.isbe.state.il.us/research/pdfs/dental_information.pdf

www.isds.org/newsroo/articles/QADentalExam.pdf

Eye Examinations

Students enrolling in kindergarten or for the first time in an Illinois school are required by Illinois law to have any eye examination performed by an optometrist or ophthalmologist by October 15 of the school year. The required eye examination must be completed within 1 year prior to the first day of the school year in which the child enters kindergarten, or enters the Illinois school system for the first time. The school Eye Examination Report Form, Eye Examination Waiver Form and related information about these requirements, can be obtained at the following IDPH or ISBE links:

www.idph.state.il.us/HealthWellness/EyeExamReport.pdf

www.isbe.state.il.us/research/pdfs/eye_examinations.pdf

Communicable/Infectious Disease and Pests

School personnel are among the person mandated to make reports to the local health authorities when they become aware of a reportable disease or condition. Children suspected of being infected with a reportable infectious disease for which isolation is required shall be refused admittance to school while the acute symptoms are present. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Schools are to handle contacts of infectious disease cases in the manner prescribed by the IDPH regulations, or as recommended by the local health authority. Further, because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by proper professionals, including the local health department, to ensure that the rights of the person affected and those in contact with that person are adequately protected. The school will seek to maintain students in school unless there is sufficient evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the Department of Health.

Blood-borne Pathogens

The district is subject to Federal and State regulations to restrict the spread of Hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the School environment.

Part of the mandated procedures includes a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Under this federal Act, the district is required to provide notice of its privacy procedures and policies. Copies of those policies can be obtained by contacting the district office. A summary of the federal requirements under the act can be found at:

www.hhs.gov/ocr/privacysummary.pdf

Voluntary Student Accident Medical Insurance Program

Parents of all students enrolled in Pre-K – 8th grade can purchase student accident medical insurance offered through Gerber Life Insurance Company. Coverage offered: Optional School-Time Accident Coverage; Optional 24-Hour Accident Coverage; Optional Interscholastic Football Coverage; Optional 24-Hour accident Dental Coverage. Further information can be obtained by contacting the district office at (708) 339-4240.

STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Medication during School Hours Form." A copy of the form is included at the end of this handbook.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed Medication during School Hours Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

All medication will be administered by the School Nurse or authorized School Office personnel in accordance with the doctor's order. The medication(s) will be stored in a locked area designated by the School Nurse. Prescribed and non-prescribed (over-the-counter)

2017-18
BASIC SCHOOL SUPPLY LIST
GREENWOOD SCHOOL

KINDERGARTEN

2 boxes of Crayola crayons
2 boxes of Crayola washable markers
12 **LARGE** glue sticks
1 pair Fiskar metal scissors (rounded tip)
3 **LARGE** pink erasers
2 composition books
1 Mead K-2 **PRIMARY** journal
1 plastic snap closure school box
1 pack of 4 Expo **BLACK** dry erase markers
2 **LARGE** box of Kleenex
1 **LARGE** container of disinfecting wipes
1 large backpack
2 two-pocket **PLASTIC** folders (red, blue)
1 roll of paper towels
1 24pk. of **SHARPENED** pencils
1 1" three ring binder
GIRLS: 1 box of gallon size Ziplock bags
BOYS: 1 box of quart size Ziplock bags

GRADE 1

4 boxes of 24 Crayola crayons
2 packs of 4 dry erase markers
3 packs of #2 pencils 20 count or more
4 standard pink erasers
1 roll of paper towels
12 glue sticks
4 wide-rule spiral notebooks
4 **PLASTIC** two-pocket folders (yellow, green, red, blue)
1 clipboard
2 pair Fiskar metal scissors (rounded tip)
3 **LARGE** boxes of Kleenex
1 school box with snap closure
1 package of Wet Wipes
BOYS 1 box of quart Ziplock bags
GIRLS 1 box of gallon Ziplock bags
1 coloring book
1 box of Clorox Wipes
1 pair of gym shoes (to be left at school)
NO HAND HELD PENCIL SHARPENERS!
DO NOT SEND MARKERS, PENS OR RULERS

GRADE 2

10 packs of #2 pencils
2 packs of 4 dry erase markers – **BLACK ONLY**
4 big pink erasers
2 packs of pencil cap erasers
4 boxes of 24 count crayons
1 plastic ruler (centimeter & inch)
1 pack of wide ruled loose leaf paper
5 wide ruled spiral notebooks
4 **PLASTIC** two-pocket plain folders (red, blue, yellow, green) no prongs
2 composition books
1 1 ½" 3 ring binder
8 glue sticks
1 zipper pouch for supplies (no boxes)
1 pair of Fiskar metal scissors
1 clipboard
1 educational activity book (no coloring books)
1 roll of paper towels
3 **LARGE** boxes of Kleenex
1 package of assorted color highlighters
GIRLS: 1 box of gallon Ziploc bags & 1 container of Clorox wipes
BOYS: 1 box of quart Ziploc bags & 1 box of baby wipes

GRADE 3

1 pkg. of 8-16 colored pencils
10 packs of #2 pencils
1 ruler (metric & inches)
2 boxes of 24 count crayons
1 package of markers
3 packs of 4 Expo **BLACK** dry erase markers
1 dry erase eraser
2 packs of erasers (not novelty)
4 glue sticks
1 package of wide-ruled notebook paper
2 "Five Star" 5 subject wide ruled notebook
2 composition notebooks
1 pair of Fiskar metal scissors
8 two-pocket **PLASTIC** folders (red, green, blue, orange, purple, yellow & 2 extra)
CONTINUED ON NEXT PAGE

1 **LARGE** container of Clorox wipes
3 **LARGE** boxes of Kleenex
GIRLS: 1 box of quart size Ziploc bags
BOYS: 1 box of gallon size Ziploc bags

2017-18
BASIC SCHOOL SUPPLY LIST
MCKINLEY ELEMENTARY SCHOOL

GRADE 4

1 dozen #2 pencils
1 ruler (metric & inches)
1 package red marking pens
1 box of markers
2 highlighters
1 big pink eraser
1 package of 8-16 colored pencils
1 box of 24 crayons
1 bottle of Elmer's glue
4 LARGE glue sticks
2 package of Expo dry erase markers
2 spiral notebooks
1 protractor with arm
1 package of wide-ruled notebook paper
1 pair of scissors
3 PLAIN PLASTIC pocket folders (red, green, purple)
1 soft pencil pouch or box
3 LARGE boxes of Kleenex
1 container of Clorox wipes - NO BABY WIPES!
1 roll of paper towels
1 package of blue or black pens
1 package of 3x3 post-its
2 composition books
GIRLS: 1 box of gallon size Ziploc bags
BOYS: 1 box of snack size Ziploc bags
**Please buy extra supplies while they are on sale and keep the extras at home for homework and to replenish supplies throughout the school year.

DO NOT SEND WHITE OUT, TRAPPER KEEPERS OR PERMANENT MARKERS

GRADE 5

2 dozen #2 pencils
3 pens, blue or black
1 box of markers
1 box of colored pencils
4 highlighters various colors
1 **pkg.** red correcting pens
1 box of 24 crayons
1 pink eraser
1 ruler (inches & centimeters)
3 GIANT glue sticks
1 pair of scissors
2 packages of notebook paper
6 spiral notebooks
6 **PLAIN** pocket folders
1 package of Expo markers
4 packs of ruled index cards
1 pocket dictionary
1 small soft pencil pouch (no boxes)
1 roll of paper towels
1 1-inch 3-ring binder
1 package of 3x3 post-its
1 containers of Clorox wipes (no baby wipes)
3 **LARGE** boxes of Kleenex
1 12 oz. bottle of hand sanitizer
1 pair of ear buds
GIRLS: 1 box of sandwich size Ziplock bags & 1 box of quart size Ziplock bags
BOYS: 1 box of gallon size Ziplock bags & 1 box of snack size Ziplock bags

PLEASE buy extra supplies while they're on sale and keep extras at home to replenish supplies throughout the year.
DO NOT SEND WHITE OUT, TRAPPER KEEPERS OR PERMANENT MARKERS

2017-18
BASIC SCHOOL SUPPLY LIST
MCKINLEY JR. HIGH SCHOOL

GRADE 6

3 packs of #2 pencils/mechanical pencils
3 packs of blue or black erasable pens
1 pack of red marking pens
2 white wide-ruled notebook paper
1 pair of student scissors
1 ruler (metric & inches)
2 glue sticks
2 soft zippered pencil pouch (1 large/1 small or 2 large)
1 composition book
2 covered pencil sharpener
3 two-pocket folders
1 sturdy accordion folder or 1 zipper binder with accordion files
1 2 inch 3 ring binder
1 **pkg.** binder dividers (5-7 in pkg.) for ELA
1 pack of Expo markers
1 USB portable drive – 1 GB or larger
1 subject wide-ruled spiral notebooks
1 4 pack of multicolored highlighters
1 box of markers – no permanent/sharpiers
1 box of colored pencils
3 **LARGE** boxes of Kleenex
1 **LARGE** container of Clorox wipes
1 roll of paper towels
1 TI-30 XIIS calculator
1 book bag
Novel: Double Dutch by Sharon Draper
Honors Only: Make Lemonade by Virginia Euwer

DO NOT SEND: WHITE OUT, PLASTIC PENCIL CASES, SHARPIES/PERMANENT MARKERS, GEL PENS, CRAYONS, ROLLING BOOK BAGS, COMBINATION LOCKS, FIDGET SPINNERS, SLIME, OR ANY MATERIALS/TOYS THAT ARE NOT ON THE SUPPLY LIST!

GRADE 7

24 #2 pencils (12 for math, 12 for other classes)
24 blue or black pens
1 package of 12 colored pencils
1 package of wide tip washable markers
1 pack of marking pens
1 small soft pencil case
1 covered pencil sharpener
1 accordion folder
1 metric ruler with standard measure
2 packages of index cards
5 spiral notebooks
1 TI-30 XIIS Calculator
2 composition books
1 pair of student scissors
1 package of glue sticks or Elmer's glue
1 USB flash drive
3 **LARGE** container of Clorox wipes
Loose leaf notebook paper
Highlighters
1 2 inch 3 ring binder
1 **pkg.** binder dividers (5-7 in pkg.) for ELA
2 **pkg.** ruled index cards
1 5-subject spiral notebook for math
6 boxes of Kleenex
2 rolls of paper towels
Novel: So B. It by Sarah Weeks
Novel: The Outsiders by S. E. Hinton
Honors Only Novel: Copper Sun by Sharon Draper

GRADE 8

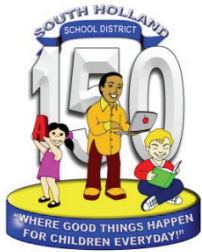
3 **pkg.** blue or black pens
1 - 2" 3 ring binder (ELA ONLY)
1 **pkg.** binder dividers (5-7 in pkg.) for ELA
24 #2 pencils
1 **pkg.** Highlighters
1 Flash Drive
2 - 5ct.Dividers
1 box of markers
5 – 1 subject spiral notebooks
1 package of colored pencils
8 two-pocket folders
5 boxes of Kleenex
2 **LARGE** containers Clorox wipes

GRADE 8

3 pkg. blue or black pens
1 - 2" 3 ring binder (ELA ONLY)
1 pkg. binder dividers (5-7 in pkg.) for ELA
24 #2 pencils
1 pkg. Highlighters
1 Flash Drive
2 - 5ct.Dividers
1 box of markers
5 – 1 subject spiral notebooks
1 package of colored pencils
8 two-pocket folders
5 boxes of Kleenex
2 LARGE containers Clorox wipes
Red marking pens
Loose leaf notebook paper
4 pkg. Index cards
Novel – The Giver by Lois Lowry
MATH (to be left in math class)
12 #2 pencils
1 pink eraser
2 dry erase markers
2 spiral notebooks
1 Texas Instruments TI-30XIIS

SPECIALS

Art – #2 pencils, colored pencils
Music – ruler, colored pencils, blue/black pen
Spanish – scissors, glue #2 pencils, colored pencils



South Holland School District 150
DISTRICT OFFICE
848 EAST 170TH STREET
South Holland, Illinois 60473
Phone: (708) 339-4240 Fax: (708) 339-4244
www.sd150.org

South Holland School District 150
STUDENT/PARENT HANDBOOK
ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

My child _____
(Print Student Name)

in Grade ____ and I/We _____
Print Parent/Guardian(s) Name(s)

Have received the South Holland School District 150 Student-Parent Handbook.

Student Name (Mark, Print or Sign) _____

Parent/Guardian Signature _____

Parent/Guardian Signature _____

Date _____

NOTE: Your signature does not imply that you agree with everything in the Handbook; however, for your child's safety and academic success, it is hoped that you will support these policies, rules and regulations. Return this form to your child's teacher.

South Holland School District 150
848 East 170th Street
South Holland, Illinois 60473
Phone: (708) 339-4240 Fax: (708) 339-4244

District Administration

Dr. Jerry Jordan
Superintendent

Ms. Tiffany Webb
Assistant Superintendent
for Curriculum and Grants

Dr. Denise Julius
Assistant Superintendent
for Specialized Services

Ms. Myra Lolkema
Director of Technology

Greenwood Elementary
16800 Greenwood Ave
South Holland, Illinois 60473
Phone: (708) 339-4433 Fax: (708) 339-3942

School Administration

Mr. William Kolloway
Principal

Mrs. Carla Cunningham
Assistant Principal

**McKinley Elementary and
McKinley Junior High**
16949 Cottage Grove Ave
South Holland, Illinois 60473
Phone: (708) 339-8500 Fax: (708) 331-5805

School Administration

Dr. Jerome Ferrell
Principal

Ms. Ayanna Perkins
Assistant Principal

Mr. Joseph Ingram
Assistant Principal