

FLOSSMOOR SCHOOL DISTRICT 161

Flossmoor, Illinois



2018-2019 STUDENT HANDBOOK

Dear Parent/Guardian:

Flossmoor School District 161 provides students with a quality academic program that supports high levels of achievement and academic excellence to meet the demands of the 21st Century Learner. The *Parker Student Handbook* is provided to promote order and safety while providing students with a clearer understanding of the programs, calendar, policies, and special opportunities available.

Please take some time to review the handbook which can be found on the Parker website, and discuss it with your child. It contains the classroom and school expectations necessary to create an atmosphere conducive to learning. After you have reviewed the handbook and discussed it with your child, please complete the release form distributed by the school and return the release form to your child's homeroom teacher by Friday, September 7, 2018.

Parents and students are encouraged to make positive choices based on the PBIS expectations:

Be Respectful
Be Responsible
Be Ready to Learn

It is our hope that your child will have a positive and productive year, reaching goals that will lead the way for continued academic, personal, and professional success. With the encouragement and collaboration of parents, staff, and administration, the students are ensured a successful year, and as stakeholders, we should not settle for less.

Thank you for working in partnership with us.

Sincerely,

Fred Hunter
Principal

Jennifer Hartmann
Assistant Principal

Rebecca Williams
Assistant Principal

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General District 161 Information

THE BOARD OF EDUCATION

Michelle Hoereth, President
Stephen Paredes, Vice President Merle Huckabee, Secretary
Misha Blackman Carolyn Griggs
Cameron Nelson John Simmons

School board meetings are held at 7:00 p.m. on the second and fourth Monday of each month, unless otherwise announced, at the Normandy Villa Administrative Center, 41 E. Elmwood Drive. Public attendance is welcome. Please refer to the District 161 website.

FLOSSMOOR DISTRICT 161 ADMINISTRATIVE STAFF

Dr. Dana Smith, Superintendent of Schools 647-7030
Ms. Fran LaBella, Associate Superintendent/CSBO 647-7032
Ms. Amabel Crawford, Director of Learning and Instruction 647-7016
Ms. Robin Latman, Director of Student Services..... 647-7026
Mr. Tony Le, Director of Instructional Technology 647-7046
Mr. Scott Stachacz, Director of Building and Grounds 647-7005

<u>School</u>	<u>Principal</u>	<u>Phone</u>
Flossmoor Hills 3721 Beech Street Flossmoor, IL 60422	Mrs. Haley Marti	647-7100 FAX: 798-8234 ATTENDANCE: 709-7699 ext. 2053
Heather Hill 1439 Lawrence Crescent Flossmoor, IL 60422	Mrs. Ashley Holland	647-7200 FAX: 206-2749 ATTENDANCE: 709-7699 ext. 2055
Serena Hills 255 Pleasant Drive Chicago Heights, IL 60411	Dr. Shari Demitrowicz	647-7300 FAX: 756-4465 ATTENDANCE: 709-7699 ext. 2052
Western Avenue 940 Western Avenue Flossmoor, IL 60422	Dr. Lisa Dallacqua	647-7400 FAX: 206-2350 ATTENDANCE: 709-7699 ext. 2054
Parker Junior High 2810 School Street Flossmoor, IL 60422	Mr. Fred Hunter Ms. Jennifer Hartmann, Asst. Principal Mrs. Rebecca Williams, Asst. Principal	647-5400 FAX: 799-9207 ATTENDANCE: 647-5403

FLOSSMOOR SCHOOL DISTRICT 161
2018-2019 Calendar

Day	Date	Event
Monday	August 20	Teacher Institute Day
Tuesday	August 21	Teacher Institute Day
Wednesday	August 22	Teacher Institute Day
Thursday	August 23	First Day of School
Tuesday	August 28	Elementary Open Houses
Wednesday	August 29	Parker Jr. High Open House
Friday	August 31	School Improvement Day (Early release)
Monday	September 3	Labor Day (Schools closed)
Wednesday	September 5	Pre-K/ECC Open House
Tuesday	September 18	School Improvement Day (Early release)
Wednesday	September 19	Non-Attendance Day (No classes)
Friday	October 5	Parent Visitation Day
Monday	October 8	Columbus Day (Schools closed)
Monday	October 29	End of 1 st Quarter (45 school days)
Wednesday	October 31	School Improvement Day (Early release)
Monday	November 12	Veterans Day Observed (Schools closed)
Monday	November 19	Parent/Teacher Conferences (No classes)
Tuesday	November 20	Parent/Teacher Conferences (No classes)
Wednesday	November 21	Non-Attendance Day (Schools closed)
Thursday	November 22	Thanksgiving Holiday (Schools closed)
Friday	November 23	Thanksgiving Holiday (Schools closed)
Monday	November 26	End of 1st Trimester (59 school days)
Wednesday	December 5	School Improvement Day (Early release)
Friday	December 21	Winter Break Begins (Schools closed)
Monday	January 7	Teacher Institute Day (No classes)
Tuesday	January 8	Winter Break Ends / Classes Resume
Monday	January 21	Martin Luther King Holiday (Schools closed) – Day of Service
Thursday	January 24	End of 2 nd Quarter (44 School days)
Monday	February 18	Presidents’ Day (Schools closed)
Monday	March 4	Casimir Pulaski Holiday (Schools closed)
Thursday	March 7	End of 2 nd Trimester (58 School days)
Monday	March 25	Spring Break Begins
Monday	April 1	Spring Break Ends / Classes Resume
Thursday	April 4	End of 3 rd Quarter (43 School days)
Friday	April 19	Non-Attendance Day (Schools closed)
Monday	May 27	Memorial Day (Schools closed)
Monday	June 3	8 th Grade Graduation- H-F High School (Tentative)
Thursday	June 6	End of 4 th Quarter (43 School days) / End of 3 rd Trimester (58 School days)

If emergencies occur, the calendar will be extended as needed (June 7, 10, 11, 12, 13)
Board of Education approved on February 12, 2018

FLOSSMOOR SCHOOL DISTRICT 161 MISSION STATEMENT

The mission of School District 161 is to work to create a strong community of young learners in an environment that is safe, diverse, and challenging for all students. In partnership with our community of stakeholders, our mission is to provide critical thinking skills as a necessary set of tools to help prepare students for high school, college, and beyond.

REGISTRATION/STUDENT FEES

Registration takes place annually for all students. Residency must be verified for all students. The District assesses fees to cover the cost of textbooks, workbooks, technology, and other classroom materials, and services. Fees are due prior to the start of the school year. Students who disenroll before winter break receive a 50 percent refund. There is no refund for disenrolling after winter break.

Free Breakfast/Lunch/Waiver Of Fees

Each year the State of Illinois establishes economic guidelines whereby students qualify for free lunches and the waiver of fees. These guidelines and forms are available at registration and from the school office. Forms must be completed and approved for students to receive a free lunch and/or a fee waiver.

EMERGENCY SCHOOL CLOSINGS

To find information for school closing tune in to:

District Website

www.sd161.org

Skylert

The District's Telephone Broadcast System, will notify all households by phone of an emergency or unplanned event that causes early dismissal, school cancellation or late start.

Facebook

www.facebook.com/district161

Twitter

<https://twitter.com/Flossmoor161>

Radio

WGN Radio 720 am / WBBN Newsradio 780 am

TV

CBS 2 / NBC 5 / ABC 7 / WGN 9 / Fox and CLTV News

Call

312-222-SNOW Touch-Tone phone needed

Online

Go to the website of any of the radio or TV stations above or go to www.EmergencyClosings.com to search for your facility by name and city or by phone number

E-mail

Sign up for personalized E-mail notification of your facility's status at www.EmergencyClosings.com

Absenteeism/Truancy/Tardies

District 161 policy discourages any absence other than for illness, family death, observance of a religious holiday, family emergency, circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student, or other situations approved by the school principal.

Expectations

For a student's absence to be excused, parents must call Student Services when a student will not be in attendance. Under certain circumstances, District 161 may require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence. The District expects parents or guardians to make reasonable efforts to ensure the regular attendance of their students and to inform the school of all absences and their causes.

Absenteeism

District 161 considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Excessive absenteeism includes excessive tardiness. Students are to complete missed schoolwork within the number of days absent, i.e., a student absent for five days will have five school attendance days to complete the work upon his/her return to school.

When a student is absent from school he/she will miss a learning opportunity that can never be exactly duplicated. Regular attendance is the key to successful learning. **If your student is ill and will not be in school, please call student services at 708-647-5403 by 7:45 a.m. Messages can be left 24 hours a day.**

When calling to report a student absence, please provide the following information:

Student's name

Date of absence

Reason for absence

Homework assignments can be found on eChalk through the district website. Any worksheets that the child misses will be given to the student when he/she returns to school.

If a student is absent for five consecutive days or more, a physician's note is required for re-admittance to school.

In compliance with the state attendance guidelines, accumulated minutes resulting from tardies or early dismissals may be reported as an absence.

Tardies

District 161 views tardiness as a serious concern. Tardy students miss important instruction at the start of class and can be a distraction to other students and the learning process. Excessive tardies will result in administrative intervention. If a student arrives late to school (after 7:45 a.m.), they will need to obtain a pass at the security desk.

Vacations

District 161 discourages parents from taking students on vacations during periods when school is in session. Such vacations may disrupt the continuity of a student's learning and create educational problems. Upon their return, students are responsible for contacting their teachers to gain information regarding missed schoolwork. Students are to complete missed schoolwork within the number of days absent, i.e., a student absent five days will have five school attendance days to complete the work upon his/her return to school. **Parents should**

not expect homework for students prior to missing school due to a vacation. Please inform the attendance office, with a phone call or a note, if your student will be absent from school due to an out of town outing/vacation.

Truancy

District 161 considers a student to be truant when she/he is absent without a valid cause for a school day or portion thereof, as defined in Section 26-2a of the Illinois School Code.

Chronic Truancy – A student is a chronic truant if he/she is absent without valid cause for 5% or more of the previous 180 regular attendance days, per Section 26-2a of the Illinois School Code.

Truant Minor - In keeping with Section 26-2a of the Illinois School Code, a truant minor is a chronic truant to whom resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or have been offered and refused by the parent(s), guardian(s), and/or student.

Resources and Supportive Services - The following resources and supportive services are available to students/families with attendance problems: a) Conferences with school personnel; b) Referral to community agencies for appropriate services.

Truancy Referrals - District 161 will refer chronic truants to the Cook County ESR in accordance with current procedures established by the Cook County Truant Officer.

Punitive Action - In keeping with Section 26-12 of the Illinois School Code, schools in this District will take no punitive action, including out of school suspensions, expulsions, or court action against chronic truants for such truancy unless the above resources and supportive services have been provided to the student and parent(s) or guardian(s).

STUDENT HEALTH

The following information is intended to assist parents in making decisions about health and illness:

- A student with a temperature of 100.0 degrees or above will not be allowed to attend school. A student must be fever-free for twenty-four hours without the aid of fever-reducing medications before returning to school.
- If a student has a persistent stomachache, vomiting, and/or diarrhea, the student will not be allowed to remain in school.
- A student with a sore throat, hacking cough, thick nasal discharge, and/or irritated draining eyes should not attend school.
- A student with a rash may be sent home from school, until it has been determined that the rash is not contagious by a healthcare provider.
- A student with nits/head lice must be treated and students will be checked prior to re-admittance to the classroom.
- Communicable diseases such as chicken pox, ringworm, fifth disease, streptococcal infections, conjunctivitis, and head lice must be reported to school. In cases of certain infectious diseases, or suspected diseases, a physician's re-admission note is required to return to school.
- A student who comes to school ill, or becomes ill during school, will be sent home
- If a student is ill, it is the parent's responsibility to pick up their student, or notify school or another adult that will pick up the student.
- Adults listed as emergency contacts should be within a reasonable distance in order to reach the school in a timely manner. These contacts will be called if we are unable to reach a parent/guardian in the event a student is ill, or in an emergency situation.

- If a student needs emergency care and is transported to the hospital via ambulance, it will be a medical determination whether care will be given prior to parent consent.
- If a student is absent for five (5) consecutive days, a physician's note is required before returning to school. Also, students who have injuries such as sprains and fractures need to have a physician's note stating any restrictions of activity and the recommendations to allow equipment (crutches) in the school setting. A note will be required to allow the student to participate again after the injury is healed and/or the cast and/or the crutches are no longer needed. Students will not be allowed to participate again until the release from the physician is received by the health office.
- The annual health information sheet should be filled out prior to the start of the school year with current health information, and updated with changes. It is important for parents to note all health concerns. Health information is shared with only those staff members who have a legitimate interest to know the information for the safety of your student.
- If a student is absent from school due to illness, the student should not return to school that day for after-school activities.
- A student who participates in interscholastic athletics must have a signed district concussion awareness form on file. If a student who participates in interscholastic athletics sustains or is suspected of sustaining a concussion or other head injury, they shall be immediately removed from practice or competition. The student-athlete may not return to practice or competition until he/she has obtained medical clearance.
- Hospital or homebound instruction is provided for students who are not able to attend school due to a health condition, which in the opinion of a licensed healthcare provider will cause an extended absence or frequent absences from school.
- An asthma action plan is requested for all students with a diagnosis of asthma.

MEDICAL INFORMATION

Medications

These guidelines cover both prescription and non-prescription medications including Tylenol, cough syrups, cough drops, eye drops, and cold medications. When a student requires daily or regular medication, parents/guardians should make every effort to give the prescribed doses of the medication at home. If at any time your student needs to take medication at school, the following guidelines must be adhered to:

A physician's authorization (District form) shall be provided to the school detailing the name of the student, the name of the drug, and any side effects, dosage, time interval in which the medication is to be taken, and a number where the physician/dentist can be reached.

A parent/guardian must provide to the school a written request (District form) authorizing the administration of the prescribed medication at school.

Medication must be brought to the school by an adult, in a closed, properly labeled container from the pharmacy. The label should include the name of the student, physician, pharmacy, medication, dosage, prescription number, date filled, and number of refills. Over-the-counter medication should be in the manufacturer's original package. The medication is to be given to the Health Coordinator or school administrator. Medications must be stored in a locked cabinet that is used for medication storage only.

Medications must be administered in the school's Health Office.

For the safety of your student and others, students are not allowed to carry with them or have in their possession prescription or non-prescription medications without approval for self-medication. Parents of students with health concerns are encouraged to contact the

District Nurse.

Parents/Guardians may request that their student carry and self-administer emergency medications for asthma (inhalers) or anaphylaxis (epinephrine auto-injectors). Parents/guardians who request their student to carry and self-administer their emergency medications for asthma and anaphylaxis must complete necessary additional consent forms.

When on a field trip, the teacher in charge will carry daily and emergency medications on his/her person and supervise the student taking the medication at the appropriate time. Medication for students participating in after-school field trips and sporting events is the responsibility of the parents and will not be transported from the school health office. There will be no access to medications locked in the health office after dismissal.

If a student attending HF High School for daily classes requires daily medication, please contact the District Nurse so arrangements can be made.

Physician and parent authorization for medication must be updated at the beginning of each school year and during the school year if there is a change, in any way, in the prescription.

Parent/guardian is responsible for picking up all medications at the end of the school year. All medications will be disposed of on the last day of school at dismissal time. Students are not permitted to transport medications at any time with the exception of self-medications.

Stock epi-pens are available for emergency use as authorized by physician. Parents must contact the district nurse and provide a written statement for refusal of this emergency medication.

Physicals/Immunizations

It is mandatory under Illinois law that all school students be immunized before entering school. It is also required that all students have a completed physical examination when they enter early childhood, pre-kindergarten, kindergarten, and sixth grade. All areas of the physical must be complete including health history and physical education approval. New students to the District must provide evidence of a physical exam and a current immunization record regardless of their grade level prior to attendance. Transfer students from out of state/country must have a health examination on the required Certificate of Child Health Examination form. Physical, Dental, Eye Examination, and Authorization of Medication forms are available on the District website.

Sports Physicals

Sports physicals are required prior to tryouts for 6th, 7th, and 8th grade students. Authorization for participation in sports must be indicated on the required forms.

Dental

Illinois state law requires a dental examination for all students entering kindergarten, second, and sixth grades. The examination must be performed and signed by a licensed dentist and returned to school by May 15, 2018.

Vision

Illinois State law requires proof of an eye examination for all students entering kindergarten or the year the student is first enrolled in the State of Illinois. The examination must be performed and signed by an optometrist or physician who provides complete examinations. The examination must be completed on the approved form and submitted no later than October 1, 2018.

Physical education

All student physical examinations must include an approval for physical education class. A

physician must verify any condition that would cause your student to be restricted from participating in physical education classes. A student returning to physical education classes must have the approval of their physician. Students may be excused from participation in physical education for up to three (3) consecutive days with a note from a parent. Non-participation beyond 3 days will require a note from a physician. Returning to participation earlier than prescribed will require written consent from the person who originally issued the note of excuse. Students may be expected to go outdoors for physical education and should be prepared with appropriate clothing. A physician's note restricting physical education may result in a student's inability to participate in athletic extra-curricular activities for the duration of the written excuse.

Vision/Hearing Screening

Vision and hearing screening will be done as mandated, during the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your student is not required to undergo this vision screening *if* an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve months and that evaluation is on file at the school. Vision screening is *not* an option. If a vision examination report is not on file at the school, students in the mandated grade will be screened. Additional vision/hearing screening done as requested.

STUDENT RECORDS

The Right Of Parents/Guardians And Students

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent information, and honors and awards received. The permanent record shall be kept for sixty (60) years after graduation or permanent withdrawal.
2. The student's temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluation, special education files, teacher anecdotal records, disciplinary information, any verified reports or information from non-educational persons, agencies or organizers and records of release of temporary record information. Temporary records are kept for five years after the student graduates or departs from the school District.
3. Parents/guardians have the right to:
 - a. Inspect and copy any and all information contained in their student's record. There may be a small charge for copies, not to exceed 25 cents per page. The fee will be waived for those unable to pay such costs.
 - b. Challenge the contents of the records by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will be scheduled with the principal to discuss the matter. If satisfaction is not obtained, a formal conference will be scheduled with a hearing officer who may be a member of the administration of another District school.
 - c. Receive copies of records proposed to be destroyed. The school will notify the parent/guardian of the destruction schedule.
 - d. Inspect and challenge information proposed to be transferred to another school District in the event of a move to another school District.
4. Local, state, and federal educational officials have access to student records for education and administrative purposes without parent/guardian consent. Students' records shall also be released without parent/guardian consent pursuant to a court order 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 persons. All other releases of information require the informed, written consent of the parent/guardian or eligible student.

5. The following is designated as directory information and shall be released to the general public, unless the parents/guardians request that any or all such information should not be released: student's name and address, information or participation in school sponsored activities and athletics, the student's major field of study, period of attendance in the school, weight and height of members of athletic teams, telephone listing, and most recent previous educational agency or institution attended.

Insurance

Every student will receive accident insurance provided by District 161 at no cost. Optional dental insurance may be purchased. Forms will be available in the junior high office.

District 161 provides supplementary insurance to cover costs related to an accident or injury at school. Each school office has an informational brochure, which contains coverage information. Claims must be filed within 60 days.

Parker Junior High School Information

SCHOOL TIMES

Students may not arrive at school before 7:30 a.m. There is no staff supervision until this time. Parents are asked to refrain from dropping students off at school prior to 7:30 a.m.

7:35 a.m.	Students enter the building.
7:45 a.m.	Instructional day begins. Students are expected to be in school and in their classroom, ready to begin learning.
10:13 a.m.	6 th Grade Lunch
10:59 a.m.	7 th Grade Lunch
11:45 a.m.	8 th Grade Lunch
2:33 p.m.	School is dismissed.

Students may not be left unattended on the school grounds after 2:40 p.m. When a student remains beyond the school day, parents/emergency contacts will be called to pick up the student.

Students who are absent for any reason outside of the designated lunchtime will be counted absent. The required attendance for full day is 300 or more minutes. Required attendance to be counted as one-half day is at least 150 minutes. Less than 150 minutes is counted as an absence for the day.

These timelines will be followed based on state requirements. Excessive absences or tardies without valid cause may subject students to the consequences associated with these actions.

INFORMATION DIRECTORY

Absence	Student Services
.....	(708) 647-5403
Activities.....	Dean/Assistant Principal
Athletics	Athletic Coaches
Classroom	Teacher
Curriculum / Instruction.....	Principal / Assistant Principal / Language Arts,
.....	Math, Science and Social Studies Coordinators
Discipline	Dean/Assistant Principals
Facilities Use / Rental	Junior High Office
.....	(708) 647-5400
Fees / Financial Matters	Junior High Office
.....	(708) 647-5400
Health Services.....	Nurse's Office
.....	(708) 647-5437
Lockers.....	Student Services
.....	(708) 647-5403
Lost Items.....	Student Services
.....	(708) 647-5403
Bus Information	Junior High Office
.....	(708) 647-5400
Report Cards	Assistant Principal
Stolen Items	Dean/Assistant Principals
Technology Concerns.....	Technology Office
.....	(708) 647-5482
Transcripts	Junior High Office
.....	(708) 647-5400
Visitors.....	Principal/Designee

PARKER EXPECTATIONS

Be Respectful
Be Responsible
Be Ready to Learn

Mascot: Falcon
Colors: Blue and Gold

FALCON VICTORY SONG

Fight you Falcons,
Parker Falcons, on to Victory,
Raise your banner,
Show your courage,
Promise loyalty forever.
Fight you Falcons,
Parker Falcons ever brave and true.
Let's win a victory for the gold and blue.
V I C T O R Y, Victory, Victory, that's our cry.

PARENT/GUARDIAN PROCEDURES AND EXPECTATIONS

We believe that the most important influence in a student's life is the adults he/she lives with. Please make sure that you:

- Provide the school, in writing, with accurate, updated, current contact information.
- Encourage your student to come to school prepared and ready to learn, on time, appropriately dressed, fed, and with proper rest.
- Model and insist that your student show respect and courtesy to others.
- Expect that your student will conduct herself/himself in a safe and orderly manner at all times.
- Support the fair and consistent enforcement of school rules and any consequences given by the teacher, staff, or principal for a student's failure to meet school expectations.
- Enter the main entrance, provide identification, sign-in at the school office, and wear the issued visitor badge when visiting.
- Monitor student learning by reviewing homework, reading with your child, checking grades on Skyward, and using eChalk to check student's assignments.
- Attend school conferences and respond to school correspondence in a timely manner.
- Pick up your student from school at the designated time. **After two (2) late pickups of 20 minutes or more, the parent is requested to conference with school administration regarding the late Student Pickup Policy 7:320. Upon the third late pickup the parent will receive written correspondence outlining the late pickup fee schedule and a copy of the policy. For each succeeding occurrence, a fee will be assessed according to the terms of the letter as set forth in the late student pickup policy.**
- Respond to the school's request to pick up your student because of illness or disciplinary infractions.

CLOSED CAMPUS POLICY

Parker Junior High School operates under a "closed campus" policy. Once students arrive on school grounds, they must remain on the school grounds. Regarding end of day dismissals, students who leave school property may not return without being accompanied by a parent/guardian. For example, students who go to neighborhood stores may not return to after school functions or ride home on the school bus.

LUNCHROOM POLICY

The junior high maintains a "closed campus" during the lunch period and all students are expected to remain on the school grounds during that time. The only exception to this will be by parent request and the parent must agree to assume direct supervision for their student during the lunch period.

Instead of parents bringing lunches to the office, it would be appreciated if parents would allow their student to bring a sack lunch or buy a lunch from school. This will help make students more independent and ensure they have adequate time to eat. The lunchroom will not accept bills larger than \$20.00. Change will not be given, the entire amount will be added to the student's account.

The table and floor around the student should be left in a clean condition for the next group. Any student referred for throwing food, littering, or misconduct will be subject to disciplinary action. Food/drink purchased from Food Service Professionals (FSP) may not be taken out of

the lunchroom. **Students are not allowed to distribute treats/snacks in the lunchroom.** Students are not allowed to borrow money from one another or share food. Menu and a la cart items can be found on the Parker website under Resources/Ceres. Beverages should be brought in an unbreakable container. Glass containers are not allowed in school and will be confiscated. Cooperation with the lunchroom personnel, custodial staff and fellow students is expected. For those who qualify for a free lunch under state and federal guidelines, a hot lunch and milk will be provided.

PICKING UP AND DROPPING OFF YOUR STUDENT

When driving students to school, please use caution. Student safety is everyone's responsibility.

When dropping students off for school or picking them up, please follow these procedures:

- Please follow the drop off/pick up procedures on our website.
- Motorized vehicles are not permitted to enter the staff parking lot from 7:15 to 8:00 a.m. and from 2:00 to 3:00 p.m.
- The State of Illinois prohibits cellular/Smart phone usage in a school zone while operating a motorized vehicle.
- Observe all posted parking and traffic signs, including the bus zone. Please use caution around the crosswalks.
- Insist that your students cross at the corner. Never allow crossing between the cars or buses.
- Respect our neighbors. Do not park in their driveways or block them.
- Never pass a school bus when its red lights are flashing and the stop sign is extended.
- Illinois law states that passing a school bus with its stop arm extended and its lights flashing may result in a mandatory suspension of a driver's license from three to six months and a fine between \$250 and \$750. Your efforts in observing the signals and lights of the school buses will help keep the students safe when boarding or exiting the school buses. The local police departments will cite motorists who do not adhere to these important bus safety laws.
- Students will only be released to persons listed on the Student Information Form filled out at registration by the parent/guardian. If someone other than the 1st Guardian listed will be picking up, a note or a phone call to the front office must provide this information, and proof of identification must be provided. Emergency contact persons must also bring proof of identification.
- If your student's after school routine will be different than usual, please send a note or call the school office by 2:00 p.m. Calls received after this time are not guaranteed to be delivered.

Please share these guidelines with relatives or caregivers who might also pick up or drop off your student at school.

Identification Cards (ID's)

Permanent picture identification cards are issued to all students. Every student is expected to wear their ID, so it is visible, at all times while on school grounds. Bus riders are expected to show their ID before getting on the bus. The charge for a replacement ID is \$5.00.

School Fees

Instructional fees are \$220.00 per year. Lock fees are as follows: \$12.00 for hall lock and Physical Education lock. If a lock is lost, a \$6.00 charge will be assessed for a new lock. Physical Education uniforms must be purchased for an additional cost of \$20.00 per set. Industrial Arts fees are \$10.00 per student. School fees assume normal wear on textbooks. Books damaged or lost will be assessed at current replacement cost. Repairable damage will

be assessed a rebinding fee if applicable. The total school fees for the 2018-2019 school year are \$262.00. If you are an eighth grader, your total school fee for 2018-2019 is \$327.00. Sixty-five (\$65.00) dollars of that fee covers graduation expenses such as cap and gown purchase, graduation party, and yearbook. Students who disenroll before winter break receive a 50 percent refund. There is no refund for disenrolling after winter break.

VOLUNTEER/VISITOR IDENTIFICATION

All visitors must report to the security desk to obtain a visitor's pass. Passes will not be issued to students from other schools or to students under five (5) years of age, unless prearranged through the junior high office. Students are not allowed to bring visitors into the building during the school day. Persons violating this regulation will be requested to leave the building immediately and provide their own transportation. Visitors are not permitted to use District 161 transportation services. Persons entering the school without a pass or proper authorization will be considered trespassers and will be subject to police action.

- a) **Instant Background Check:** In order to help ensure the safety of our students, staff, and guests visiting our schools, an instant background check and issuance of a Guest ID Badge is required.
- b) **Visitors:** All non-school employees must present a current, valid form of photo identification (e.g., Illinois Drivers' License, State ID Card) to school security staff in order to enter the facility. Upon completion of instant background check, a badge will be printed and issued.
- c) **Display and Return of Guest ID Badge:** The Guest ID Badge issued by security staff to all visitors and volunteers must be displayed on the outer garments while inside the school.

All parents requesting formal classroom visits will need to schedule with the building principal at least 24 hours in advance.

Telephone/Address Changes

When a student's telephone number or residence changes, **the junior high office should be contacted immediately.** These changes may be handled during regular school hours. Proper information is necessary so that all students' safety and health may be maintained.

Parent/Teacher/Dean/Administrator

Parents should feel free to contact staff members for conferences if they have concerns about a student's progress. Conferences should be arranged via phone or email with the individual(s) you wish to meet.

PARENT VOLUNTEERS/PARENT TEACHER ORGANIZATION (PTO)

The PTO is an organization of parents and staff members who work together to promote the best possible education for School District 161 students.

Volunteers

District 161's Volunteer Program, coordinated by the PTO, has always relied on the rich resources of its talented and willing community, inviting residents to come to the school to share time, talent, hobbies, travel experiences, and other enriching activities with students. Adults who would like to devote a few hours per week on a regular basis to educational programs are always encouraged. For further information, please contact the school office.

The PTO Executive Board provides leadership for all five schools in District 161. Its officers,

elected for two-year terms, include a President, First Vice President, Second Vice President, Membership, and Recording Secretaries, and Treasurer. Each school is represented by Building Chairs who function as liaisons between the school and the PTO Executive Board.

2018-2019 DISTRICT 161 PTO BOARD MEMBERS ELECTED OFFICERS

President	Mary Murray
First Vice President	Cassandra Lickert
Second Vice President	Lisa Kauffman
Recording Secretary	Leslie Kimmons
Treasurer	Dominique Bristol

The Executive Board oversees a number of committees which are either educationally based, or focuses on raising money for the schools through activities. Funds to provide enrichment activities and additional materials for students are raised and distributed on the District level by the PTO Executive Board. Additional activities are organized at each school by the school's Building Chairs. Money raised through these school-based fundraisers is funneled directly back to the school.

2018-2019 PARKER JUNIOR HIGH SCHOOL BUILDING CHAIRS

Tara Hill, Sr. Building Chair
Miki Lee, Sr. Building Chair
Blenda Robertson, Treasurer
Kari McKee, Secretary

Tracy Levy, Shannon Monroe, Theresa Singleton, Hubert Stalling, Nakita Williams

The PTO is an important component of our School District. We hope you will join the PTO.

TITLE 1 SCHOOLWIDE PROGRAM

Parental Involvement Compact

Parents of students attending a Title 1 school will be provided with a Parental Involvement Compact, which includes information that explains how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement. It also contains the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards and other provisions as required by federal law. Flossmoor School District 161 has additional guidelines regarding parental involvement in Title 1 schools. These guidelines may be found in Policy 6.17.

“STUDENT...WHAT TO DO IF...”

You are absent...

In case of student absence, a call from the parent is required before 7:45 a.m. Students are responsible for schoolwork missed. **It is the student's responsibility to see each teacher to obtain missed assignments.** Homework assignments can be found on eChalk through the district website. Any worksheets that the child misses will be given to the student when he/she returns to school.

You are late arriving at school (after 7:45 a.m.) ...

Students arriving late to school (after 7:45 a.m.), should sign-in at the security desk and request a tardy slip. Students will be excused tardy for the following reasons:

- Early doctor appointment with proper verification slip of appointment form from doctors office
- Religious observance

If you know that your student will be in late due to any of the above excused reasons, please call the attendance office. **All other tardies will be unexcused.**

You are tardy to your next class...

Students who are detained after a class by a teacher and think they will be late for their next class should obtain a pass stating the delay. The pass should be given to the next teacher. Students are reminded that tardiness to class is a matter to be handled between the student and the teacher. The office will not write passes for students who arrive late to a class. All students arriving to class late without a pass will be admitted to class and will be marked tardy. Recurrent tardies may result in lunch or after school detention.

You forgot your lunch or lunch money...

If a student forgets their lunch/money, a packaged lunch is available for \$2.85. The student's lunch account will automatically be charged the \$2.85. A la cart items are not an option in this situation.

You wish to participate in or attend an after-school or evening activity or event...

Students must attend school for at least three and a half hours on the day of an activity or event in order to be eligible to participate or attend. You will be expected to arrange for your own transportation and must vacate the building within 20 minutes of the end of the activity. Exception may be made due to family hardship or illness. These exceptions must be approved by the Principal and Superintendent.

You must be dismissed early...

The attendance office must be informed of any early dismissals. A written request should be presented to the student's homeroom teacher, who will initial it and then send the student to the office during homeroom. The student should then report to the office at the designated time. A student is never to leave the building without being dismissed through the nurse's office or the junior high office. The adult picking up a student for an early dismissal must sign the student out at the junior high office. If the student returns before school is dismissed, the student should sign into the junior high office with the administrative assistant. This includes leaving the building for lunch.

You are leaving school for a vacation...

The faculty and administration discourage vacations during the school year and do not give approval in cases of requests. Parents and the student must assume responsibility for any such absence.

The fire alarm sounds...

The FIRE ALARM is a CONTINUOUS BUZZING SOUND and FLASHING STROBE LIGHT. The teacher is in complete charge of the class and, since oral instructions must be given and understood, absolute silence is required throughout a drill. Failure to do so may result in a disciplinary action. Students sitting near the windows will be requested to close them. The last student to leave the room is to turn out all lights and close the door. The teacher has

been instructed to lead the class, so students must follow quietly and quickly. The last student to leave by a given exit is expected to close the door.

A disaster alarm sounds...

The DISASTER ALARM is an INTERMITTENT RINGING OF THE SCHOOL BELLS. At the command of the teacher, students will file into the hallways and be seated in front of the lockers. If a “duck and cover” instruction is given, students should place their head on their knees and cover the back of their head and neck with their hands. In a “take cover” situation, absolute quiet is necessary since directions to students and teachers will be given verbally. Failure to do so may result in a disciplinary action. In case of a tornado alert or drill, classroom windows and doors are to be closed. In both alarm situations, the “all clear” is signaled by administration.

You bring your school supplies to school in a backpack, book bag, or athletic bag...

Students are welcome to use various types of bags to bring their books and supplies to school as long as they fit easily into the locker. Upon arriving at school, such bags are to be stored in the hall locker until the end of the school day. They may not be carried in school during the school day.

You need to make a phone call...

Students should not use personal cell phones to make phone calls. With teacher permission, students may use classroom phones. Phones inside the office are also available for student use with permission from the office staff. **All personal electronic devices must be kept powered off and in the student’s locker during school hours. Violation of this expectation will result in the devices being confiscated. Confiscated devices will be returned only to a parent/guardian.**

A parent brings something to school for you...

Parents may drop items off at the security desk. **Only emergency messages will be sent to a student.** Lunches, books, homework, Physical Education uniforms, etc. will not be delivered to the classroom. All items will be placed on the cart and delivered during each lunch hour. If items are delivered after lunchtime, it is the student’s responsibility to check in the office and pick up his/her items. Unclaimed lunches will be disposed of at 12:45 p.m. Birthday, special occasion, and/or congratulatory deliveries such as balloons or flowers may not be delivered to students at school, as it is a disruption to the orderly operation of the school. Likewise, deliveries by commercial services to students in the school during the school day will not be permitted.

You ride your bike to school...

Bike racks are located on the east side of the building. Bikes must be parked in the racks and locked. There are ample racks for all bikes, if parked correctly. After parking your bike, proceed to the assigned entrance for your homeroom. The school is not responsible for damage or theft to bicycles. Students may not ride a bike on school property at any time.

Rollerblades/Skateboards/Scooters...

Rollerblades, heeies, electronic scooters/hoverboards are not permitted on school grounds. Skateboards and non-electronic scooters that can fit in the school lockers are permitted on school grounds.

It is raining or is extremely cold...

Students will be admitted early to the building in rainy or snowy weather or when it is extremely cold. The outdoor supervisors will signal early entry to the building. Upon early entrance to the building, students should use their assigned doors and report directly to the designated area.

You are assigned an after-school detention...

Students should report to the assigned detention room promptly at the time of the scheduled detention.

There is a problem with bus schedules, bus stops, behavior on the bus, etc...

Concerns or questions should be submitted to the front office.

You remain after school for any reason...

Students not involved in a school activity or staying at the request of a teacher should leave the building within ten (10) minutes of their last class.

You wish to talk to the Social Worker...

The social worker acts as a coordinator of student personnel services. The services involve educational, personal, and vocational counseling. All students should feel free to arrange conferences with their social worker. Teachers will assist students in making an appointment with the social worker. In certain cases, a student may receive a pass from other teachers, or the office, to see the social worker.

You have a concern about another student's behavior or activities...

Students who have a concern about inappropriate behavior or activities should discuss the concern with a staff member. Parents, teachers, social workers, deans or administrators should be contacted to report the behavior in question. A student may also call the bully hotline that is available on the district website. This will allow for appropriate follow-up action.

You have a concern about substance abuse...

The best response to a concern about substance abuse is to discuss it with a staff member. Concerns may involve yourself, a friend, a member of your family, or students may just have a question that needs an answer. The social workers, teachers, nurse, deans, or school administrators are available to answer questions about substance abuse.

You are ill or become injured at school...

A nurse is on duty at the junior high each day. Students should receive permission and a pass from the classroom teacher and report to the nurse should they become ill. All accidents and injuries should be reported to the health office immediately upon occurrence. District 161 provides supplementary insurance to cover costs related to an accident or injury at school. Each school office has an informational brochure, which contains coverage information. Claims must be filed within 60 days.

You lost something or found something...

Articles, which are found, are to be turned in to the lost and found area. If students wish to check for a lost item, they should secure a pass and go to the lost and found. Valuable items or large sums of money should not be brought to school. Lost and found is emptied at the end of each quarter and any unclaimed items will be discarded.

Your hall locker does not work...

If a student cannot open his/her locker, the student should secure a pass from the teacher and report to Student Services. **Students should never share a locker or lock combination with other students.** Locks are mandatory on hall and P.E. lockers.

Your gym locker does not operate correctly...

Physical Education teachers are responsible for P.E. locker problems and any problems should be reported to them. Students should check with the Physical Education teachers if a gym lock or clothing is misplaced. **Students should never share a locker or lock combination with other students.**

You are attending a school-sponsored activity...

Appropriate school dress (refer to Standards of Dress) is to be worn at all school activities. Any variation for special dress will be announced. Appropriate conduct is expected. Any misconduct will be cause for dismissal from the activity and regular school disciplinary measures. Approximate end-times are announced for most events. In some cases such as school dances, specific end-times are announced. Students must make transportation arrangements in advance. In the event that parents/guardians fail to pick up their children within **20** minutes following the conclusion of the school day or activity, the Board of Education authorizes the District 161 Administration to implement corrective action, which may include, but is not limited to charging a fee to the parents/guardians and/or denying the children non-academic privileges (e.g., suspending a child's participation in extra-curricular activities, suspending a child's participation in non-academic field trips, etc.).

You are having a conflict with a peer...

Students should complete an incident report, which is available in Student Services and return it to Student Services. The form will be forwarded to the dean or social worker for follow up.

You need to update your Student Information...

Should you move, change employers, get a new phone number, or change the emergency contact person, please let the school office know immediately. Your address and telephone numbers help us to keep in touch with you and are important to your student's health and safety.

Emergency Drills/Crisis Intervention/Student Safety Tips

District 161 helps to ensure that our schools are safe places for students to learn. In order to support security, surveillance cameras are located inside and outside of the school building. Each year, we practice exiting the building in case of a fire or other emergencies. We also practice for weather-related emergencies by organizing drills each school year. Each school has a crisis intervention team to help implement the District's Crisis Intervention Plan. While we hope that we never need to respond to a real emergency, our practice helps all of us to know exactly what to do should one occur.

We work with local police and fire departments to protect the safety of our students. Please stress with your students the following safety guidelines. They are important when walking to and from school or the bus.

- The importance of staying with a friend when walking to and from school, or around the neighborhood.
- Adults ask other adults for help; they don't ask students. Don't talk to people you do not know.
- If they see something or someone suspicious, they should report it to their teacher or another adult immediately.

- Not to get into any vehicle if he/she does not know the driver.
- If something scares them, the school is a safe place to go. The school office hours are from 7:00 a.m. - 4:00 p.m. every school day.

Instructional Information

SCHOOL DISTRICT INSTRUCTIONAL PHILOSOPHY

Flossmoor School District 161 shall provide each student with a traditional rigorous academic curriculum with a broad-based, core foundation of facts, knowledge and skills that will provide each graduate with an educational base for excelling in high school and beyond.

Students are expected to learn and master a sequential articulated, well-defined curriculum consisting of a thorough understanding of the concepts and automatization of skills in reading, math, writing, language and analytical skills. Students and parents are expected to be active participants in the educational experience. The curriculum offered must challenge each student and allow him/her to progress at a rate commensurate with his/her potential.

Professional staff are expected to use direct instruction, specifically functioning as a classroom leader. Other delivery systems are expected to be data and research based, which utilize current available resources to achieve academic improvement.

The Board of Education directs the administration to implement this philosophy and the Board's regulations in the school district as a basic building block for school improvement.

INSPECTION OF INSTRUCTIONAL MATERIALS

Parents or guardians of any student may inspect any instructional materials used in the schools. Those materials include textbooks, novels, teacher's manuals, films, and tapes. Call the principal's office for an appointment to view any of these items.

**PARKER JUNIOR HIGH SCHOOL
2018-2019
Schedule**

PERIOD	6TH	7TH	8TH
00	7:45-7:52 HOMEROOM	7:45-7:52 HOMEROOM	7:45-7:52 HOMEROOM
1	7:55-8:38 CORE	7:55-8:38 PE/ENCORE	7:55-8:38 CORE
2	8:41-9:24 CORE	8:41-9:24 CORE	8:41-9:24 PE/ENCORE
3	9:27-10:10 PE/ENCORE	9:27-10:10 CORE	9:27-10:10 CORE
4	10:13-10:43 LUNCH	10:13-10:56 ENRICH/MUSIC	10:13-10:56 ENRICH/MUSIC
5	10:46-11:29 CORE	10:59-11:29 LUNCH	10:59-11:42 CORE
6	11:32-12:15 ENRICH/MUSIC	11:32-12:15 CORE	11:45-12:15 LUNCH
7	12:18-1:01 PE/ENCORE	12:18-1:01 CORE	12:18-1:01 CORE
8	1:04-1:47 CORE	1:04-1:47 PE/ENCORE	1:04-1:47 CORE
9	1:50-2:33 CORE	1:50-2:33 CORE	1:50-2:33 PE/ENCORE

PARKER JUNIOR HIGH SCHOOL
COURSE OF STUDY
2018-2019

GRADE 6

READING/ENGLISH
 - **Grade Level**
 - **Advanced**

MATH
 - **Grade Level**
 - **Advanced**

SCIENCE
 - **Grade Level**

SOCIAL SCIENCE
Early Civilizations
The World
 - **Grade Level**
 - **Advanced**

Physical Education
(Daily Class)

ART/MUSIC/HEALTH
INDUSTRIAL ARTS/
FUSE
9 Weeks

GRADE 7

READING/ENGLISH
 - **Grade Level**
 - **Advanced**

MATH
 - **Grade Level**
 - **Advanced**
 -**Algebra 1**

SCIENCE
 - **Grade Level**
 - **Advanced**

SOCIAL SCIENCE
U.S. History
 - **Grade Level**
 - **Advanced**
 - **Humanities**

Physical Education
(Daily Class)

ART/MUSIC/HEALTH/
INDUSTRIAL TECH/
FUSE
9 Weeks

GRADE 8

READING/ENGLISH
 - **Grade Level**
 - **Advanced**

R.E.A.C.H
 OR WORLD LANGUAGES
 -**High School Program**
(College Prep/Honors)
 -**Spanish I**
 -**French I**
 -**Mandarin Chinese**

ALGEBRA
 - **Grade Level**
 - **Advanced**
 - **Honors Algebra 1**
 - **Honors Geometry-HF Course**

SCIENCE
 - **Grade Level**
 - **Advanced**

SOCIAL SCIENCE
World Cultures
 - **Grade Level**
 - **Advanced**

Physical Education
(Daily Class)

ART/MUSIC/HEALTH/
INDUSTRIAL TECH/
FUSE
9 Weeks

STUDENT PROGRAM

Course of Study

There are five core classes per day with additional periods for PE, Encore and lunch.

1. 6th Grade Placement levels in English, Reading, and Math are based on 5th Grade NWEA/MAP scores, grades, teacher, and parent input.
2. Students in 6th – 8th Grade may have placement level changed due to classroom performance. Conversations with parents will precede any change in placement.
3. Parents will be notified of student placement for the next school year prior to the start of the school year.
4. For any student in an Advanced Class who earns below a C-, for more than one quarter, a change of placement to the grade level class may be made.
5. During the school year questions regarding placement should be directed first to the teacher and then to the assistant principal. Additional evaluation may be used to confirm or analyze placements.
6. French, Spanish, and Mandarin Chinese are offered to eighth grade students. Students taking World Language have one period of English. Students who are not enrolled in World Language class have one period of English and one period of R.E.A.C.H. A letter will be sent prior to the end of the school year outlining criteria.

PROCEDURE 7560 (Homewood-Flossmoor High School)

ALTERNATIVE SCHOOL PROGRAMS

A. Taking High School Level Classes while Enrolled in a Junior High School

1. Eligibility: Students may be recognized by Homewood-Flossmoor High School as being proficient in the following courses taken at their junior high schools: Algebra 1 Honors, Geometry Honors, any higher-level math courses whose prerequisites include Algebra 1 and Geometry, Spanish 1 Honors, and/or French 1 Honors.

Algebra 1 Honors, Geometry Honors, or Any Higher Level Math Courses Whose Prerequisites Include Algebra 1 or Geometry

2. For a student to be recognized by Homewood-Flossmoor High School as being proficient in Algebra 1 Honors, Geometry Honors, or any higher-level math courses whose prerequisites include Algebra 1 and Geometry that the student has taken at his or her junior high school, the following criteria must be met:
 - i. The student must pass each semester of the course with a “B” or above.
 - ii. The student will take all H-F quizzes and unit exams, as well as the semester 1 and semester 2 H-F final exams.
 - iii. Grades will be determined by weighting all H-F quizzes and unit exams as 90% and homework/classwork as 10% of each marking period’s grade. Each semester final grade will be determined by weighting each marking period as 40% and the semester final exam as 20%.
 - iv. The Homewood-Flossmoor High School Mathematics Department Chair will certify that the junior high is administering the appropriate H-F quizzes and tests and that the above grading procedures are being followed.
3. Students who are recognized as proficient in Algebra 1 Honors, Geometry Honors, or any higher-level math courses whose prerequisites include Algebra 1 and Geometry will have a “Pr” for “proficient” recorded on their Homewood-Flossmoor High School permanent record, enabling them to enroll in the courses for which these are prerequisites.

Spanish or French: 2-year course

4. When Homewood-Flossmoor High School's Spanish 1 Honors or French 1 Honors curriculum is taught at the junior high school over 7th and 8th grade, the 7th grade course consists of the 1st semester's curriculum, while the 8th grade course consists of the 2nd semester's curriculum.
5. In order to be recognized by Homewood-Flossmoor High School as proficient in Spanish 1 Honors or French 1 Honors, the student must pass Spanish or French in both the 7th and 8th grades with a "C" or better.
6. At the end of 7th grade, students will take the 1st semester exam for H-F Spanish 1 Honors or H-F French 1 Honors and pass with a "C" or above. At the end of 8th grade, students will take the 2nd semester exam for H-F Spanish 2 Honors or H-F French 2 Honors and pass with a "C" or above.
7. The grade earned in the 7th grade will be determined by weighting the 1st and 2nd quarter grades 40%, the 3rd and 4th quarter grades 40%, and the final exam grade 20%. The grade earned in the 8th grade will be determined by weighing the 1st and 2nd quarter grades 40%, the 3rd and 4th quarter grades 40%, and the final exam grade 20%.
8. Students who are recognized as proficient in Spanish 1 Honors or French 1 Honors will have a "Pr" for "proficient" recorded on their Homewood-Flossmoor High School permanent record, enabling them to enroll in the courses for which these are prerequisites.

Spanish or French: 1-year course

9. When Homewood-Flossmoor High School's Spanish 1 Honors, French 1 Honors curriculum is taught in 8th grade, the entire curriculum is taught over the course of that school year.
10. In order to be recognized by Homewood-Flossmoor High School as proficient in Spanish 1 Honors or French 1 Honors, the student must pass Spanish or French with a "C" or better
11. Students will take the semester 1 and semester 2 exams for H-F Spanish 1 Honors, French 1 Honors and pass both exams with a "C" or above.
12. The 1st semester grade will be determined by weighing the 1st and 2nd quarter grades 40%, the 3rd and 4th quarter grades 40%, and the final exam grade 20%.
13. Students who are recognized as proficient in Spanish 1 Honors or French 1 Honors will have a "Pr" for "proficient" recorded on their Homewood-Flossmoor High School permanent record, enabling them to enroll in the courses for which these are prerequisites.

B. Placement

Upon completion of the course and final exam at the junior high school, the H-F school counselor will place the student in the appropriate course and level at Homewood-Flossmoor High School. Students who transfer into Homewood-Flossmoor High School must provide a transcript with the final grade posted to apply to either be recognized as proficient or to receive credit, to be addressed on a case-by-case basis, and to be placed in the appropriate course and level.

Student Assessments

Flossmoor School District 161 uses assessment information to guide instruction, and make decisions concerning programs. Assessments are mandated by both the State and District. The District's assessments provide normed information and information about individual student growth over time. Students in Grades K-8 are assessed in the areas of reading and

math.

New students to the District participate in assessments to provide information to assist with student placement decisions.

Enrichment Time

The Parker Junior High School schedule features Enrichment time. It provides teams of students and teachers an additional 43 minutes each day to work together to promote student achievement. Student needs will be identified based on assessments with interventions provided to meet identified needs.

Multi-Tier Support System (MTSS)

Flossmoor School District 161 has a continuum of supports to meet the needs of students. If student data indicates a lack of response to Tier 1 differentiated instruction, time-limited Tier 2 or Tier 3 reading and/or math interventions will be implemented. Data used for intervention placement includes AIMSWeb, MAP, and classroom performance. Progress in assigned interventions will be monitored and reviewed on a regular basis. Parental consent is not required for placement into Tier 2 or Tier 3 interventions. Parents will be notified if data indicates interventions are necessary.

STEAM LAB

Students utilize the Northwestern FUSE program to foster their interest in the STEAM fields. Students are challenged to creatively solve real life problems by thinking critically and at times collaboratively with others to persevere through challenges.

MEDIA CENTER

The Media Center is the place to find the information needed for any research project. With a wide variety of resources available, students can utilize the Media Center for all their information needs as well as discover exciting books available for classwork and recreational reading.

The Center is open from 7:35 a.m. to 3:05 p.m. for students in grades six through eight.

Circulation and Borrowing

Students are allowed to check out two books at a time. Books can be borrowed for two weeks and renewed twice. Reference materials do not circulate, but in exceptional cases may be borrowed overnight at the discretion of the media center personnel and returned by 8:00 a.m. the next morning to the Media Center.

Periodicals may be borrowed for three days.

Every Language Arts class is given an orientation at the beginning of the school year. Specific details and procedures are explained at that time.

Overdue Materials

There are no daily fines for overdue books. If a student has books that are overdue, their library privileges are frozen until that book is returned or paid for. Students will receive overdue notices either by e-mail or in their homeroom. At the end of the year, books that are outstanding will be added to the student's account and must be paid for.

Services to Students

Parker Junior High School has a wide variety of books available at multiple lexile levels and for various interests. Students have access to their Media Center account at <http://library.sd161.org/opac/parkejhs>. Once they log in, they can browse the catalog, renew materials, write book reviews, and place books on reserve.

Students also have access to SIRS Discoverer Database which is an excellent place to start any research project. The database can be found at <http://ars.sirs.com/discoverer.html>. In addition, students will have access to ScienceFlix. ScienceFlix can be found at <http://scienceflix.digital.scholastic.com>. Students can ask in the Media Center for the usernames and passwords for these two databases.

HOMEWORK GUIDELINES

Purpose of Homework

In our commitment to excellence, Flossmoor School District 161 acknowledges the importance of homework as a continuation of the learning process. Homework provides practice that helps expand academic achievement, self-discipline and responsibility. The effectiveness of homework is based on the coordinated efforts of the schools, parents, teachers and students. The following guidelines were developed by the Homework Task Force based on current research and input from the school community.

Homework Time Guidelines

- Due to the content in advanced or honors classes, students may be required to spend additional time on homework.
- Every student is expected to spend additional time reading independently and practicing math facts.

Types of Homework

Preparation: Introduction of new materials that enable students to obtain background information, or allows teachers to assess students' background knowledge.

Practice: Reinforces prior knowledge and newly acquired skills/concepts taught in the classroom.

Extension: An opportunity for students to apply acquired skills/concepts to other situations.

Project/Product: An extension of skills/concepts taught in classrooms that may require research. Project expectations and timeframe(s) are communicated to the students. Project should reflect student's work.

Expectations for Students

- Complete homework independently, and turn it in on time.
- Obtain and complete missed assignments due to absences per grade level expectations.
- Organize materials and assignments using assignment notebooks, 1:1 device, and/or folders.
- Seek clarification of homework before leaving class.
- Check homework and share completed assignments and assignment notebook with family.
- Maintain balance between schoolwork and extra-curricular activities.
- Find a quiet place to do homework.

Expectations for Parents

- Develop a regular homework time/routine for your student.
- Provide a homework center that is free from distractions with appropriate supplies.
- Encourage your student to keep track of assignments in an organized way.
- Facilitate independent work and provide support as needed.
- Review completed assignments and assignment notebook/folder with your student.
- Assist your student in balancing schoolwork and extra-curricular activities.
- Communicate openly with teachers.
- Any student or parent who has an issue arise with a staff member should communicate directly with the staff member first to try and resolve the issue. If no resolution is found, then an appointment can be made with one of the principals at Parker to help find a solution. If such communications cannot solve the issue, then the parent may appeal to the Superintendent at the district office.
- Monitor and limit TV viewing, telephone and computer usage, iPod, video games and other electronic devices.
- Praise your student for having good homework habits.

Expectations for Teachers

- Assign meaningful homework that reinforces, enriches, or supplements classroom activities.
- Check homework and provide feedback to students in a timely manner.
- Coordinate major projects and tests between grade level/teams when possible.
- Encourage parent communication regarding homework-related questions/concerns.
- Reinforce student responsibility and self-discipline through the completion of homework.
- Communicate homework expectations to parents and students early in the school year.
- Provide instruction and guided practice before assigning homework as independent practice.
- Provide differentiated homework assignments to meet the needs of students when appropriate.
- Count homework as a part of student effort and/or grade.

MIDTERM REPORTS/REPORT CARDS

Midterm Reports

The school year is divided into four academic quarters for all subject areas. Official grades are posted after each quarter. Reminders will be sent to check midterm grades.

Report Cards

Report cards are posted four times a year (approximately one week after the end of a quarter). Parents may access current grades in the District Skyward Program (www.sd161.org).

DISTRICT 161 GRADING SCALE

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	U

EXTRA CREDIT

Extra credit is only given at the discretion of the teacher. The maximum extra credit a teacher may give is two (2) percent of the total quarter's grade.

Honor Roll

Parker Junior High School publishes two honor rolls at the end of each quarter. The guidelines for the honor rolls are as follows:

1. For grade average purposes, only straight letter grades will be used. "Pluses" and "minuses" may appear on report cards but will not enter into determination of the honor roll, nor do any classes carry a "weighted" grade. Inclusion on the honor roll will be based on the following:

4.0	A
3.0	B
2.0	C
1.0	D
0	U

2. Honor Rolls:

GOLD (high honors) Honor Roll - 4.0 average

BLUE (honors) Honor Roll - 3.5-3.9 average with no "D" or "U" grades in any subject.

3. Eighth grade students who have achieved Gold honor roll for all four quarters in eighth grade will be recognized with a gold stole at graduation. Eighth grade students who have attained a combination of Blue and Gold honor roll for all four quarters in eighth grade will be recognized by wearing a white stole at graduation.
4. Grades from band, chorus, orchestra and courses taken off-campus are not included in the computation of honor rolls or National Junior Honor Society eligibility.

GRADING AND PROMOTION

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when the promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on the PARCC, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. Flossmoor School District 161 has additional guidelines regarding parental involvement in Title 1 schools. These guidelines may be found in Board Policy 6:28.

SUMMER ACADEMY

Due to the accelerated nature of the summer school program, and the need for students to be present each day, the summer school attendance procedure is as follows:

- Students who accumulate three (3) absences will be withdrawn from summer school and will not receive a grade. An absence can be obtained in the following ways:
 - Being absent from summer school for any reason
 - Leaving summer school early for any length of time or reason
 - Accumulating three (3) tardies
- Please note, three (3) tardies is equivalent to one (1) absence. A tardy is assigned when a student arrives late to school after 8:30 a.m.
- Any combination totaling three (3) absences from the above list will result in the student being withdrawn from summer school. The student will not be eligible for a refund of summer school fees.

Sixth, seventh, and eighth grade students who are required to attend summer school due to an overall failing grade in reading, language arts, math, science, or social studies must adhere to this policy. A student in this category that receives three (3) absences or the equivalent number of tardies will be removed from summer school and will not be promoted to the next grade. These guidelines may be found in Policy 7.70.

Flossmoor School District 161 also offers an enrichment program during the summer utilizing Odyssey. One component of this program is a pre-algebra course aimed at 6th grade students who take up leveled math during the year.

SPECIAL EDUCATION

Flossmoor School District 161 offers special education and related services to meet the varying needs of students with disabilities. Any concerned person, including District personnel, the parent(s) of a student, or an employee of a community service agency may refer students for a special education evaluation. The department has the resources of psychologists, social workers, nurse, health coordinators, speech pathologists, special education aides, case managers and special education teachers to provide services to students who are identified as eligible for special education and related services under the Individuals with Disabilities Education Act. The District provides special education and related services to eligible students from three (3) to fifteen (15) years of age. There are some students whose needs cannot be met by District programs. These students may be referred to other special education cooperative units such as SPEED or ECHO and in some instances to state or private programs. Most students attend school at their home schools and receive resource and/or related services.

Extra-Curricular Activities and Sports **CONFERENCE SPORTS AND ACTIVITIES**

Parker Junior High School participates in inter-school sports and activities through the South Suburban Junior High School Association (SSJHSA), a conference of ten schools in the immediate area. Students in 6, 7, and 8 can participate in all sports. A fee of \$30.00 is charged for participating in basketball, volleyball, track, cheerleading, cross-country, baseball, softball, soccer, and chess. This fee must be paid prior to the start of the activity.

Other conference activities will include band, orchestra, chess, chorus, individual speech competition, a Fine Arts Festival, Student Council activities, Scholastic Bowl, and National Junior Honor Society. Fees for travel may be assessed.

Students are invited to become involved in the SSJHSA activities either as a spectator or participant.

For the enjoyment of all the conference sports and activities, students are expected to be good hosts to visiting teams and follow the conference rules and the code of conduct. Students are encouraged to arrange their transportation home before they attend or participate in any conference sports or activities. **Students MUST be picked up within 20 minutes of the completion of the event.** Failure to meet the above expectation will result in your student being denied participation in or attendance to subsequent events and/or be charged a fee according to Board Policy 7:320.

Sports Schedules:

Summer/Fall	Cross Country
Summer/Fall	Baseball/Softball
Fall	Cheerleading
Winter	Basketball
Winter	Volleyball
Spring	Track and Field
Spring	Soccer

Sports Physicals

All students are required to have an up-to-date physical exam prior to tryouts for interscholastic sports, and cheerleaders. No student will be permitted to compete in a try-out, practice, or game unless a physical exam has been completed. Physical examinations should be completed on an approved IESA form. Camp physicals are not acceptable.

SSJHSA Schools

Columbia Central School	94 W. Richton Road, Steger	755-0021
Parker Junior High	2810 School Street, Flossmoor	647-5400
Michelle Obama School	215 Wilson Street, Park Forest	481-2920
Huth Middle School	3718 West 213th Place, Matteson	748-0470
James Hart	18220 Morgan Street, Homewood	799-5544
Brookwood Junior High	201 E. Glenwood-Lansing Road, Glenwood	758-5252
Colin Powell	20600 Matteson Avenue, Matteson	283-9600
Washington Junior High	25 W. 16 th Place, Chicago Heights	756-4841
Memorial Junior High	2721 Ridge Road, Lansing	474-2383
Crete-Monee Junior High	635 Olmsted Road, University Park	367-2400

Code of Conduct for Athletic Events

- Visiting teams and spectators are to be treated as our guests.
- Respect the decisions of the officials.
- Remain quiet during any free throw attempt.
- Booing and unnecessary noise are discourteous and will result in immediate ejection from the game.
- Students are required to stay in the gym to watch the game, and leave only during half time and between games.
- Under no circumstances should anything be thrown. This will result in an immediate ejection from the game.
- Food and beverages are not permitted in the gym.
- Students are not permitted to wear hats in the school.
- Adults are expected to model appropriate behavior for our students.

Throughout the junior high handbook the latitude and guidelines for student behavior and attire are addressed. Students may be removed from an inter-school sports team or activity

for not following school and/or athletic events rules.

Intramurals

There is an after-school intramural program for sixth graders. A fee of \$30.00 is charged and transportation is provided.

Instrumental Music:

Symphonic Band
Falcon Orchestra
Concert Band
Varsity Orchestra

A fee of \$50.00 will be assessed for band and orchestra participation. Students who participate in both will incur a fee of \$100.00.

Vocal Music:

6 th Grade Parker Choir	7 th grade Jazz Ensemble
7 th and 8 th Grade Falcon Choir	8 th grade Jazz Ensemble

ELIGIBILITY STANDARDS FOR PARTICIPATING IN OR ATTENDING SCHOOL SPONSORED ACTIVITIES

Parker Junior High School is a participating member of the Illinois Elementary School Association (IESA), and must adhere to the rules and regulations put forth in their handbook. Participating or attending school-sponsored activities is a privilege not a right. Students who perform in a program, game, concert, or some other form of public activity are seen as representatives of Parker Junior High School. The student's standing in school, both academic and behavioral, must meet predetermined eligibility standards. Eligibility standards apply to any student involved in extra- or co-curricular activities (e.g. athletics, cheerleaders, etc.). National Junior Honor Society and Student Council have their own eligibility standards according to their bylaws.

I. Academic criteria

- A. 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. During the period of ineligibility, students may "try-out" for an activity. If successful in achieving membership the student should practice with the group, but may not participate in any public performance, game, match, etc.
- B. If a student is ineligible during any week, he/she may regain their eligibility at the end of the following week if he/she has a passing grade in all classes.
- C. Please find the complete IESA handbook at www.iesa.org/administration and click on IESA Handbook.

II. Behavioral criteria

A. Suspensions

1. Upon being suspended from school (either in or out of school) and/or the school bus for the first time in a school year, the student will be ineligible to participate in any extra- or co-curricular activities for ten school days following the suspension.

2. If a student is suspended from school and placed in the Alternate Education Program or out-of-school, and/or suspended from the school bus for a second time in a school year, the student will be ineligible to attend or participate in any extra- or co-curricular activities for the duration of the school year.

B. Participation in activities

Throughout the school year, students enjoy certain privileges and activities. Students must demonstrate basic responsibilities and appropriate attitudes before they are allowed to participate in these activities. Attendance or participation in any school activities must be earned through demonstration of appropriate student behavior and citizenship. The suggested standards/guidelines will be reviewed on an individual student basis by administration or a designee throughout the school year in order to help determine the eligibility of the student for participation in the activities.

1. Activities include: attending field trips, athletic events, end of the year trips and 8th grade class trip, school-sponsored dances, including the 8th grade graduation party, school-sponsored after-school activities, and participating in the formal 8th grade commencement ceremony.
2. Requirements for participation: students must demonstrate appropriate behavior throughout the school year as supported by behavior records and staff recommendations and students must show respect and cooperation toward adults and fellow students.
3. Review process: Prior to any school-sponsored activity, administrators and/or each team of teachers will have the opportunity to review individual student's records in order to determine their eligibility for inclusion in the activity. The student's severe or repeated misconduct or misbehavior problems will be documented through conduct referral forms and the student management system. Teacher or administrative notations will be considered during the review process.

C. Exceptions

In the event of extenuating circumstances, an ineligible student may have his/her case reviewed by the principal or principal's designee and the activity sponsor. After a review of the pertinent facts, the principal or principal's designee may reverse the ineligibility status or set interim stipulations.

SCHOOL ORGANIZATIONS

The following activities are offered to students. These activities are of a school service nature, are an integral part of ongoing conference activities, or provide for other student interests. Members of organizations that meet before or after school must provide their own transportation. **Only groups or clubs that are school sanctioned and open to all eligible students are allowed.**

Cheerleading

Separate seventh and eighth grade squads of girls and boys will be selected through competitive tryouts and will cheer at home athletic events.

Green Team

In April of 2009, teachers, administrators and parents from each school in District 161 came together and formed a District 161 Green Team. The team established the following statements around its purpose and goals to prioritize the Green Team's focus for the Flossmoor School District 161:

- To reduce the district's impact on the environment

- To teach students to be stewards of the environment

Our parents, staff, students and community members can join in our school district's effort to reduce, reuse, recycle and rethink to help improve our environment. Children will learn the importance of "Going Green," what it means to their lives and how it can benefit them.

Math Counts

Students with aptitude in math are selected on the basis of interest and competitive testing to compete with other schools in selected areas and regional contests.

National Junior Honor Society

A chapter of the National Junior Honor Society will function as the school's service organization for various events and activities throughout the school year. The student must complete an application detailing leadership and service qualities to both school and community. Faculty recommendations and discipline records are used to evaluate citizenship and character. A student who receives multiple detentions, a Saturday Detention or any suspension will not qualify to be a member of NJHS. Successful candidates are inducted in the spring for active membership as eighth graders. Application for NJHS membership does not guarantee membership. Student conduct in classes, activities, and buses throughout the school year will be a factor in NJHS selection. While the initial invitation to apply for membership is issued to seventh grade students with a cumulative grade point average of 3.7 for the first three quarters of their seventh grade year, there are other criteria of equal importance including scholarship, leadership, service, character, and citizenship.

Standards of Academic Excellence (minimum 3.5 GPA each quarter), Citizenship, and Character must be maintained during membership in the eighth grade year.

Science Olympiad

Students with aptitude in Science are selected on the basis of interest and competitive testing to compete with other schools in regional and national contests.

Speech

Instructional workshops will be held for all interested students. These workshops may lead to students participating in the junior high school speech competition. The Speech Team is open to all students.

Student Council

The Student Council works in cooperation with the faculty and administration of the school to make decisions concerning school activities and practices. Student representatives are elected from each homeroom and must attend meetings throughout the school year. Elected officers represent all grade levels.

Yearbook

This group of students assists with the annual publication of the yearbook. Meetings are held after school on days to be determined by the yearbook staff and sponsor.

Students should not be in school or on the school grounds after the dismissal period. The District will not be responsible for students who do not leave the school and/or school grounds after they have been dismissed. Students who need to stay after the normal dismissal time are expected to be attending a regularly scheduled school event or be specifically requested to stay by a teacher with parent's permission. All after school events will have announced end times. All evening school-sponsored events will have announced start and end times. Students are expected to make arrangements in advance for

transportation from school at the conclusion of such events and leave school grounds within 20 minutes following the event. Failure to do so will result in loss of privilege to attend future school-sponsored extra-curricular events. Admittance to an evening event after the announced start time will not be allowed unless the student is accompanied by a parent or responsible adult who can account for the student's late arrival.

ACTIVITY BUS

This year, three routes have been established and will run at 4:05 p.m. on Tuesday, Wednesday, and Thursday for students who participate in activities such as academic support, Extended Homework Lab, Yearbook, Newspaper, Science Olympiad, Math Counts, Band and Orchestra. Students involved in athletic activities are not permitted to ride the activity bus. Only students who have a signed permission slip on file will be allowed to utilize the activity bus. The permission slip can be found in the virtual backpack on the Parker website.

Student Behavior and Discipline Information

The administration and staff of Parker Junior High School are proud of the students and their accomplishments. To ensure order and safety, classroom and school expectations are necessary. Parents and students are encouraged and expected to support the District-Wide Positive Behavior Program

Participation in Activities

Throughout the school year, students enjoy certain privileges and activities. Students must demonstrate basic responsibilities and appropriate attitudes before they are allowed to participate in these activities. Attendance or participation in any school activities must be earned through demonstration of appropriate student behavior and citizenship. The suggested standards/guidelines will be reviewed on an individual student basis by administration or a designee throughout the school year in order to help determine the eligibility of the student for participation in the activities.

1. Activities include: assemblies, attending field trips, athletic events, end of the year activities, 8th grade class trip, school-sponsored dances, including the 8th grade graduation party, school-sponsored after-school activities, and participating in the formal 8th grade commencement ceremony.
2. Requirements for participation: students must demonstrate appropriate behavior throughout the school year as supported by behavior records and staff recommendations and students must show respect and cooperation toward adults and fellow students.

Policy 7:190 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 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
 - e. 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.
 - f. 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.
 - g. 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.

- h. *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.
- i. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances 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 an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 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 proper authorization.
14. In the 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 status 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 school's 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 of 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. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study 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.
8. 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.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. 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 may also be restricted from being on school grounds and at school activities.
12. 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 may also be restricted from being on school grounds and at school activities.
13. 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.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, 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 a 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.

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 two 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), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 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 one or two 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 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten school days 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 students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7961 et seq.
Pro-Children Act of 1994, 20 U.S.C. §6081.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7,
5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12,
5/27-23.7, 5/31-3, and 110/3.10.
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property)

BULLYING, HARASSMENT, AND INTIMIDATION

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more

of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

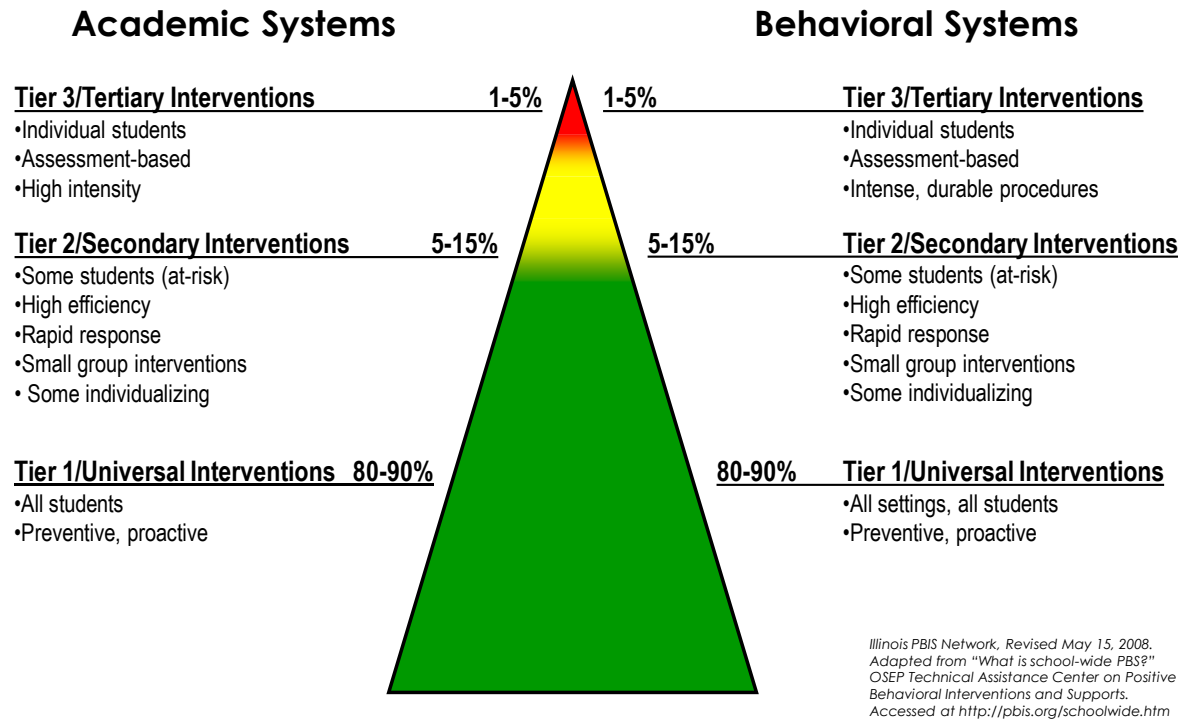
Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

Positive Behavior Intervention and Supports (PBIS)

PBIS is a proactive systems approach for establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. As a Response to Intervention model, PBIS applies a three-tiered system of support, and a problem-solving process to enhance the capacity of schools to effectively educate all students.

School-Wide Systems for Student Success: A Response to Intervention (RtI) Model



The school-wide PBIS process emphasizes the creation of systems that support the implementation of evidence-based practices and procedures. Flossmoor School District begins the PBIS process by establishing clear expectations for behavior that are taught, modeled and reinforced across all settings and by all staff. This is the primary focus of the Universal Team. The Universal team also develops school-wide behavioral expectations that include clear, identifiable behaviors, how the behaviors will be taught and how the behaviors will be consistently and systemically encouraged and acknowledged.

Parker Junior High's expectations are: Be Respectful, Be Responsible, and Be Ready to Learn

The school-wide behavioral matrix defines the expected behaviors for specific classroom settings such as: hallways, gym, cafeteria, buses, washrooms, assemblies, and playground.

During Assemblies/Sporting Events

Be Respectful	Be Responsible	Be Ready to Learn
<ul style="list-style-type: none"> • Show kindness for performers and other audience members • Follow adult directions • Sit appropriately until dismissal 	<ul style="list-style-type: none"> • Sit in assigned seat • Be a good audience member • Use appropriate voice level • Walk on stairs only • Please make sure your area is clean when you leave 	<ul style="list-style-type: none"> • Attend programs with an open mind, ready to experience new and different things • Turn off phones and put away headphones

In the Bathrooms

Be Respectful	Be Responsible	Be Ready to Learn
<ul style="list-style-type: none"> • Wait your turn • Value the privacy of others • Use facilities appropriately 	<ul style="list-style-type: none"> • Keep the bathrooms clean • Wash hands with soap • Observe time limits • Leave school supplies, backpacks, electronics out of the bathroom 	<ul style="list-style-type: none"> • Use passing period and lunch times for bathroom breaks

In the Cafeteria

Be Respectful	Be Responsible	Be Ready to Learn
<ul style="list-style-type: none"> • Follow all cafeteria procedures • Be mindful of others • Use appropriate language • Use appropriate voice level • Follow the directions of all adults 	<ul style="list-style-type: none"> • Stand in a single file line • Move carefully • Eat at your table/stay seated • Throw out your trash and keep your area clean • All open food and drink remain in the cafeteria 	<ul style="list-style-type: none"> • Observe time limits • Be on time to your class after lunch

In the Classroom

Be Respectful	Be Responsible	Be Ready to Learn

<ul style="list-style-type: none"> • Listen while others speak • Value the opinion of others • Follow the classroom social contract • Minimize social distractions 	<ul style="list-style-type: none"> • Write assignments in your assignment book • Participate • Ask for help when needed • Do your own work • Give your best effort 	<ul style="list-style-type: none"> • Be on time and in your assigned seat • Bring all required materials • Listen attentively to instructions & engage in class discussions • Complete all assignments
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In the Hallway

Be Respectful	Be Responsible	Be Ready to Learn
<ul style="list-style-type: none"> • Be mindful of others • Use appropriate language and voice level • Be mindful of displays and artwork • Keep hands and feet to yourself • Follow the directions of all staff members • Treat others with kindness 	<ul style="list-style-type: none"> • Walk safely on the right side of the halls • Keep the halls clean – Pick up all trash! • Always have a signed pass if in a hallway after passing period • Keep your locker locked at all times • Be honest & act in a positive way 	<ul style="list-style-type: none"> • Have a clean and organized locker • Get to class on time

In the Media Center and Flossmoor Library

Be Respectful	Be Responsible	Be Ready to Learn
<ul style="list-style-type: none"> • Take care of books, computers, and other media items • Use appropriate language and voice level 	<ul style="list-style-type: none"> • Sign in and show your pass • Follow acceptable use policy • Use technology for classroom assignments • Return materials on time 	<ul style="list-style-type: none"> • Bring all necessary materials with you

In the Locker Rooms

Be Respectful	Be Responsible	Be Ready to Learn
<ul style="list-style-type: none"> • Be mindful of others' personal space 	<ul style="list-style-type: none"> • Keep the locker room clean • Keep your locker neat • Lock your locker • Observe time limits (3 minutes) 	<ul style="list-style-type: none"> • Change into your full PE uniform • Take your uniform home to be washed • Wait until the teacher dismisses you

Bus

Be Respectful	Be Responsible	Be Ready to Learn
<ul style="list-style-type: none"> • Use appropriate language, tone, and volume • Follow adult directions • Eating and drinking on bus is prohibited • Keep hands, feet, and objects to self • Remain seated, facing forward, with feet on the floor • Keep items inside the bus 	<ul style="list-style-type: none"> • Girls sit in the back; boys sit in the front • Ride your assigned bus • Use your assigned bus stop • Be alert to traffic at your bus stop • Keep windows at the designated line • Keep track of your belongings • Put trash in trash bags • Keep aisles clear 	<ul style="list-style-type: none"> • Enter and exit bus appropriately • Go directly to your seat • Be at your bus stop on time

Throughout the Day

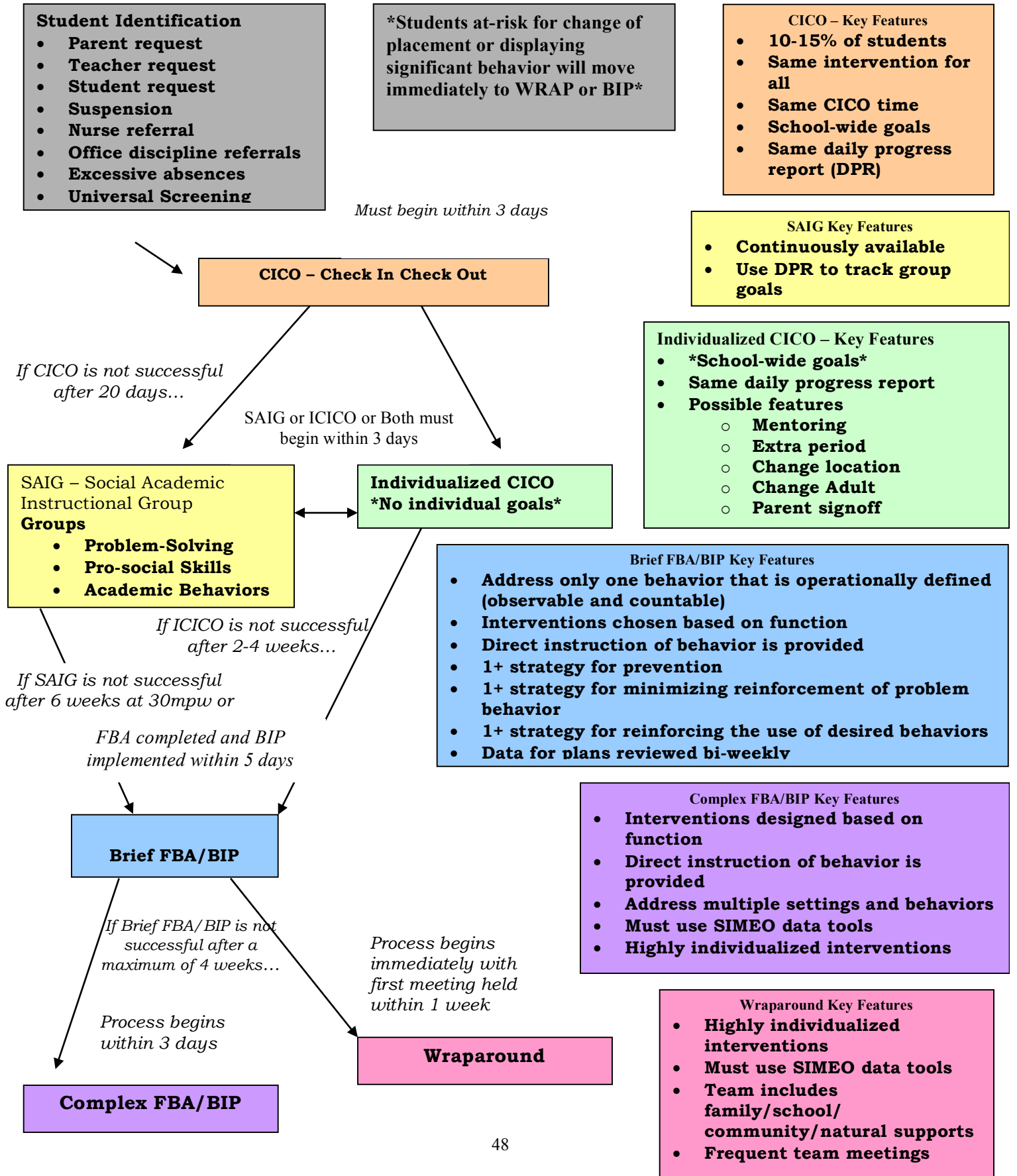
Be Respectful	Be Responsible	Be Ready to Learn
<ul style="list-style-type: none"> • Respect values, opinions, and property of others • Use appropriate language • Listen when others talk • Respect other’s personal space • Follow directions of all staff members 	<ul style="list-style-type: none"> • Follow the school rules & dress code • Think before acting & be safe • Value members of the school and community • Keep cell phones & electronics locked in your locker 	<ul style="list-style-type: none"> • Be on time • Be organized • Come prepared with all your materials • Take pride in your work • Give your best effort

Our social and emotional learning curriculum will guide the teaching of the expected behaviors. This curriculum includes “Cool Tools”. Cool Tools are behavioral lesson plans that structure how staff teach and reteach the expected behaviors from the school-wide behavioral matrix. Cool Tools include teaching examples, student activities, adult modeling, opportunities for practice, and reinforcement.

A critical component of the PBIS program is to praise students when they are caught modeling expected behaviors. When inappropriate behavior is displayed, an office discipline referral (ODR) may be initiated. This form is used to document behavior and collect data regarding the type of behavior, location, and time of day.

Flossmoor School District 161 has a continuum of supports to meet the students’ needs. If student data indicates a lack of response to school-wide universal PBIS supports, Tier 2 PBIS supports are considered. Data that is monitored for entry into PBIS supports includes office discipline referrals, suspension reports, nurse referrals, teacher referrals, truancy reports, parent reports, and universal screening data.

PBIS Behavioral Interventions – Flossmoor School District 161



BUS EXPECTATIONS

District policy and procedures outline expected student conduct on the school buses.

Bus safety is everyone's responsibility. By following these procedures, all students can expect a safe ride.

- When waiting at the bus stop, stand away from the road, behave responsibly, do not litter, and do not board the bus until it has come to a complete stop.
- Stay seated while the bus is in motion and remain seated until the bus has come to a complete stop at the appropriate destination.
- Keep your hands and your head inside the bus at all times. Pushing, tripping, fighting, throwing objects, or delaying the bus is considered to be inappropriate and improper bus conduct.
- Loud talking, unacceptable language or gestures, discourteous or annoying conduct will not be tolerated as it distracts the driver from transporting students safely.
- Treat the bus equipment with care and help keep the bus clean. No eating or drinking will be allowed on the bus.
- Keep the aisle clear at all times. Backpacks, books, coats, and other objects should be kept on your lap to allow for a safe exit in case of an emergency.
- In case of emergency, remain in the bus until the driver or another adult gives instructions.
- Students are under the supervision of the bus driver and/or school personnel while on the bus. Assigned seats may be enforced.
- Only eligible students can ride the school bus. Students must present their school ID before boarding the bus. **Students are expected to ride only their assigned bus and should board and exit at their assigned stop. Parents may not request a temporary change in bus assignment.**
- Improper bus conduct will result in disciplinary action and possible loss of bus privileges.
- Video monitors and equipment may be present on the school bus and used when transportation is provided for any school related activity.
- When dismissed from school, students must go directly to their bus. Buses will not wait for late students.
- **Students are not allowed to use any electronic equipment to videotape, or take photographs on the bus.**

Parents are encouraged to contact Parker Junior High School if there is a bus related incident or concern. Parents may not board or ride the bus to or from school.

TEXTBOOKS/MATERIALS

Students are expected to take proper care of all books, electronic devices, and any other materials issued to them. They will be charged the replacement cost for lost books. A fee will be assessed for excessive wear and /or unnecessary damage to any book or electronic device. If the book or device is damaged beyond use, the student will be required to pay the cost of replacement.

VANDALISM, WILLFUL DAMAGE, RECOUPMENT

Students and their parents shall be liable for any costs to the District for any act of vandalism, loss, theft, or damage to any school-owned equipment/computers, school-owned books, damage to buildings or other property owned or held by the District. (This does not include normal wear and tear or depletion of items normally considered "consumables,"

except workbooks.)

The District may use any means available under the law for effecting recoupment including remedies available to it under the Illinois Parental Responsibility Act. The District may also impose the suspension of the student from any extra-curricular activity until recoupment is satisfied.

The exercise of any civil remedy by the District does not preclude prosecution under applicable criminal laws.

LOCKER/SEARCHES

Each student is assigned a hall locker for storage of books and personal items. Students are required to have a lock purchased from Parker on their locker at **all times**. If a student does not have a lock on his or her locker, they will be given a lock and parents will be billed \$6.00.

The combination should be kept confidential. It is the student's responsibility to see that the hall locker is kept cleaned, locked, and organized at all times. During P.E. class, it is the student's responsibility to see that the gym locker in the locker room is locked during class time.

All locks are to be purchased through Student Services. Lockers are school property and fines will be assessed for damage caused by careless and deliberate abuse.

It is the student's responsibility to lock their hall and gym locker at all times. Students are expected to keep their items secured. **Students are responsible for all items in their locker. Parker Junior High School is not responsible for any student items that are lost or stolen.** Reasonable efforts will be made to help students find lost or stolen items.

The Board recognizes its responsibility to maintain order and security in the schools. Accordingly, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of the District, in accordance with this policy.

1. Students – Their Personal Effects and Searches of the Person

School authorities may search a student and/or the students' personal effects (e.g. purses, wallets, knapsacks, book bags, lunch boxes, etc.) based upon reasonable suspicion of a violation of the law or District/building rules. The search itself must be conducted in a manner, which is reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student.

2. School Property

School property, including but not limited to desks and lockers, is owned and controlled by the District and the District may make reasonable regulations regarding this use. Students have no expectation of privacy in their use of school property.

School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g. searches of any student lockers) as a means of protecting the health, safety or welfare of the District, its employees and students, without notice to or consent of the District and without a search warrant.

In all cases, school authorities may search such school property where there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or the District/building rules.

3. Seizure of Property

If a search, conducted in accordance with the policy procedures, produces evidence that the student has violated or is violating either the law or the District/building rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

DIGITAL CITIZENSHIP

	Be Respectful	Be Responsible	Be Ready to Learn
Digital Citizenship	<ul style="list-style-type: none"> • Keep food or drink away from Device • Device identification marking should not be tampered with or removed • Avoid and report all cyberbullying • Keep Device free from stickers, writing, drawing or labels • Avoid damage to the Device of others 	<ul style="list-style-type: none"> • Insert Device cords in a careful manner • Avoid damage to the Device by caring for your screen • Bring charged Device to school each day • Keep Device in protective case • Report damage of Device immediately • Avoid placing your Device in unsafe locations or extreme temperatures • Ensure you are the only one using your Device • 	<ul style="list-style-type: none"> • Keep Device in a secure area • Students will charge their Device for school each night • Keep personal information confidential • Only use Device for educational purposes. This includes the use of the camera • Only use Device that are issued to you • Only use your personal earbuds • Follow Internet Safety Guidelines

Please refer to District 161 Policy 6:235 for additional information regarding acceptable use of district technology, websites, and electronic devices.

STANDARDS OF DRESS

Since school is a place of learning, it is expected that students will dress in a manner that conforms to the purposes of the school process. The school reserves the right to determine what dress is appropriate. A student’s dress is expected to not be distracting, unreasonable, immodest or unkempt. Any student whose dress is deemed to be inappropriate will be provided with a shirt that will appropriately cover the dress code violation.

The following examples are prohibited for students, parents, and school personnel to the extent that the administration in its sole discretion deems it disruptive to the instructional

environment:

1. Jackets, coats, hats, hoods, gloves, and other forms of outer wear apparel are not to be worn in school. Fleece and sweatshirts may be worn in school.
2. No head covering or cap may be worn in the school unless for religious or health reasons, (this includes the hoods on hooded sweatshirts).
3. Only prescription glasses may be worn in school.
4. Chain belts, studded belts, studded neck collars, or unusually large chain necklaces that are obviously not a part of normal attire are not to be worn in school.
5. Attire, earrings, jewelry, pins, or any other type of wearing apparel or accessories that advertise, promote, or depict alcoholic beverages, tobacco products, drugs, gangs, weapons, nudity, obscenity, or profanity are not to be worn in school.
6. Students are not permitted to wear or advertise in any manner drug, alcohol, weapons, or any controlled substance paraphernalia.
7. Beachwear or extremely brief, revealing, and/or immodest attire is not to be worn in school. Shorts are permitted during warm weather, and must be 4” above the knee or longer. Dresses and skirts must also measure 4” above the knee or longer. Spaghetti strap dresses or blouses, halter, strapless, and backless attire may not to be worn in school.
 - a. Any visible strap must be two (2) inches wide. Neckline must be located at an appropriate level – no cleavage. Shirts must be long enough to overlap the waistband of pants, skirts, or shorts.
 - b. Any item of clothing worn with leggings or jeggings (non-denim stretchy fabric that conforms to the body with no zipper or pockets) must be accompanied by a top that fully covers student’s bottom.
8. Pants must be worn around the waist and a belt must be worn if necessary to prevent sagging. Pants may not have any slits, cuts or holes above the 4” mark, unless leggings or tights are worn underneath. No skin should be visible 4” above the knee.
9. Boxer shorts, pajama or pajama look-a-like attire is not to be worn in school.
10. Elastic devices (not limited to sweat bands) may not be worn as attire.
11. Writing across the buttocks on clothing apparel is not allowed in school.
12. Plain white undershirts may not be worn to school.
13. Shoes must be worn at all times.

PROCEDURES FOR DRESS CODE VIOLATIONS

These guidelines are enforced during the school day and all other school sponsored activities. Dress code information regarding formal school functions will be provided prior to the event.

1. The student will be referred to the Deans’ Office.
2. The dean or administrator will explain the inappropriateness of the student’s attire.
3. The dean or administrator will offer the student alternatives to remedy the dress code violation.
4. The student will not be permitted to return to class until the problem is remedied.
5. Refusal to remedy the dress code violation will result in the student being sent to the in-school suspension Alternate Education program, or sent home.

ELEMENTS OF RESTORATIVE JUSTICE

Focusing on the repercussions of poor decisions rather than the violation.

1. Giving all stakeholders a voice.
2. Empowering responsibility and growth.
3. Strengthening relationships while addressing poor choices.
4. Creating a collaborative, communal environment.

EXPULSIONS/SUSPENSIONS

The school administration is authorized to discipline students for gross disobedience or misconduct.

ALTERNATE EDUCATIONAL PROGRAM

If, in the opinion of the administration, the student's behavior could warrant a suspension, the administration may elect to impose alternate education instead. Alternate education results in the student's removal from the classroom and the student body, but not a complete removal from the school or its educational program. Students will be assigned to the alternate education room where they will be supervised by certified personnel. Students will receive their school assignments and will be expected to complete those assignments while under alternate education. In addition, students who are undergoing alternate education shall receive instruction in the appropriate behavior to correct conduct that led to the alternate education. Alternate education shall not exceed two consecutive days for each occurrence. The principal or his/her designee shall notify the parent/guardian of the student of the alternate education, explain the reasons for the placement, and afford the parent/guardian the opportunity to discuss the action. If the parent/guardian fails or refuses to discuss the action or to meet the principal or his/her designee, the alternate education may be imposed immediately.

Purpose:

The alternate education program is one of the various discipline techniques, which allows for an alternative to suspension for the administration of Parker Junior High School. The intent of this program is to enhance student accountability and behavior.

Guidelines:

1. Students are to report directly to Student Services at 7:45 a.m.
2. Students are to have all books with them, as needed, to work on class assignments during the alternate education time period.
3. Students will not be allowed to access their lockers during the alternate education time period, for any reason.
4. Students will be given assignments and tests for the corresponding day. The Alternate Education Supervisor will provide assistance and support to the student.
5. Additional assignments which may be given include:
 - a) Completing alternate education packets
 - b) Writing an apology for the inappropriate behavior
 - c) Writing ways in which this type of situation could be prevented in the future
 - d) Writing rationales as to why appropriate behavior should be used in the school
 - e) Completing academic assignments
 - f) Reading appropriate school materials
6. The decision to release a student from alternate education will be made by an administrator or dean, based upon whether the student satisfactorily completed the assigned tasks and all directions. If a student has not completed all criteria at the end of the school day, the assistant principal or dean will be notified and an out-of-school suspension may be imposed. When a student is placed in alternate education, his/her family will be notified and documentation will be logged.
7. Students will not be allowed to eat food or candy or have beverages of any type in the room during a non-lunch period. The lunch period will be held in the Alternate Education classroom.

SATURDAY SCHOOL

Purpose:

Saturday school is one of the consequences that may be imposed by the administration of Parker Junior High School. The intent of this program is to enhance student accountability and behavior. Saturday school takes place from 8:00 a.m. to 11:00 a.m.

Guidelines:

1. **Failure to attend or successfully complete the entire Saturday school session or assignment due to disruptive behavior will result in additional consequences.**
2. A student should arrive by 8:00 a.m. For safety reasons, the doors are locked at 8:30 a.m. and no additional students will be permitted.
3. For the duration of Saturday school students will:
 - Work on Odyssey or incomplete work. The decision on appropriateness of work will be made by the supervisor of Saturday school.
 - Study or read without talking, sleeping, or other disruptive behaviors.
 - Not chew gum, eat food or candy, or drink any type of beverages.
 - Adhere to all school rules as outlined in the Student Handbook.
4. If a student is ill the day of their Saturday school or attending a family funeral, the student will bring APPROPRIATE DOCUMENTED PROOF on the following Monday morning.
5. A student will serve their obligation on the next scheduled Saturday school day. Failure to comply will result in additional consequences.
6. Parents are responsible for transportation to and from school, and students need to be picked up at 11:00 a.m., without exceptions.
7. At the administration's discretion, a 3 hour after school detention may be given in lieu of a Saturday School.

Check-In, Check-Out (CICO)

Our first level of support is Check-In, Check-Out (CICO). CICO is a positive approach to checking in with students as they arrive and before they leave school each day. Students are selected to be in a Check-In, Check-Out group to help support academic, organization, and/or behavior needs and to build positive relationships with an adult at school. CICO is not a disciplinary or negative response to student behavior but rather the goal is to surround students with positive support throughout the day. Students will be given constant feedback regarding their behavior as it relates to the school wide expectation of being ready to learn, responsible, and respectful.

FALCON SOAR SHEET - CICO
2018/2019

Member Name: _____ HR: _____ Date: _____

EXPECTATIONS: Be Respectful Be Responsible Be Ready to Learn

To improve organization and academic achievement.

- Arrives on-time and brings materials/books to class.
- Completes homework and brings to class.
- Participates, maintains focus, and completes classwork.

Daily Points Possible: 18

Minimum number of points needed to reach 80%: 14

Class	3=Good Job	2=Almost	1=Try Again	Teacher's and Student's Initials
Homeroom	3	2	1	
Enrichment Time	3	2	1	
Encore	3	2	1	
Period 1	3	2	1	
Period 2	3	2	1	
Period 3	3	2	1	
Period 4	3	2	1	
Period 5	3	2	1	

Points received: _____

Individualized CICO

Individualized CICO is the next level of support and this intervention consists of adding additional features/supports to traditional CICO. Personalized features are added to the intervention, and may include extra motivators/incentives, ongoing positive adult interaction, additional adult check-in times, mentoring, and/or peer support.

Social Academic Instruction Groups (SAIG)

SAIG is a short-term (4-8 weeks) social academic group that will focus on skill sets that will support our students in our Positive Behavioral and Intervention Supports (PBIS). Groups are usually facilitated by a school social worker, resource teacher, or psychologist and students within these groups receive direct instruction in pro-social, academic, organization, and problem solving skills. Group lessons include opportunities for structured practice and adult feedback.

Students participating in a SAIG will be required to be in CICO for the time length of the group with a focus on group or school goals. Students are considered for SAIG based on their response to CICO or teacher/parent referral. Groups may last 4-8 weeks and students are dismissed from the group once new skills are learned and demonstrated on a consistent basis

Several groups are provided on an ongoing basis and are listed below:

- Problem-Solving groups focus on how to solve situations that occur throughout the student's day by using strategies to make positive choices.
- Pro-Social Skills groups focus on appropriate social skills that are necessary

throughout the school setting, friendship skills, positive adult and peer interactions, etc.

- Academic/Organization groups focus on learning to be prepared for class, study skills, homework and time management.

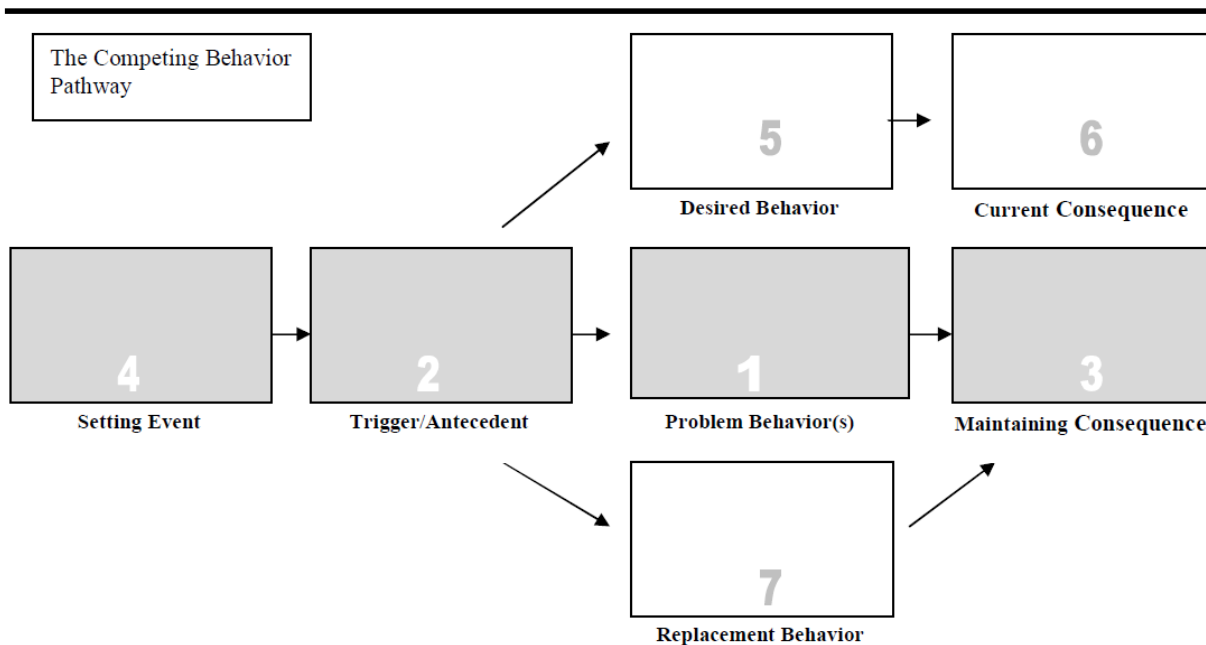
Group leaders utilize several curriculums within their groups. The curriculums most often used include but are not limited to:

Second Step (K-8)

Second Step: A Violence Prevention Curriculum is a research-based curriculum that teaches social and emotional skills for violence prevention. It aims to reduce impulsive and aggressive behaviors and increase protective factors and social competence in children from preschool through junior high. Children learn how to respond empathically to others and practice skill steps for calming down, reducing anger, and solving problems. Lessons are organized into three skill-building units that focus on: (1) empathy, (2) impulse control and problem solving, and (3) anger management. Lessons are sequential, developmentally appropriate and provide opportunities for modeling, practice, and skill reinforcement. The curriculum includes discussion, teacher modeling, coaching skills, and role plays. Stories are used to demonstrate important peer relationship skills, and to teach affective, cognitive, and behavioral social skills. Lessons can be incorporated into health, science, math, social studies, and language arts.

Functional Behavioral Assessment and Behavior Intervention Plans (FBA/BIP)

Students are identified for the FBA/BIP process after a lack of response to intervention such as CICO, ICICO, and/or SAIG. This process includes gathering data regarding problem behavior. These data sources include parent interviews, student interviews, and teacher interviews. Data is reviewed to create a competing behavioral pathway, which looks at the function behind misbehavior and how to offer strategies to encourage appropriate behavior.



Once a behavioral pathway is completed, individualized interventions will be chosen based on the function of the behavior. Furthermore, all BIPs will include strategies for prevention of behavior, strategies for teaching appropriate behavior, strategies for reinforcing desired

behavior, and strategies for minimizing rewards for problem behaviors. Behavior plans are reviewed on a bi-weekly basis and constantly updated to meet the needs of individual students.

Wraparound

Wraparound is a strength-based family centered problem solving approach to support students' social emotional and academic needs. Areas of support including school, family and community are developed by considering the following life domains: physical needs/living situation, family, safety, socialization, cultural/spiritual, emotional/psychological, health, and educational/vocational.

The Wraparound process is appropriate when a student needs a non-traditional and highly individualized plan to support multiple life domains. Wraparound plans will also be initiated when a student is at risk for a change of school, community, or home placement. Wraparound consists of an identified facilitator engaging a family to develop a unique team consisting of the family and a balance of school professionals, community representation, and natural supports. The focus is on the "big need" of the family and increasing the quality of life, as defined by the family.

The team meets frequently to develop, refine and monitor a variety of interventions based on strengths and needs. The team may help the family access financial support to receive tutoring or participate in extra-curricular activities, assistance with locating housing, linking families with outside agencies, navigating the human services system and other resources. Data collection tools are used regularly to guide planning, assess progress and to ensure that individual needs are being met. Wraparound plans are discontinued when the team mutually agrees that the "big need" has been met.